2016-2017 Discipline Interchange - Action

Purpose:
The purpose of the Discipline Action file is to capture and verify the attributes of a student with disabilities who were reported with a disciplinary action resulting from a disciplinary incident in the currently selected school year.

Dependencies:
Student has been assigned a SASID and updated in the RITS system.

Record Expectation: In the Discipline Interchange Action file, the LEA should submit records for students with disabilities reported with a disciplinary action.
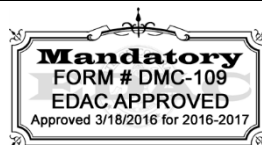
Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
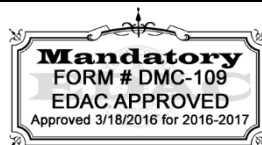 Special Education Discipline

🔑- Indicates Primary Key

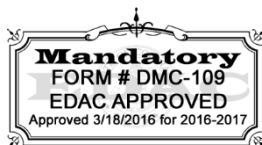| Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
DISCIPLINE INTERCHANGE							
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS * Indicates required You may name your file anything that works for you; however the system will not allow spaces in the file name. When submitting CSV or Excel you must include a header row with titles in the fields.							
Admin Unit/BOCES Code *	5	1	5	1	A2	30011	REQUIRED FIELD – Field cannot be blank. Please provide a valid Administrative Unit Code.
School District/BOCES Code* 🔑	4	6	9	2	B2	0010	REQUIRED FIELD MUST be a valid District Code within the reporting Administrative Unit/BOCES.
School Code*	4	10	13	3	C2	0187	REQUIRED FIELD School code must be

|							
							a valid school within the district. Grades served at the reported school must include grade reported for the student. If student is in an Administrative Unit run "Program" school field MUST be zero-filled.
Program Code*	4	14	17	4	D2	0004	Valid 4 digit code http://www.cde.state.co.us/datapipeline/org_sped_program_codes
Incident Identifier*	10	18	27	5	E2	1345768923	REQUIRED FIELD.
Date of Incident *	8	28	35	6	F2	12052016	REQUIRED FIELD Format is MMDDYYYY. Field may not be zero-filled.
Student's State ID (SASID)*	10	36	45	7	G2	1234567891	REQUIRED FIELD Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Student's First Name*	30	46	75	8	H2	valid name	REQUIRED FIELD Must be a valid character (A-Z, a-z,"", "-"). Must contain only one space between names. Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Student's Last Name*	30	76	105	9	I2	valid name	REQUIRED FIELD Must be a valid character (A-Z, a-z,"","-"). Must contain only one space between names (e.g. Van Dyke). Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth,

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								and gender.
Student's Gender *	2	106	107	10	J2	01		REQUIRED FIELD Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Student's Date of Birth *	8	108	115	11	K2	06152005		REQUIRED FIELD Format is MMDDYYYY. Calculated age must be <22 as of December Annual Count Date. Will be validated against RITS at the time of submission using four locater fields: last name, first name, date of birth, and gender.
Discipline Action Identifier*🔑	10	116	125	12	L2	3579847612		REQUIRED FIELD. **MUST be unique.**
Disciplines*	2	126	127	13	M2	01		REQUIRED FIELD Must be zero-filled if "Special Education Removal Type" field is "01" Unilateral Removal by School Personnel", or "02 Unilateral Removal by a Hearing Officer".
Discipline Start Date*	8	128	135	14	N2	01082017		REQUIRED FIELD Format is MMDDYYYY
Discipline Action Length*	4	136	139	15	O2	0100		REQUIRED FIELD Must be 4 characters. Must be between a half day and 365 days (0005 and 3650). Half days included in 4th position. 4th position must either be a 0 or a 5.
Special Education Removal Type*	2	140	141	16	P2	01		REQUIRED FIELD MUST be zero-filled if Discipline field is "01 – In-School Suspension", "02 – Out-of-School Suspension", "03 – Expulsion".
Special Education Removal Reason*	2	142	143	17	Q2	01		REQUIRED FIELD If "Special Education Removal Type" field is "01 – Unilateral

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							Removal by School Personnel". Must be zero-filled if Type of Removal is "02 – Removal Based on a Hearing Officer" or Discipline is "01 – In-School Suspension", "02 – Out-of-School Suspension", or "03 – Expulsion".
Received Education Services During Expulsion*	1	144	144	18	R2	0	REQUIRED FIELD. Zero fill if the student was expelled and did not receive services.
Special Education Action Flag*	1	145	145	19	S2	1	REQUIRED FIELD MUST be 1. Only students with disabilities are reported currently.

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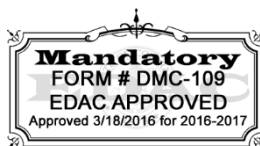
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NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

Admin Unit/SOP Code - A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to the Administrative Unit and District Codes list found under Frequently Requested Codes at http://www.cde.state.co.us/datapipeline/2015-16_au_and_district_codes.

School District/BOCES Code – Enter the appropriate four-digit district code for each student's District of Attendance. Refer to School District/BOCES Code table.

School Code – A <u>unique</u> 4-digit code assigned to a school by CDE. Refer to School Code Table.

Program Code A unique number assigned to a Program by CDE. Refer to the Data Pipeline website for code tables http://www.cde.state.co.us/datapipeline/org_sped_program_codes.

Incident Identifier - A ten digit number assigned to each incident by each reporting entity (Admin Unit/School District). An Incident Identifier may be duplicated in cases where a student incurs more than one action associated with the incident or more than one student is involved in the incident.

Date of Incident - The month, day, year (mmddyyyy) the discipline incident occurred.

**Student's State ID (SASID) –** A <u>unique</u> ten digit number assigned to each student by CDE.

Student's First Name – A name given to an individual at birth, baptism or during another naming ceremony; or through legal change.

Student's Last Name – The name borne in common by members of a family.

Student's Gender – Students gender.

01	Female
02	Male

Student's Date of Birth – The month, day, and year on which an individual was born (i.e. 09152005).
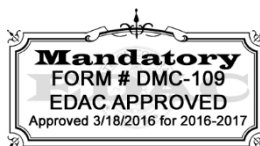
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Discipline Action Identifier - A unique ten digit number assigned to each discipline action by each reporting entity (Admin Unit/School District). Action Identifier MUST be unique and unduplicated.

Disciplines - The discipline type associated with the discipline action. **MUST** be zero-filled if the field "Special Education Removal Type" is "01 – Unilateral Removal by School Personnel" or "02- Unilateral Removal Based on a Hearing Officer".

00	**Used when reporting Unilateral Removals only**
01	**In-School Suspension -** Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
02	**Out-of-School Suspension -** *Instances* in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.
03	**Expulsion -** *An* action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.

NOTE ABOUT SUSPENSIONS AND EXPULSIONS:

Report children with disabilities who were ages 3 through 21 as of the child count date <u>and</u> were subject to either:
• In-school suspension (01)
• Out-of-school suspension or expulsion (02 or 03)

Students who were removed by school personnel for drugs, weapons, or serious bodily injury <u>and</u> were <u>not</u> sent to an interim alternative educational setting should be reported as having been suspended.

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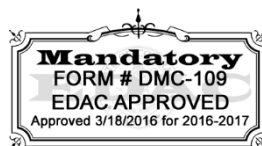
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Include students who are suspended pending an IEP team meeting in which the students' IEP placements are changed.
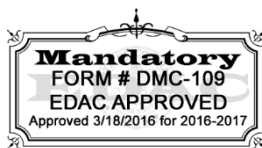
In instances in which the IEP team meets to determine the appropriate setting where the student will receive educational services following an expulsion, out-of-school suspension or in-school suspension, the removal must be reported as a Suspension or Expulsion and not a Unilateral Removal.

Exclude students who have cumulatively been suspended for less than half a school day. Exclude parentally-placed private school students.

Discipline Start Date – The start date of the discipline action. (The month, day, year (mmddyyyy)). Special Education Discipline start date reported in the Special Education IEP Participation Interchange file must precede the Discipline Start Date.

Discipline Action Length - The length, in days, of the discipline action. Must be 4 characters. Must be between a half day and 365 days (0005 and 3650). Half days included in 4th position. 4th position must either be a 0 or a 5.

Special Education Removal Type – For each incident in which the student was unilaterally removed (either by school personnel or as determined by a hearing officer), indicate the type of the removal. Must be zero-filled if Discipline is "01 – In-School Suspension", "02 – Out-of-School Suspension", or "03 – Expulsion".

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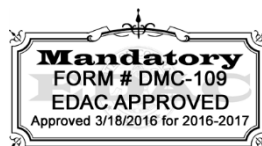# 2016-2017 Discipline Interchange - Action

00	USED ONLY WHEN DISCIPLINE = 01, 02, 03
01	**Unilateral Removal by School Personnel** – Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate *Interim Alternative Educational Setting (IAES) for **not more than 45 school days**. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do **NOT** include decisions by the IEP team to change a student's placement.
02	**Removal Based on a Hearing Officer's Determination** – Instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate *Interim Alternative Educational Setting (IAES) for **not more than 45 school days** based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others.
***Interim Alternative Educational Setting (IAES) –** An appropriate setting determined by the child's IEP team or hearing officer in which the child is placed for no more than 45 school days. This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and a modification to address the behavior violation so that it does not recur.

NOTE ABOUT UNILATERAL REMOVALS:

Exclude students who were moved from their current educational placement as a result of a decision by the IEP team to change a student's placement. For example, if following a discipline offense, the IEP team meets and determines that the child's current placement is not the least restrictive environment for that child, and therefore makes a permanent change in the child's IEP placement, do not report the child with a Unilateral Removal.

Exclude parentally-placed private school students from this file.

Exclude students who are removed by school personnel for drugs, weapons, or serious bodily injury and were not sent to an interim alternative educational setting. (These students should be reported as having been suspended.)
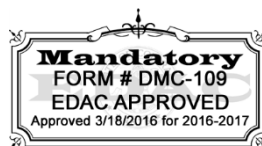
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Special Education Removal Reason - Provide a removal reason code **ONLY** in instances in which the student was **Unilaterally Removed by School Personnel.** (For instances where the removal was based on a Hearing Officer, this field MUST be zero-filled).

00	N/A
01	**Unilateral Removal by School Personnel for Drugs –** the use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). These offenses do not include the use, possession, sale, or solicitation of alcohol or tobacco.
02	**Unilateral Removal by School Personnel for Serious Bodily Injury –** A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of a bodily member, organ or faculty. (18 USC Section 1365(h)(3))
03	**Unilateral Removal by School Personnel for Weapons –** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury; such a term does **NOT** include a pocket knife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))

Received Education Services During Expulsion - Indicate if the student received education services during their "Expulsion". This is the only type of removal where services are reported.

0	No
1	Yes

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Special Education Action Flag – Flag if this discipline action record should be included in the Special Education Discipline collection. It is a flag that indicates if the record should be part of the SPED Discipline snapshot. Flag MUST be 1 indicating student is a student with disabilities.

1	Yes

Document Changes (for major changes to collection that would impact districts)

Date	Description of change	Reason for change	Elements affected

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