2.1.4 Student Discipline

Introduction

The **student discipline** data include suspension and expulsion of students.

What data must program staff provide?

Program staff must provide the following data for submission to CALPADS:

- Behavioral incidents (events) committed by students enrolled at the school, during an academic year.
- When the behavioral incident occurred.
    - o Incidents should be reported in the academic year in which the incident occurred, and not necessarily the date on which the disciplinary action occurred.
- Students involved in each incident.
- Offenses committed during each incident.
- Which offense committed during each incident was the most severe.
- The disciplinary action(s) taken per student, per incident.
- Whether the incident involved weapons.

In addition, program staff must provide the following data for special education students:

- The authority that gave the disciplinary action.
- The duration of the disciplinary action(s) taken per student, per incident.
- Whether the disciplined student received instructional support during the disciplinary action.

Suggestions for getting the data right

To ensure that the required data have been collected in local systems, LEAs should record the following information for each incident:

- The date the incident occurred.
- The students involved in each given incident.
- The most severe offense committed during the incident.
- The students suspended for each incident.
- The students expelled for each incident.
- The students who received in-school suspensions for each incident.

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2.1.4 Student Discipline, Continued

Student *discipline* **data elements**

The table below represents the student-related data elements associated with Student Discipline which may be submitted or updated online in CALPADS or though the Student Discipline File. Technical staff should refer to the CALPADS File Specifications for a complete list of the data elements required for submission of the Student Discipline File.

Field #	Data Element Public Name	Comment
4.13	Disciplinary Incident ID Local	• This is a unique identifier for each disciplinary incident in a given academic year. • The identifier must be unique within the school for the academic year. • More than one student may be associated with an incident. • The reporting of disciplinary data by "incident" represents a change in federal reporting requirements.
4.14	Disciplinary Incident Occurrence Date	This element reflects the date that an incident occurred.
4.15	Student Offense Code	• This element reflects an offense committed by a given student. • All offenses committed by a student during one incident should be reported. • See the CALPADS Code Sets, Student Offense.
4.16	Incident Most Severe Offense Code	• This element reflects the most severe offense that was committed as part of an incident; this may or may not be an offense committed by a specific student whose record is being reported as associated with the incident. • See the CALPADS Code Sets, Student Offense.
4.17	Weapon Category Code	See the CALPADS Code Sets, Weapon Category. NOTE: An imitation firearm is not considered a weapon. This field, Weapon Category Code, should be **blank** for students committing Student Offense Code 102 (Possession of an Imitation Firearm). Additionally, Student Offense Code 105 (Possession of an Explosive) **is** considered a firearm offense, and in the case of Student Offense Code 105, the Weapon Category Code field should be populated.
4.18	Incident Disciplinary Action Taken Code	See the CALPADS Code Sets, Disciplinary Action Category.

(This table continues on the following page.)

Student *discipline* data elements, Continued

(This table is continued from the previous page.)

Field #	Data Element Public Name	Comment
4.19	Disciplinary Action Authority Code	Per federal requirements: This is required for special education students. See the CALPADS Code Sets, Disciplinary Action Authority.
4.20	Incident Disciplinary Action Duration Days	Per federal requirements: This is required for special education students. Note: For expulsions, the duration days should represent the count of days from the time the student is expelled to the end of the school year *or* the actual date that the student exited the school. See the CALPADS File Specifications for definition.
4.21	Student Instructional Support Indicator	Per federal requirements: This is required for special education students. See the CALPADS File Specifications for definition.
4.22	Expulsion Modification Category Code	Per federal requirements: This is required for special education students. See the CALPADS File Specifications for definition.

Reporting by incident

Federal reporting requirements have been modified to be based on "incidents." Each incident may have multiple students involved, and each student may commit multiple offenses during a single incident. In order for the CDE to meet the federal reporting requirements, LEAs **must** report the following information, **for each incident:**

- A unique identifier, which must be unique within a school or LEA for the academic year.

- All students enrolled at the school committing offenses **as part of the incident**.

- Each offense that a given student committed as part of that incident.

- Of all the offenses committed within an incident: Which offense is the most severe (this may or may not be an offense committed by a student being reported).

Incidents are reported for students enrolled in a school during an academic year. If an incident takes place between two adjoining schools, for example a middle school and a high school, involving students from both schools, each school should report an incident that includes the students enrolled at their respective schools.

2.1.4 Student Discipline, Continued

Determining the severity of an offense	Federal reporting requirements do not dictate a severity-of-offense hierarchy, because the severity of given offenses may differ depending on the circumstances of given incidents. However, a suggested federal severity-of-offense hierarchy is provided in this section for general guidance. Ultimately, it is up to the LEAs to determine which offense committed during an incident is the most severe. A suggested hierarchy of severity, mapped with California Education Codes and CALPADS Student Offense Codes, is provided in this section.

Please be advised that there will only be one *most severe* offense reported for each incident, regardless of how many students or offenses were committed.

Best practices for determining the most severe offense within a hierarchy:

LEAs should develop their own severity-of-offense hierarchy, using the suggested hierarchy that's provided in this section. For each incident, those most familiar with the incident should determine which offense committed within the incident was the most severe, using the LEA's adopted severity-of-offense hierarchy for guidance, but adjusting for the specific circumstances of the incident.

Since the severity hierarchy is determined locally, an LEA may decide to change its hierarchy from year to year.

Introduction to the suggested severity-of-offense hierarchy (which follows on the next page)	The severity-of-offense hierarchy in the table that follows is provided for guidance. The table contains a list of general federal offenses, listed in order of suggested severity (the degree of severity is ultimately determined by the LEA).

The table matches general federal offenses with related California Education Codes and their corresponding CALPADS Student Offense Codes.

Note that the hierarchy lists the top-most severe offenses; thus not all suspense-and-expulsion-related Education Codes are cited in this hierarchy. Generally, the offenses or Ed. Codes that will not be found in this hierarchy are the lesser offenses, and it is up to LEAs to rank their severity as the LEAs deem appropriate.

Important note:

- Hate crimes are not listed as an item in the severity-of-offense hierarchy. If hate is found to be a motivating factor in any of the offenses listed, it would be a factor that would increase the severity of the offense, thereby possibly modifying the hierarchy.

| **Suggested hierarchy for severe offenses** | The table below lists a suggested hierarchy of severe offenses, listed in order of severity (most severe is listed at the top). Applicable or relevant California Education Codes are provided in the table for guidance in determination. |

This is a suggested hierarchy: It is up to an LEA to determine its own hierarchy of severity.

There are 13 offenses on this list (the list continues on the next page).

Suggested Hierarchy of Federal Offenses	California Ed. Code that matches or closely relates	Ed. Code Description (abbreviated; refer to the CA Ed. Code for complete descriptions)	Relevant CALPADS Student Offense Code	
			Coded Value	**Name**
1. Homicide*	48915 (a) (1)	Causing serious physical injury.	500	Caused Physical Injury
	48900 (a) (1)	Caused (or attempted) serious physical injury.	501	Caused, Attempted, or Threatened Physical Injury
2. Forcible Rape	48915 (c) (4)	Committing or attempting to commit a sexual assault or a battery as defined in Ed. Code 48900 (n).	401	Sexual Assault
	48900 (n) (partial)	Committed or attempted to commit: a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code.	401	Sexual Assault
3. Robbery/ Extortion	48915 (a) (4); 48900 (e)	Robbery or extortion; committed or attempted to commit robbery or extortion.	600	Robbery or Extortion
4. Assault with a Deadly Weapon	48915 (c) (2)	Brandishing a knife at another person.	103	Brandishing a knife
5. Battery	48915 (a) (5)	Assault or battery upon any school employee.	503	Committed Assault or Battery on a School Employee
	48900 (a) (2)	Willfully used force or violence on another.	504	Used Force or Violence

(This hierarchy continues on the next page.)

* There are no California Education Codes within "suspension or expulsions" (Sections 48900 and 48915 of the Ed. Code) that specifically state "homicide." The CDE thus cites the Ed. Codes that most closely relate to homicide.

Suggested hierarchy for severe offenses, Continued

Suggested Hierarchy of Federal Offenses	California Ed. Code that matches or closely relates	Ed. Code Description (abbreviated; refer to the CA Ed. Code for complete descriptions)	Relevant CALPADS Student Offense Code	
			Coded Value	**Name**
6. Possession of a Weapon	48915 (a) (2); 48915 (c) (1)	Possession of a knife or other dangerous object; possessing, selling or otherwise furnishing a firearm.	104	Possession of a Knife or Dangerous Object
	48900 (b) – except explosive	Possessed, sold or otherwise furnished a firearm, knife, or other dangerous object.	101	Possession, Sale, Furnishing a Firearm or Knife
7. Sexual offenses (other than forcible rape)	48915 (c) (4) – battery; 48900 (n) (partial)	Committing sexual battery as defined in Section 243.4 of the Penal Code.	400	Sexual Battery
8. Sale or furnishing of drugs	48915 (c) (3)	Unlawfully selling a controlled substance.	200	Sale of Controlled Substance
	48900 (d)	Unlawfully offered, arranged or negotiated to sell a controlled substance.	203	Offering, Arranging, or Negotiating Sale of Controlled Substances, Alcohol, Intoxicants
9. Possession of drugs for sale	48915 (a) (3)	Unlawful possession of any controlled substance.	201	Possession of Controlled Substance
10. Possession or sale of alcohol	48900 (c) – alcoholic beverage	Unlawfully possessed, used, sold or otherwise furnished—or had been under the influence of—an alcoholic beverage.	202	Possession, Use, Sale, or Furnishing a Controlled Substance, Alcohol, Intoxicant
11. Use of drugs/ alcohol	48900 (c) – controlled substance	Unlawfully possessed, used, sold or otherwise furnished—or had been under the influence of—a controlled substance.	202	Possession, Use, Sale, or Furnishing a Controlled Substance, Alcohol, Intoxicant
12. Possession of parapher-nalia	48900 (j)	Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia.	204	Offering, Arranging, or Negotiating Sale of Drug Paraphernalia
13. Destructive or explosive device (bomb threat included)	48915 (c) (5)	Possession of an explosive.	105	Possession of an Explosive
	48900 (b) – explosive	Possessed, sold, or otherwise furnished an explosive.	101	Possession, Sale, Furnishing a Firearm or Knife

2.1.4 Student Discipline, Continued

Which final disciplinary actions must be reported

The LEA is required to submit the following:

- The *final disciplinary action* taken for *each* student in a specific incident in the academic year in which the incident occurred and not necessarily the academic year in which the disciplinary action was carried out.

  Note that the *final disciplinary action* may be the result of multiple offenses within one incident, and it may not necessarily be the same action that was initially recommended for a given student.

  Additional Notes:

- For non-special education students, only suspensions and expulsions that are one full day or more must be reported.

- For special education students, any increment of time for suspensions and expulsions— whether it's a half hour or a half day— must be reported.

Reporting modified expulsions

LEAs should report any expulsion, even if the enforcement of that expulsion has been suspended or shortened. If a given student ultimately violates the terms of a behavior contract and the student is expelled, then the LEA should report the expulsion without the expulsion modifications.

When do student *discipline* data need to be submitted, and for which students?

LEAs must report, at the end of the school year, in the EOY 3 submission, any and all students in the following categories:

- All non Special Education K-12 students who were suspended (in school or out of school for at least one entire school day) or expelled, due to the commission of a *student offense* (per Education Code Sections 48900 & 48915) at any time during the Report Period.
- All special education students who committed a student offense regardless of the action taken.
- All students who committed a firearm offense (Student offense codes 100, 101, 102 or 105) regardless of the action taken.

NOTE: LEAs should also submit any offenses committed by students enrolled in a summer school program, even if that school is not the school where the student is primarily enrolled during the regular school year. The LEA should create a secondary enrollment for the student and submit the disciplinary incident to CALPADS.

2.1.4 Student Discipline, Continued

Best practices for LEAs regarding maintaining and submitting the data	These data should be maintained in LEAs' local student information systems (SIS) throughout the year as incidents occur. The data should be submitted to CALPADS once a year during the collection window time frame. **Best practices for LEAs who submit data in batch** Although the data can be submitted to CALPADS throughout the year, because the Student Discipline (SDIS) file is processed as a "full replacement" file in CALPADS (i.e., CALPADS replaces all data for a given school with each batch posting), it may not be feasible for LEAs to submit continually and thus continually replace all of the data. Thus it may be appropriate for LEAs to submit the data to CALPADS once the collection window opens. After submitting the data, LEAs should review the certification reports. If necessary, LEAs may amend their data and resubmit data for the whole LEA or for a particular school.

Best practices for LEAs regarding maintaining and submitting the data, Continued	**Best practices for LEAs who submit data online**
	For LEAs who submit data online, a best practice would be to update CALPADS online as incidents occur, to reduce data input workload at the end of the year.
	During the end-of-year snapshot collection window, LEAs should review the certification reports, and LEAs should then amend their data online if necessary.

Notes regarding batch submission	**Notes for LEAs who submit data in batch**
	The Student Discipline (SDIS) file is processed as a "full replacement" file. All discipline data in CALPADS will be replaced (by school year and school) if another file is posted.

Notes regarding online data submission	**Notes for LEAs who submit data online**
	Since the Student Discipline file is processed as a "replacement" file, if an LEA has submitted data online and then sends up a batch, the batch submission will replace the previous data submitted online.

What reports must LEAs certify and when?	LEAs are required to certify the following reports related to *student discipline* data:

Submis-sion	Census Day	Official Submission Window***	Re-port #	Name of Report
EOY* 3	None**	Mid-May – Mid-July	7.1	Discipline Incidents – Count by Most Severe
			7.3	Discipline Actions – Count
			7.4	Discipline Actions – Count by Offense
			7.6	Discipline Actions - Persistently Dangerous Offense Expulsions

***EOY** = End of Year.

The **EOY submissions do not have a Census Day; data collected reflects activity throughout the reporting year.

***Followed by an amendment window.

What detailed data will LEAs have to help them certify the reports?	LEAs have access to the following supporting reports that provide the detailed data that make up the certification reports:

Report #	Name of Report
7.2	Discipline Incidents – Student List
7.5	Discipline Offenses – Student List

How were these data previously collected, and how has the collection changed?	These data were previously collected on the ConApp, Part II, to meet federal reporting requirements. Federal reporting requirements have recently changed, and those changes are reflected in CALPADS. The primary change is the reporting of "disciplinary incidents." This requires LEAs to assign disciplinary incident IDs that are numbers unique within each school.

How are these data used?	The CDE reports only offenses and incidents that are required to be reported by the federal government. The federal government requires data to be reported within the following categories (see list below of federal categories). The CALPADS Student Offense Codes are mapped to the federal categories listed below, and they are reported at the school and LEA levels both by student discipline and incident. For incidents: The most severe offense in the incident (severity is determined and delineated by the LEA) will be rolled up to the appropriate federal category.

Federal Categories that Require Reporting of Relevant Data:

Federal Abbreviation	Federal Category
D –	Illicit Drug Related
A –	Alcohol Related
W –	Weapons Possession
VIOWINJ –	Violent Incident (with Physical Injury)
VIOWOINJ –	Violent Incident (without Physical Injury)
OTHER –	Other reasons for out-of-school suspensions related to drug use and violence

The specific mapping can be found in the CALPADS Valid Code Combinations document, under the Offense Code - Offense Category tab.

Summarized suspense and expulsion data will also be posted on DataQuest.

2.1.4 Student Discipline, Continued

For more information

Below are some resources that LEAs may find useful:

- Administrator Recommendation of Expulsion Matrix
  (This matrix is designed to help administrators decide when expulsion of a student is deemed mandatory, expected, or at administrators discretion):
  http://www.cde.ca.gov/ls/ss/se/expulsionrecomm.asp

- CDE information about Persistently Dangerous Schools:
  http://www.cde.ca.gov/ls/ss/se/uscoattch2.asp.

- The CDE's DataQuest Web site: http://dq.cde.ca.gov/dataquest.

- The U.S. Department of Education Consolidated State Performance Report:
  http://www.ed.gov/admins/lead/account/consolidated/index.html.