

2021-22 Discipline Collections Training

What's New and Validation Procedures

Recorded April 2022



School Discipline Updates



Weapon Description Removal

- The **With Firearm or Explosive** (2) has been removed as an option to select for the **Weapon Description**
- The options now include either **No Weapon** (0) or **With Weapon** (1)
- This is no longer required for CRDC purposes

Weapon Description: Provide additional information for the reported behavior and whether a weapon was used or not during the incident.

0	No Weapon**	No weapon was used for reported behavior.
1	With Weapon**	A weapon 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.
2	With Firearm or Explosive Device**	A firearm or explosive device refers to any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.



Infinite Campus – Resolution Duration Coding

All incidents involving an Out of School Suspension require the entry of the Duration Coding, in particular:

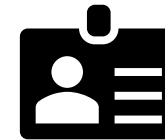
- Duration in School Days

Not completing will result in the record to not report accurately in terms of OSS Days for the Discipline Collection and the CRDC Collection

The screenshot shows a web form titled "Edit Resolution for Brett Duffendack". The form is divided into sections. The "Resolution Details" section includes a dropdown for "Resolution Type" (0300: Suspension Out of School (State Reported)), "Resolution ID: 3815", "State Code: 03: Out of School Suspension", and "Category: Minor". It also has fields for "Resolution Assign Date" (03/10/2022), "Resolution Start Date" (03/11/2022), "Resolution Start Time" (08:00 AM), "Resolution End Date", and "Resolution End Time". The "Duration in School Days" field is highlighted with a red box. Below this are fields for "Attendance Code", "Behavior Admin Staff Name", and a "Details" text area. At the bottom, there are checkboxes for "Services during Expulsion", "School Related Arrest", and "Transferred to Alternative School". The form ends with "Save", "Delete", and "Close" buttons.



Optional Sort Field Reminder



- **New:** The Optional Sort field was added in the last couple years on all 3 files
- **Goal:** Disciplines can be reported by student SASID/LASID/Incident ID or traditional aggregate
- **Intention:** Allow for easier error clearance identification
- **SIS:** Both PowerSchool and Infinite Campus have a prompt on the extract screen
- **Preference:** CSI prefers files be reviewed/audited with Optional Sort utilized but submitted in aggregate due to:
 - Privacy concerns
 - Potential of inaccurate/misleading data with new field implementation
 - duplicate LASID potential

OPTIONAL SORT FIELD – for district use only to assist with reporting accurate information. Potential codes that can be used: Incident ID, SASID or LASID. If a code is utilized, then report 1 record per student/incident. If the code is not utilized and this is blank, then the aggregated data can be reported without an ID. This field may be blank or zero-filled. Suggestion is to use this for the incident ID for this file if applicable. This field can also be blank.



Update to Summary Certification Report

- In order to support our Diversity, Equity, and Inclusion efforts, CSI will be updating the Summary Certification Report this year to include more demographic breakdowns
- More details to come during that step of the process

2021-2022 School Discipline Summary Report

21-22 School Discipline Summary Report and Certification		
Instructions		
<p>The purpose of the School Discipline collection is to capture: (1) the count of students disciplined based on the type of incident (behavior), (2) the demographics of the student(s) disciplined and (3) the count of students who brought or possessed a firearm for each school. The data reported in this collection is also used to pre-populate the Civil Rights Data Collection (CRDC) for LEAs which occurs every other year. NOTE – The Attendance data is now being collected at the student-level in the new Attendance Snapshot.</p> <p>The data included in this summary were derived from the following School Discipline files submitted by your school for the 20-21 school year (as applicable):</p> <ul style="list-style-type: none"> • Discipline by Action file • Discipline by Student Demographics file • Firearm (GFSA) Firearm file <p>If your school did not submit data for one of these files, then there will not be data provided in this report for that file.</p> <p>Please see the table below this Instructions section that describes both the content of each tab and how to review the data in each one for accuracy. If you need to look up codes listed in any of the files, the file layout and definitions document is available on the CSI website under the School Discipline at https://resources.csi.state.co.us/school-discipline/</p> <p>If you find discrepancies, update the data in your system where possible, then you have the option to create new files and submit them to CSI or you can notify CSI of the errors and we will correct the applicable files on our end. The second option is often preferable to limit the possibility of altering other data in your files and potentially creating new errors. We only follow this process after you are error free and have been provided your first summary report. After we have corrected the data, then CSI will provide you with an updated summary report to review again. To notify CSI of discrepancies in your data, simply send an email to submission_csi@csi.state.co.us.</p> <p>After your review is complete and your school is in agreement with the data provided, then have all required staff sign the Certification tab and return an electronic copy to CSI. Please email electronic copies to submissions_csi@csi.state.co.us. You must complete your review and return the certification tab by the deadline of June 17, 2021. Please notify CSI as soon as possible of any discrepancies so that we can get those corrected and provide you with a new summary report as quickly as possible and stay well within the CDE deadlines for the School Discipline and Attendance collection.</p>		
Tab	Description	What to Do
Certification	Signature form for the purpose of confirming that all staff listed have reviewed the summary report and agree to the accuracy of the data submitted.	Print the form, have all staff sign and date it once you have completed your review of the entire summary report, then follow the directions on the form to submit it to CSI by the deadline date.
Summary Data	Contains tables providing summary data on attendance at the school, number of incidents reported, and their corresponding disciplines.	Review top attendance table to ensure that attendance days and absence days look accurate based on your records. Also, review the number of students being reported as Habitually Truant or Chronically Absent. Review the bottom discipline table to verify that the number of incidents and students disciplined look accurate based on their corresponding file.



SPED Discipline Updates



File Layout Updates for SPED Discipline

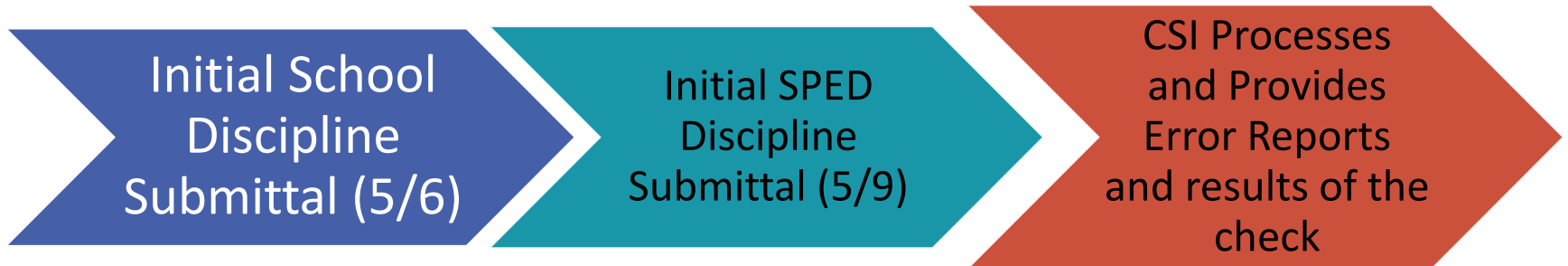
There were no updates to the SPED Discipline files for the 21-22 school year!





Reminder: SPED and School Discipline Preliminary Comparison Check

- A preliminary comparison check of Suspension/Expulsion Data across the School and SPED Discipline Collections
- Review of files in both collections completed during the initial **SPED Discipline Collection** submittal
- CSI will provide details on any Suspension/Expulsion differences
- Comprehensive review still completed later in the collection
- We recommend schools complete this prior to submittal as well





PowerSchool – Resulting Action Duration Coding

All incidents involving an Out of School Suspension require the data entry of the Duration Coding, this includes:

- Duration Code (days recommended)
- Actual Duration
- Assigned Duration

Not completing will result in a record on the School Discipline collection, but no entry on SPED Discipline causing discrepancies

The screenshot shows the 'Add Action' form with the following fields and values:

- Action Code: Student Actions^, Out of School Suspension^
- Action Date Range: Begin Date 3/31/2022, End Date 3/31/2022
- Action Taken Detail: (empty)
- Actual Resolution Date: 3/31/2022
- Duration Code: (dropdown menu)
- Assigned Duration: (text input)
- Actual Duration: (text input)
- Duration Notes: (text input)
- Action Change Reason: (text input)
- Action Change Code: (dropdown menu)
- Action Attributes: Type of Removal^, Removal Reason^, Expulsion With/Without Services^, Transferred to Alt School (for disc reasons)^
- Buttons: Cancel, Add Action

Unilateral Removal Clarification



Unilateral Removal

- Instances where school personnel (not IEP team) or as determined by a hearing officer 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 the interim alternative setting. Unilateral removals do not include decisions by the IEP team to change a student's placement

School Clarification

- Unilateral removals are very uncommon for CSI schools, maybe 1-2 per year across the portfolio. Students must meet the above criteria to be considered a unilateral removal
- The **Discipline** filed should be zero-filled in these cases.
- A non-zero filled **Removal Type** and **Removal Reason** must be added when this situation occurs



Data Validation Procedures

School Discipline vs. SPED Discipline



Details on Special Education students are reported in both, but the information is being pulled from different areas depending on the collection:

School
Discipline



Entry Date, Exit Date and Disability details being pulled from:

- Special Ed Fields within the 21-22 Enrollment for IC
- Special Ed tab within the State/Province – CO section in PowerSchool

SPED
Discipline



- Entry Date, Exit Date and Disability details being pulled directly from the IEP in IC



Disability Data in SIS

Verify all students receiving special education services are coded as such in your SIS regardless of if using another plan management system.

PowerSchool

The screenshot shows the 'Special Ed' tab selected in the PowerSchool SIS interface. The 'Special Education Information' section contains the following fields:

- CSAP Alternate Assessment Participant:
- Facility/Detention Code: (0000) Not Applicable
- Orthopedic Disability:
- Other Health Impairment:
- Physical Disability:
- Primary Disability: 04 - Specific Learning Disability
- Section 504 Handicapped:
- Special Education (IEP):
- Special Education Entry Date: 8/17/2018
- Special Education Exit Date: MM/DD/YYYY
- SPEI Program Code:
- Transition: 0 - No/Not Applicable

Infinite Campus

The screenshot shows the 'Enrollments' tab selected in the Infinite Campus SIS interface. The 'Special Ed Fields' section contains the following fields:

- Special Ed Start Date: 08/14/2018
- IEP: 1: Yes
- Disability 2: 00: None
- Exit Reason:
- Educational Orphan Reason:
- Tuition Unit Code: 21050: El Paso 11, Colorado Springs
- Deaf OR Blind Registry:
- Parentally Placed:
- SpecialEd Attendance: 04: Non-Resident, Choice
- Medicaid Eligibility Date:
- Special Ed Exit Date:
- Disability Type: 04: Specific Learning Disability
- Special Ed Setting: 301: 6 - 21 Reg Class >80%
- Federal Count Eligibility:
- Service Agency/Facility Code:
- Specialized Transportation:
- Funding Status: 50: Eligible for Funding



School and SPED Discipline Discrepancies

Discipline Reporting

Ensure you are reviewing all SPED students and comparing discipline data across collections related to:

- In School Suspensions (ISS)
- Out Of School Suspensions (OSS)
- Expulsions

Data Comparison Strategies

School Discipline and Attendance	SPED Discipline
Review/sum the counts of ISS, OSS, and Expulsions for all rows of data with Disability/IDEA flagged as 1	If student is reported in Discipline Action file, compare demographics against School Discipline to ensure they are included
Examine the demographic makeup (race, ethnicity gender, grade, etc.) of disciplined students OR utilize “Optional Sort Field” option to view students reported. Ensure all are being counted	Compare students flagged as ISS or OSS and compare against School Discipline file based on demographics or by Optional Sort

- Be sure data is coded properly in SIS to be both State reportable and pulls correctly into file



Discipline File Review

School Discipline (Discipline by Student Demographics) File

C	D	E	F	G	H	I	J	K	L	M	N
Ethnicity_Ra	Gend	Grade_Lev	Disability_IDEA	Section_5	Unduplicated_Count	Class_Removal	Tot_ISS	Single_O	Multiple_O	Tot_OSS	Exp_Wit
04	02	070	1	0	0	1	0	5	0	0	0
04	02	090	1	0	0	2	0	0	2	0	0
04	02	100	1	0	0	1	0	2	0	0	0
04	02	100	1	0	1	1	0	1	0	0	0
04	02	110	1	0	0	1	0	1	0	0	0
05	02	100	1	0	0	1	0	0	1	0	0
05	02	110	1	0	0	1	0	0	1	0	0
							Sum: 9			Sum: 5	

Filter Column F: Disability/IDEA to only show "1" flags of Special

Sum the Total In School Suspensions

Sum the Total Out of School Suspensions

Compare Information To:

SPED Discipline (Discipline Action)File

F	G	H	I	J	K	L	M	N	O	P	Q	
IncidentDate	SASID	FirstName	LastName	Gender	BirthDate	DiscActionId	Disciplines	DiscStartDt	DiscActionLength	SPEDRemovalType	SPEDRemovalReason	Rec
09112017				02	01272001		02	09112017	0030	00	00	0
08312017				02	04172005		01	09012017	0570	00	00	0
10042017				02	04172005		01	10092017	0010	00	00	0
10042017				02	04172005		01	10102017	0010	00	00	0
11082017				02	04172005		01	11102017	0200	00	00	0
10192017				02	11102001		01	10202017	0030	00	00	0
11082017				02	11102001		01	11092017	0050	00	00	0
09222017				02	05312001		01	09252017	0010	00	00	0
11082017				02	04122002		02	11092017	0020	00	00	0
03072018				02	11212002		02	03092018	0020	00	00	0
01252018				02	01272001		02	01262018	0030	00	00	0
03072018				02	12232002		02	03092018	0020	00	00	0
05022018				02	03112002		01	05042018	0010	00	00	0
05222018				02	04172005		01	05222018	0020	00	00	0
							Total 01's = 9					
							Total 02's = 5					

Count the number of 01's to get Total In-School Suspensions

Count the number of 02's to get Total Out of School Suspensions



Timelines and Deadlines



School Timeline

05/06/2022: Initial Submission Deadline

Submit your file no later than two business days after your last day of school or no later than **June 9th** (whichever comes first)

If your file contains errors, you will have **2 business days after receiving your error report** to resubmit the corrected information

Will provide a summary report to each school to certify upon error clearance

June 16th: Certification agreements are due (signed by head of school)

SPED Discipline Timelines and Deadlines



Deadline	Task
05/09/2022	Initial File Submittal
06/01/2022	Schools must have all Level 1 errors <u>cleared</u>
07/15/2022	Schools must have all Level 2 errors <u>cleared</u>
Last Day of School	Review last file submitted and resubmit files if changes
Mid-July*	CSI will provide Data Summary Reports to schools
08/4/2022**	Submit Signed Certification Agreements to CSI

*Dependent upon all schools clearing errors by specified deadlines

Any requests for changes must be received by CSI on or before **08/2/2022

Be sure to review the [21-22 Data Submissions Calendar](#) for all collection deadlines and the Weekly Update email to keep up to date on the school status of collections.

SPED Discipline Timeline Reminder



- Date of Error Clearance **≠** Last Day of School
- Schools who clear errors prior to the last day should review all disciplines at that point to ensure all are included. Differences in error clearance deadlines can result in discrepancies.

SPED Discipline Steps to Complete on Last Day:

1. Review the last submitted file and count number of students disciplined, number of In/Out of School Suspensions, and Expulsions.
2. Extract a new Discipline Action file from your SIS and compare the numbers with your last submitted file.
3. Submit a new file on the last day of school if changes have occurred since the previous submittal. Email CSI to confirm data has been reviewed and no changes have occurred.

***CSI has a cross collection validation process with the School Discipline intended to catch discrepancies, but schools should also be completing internally.



No Reportable Incidents



courtesy of kindpng.com

If you have no reportable discipline information for one or both collections, send an email to submissions_CSI@csi.state.co.us



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

