

---

# Discipline Incidents Collection



**Revised April 2012**

---

Oregon Department of Education  
Office of Student Learning & Partnerships

Michael Mahoney, Safe & Drug Free Schools & Communities

---

This page is blank intentionally.

# Table of Content

No Child Left Behind Act of 2001 Unsafe School Choice Option.....	1
Definitions.....	3
Expulsions.....	5
Removals.....	7
Suspensions .....	9
Truancy .....	11
Discipline Incidents Collection: Line-by-Line.....	12
Report Validation Window (Safe/Unsafe Status) .....	18
Information & Frequently Asked Questions .....	19
Q&A - From the Field.....	23
File Layout ( <i>from the Schedule of Due Dates Webpage</i> ) .....	25
Discipline Incidents Collection Lookup Tables.....	32

---

**For further information, please contact:**

Michael Mahoney, Safe Schools Coordinator  
Office of Student Learning & Partnerships  
Oregon Department of Education  
255 Capitol St. NE, Salem OR 97301  
503-947-5628, voice  
503-378-5156, fax  
[Michael Mahoney](#)  
[Safe & Drug Free Schools](#)



This page is blank intentionally.

## No Child Left Behind Act of 2001 Unsafe School Choice Option

The Elementary and Secondary Education Act (ESEA) reauthorization requires State Education Agencies to establish a school choice policy for students attending a persistently dangerous school as defined by the state.

*“Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe educational agency, including a public charter school.” (Title IX, Part E, Subpart 2, Section 9532)*

No Child Left Behind (NCLB) stipulates that a school can be deemed unsafe as a whole entity or for an individual student who is the victim of a violent criminal offense. In meeting this federal requirement the Oregon Department of Education seeks to establish and implement a policy that is preventative as well as responsive to parents' immediate concerns. Thus, corrective action will be part of the process of designating a school or schools as unsafe or persistently dangerous.

In Oregon, a public elementary or secondary school is considered to be “**persistently dangerous**” if one or more of the following conditions exist **for three-consecutive school years**:

1. the school has **expulsion(s) for weapon(s) (ORS 339.250(6) )**  
**and/or**
2. the school has **expulsion(s) for students arrested for any of the following violent criminal offenses** on school ground, on school sponsored transportation and/or school sponsored activities:
  - Assault (ORS 163.160, ORS 163.165, ORS 163.175, ORS 163.185)
  - Manufacture or delivery of a controlled substance (ORS 475.992 (1-3))
  - Sexual crimes using force, threatened use of force or against incapacitated person (ORS 163.375, ORS 163.395, ORS 163.411, ORS 163.427)
  - Arson (ORS 164.315, ORS 164.325)
  - Robbery (ORS 164.395, ORS 164.405, ORS 164.415),
  - Hate/Bias Crime (ORS 166.155, ORS 166.165)
  - Coercion (ORS 163.275),
  - Kidnapping (ORS 163.225, ORS 163.235).

**The total number of expulsions for these combined categories must meet or exceed one of the following rates per year:**

(\***NEW:** For the purpose of this definition, expulsions will be counted per incident resulting in expulsion. For example, an incident involving multiple students will count as a single incident (count of 1) toward the school threshold even if multiple students are involved and expelled.

- a. For a school with fewer than 300 enrolled students, **9 expulsions**.
- b. For a larger school, **3 expulsions** for every 100 enrolled students or fraction thereof. (i.e. 3%)

**First Year:** Any school meeting the state-defined criteria that place them on a Watch list for year one **must** complete and submit a corrective action plan. The plan must provide evidence that the school district is making serious effort to correct this situation and ensure a safe school environment for students, staff and community. Districts may direct Safe & Drug-Free Schools & Communities Act program funds and services to identify problems and to implement the corrective action plan as approved. The corrective action plan shall be filed with the Oregon Department of Education, Office of Student Learning & Partnerships. The corrective action plan may include: the district safety plan, school-wide discipline plan, discipline data, school and community collaboration plan for school safety and other information, as deemed necessary.

**Second Year:** Any school meeting the state-defined criteria that place them on a Watch list for a second consecutive year **must** evaluate and revise year one corrective action plan and submit the revision to the state as evidence that they are making a serious effort to correct this situation to ensure a safe school environment for students, staff and community. The revised corrective action plan shall be filed with the Oregon Department of Education, Office of Student Learning & Partnerships. A committee of school and ODE reviewers will assess the school's revised corrective action plan. The Oregon Department of Education will provide technical assistance and support as necessary.

**Third Year:** Any school meeting the state-defined criteria that places them on a Watch list for three consecutive years will be designated as **Persistently Dangerous**. Parents may then exercise their right to have their child attend a safe public school within the local educational agency. A revised corrective action plan will be filed with the Oregon Department of Education and ODE will continue to provide technical assistance and support as necessary.

**Individual Student Option (victim of a violent criminal offense)**

Any student, while in or on the grounds of a public elementary school or secondary school that the student attends, who becomes a victim of a violent criminal offense (as defined by Oregon Revised Statutes) must to the extent feasible, be allowed to transfer to a safe school within the district.

## **Definitions**

---

Dangerous 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, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. Section 930(g)(2)).

Disciplinary Removal – Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspensions, out-of-school suspensions, expulsions, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by a hearing officer for likely injury to self or others.

Drug Offense – Refers to the use, possession, sale or solicitation of drugs, as identified in 21 U.S.C. Section 812(c). These offenses do NOT include use, possession, sale, or solicitation of alcohol or tobacco.

Expulsion – An action taken by the local educational agency 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.

In-School Suspensions – 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 the student under their supervision.

Interim Alternative Educational Setting – An appropriate setting determined by the child's IEP team 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 modifications to address the behavior violation/s so that it does not recur.

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 less than 10 days cumulatively, as well as removals in which the child continues to receive services according to his/her IEP.

Removal by a Hearing Officer – Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting 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. The IEP team is responsible for determining the interim alternative educational setting.

Serious Bodily Injury – A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365(3)(h)).

Unilateral Removal – 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 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.



## Expulsions

---

<b>Basis for Collection</b>	A. ORS 339.250, ORS 326.310, 18 USC 921 OAR 581-021-0055, OAR 581-021-0070 B. USDOE Title IV Part A Safe and Drug-Free Schools and Communities USDOE NCLB Title IX Part E, Subpart 2, Section 9532 I20 USC § 1412 and 1418
<b>Use of Data</b>	The data will be used to complete required reporting at the state and federal level. The data will also be used in state and local assessment of needs in identifying effective strategies to create safe and drug-free school environments conducive to learning.
<b>Who should Respond</b>	All public schools, including charter schools, alternative schools, and private alternative schools receiving public funds.
<b>Instructions</b>	<p>Report each expulsion in each of the following categories. For all students <b>record the number of incident days (school days)</b>, as well.</p> <p>Students who were expelled from your school for the following reasons:</p> <ol style="list-style-type: none"><li><b>Possession of Firearms:</b><ol style="list-style-type: none"><li>Handguns</li><li>Rifles/Shotguns</li><li>Other firearms: 18 USC 921 any weapon (including a starter gun) designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device which includes any explosive, incendiary or poison gas, bomb, grenade, rocket, mine, or similar device</li></ol></li><li><b>Weapons other than firearms:</b> ORS 339.250(6) Weapons are instruments that may have the effect of causing physical harm to individuals and/or property. Included are knives, clubs, nunchakus, and other martial arts instruments, and toxic materials.</li><li><b>Violent Behavior:</b> ORS 339.250(3)(4), OAR 581-021-0055, OAR 581-021-0059. Expelled, not arrested, for any of the following behaviors: battery/other forms of physical fighting; sexual battery (assault); homicide; suicide; arson; robbery; hate/bias crime; coercion/extortion; intimidation; threats of</li></ol>

violence or harm; kidnapping; school threat; and vandalism/damage to school or private property.

4. **Violent Criminal Offenses** (Arrests): Expelled from your school and arrested for any of the following criminal offenses on school grounds, on school sponsored transportation, and/or at school sponsored activities:
  - Assault (ORS 163.160, ORS 163.165, ORS 163.175, ORS 163.185)
  - Manufacture or delivery of a controlled substance (ORS 475.992 (1-3))
  - Sexual crimes using force, threatened use of force or against incapacitated person (ORS 163.375, ORS 163.395, ORS 163.411, ORS 163.427)
  - Arson (ORS 164.315, ORS 164.325)
  - Robbery (ORS 164.395, ORS 164.405, ORS 164.415),
  - Hate/Bias Crime (ORS 166.155, ORS 166.165)
  - Coercion (ORS 163.275),
  - Kidnapping (ORS 163.225, ORS 163.235).
5. **Alcohol and Tobacco:** OAR 581-021-0055 and OAR 581-021-0110, respectively.
6. **Drug Offenses** (other than alcohol and tobacco): 581-021-0055.
7. **Other Offenses, Persistent failure to comply with directions/rules** (insubordination/ violation of school rules): OAR 581-021-0055.

## Removals

---

<b>Basis for Collection</b>	<p>A. ORS 581-015-0555, ORS 581-015-0556, ORS 339.250, ORS 326.310, 18 USC 921</p> <p>B. USDOE Title IV Part A Safe and Drug-Free Schools and Communities USDOE NCLB Title IX Part E, Subpart 2, Section 9532 I20 USC § 1415, 18 USC § 1365</p>
<b>Use of Data</b>	<p>The data will be used to complete required reporting at the state and federal level. The data will also be used in state and local assessment of needs in identifying effective strategies to create safe and drug-free school environments conducive to learning.</p>
<b>Who should Respond</b>	<p>All public schools, including charter schools receiving public funds, alternative schools, and private alternative schools.</p>
<b>Instructions</b>	<p>It includes instances in which school personnel (not the IEP team) order the removal of a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. For students on an IEP, the IEP team is responsible for determining the interim alternative educational setting. Unilateral removals made by school personnel other than the IEP team, do not include decisions by the IEP team to change a student's placement.</p> <p>School personnel may order such a removal for the following:</p> <ol style="list-style-type: none"><li>A firearms offense, which includes Handguns, Rifles/Shotguns, and other Firearms. Other firearms are any other weapon that includes starter guns, which are designed to or may readily be converted to expel a projectile by the action of an explosive, and any destructive device that includes any explosive, incendiary or poison gas, bomb, grenade, rocket, mine, or similar device;</li><li>A weapons offense (including 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) does not include a pocket knife with a blade of less than 2 1/2 inches";</li><li>A drug offense (including the use, sale or solicitation of drugs, as identified in OAR 581-015-2425).</li><li>Drug offenses do not include use, possession, sale or solicitation of alcohol or tobacco;</li><li>Serious bodily injury (defined as "meaning any significant</li></ol>

impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.”)

- f. Removal by Administrative Law Judge (due to likely injury to self or others).

The "removal" code for students without disabilities should only be used for students who are being placed in an alternative educational setting, or who are not yet identified but the district "has knowledge" of the student's disability and extends the protections of the IDEA to the student under 20 USC Sec. 1415(k)(5), or for students who have a disability under Section 504 of the Rehabilitation Act and the district extends the protections under IDEA as a means of complying with Section 504.

## Suspensions

---

<b>Basis for Collection</b>	A. ORS 339.250, ORS 326.310, 18 USC 921, OAR 581-021-0055, OAR 581-021-0065 B. USDOE Title IV Part A Safe and Drug-Free Schools and Communities 120 USC § 1412 and 1418
<b>Use of Data</b>	The data will be used to complete required reporting at the state and federal level. The data will also be used in state and local assessment of needs in identifying effective strategies to create safe and drug-free school environments conducive to learning.
<b>Who should Respond</b>	All public schools, including charter schools, alternative schools, and private alternative schools receiving public funds.
<b>Instructions</b>	<p>Report each suspension in each of the following categories. For all students record the number of incident days. Suspensions up to a ½ day are counted as .5 and suspensions more than ½ day are counted as 1 for each day.</p> <ol style="list-style-type: none"><li>1. <b>Alcohol:</b> Violation of school policy or law relating to alcohol</li><li>2. <b>Other drugs:</b> Violation of school policy or law relating to other drugs.</li><li>3. <b>Tobacco:</b> Violation of school policy or law relating to tobacco.</li><li>4. <b>Vandalism:</b> Damage or destruction of school or private property on school grounds, on school sponsored transportation and/or at school sponsored activities.</li><li>5. <b>Physical fighting and/or battery:</b> Physical violence directed at another person against his/her will or intentionally causing bodily harm to an individual.</li><li>6. <b>Bullying, harassment and intimidation:</b> Any act that substantially interferes with a student's educational benefits, opportunities or performance, including cyber-bullying that takes place off campus, and/or that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that has the effect of physically harming a student or damaging a student's property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or creates a hostile</li></ol>

educational environment.

7. **Burglary, theft and robbery:** Unlawful entry or attempted entry into a building or other structure with intent to commit a crime; unlawful taking of property belonging to another person without threat, violence, or bodily harm; taking of, or attempting to take, anything of value that is owned by another person or organization by force or threat of force or violence and/or by putting the victim in fear.
8. **Persistent failure to comply with directions/rules** (*insubordination, violation of school rules*): Repeated refusal or failure to comply with directions or the instruction of a staff member.
9. **Weapons** (*Disabilities only*): Means 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, except that it does not include a pocket knife with a blade of less than 2 ½ inches in length.

## Truancy

---

1) The definition of “An unexcused absence” is established at the district level so a student leaving the district may or may not be considered unexcused during the 10 day period used for ADM. ODE understands that it may receive inconsistent truancy data between the districts. If this creates a significant issue, a state definition for “An unexcused absence” may be forthcoming.

2) A Truancy Day is an unexcused absence of (½-day or more).

Examples:

- a. If a student skips less than ½ day, it is not considered a truancy day.
- b. If a student skips ½ day or more, combining any classes missed, late arrivals, &/or early departures, it is considered one truancy day.
- c. If a student skips the entire day (it is not broken into two ½ days), it is considered one truancy day.

3) A Truancy Event: ORS 339.065 an event is defined as (8) truancy days in one month. A truancy day may only be included in a single truancy event.

Examples:

- a. If a student has 7 truancy days in a month, (s)he does not have a truancy event.
- b. If a student has 8 truancy days in a month, (s)he has 1 truancy event.
- c. If a student has 15 truancy days in a month, (s)he has 1 truancy event.
- d. If a student has 16 truancy days in a month, (s)he has 2 truancy events.

*Note: it is very unlikely, if not impossible, for a student to have 3 truancy events in one month.*

4) There are several possible algorithms that a district can use to determine the number of truancy events. The following appears to be the simplest algorithm:

Count the number of Truancy Days and divide by 8 (ignore the remainder).

5) The method to record truancy events:

Example: If a student has 2 truancy events in a month, the following would be submitted;

(DsplnActnTypCd=4, DsplnDtTxt =dateA, DsplnDays=1)

and

(DsplnActnTypCd=4, DsplnDtTxt =dateB, DsplnDays =1)

where dateA <> dateB in the same month.

**Note:** The DsplnDtTxt must be in the month of the Truancy Event and each DsplnDtTxt must be unique. ODE will not check to see if the dates are 8 days apart. Each district can determine which truancy date to use as the DsplnDays. It has been suggested that you use the last truancy day that flagged the event (but this not a definition).

# Discipline Incidents Collection: Line-by-Line

## Discipline Incident Rows 56-70

### Row 56 Primary Disability (Required if Special Education Flag - Row 39 is "Y")

Select appropriate code from the drop-down list of the special education disability codes.

### Row 57 Discipline Action Date (Required)

Must contain a valid data in the format *mmddyyy*, where *mm* is the two-digit month, *dd* is the two digit day, and *yyyy* is the four-digit year (12/01/2012).



**Row 58 – Discipline Action Type Code (Required)**

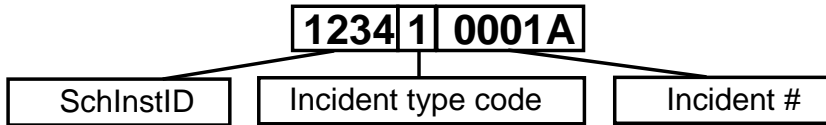
This field indicates the action taken by the school district.

Discipline Action Type	<input type="text"/>
Primary Offense Type	Expulsion.....1
Secondary Offense Type	In-School Suspension.....2
Tertiary Offense Type	Out-of-School Suspension.....3
	Truancy.....4
	Removal to an Alternative Educational Setting...5

**Row 59– District Discipline Incident Identifier (Required)**

This is an ID assigned by the district to **uniquely** identify the incident. It consists of 10 variable characters (numbers and/or letters) and is **meaningful** to the district office. In most cases, your local data system will determine the numbering sequence.

Example:



A fight broke out between 5 students and one youth was expelled; the rest were suspended with varying days. The above identifier reflects the school location, the most serious action taken, and the incident number as established by the district. This incident **unique** identifier would be entered for each youth (i.e., all participants associated to the single event) and their action type codes and other data would reflect the individual outcomes.

**Row 60 – Primary Offense Type Code (Required)**

Code describing the primary offense carried out by the student during the incident.

Discipline Action Date	<input type="text"/>	District Incident ID	<input type="text"/>
Discipline Action Type	<input type="text"/>		
Primary Offense Type	<input type="text"/>		
Secondary Offense Type	Alcohol (Liquor Law Violations: Possession, Use, Sale).....1000		
Tertiary Offense Type	Arson (Setting a Fire).....1100		
Primary Weapon Type	Attendance Policy Violation (Not Attending School or Classes as Required).....1200		
Secondary Weapon Type	Battery (Physical Attack/Harm).....1300		
Tertiary Weapon Type	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry).....1400		
Discipline Modifier	Disorderly Conduct (Disruptive Behavior).....1500		
Primary Disability	Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)...1600		
	Manufacture or delivery of a controlled substance.....1699		
	Fighting (Mutual Altercation).....1700		
	Harassment, Nonsexual (Physical, Verbal, or Psychological).....1800		
	Harassment, Sexual (Unwelcome Sexual Conduct).....1900		
	Homicide (Murder or Manslaughter).....2000		
	Inappropriate Use of Medication (Prescription or Over-the-Counter).....2100		
	Insubordination (Disobedience).....2200		

**Row 61 – Secondary Offense Type Code and Row 62 – Tertiary Offense Type Code**

These fields require a response and defaults at “Not Applicable”.

Secondary Offense Type	Not Applicable.....0000
Tertiary Offense Type	Not Applicable.....0000

**Note:** If a youth is involved in one event, resulting in multiple offenses (same date/altercation), use the Secondary and Tertiary Type Code fields (rows 61 and 62). One DOES NOT enter multiple records for the youth.

**Row 63 – Primary Weapon Type Code**

This field requires a response and defaults at “No Weapon”.

Primary Weapon Type	No Weapon.....0098	*
Secondary Weapon Type	Handgun.....0011	*
Tertiary Weapon Type	Shotgun/Rifle.....0012	*
Discipline Modifier	Other Type of Firearm (e.g., Bombs, Grenades, or Starter Pistols).....0013	*
Primary Disability	Knife with Blade Length Less Than 2.5 Inches.....0021	
Discipline Days	Knife with Blade Length Greater Than or Equal to 2.5 Inches.....0023	
	Other Knife.....0029	
	Other Sharp Objects.....0030	
	Other Object.....0040	
	Substance Used as Weapon.....0050	
	Other.....0097	
	Unknown Weapon.....0099	

**Row 64– Secondary Weapon Type Code and Field 65 – Tertiary Weapon Type Code**

These fields require a response and default at “No Weapon”.

Primary Weapon Type	No Weapon.....0098	*
Secondary Weapon Type	No Weapon.....0098	*
Tertiary Weapon Type	No Weapon.....0098	*

**Row 66 – Discipline Modifier Code**

This code describes special circumstances that may have modified the disciplinary action taken. This will only be used when a student has a weapon and is not expelled for a full school year (Discipline Modifier Code 1). Per law, a student that has a weapon is required to be expelled for one year (ORS 339.250 (6)).

Discipline Modifier	Not Applicable.....0	*
	Not Applicable.....0	
	Shortened Weapons Expulsion.....1	
	Removal By Administrative Law Judge...2	

The only other time the discipline modifier code will be used is if a student is removed by an Administrative Law Judge (Discipline Modifier Code 2). This situation is extremely rare and is for special education students only. The special education flag must be marked “Y”.

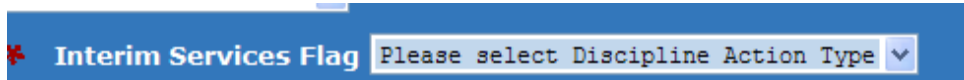
An Administrative Law Judge (ALJ) does not conduct an expulsion hearing. The only time an Administrative Law Judge (ALJ) will order the removal of a student is when their behavior will likely result in *injury to themselves or others*. If you enter a “2” for the discipline modifier code, then the primary offense code will be 1300, 2000, 2800, or 3000, since these are the only codes that *reflect serious bodily injury to self or others*. (Note: an Administrative Hearing is a legal hearing with a judge/ALJ ordering a special education student to be removed).

**Row 67 – Discipline Days**

This field collects the **number of school days** associated with the disciplinary action taken. Partial days are always rounded up to the nearest half day. This field contains an implied decimal point. When you view data in Excel, you will see extra digits (i. e., 229 days will show as 229.0).



**Field 68 – Interim Services Flag (Response Required)**



*View before Discipline Action type code is entered.*



*View after Discipline Action Type Code is selected.*

<b>If the Discipline Action Code is:</b>	<b>Then the Interim Services Flag options are:</b>
1 – Expulsion	Y or N
2 – In-School Suspension	Y
3 – Out of School Suspension	Y or N
4 – Truancy	Blank (Not Applicable)
5 – Removed to an Alternate Educational Setting	Y

**Field 69 – Violent Criminal Offense Arrest Flag**

This 'Flag' indicates that the incident resulted in the student's arrest for a violent criminal offense. Yes (Y) can only be used when the discipline action type code is '1' (Expulsion), and only for offense type codes: 1100, 1300, 1699, 1700, 2000, 2300, 2600, 2700, 2800, 3000, 3200, 3500, 3700, 8000 (see below for offenses connected with these codes).

## Discipline Incidents 11 -12 Verification Report

The Reports section has a number of tools for districts to use to verify that submitted records have been received and posted by the ODE. Review reports BEFORE June 29 to verify that all files have been submitted and are correct.

**All districts** (even districts with no student discipline incidents for the 2011-12 school year) are **REQUIRED** to complete the data verification process on the Consolidated Collections Status Tracking Screen.

Once discipline data is entered from all schools/programs, the District Level Administrator will complete the following “Verify Submission” process.

1. Go to the Consolidated Collections Status Tracking screen and click on the green check mark next to the Discipline Incidents row to open the Verification Report window. The report will open as a separate block below the Consolidated Collections Status Tracking window (See #2).

**Consolidated Collection Status Tracking**

Due Date	Collection Name	Collection ID	Verify Name	Verify Date	Verified Posted Records	Verified Error/Warnings Records
2010-06-30	December Special Education Child Count (SECC) 09-10	543	✓			
2010-06-30	Discipline Incidents 09-10	576	✓			
2010-06-30	June Special Education Exit Collection 09-10	578	✓			
2010-06-30	Special Ed Child Find (Indicator 11) 09-10	580	✓			

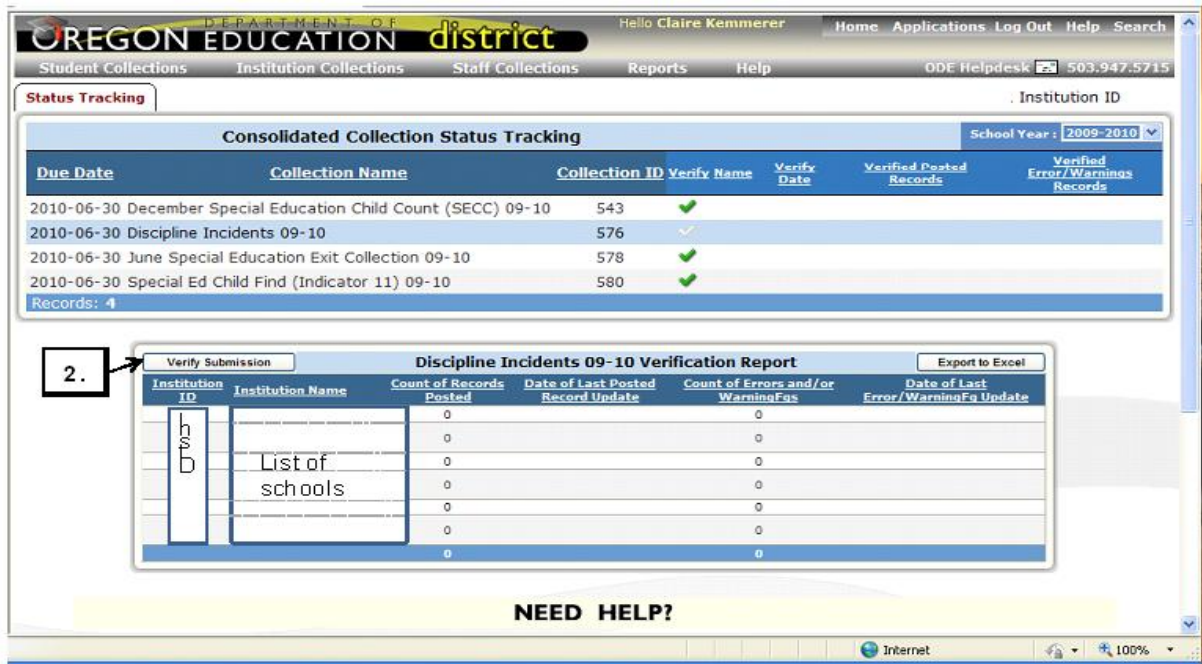
Records: 4

**NEED HELP?**

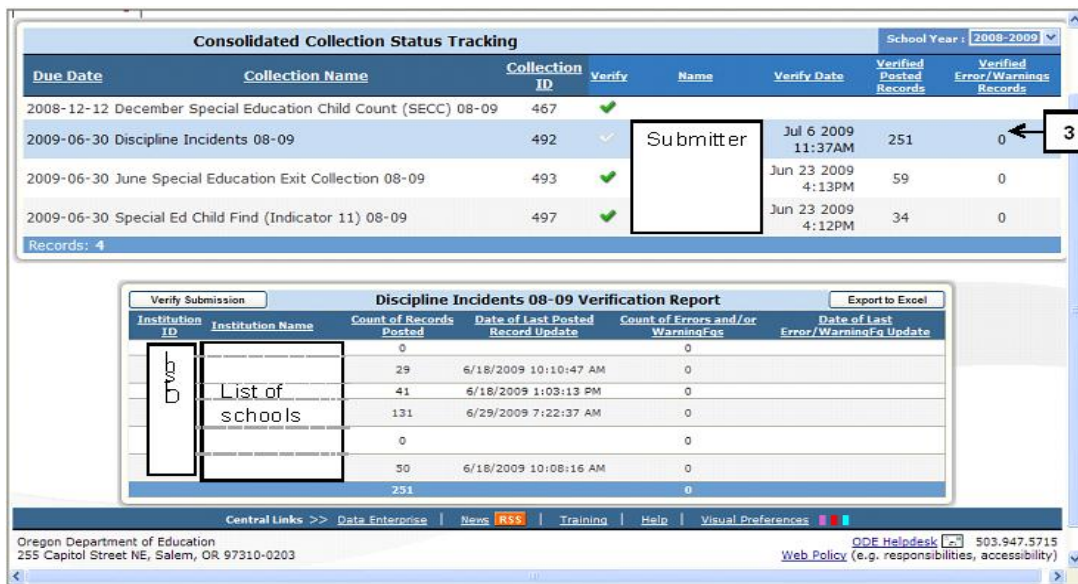
Public Program Institution ID numbers will not be allowed in either the Resident District/Resident School fields or the Attending District/Attending School fields. Records submitted with Public Program ID numbers in any of the four fields above will produce an error. The only exception will be for the Limited English Proficient (LEP) data collection which will allow public program IDs in the Attending School field for School Year 2008-2009 and end at that time.

- [Data collection changes for the 08-09 school year.](#)

- Review submitted data to ensure accuracy for the school(s) and to ensure the data is error free. Click the Verify Submission button on the upper left after reviewing submitted data.



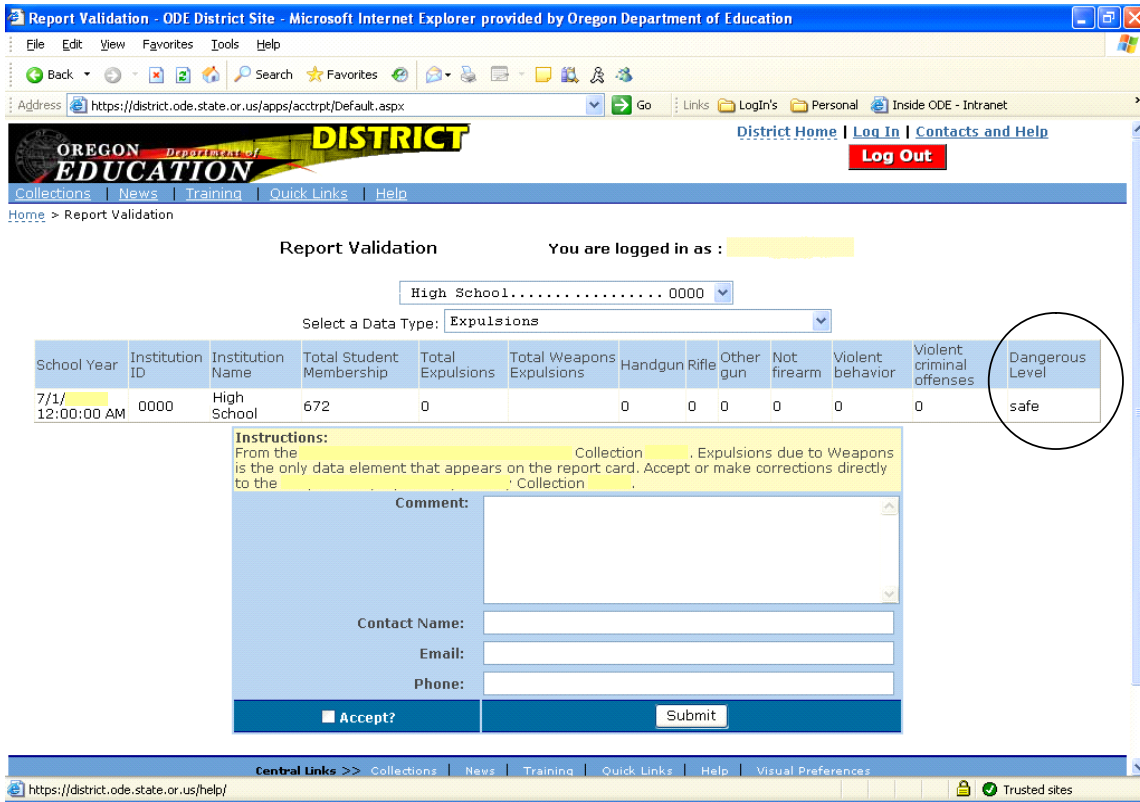
- Clicking the Verify Submission button will insert the submitters name, date/time and posted records / error information in the list.



When the district level administrator has completed these steps it indicates to the ODE that all discipline data for your district is submitted accurately; you have then completed your data submission. The USDE is notified of your submission status.

## Report Validation Window (Safe/Unsafe Status)

The Report Validation window will be **open July 5 - 12, 2012** to display safe/unsafe status based on the Discipline Incidents data submitted. Verification is optional during this time.



(The screen for 2011-12 data will look similar to this view,)

For more information on the Unsafe School Choice Option (USCO) and the state-defined definition and policy, please go to the [Safe & Drug Free School](#) webpage and click on [Unsafe School Choice Option](#).

## Information & Frequently Asked Questions

---

### Technical Questions

**Q: How do I login to the district site?**

A: The ODE District Webpage at <https://district.ode.state.or.us>. Your site Security Administrator must give you access and permissions to the Discipline Incidents collection. You can find your district security administrator at the following link (<https://district.ode.state.or.us/apps/login/searchSA.asp>).

**Q: Where do I find the Discipline Incidents collection once I have logged into the site?**

A: It is under Consolidated Collections – Student Collections.

**Q: Where do I find the User Guide document for the Consolidated Collections?**

A: See the Consolidated Collections Student-Level Collections User Guide at [https://district.ode.state.or.us/apps/info/docs/cc\\_studentlevel\\_ug.doc](https://district.ode.state.or.us/apps/info/docs/cc_studentlevel_ug.doc).

**Q: What is the best way to submit data for my district?**

A: If your district has small schools, they may want to submit the data themselves through our web submission process. Larger schools and districts will want to use the file upload process.

**Q: How do I submit students online?**

A:

- 1) Go into Consolidated Collections, Student Collections, Discipline Incidents 11-12;
- 2) Click on Data Submission, then on Web Submission;
- 3) Click on All Schools for this District;
- 4) Leave the other fields blank;
- 5) Click on All Students to select;
- 6) Click boxes for the students you want to include;
- 7) Click on Save. This is all you will need to do. It will add them to your collection.

**Q: How do I upload files to the ODE after I have created them for the Discipline Incidents collection?**

A: You can submit a file in .txt, .csv, .xml, or .zip format via the Department interface. To do so:

- 1) Go into Data Submission - File Upload.
- 2) Click on Browse and select the file you want to submit.
- 3) Click Upload.

You will then receive an email that indicates the total number of records that were

transferred and the number that had errors. If any records had errors, it will be necessary to go through the error checking and clearing process until the data is error free.

**Q: How do I know another district's Institution ID number?**

- A:
- 1) Go to the District webpage (<https://district.ode.state.or.us/>);
  - 2) Click on the link "Quick Links" at the top of the page;
  - 3) Click on [Institutions Lookup](#)
  - 4) In the 5th entry field, ". . . School District . . ." enter the school district name;
  - 5) Click Search for the listing of schools under your district.

**Q: How can I see the successfully submitted records?**

A: Go into the Discipline Incidents collection and do the following to view or print your current Disciplinary records.

- 1) Open Student Collections-Discipline Incidents 11-12;
- 2) Click on Record Management, then on Production Download;
- 3) Select All Schools, and then click on CSV at the bottom of the screen to begin the download process; you will get a message saying: '*The file you requested is being generated*'. You will receive an email notifying you when the file is ready to be retrieved. Wait for the message to appear in your email box, and then click on the link provided. You will then be asked to record your email address prior to downloading the file. Enter it in the box provided.
- 4) When the download icon appears, right click on it to 'Save Target As' to your desktop and open from there. You will be able to view or print the file from here. This file will be available for the next seven (7) days. After that time it will be deleted."
- 5) When you do open the file, you will see the current records in your Disciplinary file which you can view or print.

**Q: What are Demographic Errors?**

A: Demographic errors are caused because your file does not match the record of the student that the ODE has on file for that SSID number.

In order to determine the differences of your file and ours, you will need to review the following: (Note: If it is helpful to you, you can print it as well.)

- 1) The error file from Review Errors and also
- 2) The ODE file from Record Management-Record Maintenance, so that you can compare the two easier. (**Attention:** Since this is very sensitive data, please shred the printed copies when you are finished with them.)

There are several reasons you may not successfully correct your errors. The most common is that you correct the error, but the ODE SSID record on file does not



match what you changed in the record file. Both ODE records and your district records must match each other.

Open two Internet Browsers at one time. Open one browser, log into the district site and go to Review Errors. Open another browser, log into the district site and go to SSID, Record Management > Record Maintenance. This will assist you in comparing the error record to the ODE record. You can go back and forth between Browsers without going out of Review Errors or SSID.

Once you have made corrections in both SSID and your Error record, your changes will save and take effect. *Below are instructions for making corrections to error messages.*

### **Error Messages**

- 1) Go into Consolidated Student Collections-Student Collections-SSID-Error-Management;
- 2) Choose 'Fix' for record in Review Errors to view student record;
- 3) Open second Browser and log into the district website again;
- 4) Go into Consolidated Student Collections-Student Collections-SSID-Record Management-Record Maintenance and enter either the SSID # or First & Last Name (*not both*), click "All Students," then "Search";
- 5) Going back and forth between the open Browsers, correct either the record the ODE has on file in Record Maintenance - **or** - correct the record from your file in Error Management so that the records match;
- 6) After corrections are made, click Save in both Browsers, saving the Record Maintenance ODE SSID file first.

**Q: What do I do when I receive an error that indicates that a student is merged to another SSID?**

A: The cause of this error is that an SSID has been duplicated and is being used to identify two different students. To fix this error:

- 1) Go into Consolidated Student Collections-Student Collections-SSID-Error-Management;
- 2) Choose 'Fix' for the record that indicates this error in 'Review Errors' to view that student's record;
- 3) Choose 'SSID Lookup' at the top of the page;
- 4) When the lookup page appears, choose 'Lookup';
- 5) Highlight the SSID and use CTRL-C to copy it, then close the SSID Lookup window;
- 6) Paste the new SSID in the SSID field on the student record;
- 7) Save the record

**Q: How do I do a Production Download?**

A: Go into Consolidated Student Collections > Discipline Incidents 11-12,

- 1) Click on Record Management, then on Production Download
- 2) Select "Y" to compress if it is a large file
- 3) Click on CSV and you will get a message saying: '*The file you requested is being generated*'. You will receive an email notifying you when the file is ready to be retrieved. Wait for the message to appear in your email box, and then click on the link provided. You will then be asked to record your email address prior to downloading the file.
- 4) Enter it in the box provided. When the download icon appears, right click on it to 'Save Target As' to your desktop and open from there. You will be able to view or print the file from here.

**Q: Will I need to enter suspension, expulsion, and removal incident days for a student who does not have a disability (Is not on an IEP)?**

A: **Yes.** Incident days are required for all students.

**Q: What is an administrative law judge?**

A: An Administrative Law Judge (ALJ) is appointed by the Office of Administrative Hearings. "Removal by ALJ" is a very rare occurrence. The ALJ does not conduct district hearings for suspensions or expulsions.

**Q: Do I need to enter data about the type of disability the student has?**

A: **Yes.** If item # 39, Special Education Flag, is marked "Y", then item #56, "Primary Disability Code", must contain a valid code from the drop down menu.

## Q&A - From the Field

---

**Q: How do I login to the district site?**

A: Go to the District webpage (<https://district.ode.state.or.us/>). Your site Security Administrator must give you access and permissions to the Discipline Incidents Collection. You can find your district security administrator at the following link (<https://district.ode.state.or.us/apps/login/searchSA.asp>).

**Q: What code do we use when we are reporting a suspension for some reason other than those specifically listed? For example, suppose a kid gets suspended for consistent parking violations (I am making that up; I don't think we have any such instances). With what code would we submit that suspension? Or, would we in fact not submit it at all?**

A. This has been an ongoing issue. For example, a district had a policy stating that students would be suspended for chewing gum and was unsure of what type of suspension would be recorded. The district may need to review its policies and make a determination for situations other than those specifically required for this collection. Perhaps detention might be more appropriate than suspension. Other than [ORS 339.250](#) and [OAR 581-021-0065](#), there is no guidance on what a district determines would warrant a suspension; this is a local control issue. A number of different codes have been added to the discipline collection for this purpose. Optional code choices are: #2200- Insubordination, #3600- Violation of School Rules, or # 9000- Other Offenses.

**Q: Specific to Weapons issues... What code do we use for a General Education student who is suspended for weapons?**

A. General or Regular education students should not be "suspended" for weapons since state law requires "expulsion" for any weapons offense ([ORS 339.250 \(6\)](#)). If expulsion is modified to less than one school year, use code "1" under the District Modifier Code.

**Q: Can you clarify the difference between a "Removal" and an "Expulsion"?**

A. *OAR 581-015-2425* provides specific guidance regarding the removal conditions for students with special education needs. Essentially, "School districts may **remove** a child with disabilities from their current educational placement to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is determined to be a manifestation of the child's disability for [certain offenses, as listed under the noted OAR]."

**Q: Regarding a student with a disability, do we need to enter the exact number of incident days for an expulsion if the number of days is more than 20?**

A. **Yes.** Incident days are entered for **all** students (not just students with disabilities) and for **all** disciplinary actions expulsions, suspensions and removals. ODE reports the total number of incident days to the federal government and to calculate information for district Systems Performance Review & Improvement (SPR&I). Incident days are SCHOOL DAYS.

**Q: How do we count the expulsion days if a student is expelled for a whole year for a weapons incident? Would it be 365?**

A: **No.** For all disciplinary actions, expulsions, suspensions and removals, count only the **school days** missed. If a student was expelled for the whole year from a school that has 139 school days for that year, then the student will be expelled for 139 days.

**Q. If multiple students are involved in an incident for which they are all expelled and/or suspended, does the one incident only count as 1 expulsion or suspension?**

A: **No;** there is only one incident recorded that is assigned a unique code (line 59). However, each student expelled or suspended must be accounted for. This is a student level collection, and the type of discipline action allocated to each student is counted. For example, 3 students are expelled from your school for manufacturing and delivering controlled substances on school grounds; in this situation there is one incident and three expulsions recorded in the Discipline Incidents Collection for the current school year.

**Q. How does the system default regarding the “Interim Service Flag” (line 68)?**

A. Make sure you mark “Y” or “N” on this line for expulsions and out of school suspensions. *It is imperative in regards to students with special education needs that interim services are provided if that student is removed from school for more than 10 days, and thus “Y” is chosen since the default might be an “N”.*

**Q. How do you record or count a student who is suspended, pending further review or a hearing, and then expelled for the same incident?**

A. In this situation you would count the 1 incident, of course, and then record the student’s disciplinary action as an expulsion for the incident with the total number of days combined from the suspension and expulsion; the student was never re-admitted to school after the removal and the more serious disciplinary action is for the same incident.

**For example, a student is suspended for incident XYZ that occurred on 4/14/2012. Later, the student is expelled for the same incident XYZ. How do we report?**

- 1) Report only expulsion XYZ, 4/14/2012, or
- 2) report both suspensions XYZ, 4/14/2012 and expulsion XYZ, 4/14/2012.

Again, there should be only one report for each incident. In the example above, the student was suspended pending an expulsion. After the hearing, it was determined that the student would be expelled for the incident (instead of suspended). In this case only the final outcome for the **single incident** should be reported, as outlined in # 1 above.

**Q. How are students counted whose disciplinary action (expulsion, suspension, and removal) extends beyond June 30<sup>th</sup> or the current school year?**

A. Students are only counted for the current school year in which they are disciplined. If a student is expelled, suspended or removed during the current school year, they are only counted once in the Discipline Incidents Collection for the current school year and not for the proceeding school year.

**Q: I am not able to complete submission of the Disciplinary data by the final close date of June 29, 2012 because we lost all of our data and will have to reconstruct the files. What do I need to do to get an extension so that the Disciplinary collection can be re-opened for my district?**

A. There will be NO EXTENSION TO THE DISCIPLINARY DATA COLLECTION due to IDEIA federal reporting requirements.

**Q: Will the system allow me to enter ½ (.5) day suspensions?**

A. **Yes.** Suspensions up to a ½ (.5) day are counted as .5 and suspensions more than ½ day are counted as 1 for each day.

**Q: When is the best time to complete my Discipline Incidents data report and send it in to the ODE?**

A. Districts/schools are required to have all Discipline Incidents data reported to ODE by the time the collection closes on June 29th. Districts/schools are encouraged to start the reporting process early May in order to correct any errors and verify that the data is correct at the collection closing. Please do not wait until the last week of June to start your reporting process as this could result in inaccurate and untimely data submission.

**Q. In the past my school/district has had no Discipline Incidents data to report and the collection system has not allowed me to enter that I have no data so I did not do a report is this still the case?**

A. **NO.** All schools/districts will need to complete the Discipline Incidents data collection. The current Discipline Incidents data collection system has a verify button on the consolidated collection home page that ALL schools/districts must use to validate that they have submitted data. (See page 16.)

**File Layout** (from the Schedule of Due Dates webpage)

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
1	A	ChkDigitStdntID	Secure Student Identifier (SSID)	10	1	10	int	Y	Y	ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	DistStdntID	District/Local Student Identifier	10	11	20	varchar	N	N	Identifier, assigned by the district, used to uniquely identify the student.
3	C	ResdDistInstID	Resident District Institution Identifier	10	21	30	int	Y	Y	ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
4	D	ResdSchlInstID	Resident School Institution Identifier	10	31	40	int	Y	Y	ODE assigned Institution Identifier for the Resident School. The School responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
5	E	AttnDistInstID	Attending District Institution Identifier	10	41	50	int	Y	Y	ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.
6	F	AttnSchlInstID	Attending School Institution Identifier	10	51	60	int	Y	Y	ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	InstFill	Institution Filler	20	61	80	varchar	N	N	Reserved for future use.
8	H	LgLNm	Legal Last Name	50	81	130	varchar	N	Y	Legal last name of the student.

*Discipline Incidents Collection*

9	I	LglFNm	Legal First Name	40	131	170	varchar	N	Y	Legal first name of the student.
10	J	LglMNM	Legal Middle Name	40	171	210	varchar	N	N	Legal middle name of the student.
11	K	GnrtnCd	Generation Code	4	211	214	varchar	N	N	Name suffix of the student (i.e. Jr., II, III).
12	L	PrfrdLNM	Preferred Last Name	50	215	264	varchar	N	N	Preferred last name of the student.
13	M	PrfrdFNM	Preferred First Name	40	265	304	varchar	N	N	Preferred first name of the student.
14	N	PrfrdMNM	Preferred Middle Name	40	305	344	varchar	N	N	Preferred middle name of the student.
15	O	BirthDtTxt	Date of Birth	8	345	352	datetime	Y	Y	Date the student was born.
16	P	GndrCd	Gender Code	1	353	353	char	N	Y	Code indicating the gender of the student.
17	Q	HispEthnicFg	Hispanic/Latino Ethnic Flag	1	354	354	char	N	Y	Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
18	R	AmerIndianAlsk nNtvRaceFg	American Indian/Alaskan Native Race Flag	1	355	355	char	N	Y	Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
19	S	AsianRaceFg	Asian Race Flag	1	356	356	char	N	Y	Indicates a student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
20	T	BlackRaceFg	African American Race Flag	1	357	357	char	N	Y	Indicates a student having origins in any of the black racial groups of Africa.
21	U	WhiteRaceFg	White Race Flag	1	358	358	char	N	Y	Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.

*Discipline Incidents Collection*

22	V	PaclIndrRaceFg	Native Hawaiian/Other Pacific Islander Race Flag	1	359	359	char	N	Y	Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	DclnEthnicFg	Declined to Report Ethnic Flag	1	360	360	char	N	Y	Indicates the student/parent declined to specify the student's ethnicity.
24	X	LangOrgnCd	Language of Origin Code	4	361	364	varchar	Y	Y	Code indicating the first language spoken in an individual's home in their early or earliest childhood. One's first language or native language.
25	Y	SSN	Partial Social Security Number	4	365	368	varchar	Y	N	Last four (4) digits of the Social Security Number of the student.
26	Z	EnrlGrdCd	Enrolled Grade Code	2	369	370	char	Y	Y	Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.
27	AA	Addr	Street Address	45	371	415	varchar	N	N	Street Address of the student's primary residence.
28	AB	City	City	20	416	435	varchar	N	N	City where the student's primary residence is located.
29	AC	ZipCd	Zip Code	5	436	440	varchar	Y	N	First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip4Cd	Zip Plus Four Code	4	441	444	varchar	Y	N	Plus four portion of the postal zip code of the student's primary residence.
31	AE	ResdCntyCd	Resident County Code	2	445	446	varchar	Y	Y	Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.
32	AF	Phn	Phone Number	10	447	456	varchar	N	N	Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	TchrIDNbr	Unique Staff Identifier (USID)	10	457	466	int	Y	N	Reserved for future use.
34	AH	TchrNm	Teacher Name	40	467	506	varchar	N	N	Teacher name associated with the student.
35	AI	HSEntrySchlYr	High School Entry Cohort School Year	4	507	510	varchar	Y	N	School year the student entered high school in the format XYYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
36	AJ	Fill	Student Filler	16	511	526	varchar	N	N	Reserved for future use.



*Discipline Incidents Collection*

37	AK	EconDsvntgFg	Economically Disadvantaged Flag	1	527	527	char	N	N	Indicates student participation in a Free or Reduced Lunch program.
38	AL	Ttl1Fg	Title I Flag	1	528	528	char	N	N	Indicates a student is being served by a targeted assistance program (TAS) and not the complete student population in Title I designated schools (SWP).
39	AM	SpEdFg	Special Education Flag	1	529	529	char	N	Y	Indicates student participation in an Individualized Education Plan (IEP/IFSP).
40	AN	Sect504Fg	Section 504 Flag	1	530	530	char	N	N	Indicates student eligibility for Section 504 services
41	AO	MigrntEdFg	Migrant Education Flag	1	531	531	char	N	N	Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.
42	AP	IndianEdFg	Indian Education Flag	1	532	532	char	N	N	Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American Indians.
43	AQ	LEPFg	Limited English Proficiency Flag	1	533	533	char	N	Y	Indicates a child who is Limited English Proficient.
44	AR	DstncLrnFg	Distance Learning Flag	1	534	534	char	N	N	Indicates student participation in a distance learning program or a program that includes online coursework.
45	AS	HomeSchlFg	Homeschooling Flag	1	535	535	char	N	N	Indicates that the student is registered to receive homeschool instruction.
46	AT	TAGPtntTAGFg	Potentially Talented and Gifted Flag	1	536	536	char	N	N	Indicates that the student demonstrated the potential to perform at the 97th percentile. The definition for this field is established by the district.
47	AU	TAGIntlctGiftFg	Intellectually Gifted Flag	1	537	537	char	N	N	Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
48	AV	TAGAcadmTIntRdFg	Academically Talented Reading Flag	1	538	538	char	N	N	Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.

*Discipline Incidents Collection*

49	AW	TAGAcdmTIntMaFg	Academically Talented Math Flag	1	539	539	char	N	N	Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
50	AX	TAGCrtvAbiltyFg	Creative Ability Flag	1	540	540	char	N	N	Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.
51	AY	TAGLdrshpAbiltyFg	Leadership Ability Flag	1	541	541	char	N	N	Indicates that the student demonstrated ability in motivating the performance of others either in educational or non-educational settings. The definition for this field is established by the district.
52	AZ	TAGPrfmArtsAbiltyFg	Visual and Performing Arts Ability Flag	1	542	542	char	N	N	Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.
53	BA	TrnstnProgFg	Transition Program Flag	1	543	543	char	N	N	Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working towards a regular or modified diploma.
54	BB	AltEdProgFg	Alternative Education Program Flag	1	544	544	char	N	N	Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
55	BC	DemogFill	Demographic Filler	18	545	562	varchar	N	N	Reserved for future use.
56	BD	SECCPrimDsbltyCd	Primary Disability Code	2	563	564	char	Y	Y	Code indicating the primary disability (eligibility) of the student.
57	BE	DsplnDfTtxt	Discipline Action Date	8	565	572	datetime	Y	Y	Date that disciplinary action was taken against the student as a result of the incident.
58	BF	DsplnActnTypCd	Discipline Action Type Code	1	573	573	char	N	Y	Code describing the disciplinary action taken against the student as a result of the incident.

*Discipline Incidents Collection*

59	BG	DistIncdntID	District Discipline Incident Identifier	10	574	583	varchar	N	Y	Identifier, assigned by the district, used to uniquely identify the incident leading to disciplinary action(s).
60	BH	PrimOffnsTypCd	Primary Offense Type Code	4	584	587	varchar	Y	Y	Code describing the primary offense perpetrated by the student during the incident.
61	BI	SecOffnsTypCd	Secondary Offense Type Code	4	588	591	varchar	Y	Y	Code describing a secondary offense perpetrated by the student during the incident.
62	BJ	TertOffnsTypCd	Tertiary Offense Type Code	4	592	595	varchar	Y	Y	Code describing a tertiary offense perpetrated by the student during the incident.
63	BK	PrimWpnTypCd	Primary Weapon Type Code	4	596	599	varchar	Y	Y	Code describing the primary weapon in the student's possession during the incident.
64	BL	SecWpnTypCd	Secondary Weapon Type Code	4	600	603	varchar	Y	Y	Code describing a secondary weapon in the student's possession during the incident.
65	BM	TertWpnTypCd	Tertiary Weapon Type Code	4	604	607	varchar	Y	Y	Code describing a tertiary weapon in the student's possession during the incident.
66	BN	DsplnModCd	Discipline Modifier Code	1	608	608	varchar	Y	Y	Code describing special circumstances that may have modified the disciplinary action taken.
67	BO	DsplnDays	Discipline Days	4	609	612	numeric	Y	Y	Number of school days associated with the disciplinary action taken, with one implied decimal point. Partial Discipline Days are always rounded up to the nearest half day.
68	BP	IntrmSrvcFg	Interim Educational Services Flag	1	613	613	char	N	N	Indicates whether the district provided interim educational services during the discipline days to enable the child to continue to participate in the general education curriculum and/or to progress toward meeting the goals set out in the student's IEP, although in another setting. (IDEA 300.101(a) and 300.530(d))

*Discipline Incidents Collection*

69	BQ	VIntCrmnlOffns Fg	Violent Criminal Offense Arrest Flag	1	614	614	char	N	N	Indicates that the incident resulted in the student's arrest for a violent criminal offense, including: Assault; Manufacture or delivery of a controlled substance; Sexual crimes using force, threatened use of force or against an incapacitated person; Arson; Robbery; Hate/Bias crime; Coercion; or Kidnapping.
70	BR	DsplnFill	Discipline (Dspln) Filler	50	615	664	varchar	N	N	Reserved for future use.

## Discipline Incidents Collection Lookup Tables

---

**DsplnActnTyp Lookup Table**

Code	Name	Description
1	Expulsion	Action taken by the local educational agency 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.
2	In-School Suspension	Instance 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.
3	Out-of-School Suspension	Instance in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center).
4	Truancy	Event defined as (8) truancy days in one month. A truancy day may only be included in a single truancy event. A truancy day is an unexcused absence of one-half day or more. The definition of "an unexcused absence" is established at the district level.
5	Removal to an Alternative Educational Setting	Instance in which school personnel (not the IEP team) order the removal of a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for not more than 45 school days.

**DsplnMod Lookup Table**

Code	Name	Description
0	Not Applicable	Not Applicable
1	Shortened Weapons Expulsion	Duration of the weapons expulsion was modified (in writing) to be less than one year by the chief administering officer of the local educational agency (superintendent of the district). ORS 339.250 (6)
2	Removal By Administrative Law Judge	Removal was ordered by an administrative law judge (ALJ) because the child exhibits behavior that is substantially likely to result in injury to the child or others.

**NonEIDsblyCd Lookup Table**

Code	Name	Description
00	Not Applicable	Not Applicable to Collection
10	Mental Retardation	Mental Retardation
20	Hearing Impairment	Hearing Impairment
40	Visual Impairment	Visual Impairment
43	Deaf-Blindness	Deaf-Blindness
50	Communication Disorder	Communication Disorder (Previously Speech/Language Impairment)
60	Emotional Disturbance	Emotional Disturbance
70	Orthopedic Impairment	Orthopedic Impairment
74	Traumatic Brain Injury	Traumatic Brain Injury
80	Other Health Impairments	Other Health Impairments
82	Autism Spectrum Disorder	Autism Spectrum Disorder (Previously Autism)
90	Specific Learning Disability	Specific Learning Disability
98	Developmental Delay 3-4yr	Developmental Delay 3-4 Years (ECSE Only)

**OffnsTyp Lookup Table**

<b>Code</b>	<b>Name</b>	<b>Description</b>
0000	Not Applicable	Not Applicable
1000	Alcohol (liquor law violations: possession, use, sale)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.
1100	Arson (Setting a Fire)	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device.
1200	Attendance Policy Violation (Not Attending School or Classes as Required)	Violation of state, school district, or school policy relating to attendance.
1300	Battery (Physical Attack/Harm)	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.
1400	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry)	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
1500	Disorderly Conduct (Disruptive Behavior)	Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.
1600	Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)	Unlawful use, cultivation, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
1699	Arrested for Manufacture or delivery of a controlled substance	Manufacture or delivery of a controlled substance
1700	Fighting (Mutual Altercation)	Mutual participation in an incident involving physical violence, where there is no major injury.
1800	Harassment, Nonsexual (Physical, Verbal, or Psychological)	Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment.
1900	Harassment, Sexual (Unwelcome Sexual Conduct)	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.
2000	Homicide (Murder or Manslaughter)	Killing a human being.
2100	Inappropriate Use of Medication (Prescription or over-the-counter)	Use, possession, or distribution of any prescription or over-the-counter medication, (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) in violation of school policy.
2200	Insubordination (Disobedience)	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
2300	Kidnapping (Abduction)	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
2400	Obscene Behavior	Language or actions, written, oral, physical, or electronic, in violation of community or school standards.
2500	Physical Altercation, Minor (Pushing, Shoving)	Confrontation, tussle, or physical aggression that does not result in injury.
2600	Robbery (Taking of Things by Force)	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.

*Discipline Incidents Collection*

2700	School Threat (Threat of Destruction or Harm)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
2800	Sexual Battery (Sexual Assault)	Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
2900	Sexual Offenses, Other (Lewd Behavior, Indecent Exposure)	Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.
3000	Suicide	Act or instance of taking one's own life voluntarily and intentionally.
3100	Theft (Stealing Personal or Other Property)	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Electronic theft of data should be coded here.
3200	Threat/Intimidation (Causing Fear of Harm)	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.
3300	Tobacco (Possession or Use)	Possession, use, distribution, or sale of tobacco products.
3400	Trespassing (Unlawful or Unauthorized Presence)	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
3500	Vandalism (Damage to School or Personal Property)	Willful destruction or defacement of school or personal property.
3600	Violation of School Rules (Disobeying School Policy)	This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records.
3700	Weapons Possession (Firearms and Other Weapons)	Possession of an instrument or object to inflict harm on other persons. Both firearms and other weapons should be coded here.
8000	Other Violent Criminal Offense (e.g., Coercion, Hate/Bias Crime)	Other violent criminal offenses not classified previously but meeting the State of Oregon's definition of a "Persistently Dangerous" offense.
9000	Other Offenses (e.g., Forgery, Extortion)	Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

**PrimOffnsTyp Lookup Table**

<b>Code</b>	<b>Name</b>	<b>Description</b>
1000	Alcohol (Liquor Law Violations: Possession, Use, Sale)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.
1100	Arson (Setting a Fire)	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device.
1200	Attendance Policy Violation (Not Attending School or Classes as Required)	Violation of state, school district, or school policy relating to attendance.
1300	Battery (Physical Attack/Harm)	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.
1400	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry)	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
1500	Disorderly Conduct (Disruptive Behavior)	Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

*Discipline Incidents Collection*

---

1600	Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)	Unlawful use, cultivation, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
1699	Arrested for Manufacture or delivery of a controlled substance	Manufacture or delivery of a controlled substance
1700	Fighting (Mutual Altercation)	Mutual participation in an incident involving physical violence, where there is no major injury.
1800	Harassment, Nonsexual (Physical, Verbal, or Psychological)	Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment.
1900	Harassment, Sexual (Unwelcome Sexual Conduct)	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.
2000	Homicide (Murder or Manslaughter)	Killing a human being.
2100	Inappropriate Use of Medication (Prescription or Over-the-Counter)	Use, possession, or distribution of any prescription or over-the-counter medication, (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) in violation of school policy.
2200	Insubordination (Disobedience)	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
2300	Kidnapping (Abduction)	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
2400	Obscene Behavior	Language or actions, written, oral, physical, or electronic, in violation of community or school standards.
2500	Physical Altercation, Minor (Pushing, Shoving)	Confrontation, tussle, or physical aggression that does not result in injury.
2600	Robbery (Taking of Things by Force)	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
2700	School Threat (Threat of Destruction or Harm)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
2800	Sexual Battery (Sexual Assault)	Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
2900	Sexual Offenses, Other (Lewd Behavior, Indecent Exposure)	Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.
3000	Suicide	Act or instance of taking one's own life voluntarily and intentionally.
3100	Theft (Stealing Personal or Other Property)	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Electronic theft of data should be coded here.
3200	Threat/Intimidation (Causing Fear of Harm)	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.
3300	Tobacco (Possession or Use)	Possession, use, distribution, or sale of tobacco products.

---



*Discipline Incidents Collection*

3400	Trespassing (Unlawful or Unauthorized Presence)	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
3500	Vandalism (Damage to School or Personal Property)	Willful destruction or defacement of school or personal property.
3600	Violation of School Rules (Disobeying School Policy)	This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records.
3700	Weapons Possession (Firearms and Other Weapons)	Possession of an instrument or object to inflict harm on other persons. Both firearms and other weapons should be coded here.
8000	Other Violent Criminal Offense (e.g., Coercion, Hate/Bias Crime)	Other violent criminal offenses not classified previously but meeting the State of Oregon's definition of a "Persistently Dangerous" offense.
9000	Other Offenses (e.g., Forgery, Extortion)	Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

**SECCEnlGrdCd Lookup Table**

<b>Code</b>	<b>Name</b>	<b>Description</b>
PK	Pre-Kindergarten	Student enrolled in pre-kindergarten; or an ungraded student who is 0-4 years old on September 1 of the reporting year.
KG	Kindergarten	Student enrolled in kindergarten; or an ungraded student who is 5 years old on September 1 of the reporting year.
01	First Grade	Student enrolled in first grade; or an ungraded student who is 6 years old on September 1 of the reporting year.
02	Second Grade	Student enrolled in second grade; or an ungraded student who is 7 years old on September 1 of the reporting year.
03	Third Grade	Student enrolled in third grade; or an ungraded student who is 8 years old on September 1 of the reporting year.
04	Fourth Grade	Student enrolled in fourth grade; or an ungraded student who is 9 years old on September 1 of the reporting year.
05	Fifth Grade	Student enrolled in fifth grade; or an ungraded student who is 10 years old on September 1 of the reporting year.
06	Sixth Grade	Student enrolled in sixth grade; or an ungraded student who is 11 years old on September 1 of the reporting year.
UE	Unclassified Elementary	Unclassified Elementary
07	Seventh Grade	Student enrolled in seventh grade; or an ungraded student who is 12 years old on September 1 of the reporting year.
08	Eighth Grade	Student enrolled in eighth grade; or an ungraded student who is 13 years old on September 1 of the reporting year.
UM	Unclassified Middle	Unclassified Middle (Jr. High)
09	Ninth Grade	Student enrolled in ninth grade; or an ungraded student who is 14 years old on September 1 of the reporting year.
10	Tenth Grade	Student enrolled in tenth grade; or an ungraded student who is 15 years old on September 1 of the reporting year.
11	Eleventh Grade	Student enrolled in eleventh grade; or an ungraded student who is 16 years old on September 1 of the reporting year.
12	Twelfth Grade	Student enrolled in twelfth grade; or an ungraded student who is 17+ years old on September 1 of the reporting year.
US	Unclassified Secondary	Unclassified Secondary

*Discipline Incidents Collection*

---

TR Transition Special Education students of high school or post high school age (up through the age of 21) who have not graduated with a regular diploma and are not working towards a regular or modified diploma.

**WpnTyp Lookup Table**

<b>Code</b>	<b>Name</b>	<b>Description</b>
0098	No Weapon	No weapon was used in the incident.
0011	Handgun	The weapon involved was a handgun or pistol.
0012	Shotgun/Rifle	The weapon involved was a shotgun or rifle.
0013	Other Type of Firearm (e.g., Bombs, Grenades, or Starter Pistols)	The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns.
0021	Knife with Blade Length Less Than 2.5 Inches	The weapon involved was a knife with a blade less than 2.5 inches in length.
0023	Knife with Blade Length Greater Than or Equal to 2.5 Inches	The weapon involved was a knife with a blade 2.5 inches or greater in length.
0029	Other Knife	The weapon involved was another type of knife.
0030	Other Sharp Objects	The weapon involved was another type of sharp object, (e.g., razor blade, ice pick, dirk, Chinese star, other pointed instrument [used as a weapon]).
0040	Other Object	The weapon involved was another known object (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device [stun gun], BB or pellet gun).
0050	Substance Used as Weapon	The weapon involved was a substance (e.g., mace, tear gas) that was used as a weapon.
0097	Other	The incident involved a weapon other than those described above.
0099	Unknown Weapon	A weapon was used in the incident, but the type is unknown.