



# 2024-2025 Interchange – Discipline Action File Layout

(ALL Students) Modified 1/10/2025

## (File Name) Purpose:

The purpose of the Discipline Action File is to collect student’s discipline actions with the most severe behavior type, along with any students restrained or placed in seclusion. ~~The purpose of the Discipline Action File is to capture the students disciplined, including the type of behavior and the resulting disciplinary action taken for each disciplinary incident.~~ This data can also be utilized to pre-populate data in the Civil Rights Data Collection file. The fields/codes noted with \*\* are for this purpose only and are not required.

## Dependencies:

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


## Record Expectation or Criteria:

Each record represents a ~~single disciplinary incident resulting in an action taken during the reporting school year~~ student who has received a discipline action, including only the most severe behavior type, or a student who has been restrained or placed in seclusion during the reporting school year. Students with multiple actions throughout the school year should have multiple records on the file.

## Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort. Special Education Discipline and Student Discipline Snapshot

## File Notes:

- New changes from 2023-2024 are emphasized with yellow shading.
- Deleted text from 2023-2024 is shown with ~~text style subtle reference.~~
-  Indicates primary key
- **Zero fill all non-applicable data fields no blanks are allowed**
- A header row is required for .csv and .xlsx files



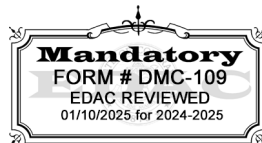


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## Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Admin Unit Code*	5	1	5	1	A2	30011	If zero-filled, will automatically populate in the snapshot based on district code
School District/BOCES Code*	4	6	9	2	B2	1420	Must be a valid district code within the reporting Administrative Unit
School Code*	4	10	13	3	C2	0187	Report school code attended within the district at time of the incident
Special Education Program Code*	4	14	17	4	D2	0004	Zero-fill, unless incident took place at a program with a CDE issued Special Education Program code
Incident Identifier*	10	18	27	5	E2	1345768923	10-digit number assigned by LEA
Date of Incident *	8	28	35	6	F2	12052016	Format is MMDDYYYY and may not be zero-filled
Behavior Type*	2	36	37	7	G2	01	Indicate the type of incident for the record
Weapon Type*	2	38	39	8	H2	00	The type of weapon used if applicable, zero-fill if no weapon was involved
Student's State ID (SASID)*	10	40	49	9	I2	1234567891	Validated against RITS at time of submission using last name, first name, date of birth, and gender
Student's First Name*	30	50	79	10	J2	valid name	Validated against RITS
Student's Last Name*	30	80	109	11	K2	valid name	Validated against RITS
Student's Gender *	2	110	111	12	L2	01	Validated against RITS
Student's Date of Birth *	8	112	119	13	M2	06152005	Validated against RITS Calculated age must be <22 as of December Annual Count Date

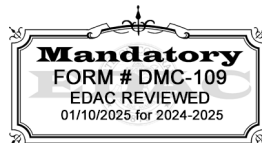




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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Special Education Action Flag*	1	120	120	14	N2	1	Indicates the student’s Special Education status at the time of the incident
Discipline Action Identifier*	10	121	130	15	O2	3579847612	Must be unique and unduplicated unless student had a unilateral removal for 2 or more removal reasons. May be zero-filled for CRDC reporting only.
Discipline Action Type*	2	131	132	16	P2	01	Required unless reporting a unilateral removal for a SPED student or certain CRDC behaviors-zero-fill in these cases
Referral to Law Enforcement*	1	133	133	17	Q2	0	Indicate if the student was referred to law enforcement
Handcuffed Status*	1	134	134	18	R2	1	Indicate if the student was handcuffed
School-Related Arrest Status*	1	135	135	19	S2	1	Indicate if the student was arrested
Physically Restrained*	1	136	136	20	T2	1	Indicate if the student was physically restrained
Mechanically Restrained**	1	137	137	21	U2		Optional for CRDC Reporting Purposes only
Placed in Seclusion*	1	138	138	22	V2	1	Indicate if the student was placed in seclusion
Received Education Services During Expulsion*	1	139	139	23	W2	0	Indicate if student received services during an expulsion. Zero-fill if not applicable.
Transferred to Alternative School (for Disciplinary Reasons)**	1	140	140	24	X2	0	Optional for CRDC Reporting Purposes only





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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Discipline Action Length*	4	141	144	25	Y2	0100	Report the number of school days missed. Must be between a half day and 260 days (0005 and 2600). May be zero-filled on Discipline Action Types 10 and 14.
Discipline Start Date*	8	145	152	26	Z2	01082017	Required for Special Education records. Must be zero-filled if not reporting a valid date.
Special Education Removal Type*	2	153	154	27	AA2	01	Zero-fill unless record indicates a SPED student unilaterally removed to an IAES by school personnel or hearing officer.
Special Education Removal Reason*	2	155	156	28	AB2	01	Zero-fill unless record indicates a SPED student unilaterally removed to an IAES by school personnel for drugs, weapons, or bodily injury.

## Data Field Descriptions:

### Admin Unit/SOP Code

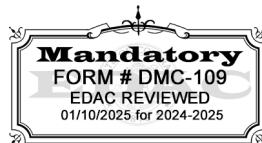
A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to the Administrative Unit and District Codes list found under [Frequently Requested Codes](#) link. May be zero-filled and field will automatically populate in the snapshot based on district code.

### School District/BOCES Code

Enter a valid four-digit district code for each student’s District of Attendance.

### School Code

A unique code assigned to a school by CDE. Refer to School Building Codes list under [Frequently Requested Codes](#) link. Report the School Code student was attending at the time of the discipline incident.





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## Special Education Program Code -

A unique code assigned to an AU run Special Education Program by CDE. List found under Frequently Requested Codes [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

## Incident Identifier

A locally assigned ten-digit number for each incident. An Incident Identifier may be duplicated in cases where a student incurs more than one discipline action associated with the incident or more than one student is involved in the incident.

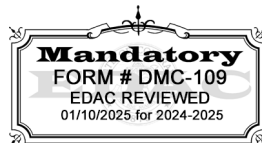
## Date of Incident

The month, day, year (mmddyyyy) the discipline incident occurred.

## Behavior Type

Enter a valid four-digit district code for each student’s District of Attendance.

Code	Behavior	Description
00	N/A	Use for instances of mechanical restraint, physical restraint or seclusion in which case a disciplinary behavior is not associated with the incident.
01	Drug Violation	Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.
02	Alcohol Violation	Use, possession, or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
03	Tobacco Violation	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
04	1st, 2nd Degree or Vehicular Assault	Commission of an act on school grounds that if committed by an adult, would be considered First Degree Assault, as described in Section 18-3-202, C.R.S., Second Degree Assault, as described in section 18-3-203, C.R.S., or Vehicular Assault, as described in Section 18-3-205, C.R.S.

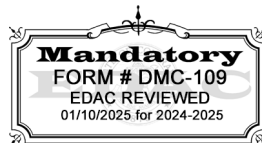




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Code	Behavior	Description
05	<b>Dangerous Weapons</b>	Carrying, bringing, using, or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
06	<b>Robbery</b>	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	<b>Other Felony</b>	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.
08	<b>Disobedience/ Defiant or Repeated Interference</b>	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.
09	<b>Detrimental Behavior</b>	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or school personnel, including but not limited to behavior that creates a threat of physical harm to the student or to other students.
10	<b>Destruction of School Property</b>	Willful destruction or defacement of school property.
11	<b>Bullying</b>	"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.
12	<b>Other Violation of Code of Conduct</b>	Other violations of the Local Board of Education's code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already been reported in another categories. These violations may or may not be documented in a student's record (22-32-109(1) (2) (B)).
13	<b>3rd Degree Assault/Disorderly Conduct</b>	Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described below in section 18-3-204, C.R.S., or Disorderly Conduct, as described below in section 18-9-106 (1) (d), C.R.S. referring to fights.
14	<b>Marijuana Violation</b>	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.





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Code	Behavior	Description
15	<b>Sexual Violence/ Battery (other than Rape)</b>	Acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. Sexual Violence means a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Non-binary, male, and female can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
16	<b>Rape or Attempted Rape</b>	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Non-binary, male, and female students can be victims of rape. Rape is not defined as a physical attack or fight.

## CRDC Behavior Type

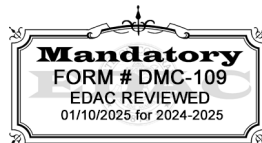
### Civil Rights Data Collection Behavior Categories (CRDC codes are optional for State Reporting)

*(Only include these codes for CRDC pre-population by CDE)*

*Codes 17-43 should have Discipline Action Type = 00*

*Codes 41-43 must have an additional record with Behavior Type =11*

Code	Behavior	Description
17	<b>Threats of Physical Attack**</b>	Includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded.



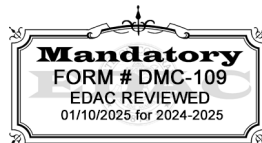




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Code	Behavior	Description
18	<b>Allegations of harassment or bullying on the basis of sex**</b>	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of sex</u> includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
19	<b>Allegations of harassment or bullying on the basis of race, color or national origin**</b>	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of race, color, or national origin</u> refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of race, color, or national origin constitutes racial harassment.
20	<b>Allegations of harassment or bullying on the basis of disability**</b>	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of disability</u> refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. on the basis of disability constitutes disability harassment.
21	<b>Allegations of harassment or bullying on the basis of sexual orientation**</b>	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of sexual orientation</u> refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.



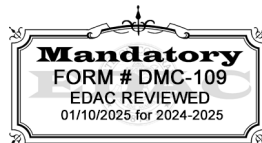




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Code	Behavior	Description
22	<b>Allegations of harassment or bullying on the basis of religion**</b>	An <u>allegation</u> is a claim or assertion that someone has done something wrong or illegal, typically made without proof. <u>Harassment or bullying on the basis of religion</u> refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of religion constitutes religious harassment.
31	<b>Reported as Harassed or Bullied on the basis of Sex**</b>	Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
32	<b>Reported as Harassed or Bullied on the basis of Race or Color or National Origin**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of race, color, or national origin constitutes racial harassment.
33	<b>Reported as Harassed or Bullied on the basis of Disability**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Bullying on the basis of disability constitutes disability harassment.





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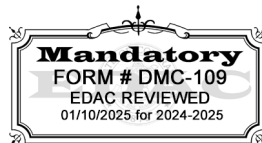
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Code	Behavior	Description
41	<b>Disciplined for Bullying or Harassment on the basis of Sex**</b>	Includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. Non-binary, male, and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.
42	<b>Disciplined for Bullying or Harassment on the basis of Race or Color or National Origin**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.
43	<b>Disciplined for Bullying or Harassment on the basis of Disability**</b>	Refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

## Weapon Type

The weapon associated with the incident or threat of physical attack.

Code	Weapon	Weapon Description
00	No Weapon	No weapon involved in the incident.
01	Handgun	A firearm which has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described previously can be assembled as defined in Title 18 United States Code 921(a).





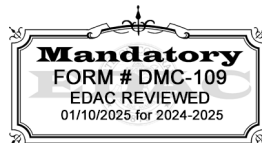
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Code	Weapon	Weapon Description
02	Rifle/ Shotgun	A rifle is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. A short-barreled rifle is a rifle having one or more barrels less than sixteen inches in length and any weapon made from a rifle (whether by alteration, modification, or otherwise) if such weapon, as modified, has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a). A shotgun is a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. A short-barreled shotgun is a shotgun having one or more barrels less than eighteen inches in length and any weapon made from a shotgun (whether by alteration, modification or otherwise) if such a weapon as modified has an overall length of less than twenty-six inches as defined in Title 18 United States Code 921(a).
03	Other Firearms	The following are included as a type of Other Firearm, according to Section 921 in 18 USC 921: (1)any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2)the frame or receiver of any weapon described above; (3)any firearm muffler or firearm silencer (4)any destructive device, which includes any explosive, incendiary, or poison gas (Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or similar device), (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter or (6) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. <i>(Note: This definition does not apply to items such as toy guns, facsimiles, cap guns, bee-bee guns, and pellet guns.)</i>
04	Multiple Firearms	Two or more of the firearms listed above (01, 02, or 03) were associated with the incident.
05	Other Weapon	A weapon, not a firearm listed above, is any instrument or object used with the intent to threaten, injure, or kill. This includes look-alikes if they are used to threaten others. Using words that refer to a weapon would not be considered with a weapon.

## Student’s State ID (SASID)

A unique ten-digit number assigned to each student by CDE.





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## 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 born in common by members of a family.

## Student’s Gender

An individual’s sex.

Code	Description
01	Female - identifies as female (including a transgender student who identifies exclusively as female).
02	Male - identifies as male (including a transgender student who identifies exclusively as male).
03	Non-binary - does not identify exclusively as male or female. Non-binary does not refer to a transgender student who identifies exclusively as either male or female

## Student’s Date of Birth

The month, day, and year on which an individual was born (i.e., 09152005).

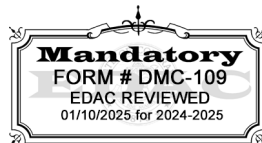
## Special Education Action Flag

the student’s special education status at the time of the incident.

Code	Description
0	No
1	Yes

## Discipline Action Identifier

A locally assigned ten-digit number assigned to each discipline action. **MUST** be unique and unduplicated unless the student had a unilateral removal by school personnel for more than one removal reason. If an action spans two school years, the same Discipline Action Identifier should be used to report the record in both school years.





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## Discipline Action Type

Indicates whether the student was suspended, expelled, etc. due to the incident. MUST be zero-filled if the student was mechanically restrained, physically restrained, placed in seclusion, unilaterally removed and the Special Education Removal Type is ‘01 - Unilateral Removal by School Personnel’ or ‘02- Unilateral Removal Based on a Hearing Officer’ or if reporting 00 Behavior Types for restraints and seclusion or CRDC Behavior Types 17-43.

Code	Description
00	N/A - Used when reporting restraints and or seclusions (Behavior Code 00) or CRDC (Behavior Codes 17-43), OR when reporting Unilateral Removals for students in Special Education
10	Classroom removal in accordance with board policy.
11	In-School Suspension - Instances in which a child is temporarily removed from their 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.
12	Out-of-School Suspension - Instances in which a child is temporarily removed from their regular school for disciplinary purposes to another setting (e.g., home, behavior center). For special education students, 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 their IEP.
13	Expulsion - An action taken by the LEA removing a child from their 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.
14	Any other form of discipline, which shall be officially identified as part of a board policy.

## Referral to Law Enforcement

Indicate if the student was also referred to law enforcement due to the incident. “Referral to Law Enforcement” means a communication between a school administrator, teacher, or other school employee and law enforcement that:

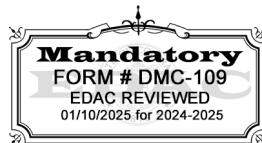
Is initiated by the school administrator, teacher, or other school employee; and

Concerns behavior by a student that the school administrator, teacher, or other school employee believes may constitute a violation of the school conduct and discipline code or a criminal or delinquent offense and for which the school administrator, teacher, or other school employee requests an investigation or other involvement by law enforcement.

“Referral to Law Enforcement” does not include:

Contact with law enforcement that is made for the purpose of education, prevention, or intervention regarding a student's behavior.

Routine or incidental communication between a school administrator, teacher, or other school employee and law enforcement; or





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Any incident or communication that is initiated by law enforcement.

Code	Description
0	No
1	Yes

## Handcuffed Status

An indicator if the student was handcuffed.

Code	Description
0	No
1	Yes

## School-Related Arrest Status

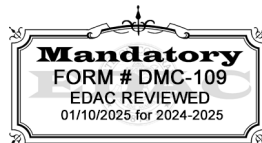
Student was arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.

Code	Description
0	No
1	Yes

## Physically Restrained

An indicator if the student was physically restrained. Physically restrained is the use of bodily, physical force to involuntarily limit an individual's freedom of movement; except that "physical restraint" does not include the holding of a child by one adult for the purposes of calming or comforting the child. If yes, the record should have a behavior code of 00 NA.

Code	Description
0	No
1	Yes





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## Mechanically Restrained\*\*

Refers to the use of any device or equipment to restrict a student’s freedom of movement.

The term mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student who have been prescribed by appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports.

Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm. If yes, the record should have a behavior code of 00 NA.

Code	Description
0	No
1	Yes

## Placed in Seclusion

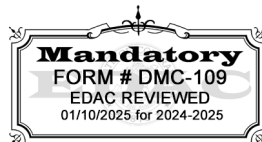
An indicator if the student was placed in seclusion. Seclusion is the placement of an individual alone in a room or area from which egress is involuntarily prevented, except during normal sleeping hours. If yes, the record should have a behavior code of 00 NA.

Code	Description
0	No
1	Yes

## Received Education Services During Expulsion

Indicate whether the student received educational services during the expulsion period. Only applicable when Discipline Action Type is ‘13-Expulsion’.

Code	Description
0	No
1	Yes







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## Transferred to Alternative School (for Disciplinary Reasons) \*\*

Transfer to an alternative school for disciplinary reasons is a subset of expulsion with educational services. An alternative school is a public elementary or secondary school that addresses the needs of students who typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside of the categories of regular education, special education, or vocational education.

Code	Description
0	No
1	Yes

## Discipline Action Length

The number of school days missed from regular classroom because of the discipline. Must be 4 characters and between a half day and 260 days (0005 and 2600). Half days included in 4<sup>th</sup> position. 4<sup>th</sup> position must either be 0 or 5. An action that spans two school years should be reported in both collection years and reflect the number of school days missed within each year. May be zero-filled on records with Discipline Action Type 10 or 14 and removal length less than half a day.

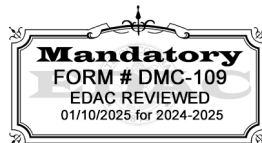
## Discipline Start Date

The start date of the discipline action for Special Education records. An action that spans two school years should contain the start date of the days missed from school within each reporting year.

## Special Education Removal Type

For each incident in which a Special Education student was unilaterally removed to an IAES by school personnel or as determined by a hearing officer, indicate the type of removal. Must be zero-filled when Special Education Action Flag is '0-No' or when Discipline Action Type is '10-Classroom Removal', '11 - In-School Suspension', '12 - Out-of-School Suspension', '13 - Expulsion', or '14- Other Discipline'.

Code	Description
00	N/A





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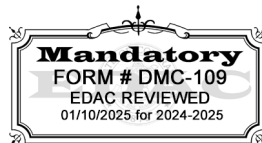
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Code	Description
01	Unilateral Removal by School Personnel - Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate *Interim Alternative Educational Setting (IAES) for 45 days or less. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do <u>NOT</u> 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 45 days or less 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.

## Special Education Removal Reason

Provide a removal reason code **ONLY** in instances in which the student was unilaterally removed by school personnel and sent to an IAES. For instances where the removal was based on a hearing officer, this field **MUST** be zero-filled.

Code	Description
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 <u>NOT</u> include a pocketknife with a blade of less than 2 ½ inches in length. (18 USC Section 930(g)(2))





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## Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
January 2023	Updated to include all student-level discipline data reporting requirements	SB22-1376 requirements	Data file
February 2023	Added EDAC stamp	Approved by EDAC	
January 2025	Added Behavior code 00	For LEAs to report restraint and seclusion data	Behavior code added
January 2025	Added EDAC stamp	Approved by EDAC	

