

## Discipline Incident 'Report to DOE' Fields Added for 2014-2015 SSDR Report

March 4, 2015 a Patch Release went out to Massachusetts sites to add additional fields to the Discipline Incident 'Report to DOE' screen. The new fields are as follows:

- Extra Suspension Days – If applicable, the number of additional days beyond the emergency removal, which are reflected in eligible date. (*DOE Disciplinary Action Taken Code of 6 only.*)
- Educational Services Comment – If applicable, the specification or explanation of alternative education service codes.
- Offense Types 1 through 5 – A description of the Type of Offense.
- Incident Description – A general description of the incident.
- Appealed – If suspended or expelled by the principal for more than ten days, did the student appeal the decision to the superintendent.

### Q. How do I add data for these fields?

- A. Now that these fields have been added it is recommended that the individuals responsible for reporting disciplinary incidents go back and review the following types of incidents and add information into the additional fields.
- Identify the students with the Consequence/Disciplinary Action Take Code = 6 - Emergency Removal and if they received additional suspension days, enter the number of days beyond the emergency removal days in the Extra Suspension Days field.
  - Identify the students who were given alternative educational services during the time of suspension/expulsion, confirm the correct codes (*see new codes below*) have been selected in the Alternative Education Type field, and enter an explanation of the services offered in the Education Services Offered field.
  - Identify the students with Offense Types of "other" (ie. 1f, 1g, 14b4, 14d, 15, 18) and enter text to describe the offense in the Description for Offense Type (1-5) field.
  - Identify students who received a suspension or expulsion of more than 10 days and indicate if they appealed the decision to the superintendent by selecting a Y/N in the Appealed field.

### Q. Are there new codes for these fields?

- A. For the 2014-2015 School Safety and Discipline Report (SSDR) the DOE has added a few discipline codes and discontinued others. Your school district should review the new codes and add them if you will need them. Discontinued codes may be re-labeled, but should not be deleted.

### New – Disciplinary Action Taken Code

#### 6 – Emergency Removal (not more than 3 days, inclusive of the day or removal)

Disciplinary Action Taken Codes-Column H	DAT_DESC
1	In-school suspension (1 day – either partial or full - or more)
2	Out-of-school suspension (1 day – either partial or full - or more)
3	Expulsion
4	Removed by an impartial hearing officer to an alternative setting (only valid if Program Status = 2. SWD)
5	Removed by school personnel to an alternative setting (only valid if Program Status = 2. SWD)
6	Emergency Removal (not more than 3 days, inclusive of the day or removal)

To add this code to your list of **Consequence** options:

- Go to Discipline System > Maintenance Discipline > Consequences
- Scroll to the bottom of the list to the first line of empty fields.
- Enter a Code, Descriptions, State Code (6), Type, and Unit (Days)
- Submit

CONSEQUENCES				
Delete Code	Description	State Code	Type	Unit
<a href="#">Check All</a>				
<a href="#">Clear All</a>				
<input type="checkbox"/>	6	Emergency Removal By School Personnel	6	Exclusion
				Until Further Notice

### New – Educational Services Codes

**6 – Distance learning, 7 – Saturday School, 8 – Other (Specify)**

Ed Serv Codes-Column O	AE_DESC
1	Home Tutoring
2	In-district education services (specify in AEX)
3	Out-of-district education services (specify in AEX)
4-5	Discontinued codes
6	Distance learning
7	Saturday School
8	Other (specify in AEX)

If your district will offer any of these new options you need to add the codes to your list of **Alternative Education Type** options.

To add these codes:

- Go to Biographical System > Biographical Maintenance > User Defined Fields
- Select Table = StuDiscipline (Search)
- Click on **Alternate Education Type**
- In the Values field: Add a comma after the last value (ie. 5) and add 6,7,8
- In the Labels field: Add a comma after the last entry (ie. 5 Work/community service setting...) and then enter new labels (ie. 6 Distance learning) separated by commas and no space. You can add “Discontinued” after codes 4-5 but you should not remove or delete them (ie. 4 Discontinued).

NEW MISCELLANEOUS FIELDS	
Table:	StuDiscipline
Name:	Alternative Education Type
Display Order:	150
Print On Transcript:	No
Field Size:	3
Max Field Size:	3
Type:	Selection List
Values:	,1,2,3,4,5,6,7,8
Separated by Comma:	
Labels:	,1 Home Tutoring,2 In-district alternative program,3 Alternative program in another district,4 Discontinued,5 Discontinued,6 Distance learning,7 Saturday School,8 Other (Specify)
Separated by Comma:	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

**New – No Educational Services Code**

**5 – Refused services, 6 – Did not respond to offer of services, 7 – Other (Specify)**

No Ed Serv Codes-Column P	NAE_DESC
1	Moved / transferred
2-4	Discontinued codes
5	Refused services
6	Did not respond to the offer of services
7	Other (specify in AEX)

These new codes need to be added to your list of **Alternative Education Not Provided** options.

To add these codes:

- Go to Biographical System > Biographical Maintenance > User Defined Fields
- Select Table = StuDiscipline (Search)
- Click on **Alternate Education Not Provided**
- In the Values field: Add a comma after the last value and add 5,6,7
- In the Labels field: Add a comma after the last entry and then enter new labels (ie. 5 Refused services) separated by commas and no space. You can add “Discontinued” after codes 2-4 but you should not remove or delete them (ie. 2 Discontinued).

**NEW MISCELLANEOUS FIELDS**

Table Name:

Name:

Display Order:

Print On Transcript:

Field Size:

Max Field Size:

Type:

Values Separated by Comma:

Labels Separated by Comma:

