2019-2020
Discipline Coding Training

Student Data Systems Department

Agenda

1. Discipline Resources
2. Discipline Coding Reminders
3. Discipline Reports
4. Skyward Discipline Incident Data Entry
5. Questions
Discipline Resources

Resources for disciplinary placement decisions and data entry into the student information system Skyward

Reference Documents and Resources

• Questions concerning coding and disciplinary placements should be directed to the Executive Director of Student Services.
• Texas Education Code (TEC), Chapter 37 establishes the statutes related to student discipline, law and order in public schools. Individual school districts write and enforce student disciplinary policies that comply with the statutes.
• MISD Student Code of Conduct
• Offense Codes List
• Action Codes List
### Appendix E Chart

**Mission:** All students will graduate prepared and ready for college or career.

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<th>Discipline Action</th>
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**Discipline Coding Reminders**

**Mission:** All students will graduate prepared and ready for college or career.
Importance of Accuracy of PEIMS Data

What are the consequences of a school not reporting its discipline removal events through the Texas Student Data System PEIMS submission on the 44460 Student Discipline Interchange data?

Under TEC 37.006(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district’s data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision applies to missing, inaccurate, and/or falsified information/data.

DAEP Placements & Expulsions

• See Appendix E - Additional Information regarding Disciplinary Alternative Education Program (DAEP) Conferences, Expulsion Hearings, Placement Reviews, and Other Actions

• DAEP placement orders must state “attended” days if absences from DAEP are to be made up.

• End-of-Year placements that will extend into the next school year must be entered into the student information system with the official and actual length and difference reason codes.
Mandatory vs Discretionary Placements

- See the TSDS PEIMS Chart in Appendix E for guidance in determining mandatory and discretionary DAEP placements and expulsions.
- If you enter a primary offense code that is **not** a PEIMS code 21- Violation of SCOC, then you need to make sure that you have proper documentation of the offense, that the mandatory or discretionary action is given to the student, and the corresponding action codes are keyed into the student information system.
- The primary offense code will only be reported if one or more action codes has a PEIMS-equivalent code removing the student from his or her instructional setting.

Mandatory Action Not Taken for General ED-Why?

- If the action code entered does not correspond to an applicable mandatory PEIMS-equivalent code (see Appendix E), then the action is considered incomplete.
- Why are you not taking the mandatory action?
  - Chapter 37 provisions are:
    1. Self-inflicted
    2. Incant or lack of intent at the time the student engaged in the conduct
    3. A student’s disciplinary history or
e.
  - A disability that substantially impairs the student’s capacity to appreciate or conform to the unreasonable conduct
  - School calendar, exam schedules, and capacity of DAEP are not included in these provisions.
- If you choose to not take the mandatory action specified in Chapter 37, then you must take a PEIMS reportable action, state the reason in the comments for the incident, AND action code 28 (mandatory action not taken) must be applied to the incident.
Mandatory Action Not Taken for SPED - Why?

• A PEIMS action code of 27 can only be assigned to a student when there is a non-mandatory PEIMS action code and the student is enrolled in special education on the date of the offense.

• Why are you not taking the mandatory action?
  • Was there a manifestation ARD hearing determination?

• If you choose to not take the mandatory action specified in Chapter 37, then you must state the reason in the comments for the incident AND action code 27 (mandatory action not taken) must be applied to the incident.

Expulsions

• ALL expulsions with or without services must be keyed into the student information system so that they are reported to TEA through PEIMS.

• This includes those where the expulsion hearing occurs at the end of the school year, after the last day of school, and those where the placement continues into the next school year.
OSS – Maximum of 3 days!

- If the action code corresponds to the PEIMS-equivalent code 05 or 25 for OSS, then the maximum number of combined partial and full days of out of school suspension is 3 days.
- A partial day of OSS is treated as a full day.
- 1 partial and 2 full = 3 days OSS
- 1 partial and 3 full = 4 days OSS

maximum of 3 days per incident!

OSS – Below 3rd grade- Appendix E

6. What is the minimum grade for suspending a student with an out-of-school suspension?

In accordance with TEC 37.005(c), a student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2. conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
3. selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
   (A) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.,
   (B) a dangerous drug, as defined by Chapter 483, Health and Safety Code, or
   (C) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.
OSS – Below 3rd grade - SCOC

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAP or an expulsion offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in this policy.

A student in grade 2 or below shall not be placed in out-of-school suspension orders, while on school property or while attending a school-sponsored or school-related activity, or off school property, by the student engages in:

- Conduct that contains the elements of a weapon offense, as provided in Penal Code section 663(a) or 417.00;
- Conduct that contains the elements of murder, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code, or
- Deliberate, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grades 2 through 12 who commit general conduct violations instead of suspensions or placements in a DAP. The program shall meet the requirements of law.

Partial Days of OSS or ISS greater than 1 day

- These placements trigger a warning on PEIMS.
- Appropriate in rare occasions.
- Make sure to address these situations in the comments for any incident where you have assigned more than 1 partial day of ISS or OSS.
Mission: All students will graduate prepared and ready for college or career.

Campus of Assignment

- If the action code corresponds to the PEIMS-equivalent code 06 or 26 for ISS, the Campus of Assignment field will be your campus 9-digit number.
- For action code 07 DAEP, you must enter the campus 9-digit number for Parker or MAP in the Campus of Assignment field.
  - Parker – 165901122
  - MAP – 165901030
- If the action code entered has a PEIMS equivalent code of 01, 05, 16, 17, 25, 27, 28, or 50, then the Campus of Assignment field must be blank.

Differences in Length

- If a student does not serve the discipline term that has been assigned, then you MUST enter the actual number of days served by the student in the disciplinary placement and use one of the Difference Length Reason codes.
- Include only the actual number of instructional days that the student was in attendance when calculating this number. Do not include days absent.
- End-of-Year placements that will extend into the next school year must be entered into the student information system with the official and actual length and appropriate difference reason codes. More information on entering end-of-year placements will be provided by Student Data Systems at a later date.
Comments

When entering comments, do not enter information that can identify other students. If you need to state that the student was involved in a situation with another student, refer to the other student by his/her initials or by student 1 or student A.

Continuations of Prior Year Placements

- All continuations of DAEP and expulsions from prior year MUST be keyed into the student information system using the same offense code as the original placement.
- You may contact Student Data Systems if you do not have the prior year offense code or information.
Multiple Students/Same Offense

- The Offense code must be the same for all students involved in the incident.
- Students who are involved in the same infraction should be entered with the same incident number whenever possible.
- You may change or add any action data that needs adjusting.
- Make sure that comments are appropriate and applicable to students.

CTE Students and Disciplinary Placements

- Assistant principals will complete the “CTE Attendance Correction” form for all CTE students with ISS and DAEP placements of more than 5 days.

CTE contact hours may not be claimed when a student receiving CTE services is placed in a disciplinary setting (e.g., in-school suspension or disciplinary alternative education program) for more than 5 consecutive days if the same amount and type of CTE services are not provided by a CTE teacher. After 5 consecutive days without CTE services being provided, district personnel must remove the student from the RISMS-IAD record for CTE contact hours effective the first day of placements in the disciplinary setting.

In other words, your district may place a student in a disciplinary setting for up to and including 5 consecutive days and continue to claim CTE contact hours even though no CTE services are provided to the student. A student may earn state credit for a CTE course if the student continues to work on the course even though direct CTE instruction is not provided during periods of disciplinary removal.
CTE Students and Disciplinary Placements

Law Enforcement Referrals, School-Related Arrest, and Bullying

- Information on referrals to law enforcement, school-related arrests, and bullying must be entered into the student information system for Office of Civil Rights reporting.
- Offense and Action codes are available in the code tables for use in these situations.
Law Enforcement Referrals

• Referral to law enforcement is an action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, during school-related events, or while taking school transportation, regardless of whether official action is taken. Citations, tickets, and court referrals are considered referrals to law enforcement.
• You will need to select the action code for Referred to Law Enforcement.

School-Related Arrest

• A school-related arrest is an arrest of a student for any activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official.
• MISD Police Officer Restraint??
• You will need to select the action code for School-Related Arrest.
Bullying and Allegations of Bullying

- Refer to Student Welfare Freedom From Bullying, FFI (Local) for local district policy as it relates to bullying.
- Select the appropriate “Bully Reason” from the offense code table:
  - Sex
  - Race
  - Disability
  - Sexual Orientation
  - Religion
  - Other
- You will need to select the offense code for the appropriate Harassment/Bully reason.

Student Restraints by MISD Police Officers – These must be entered!

- MISD Police will provide campus administration with the completed MISD Restraint Use Reporting Form when they have restrained any student.
- Campuses MUST enter ALL MISD Police officer restraint information into the student information system with Restraint Staff Type Code = 02 and Restraint Reason Code = 08.
- Students > Student Profile > Special Prgms > Child Restraint
- If the restraint occurs at another campus, then enter that campus’s 3-digit code in the Campus of Restraint Event field.
- School-Related Arrest??
Student Restraints of Special Education Students by district employee/volunteer

- The Special Services Department has forms that must be completed to document all restraints of special education students.
- **All restraints of special education students must** be entered into the student information system with the appropriate Restraint Staff Type Code and Restraint Reason Code.
  - Students > Student Profile > Special Ed > Child Res

Discipline Records Retention Period

- Discipline records and referrals must be retained for 5 years.
  - Stored in accessible location on campus for one year.
  - Stored at district’s warehouse for the remaining 4 years.
- Expulsion packets should be stored separately from other discipline records and referrals.

[With regards to the requirements for keeping documentation under Article 15.27, Code of Criminal Procedure, the district must retain the documentation other than the information received under Article 15.27, Code of Criminal Procedure to support the discipline data submitted through the EIS, Student Discipline, Interchange data for a period of 5 years.]

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Discipline Reports

Six Weeks Discipline Reports

- The Student Data Systems Department runs discipline summary reports for each campus at the end of each grading period.

- These reports will be made available on the Student Data Systems shared drive (admpeims-ims) for review, correction, and verification.

- All “fatal” errors must be cleared.

- “Special warning” and “warning” errors must be reviewed for accuracy and ONLY updated if there are coding errors. Remember we are mandated to report to PEIMS what “really happened” in a discipline incident.
Skyward Discipline Incident Data Entry

- Skyward lessons learned and questions.....
  - Predefined Comments?
  - Discipline Letters?
- Skyward Discipline User Guide & Skyward Demonstration
Questions?