

2022-2023 School Discipline

CSI clarifications and additions are in green font in this document.

Purpose:

The purpose of the School Discipline (SDA) 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.

Dependencies:

Reportable incidents have occurred within the school during the reporting school year for the Discipline by Action File and Student by Demographic File. Firearms were brought or possessed within the school during the reporting school year for the Firearm (GFSA) Discipline File.

All schools must submit the applicable files. If firearm incidents did not occur, do not submit the Firearm(GFSA) Discipline file. Email CSI if you do not need to submit any or all files.

Record Expectation:

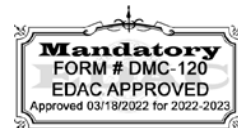
All reportable incidents (an incident that is one of the coded behaviors or an incident which resulted in a suspension or expulsion) are to be included in both the Discipline by Action File and Student by Demographic File.

All firearm incidents need to be reported in the Firearm (GFSA) Discipline File.

If no reportable incidents or firearm incidents occurred, the Discipline by Action File, Student by Demographic File and Firearm (GFSA) Discipline File would not need to be uploaded and submitted.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Discipline by Action File							
* Indicates required							
** Indicates field is OPTIONAL and Added for CRDC Reporting Purposes Only							
School District/BOCES Code*	4	1	4	1	A2	1111	8001 for CSI
School Code*	4	5	8	2	B2	5555	
Behaviors/Allegations*	2	9	10	3	C2	01	
Weapon Description**	1	11	11	4	D2	0	
Total Number of Incidents/Allegations*	4	12	15	5	E2	22	
Classroom Removal Incidents*	4	16	19	6	F2	2	
In-School Suspension Incidents*	4	20	23	7	G2	8	
Out-of-School Suspension Incidents*	4	24	27	8	H2	6	
Expulsion Incidents*	4	28	31	9	I2	3	
Law Enforcement Referral Incidents*	4	32	35	10	J2	4	
Other Action Taken Incidents*	4	36	39	11	K2	0	
Optional Sort Field	10	40	49	12	L2	1234567890	OPTIONAL and can be blank

The Optional Sort Field allows schools to review disciplines/actions by student rather than school.



2022-2023 School Discipline

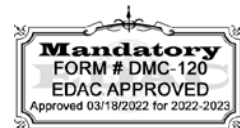
Discipline by Action File

School District/BOCES Code – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table.

Behaviors/Allegations – Provide the behavior code for the behavior that occurred, **or** the allegation type reported at the school for the school year. To obtain additional clarification or statutes regarding the behavior codes, please refer to: [Behavior Statutes/Clarifications document](#). An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Allegations can be reported by anyone (e.g., alleged victim; parents of alleged victim), however the alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties. For determining the type of allegation for reporting purposes, use the likely motives of the alleged harasser and not the actual status of the alleged victim.

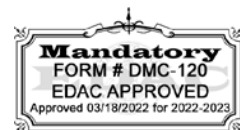
BEHAVIOR CODES		
01	Drug Violation	Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.
02	Alcohol Violation	Use, possession or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
03	Tobacco Violation	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
04	1st, 2nd Degree or Vehicular Assault	Commission of an act on school grounds that if committed by an adult, would be considered First Degree Assault, as described in Section 18-3-202, C.R.S., Second Degree Assault, as described in section 18-3-203, C.R.S., or Vehicular Assault, as described in Section 18-3-205, C.R.S.
05	Dangerous Weapons	Carrying, bringing, using or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
06	Robbery	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony.
07	Other Felony	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.



2022-2023 School Discipline

11 - Bullying is a newly added Behavior/Allegation added in 22-23.

08	Disobedience/ Defiant or Repeated Interference	Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students.
09	Detrimental Behavior	Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students of school personnel, including but not limited to incidents of bullying and other behavior that creates a threat of physical harm to the student or to other students. "Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Updated to remove Bullying
10	Destruction of School Property	Willful destruction or defacement of school property.
11	Bullying	"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.
12	Other Violation of Code of Conduct	Other violations of the Local Board of Education's code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already reported in above categories. These violations may or may not be documented in a student's record (22-32-109(1) (2) (B)).
13	3rd Degree Assault/Disorderly Conduct	Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described below in section 18-3-204, C.R.S., or Disorderly Conduct, as described below in section 18-9-106 (1) (d), C.R.S. referring to fights.
14	Marijuana Violation	The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.
15	Sexual Violence/ Battery (other than Rape)	Acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. Sexual Violence means a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).
16	Rape or Attempted Rape	Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Both male and female students can be victims of rape. Rape is not defined as a physical attack or fight.
Civil Rights Data Collection Behavior Categories		
17	Threats of Physical Attack**	Includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded.

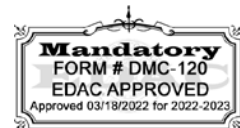


Last CSI Update: 03/10/2023

If one of the State Reported Behaviors is used, the Resulting Action should also be State Reportable to avoid errors.

2022-2023 School Discipline

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



2022-2023 School Discipline

Received Only One Out-of-School Suspension – The total number of students (not incidents) who received an out-of-school suspension only once during the school year.

Received More than One Out-of-School Suspension – The total number of students (not incidents) who received an out-of-school suspension more than once during the school year.

Total Out-of-School Suspensions – The total number of students (not incidents) who received an out-of-school suspension. If a student received multiple out-of-school suspensions, each time is included in this count.

Expulsion with Educational Services – The total number of students (not incidents) expelled with educational services provided during duration of the expulsion. The sum of Expulsions with Educational Services and Expulsions without Educational Services would equal the total number expulsions.

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Expulsion without Educational Services – The total number of students (not incidents) expelled without educational services being provided during duration of the expulsion. The sum of Expulsions with Educational Services and Expulsions without Educational Services would equal the total number expulsions.

Law Enforcement Referrals – The total number of students (not incidents) referred to law enforcement. If a student was referred to law enforcement multiple times, each referral is included and reported in this count.

School Related Arrest – The total number of students (not incidents) arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.

Other Action – The total number of students (not incidents) in which another action was taken that was not counted in any other category. Each other action is included, even if the student is being counted multiple times. Other Action Taken is defined as any other form of discipline, which shall be officially identified as part of a board policy.

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

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2022-2023 School Discipline

Subjected to Mechanical Restraint** - refers to the use of any device or equipment to restrict a student's freedom of movement.

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

- *Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports.*
- *Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.*
- *Restraints for medical immobilization; or*
- *Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.*

Subjected to Physical Restraint** – refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely.

*The term physical restraint **does not** include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.*

Subjected to Seclusion** - refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

*Subjected to Seclusions **does not** include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.*

For the following categories of “Students Reported as Harassed or Bullied”

- *Enter the number of students who were reported as harassed or bullied to a responsible school employee (such as a teacher or school administrator), as specified.*
- *Include alleged victims in grades K-12 and comparable ungraded levels.*
- *Alleged victims must be students. The harassment or bullying can be carried out by students, school employees, or non-employee third parties.*
- *In classifying the students reported as harassed or bullied, look to the likely motives of the alleged harasser/bully, and not the actual status of the alleged victim.*
- *A student reported as harassed or bullied on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student reported as harassed or bullied on the basis of both sex and disability should be reported in both the sex count and the disability count.*

2022-2023 School Discipline

Students Reported as Harassed or Bullied on the basis of Sex**— the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student’s actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

Students Reported as Harassed or Bullied on the basis of Race or Color or National Origin**- the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

Students Reported as Harassed or Bullied on the basis of Disability** - the number of students who were reported as harassed or bullied to a responsible school employee. Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

For the following categories of: “Students disciplined for Bullying or Harassment:

- *Enter the number of students disciplined for harassment or bullying, as specified.*
- *Include students disciplined in grades K-12 and comparable ungraded levels.*
- *Alleged victims must be students.*
- *In classifying the disciplined students, look to their likely motives, and not the actual status of the alleged victims.*
- *A student disciplined for engaging in harassment or bullying on the basis of multiple civil rights categories should be counted in each applicable civil rights category. For example, a student disciplined for engaging in harassment or bullying on the basis of both sex and disability should be reported in both the sex count and the disability count.*

2022-2023 School Discipline

Students Disciplined for Bullying or Harassment on the basis of Sex** - the number of students disciplined for harassment or bullying, as specified. Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.

Students Disciplined for Bullying or Harassment on the basis of Race or Color or National Origin** - the number of students disciplined for harassment or bullying, as specified. Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.

Students Disciplined for Bullying or Harassment on the basis of Disability** - the number of students disciplined for harassment or bullying, as specified. Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.

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 SASID or LASID for this file if applicable. This field can be blank.

CSI recommends that schools extract files using the optional sort field for data validation purposes, but submit in aggregate.

2022-2023 School Discipline

Document Changes

Date	Description of change	Reason for change	Elements affected
2-28-2022	Added behavior code for bullying	New legislation updates, C.R.S.; 22-2-144	Behavior code 11 added, page 3
2-28-2022	Removed bullying from previous behavior code 09 for Detrimental Behavior	New legislation updates, C.R.S.; 22-2-144	Behavior code 09 added, page 3
2-22-2021	Removed Weapon Description of With Firearm or Explosive Device**	No longer collected in the CRDC file	Weapon Description, page 5