iPASS Discipline System & School Safety and Discipline Report

The Massachusetts **School Safety and Discipline Report (SSDR)** is a two-part offense report that gathers information on:

1. All offenses involving drug, violent, or crime-related incidents on school property and the resulting disciplinary actions imposed on the student offender(s) involved, **AND**
2. All other offenses in violation of the student code of conduct resulting in a disciplinary action of suspension, expulsion, or removal of the student offender(s) involved.

Each time an offense occurs on school property, all public schools in Massachusetts are required to file a report of the offense consisting of (1) a single Offense Report and (2) a Student Discipline Record for each student offender reported. The reporting obligation applies to all public schools in Massachusetts, including charter schools and virtual schools.

To understand all of the required information that must be reported, please reference the Mass DESE guideline for the School Safety and Discipline Report (SSDR).
Link: http://www.doe.mass.edu/infoservices/data/ssdr.html.

iPASS provides users an export report that creates the 2-part report (offense and discipline records) required to submit the SSDR data. All of the offense and discipline data is pulled from the information recorded in the **Student Discipline Record**. The export report can be found in the DOE ID Manager > Import/Export or Discipline System > Discipline Reports section. Depending upon your site set up, the export is titled **Export MA Discipline** or **Export DOE Discipline Data.**

When you Submit the export report, 2 files are created and can be found in My Data > My Reports. The Incidents report file (SSDR Offense file) has Report Name=DOE Discipline and the

SCHOOL NUTRITION | STUDENT INFORMATION | FINANCIAL MANAGEMENT

mailto:k12solutions@harriscomputer.com | (866) 450-6696 | http://www.harrisschoolsolutions.com

Consequences report file (SSDR Discipline file) has Report Name = DOE Discipline Consequences. These 2 files contain all of the offense and discipline data for student discipline records checked off as Report to DOE = Yes.

Report Name	Create Date	MSWord	RTF	HTML	Text	CSV
DOE Discipline	04/07/15 6:14pm	Not Available	Not Available	Not Available	Not Available	DOE Discipline
DOE Discipline Consequences	04/07/15 6:14pm	Not Available	Not Available	Not Available	Not Available	DOE Discipline

To save each file for upload to DOE you do <u>not</u> open the file: Right-click on the CSV file name (DOE Discipline); Select Save As/Save Link As; Select Save as type = All Files; Enter the File name *(recommend District Name_Offense/Discipline_ Date)*; and add .CSV to end of the File name. Click Save. Example file name: iPASS_Offense_April2015.CSV.

Full documentation on how to add a new student discipline record to iPASS can be found in the Discipline Help Document. Go to iPASS Help > Discipline System > Help > Discipline Help Document.

Student Discipline Record fields related to the SSDR are outlined below.

Incident – This is the offense reported to the DOE. Select the appropriate Incident from the drop down menu. When applicable, multiple Incidents may be selected in one Discipline Record.

Helpful Hint! There are 2 options for setting up student code of conduct Incidents:

Option 1: All the School Type Incidents are set to State Code=18 (Non-drug, non-violent, non-criminal related offense). This will export the code of 18 for all offenses resulting in a disciplinary action of suspension, expulsion or removal. This is the recommended way to set up your Incidents.

INCIDENTS

Delete	Incident Code	Description	State Code	Type
Check All Clear All				
☐	1f	Possession of other illegal substances	1f	DOE
☐	1g	Illegal use of other substances	1g	DOE
☐	2	Physical Fight	2	DOE
☐	3	Threat of physical attack	3	DOE
☐	4	Physical attack, assault (non-sexual)	4	DOE
☐	5	Sexual Harassment	5	DOE
☐	6	Sexual assault (including rape)	6	DOE
☐	7	Theft (school, staff or student property)	7	DOE
☐	8	Threat of Robbery	8	DOE
☐	9	Robbery using force	9	DOE
☐	CH	Cheating	18	School
☐	DClass	Disruptive in class/Sent from a class	18	School
☐	LS	Leaving School Grounds	18	School
☐	TA	Tardy/Absent	18	School

NOTE: Your "School" Incident Type must be set to Report to DOE = Yes

Option 2: A separate Incident code is set up for "Non-drug, non-violent, non-criminal related offense" with a State Code=18. This code is used to report all student code of conduct offenses resulting in a

SCHOOL NUTRITION | STUDENT INFORMATION | FINANCIAL MANAGEMENT

mailto:k12solutions@harriscomputer.com | (866) 450-6696 | http://www.harrisschoolsolutions.com

suspension, expulsion, or removal. This Incident code must be selected <u>first</u> in the discipline record. A second incident may be added to indicate the specific incident (ie. Disrespectful/Uncooperative).

Additional Students – Additional Students is used to list additional offenders associated with the incident (no victims listed). There will be one record in the Offense report and multiple records in the Discipline report.

Helpful Hint! 2 students are caught smoking in the bathroom. Pick one student to create the initial Discipline record (Primary Student) and then list the other student under Additional Students. Both students will end up with the same Incident (offense) record. Once the Discipline record is Submitted, then you can select each student from the Incident screen and give them their own Consequence in their own discipline record. You can also access the individual Discipline Records through the Add/Modify Discipline screen.

Click on Number to get to discipline record for the other Additional Student to enter/view their Consequence.

*CAUTION: Always be careful when deleting discipline records in which there are multiple students listed. If the Primary Student discipline record (identified with an asterisk *) needs to be deleted, delete all joined Additional Student records <u>first</u>, then delete the Primary Student record. Then create new discipline records for the students involved.*

Check **Report to DOE** box to open additional required fields.

The above fields are stored in the Biographical System > Maintenance – Biographical > User Defined Data > Table = StuDiscipline.

*NOTE: These Miscellaneous Field <u>Names</u> should **not** be changed.*

Required for DOE Report:

The following information must be reported to the DOE:

- All offenses involving drug, violent, or criminal-related incidents on school property and the resulting disciplinary action imposed on the student offender or offenders involved, and
- All other offenses (non-drug, not-violent, non-criminal) in violation of student code resulting in a disciplinary action of:

Disciplinary Action Taken Code	Description
1	In-school suspension (1 day – either partial or full - or more) *DOE does not require reporting ½ day or less
2	Out-of-school suspension (1 day – either partial or full - or more) *DOE requires reporting any portion of day
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) *NEW! 2014-15*

Disciplinary actions – not reported: After school detention and Saturday Programs.

NEW! 2014-15 SSDR – Change: Out of School Suspension Days of Suspension = A full day or any portion of the school day.

No change: In-school suspension – only report if more than half a day.

Offense Indicator (SSDR Offense Report Header=OFF IND) – Enter "Y" in this column since all offenses are now listed in the offense table whether they are drug, violent, or criminal-related or non-drug, non-violent or non-criminal-related resulting in a reportable disciplinary action.

Discipline Indicator (SSDR Discipline Report Header=DISC IND) – Did this offense result in a disciplinary action? Y or N. If the offense resulted in a reportable Disciplinary Action Taken (see table above), enter "Y" in this field and report all the data related to each offender disciplined in the discipline report. If the reportable offense did not result in a reportable disciplinary action, enter "N" in this field. No entry is needed for this offense on the discipline report.

Helpful Hint! The Massachusetts DOE requires you to report all non-drug, non-violent, and non-criminal offenses that result in a disciplinary action (consequence) of suspension, expulsion, or removal. All reported Discipline Records must have Offense Indicator = Yes and Discipline Indicator = Yes.

Number of Victims: Students (SSDR Offense Report Header=VS) – Count of student victims.

Number of Victims: School Personnel (SSDR Offense Report Header=VSCHP) – Count of school personnel victims.

Number of Victims: Non-Sch Personnel (SSDR Offense Report Header=VNSCHP) – Count of non-school personnel victims.

Number of Victims: Unknown (SSDR Offense Report Header=VU) – Count of unknown victims.

Number of Offenders: Students (SSDR Offense Report Header=OFFES) – Count of student offenders.

Number of Offenders: Non-Student (SSDR Offense Report Header=OFFENS) – Count of non-student offenders.

Number of Offenders: Unknown (SSDR Offense Report Header=OFFEU) – Count of unknown offenders.

Description for Offense Type 1 (SSDR Offense Report Header=OFF DESC) – Enter text to describe the Offense Type requiring explanation (Other Substance, Other drug, violent, criminal related offense, Felony outside school, Bullying). *(See reference table below for codes that require a description.)* ****NOTE: 50 characters maximum and no commas.****

iPASS UPDATE: This iPASS field was previously titled "Additional Description for Offense Type". Beginning in 2014-2015 there are now separate description fields for Offense Type 1-5. All text previously entered into the Additional Description for Offense Type field can now be found in the Description for Offense Type 1 field.

CAUTION: No commas should be used in the Description or Comment text fields because the export is comma separated value (CSV) format. This will cause problems with the file upload.

Mass DOE/SSDR Offender, Victim & Description Reference Table:

DOE Offense (Incident)	State Code	Victim(s)	Offender(s)	Description for Offense Type *(No commas, 50 character max)*
Illegal substance	1a - 1i	*Victims can not be reported*	Must have at least 1 offender	
Other substance	1f & 1g	*Victims can not be reported*	Must have at least 1 offender	Must be provided
Physical fight	2	*Victims can not be reported*	Must have at least 2 offenders	
Threat of physical attack	3	Must have at least 1 victim	Must have at least 1 offender	
Physical attack	4	Must have at least 1 victim	Must have at least 1 offender	
Sexual harassment	5	Must have at least 1 victim	Must have at least 1 offender	
Sexual assault	6	Must have at least 1 victim	Must have at least 1 offender	
Theft of school, staff or student property	7		Must have at least 1 offender	
Threat of robbery	8	Must have at least 1 victim	Must have at least 1 offender	
Robbery using force	9	Must have at least 1 victim	Must have at least 1 offender	
Vandalism/destruction of property	10		Must have at least 1 offender	
Destruction of school property due to arson	11		Must have at least 1 offender	
Kidnapping	12	Must have at least 1 victim	Must have at least 1 offender	
Homicide	13	Must have at least 1 victim	Must have at least 1 offender	
Weapon on school premises	14a - 14d		Must have at least 1 offender	
Other firearm or other weapon	14b4 & 14d		Must have at least 1 offender	Must be provided
Other drug, violent, or criminal related offense	15		Must have at least 1 offender	Must be provided
Felony outside of school	16		Must have at least 1 offender	Must be provided
Bullying	17	Must have at least 1 victim	Must have at least 1 offender	
Non-drug, non-violent, non-criminal related offense*	18		Must have at least 1 offender	

* Use when reporting all non-drug, non-violent, non-criminal incidents (offense) resulting in consequence (discipline) of suspension, expulsion, removal.

SCHOOL NUTRITION | STUDENT INFORMATION | FINANCIAL MANAGEMENT

mailto:k12solutions@harriscomputer.com | (866) 450-6696 | http://www.harrisschoolsolutions.com

Number of School Days Missed (SSDR Discipline Report Header=DM) – Students with Disciplinary Action (DAT) of: In-school suspension, Out of school suspension and Expulsion, enter the total number of days that the student was not in his or her original educational setting for iPASS Consequence 1.

Alternative Education Code (SSDR Discipline Report Header=AEINC) – Education Services Indicator – Were Education Services offered at the time of suspension/expulsion and student accepted the services for the duration of the suspension/expulsion? (Y or N).

NEW! SSDR 2014-15 – Changes to the data reported: Students who were suspended or expelled for more than 10 consecutive days must be provided a list of education services that the school will provide the student during the period of suspension or expulsion. The school must document and report whether the student accepts the services and, if so, what services. Students who are suspended or expelled for different amounts of time are also entitled to education services but do not need to be reported to DOE. (See Helpful Hints below.)

Program Status Code (SSDR Discipline Report Header=PST) – Indicate if a student is general education or a student with disabilities (SWD). Use appropriate code from table below.

Program Status Codes	Description
1	General Education
2	Students with Disabilities - student has an Individualized Educational Plan

Alternative Education Type (SSDR Discipline Report Header=AE) – If Alternative Education Code (Education Services Indicator) is "Y", use appropriate Education Services Provided code from Table below.

Helpful Hint! If the suspension was 10 days or less, the DOE will accept a code of AEINC = Y, AE = 8 – Other (specify), and in the AEX field it can be stated "not required to report". If more than 10 consecutive days, education services must be offered and type selected/specified.

Ed Serv Codes	Description
1	Home Tutoring
2	In-district education services (specify in AEX)
3	Out-of-district education services (specify in AEX)
4-5	Discontinued codes *ALERT! 2014-15 Change*
6	Distance learning
7	Saturday School
8	Other (specify in AEX)

Bodily Injury Incident (SPED Student Only) (SSDR Discipline Report Header=BI OFF) – This field is only applicable to students with disabilities (SWD) that are removed from their educational setting by a hearing officer. Is this student being disciplined as the result of an offense that caused serious bodily injury? Answers: Y or N. If the student being disciplined is a general education student, leave blank.

Alternative Education Not Provided (SSDR Discipline Report Header=NAE) – If Alternative Education Code (Education Services Indicator) is "N", use appropriate Education Services Not Provided code from table below.

Helpful Hint! If the suspension was 10 days or less, the DOE will accept a code of AEINC = N, NAE = 7 – Other (specify), and in the AEX field it can be stated "not required to report". If more than 10 days, education services must be offered and if not provided, the reason why not must be selected/specified.

No Ed Serv Codes	Description
1	Moved / transferred
2-4	Discontinued codes *ALERT! 2014-15 Change*
5	Refused services
6	Did not respond to the offer of services
7	Other (specify in AEX)

Physical Injury (SSDR Offense Report Header=PHYS INJ) – Did this offense result in a physical injury? Enter Y or N for specific offenses *(see table below)*. For all other offense types, enter X for not applicable.

DOE Offense (Incident)	State Code	Physical Injury
Illegal substance	1a - 1i	X
Other substance	1f & 1g	X
Physical fight	2	Y or N
Threat of physical attack	3	X
Physical attack	4	Y or N
Sexual harassment	5	X
Sexual assault	6	Y or N
Theft of school, staff or student property	7	X
Threat of robbery	8	X
Robbery using force	9	Y or N
Vandalism/destruction of property	10	X
Destruction of school property due to arson	11	X
Kidnapping	12	Y or N
Homicide	13	X
Weapon on school premises	14a - 14d	X
Other firearm or other weapon	14b4 & 14d	X
Other drug, violent, or criminal related offense	15	Y or N
Felony outside of school	16	Y or N
Bullying	17	Y or N
Non-drug, non-violent, non-criminal related offense	18	X

Appealed (SSDR Discipline Report Header=APPEAL) – *NEW! 2014-15 Data Element* – If suspended or expelled by the principal for more than 10 days, did the student appeal the decision to the superintendent? (Yes/No)

Extra Suspension Days (SSDR Discipline Report Header=ERDX) – *NEW! 2014-15 Data Element* – This field only applies to students with discipline (consequence) of Emergency Removal. If

applicable, the number of additional days <u>beyond</u> the emergency removal, which are reflected in eligible date.

NOTE: Emergency Removal is defined as not more than 3 days, inclusive of the day of removal. Number of Days Missed = Emergency Removal Days (3) + Extra Suspension Days.

Incident Description (SSDR Offense Report Header=INC DESC) – Optional field used to enter a general description of the incident. Useful if reporting multiple related offenses in the same Discipline Record. *****NOTE: 50 characters maximum and no commas.***

NOTE: Description required for "other" Offense should <u>not</u> be entered in this field. It should be entered in the Description of Offense Type 1-5 fields.

CAUTION: No commas should be used in the Description or Comment text fields because the export is comma separated value (CSV) format. This will cause problems with the file upload.

Education Services Comment (SSDR Discipline Report Header=AEX) **–** If applicable, the specification or explanation of Education Services Provided (AE) codes #2 (In-district education services), #3 (out-of-district education services), or #8 (Other), or, Alternative Education Not Provided (NAE) code #7 (Other). *****NOTE: 50 characters maximum and no commas.***

CAUTION: No commas should be used in the Description or Comment text fields because the export is comma separated value (CSV) format. This will cause problems with the file upload.

Description for Offense Type 2 (SSDR Offense Report Header=OFF DESC2) – Enter other text to describe OT2 if needed. *****NOTE: 50 characters maximum and no commas.***

CAUTION: No commas should be used in the Description or Comment text fields because the export is comma separated value (CSV) format. This will cause problems with the file upload.

Description for Offense Type 3 (SSDR Offense Report Header=OFF DESC3) – Enter other text to describe OT3 if needed. *(Same Note and Caution as Description for Offense Type 2)*

Description for Offense Type 4 (SSDR Offense Report Header=OFF DESC4) – Enter other text to describe OT4 if needed. *(Same Note and Caution as Description for Offense Type 2)*

Description for Offense Type 5 (SSDR Offense Report Header=OFF DESC5) – Enter other text to describe OT5 if needed**.** *(Same Note and Caution as Description for Offense Type 2)*

Consequence(s) – The SSDR Discipline (Consequence) export report file includes these additional fields:

Consequence 1 – (SSDR Discipline Report Header=DAT)

The SSDR only accepts one reported consequence. The Disciplinary Action selected in iPASS for Consequence 1 is exported in the DOE Discipline Consequences file. If you have multiple consequences in one Student Discipline Record, you should consider which consequence is the most severe Consequence and select that for Consequence 1.
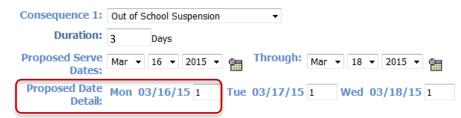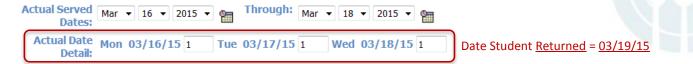
Start Date of disciplinary action (SSDR Discipline Report Header=SD) – Date student was initially removed from school in this incident. iPASS looks at the Proposed Serve Date (Start Date) entered in Consequence 1 and exports this date in the Start Date (SD) field.

Date Student Returned to school (SSDR Discipline Report Header=RD) – Date student returned to school. This is the first day of attendance following the last date the suspension, expulsion, or removal was served. The Actual Date Detail must reflect the days the consequence was actually served with a "1". iPASS looks for the first date the student is present in school and this date is exported in the Date Returned (DR) field. This field will be blank if Date Student Eligible to Return to school (ERD) is populated.

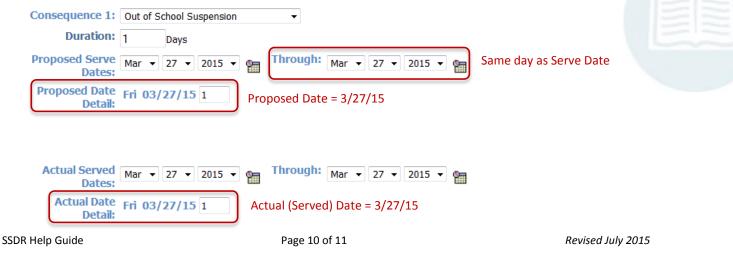Date Student Returned = 03/19/15

Date Student Eligible to Return to school (SSDR Discipline Report Header=ERD) – If student has not yet returned to school and is eligible to return, this is the date the student is eligible to return. iPASS looks at the Proposed Through Date (End Date) and exports this date in the Eligible Return Date (ERD) field. This date disappears from the field as soon as the student is present at school. This field will be blank if Date Student Returned (RD) is populated.

Setting Start/End Dates for Suspensions:

Example: 1-Day Out of School Suspension

Out of school suspension for 1-Day – Proposed Serve Date (Start) date and Through Date (End) are the same day:

Same day as Serve Date

Proposed Date = 3/27/15

Actual (Served) Date = 3/27/15

Example: 1-Day In-School Suspension

In-school suspension for 1-Day – <u>For In-school suspensions only</u>, the Through Date (End) must be set to the <u>first school day of attendance</u> **following** <u>the day of the In-school suspension</u>.

For example: If a student has an In-school suspension on March 27, the Proposed Serve Date (Start) would be set to March 27 and the Through Date (End) set to March 28. If March 27 is a Friday, then the return date would need to be set to March 30, the following Monday, or the <u>first day of attendance</u> following the In-school suspension.