Student Infraction Response Template

**Target Table: STUD\_INFR\_RESP**

**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 / response date / response code / event identifier

**Load Sequence/Dependencies**

|  |  |  |
| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |
| **2. STUDENT INFRACTION** | **N** | **N** |

|  |
| --- |
|  |

**Template Description**

This template is used to track student infraction responses. Infractions and incidents are tracked in the Student Infraction template. PED uses the Student Infraction and Infraction Response templates to track information related to Student Discipline and Violence and Vandalism.

One response should be submitted per incident per student in this template. If there are multiple responses to a disciplinary incident, include only the most serious response. For example, a district may initially suspend a student and then later expel him or her. In this scenario, include only one record with the Response Code of 4 (Expulsion (no educational services) – FOR REGULAR ED ONLY).

**IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response 3)**

**Do not report Lunch, Before/After School Detentions as IN SCHOOL or OUT OF SCHOOL suspensions.**

**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 reporting periods: 40D, 80D, 120D and EOY. SUMMER is conditionally required, if a new reportable infraction has occurred.**

The **Event Identifier** field is used to “link” the Student Infraction Response record to the Student Infraction record. Please use the same district-generated value in this field to link the records in these templates together for the same incident.

|  |
| --- |
|  |

**Changes**

**New Field – (Field 7) RESPONSE CODE**

**10** = Restraint

 **11** = Seclusion

 **12** = Called police instead of restraining or secluding student

**New Field – (Field 8) ADMINISTRATOR ID**

 **This field will be conditionally required. Please report all Staff when Response Code (field 7) equals Restraint (10), Seclusion (11), and Called police instead of restraining or secluding student (12).**

|  |
| --- |
|  |

**Student Infraction Response 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: 021** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,R** | **PED defined three character location code.**  |  | **Example: 008** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.**  | **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.**  |  |  **Example: 123406847** |
| **5** | **37** | **46** | **10** | **D** | **RESPONSE DATE** | **R** | **K,M** | **Provide the date of the infraction response.** | **All dates must be entered in ISO format** | **YYYY-MM-DD** |
| 6 | 47 | 49 | 3 | Not Collected |
| **7** | **50** | **53** | **4** | **C** | **RESPONSE CODE** | **R** | **K,M** | **Provide the primary Response Code that indicates the type of response to a discipline violation.**  | **The value used should be the code (e.g. TBD) only. Valid values are case sensitive. The descriptions are for reference only.****IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response code 3) do not include Lunch, Before/After School Detentions.**  | **See** [**Response Code Set**](#Response) **at the end of this document for a list of the valid values.** |
| **8** | **54** | **65** | **12** | **C** | **ADMINISTRATOR ID** | **CR** | **U** | **Social Security Number of staff member formatted without dashes.** | **Please report ~~all~~ primary staff involved when Response Code (field 7) equals Restraint (10), Seclusion (11), and Called police instead of restraining or secluding student (12). Primary staff is staff who initiated the restraint, seclusion, or called police. If other staff was involved, please include in Response Comment (field #12)** | **Example: 123456785** |
| 9-10 | 66 | 85 | 12 | Not Collected |
| **11** | **86** | **95** | **10** | **C** | **EVENT IDENTIFIER** | **R** | **K,M** | **Provide an identifying code for the discipline 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 responses to infractions in the Student Infraction 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:** **1** |
| **12** | **96** | **350** | **255** | **C** | **RESPONSE COMMENT** | **CR** | **K,M** | **Provide additional information about the response to an incident.**  | **Do not supply a value for this field if there is no relevant additional information.****When Response Code (field 7) equals Restraint (10) please include the type of restraint used and provide additional information about the response to an incident of restraint. If more than one staff member was involved in the incident of restraint or seclusion, please report here using Social Security Number of staff member(s) formatted without dashes. Example: Phone call to parent, etc. Mechanical restraint.** | **Example:****Phone call to parent, etc.** |
| **13** | **351** | **356** | **6** | **N(2)** | **RESPONSE DURATION** | **CR** | **U** | **Provide the length, in school days, of the discipline response. If the response is a fraction of the school day, then use a decimal representation of the school day (e.g. 0.25 for removal for 2 periods of an 8 period school day).** | Required if Response Code, field #7 is 2, 3, 4, 5, 6 or 7; and the d*uration for these response codes must be greater than zero.* | **Examples:2.50, 0.50, 15** |
| 14-33 | 357 | 368 |  | Not Collected |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Response Code (Student Infraction Response Template - Field # 7)

|  |  |  |
| --- | --- | --- |
| **Code** |  **Response Description** | Ranking |
| 1 | Arrest/referral to justice system  | 1 |
| 2 | In school suspension (DO NOT include Lunch, Before/After School Detentions) | 7 |
| 3 | Out of school suspension (DO NOT include Lunch, Before/After School Detentions) | 6 |
| 4 | Expulsion - no educational services – REGULAR ED ONLY; NOT to be used for Special Ed students)  | 2 |
| 5 | Modified Expulsion (still receiving some educational services) | 4 |
| 6 | Sent to alternate setting by school personnel | 5 |
| 7 | Sent to alternate setting based on hearing officer determination of likely injury | 3 |
| 8 | Other/Unknown | 8 |
| 10 | Restraint |  |
| 11 | Seclusion |  |
| 12 | Called police instead of restraining or secluding student |  |

 |