

Discipline by Action

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Introduction

The Discipline by Action report summarizes state reportable district discipline incidents grouped by action.

Selection Criteria

Always use the Incident Management section and not Log Entries

Selection criteria determine which database records are used in the report. Refer to selection criteria for analysis when the report does not return the correct records.

Incident Management Record Selection

The report selects records from Incident Management based on the following criteria:

- The student (Offender) is not flagged as Exclude from State Reporting.
- The school is not flagged as Exclude from State Reporting.
- The Incident Date falls between the user-selected start and end dates.
- The Incident is associated with a school.
- The Incident Behavior, Action, and Incident codes are State Reportable[^].
- The Incident has at least one Offender.
- The Behavior is assigned to the Offender(s).
- The Action is associated with the Behavior.

Ensure you are selecting both an incident and resulting action that are State Reportable for them to be extracted in the files. For PowerSchool, any incident or action that contains a carat (^) is State Reportable.

Record Selection Logic

Incidents are extracted when:

At least one Offender must be created in Incident Management. The incident and action must be created in Incident Elements and dragged (in that order) onto the Offender.



Offenders
William Michael Student
↳ [1] Student Incidents [^] - Disobedient/Defiant or Repeated Interference [^]
↳ Student Actions [^] - In School Suspension [^]

- The Behavior is one of the 15 specified, state-reportable behavior codes (in the Student Incidents behavior code option set) but the action is not state-reportable.
- The Incident resulted in a state-reportable classroom removal, suspension, expulsion or referral to law enforcement (in the Student Incidents action code option set), but the behavior is not state-reportable.
- The Incident Type is State Reportable.

Report Input

For help with navigation and running the report, see [How to Find and Generate a Report.](#)

Field	Description
Schools to Include	Select Multiple Schools using Ctrl+Click to select multiple schools or Shift+Click to select a range of schools or All Schools. School selection will only be available when at District Office.
Select Start Date*	Enter the starting date of the date range for the report. First day of school of the current year
Select End Date*	Enter the ending date of the date range for the report. Current Date or last day of school of the current year

Start and End Dates should be the first and last day of school

Report Output

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Item #	Data Element	Description	[Table]FieldName	Field Length
1	School District/ BOCES Code	The district number. 8001	[Prefs]value [Prefs]name=districtnumber	4
2	School Code	The reporting school number.	[Incident]School_Number [Schools]Alternate_School_Number [Schools]School_Number	4
3	Behaviors/Allegations	The behavior or allegation code. Note: To report allegation data, districts must be on PowerSchool 12.0.1 or higher and the Allegation checkbox must be selected for any incidents of Bullying/Harassment that were allegations. Valid Values:	A custom State Reporting SQL View obtains data from Students and Incident Management tables. The [Incident_CO_BehaviorAction]Behavior_Code is obtained from the SQL Table below: [Incident_Lu_Sub_Code]Lu_Sub_Code_ID (subcodes: 100037-100048). [Incident_Detail]Allegation_Indicator	2

To be State Reportable, ensure you are selecting one of these options and that it contains a carat (^)

Item #	Data Element	Description	[Table]FieldName	Field Length
		01-Drug Violation (not marijuana) 02-Alcohol Violation 03-Tobacco Violation 04-1st, 2nd or 3rd Degree or Vehicular Assault 05-Dangerous Weapons 06-Robbery 07-Other Felony 08- Disobedience/Defi ant or Repeated Interference 09-Detrimental Behavior 10-Destruction of School Property 12-Other Violation of Code of Conduct 13-3rd Degree Assault/Disorderly Conduct 14-Marijuana Violation 15-Sexual Violence/Battery (other than Rape) 16-Rape or attempted Rape 17 - Threat of Physical Attack 18 - Allegations of harassment on the basis of sex 19 - Allegations of harassment on the basis of race, color, national origin		

Item #	Data Element	Description	[Table]FieldName	Field Length
	Record Allegations for CRDC Collection purposes	20 - Allegations of harassment on the basis of disability 21 - Allegations of harassment on the basis of sexual orientation 22 - Allegations of harassment on the basis of religion		
4	Weapon Description	Indicates whether a weapon was used during the incident. Valid Values: 1-No Weapon 2-With Weapon	[Incident_Object]Incident_Object_ID	1
5	Total Number of Incidents/Allegations Number of Behaviors reported must be less than or equal to the number of reported actions in the Discipline by Student Demographics file.	The total number of incidents (not students) or allegations reported for the specified behavior. For reported behaviors, this is the sum of Classroom Suspension/Teacher Removal, In School Suspension, Out of School Suspension, Expulsion, and Other Action Taken. Only include Referred to Law Enforcement if no other action is being reported for that behavior.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction] [Incident_Detail]Allegation_Indicator	4

Item #	Data Element	Description	[Table]FieldName	Field Length
		<p>For reported allegations, this is the total number of allegations.</p> <p>Note: To report allegation data, customers must be using the Allegations flag that is part of PowerSchool 12.0.1</p>		
6	Classroom Removal Incidents	The total number of incidents (not students) or allegations in which the most severe action taken was the student(s) being suspended from the classroom or removed by the teacher.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction] [Incident_Detail]Allegation_Indicator	4
7	In-School Suspension Incidents	The total number of incidents (not students) in which the most severe action taken was the student(s) being suspended in school.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	4
8	Out-of-School Suspension Incidents	The total number of incidents (not students) in which the most severe action taken was the student(s) being suspended out of school.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	4
9	Expulsion Incidents	The total number of incidents (not students) in which the most severe action was the	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	4

Suspensions and Expulsions of Special Education students must match the number reported in the SPED Discipline Collection

Item #	Data Element	Description	[Table]FieldName	Field Length
		student(s) being expelled.		
10	Law Enforcement Referral Incidents	<p>The total number of incidents (not students) in which the student(s) were referred to law enforcement.</p> <p>If the incident was referred to law enforcement, indicate the most serious action taken (e.g., suspension, expulsion) in addition to the referral to law enforcement. Law enforcement referrals will not be counted in the total incident count unless law enforcement referral is the only column checked.</p>	<p>Aggregate function derived from the custom view:</p> <p>[Incident_CO_BehaviorAction]</p>	4
11	Other Action Taken Incidents	<p>The total number of incidents (not students) in which the most severe action taken to the student(s) is not included as a data field type. Less serious disciplinary actions such as warnings, Saturday school, sent to the office, detention for three tardies, etc. are not included in the "Other" column.</p>	<p>Aggregate function derived from the custom view:</p> <p>[Incident_CO_BehaviorAction]</p>	4

Firearm (GFSA) Discipline Email CSI if school does not have a incident involving a firearm.

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Incidents involving firearms must have occurred on school grounds to be reported in this file. Otherwise, it can be reported in the previous two.

Introduction

The Firearms (GFSA) Discipline File reports incidents as required by the Gun-Free Schools Act.

Selection Criteria

Selection criteria determine which database records are used in the report. Refer to selection criteria for analysis when the report does not return the correct records.

Incident Management Record Selection

The report selects records from Incident Management based on the following criteria:

- The student (Offender) is not flagged as Exclude from State Reporting.
- The school is not flagged as Exclude from State Reporting.
- The Incident Date falls between the user-selected start and end dates.
- The Incident is associated with a school.
- The Incident Behavior and Action Codes are State Reportable^, and are both related to GFSA.
- The Incident has at least one Offender.
- The Behavior is assigned to the Offender(s).
- The Action is associated with the Behavior.

Notify CSI when submitting files if you did not have any incidents involving firearms

Report Input

For help with navigation and running the report, see [How to Find and Generate a Report.](#)

Field	Description
Schools to Include	Select Multiple Schools using Ctrl+Click to select multiple schools or Shift+Click to select a range of schools or All Schools. School selection will only be available when at District Office.
Select Start Date*	Enter the starting date of the date range for the report. First day of school of the current year
Select End Date*	Enter the ending date of the date range for the report. Current Date or last day of school of the current year

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Report Output One record per school and firearm weapon with counts of actions taken

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Item #	Data Element	Description	[Table]FieldName	Field Length
1	District Code 8001	The district number.	[Prefs]value [Prefs]name=districtnumber	4
2	School Code	The reporting school number.	[Schools]Alternate_School_Number [Schools]School_Number	4
3	Grade Level	The grade level for action(s) reported.	[Students]Grade_Level [S_CO_STU_X]Kindergarten [ReEnrollments]Grade_Level [S_CO_REN_X]Kindergarten	3
4	Firearm Weapons	The weapon associated with the incident. Note: The report has been updated and will now correctly report incidents with the Multiple Firearms (04) behavior code.	A custom State Reporting SQL View obtains data from Students and Incident Management tables. The [Incident_CO_BehaviorAction]Behavior_Code is obtained from the SQL Table below: [Incident_Lu_Sub_Code]Lu_Sub_Code_ID (subcodes: 100050-100052).	2
5	IDEA/Special Education	Indicates if the record is for IDEA/Special Education students.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction] Ensure all Special Ed students are being included as the data will be compared to SPED Discipline	1
6	Brought or Possessed at School	Number of students who brought or	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2

		possessed firearms		
7	Students Expelled	Number of students expelled for firearms brought to or possessed at school	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
8	Students Expelled Less Than One Year	Number of students expelled for less than the mandatory once calendar year term.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
9	Students Referred and Expelled Less Than One Year	Number of students expelled for less than the mandatory one calendar year that resulted in a referral to an alternative school or program.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
10	Students Expelled At Least One Year	Number of students expelled for less than the mandatory once calendar year term.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
11	Students Referred and Expelled At Least One Year	Number of students expelled for the mandatory one calendar year term that resulted in a referral to an alternative	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2

		school or program		
12	Students Not Disciplined	The students not disciplined for firearms brought or possessed at school.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
13	Students Disciplined Other	Number of students resulted in a disciplinary action other than expulsion (i.e. suspension, classroom removal, etc.) for firearms brought or possessed at school.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2
14	Students Removed Other	Number of students resulted in another type of removal from school not listed above (i.e. death, incarcerated, etc.) for firearms brought or possessed at school.	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction]	2

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Ensure you are selecting both an incident and resulting action that are State Reportable for them to be extracted in the files. For PowerSchool, any incident or action that contains a caret (^) is State Reportable.

Introduction

The Discipline by Action report summarizes state reportable district discipline incidents grouped by student demographics.

Selection Criteria

Selection criteria determine which database records are used in the report. Refer to selection criteria for analysis when the report does not return the correct records.

Incident Management Record Selection

The report selects records from Incident Management based on the following criteria:

- The student (Offender) is not flagged as Exclude from State Reporting.
- The school is not flagged as Exclude from State Reporting.
- The Incident Date falls between the user-selected start and end dates.
- The Incident is associated with a school.
- The Incident Behavior, Action, and Incident codes are State Reportable.
- The Incident has at least one Offender.
- The Behavior is assigned to the Offender(s).
- The Action is associated with the Behavior.

At least one Offender must be created in Incident Management. The incident and action must be created in Incident Elements and dragged (in that order) onto the Offender.

Record Selection Logic

Incidents are extracted when:

- The Behavior is one of the 15 specified, state-reportable behavior codes (in the Student Incidents behavior code option set) but the action is not state-reportable.
- The Incident resulted in a state-reportable classroom removal, suspension, expulsion or referral to law enforcement (in the Student Incidents action code option set), but the behavior is not state-reportable.
- The Incident Type is State Reportable.

Report Input

For help with navigation and running the report, see [How to Find and Generate a Report](#).

Field	Description
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Schools to Include	Select Multiple Schools using Ctrl+Click to select multiple schools or Shift+Click to select a range of schools or All Schools. School selection will only be available when at District Office.
Select Start Date*	Enter the starting date of the date range for the report. First day of school of the current year
Select End Date*	Enter the ending date of the date range for the report. Current Date or last day of school of the current year

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Report Output

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Item #	Data Element	Description	[Table]FieldName	Field Length
1	School District/ BOCES Code	The district number. 8001	[Prefs]value [Prefs]name=districtnumber	4
2	School Code	The reporting school number.	[Incident]School_Number [Schools]Alternate_School_Number [Schools]School_Number	4
3	Ethnicity/Race	Indicates the Ethnicity/Race for action(s) reported.	[Students]FedEthnicity [StudentRace]Race_Cd	2
4	Gender	Indicates the gender for action(s) reported.	[Students]Gender	2
5	Grade Level	Indicates the grade level for action(s) reported.	[Students]Grade_Level [S_CO_STU_X]Kindergarten	3
6	IDEA/Special Education	Indicates whether the record is for IDEA/Special Education students. When determining the Special Education Indicator, the Special Education	Aggregate function derived from the custom view: [Incident_CO_BehaviorAction] Students flagged as in Special Education for SDA will be compared to the number of students reported in SPED Discipline. Ensure that you are flagging all children with a Disability and current Special Education Entry Date on the Special Ed tab in the State/Province CO. Also the incident must have occurred within the Special Education Date Ranges to be applicable.	1

		<p>Start and End Dates and the Incident Date are taken into account as follows:</p> <p>If the student's Special Education Entry and Exit Date fields are blank, IDEA/Special Education = 0 (No)</p> <p>If the Incident Date is prior to the Special Education Entry Date, IDEA/Special Education = 0 (No)</p> <p>If the Incident Date is after the Special Education Exit Date, IDEA/Special Education = 0 (No)</p> <p>If the Incident Date is equal to or after the Special Education Entry Date, and is prior to or equal to the Special Education Exit Date, IDEA/Special Education = 1 (Yes)</p> <p>If the Incident Date is equal to or after the Special Education Entry Date, and the Special Education Exit Date field is blank, IDEA/Special Education = 1 (Yes)</p>		
7	Section 504 Status	Indicates whether the record is for	Aggregate function derived from the custom view:	1

		students identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act.	[Incident_CO_BehaviorAction]	
8	ELL Status	<p>A student who has a Language Background other than English and is currently being served or monitored by either a Bilingual or an English as a Second Language (ESL) program or was identified and Parent(s) refused services.</p> <p>Valid Values:</p> <p>0 - No 1 - Yes</p>	<p>Aggregate function derived from the custom view:</p> <p>[Incident_CO_BehaviorAction]</p>	1
9	Unduplicated Count of Students Disciplined	The unduplicated count of students involved in an incident which resulted in being counted in this file with an associated action type (classroom suspension, in-school suspension, etc.).	Derived	4

Number of students disciplined must be greater than or equal to the number of behaviors that are being reported.

10	Classroom Removals	The total number of students (not incidents) removed by the teacher or suspended from the classroom. If a student was removed or suspended multiple times, each time is included in this count.	Derived	4
11	In-School Suspensions	The total number of students (not incidents) received an in-school suspension. If a student received multiple in-school suspensions, each time is included in this count.	Derived	4
12	Received Only One Out-of-School Suspension	The total number of students (not incidents) received an out-of-school suspension only once during the school year.	Derived	4
13	Received More Than One Out-of-School Suspension	The total number of students (not incidents) received an out-of-school suspension more than once during the school year.	Derived	4
14	Total Out-of-School Suspensions	The total number of students (not incidents) which received an out-of-school suspension. If a student received multiple out-of-school suspensions, each	Derived	4

		time is included in this count.		
15	Expulsions 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.	Derived	4
16	Expulsions 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.	Derived	4
17	Law Enforcement Referral	The total number of students (not incidents) referred to law enforcement. If a student was referred to law enforcement multiple times, each time is included in this count.	Derived	4
18	School Related Arrest	The total number of students (not	Derived	4

		incidents) arrested for any activity conducted on school grounds, during off-campus school activities, or due to a referral by any school official.		
19	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.	Derived If multiple offenders in one incident, all resulting actions will be reported based on demographic makeup. This may be in one row or multiple depending on the demographics of students involved	4
20	Transferred to an Alternative School (for Disciplinary Reasons)	The total number of students transferred 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,	Derived based on action attributes.	4

The below fields are used for CRDC purposes

		special education, or vocational education.		
21	Subjected to Mechanical Restraint	<p>The total number of students subjected to mechanical restraint. Mechanical constraint is the use of any device or equipment that was used to restrict a student's freedom of movement.</p> <p><i>The term mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student who has been prescribed its use by an appropriate medical or related services professional.</i></p>	Derived based on action attributes.	4
22	Subjected to Physical Restraint	<p>Total number of students subjected to physical restraint. Physical restraint is the use of personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely.</p> <p><i>The term physical restraint does not include a physical</i></p>	Derived based on action attributes.	4

		<p><i>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.</i></p>		
23	Subjected to Seclusion	<p>Total number of students subjected to seclusion. Seclusion is the the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.</p> <p><i>Subjected to Seclusion 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.</i></p>	Derived based on action attributes.	4
24	Students Report as Harassed or Bullied on the Basis of Sex	<p>The total number of students who were reported as harassed or bullied to a responsible school employee.</p> <p>Harassment or bullying on the</p>	Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of a victim.	4

		<p>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</p>	
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		<p>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>		
25	<p>Students Report as Harassed or Bullied on the Basis of Race, Color, Nat Origin</p>	<p>The total number of students who were reported as harassed or bullied to a responsible school employee.</p> <p>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</p>	<p>Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of a victim.</p>	4

		<p>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>		
26	<p>Students Report as Harassed or Bullied on the Basis of Disability</p>	<p>The total number of students who were reported as harassed or bullied to a responsible school employee.</p> <p>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</p>	<p>Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of a victim.</p>	4

		parties. Bullying on the basis of disability constitutes disability harassment.		
27	Students Disciplined for Harassment or Bullying on the Basis of Sex	The total number of students disciplined for harassment or bullying another student on the basis of sex.	Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of an action tied to that Bullying/Harassment behavior code	4
28	Students Disciplined for Harassment or Bullying on the Basis of Race, Color, Nat Origin	The total number of students disciplined for harassment or bullying another student on the basis of race, color or national origin.	Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of an action tied to that Bullying/Harassment behavior code	4
29	Students Disciplined for Harassment or Bullying on the Basis of Disability	The total number of students disciplined for harassment or bullying another student on the basis of disability	Derived based on the use of a Bullying/Harassment behavior code (under Student Incidents^) and the applicable Bullying/Harassment subcode, as well as the presence of an action tied to that Bullying/Harassment behavior code	4