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Student Infraction Template

**Target Table: STUD\_INFRACTION**

**Data Submission Schedule: 40D, 80D, 120D and EOY.** SUMMER is required if new reportable infractions have occurred since EOY.

**Grain:** One record per district / student / infraction date / infraction code / event identifier

**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

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**Template Description**

This template is used to track student disciplinary infractions and a school’s response(s) to the infractions. It is also used to collect data for the “Safe Schools Report” incidents across a school year. The response to each discipline or incident is tracked in the Student Infraction *Response* template. PED uses both templates to track the information related to student discipline and Safe Schools.

Each specific discipline infraction should be reported only once per student in this template. If a discipline infraction could potentially be categorized into multiple Infraction Codes, include only the most serious of the potential Infraction Codes. For example, one incident could involve alcohol and assault/battery with a knife. This incident should be reported only as Infraction Code 2 (Assault/battery with knife or cutting object).

**The Student Infraction and Student Infraction Response templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at these reporting periods: 40D, 80D, 120D, EOY. SUMMER is conditionally required, if new reportable infractions have occurred since EOY.**

If multiple students are involved in a single disciplinary infraction, include one record per student in this template. The exception to this is any incident that involves FIREARMS. Each student in possession of a firearm is to be reported as a separate incident. All fields should be identical for these multiple records with the exception of Student ID and the location code (e.g. one incident could include students from different schools). The Event Identifier field is generated by the district / charter school and is used to “link” the multiple student records to one incident. This field is also used in the Student Infraction Response template to link the response(s) to the incident.

At **EOY**, if district has no reportable infractions, submit certification via email to PED at PED-STARSAdmin@state.nm.us

**Changes**

**Field 7 – Infraction Code – The following value has been retired:**

* **10 = Self Injury**

**Field 20 - Victim Type – The following values have been retired:**

* **11 = Teacher**
* **12 = Administrator**
* **13 = Other School Employee**
* **14 = Other - UNKNOWN**
* **15 = Other – Non-School Personnel**

**Student Infraction Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 013** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,R** | **PED defined three character location code. Use the following Location Codes for students not enrolled at an actual district location:****993 = Students who are hospitalized****997 = Students who are enrolled in a private school** **998 = Students who are homebound****999 = Students who are home schooled (location 999 does not apply to Special Ed students)** |  | **Example: 013** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD.**  | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number. If the perpetrator is not a student, then see valid values.** |  | **Valid value: 9 digit student ID** |
| **5** | **37** | **46** | **10** | **D** | **INFRAC-TION** **DATE** | **R** | **K,M** | **Provide the date of the infraction.** | **All dates must be entered in ISO format** | **Example: 2010-10-04** |
| 6 | 47 | 49 | 3 | Not Collected |
| **7** | **50** | **53** | **4** | **C** | **INFRAC-TION CODE** | **R** | **K,M** | **Provide the primary Infraction Code that indicates the type of discipline violation. See valid values. If an incident could potentially be categorized under multiple Infraction Codes, select the most serious code.**  | **The value used should be the code (e.g. 1, 2) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:****See the** [**Infraction Code Set**](#InfractionCodes) **at the end of this document for a list of the valid values.** |
| 8 -13 | 54 | 111 |  | Not Collected |
| **14** | **112** | **121** | **10** | **C** | **EVENT IDENTI-FIER** | **R** | **K,M** | **Provide an identifying code for the disciplinary event. This code enables a district to associate one identifying number or code with an incident that involves multiple students with multiple, and possibly varying, infractions. This field is critical to relating infractions to responses in the Student Infraction Response template.** | **This value must be unique per incident within the school year – across all students and incidents. Since this is a key field, a value must be supplied for each record, even if the discipline incident is for a single student with a single infraction.**  | **Example: 16** |
| **15** | **122** | **376** | **255** | **C** | **INFRAC-TION COMMENT**  |  **O**  |  **U**  | **Infraction Comment**  |  |  |
| 16 -18 | 377 | 393 |  | Not Collected |
| **19** | **394** | **399** | **6** | **C** | **WEAPON TYPE** | **R** | **U** | **Indicate whether or not the incident was weapon related** | **Required:  Value must be “Y”, if Infraction Code, field #7, is:   1, 3, 51, 52, 61, 62, 63 or 64.** | **Valid Values:****Y or N** |
| **20** | **400** | **405** | **6** | **N** | **VICTIM1 TYPE**  | **CR** |  **U**  | **Victim Type. See valid values.**  | **Required if there is a victim of the incident.**  |  **Valid Values:****10 = Student**  |
| 21 - 25 | 406 | 446 | 6 | Not Collected |
| **26** | **447** | **466** | **20** | **C** | **CRIMINAL CHARGE CODE**  |  **R**  |  **U**  | **An indication of whether or not a police report was filed.**  |  | **Valid Values:****Y or N** |
| 27 | 467 | 491 | 25 | Not Collected |
| **28** | **492** | **502** | **11** | **C** | **INFRAC-TION** **COST** | **R** | **U** | **The cost of the damages incurred by the incident** |  |  |
| **29** | **503** | **503** | **1** | **C** | **DRUG RELATED INDICA-TOR** | **R** | **U,D** | **An indicator of whether or not the incident was drug related** | **Value must be “Y” if Infraction Code, field #7, is 54; or whenever applicable** | **Valid Values:****Y or N** |
| **30** | **504** | **504** | **1** | **C** | **ALCOHOL RELATED INDICA-TOR** | **R** | **U,D** | **An indicator of whether or not the incident was alcohol related** | **Value must be “Y” if Infraction Code, field #7 is 55P, 55U, 55D; or whenever applicable** | **Valid Values:****Y or N** |
| **31** | **505** | **505** | **1** | **C** | **GANG- RELATED INDICA-TOR** | **R** | **U,D** | **An indicator of whether or not the incident was gang related** | **Value must be “Y” if Infraction Code, field #7 is 53; or whenever applicable** | **Valid Values:****Y or N** |
| **32** | **506** | **506** | **1** | **C** | **HATE CRIME INDICA-TOR** | **R** | **U,D** | **An indicator of whether or not the incident was a hate crime** |  | **Valid Values:****Y or N** |
| **33** | **507** | **507** | **1** | **C** | **SERIOUS BODILY INJURY INDICA-TOR** | **R** | **U,D** | **An indicator of whether or not there were injuries related to the incident.** |  | **Valid Values:****Y or N** |

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| Infraction Codes |

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| **Code** | **Infraction Description** |
| 1 |  Assault/battery with firearm |
| 2 |  Assault/battery with knife or cutting object |
| 3 |  Assault/battery with other dangerous weapon |
| 4 |  Assault/battery aggravated with hands, feet, fist |
| 5 |  Assault/battery simple |
| 6 |  Other Violence - Sexual battery |
| 7 |  Other Violence – Homicide |
| 8 |  Other Violence – Kidnapping |
| 9 |  Other Violence - Robbery using force |
| 11 |  Other Violence – General (includes Threat or Intimidation) |
| 12 | Sexual Harassment (includes bullying on the basis of sex) |
| 13 | Disorderly Conduct |
| 14 | Bullying and or Harassment not based on sex, race, color, national origin or disability.  |
| 15  | Bullying or Harassment on the basis of race, color, or national origin |
| 16  | Bullying or Harassment on the basis of disability |
|  **Vandalism** |
| 40 |  Graffiti |
| 41 |  Criminal Damage |
| 42 |  Breaking/Entering/Larceny |
| 43 |  Missing Property/Theft |
| 44 |  Arson |
| 45 |  Vandalism |
| 46 |  Other Vandalism, Describe in Comment Field (Field #15) |
|  **Weapons, Substance Abuse, Gang Activity** |
| 51 |  Weapons Possession – Knife/Cutting |
| 52 |  Weapons Possession – Other |
| 53 |  Gang-Related Activity |
| 54 |  Drug Violation |
| 55P |  Alcohol Violation – Possession |
| 55U |  Alcohol Violation – Use |
| 55D |  Alcohol Violation – Dealing  |
| 56 |  Tobacco Use |
| 57 |  Other Weapons, Substance Abuse, Gang Activity – Describe in Comment Field (Field #15) |
|  **Firearms Possession (NOT to include toy guns, cap guns, BB guns, pellet guns, etc.)** |
| 61 |  Handgun Possession |
| 62 |  Rifle/Shotgun Possession |
| 63 |  Other Firearms Possession - Describe in Comment Field |
| 64 | Multiple Firearms |

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**FAQs**

**1. How do I determine which infraction to report in the event of multiple infractions by a single student within one incident?**

The following table lists the current infractions along with the severity ranking. Use the column entitled “Ranking” to determine which infraction to report.

|  |  |  |  |
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| **CODE** | **INFRACTION** | **SEVERITY** | **RANKING** |
| 7 | Other-Homicide | **1** | 1.1 |
| 6 | Other-Sexual battery | **1** | 1.2 |
| 8 | Other-Kidnapping (non-parental) | **1** | 1.3 |
| 1 | Assault/battery with firearm | **2** | 2.1 |
| 2 | Assault/battery knife/cutting object | **2** | 2.2 |
| 3 | Assault/battery other dang weapon | **2** | 2.3 |
| 61 | Handgun possession | **2** | 2.4 |
| 62 | Rifle, shotgun possession | **2** | 2.5 |
| 64 | Multiple Firearms | **2** | 2.6 |
| 63 | Other Firearms Possession | **2** | 2.7 |
| 54 | Drug violation-cocaine, heroin, meth | **2** | 2.8 |
| 53 | Gang related activity | **2** | 2.9 |
| 9 | Other-Robbery using force | **3** | 3.1 |
| 44 | Arson | **3** | 3.2 |
| 51 | Weapons Possession, Blade | **3** | 3.3.1 |
| 52 | Weapons Possession, Other | **3** | 3.3.2 |
| 15 | Bullying and or Harassment based on race, color, or national origin. | **3** | 3.4.1 |
| 12 | Sexual Harassment (includes bullying on the basis of sex) | **3** | 3.4.2 |
| 16 | Bullying and or Harassment based on disability. | **3** | 3.4.3 |
| 14 | Bullying and or Harassment (not based on sex, race, color, national origin or disability.) | **3** | 3.4.4 |
| 57 | Other-Weapons, Substance, Gang | **3** | 3.5 |
| 42 | Breaking/Entering/Larceny | **3** | 3.6 |
| 55D | Alcohol Violation-Dealing | **3** | 3.7 |
| 4 | Assault/battery, hands, feet, fist/fighting | **4** | 4.1 |
| 5 | Assault/battery, simple | **4** | 4.2 |
| 54 | Drug violation-Marijuana | **4** | 4.3 |
| 55U | Alcohol Violation-Use | **4** | 4.4 |
| 40 | Graffiti | **4** | 4.5 |
| 41 | Criminal Damage | **4** | 4.6 |
| 45 | Vandalism | **4** | 4.7 |
| 46 | Other vandalism | **4** | 4.8 |
| 55P | Alcohol Violation-Possession | **4** | 4.9 |
| 43 | Missing Property/Theft | **5** | 5.1 |
| 13 | Disorderly Conduct | **5** | 5.2 |
| 11 | Other-General/Threat or Intimidation | **5** | 5.4 |
| 56 | Tobacco Use | **5** | 5.5 |