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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**

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| **Field 7 – Infraction Code – New Code** **70** - Referred to CYFD for Excessive Absenteeism (No Response Code Required) |

**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.**  |  | **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 do not report.** |  | **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.** | **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, 51, 61.** | **Y or N** |
| **20** | **400** | **405** | **6** | **N** | **VICTIM1 TYPE**  | **CR** |  **U**  | **Describes the Victim of the incident.** | **Required if there is a victim of the incident.**  |  **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.**  |  | **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.** | **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 55.** | **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.** | **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** |  | **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.** |  | **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 |
|  **Attendance** |
| 70 | Referred to CYFD for Excessive Absenteeism (No Response Code Required) |

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**FAQ**

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

Answer: No longer ranked by the PED. Please use your local policy regarding the severity of infractions and report accordingly.