

**MPISD  
DISCIPLINE  
2019-2020**

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Code Table ID	Name	XML Name	Date Issued	Date Updated
C164	DISCIPLINARY-ACTION-CODE	TX-DisciplinaryActionCodeType	3/2/1998	3/1/2015
Code	Translation			

The following codes apply to all students.

- |    |  |
|----|--|
| 01 | Expulsion (TEC §37.007)<br>Without placement in another educational setting as a result of a formal expulsion hearing [TEC §37.009(f)]. (This code does not apply if a student continues to receive educational services during the term of expulsion)   |
| 02 | Expulsion (TEC §37.007)<br>With placement in a juvenile justice alternative education program (JJAEP) as a result of a formal expulsion hearing [TEC §37.009(f)]   |
| 03 | Expulsion (TEC §37.007)<br>With placement in an on-campus disciplinary alternative education program (DAEP) as a result of a formal expulsion hearing [TEC §37.009(f)]. (Do not use this code when a student has been placed in a DAEP, but not expelled)  |
| 04 | Expulsion (TEC §37.007)<br>With placement in an off-campus DAEP as a result of a formal expulsion hearing [TEC §37.009(f)]. (Do not use this code when a student has been placed in a DAEP, but not expelled)  |
| 05 | Out-Of-School Suspension (Suspension may not exceed three days under TEC §37.005)  |
| 06 | In-School Suspension (TEC §37.001)<br>(NOTE: For students eligible for special education and related services, this includes any setting that has not been addressed by an admission, review, and dismissal committee within the placement determination of the student's current IEP.) (Suspension may exceed three days under TEC §37.005) |
| 07 | Placement In An On-Campus Or Off-Campus DAEP (TEC §37.008) As a result of a conference [TEC §37.009(a)], rather than a formal hearing as required for expulsion  |
| 08 | Continuation Of Other District's DAEP Placement  |
| 09 | Continuation Of Other District's Expulsion Order   |
| 10 | Continuation Of The District's DAEP Placement From The Prior School Year   |
| 11 | Continuation Of The District's Expulsion Order From The Prior School Year  |
| 12 | Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year  |
| 13 | Placement In A JJAEP By Court Order  |
| 14 | Placement in a DAEP by Court Order   |
| 15 | Continuation Of Other District's Expulsion With Placement To JJAEP   |
| 25 | Partial Day Out-Of-School Suspension   |

Code Table ID	Name	XML Name	Date Issued	Date Updated
C164	DISCIPLINARY-ACTION-CODE	TX-DisciplinaryActionCodeType	3/2/1998	3/1/2015
Code	Translation			

26 Partial Day In-School Suspension

27 Mandatory Disciplinary Action **Not** Taken By District  
As a result of ARD committee manifestation hearing determination, made in accordance with IDEA for a student receiving special education services, that the student's behavior is linked to the student's disability

28 Mandatory Disciplinary Action Not Taken (TEC §37.001(a)(4))  
The mandatory disciplinary action was not taken because the district considered one or more of the TEC, § 37.001(a)(4) provisions that allows the district to consider self defense, intent or lack of intent, student's disciplinary history, or disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct as a factor in a decision to order suspension, removal to a disciplinary alternative education program, or expulsion.

The following codes apply to students with disabilities. In order to use these codes, a special education hearing officer (not a hearing officer employed or appointed by the district) must find the disciplinary action necessary to support a 1415(k)(2) hearing officer order.  
20 U.S.C. 1415(k)(2),(10) and CFR §300.521

50 Expulsion Without Placement In Another Educational Setting  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

51 Expulsion With Placement To A JJAEP  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

52 Expulsion With Placement To An On-Campus DAEP  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

53 Expulsion With Placement To An Off-Campus DAEP  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

54 Placement In An Alternative Education Program Established Under TEC, §37.008  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

55 Continuation Of Other District's DAEP Placement  
As a result by a special education determination of a hearing officer (not a hearing officer employed or appointed by the district)

56 Continuation Of Other District's Expulsion Order  
As a result by a special education determination of a hearing officer (not a hearing officer employed or appointed by the district)

Code Table ID	Name	XML Name	Date Issued	Date Updated
C164	DISCIPLINARY-ACTION-CODE	TX-DisciplinaryActionCodeType	3/2/1998	3/1/2015
Code	Translation			

57 Continuation Of The District's DAEP Placement From The Prior School Year  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

58 Continuation Of The District's Expulsion Order From The Prior School Year  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

59 Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

60 Placement In A JJAEP  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

61 Continuation Of Other District's Expulsion With Placement To JJAEP  
As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

Code Table ID	Name	XML Name	Date Issued	Date Updated
C165	DISCIPLINARY-ACTION-REASON-CODE	TX-DisciplinaryActionReasonType	3/2/1998	3/1/2019
Code	Translation			
01	Permanent Removal By A Teacher From Class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(b)			
02	Conduct Punishable As A Felony – TEC §37.006(a)(2)(A)			
04	Possessed, Sold, Used, Or Was Under The Influence Of Marihuana Or Other Controlled Substance – TEC §§ 37.006(a)(2)(C) and 37.007(b)			
05	Possessed, Sold, Used, Or Was Under The Influence Of An Alcoholic Beverage – TEC §§37.006(a)(2)(D) and 37.007(b)			
06	Abuse Of A Volatile Chemical – TEC §37.006(a)(2)(E)			
07	Public Lewdness Or Indecent Exposure – TEC §37.006(a)(2)(F)			
08	Retaliation Against School Employee – TEC §§37.006(b) and 37.007(d)			
09	Based On Conduct Occurring Off Campus And While The Student Is Not In Attendance At A School-Sponsored Or School-Related Activity For Felony Offenses In Title 5, Penal Code – TEC §37.006(c), TEC §37.007(b)(4), and TEC § 37.0081			
10	Based On Conduct Occurring Off Campus And While The Student Is Not In Attendance At A School-Sponsored Or School-Related Activity For Felony Offenses Not In Title 5, Penal Code – TEC §37.006(d) and TEC §37.007(b)(4)			
11	Brought a Firearm to School - TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 - TEC 37.007(a)(1)			
12	Unlawful Carrying of a Location-Restricted Knife under Penal Code 46.02 - TEC 37.007(a)(1) (Location-Restricted Knife - blade longer than 5.5 inches)			
13	Unlawful Carrying of a Club under Penal Code 46.02 - TEC 37.007(a)(1)			
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 - TEC 37.007(a)(1)			
16	Arson – TEC §37.007(a)(2)(B)			
17	Murder, Capital Murder, Criminal Attempt To Commit Murder, Or Capital Murder – TEC §37.007(a)(2)(C)			
18	Indecency With A Child – TEC §37.007(a)(2)(D)			
19	Aggravated Kidnapping – TEC §37.007(a)(2)(E)			
21	Violation Of Student Code Of Conduct Not Included Under TEC §§37.002(b), 37.006, or 37.007			
22	Criminal Mischief – TEC §37.007(f)			

Code Table ID	Name	XML Name	Date Issued	Date Updated
C165	DISCIPLINARY-ACTION-REASON-CODE	TX-DisciplinaryActionReasonType	3/2/1998	3/1/2019
Code	Translation			
23	Emergency Placement/Expulsion – TEC §37.019			
26	Terroristic Threat – TEC §37.006(a)(1) or §37.007(b)			
27	Assault Under Penal Code §22.01(a)(1) Against a school district employee or volunteer – TEC §37.007(b)(2)©			
28	Assault Under Penal Code §22.01(a)(1) Against someone other than a school district employee or volunteer – TEC §37.006(a)(2)(B)			
29	Aggravated Assault Under Penal Code §22.02 Against a school district employee or volunteer – TEC §37.007(d)			
30	Aggravated Assault Under Penal Code §22.02 Against someone other than a school district employee or volunteer – TEC §37.007 (a)(2)(A)			
31	Sexual Assault Under Penal Code §22.011 Or Aggravated Sexual Assault Under Penal Code §22.021 Against a school district employee or volunteer – TEC §37.007(d)			
32	Sexual Assault Under Penal Code §22.011 Or Aggravated Sexual Assault Under Penal Code §22.021 Against someone other than a school district employee or volunteer – TEC §37.007(a)(2)(A)			
35	False Alarm/False Report – TEC §§37.006(a)(1) and 37.007(b)			
36	Felony Controlled Substance Violation – TEC §37.007(a)(3)			
37	Felony Alcohol Violation – TEC §37.007(a)(3)			
41	Fighting/Mutual Combat – Excludes all offenses under Penal Code §22.01			
46	Aggravated Robbery – TEC §37.007(a)(2)(F), TEC §37.007©-(D) (HB9680)			
47	Manslaughter – TEC §37.007(a)(2)(G)			
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)			
49	Engages In Deadly Conduct – TEC §37.007(b)(3)			
55	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007			
56	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007			

Code Table ID	Name	XML Name	Date Issued	Date Updated
C165	DISCIPLINARY-ACTION-REASON-CODE	TX-DisciplinaryActionReasonType	3/2/1998	3/1/2019
Code	Translation			

57 Continuous Sexual Abuse Of Young Child Or Children Under Penal Code §21.02  
Occurring on school property or while attending a school-sponsored or school-related activity on or off school property – TEC §37.007(a) (2) (I)

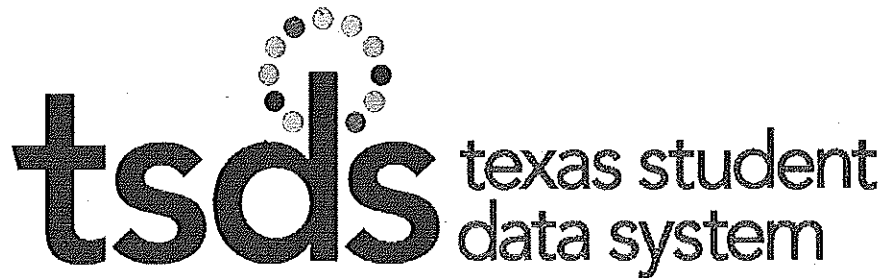
58 Breach of Computer Security – TEC §37.007(a)(5) (HB1224)

59 Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)-

TEC §37.007(c) defines "serious misbehavior" as:

- (1) deliberate violent behavior that poses a direct threat to the health or safety of others;
- (2) extortion, meaning the gaining of money or other property by force or threat;
- (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- (4) conduct that constitutes the offense of:
  - (A) public lewdness under Section 21.07, Penal Code;
  - (B) indecent exposure under Section 21.08, Penal Code;
  - (C) criminal mischief under Section 28.03, Penal Code;
  - (D) personal hazing under Section 37.152; or
  - (E) harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Code Table ID	Name	XML Name	Date Issued	Date Updated
C166	DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE	TX-DisciplineActionLengthDifferenceReasonType	3/2/1998	3/3/1999
Code	Translation			
00	No difference Between Official And Actual Lengths Of Disciplinary Assignments			
01	Term Modified By District			
02	Term Modified By Court Order			
03	Term Modified By Mutual Agreement Of District, Student, And/Or Parents			
04	Student Completed Term Requirements Sooner Than Expected			
05	Student Incarcerated			
06	Term Decreased Due To Extenuating Health-Related Circumstances			
07	Student Withdrew From School			
08	School Year Ended Before Completion Of Disciplinary Action Assignment			
09	Continuation Of Previous Year's Disciplinary Action Assignment			
10	Term Modified By Placement Program Due To Student Behavior While In The Placement			
99	Other			



**2019-2020**  
**Texas Education Data Standards (TEDS)**

**Appendix E**  
**Additional PEIMS Information Related to Discipline Data**  
**Reporting (44425 - Student Discipline Interchange)**

Final Version 2020.1.0  
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Prepared by: Information Technology Services Business Management Division

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## **Additional PEIMS Reporting Information Regarding Disciplinary Alternative Education Program (DAEP) Conferences, Expulsion Hearings, Placement Reviews, and Other Actions**

### **Part 1 – Questions and Answers**

#### **1. What is required if a student brings a firearm to school?**

In accordance with federal law (20 U.S.C. Section 7151), a local educational agency (LEA), including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

- (a) the superintendent or other chief administrative officer of the school district or of the other LEA, as defined by 20 U.S.C. Section 2891, may modify the length of the expulsion in the case of an individual student;
- (b) the district or other LEA shall provide educational services to [the] an expelled student in an alternative education program as provided by TEC §37.008 if the student is younger than 10 years of age on the date of expulsion; and
- (c) the district or other LEA may provide educational services to an expelled student who is older than 10 years of age in an alternative education program as provided in TEC §37.008.

TEC 37.007(a)(1) requires that a school expel a student whose conduct contains the elements of the offense of "Unlawfully Carrying Weapons" on school property or while attending a school-sponsored or school related activity on or off of school property.

#### **2. What is a Campus Behavior Coordinator?**

Under the requirements of TEC 37.0012, each campus must have a staff person designated as the Campus Behavior Coordinator. The person designated may be the principal of the campus or any other campus administrator selected by the principal.

The campus behavior coordinator is primarily responsible for maintaining student discipline and the implementation of this subchapter.

The campus behavior coordinator is required to promptly notify a student's parent or guardian if the student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. A campus behavior coordinator must comply with this subsection by:

- (1) promptly contacting the parent or guardian by telephone or in person; and
- (2) making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian.

If a parent or guardian entitled to notice of a student's disciplinary removal has not been reached by telephone or in person by 5 p.m. of the first business day after the day the disciplinary action is taken, the campus behavior coordinator must mail written notice of the disciplinary action to the parent or guardian at the parent's or guardian's last known address. If a Campus Behavior Coordinator is unable or not available to promptly provide the required notice to a parent or guardian of a student, the principal or other designee shall provide the notice.

3. **What is required in order to send a student to a Disciplinary Alternative Education Program?**

Before removing a student to a DAEP under Texas Education Code (TEC) §37.008, the appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. **If the student has been alleged to have committed an offense as described in TEC §37.006 then the district official holding the conference meeting must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.**

4. **What is required in order to expel a student?**

Before a student may be expelled under TEC §37.007, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the decision to expel a student is made by the board's designee, the decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located. **If the student has been alleged to have committed an offense as described in TEC §37.007 then a district official holding the expulsion hearing must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.**

5. **What is the maximum length for an out-of-school suspension placement?**

In accordance with TEC §37.005, under no circumstance may an out-of-school suspension (OSS) for a particular incident exceed (3) three school days. If a student receives OSS for a partial school day (even if for one class period), that partial day is considered one of the three total allowable out-of-school suspension days.

6. **What is the minimum grade for suspending a student with an out-of-school suspension?**

In accordance with TEC 37.005(c), a student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- (1) conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
- (2) conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
- (3) selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
  - (A) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety

- Code, or by 21 U.S.C. Section 801 et seq.;
- (B) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
  - (C) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

**7. What is the statutory alternative to suspending a student less than grade three with an out-of-school-suspension?**

In accordance with TEC 37.0013, each school district and open-enrollment charter school may develop and implement a program, in consultation with campus behavior coordinators employed by the district or school and representatives of a regional education service center, that provides a disciplinary alternative for a student enrolled in a grade level below grade three who engages in conduct described by Section 37.005(a) and is not subject to Section 37.005(c). The program must:

- (1) be age-appropriate and research-based;
- (2) provide models for positive behavior;
- (3) promote a positive school environment;
- (4) provide alternative disciplinary courses of action that do not rely on the use of in-school suspension, out-of-school suspension, or placement in a disciplinary alternative education program to manage student behavior; and
- (5) provide behavior management strategies, including:
  - (A) positive behavioral intervention and support;
  - (B) trauma-informed practices;
  - (C) social and emotional learning;
  - (D) a referral for services, as necessary; and
  - (E) restorative practices.

**8. What is required if a student's DAEP placement will extend beyond the end of the next grading period?**

If the student's placement in a DAEP is to extend beyond the end of the next grading period, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board of trustees of the school district or the board's designee, as provided by policy of the board of trustees of the district. Any decision of the board or the board's designee under this subsection is final and may not be appealed.

**9. What is required if the student's DAEP placement will extend beyond the end of the current school year and into the next school year?**

Before assigning a student to a disciplinary alternative education setting that extends beyond the end of the school year in which the initial assignment was made, the board or the board's designee must determine that: (1) the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or to another individual, or (2) the student has engaged in serious or persistent misbehavior that violates the district's student code of conduct.

A student placed in a DAEP under TEC §37.002 or 37.006 shall be provided a review of the student's status, including a review of the student's academic status, by the board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parents or guardian, shall review the student's progress

towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus.

**10. What is required regarding special education students who commit behaviors that require a disciplinary removal action?**

The disciplinary placement of all students who are served in special education with an Individualized Education Program (IEP) must be determined by an Admission, Review, and Dismissal (ARD) committee. TEC §37.004(a) Further, any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's ARD committee conducts a manifestation determination review under 20 U.S.C. Section 1415(k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulation, including laws or regulations requiring the provision of:

1. Functional behavioral assessments;
2. Positive behavioral interventions, strategies, and supports; and
3. Behavioral intervention plans. TEC §37.004(b)

For disciplinary removals of a student, who is receiving special education and related services, from the student's current educational placement, a change of placement occurs if the removal is for more than 10 consecutive days (CFR §300.530 - §300.536). The ARD committee that deals with the change of placement must review the student's IEP to detail the special education and related services to be administered to the student while he is removed for discipline reasons. Be careful not to confuse the 10-day change of placement requirement for special education purposes with the 1-day removal requirement for reporting student disciplinary removals. The 44425 Student Discipline Interchange data is required for all students who are receiving special education and related services and are removed from their regularly scheduled classes for one day or more. A change of placement occurs when the removal is for more than 10 consecutive days, and a change of placement may occur when the removal is for more than 10 cumulative days in a school year based on factors such as the length of each removal, the total amount of the time the child is removed, and the proximity of the removals to one another. An ARD committee must be involved when the removal or series of removals constitute a change in placement.

**11. What is the minimum age that a student can be placed in a Disciplinary Alternative Education Program?**

Under TEC §37.006(a), (b), (c), and (l), all students, who are at least 6 years of age on the date that an offense is committed, **must be removed to a DAEP**, for a time period that is determined by the local Student Code of Conduct, if one of the following acts are committed: on or within 300 feet of school property, or while the student is attending a school-sponsored, or school related activity, on or off of school property. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and document that belief with appropriate law enforcement officials.

**12. What is the minimum age that a student can be expelled?**

Under TEC §37.007(a), (d), and (h), and §37.007(f) students who are younger than 10 years of age on the date that an offense is committed, and have committed a mandatory expellable offense other than bringing a firearm to school, **must be placed in a DAEP** for a period of time that is determined by the superintendent or their designee.

Under TEC §37.007(e), (student brings a firearm to school), students who are younger than 10 years of age on the date that an offense is committed, **must be expelled and placed in a DAEP** for a minimum term of one year, unless the expulsion term is reduced by the superintendent or their designee.

**13. What are the required procedures for using Discipline Action Reason Code 23 – Emergency Placement/Emergency Expulsion?**

DISCIPLINARY-ACTION-REASON-CODE 23, as authorized by TEC §37.019, allows for either emergency placement or emergency expulsion. The law states that immediate placement (Emergency Placement) of a student in an alternative program is allowed if the principal or principal's designee has a reasonable belief that the student is unruly, disruptive, or has abusive behavior that seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. The law also states that immediate expulsion (Emergency Expulsion) of a student is allowed if the principal or the principal's designee has a reasonable belief that immediate action is needed to protect persons or property from imminent harm. Thus, emergency action under TEC §37.019 should not be the only/final action taken. Code 23 allows for emergency action prior to the due process required under TEC §37.009. Within a reasonable time after the emergency action, due process must then be accorded the student. These two situations may overlap with other codes on the Disciplinary Action Code Table. However, the central focus of this code is the principal's decision to take immediate action in an emergency situation that cannot wait for due process to occur. This code should not be used on a routine basis, only for emergency situations.

**14. What are the requirements for keeping documentation under Article 15.27, Code of Criminal Procedure received from law enforcement personnel investigating alleged criminal behaviors at/for a school?**

With regards to the documentation related to "TEC §37.017 Destruction of Certain Records" states Information received by a school district under Article 15.27, Code of Criminal Procedure, these records may not be attached to the permanent academic file of the student who is the subject of the report. The school district shall destroy the information at the end of the school year in which the report was filed. Despite the requirement to destroy information received under Article 15.27, Code of Criminal Procedure, the district must retain documentation other than the information received under Article 15.27, Code of Criminal Procedure to support the discipline data submitted through the 44425 Student Discipline Interchange data for a period of 5 years.

**15. How should a school handle situations where a student(s) have committed multiple violations in the course of one disciplinary event?**

Multiple violations are sometimes committed in the course of one disciplinary event. When reporting the 44425 Student Discipline Interchange data, the district should report only the violations DISCIPLINARY-ACTION-REASON-CODE(s) for which disciplinary action(s) DISCIPLINARY-ACTION-CODE(s) are taken. If actions are only taken for the most serious violation, then only one DISCIPLINARY-INCIDENT-NUMBER should be reported in the 44425 Student Discipline Interchange data when reporting the DISCIPLINARY-ACTION-REASON-CODEs and DISCIPLINARY-ACTION-CODEs.

If the district takes disciplinary action on each violation that occurred during one disciplinary event, the district should enter a new DISCIPLINARY-INCIDENT-NUMBER for each separate DISCIPLINARY-ACTION-REASON-CODE (violation) being reported.

**16. What should a school do if a student attempts to withdraw from school before a disciplinary removal action has been determined for a particular incident?**

If a student is involved in a reportable disciplinary incident, and the student attempts to withdraw from school before the disciplinary assignment is made, the district/school should complete the due-process proceedings that result in the required disciplinary assignment before the student is allowed to withdraw. After completion of the due process proceedings, the district/school is required to report the 44425 Student Discipline Interchange data reflecting that assignment in order to remain in compliance with TEC §37.009.

**17. What part of Texas Education Code Chapter 37 must a charter school follow?**

While Open Enrollment Charter Schools are not required to participate in the Chapter 37 Discipline Management Program detailed in the TEC except for instances when a student brings a firearm to school (federal rule), they are required to submit 44425 Student Discipline Interchange data on any students that they have suspended, placed in a DAEP, or expelled. The reason for the suspension or expulsion does not alter the reporting requirement.

Students who bring a firearm to a public school (including open enrollment charter schools) must be expelled.

**18. What is an In-School Suspension setting?**

In-school-suspension (ISS) includes any disciplinary setting other than DAEP, JJAEP, or OSS. For Special Education student's behavior management or behavior adjustment classes are not considered ISS programs as established by the ARD committee and are not considered ISS removals.

**19. When is it appropriate to use Discipline Action Code 13 – Court Ordered Placement to a JJAEP and 14 – Court Ordered Placement to a DAEP?**

DISCIPLINARY-ACTION-CODE 13 may only be used when a Court order requires a student to attend the JJAEP independent of any action required to be taken by the school district and described in TEC Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 13 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 13 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

DISCIPLINARY-ACTION-CODE 14 may only be used when a Court order requires a student to attend a DAEP independent of any action required to be taken by the school district and described in TEC Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 14 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 14 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

When reporting DISCIPLINARY-ACTION-CODEs 13 (Placement in a JJAEP by Court order) and 14 (Placement in a DAEP by Court Order), please refer to the ADMINISTRATOR ADDRESSED letter dated May 29, 2002. This letter is available on the TEA website under the Correspondence link. In order to place a student in a JJAEP or DAEP by a Court order,

there must be a MOU between the court ordering the placement and the school district that will affect and make the placement. In all circumstances of court ordered placements to a JJAEP or DAEP, the DISCIPLINARY-ACTION-REASON-CODE must be a 21 (Violation of student code of conduct not included under TEC §§37.002(b), 37.006, or 37.007). The use of DISCIPLINARY-ACTION-REASON-CODES 09 (Off-Campus Title 5 Felony) and 10 (Off-Campus Non-Title 5 Felony) for Court ordered placements to a JJAEP or DAEP is not acceptable because the school district has original jurisdiction and a due-process responsibility to hold a conference meeting to enforce a DAEP removal/action as required or permitted in TEC 37.006 (c) and (d). The provisions for these court ordered placements must also be outlined in the Local Student Code of Conduct. Any behavior that a student engages in at school or a school related activity for which they will receive disciplinary attention as provided for under either the minimum requirements of TEC 37.006/TEC 37.007, or the minimum standards of the Local Student Code of Conduct, must be initiated and actuated by the local school district.

In the event that a school district finds it necessary to continue a Court ordered placement to a JJAEP or a DAEP from a prior school year or a prior school district, a new 44425 Student Discipline Interchange data event must be reported with a DISCIPLINARY-ACTION-REASON-CODE of 21 and a DISCIPLINARY-ACTION-CODE of 13 or 14 depending on the action taken. Remember that DAEP assignments that continue into a new school year are subject to the requirements of TEC 37.009(c) referenced on the first page of Appendix E.

**20. Please explain the Discipline Action Reason Code 01 – Permanent Removal from Class by a Teacher.**

Permanent removal by a teacher from class (DISCIPLINARY-ACTION-REASON-CODE 01) under TEC §37.002(b) is limited for use in those situations where the teacher has refused re-admittance of the student to that teacher's class. Otherwise, if the teacher allows re-admittance of the student to the class, then Code 21 (other Student Code of Conduct violation) should be used.

**21. What are the consequences of a school not reporting its discipline removal events through the Texas Student Data System PEIMS submission on the 44425 Student Discipline Interchange data?**

Under TEC 37.008(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision can apply to missing, inaccurate, and/or falsified information/data.

**22. Which LEAs are required to participate in the county run Juvenile Justice Alternative Education Program (JJAEP)?**

In counties where the population is over 125,000, state law requires that expelled students be placed in an alternative education setting of some type. Districts located in these counties may place discretionary expelled students in a DAEP operated by the district and Mandatory expelled students in a JJAEP operated by the juvenile board for the county.

**23. What options exist for an LEA that expels a student in a county that does not have a JJAEP?**

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If a student has been expelled in a county that does not have a Juvenile Justice Alternative Education Program, the LEA may either expel the student without academic placement, or the student may be expelled with placement to the LEA Disciplinary Alternative Education Program.

**24. What kind of knives require that a student be expelled from school?**

House Bill 1935, 85th legislative session, revised the definition of illegal knives to be known as Location-restricted knives and defines a Location restricted knife as being a knife with a blade length greater than 5.5 inches. A student that is found in possession of a Location-restricted knife must be expelled if the possession occurs knife on school campus or off campus at a school sponsored or school related activity.

**25. What is the definition of an Off-Campus DAEP?**

An off-campus DAEP:

1. has its own **campus identification number**;
2. has its own **building** (is not a program on a regular campus or an at-risk alternative education campus);
3. has its own **budget**;
4. has its own **administrator**;
5. serves only students removed under the TEC, Chapter 37 (no other non-discipline program may be operated on the campus);
6. must use the services of **certified teachers** and
7. must provide for a **43,200-instructional minute school year**.

Note: If your school district or charter school has chosen to operate or participate in, through a shared services arrangement (SSA), an off-campus DAEP, your district or school must register the campus with the TEA as a DAEP instructional campus.

**26. What is the definition of an On-Campus DAEP?**

An on-campus DAEP is one that may have its own campus identification number. If an on-campus DAEP has its own campus identification number, then the campus must:

1. have an **administrator** (administrator can serve more than one campus);
2. have its own **budget**;
3. use the services of **certified teachers for delivering educational and behavioral instruction** to the students assigned to the on-campus DAEP
4. provide for students who are assigned to the DAEP to be **separated from students who are not assigned to the DAEP** ("sight and sound barrier" should exist to provide adequate separation);
5. provide for a **43,200-instructional minute school year** and
7. **share a facility** with a non-disciplinary program.

Note: If your school district or charter school has chosen to operate or participate in, through an SSA, an on-campus DAEP your district or school must register the campus with the TEA as a DAEP instructional campus.

If an on-campus DAEP does not have its own campus number, then a student should remain enrolled at the campus at which the student was enrolled when he or she was removed while placed in the on-campus DAEP.

**ADDITIONAL INFORMATION RELATED TO DISCIPLINE ACTION REASON CODES**

**PEIMS Code Table C165 Disciplinary Action Reasons Codes and Definitions**

Discipline Reason Code	Translation/Definition
01	<p><b><u>Permanent removal by a teacher from class</u></b> – TEC §37.002(c) A teacher may permanently remove a student from the classroom (1) who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.</p>
02	<p><b><u>Engages in Conduct Punishable as a Felony</u></b> - TEC §37.006(a)(2)(a) - Includes all felony activities that are not otherwise more specifically defined or included as a behavior that requires a mandatory expulsion action.</p>
04	<p><b><u>Marihuana or Controlled Substance or Dangerous Drug</u></b> - TEC §37.006(a)(2)(C) and §37.007(b)(2)(A) sells, gives, or delivers to another person or possesses or uses or is under the influence of marihuana or a controlled substance, as defined by Health and Safety Code Chapter 481, , or a dangerous drug, as defined by Health and Safety Code Chapter 483.</p> <p>Health and Safety Code Chapter 481 defines marihuana as Cannabis Sativa whether growing or not, the seeds of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include resin extracted from a part of the plant, the mature stalks of the plant or fiber produced from the stalks, oil or cake made from the seeds of the plant, the sterilized seeds of the plant or a compound, manufacture, salt, derivative, mixture, or preparations of the mature stalks, fiber, oil or cake.</p> <p>Health and Safety Code Chapter 481 defines a <b>controlled substance</b> as a substance, including a drug and an immediate precursor, listed in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. Possession of any amount in Penalty Groups 1 and 2 is a felony. Possession of a controlled substance in Penalty Groups 3 and 4 is a felony if the amount is more than 28 grams. It is also a felony to deliver a controlled substance to a minor. (However, this offense does not apply to minors in some circumstances.)</p> <p>Health and Safety Code Chapter 483 defines a <b>dangerous drug</b> as a device or a drug that is unsafe for self-medication and that is not included in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. The term includes a device or drug that bears or is required to bear the legend:</p> <p>(a) Caution: federal law prohibits dispensing without a prescription; or  (b) Caution: federal law restricts this drug to use by or on the order of a licensed veterinarian.</p> <p>"Marihuana or Controlled Substance or Dangerous Drug" <i>violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p> <p>If a violation under this category is committed at a felony level, then the student must be expelled from their regular education setting. Use Disciplinary Action Reason Code 36 for reporting when this occurs.</p>
05	<p><b><u>Alcohol</u></b> - sells, gives, or delivers to another person an alcoholic beverage, as defined by Alcoholic Beverage Code Section 1.04 commits a serious act or offense while under the</p>

Discipline Reason Code	Translation/Definition
	<p>influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.</p> <p>Alcoholic Beverage Code Section 1.04 defines an alcoholic beverage as alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.</p> <p><i>"Alcohol" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p> <p>If a violation under this category is committed at a felony level, then the student must be expelled from their regular education setting. Use Disciplinary Action Reason Code 37 for reporting when this occurs.</p>
06	<p><b><u>Abuse of a Volatile Chemical</u></b> - engages in conduct that contains the elements of an offense relating to an abusable volatile chemical (glue, aerosol paint, etc.) under Sections 485.031 through 485.034, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.</p> <p>Chapter 485.031, Health and Safety Code, defines the offense abuse of a volatile chemical as when a person inhales, ingests, applies, uses, or possesses a volatile chemical with the intent to inhale, ingest, apply, or use a volatile chemical (glue, aerosol paint, etc.) in a manner contrary to the directions for use, cautions or warnings appearing on a label of a container of chemical and is designed to affect the persons central nervous system, create or induce a condition of intoxication, hallucination, or elation or change or distort or disturb the person's eyesight, thinking process, balance or coordination.</p> <p><i>"Abuse of a Volatile Chemical" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p>
07	<p><b><u>Public Lewdness/Indecent Exposure</u></b> - engages in conduct that contains the elements of the offense of public lewdness under Penal Code Section 21.07 or indecent exposure under Section 21.08, Penal Code.</p> <p>Penal Code Chapter 21.07 defines public lewdness as when a person knowingly engages in any of the following acts in a public place or, if not in a public place, is reckless about whether another is present or will be offended or alarmed by:</p> <ul style="list-style-type: none"> <li>an act of sexual intercourse;</li> <li>act of deviate sexual intercourse;</li> <li>act of sexual contact; or</li> <li>act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl.</li> </ul> <p>Penal Code Chapter 21.08 defines indecent exposure as an offense when a person exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended or alarmed by his act.</p>
08	<p><b><u>Retaliation against School Employee</u></b> - engages in conduct that contains the elements of the offense of retaliation under Penal Code Section 36.06 against any school employee.</p> <p>Penal Code Section 36.06 defines the offense of retaliation as when a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the</p>

Discipline Reason Code	Translation/Definition
	<p>occurrence of a crime or to prevent or delay the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime.</p> <p>"Retaliation against School Employee" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</p> <p><b>If a violation under this reason is committed at a felony level, then the student must be expelled from their regular education setting.</b></p>
09	<p><b><u>Title 5 Felony Committed Off Campus</u></b> - A student who commits an off-campus felony <b>must be removed from their regular education program and placed in a DAEP</b> if:</p> <ul style="list-style-type: none"> <li>(a) the student receives deferred prosecution for conduct and the conduct is defined as a felony under Title 5 of the Penal Code;</li> <li>(b) a court or jury finds that the off-campus conduct engaged in by the student constitutes delinquent conduct and is defined as a felony under Title 5 of the Penal Code; or,</li> <li>(c) the superintendent or the superintendent's designee has a reasonable belief that the student engaged in conduct defined as a felony under Title 5 of the Penal Code.</li> </ul> <p><b>Title 5 felonies include:</b> murder; capital murder; manslaughter; criminally negligent homicide; kidnapping; aggravated kidnapping; indecency with a child; felony assault; sexual assault; aggravated assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering with a consumer product.</p> <p>A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) (murder, capital murder, criminal attempt to commit murder or capital murder; aggravated assault under Penal Code §22.02; sexual assault under Penal Code §22.011 or aggravated sexual assault under Penal code §22.021), <b>against another student from the same campus</b>, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.</p> <p>"The provision for a discretionary expulsion under for these offenses is dependent on the local Student Code of Conduct."</p>
10	<p><b><u>Non-Title 5 Felony Committed Off Campus</u></b> - A student may be removed from class and placed in a DAEP under TEC §37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if;</p> <ul style="list-style-type: none"> <li>(a) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and</li> <li>(b) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.</li> </ul> <p>A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of <b>aggravated robbery</b> under Penal Code §29.03, <b>against another student from the same campus</b>, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.</p> <p>"The provision for a discretionary expulsion under this offense is dependent on the local Student Code of Conduct."</p>

Discipline Reason Code	Translation/Definition
11	<p><b>Firearm</b> - Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1) 18 U.S.C. Section 921</p> <p><u>Under 18 U.S.C. Section 921, the term “firearm” means</u>  (A) <u>any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;</u>  (B) <u>the frame or receiver of any such weapon;</u>  (C) <u>any firearm muffler or firearm silencer; or</u>  (D) <u>any destructive device.</u></p> <p><u>Under 18 U.S.C. Section 921, antique firearms (manufactured prior to 1899) are not included in the definition of a firearm.</u></p> <p><b>BB and pellet guns are not considered firearms under this definition.</b> The use, exhibition, or possession of these items, while probably prohibited by the local Student Code of Conduct, is not an acceptable reason for expelling a student.</p>
12	<p><b>Location Restricted Knife</b> - Unlawful Carrying of an Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location Restricted knife - blade longer than 5.5 inches).</p> <p><u>Penal Code Section 46.01(6) defines a Location-restricted Knife as a knife with a blade length longer than 5.5 inches.</u></p>
13	<p><b>Club</b> - Unlawful Carrying of a Club under Penal Code 46.02 – TEC 37.007(a)(1).</p> <p><u>Penal Code Section 46.01(1) defines a club as an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, or a tomahawk.</u></p>
14	<p><b>Prohibited Weapon</b> - Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1).</p> <p><u>Penal Code Section 46.05 defines a prohibited weapon as one of the following:</u>  an explosive weapon (<u>Penal Code 46.01(2)</u>),  a machine gun (<u>Penal Code 46.01(9)</u>),  a short-barrel firearm (<u>Penal Code 46.01(10)</u>),  a firearm silencer (<u>Penal Code 46.01(4)</u>),  knuckles (i.e. brass knuckles) (<u>Penal Code 46.01(8)</u>),  armor-piercing ammunition (<u>Penal Code 46.01(12)</u>),  a chemical dispensing device (i.e. Mace or Pepper Gas) (<u>Penal Code 46.01(14)</u>), or  a zip gun (<u>Penal Code 46.01(16)</u>),  or a tire deflation device (<u>Penal Code 46.01(17)</u>).</p>
16	<p><b>Arson</b> –</p> <p><u>Penal Code Section 28.02 defines arson as when a person starts a fire or causes an explosion with intent to destroy or damage any vegetation, fence, structure, open-space land, building or vehicle knowing that it is within the limits of an incorporated city or town, it is insured, it is subject to mortgage or it is located on property belonging to another.</u></p>
17	<p><b>Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder</b> –</p>

Discipline Reason Code	Translation/Definition
	<p>Penal Code Section 19.02 defines <b>murder</b> as when a person intentionally or knowingly causes the death of another person, intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual or commits or attempts to commit a felony, other than manslaughter, and in the course thereof he commits an act clearly dangerous to human life that causes the death of an individual.</p> <p>Penal Code Section 19.03 defines <b>capital murder</b> as when a person commits an offense defined under Section 19.02 and the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty, the person intentionally commits murder during the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation. A person also commits capital murder if the person commits murder for remuneration or the promise of remuneration or employs another to commit murder for remuneration.</p> <p>Section 15.01, Penal Code, defines <b>criminal attempt</b> as when a person if, with specific intent to commit an offense, does the act amounting to more than mere preparation but fails to effect the commission of the offense intended.</p>
18	<p><b>Indecency with a Child</b> - Penal Code Section 21.11 defines <b>indecent with a child</b> as when a person, with a person younger than 17 years, engages in sexual contact with student or exposes his anus or any part of his genitals knowing the student is present with intent to arouse or gratify the sexual desire of any person.</p>
19	<p><b>Aggravated Kidnapping</b> - Penal Code Section 20.04 defines <b>aggravated kidnapping</b> as when a person intentionally or knowingly abducts another person with intent to hold him for ransom, use him as a hostage, facilitate the commission of a felony, afflict bodily injury on him or abuse him sexually, terrorize him or a third person, or interfere with the performance of any governmental or political function.</p>
21	<p><b>Violation of Student Code of Conduct</b> - This category includes bullying, harassment, and making hit lists (TEC §37.001) and reasons not specifically identified in TEC Chapter 37 that are adopted by the local school board and itemized and identified in the local Student Code of Conduct.</p>
22	<p><b>Criminal Mischief</b> - A student may be expelled under Section 37.007(f) for conduct that contains the offense of criminal mischief if that conduct is punishable as a felony. Otherwise, the most severe action that may be taken would be placement in a DAEP.</p> <p>Penal Code Section 28.03 defines criminal mischief as when a person intentionally or knowingly damages or destroys the tangible property of the owner, intentionally or knowingly tampers with the tangible property of the owner and causes a pecuniary loss or substantial inconvenience to the owner or a third person. A felony under this section occurs when damage exceeds \$1,500. For example, this section would apply to cases of graffiti if the total cost of repair and cleaning exceeds \$1,500.</p>
23	<p><b>Emergency Placement/Expulsion</b> - The use of this code is limited based upon the behavior the student has committed.</p> <p><b>Emergency DAEP Placement</b> If the student has committed a behavior that either under state law (TEC §37.006) or the local Student Code of Conduct requires a DAEP placement and the principal or their designee reasonably believes that the student's behavior is so unruly, disruptive, or</p>

Discipline Reason Code	Translation/Definition
	<p>abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity, then the student may be placed on an <b>emergency and temporary basis</b> to a DAEP pending a conference hearing required under TEC §37.009 taking place.</p> <p><b><u>Emergency Expulsion</u></b>  If the student has committed a behavior under state law (TEC §37.007) that would require an expulsion or the student has committed a behavior under state law (TEC §37.007) that would allow for a discretionary expulsion and the local Student Code of Conduct requires/allows for the discretionary expulsion and the principal or their designee <b>reasonably believes</b> that the immediate expulsion of the student is necessary to protect persons or property from imminent harm, then the student may be expelled on an <b>emergency and temporary basis</b> to a setting without educational services available pending an expulsion hearing required under TEC §37.009 taking place.</p>
26	<p><b><u>Terroristic Threat</u></b> -  Under <u>Penal Code Section 22.07</u>, a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to:</p> <ul style="list-style-type: none"> <li>(a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or</li> <li>(b) place any person in fear of imminent serious bodily injury; or</li> <li>(c) prevent or interrupt the occupation or use of a building; room; place of assemble; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or</li> <li>(d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.</li> </ul> <p>A person who receives a terroristic threat must not only believe the threat, but also believe that the person making the threat will carry it out.</p> <p><i>"Terroristic Threat" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p>
27	<p><b><u>Assault of School Staff</u></b> -  Penal Code Section 22.01 (a) (1) defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person.</p> <p>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.</p> <p>If these criteria are not met, then the proper Discipline Action Reason Code would be <b>Other Student Code of Conduct Violation (Action Reason Code 21)</b>.</p>
28	<p><b><u>Assault of Someone other than School Staff</u></b> -  Penal Code Section 22.01 (a) (1) defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. <b>Two or more students cannot assault each other.</b></p> <p>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.</p> <p>If these criteria are not met, then the proper Discipline Action Reason Code would be <b>Other Student Code of Conduct Violation (Action Reason Code 21)</b>.</p>

Discipline Reason Code	Translation/Definition
29	<p><b><u>Aggravated Assault against School Staff</u></b> - Aggravated assault against a school district employee or volunteer under Penal Code Section 22.02.</p> <p>Penal Code Section 22.02 defines <b>aggravated assault</b> as an offense as defined in §22.01 if the person causes <b>serious bodily injury</b> to another, including the person's spouse, or <b>uses or exhibits a deadly weapon</b> during the commission of the assault.</p> <p>For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.</p>
30	<p><b><u>Aggravated Assault against Student</u></b> - Aggravated assault against someone other than a school district employee or volunteer under Penal Code Section 22.02.</p> <p>Penal Code Section 22.02 defines <b>aggravated assault</b> as an offense as defined in §22.01 if the person causes <b>serious bodily injury</b> to another, including the person's spouse, or <b>uses or exhibits a deadly weapon</b> during the commission of the assault.</p> <p>For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.</p>
31	<p><b><u>Sexual Assault/Aggravated Sexual Assault against School Staff</u></b> - sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against a school district employee or volunteer.</p> <p>Penal Code Section 22.011 defines <b>sexual assault</b> as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.</p> <p><b>Sexual assault</b> is also defined as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.</p> <p>Penal Code Section 22.021, , defines <b>aggravated sexual assault</b> as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).</p>
32	<p><b><u>Sexual Assault/Aggravated Sexual Assault against Student</u></b> - sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against someone other than a school district employee or volunteer.</p> <p>Penal Code Section 22.011 defines <b>sexual assault</b> as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of another person by</p>

Discipline Reason Code	Translation/Definition
	<p>any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.</p> <p><b>Sexual assault</b> is also defined as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.</p> <p>Penal Code Section 22.021 defines <b>aggravated sexual assault</b> as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).</p>
33	<p><b><u>Tobacco Violations</u></b> – Health and Safety Code, Section 3.01, Chapter 161.252 – An individual who is younger than 18 years of age commits an offense if the individual: (1) possesses, purchases, consumes, or accepts a cigarette or tobacco product; or (2) falsely represents himself or herself to be 18 years of age or older by displaying proof of age that is false, fraudulent, or not actually proof of the individual's own age in order to obtain possession of, purchase, or receive a cigarette or tobacco product.</p> <p><b>Tobacco on School Property TEC § 38.006</b> – The board of trustees of a school district shall: (1) prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property; (2) prohibit students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property; and (3) ensure that school personnel enforce the policies on school property.</p>
34	<p><b><u>School Related Gang Violence</u></b> – A violent action not otherwise defined under TEC §37.006 and/or §37.007 by three or more persons having a common identifying sign or symbol or an identifiable sign or symbol or an identifiable leadership who associate in the commission of criminal activities under Penal Code §71.01.</p>
35	<p><b><u>False Alarm/False Report</u></b> - A student who commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:</p> <ul style="list-style-type: none"> <li>(a) cause action by an official or volunteer agency organized to deal with emergencies;</li> <li>(b) place a person in fear of imminent serious bodily injury; or</li> <li>(c) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.</li> </ul> <p>"False Alarm/False Report" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</p>
36	<p><b><u>Felony Controlled Substance Violation</u></b> - Examples would include four (4) ounces or more of marijuana, any amount of cocaine, and other controlled substances.</p>

Discipline Reason Code	Translation/Definition
	Always get corroboration from law enforcement before using this Action Reason code.
37	<b><u>Felony Alcohol Violation</u></b> - An example would be intoxication manslaughter. Always get corroboration from law enforcement before using this Action Reason code.
41	<b><u>Fighting/Mutual Combat</u></b> - Fighting is defined as two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s).
46	<b><u>Aggravated Robbery</u></b> - Penal Code §29.03 defines aggravated robbery as when a person commits robbery as defined in Section 29.02, and he: (1) causes serious bodily injury to another; (2) uses or exhibits a deadly weapon; or (3) causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is: (A) 65 years of age or older; or (B) a disabled person.  Penal Code §29.02 defines robbery as a person commits an offense if, in the course of committing theft as defined in Chapter 31 and with intent to obtain or maintain control of the property, he: (1) intentionally, knowingly, or recklessly causes bodily injury to another; or (2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.
47	<b><u>Manslaughter</u></b> - Penal Code §19.04 defines manslaughter as a person commits an offense if he recklessly causes the death of an individual.
48	<b><u>Criminally Negligent Homicide</u></b> - Penal Code §19.05 defines criminally negligent homicide as a person commits an offense if he causes the death of an individual by criminal negligence.
49	<b><u>Deadly Conduct</u></b> – Penal Code §22.05 defines deadly conduct as when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, or a person commits an offense if he knowingly discharges a firearm at or in the direction of: (1) one or more individuals; or (2) a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded. For purposes of this section, "building," "habitation," and "vehicle" have the meanings assigned those terms by Section 30.01. An offense under Penal Code §22.05(a) is a Class A misdemeanor. An offense under Penal Code §22.05(b) is a felony of the third degree.
55	<b><u>Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision</u></b> - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.
56	<b><u>Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision</u></b> - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.
57	<b><u>Continuous Sexual Abuse Of Young Child Or Children Under Penal Code §21.02</u></b> - Occurring on school property or while attending a school-sponsored or school-related activity on or off school property – TEC §37.007(a)(2)(l)

Discipline Reason Code	Translation/Definition
58	<p><b><u>Breach of Computer Security Under Penal Code §33.02 – TEC 37.007 -</u></b>  A student engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02 if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly: (i) alters, damages, or deletes school district property or information; or, (ii) commits a breach of any other computer, computer network, or computer system.</p>
59	<p><b><u>Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP) -</u></b>  TEC §37.007(c) defines "serious misbehavior" as:  (1) deliberate violent behavior that poses a direct threat to the health or safety of others;  (2) extortion, meaning the gaining of money or other property by force or threat;  (3) conduct that constitutes coercion, as defined by Penal Code §1.07.; or  (4) conduct that constitutes the offense of:  (A) public lewdness under Penal Code §21.07,  (B) indecent exposure under Penal Code §21.08;  (C) criminal mischief under Penal Code §28.03;  (D) personal hazing under Penal Code §37.152; or  (E) harassment under Penal Code §42.07(a)(1), of a student or district employee.</p>

### TSDS PEIMS Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsions

**NOTE:** This chart represents the minimum required actions and maximum allowed actions for school districts. It does not apply to charter schools except for code 11 – (Possession or use of Firearms at school or a school related activity), unless a charter school has adopted one of the other mandatory provisions into its student code of conduct.

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(c)	On campus (01)			D	
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	On campus (01)	M			
	TEC §37.006(a)(2)(A)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			
	TEC §37.006(d)	Off Campus, no school related/sponsored activity (04)			D	
	TEC §37.0081	On school property, or at school related/sponsored activity, of another school district (05)			D	
04	Possessed, sold, or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b)(2)(A) for under the influence	On campus (01)	M			D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			D
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	On campus (01)	M			D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			D
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	On campus (01)	M			D

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

■ - Not allowed by TEC Chapter 37

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M			D
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	On campus (01)	M			
	TEC §37.006(a)(2)(F)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)	M			
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	On campus (01)	M			D*
	TEC §37.006(b) and 37.007(d)	Off Campus, within 300 ft. (02)	M			D*
	TEC §37.006(b) and 37.007(d)	School Related/Sponsored Activity Off Campus (03)	M			D*
	TEC §37.006(b) and 37.007(d)	Off Campus, no school related/sponsored activity (04)	M			D*
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC §37.006(c) , TEC §37.007(b)(4), and TEC §37.0081	Off Campus, no school related/sponsored activity (04)	M			D
10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d) and TEC §37.007(b)(4)	Off Campus, no school related/sponsored activity (04)			D	D
11	Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(B)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1) and/or 37.007(e)	School Related/Sponsored Activity Off Campus (03)		M		

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
12	Unlawful Carrying of an Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location-restricted Knife - blade longer than 5.5 inches)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
13	Unlawful Carrying of a Club under Penal Code 46.02 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
16	Arson-TEC §37.007(a)(2)(B)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(C)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
18	Indecency with a child-TEC §37.007(a)(2)(D)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(D)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(E)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(c)	Not Applicable (00)			D	

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
22	Criminal mischief (felony violation)- TEC §37.007(f)	Not Applicable (00)				D
23	Emergency Placement/Expulsion-TEC §37.019	Not Applicable (00)			D	D
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)(1)	On campus (01)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer- TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	On campus (01)	M			D
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	Off Campus, within 300 ft. (02)	M			D
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	School Related/Sponsored Activity Off Campus (03)	M			D
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)	On campus (01)	M			
	TEC §37.006(a)(2)(B)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M			
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)	On campus (01)		M		
	TEC §37.007(d)	Off Campus, within 300 ft. (02)		M		
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(d)	Off Campus, no school related/sponsored activity (04)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)		M		
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)	On campus (01)		M		
	TEC §37.007(d)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, chapter 161.252	Not Applicable (00)			D	
34	School-related gang violence	Not Applicable (00)			D	
35	False Alarm/False Report –TEC §§37.006(a)(1) and 37.007(b)(1)	On campus (01)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
36	Felony Controlled Substance Violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
37	Felony alcohol violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01	Not Applicable (00)			D	

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Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
46	Aggravated Robbery-TEC §37.007(a)(2)(F), TEC §37.006(C)-(D) (HB 9680)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
47	Manslaughter – TEC §37.007(a)(2)(G)	On campus (01)		M		
		Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(G)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(H)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
49	Engages In Deadly Conduct – TEC §37.007(b)(2)(D)	On campus (01)			D	D
	TEC §37.007(b)(2)(D)	Off Campus, within 300 ft. (02)			D	D

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Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(b)(2)(D)	School Related/Sponsored Activity Off Campus (03)			D	D
55	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007	Not Applicable (00)	M			D
56	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007	Not Applicable (00)			D	
57	Continuous Sexual Abuse Of Young Child Or Children Under Penal Code §21.02 Occurring on school property or while attending a school-sponsored or school-related activity on or off school property – TEC §37.007(a)(2)(l)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(l)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
58	Breach of Computer Security – TEC §37.007(b)(5)	On campus (01)				D
	TEC §37.007(b)(5)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(b)(5)	School Related/Sponsored Activity Off Campus (03)				D
	TEC §37.007(b)(5)	Off Campus, no school related/sponsored activity (04)				D
	TEC §37.007(b)(5)	On school property, or at school related/sponsored activity, of another school district (05)				D

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

■ Not allowed by TEC Chapter 37

▒ Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

2019-2020 Texas Education Data Standards  
Appendix E – PEIMS Additional Information Related to Discipline  
Final Version 2020.1.0

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
59	Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)	On campus (01)				D

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

■ - Not allowed by TEC Chapter 37

▒ - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

# DISCIPLINE ACTION CODES

01: EXPL WO PLACE ED SET	59: SPED CONT DISTRICT EXP TO JJAEP FROM PRIOR YR
02: EXPULSION TO JJAEP	60: SPED PLACE JJAEP
03: EXPUL ON-CAMP DAEP	61: CONT OTHER DIS EXP JJAEP
04: EXPUL OFF-CAMP DAEP	AFT: AFTER SCHOOL DETENTION
05: OUT OF SCHOOL SUSP	AIM: ACHIEVEMENT IS MANDATORY
06: IN SCHOOL SUSPENSION	APC: AUTOMATED PHONE CALL
07: PLACE IN DAEP PROG	APD: ACTIVITY PER DETENTION
08: CONTD OTH DIST DAEP	BFP: BUS FINE PAID BY STUDENT
09: CONTD OTHER DIST EXP	BIC: BEHAVIOR INTERVENTION CLASS
10: CONT DAEP PRIOR YR	BUS: BUS SUSPENSION
11: CONT EXP PRIOR YR	CDP: COOL DOWN PERIOD
12: CONT JJAEP PRIOR YR	CIU: CLEAN IT UP WORK
13: PLACEMENT IN JJAEP	CON: STUDENT CONFERENCE
14: PLACE DAEP BY COURT	COR: CORPORAL PUNISHMENT
15: CONT OTH DIST JJAEP	COU: COUNSELOR CONFERENCE
25: PARTIAL DAY OSS	EDP: ELECTRONICS DEVICE PAID
26: PARTIAL DAY ISS	FOC: FOCUS
27: MAND DISP ACTION NOT TAKEN AS RESULT OF ARD MANIFESTATION	LUN: LUNCH DETENTION
28: MAND DISP ACTION NOT TAKEN BECAUSE OF DISTRICT CODE OF CONDUCT	MOR: MORNIG DETENTION
50: SPED EXP W/O PLACE	N21: NO 21 <sup>ST</sup> CENTURY
51: SPED EXP JJAEP	NOR: NO RECESS
52: SPED EXP ON CAM DAEP	OCBI: ON CAMPUS BEHAVIOR INTERVENTION
53: SPED EXP OFF CAM DAEP	PAR: PARENT CONFERENCE
54: SPED PLACEMENT DAEP	PCO: PRINCIPAL CONFERENCE
55: SPED CONT OF DISTRICT DAEP	REM: REMOVE FROM SPECIAL PROGRAM
56: SPED CONT OF OTHER DISTRICT EXP	RFB: REMOVE FROM BUS
57: SPED CONT DISTRICT DAEP PRIOR YR	RPP: REMOVE PLAYGROUND PRIVILEGE
58: SPED CONT DISTRICT EXP FROM PRIOR YR	RVF: REPLACEMENT VALUE FINE
	SAT: SATURDAY DETENTION
	SDR: SUSPENDED DRIVING RIGHTS ON CAMPUS
	SPD: SPECIAL DUTIES

TOO: TIME OUT IN OFFICE

TUT: ASSIGNED TUTORIAL

WAR: WARNING

WRA: WRITING ASSIGNMENT

LOCAL DISTRICT INCIDENT OFFENSE CODES = TO A 21

ABC: ASSAULT BY CONTACT

ABT: ASSAULT BY THREAT

ALT: ALTERCATION

ANA: ASSAULT NOT MAN DAEP

ASM: ASSAULT STAFF MEMBER

ASR: ALTER REC SIGN NAME

BI: BLATANT INSUBORDINATION

BUR: BURGLARY

BUS: BUS INCIDENT

CAF: CAFETERIA INCIDENT

CEL: CELL PHONE USE ON CAMPUS

CHT: CHEATING

CLB: CLIMBING ON BUILDING

CON: CONFRONTATION

CPD: CM PERJURY SCH INVES

CRV: COM REPEAT VIOLATION

DA: DRUG ACTIVITY

DAC: DISRESP ADM & POLICE

DBC: DISRUPT BEHHAVIOR CLASS

DC: DRESS CODE VIOLATON

DEF: DEFIANCE OF AUTHORITY

DFS: DISRESPECT FACULTY & STAFF

DIS: MAJOR DISTURBANCE

DLQI: DELINQUENT IMMUNIZATIONS

DOC: DISORDERLY CONDUCT

DRP: DRUG PARAPHERNALIA

DSP: DESTRUCT SCHOOL PROPERTY

EAB: EXCESSIVE ABSENCES

EDE: EXCESSIVE DETENTION

EGS: EXTR GMBL PO STOLE PR

EIS: EXHIB INAP SEX CONDT

EMR: EMERGEMCY REMOVAL

ENC: EXCES NOISE CMP:FACL

EWP: ELEVATOR W/O PERMISSION

FAD: FAIL COM ASGN DISCON

FCA: FAIL COM ASSIGD WORK

FCP: FILMING ON CELL PHONE

FED: FAIL FOLLOW EMERGENCY

FGR: FALSIFYING GRADE

FID: FALSE IDENTIFICATION

FIG: FIGHTING

FOR: FORGERY

FPC: FALSE PHONE CALL

FRB: FAIL REP E BODY HARM

FWH: FAIL DEL WRIT COM SH

GOC: GAMBLING ON CAMPUS

GRB: GANG RELATED BEHAVIOR

GUM: GUM FODD DRINK VIO

HAR: HARASSMENT

HOR: HORSEPLAY

IBB: INAPRO BATHROOM BEH

IE: INDECENT EXPOSURE

IEC: INDECENT EXP IN CLASS

IEP: INDECENT EXP ON PLYGRD

INB: INAPPROPRIATE BEHAVIOR

INS: INSUBORDINATION

IPSM: INAPP POST ON SOCIAL MEDIA

IRE: INDCNT RACIL ETH OFF

ISA: INTERFERE SCHOOL INST

LAW: LOOK ALIKE WEAPON

LCP: LEFT CAMPUS W/O PERM

LEA: LEAVE CLASS W/O PERM

LFI: LATE FOR ISS

LID: LANYARD OR ID BADGE

LIE: LYING

LIT: LITTER ON CAMPUS

LOT: LOITERING

MAD: MISSED AFTER SCH DETENTION

MAT: MATERIALS

MDT: MISUSE DST TECHNOLOGY

MHP: MISUSE OF HALL PASS

MIN: MINOR DISTURBANCE

MIS: MISBEHV 1 3 CAMP SUSP

MLD: MISSED LUNCH DETENTION

MLI: MATCH LIT IGNITE

MMD: MISSED MORNING DETENTION

MT: MISSED ASSIGNED TUTORIAL

NAC: NOT IN ASSIGNED CLASS

NFC: NOT FOLLOW CLASS RULES

PDA: PUBLIC DISPLAY OF AFFECTION

PEC: POSSESS ELEC COMM DEVICE

PFA: PULLED FIRE ALARM

PFW: POSSESS FIREWORKS

PIL: NON PRESCRIP PILLS

PIN: PUBLIC INTOXICATION

PK: POS KNIFE UNDER 5 1/2

PLV: PARKING VIOLATION

PM: PERSISTENT MISBEHAVIOR

POA: POLICE ARREST

POE: POSSESSION OF EGGS

POM: POSSESS OBSCENE PORNO

POP: POSSESS PRESCRIP DRUG

PRO: PROFANITY

PSG: POSSESS STOLEN GOODS

PSH: PUSHING AND SHOIVING

PSI: POSSESS SHARP INSTRUMENT

PUT: POSSESS/USE TOBACCO PROD

PVM: PROMOTE INT/VISUAL MATERIAL

RDC: RECKLESS DRIVING ON CAMPUS

RED: REFUSE TO GIVE UP ELEC DEVICE

REDO: REDO FAILING GRADE

REF: REFUSE TO GO TO ISS

RES: RESISTING

RFB: REMOVAL FROM BUS

RFC: REMOVAL FROM CLASS

RTW: REFUSAL TO WORK

SAT: NO SHOW SATURDAY

SEH: SEXUAL HARASSMENT

SEI: SEXUALLY EXP IT

SIT: SAFETY ISSUE TO SELF

SKC: SKIPPING CLASS

SLP: SLEEPING IN CLASS

SMC: SELLING STOLEN MER W/O PERM

SOS: SPITTING ON STUDENT/STAFF

SPD: SPEEDING PARKING LOT

STE: STEALING

STI: STINK BOMBS

TAR: EXCESSIVE TARDIES

TBO: TAUNTING BULLY OTHERS

TD1: TARDY

TEX: TALKING EXCESSIVELY

TFT: THEFT WITHOUT CHARGES

THF: THEFT WITH CHARGES

THR: THREATENING OTHERS

TOB: THROW OBJ CAUSE BODILY INJURY

TOW: THREAT OF WEAPON

TRE: TRESPASS

TRU: TRUANCY

UCI: UNSUCCESSFUL COMPL ISS

UEA: UNACCEPT EFFORT ON ASSIGNMT

UNA: UNAUTHORIZED AREA

UPC: UNACEP PH CONT INJURY

UTO: UNWANTED TOUCHING OF OTHERS

UW: UNLAWFUL WEAPON

VAN: VANDALISM

VPI: VIOLATION PENDING INVESTIGATION

WAB: WATER BALLOONS

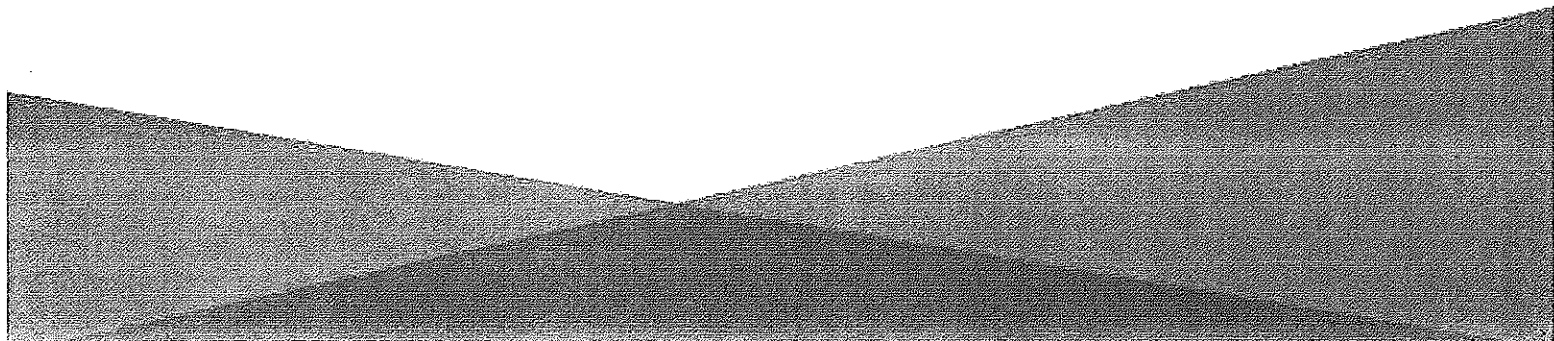
WAN: WANDERING HALLS

WOW: WRITING ON WALLS



# Behavior Quick Start Guide

eSchoolPLUS



**Released November 2018**

Document Owner: Documentation Services

This edition applies to Release 4.2 of the eSchoolPLUS software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## Behavior Reports and Tracking Options Overview

---

The Behavior System provides various reports for tracking behavior incident information, as well as widgets that can be added to your Home page to provide at-a-glance access to specific Behavior information.

### Behavior System Reports

The Behavior System's Reports menu (Interventions > All > Reports) includes options for tracking behavior incident information by student, building, or district. You can also generate a report on conduct referrals for students using the Referral Report window, which can be accessed from the Additional Options menu on the Behavior Referrals Page and Incident Detail Page for Incidents that originated as referrals.

#### Incident Averages Report

Lists the total number of incidents by incident type per month and the average number of incidents per day for the incident type. The report includes a total and daily average for a building and for all buildings included in the report.

Incident Averages Page (page 34)

#### Daily Action Report

Lists the students who are assigned to serve behavior actions each day within a specified date range.

Daily Action Page (page 36)

#### Incident Action/Attendance Verification Report

Compares behavior action information and attendance information so you can verify that the correct attendance has been recorded. For example, you could use this report to list all students who were scheduled to serve In-School Suspensions but do not have attendance entries for the date.

Incident Action/Attendance Verification Report Page (page 39)

#### Incidents Report

Lists incident information for the selected building. The report can list general incident information and offender, victim, and/or witness information, depending on the options you specify.

Incidents Page (page 42)

#### Student Incident Detail Report

Lists incident information for a student for incidents that occur within a selected date range. You can choose to print detail incident information or a summary of the incidents.

Student Incident Detail Report Page (page 45)

#### Referral Report

Generates printable reports for each student involved in a conduct referral or a behavior incident that originated as a conduct referral. You can generate the reports for your files or send them to students' guardians for their signatures.

Print Behavior Referral Reports (page 48)

### Tracking Behavior Information on the Home Page


Widgets can be added to your Home page to provide links for accessing Today's Action List page for incidents related to specific actions, such as suspensions and detentions, as well as the total number of actions and conduct referrals for today's date. You can link to the Behavioral Referral Search page to find

specific conduct referrals. Additionally, you can display a pie chart or graph for the actions for your building. Your access to information and student records using the Behavior widgets depends on your building security.

**Behavior**

Displays the number of conduct referrals today and the total incidents you have entered to date in the current school year for all buildings where you have security. The widget also provides a breakdown of today's actions, such as detentions and suspensions, as defined in the Behavior District Configuration page.


**Behavior Chart**

Displays a graphic breakdown of an action by a parameter such as building, gender, or grade. Use the  (Settings) icon to define the action and breakdown parameter, for example, to display the number of in-school suspensions by grade.

## Behavior Incidents Page


---

Use this page to view the behavior incidents in which the selected student has been involved as an offender, witness, or victim. Information displayed on the Student Behavior Incidents page is entered on other pages in the Behavior package. To view or change information for an incident, click the Incident link or the Incident Role link to display the appropriate detail page.

To add an incident that involves the selected student, click  (Add) and then select to add the student as the offender, victim, or witness.

### Note

Click anywhere in the grid and use the arrow keys on your keyboard to scroll to view all columns.

**Menu Path:**  Interventions > All > Student > Behavior Incidents > search for a student

### How To

- View a student's incidents (page 16)
- Add an incident for a student (page 16)
- Add incidents in Quick entry mode (page 16)
- Add incidents in Full entry mode (page 17)
- Change incidents (page 17)
- Delete incidents (page 17)
- Record Attendance for Incident Actions (page 23)

### Incidents Created from Behavior Referrals

- Review behavior referrals
- Print report for all referrals that were escalated to behavior incidents involving a student (page 49)



## Incident Fields

This topic lists all incident-related fields. Your district policies and state reporting requirements determine the fields that must be entered for incidents. Use the first column to indicate the fields you need to enter.

This list of fields does not describe student or non-student demographic fields that display. Refer to the online help for full field descriptions of all fields on the Behavior incident pages.


### Incident-Related Fields

✓	FIELD	DESCRIPTION	ENTERED ON
	Lock Incident	Indicates if the incident is locked so that updates cannot be made to it unless the user has security to edit locked incidents. This field displays only if your district has selected to enable incident locking.	Incident Detail
✓	Incident ID	Identifier for the incident. System assigned.	Incident Detail
✓	Building	Building where the incident occurred. Required.	Incident Detail
✓	Type	Code indicating the type of incident. Required.	Incident Detail
✓	Date	Date of incident. Required.	Incident Detail
	Category	Category of the incident.	Incident Detail
	Time	Time when the incident occurred.	Incident Detail
	Timeframe	Select the timeframe of the incident.	Incident Detail
✓	Reported By	Student, staff member, or person (non-student) who reported the incident. Required.	Incident Detail
	Reported To	Staff member to whom the incident was reported.	Incident Detail
	Location	Select the location for the incident.	Incident Detail
	Gang Related	Select this checkbox if the incident was gang related.	Incident Detail

✓	FIELD	DESCRIPTION	ENTERED ON
	Description	Description of incident in 1024 characters or less.  This field is disabled if the district has selected to only use the Long Description field. The first 255 characters of the Long Description will be stored for the Description field when you save the incident.	Incident Detail
	Long Description	Description of incident in up to 8000 characters. The full text of this description is printed when you click  (Capture a screen print) on the Incident Detail page.	Incident Detail
	Incident Notes	Additional notes describing the incident. Click  (Expand) to display notes.  Select the Private checkbox to indicate the note is sensitive. This does not secure the note; Any user who can see the incident will be able to see this note.	Incident Detail
	Reported To Police	Select this checkbox if the incident was reported to the police.	Incident Detail
	Police Department	Police department to which the incident was reported. [Character/255]	Incident Detail
	Officer Name	Officer's name. [Character/255]	Incident Detail
	Date Reported	Date incident was reported to police.	Incident Detail
	Complaint Number	Complaint issued by the police. [Character/10]	Incident Detail
	Badge Number	Officer's badge number. [Character/10]	Incident Detail

**Offender-Related Fields**

✓	FIELD	DESCRIPTION	ENTERED
✓	Is Student	Indicates if the offender is a student or not. Required.	Incident Detail or Offender Detail
✓	Offender Name and ID	Indicates the name and ID for the offender. Required.	Incident Detail or Offender Detail
✓	Offense	Code indicating the type of incident. Required.  You may be able to select multiple offenses.  This field is set to the offense selected for the incident type and disabled and if your district has selected to limit the offense to the incident's Type value.	Incident Detail or Offender Detail
	Notes (for offense code)	Additional notes describing the offense. [Character/500]  Click ► (Expand) next to the Offense code to display the notes field for the offense.	Offender Detail
	Category	Category of the offenses.	Incident Detail or Offender Detail
	Drugs	Select drugs involved in incident for offender.	Incident Detail or Offender Detail
	Weapons	Select weapons involved in incident for offender.	Incident Detail or Offender Detail
	Weapon Count	Number of weapons for each weapon selected.	Offender Detail
	Charges Filed By	Person or entity who filed charges. [Character/100]	Offender Detail
	Charges Filed With	Police department where charges were filed. [Character/100]	Offender Detail
	Charges	Select the charges filed.	Offender Detail
	Convictions	Select the convictions.	Offender Detail
	Guardian Notified	Select checkbox if guardian was notified.	Offender Detail
	Notify Date	Date the guardian was notified.	Offender Detail
	How Notified	Select the method used to notify the guardian.	Offender Detail

✓	FIELD	DESCRIPTION	ENTERED
	Referred To	Person to whom the guardian was referred.	Offender Detail
	Police Actions	Select actions taken by the police.	Offender Detail
	Responsible Administrator	Select the staff member who is assigned as the administrator for the office. When you add a record, it may default to your staff record if you have a staff record for your login ID or to the student's Disciplinarian.	Offender Detail
	Offender Notes	Additional notes describing the offender in the incident. Click  (Expand) to display notes.  Select the Private checkbox to indicate the note is sensitive. This does not secure the note; Any user who can see the incident will be able to see this note.	Offender Detail

**Offender Actions Fields**

✓	FIELD	DESCRIPTION	ENTERED
✓	Action Code	Select the action to assign.  On the Incident Detail page, you can add an action, but only if is not defined to create attendance.	Incident Detail or Offender Detail
	Appropriate Action Levels	Displays the action severity levels that would be appropriate for the student's offenses.	Offender Detail
	Responsibility Building	Select the student's enrollment building at the time of the incident and when actions were assigned.	Offender Detail
	Action Carryover	Select this checkbox if the action continues into the next school year.	Offender Detail
	Disposition Code	Select the code that indicates the disposition of the action.	Offender Detail
	Outcome Code	Select the outcome of the action.	Offender Detail
	Assignment Building	Select the building where the student was assigned for the action, if any.	Offender Detail
	Fine Code	Select the fine code.	Offender Detail
	Fine Amount	Enter the amount of the fine.	Offender Detail

✓	FIELD	DESCRIPTION	ENTERED
	Cost	Enter the court costs related to the fine.	Offender Detail
	Date Issued	Date the citation for the fine was issued.	Offender Detail
	Date Paid	Date the citation was paid.	Offender Detail
	Magistrate Number	Enter magistrate number for the fine.	Offender Detail
	Citation Number	Enter the citation number.	Offender Detail

### Offender Action Dates - Occurrence Dates Fields

Your district uses either Occurrence Dates or Date Ranges to track actions.

✓	FIELD	DESCRIPTION	ENTERED
	Actual Duration	Length of the action.	Offender Detail
	Reason for Difference	Reason for any difference between expected and actual durations.	Offender Detail
	Date Determined	Date the action was determined.	Offender Detail
	Scheduled Date	Date for the action. On the Incident Detail page, you can select multiple dates in the Scheduled Date field. A separate occurrence record is created for each date.	Incident Detail or Offender Detail
	Actual Date	Actual date of the action.	Offender Detail
	Scheduled Time	Times that action is scheduled to start and end.	Offender Detail
	Actual Time	Times that action actually started and ended.	Offender Detail

### Offender Action Dates - Date Ranges Fields


Your district uses either Occurrence Dates or Date Ranges to track actions.

✓	FIELD	DESCRIPTION	ENTERED
	Actual Duration	Actual length of the action.	Incident Detail or Offender Detail
	Scheduled Duration	Scheduled length of the action.	Incident Detail or Offender Detail
	Reason for Difference	Reason for any difference between expected and actual durations.	Offender Detail

✓	FIELD	DESCRIPTION	ENTERED
	Date Determined	Date the action was determined.	Offender Detail
	Scheduled Start Date	Date the action starts.	Incident Detail or Offender Detail
	Scheduled End Date	Date the action ends.	Incident Detail or Offender Detail

### Victim-Related Fields

To report victims, you must enter values in the required fields.

✓	FIELD	DESCRIPTION	ENTERED
	Is Student	Indicates if the victim is a student or not. Required.	Incident Detail or Victim Detail
	Victim Name and ID	Indicates the name and ID for the victim. Required.	Incident Detail or Victim Detail
	Victim Type	Code indicating the type of victim. Required.	Incident Detail or Victim Detail
	Category	Category of the victim.	Incident Detail or Victim Detail
	Guardian Notified	Select checkbox if guardian was notified.	Victim Detail
	Notify Date	Date the guardian was notified.	Victim Detail
	How Notified	Select method used to notify guardian.	Victim Detail
	Referred To	Person to whom the guardian was referred.	Victim Detail
	Hospital	Select the hospital.	Victim Detail
	Doctor	Enter the doctor's name. [Character/255]	Victim Detail
	Injuries	Select the injuries.	Victim Detail
	Victim Notes	Additional notes describing the victim. Click  (Expand) to display notes. Select the Private checkbox to indicate the note is sensitive. This does not secure the note; Any user who can see the incident will be able to see this note.	Victim Detail

### Victim Action Fields


To report victim actions, you must enter values in the required fields.

✓	FIELD	DESCRIPTION	ENTERED
	Action Code	Action taken for the victim.	Victim Detail
	Scheduled Duration	Scheduled length of the action.	Victim Detail
	Actual Duration	Actual length of the action.	Victim Detail
	Reason for Difference	Reason for any difference between scheduled and actual durations.	Victim Detail
	Start Date	Scheduled start date of the action.	Victim Detail
	End Date	Scheduled end date of the action.	Victim Detail
	Outcome Code	Select the outcome.	Victim Detail
	Responsibility Building	Select the building that is responsible for the action.	Victim Detail
	Date Determined	Date the action was determined.	Victim Detail
	Disposition Code	Select the code that indicates the disposition of the action.	Victim Detail

### Witness-Related Fields

To report witnesses, you must enter values in the required fields.

✓	FIELD	DESCRIPTION	ENTERED
	Is Student	Indicates if the witness is a student or not. Required.	Incident Detail or Witness Detail
	Witness Name and ID	Indicates the name and ID for the witness. Required.	Incident Detail or Witness Detail
	Witness Type	Code indicating the type of witness. Required.	Incident Detail or Witness Detail
	Category	Category of the witness.	Incident Detail or Witness Detail
	Guardian Notified	Select checkbox if guardian was notified.	Witness Detail
	Notify Date	Date the guardian was notified.	Witness Detail


✓	FIELD	DESCRIPTION	ENTERED
	How Notified	Select the method used to notify the guardian.	Witness Detail
	Referred To	Person to whom the guardian was referred.	Witness Detail
	Witness Notes	<p>Additional notes describing the witness. Click  (Expand) to display notes.</p> <p>Select the Private checkbox to indicate the note is sensitive. This does not secure the note; Any user who can see the incident will be able to see this note.</p>	Witness Detail

## Incident Detail Procedures


---

These tasks are completed on the Incident Detail Page.

### View incidents



1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.

### View a student's incidents


1. Select  Interventions > All > Student > Behavior Incidents.
2. If the Student Search Page displays, search for the appropriate student, then click the student's name link.
3. On the Behavior Incidents list page, review the student's incident records.
  - To view details about a specific incident, click the Incident link to display the Incident Detail page.
  - To view details about the role the student played in a specific incident, click the link in the Incident Role column:

<i>Offender</i>	Displays the student's Offender Detail Page for that incident.
<i>Victim</i>	Displays the student's Victim Detail Page for that incident.
<i>Witness</i>	Displays the student's Witness Detail Page for that incident.



### Add an incident for a student

1. Select  Interventions > All > Student > Behavior Incidents.
2. If the Student Search Page displays, search for the appropriate student, then click the student's name link.
3. On the Behavior Incidents list page, click  (Add) and then select the appropriate role for the student.
4. Enter information about the incident as needed, as well as any notes. Your district selects the panels that display in this mode.
5. If the student was an offender and you need to record an offender action, enter the Action Code and specify the dates in the Offense Actions section of the Offenders panel.

You can enter additional action details on the Offender Detail Page after you save the Incident Detail record.


6. Click  (Save).
7. If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).

### Add incidents in Quick entry mode



1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, click  (Add). By default, the Incident Detail page displays in Quick entry mode.
3. Enter information about the incident as needed, as well as any notes. Your district selects the panels that display in this mode.

- To record an offender action, enter the Action Code and specify the dates in the Offense Actions section of the Offenders panel.


You can enter additional action details on the Offender Detail Page after you save the Incident Detail record.

- Click  (Save).
- If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).



### Add incidents in Full entry mode

- Select  Interventions > All > Office > Incident Detail.
- On the Incident Detail Search page, click  (Add). By default, the Incident Detail page displays in Quick entry mode.
- Click **Full** to enter the incident details in Full entry mode.
- Enter information about the incident, including the involvement of offenders, police, victims, and witnesses, as well as any notes.
- To record an offender action, enter the Action Code and specify the dates in the Offense Actions section of the Offenders panel.



You can enter additional action details on the Offender Detail Page after you save the Incident Detail record.

- Click  (Save).
- If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).


### Change incidents

- Select  Interventions > All > Office > Incident Detail.
- On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
- Change the incident details as needed.
- Click  (Save).
- If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).

### Delete incidents

- Select  Interventions > All > Office > Incident Detail.
- On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
- Click  (Delete) to delete the incident.
- On the Delete Incident confirmation dialog, click **Yes** to delete the incident.

### Incidents created from conduct referrals

If an incident was created from a conduct referral entered in Teacher Access Center or the eSchoolPLUS Admin Mobile app, the  (Additional options) icon displays in the page options on the Incident Detail Page with options for you to review the referral details on the Behavior Referrals Page and to create a printable report of the referral from the Referral Report Page.

Review behavior referrals

Print report for a referral that was escalated to a behavior incident (page 48)




## Offender Detail Procedures

---




These tasks are performed from the Offender Detail page. For field descriptions and other information, refer to Offender Detail Page and Incident Detail Page.

### Changing Offender Details







#### View offenders

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.
4. On the Offender Detail page, click  (Expand) as needed; for example, to display records in the Actions or Offender Notes panels.






#### Add offenders

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Incident Detail page, click  (Add) in the Offenders Panel.
4. Search for and select the offender using the fields in the drop-down.
5. Complete the Offense information fields as needed.
6. To add an action, select the action from the Action Code field in the Offense Actions section. Then, enter information as needed.
7. If your district is configured to track additional offender information, complete the Other fields as needed.
8. Click  (Save).

#### Change offender information

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.
4. On the Offender Detail page, change values as needed.  
  
Click  (Expand) as needed; for example, if you want to change records in the Actions or Offender Notes panels.
5. To change the offense codes reported in the Offenses panel, click  (Delete) for the offense to remove. Then click  (Add) to select the offense.
6. Click  (Save).

**Delete offenders**




1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (Delete) to select an Offender record for deletion.
  - To delete an action for an offender without deleting the offender, click  (View detail) for the offender, and then click  (Delete) in the Actions panel on the Offender Detail page to select the action for deletion.
4. Click  (Save).

## Changing Offender Action Information





### Tip

Use the shortcut keys when entering dates. For example, press <t> to enter today's date and <+> to assign tomorrow's date. For more information on shortcuts, refer to Keyboard Shortcuts.





### View offender actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.
4. In the Actions panel on the Offender Detail page, click  (Expand) for the action to display the action details.



### Add offender actions




1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.
4. On the Offender Detail page, click  (Add) in the Actions panel.
5. Select an Action Code in the drop-down. A new section displays for the selected action.
6. Complete the action fields as needed.
7. Click  (Save).
8. If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).

### Change offender actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.
4. In the Actions panel on the Offender Detail page, click  (Expand) for the action to display the action details.
5. Change offender actions as needed.
6. Click  (Save).
7. If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).

### Delete offender actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Offenders Panel, click  (View detail) for the offender.

4. In the Actions panel on the Offender Detail page, click  (View detail) for the offender, and then click  (Delete) to select the action for deletion.
5. Click  (Save).
6. If the Attendance window displays, specify how to record attendance. For more information, refer to Record Attendance for Incident Actions (page 23).

## Record Attendance for Incident Actions

---

This topic describes how to record attendance when you enter actions for incidents. Refer to Incident Detail Procedures (page 16) and Offender Detail Procedures (page 19) for detailed information on entering incidents and offenders.

When you save an incident for which an action has been assigned that triggers attendance to be recorded, the Attendance window opens so you can enter the appropriate attendance. If you add actions for multiple students on the Incident Detail page, the Attendance window will open for each student who has an action that is associated with attendance. When the user saves attendance for the first student, the window opens for the next student, and so on until all students have been processed.


Why doesn't the Attendance window open when I save an incident?


To record attendance, all of the following must be true:

- The Behavior Building Configuration is defined to enable attendance entry based on incident actions.
- The action assigned has an attendance code associated with it in the Offense Actions validation table.
- Action dates are entered or updated. If your district tracks actions by occurrences, then the Scheduled Date is used to select the attendance dates. If your district tracks actions by durations, then the Scheduled Start Date and Scheduled End Date fields are used to select the range of attendance dates.
- You must have security to add attendance.

### Enter Attendance for Actions

The following procedure describes how to use the Attendance window to enter attendance. The procedures do not describe how to add or change actions.

1. Enter incident and action information as needed.
2. Click  (Save).
3. On the Attendance window, enter the appropriate attendance for the action assigned to the offender. The window displays the valid attendance periods for the selected action dates. If actions are tracked by durations, then the Scheduled Start Date and Scheduled End Date fields are used to select the range of dates.

To	Do
Exclude an attendance period so the student's attendance is <b>not</b> updated,	Select the Exclude checkbox for the period in the bottom of the window.
Enter attendance for only specific courses,	Remove the class you do not want to update from the Classes field. Click the <b>x</b> for any class when the student will not serve the action. In the bottom of the window, the Exclude checkbox will be selected for any class that is not selected in the Classes field.
Enter attendance for part of the day,	Remove the periods you do not want to update from the Attendance Periods field. For example, to record attendance for a half-day morning suspension, remove the PM periods from the Attendance Periods field.  Click the <b>x</b> for the attendance periods when the student will not be serving the action. In the bottom of the window, the Exclude checkbox will be selected for any period that is not selected in the Attendance Periods field.
Update attendance for an attendance period where the student already has attendance,	Clear the Exclude checkbox. The Exclude checkbox is selected by default if attendance exists for the period. The Current Bottomline field shows the existing attendance code. If you clear the Exclude checkbox, the student's attendance will be updated to the selected attendance code when you save.
Delete attendance records for an action,	Select the Delete checkbox for the attendance period. To delete attendance for all attendance periods displayed, click  (Delete) at the top of the column.  Note that when attendance is deleted, the Audit Trail still stores a record that attendance had previously been entered.  If you deleted a date for an action for which attendance had already been recorded, the Attendance window will display those rows with the Delete box selected.

4. Click **Save** to update attendance records and close the window.
5. If attendance is needed for another offender, the Attendance window will display for the next offender. Repeat Steps 2-4.




## Victim Detail Procedures

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These tasks are performed from the Victim Detail page. For field descriptions and other information, refer to Victim Detail Page and Incident Detail Page.

### Changing Victim Details





#### View victims

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. On the Victim Details page, click  (Expand) as needed to display records in the Actions or Victim Notes panels.


#### Add victims





1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Incident Detail page, click  (Add) in the Victims Panel.
4. Search for and select the victim using the fields in the drop-down.
5. Complete the Victim information fields as needed.
6. To add an action, first click  (Save), click  (View detail) for the victim, click  (Add) in the Actions panel, and then complete fields as needed.
7. If your district is configured to track additional victim information, complete the Other Victim Information fields as needed.
8. Click  (Save).

#### Change victim information

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. On the Victim Detail page, change values as needed.  
  
Click  (Expand) as needed; for example, if you want to change records in the Actions or Victim Notes panels.
5. Click  (Save).




#### Delete victims

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.





3. On the Victims Panel, click  (Delete) to select a Victim record for deletion.
  - To delete an action for a victim without deleting the victim, click  (View detail) for the victim, and then click  (Delete) in the Actions panel on the Victim Detail page to select the action for deletion.
4. Click  (Save).

## Changing Victim Action Information





### View victim actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. On the Actions panel on the Victim Detail page, click  (Expand) for the action to display the action details.





### Add victim actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. On the Victim Detail page, click  (Add) on the Actions panel.
5. Select an Action Code in the drop-down. A new section displays for the selected action.
6. Complete the action fields as needed.
7. Click  (Save).

### Change victim actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. In the Actions panel on the Victim Detail page, click  (Expand) for the action to display the action details.
5. Change victim actions as needed.
6. Click  (Save).

### Delete victim actions

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident.
3. On the Victims Panel, click  (View detail) for the victim.
4. In the Actions panel on the Victim Detail page, click  (Delete) to select the action for deletion.
5. Click  (Save).




## Witness Detail Procedures

These tasks are performed from the Witness Detail page. For field descriptions and other information, refer to Witness Detail Page and Incident Detail Page.




### Note

Your district configuration determines whether the Witnesses Panel displays on the Incident Detail page in Quick entry mode. If the Witnesses Panel does not display on the Incident Detail page, click **Full** to view the page in Full entry mode.




### View witnesses

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
3. On the Witnesses Panel, click  (View detail) for the witness.
4. If necessary, on the Witness Detail page, click  (Expand) to display the witness details.




### Add witnesses

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
3. On the Incident Detail page, click  (Add) in the Witnesses Panel.
4. Search for and select the witness using the fields in the drop-down.
5. Complete the Witness Information fields as needed.
6. If your district is configured to track additional witness information, complete the Other Witness Information fields as needed.
7. Click  (Save).

### Change witnesses information


1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
3. On the Witnesses Panel, click  (View detail) for the witness.
4. On the Witness Detail page, change values as needed.
5. Click  (Save).

### Delete witnesses

1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, search for the incident, and click the Incident link for the incident you want to view.
3. On the Witnesses Panel, click  (Delete) to select a Witness record for deletion.
4. Click  (Save).

## Behavior Non-Students Page

---

Use this page to enter address and demographic information for people involved in behavior incidents who are not students in your district. You can also access this page as a window by clicking  (Add) on the Non-Student Search window when you are adding people to an incident.

If a staff member needs to be included as an offender, victim, or witness, then a non-student record needs to be added. It is not necessary to create a non-student record for staff who report incidents. The Reported By field on the Incident Detail Page provides the ability to select a staff member.

The Behavior Year End option will create a non-student detail record for a student deleted by the Registration Rollover if the student was involved in an incident that includes other students who were not deleted by the rollover. For more information, refer to Behavior Rollover Processing.

**Menu Path:**  Interventions > All > Office > Behavior Non-Students

### How To

View non-students (page 32)

Add non-students (page 32)

Add non-students while adding an incident on the Incident Detail page (page 32)

Change non-students (page 33)

---

### Fields

#### Person Panel

##### Non-Student ID

Unique identifier for the non-student.

##### First Name

Non-student's first name. [Character/30]

##### Middle Name

Non-student's middle name. [Character/30]

##### Last Name

Non-student's last name. [Character/30]

##### Generation

Generation title of the non-student, for example JR or III.

##### Gender

Gender of the non-student.

##### Birth Date

Non-student's date of birth.

##### Age

Non-student's age, calculated from the Birth Date entered.

#### Demographic Panel

##### Grade

Grade level of the non-student, if any.

##### District Code

Code identifying the non-student's school district, if any.

##### Hispanic/Latino Ethnicity

Indicates whether the non-student's ethnicity is Hispanic/Latino. If Yes is selected, 1 (one) displays in the Federal Code field.

Select:


*Yes* - to indicate the non-student's ethnicity is Hispanic/Latino.


*No* - to indicate the non-student's ethnicity is not Hispanic/Latino.

*Unanswered* - to indicate that no response was provided regarding Hispanic/Latino ethnicity.

#### Race

The non-student's race information.

To add a row of fields for entering a race, click the section's  (Add) icon. You can enter as many races as needed.

To delete a race, check the box to the right of the race's fields, then click  (Save) on the page's toolbar.

#### Order

Number indicating the priority order of the non-student's races, with 1 as primary, 2 as secondary, and so forth.


#### Race

The non-student's race.

#### %

The percentage that each race contributes. This field only displays if your district requires it.

#### (Delete)

Delete column. Enter a check to mark a row for deletion. Checked rows are deleted when you click  (Save).

#### Federal Code

Indicates the equivalent federal code for the race entered in the Race field.

- If multiple races are entered, this field displays a 7 (seven).
- If the value selected in the Hispanic/Latino Ethnicity field is Yes, this field displays a 1 (one), even if multiple races are entered.

#### Staff Panel

##### Staff Member

Checked if the non-student is a staff member.

##### Building

Building in which the non-student works, if he or she is a staff member.

#### Phone Panel

##### Phone

Non-student's phone number. [Character/10]

##### Phone Extension

Non-student's phone extension, if any. [Character/5]

#### Address Panel

##### Apartment

Apartment number at which the non-student resides, if any. [Character/10]

##### Complex

Apartment complex at which the non-student resides, if any. [Character/255]

##### Number

Number of the house at which the non-student resides, if any. [Character/10]

- Street Name of the street on which the non-student resides. [Character/255]
- City City in which the non-student resides. [Character/255]
- State State in which the non-student resides.
- Zip Postal code for the non-student's residence. [Character/9]


## Behavior Non-Students Procedures

---




These tasks are performed from the Behavior Non-Students page. For field descriptions and other information, refer to Behavior Non-Students Page (page 29).

This topic also includes the procedure to add a non-student while adding an incident on the Incident Detail page.







### View non-students

1. Select  Interventions > All > Office > Behavior Non-Students.
2. On the Behavior Non-Students Search page, search for the person, and click the Name link for the non-student you want to view.



### Add non-students

1. Select  Interventions > All > Office > Behavior Non-Students.
2. On the Behavior Non-Students Search page, search for the person to determine whether a record for the non-student currently exists.
3. If no matching record exists, click  (Add).
4. Complete the fields on the Behavior Non-Students page as needed.
5. Click  (Save).

### Add non-students while adding an incident on the Incident Detail page




1. Select  Interventions > All > Office > Incident Detail.
2. On the Incident Detail Search page, click  (Add). By default, the Incident Detail page displays in Quick entry mode.
3. Enter information about the incident as needed, as well as any notes. You can enter more detailed information about the incident and the people involved, including action information, after you save the Incident Detail record.
4. Add records for non-students, as needed.
  - If the person who reported the incident is a non-student, select Other Non-Student in the Reported By field in the Description section of the Incident panel.
  - If an Offender, Victim, or Witness is a non-student, click  (Add) in the Offenders, Victims, or Witnesses panel title bar, and then select Other Non-Student in the first field.
5. Enter the person's name in the Name field and click  (Search).
6. If no matching record exists for the non-student, click  (Add) in the Non-Student Search window.
7. In the Non-Student Entry window, enter the non-student's information, and then click **Save**.
8. Continue adding incident information as needed on the Incident Detail page.
9. Click  (Save).

**Change non-students**

1. Select  Interventions > All > Office > Behavior Non-Students.
2. On the Behavior Non-Students Search page, search for the person, and click the Name link for the non-student you want to view.
3. Change values as needed.
4. Click  (Save).

**Delete non-students**

If a non-student has not been an offender, victim, or witness in an incident or has not reported an incident, you can delete the non-student on the Behavior Non-Students Search page.

1. Select  Interventions > All > Office > Behavior Non-Students.
2. On the Behavior Non-Students Search page, search for the person.
3. Select the  (Delete) checkbox for each record to delete.
4. Click  (Save).
5. Click **Yes**.

## Incident Averages Page



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The Incident Averages report lists a breakdown of incident information for each building by month and incident type. For each month, the report includes the total number of incidents for each incident type and the average number of times that this incident type was reported per day. The average is calculated as the total number of incidents divided by the number of membership days for the month.

Additionally, the report includes a total and average for all incident types for the month, building, and report. The average for all reported buildings is calculated by summing the averages for the incident type for all buildings and then dividing this number by the number of buildings included in the report.

**Menu Path:**  Interventions > All > Reports > Incident Averages

### Run Incident Averages report


1. Select  Interventions > All > Reports > Incident Averages.
  2. Specify the report options.
  3. Click  (Run).
  4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.
- 

### Fields

#### Prompts Panel


##### Buildings

Select the buildings of the students to include in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Incident Codes

Select the types of incidents to be included in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Start Date

Select the first date to include in the report.

##### End Date

Select the last date to include in the report.

##### Non-Student Incidents

Checked if you want the report to also include incidents that only involve non-students. If you leave the box unchecked, the report will only include incidents involving at least one student.

##### Log Statistics




Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

#### Filter Panel

Use the Filter panel to select the records to include in a report or process. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. Your filter will be saved as the default filter for the next time you run the report or option.

#### Actions

These icons copy, add, or delete rows.

-  (Copy) Copies the current row to a new row below it. You should modify one or more fields in this row to create a unique statement.
-  (Add) Adds a blank row above the current row.
-  (Delete) Deletes the current row.

**AND/OR**

Select:

*AND* - to limit records retrieved to those matching only criteria specified in both rows.

*OR* - to return records that match the current line or the line above it.

#

Displays the order in which rows are evaluated.

**Area**

Select the table for the field you want to use to filter records.

**Field Name**

Select the field you want to use to filter records.

**Condition**

Select the condition you want to use to filter records. The conditions available depend on the selected field's data type. For more information, refer to Search Conditions.

**Value**

Enter the value you want to use to filter records. If you selected the Is In condition, enter values in a comma-delimited list.

**Run Panel**

Select to run the task now or schedule the task to run at a specific time. Refer to Run Panel Options (Scheduling Reports).


## Daily Action Page

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

The Daily Action report lists the students assigned to serve an action on a date within a specified date range. The list can be printed to verify that students served actions when assigned. The report orders action information by building, action date, and action code. For each action code, a list of students assigned to serve the action on that date will be listed.

The Behavior System allows districts to track actions by occurrence dates or by a range of dates.

- If your district tracks individual occurrence dates, the report lists students who have an action occurrence with a scheduled start date equal to the date being reported.
- If your district uses start and end dates to track action dates, the report lists students who have an action that has a start date and end date range that falls within the selected report dates. If no end date is entered for an action, the student is listed only on the start date of the action.

**Menu Path:**  Interventions > All > Reports > Daily Action

### Run Daily Action report

1. Select  Interventions > All > Reports > Daily Action.
  2. Specify the report options.
  3. Click  (Run).
  4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.
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### Fields


#### Prompts Panel

##### Building

Select the building of the students to include in the report.

##### Action Codes

Select the types of actions to include in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Report Type

Select:

*Action days only* - if you want the report to include only days within the selected date range on which students have been assigned to serve behavioral actions.

*No-action days only* - if you want the report to include only days within the selected date range on which no students have been assigned to serve behavioral actions.

*All days* - if you want the report to include all days within the selected date range.

##### Start Date

Select:

*By Date* - to use a set date as your start date. Enter the first date to check for incidents.

*By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

**End Date**

Select:

*Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically.

*By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.

**Page break on date**

Checked if you want the report to break to a new page for each date that has actions recorded.

**Print Classification**

Checked if you want the report to display any special education classifications the student may fall under.

**Print Race**

Checked if you want the report to display student race. If the student has multiple races, only the first race will be listed.

**Print Offense Codes**

Checked if you want the report to display the offenses for which the student was assigned this action.

**Log Statistics**




Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

**Filter Panel**

Use the Filter panel to select the records to include in a report or process. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. Your filter will be saved as the default filter for the next time you run the report or option.

**Actions**

These icons copy, add, or delete rows.

- |  |  |
|--|--|
|  (Copy)   | Copies the current row to a new row below it. You should modify one or more fields in this row to create a unique statement. |
|  (Add)    | Adds a blank row above the current row.  |
|  (Delete) | Deletes the current row.   |

**AND/OR**

Select:

*AND* - to limit records retrieved to those matching only criteria specified in both rows.

*OR* - to return records that match the current line or the line above it.

**#**

Displays the order in which rows are evaluated.

**Area**

Select the table for the field you want to use to filter records.

**Field Name**

Select the field you want to use to filter records.

**Condition**

Select the condition you want to use to filter records. The conditions available depend on the selected field's data type. For more information, refer to Search Conditions.

**Value**


Enter the value you want to use to filter records. If you selected the Is In condition, enter values in a comma-delimited list.

**Sort Panel**

Use the Sort panel to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and displays records in either ascending or descending order based on the sort fields.

**Actions**

These icons add or delete rows.

 (Add) Adds a blank row above the current row.

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**#**

Displays the order in which rows are evaluated.

**Area**

Select the table for the field you want to use to filter records.

**Field Name**

Select the field name to sort the results.

**Sort Order**

Select the sort order.

**Run Panel**

Select to run the task now or schedule the task to run at a specific time or on a recurring schedule. Refer to Run Panel Options (Scheduling Reports).

## Incident Action/Attendance Verification Report Page

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The Incident Action/Attendance Verification report allows you to compare Behavior action information to student Attendance information to verify that the correct attendance has been entered.

The report includes incident and attendance information for students who were assigned one of the selected actions within a specific date range. This is a useful tool to identify students who have an attendance code for a date that does not correspond to the action the student was serving on that day.

### Note

This report is designed for districts that track actions by duration, not by occurrence. If your district tracks actions by occurrences, the report will not be generated.

**Menu Path:** ☰ Interventions > All > Reports > Incident Action/Attendance Verification

### Run Incident Attendance Verification report

1. Select ☰ Interventions > All > Reports > Incident Action/Attendance Verification.
2. Specify the report options.
3. Click ⏎ (Run).
4. Use the [Tasks/Reports options](#) on the Navigation bar to view task status and retrieve reports.

### Fields

#### Prompts Panel

##### Building

Select the building of the students to include in the report.

##### Start Date

Select:

*By Date* - to use a set date as your start date. Enter the first date to check for incidents.

*By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

##### End Date


Select:

*Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically.

*By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.


##### Action Codes

Select the types of actions to include in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Attendance Periods

Select the attendance periods to include in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then

remove any that do not apply.

#### Attendance


Select:

*All Attendance* - to print all attendance periods on the dates between the student's scheduled start and end for the action.

*Missing Attendance* - to print only attendance periods where there is no attendance information.

*Attendance Not In* - to print only attendance periods where the student was not marked absent with one of the selected codes. Then select the codes that should have been assigned based on the action codes you selected.

For example, if you run the report to find attendance that is not correct for ISS actions, select the attendance code that should be entered when a student serves an ISS.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

#### Log Statistics




Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

#### Filter Panel

Use the Filter panel to select the records to include in a report or process. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. Your filter will be saved as the default filter for the next time you run the report or option.

#### Actions

These icons copy, add, or delete rows.

- |  |  |
|--|--|
|  (Copy)   | Copies the current row to a new row below it. You should modify one or more fields in this row to create a unique statement. |
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|  (Delete) | Deletes the current row.   |

#### AND/OR

Select:

*AND* - to limit records retrieved to those matching only criteria specified in both rows.

*OR* - to return records that match the current line or the line above it.

#### #

Displays the order in which rows are evaluated.

#### Area

Select the table for the field you want to use to filter records.

#### Field Name

Select the field you want to use to filter records.

#### Condition

Select the condition you want to use to filter records. The conditions available depend on the selected field's data type. For more information, refer to Search Conditions.

#### Value


Enter the value you want to use to filter records. If you selected the Is In condition, enter values in a comma-delimited list.

### Sort Panel

Use the Sort panel to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and displays records in either ascending or descending order based on the sort fields.

#### Actions

These icons add or delete rows.

 (Add) Adds a blank row above the current row.

 (Delete) Deletes the current row.

#### #

Displays the order in which rows are evaluated.

#### Area

Select the table for the field you want to use to filter records.

#### Field Name

Select the field name to sort the results.

#### Sort Order

Select the sort order.


### Run Panel

Select to run the task now or schedule the task to run at a specific time or on a recurring schedule. Refer to Run Panel Options (Scheduling Reports).



## Incidents Page

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The Incidents report lists incident information for the selected building. The report can list general incident information and offender, victim, and/or witness information, depending on the options you specify. You can also run the report to list only incidents involving non-students.

**Menu Path:**  Interventions > All > Reports > Incidents

### Run Incidents report


1. Select  Interventions > All > Reports > Incidents.
  2. Specify the report options.
  3. Click  (Run).
  4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.
- 

### Fields

#### Prompts Panel


##### Buildings

Select the buildings of the students to include in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Incident Codes

Select the types of incidents to be included in the report.

Select codes from the field's drop-down list, or click  (asterisk) to select all codes, then remove any that do not apply.

##### Start Date

Select:

*By Date* - to use a set date as your start date. Enter the first date to check for incidents.

*By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

##### End Date

Select:

*Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically.

*By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.

##### Non-Student Incidents

Checked if you want the report to only include incidents that involve non-students. If you leave the box unchecked, the report will include all incidents.

##### Include Offenses

Checked if you want the report to display offender information for the selected incidents.

##### Include Victims

Checked if you want the report to display victim information for the selected incidents.

**Include Witnesses**

Checked if you want the report to display witness information for the selected incidents.

**Log Statistics**




Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

**Filter Panel**

Use the Filter panel to select the records to include in a report or process. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. Your filter will be saved as the default filter for the next time you run the report or option.

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**Area**

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**Field Name**

Select the field you want to use to filter records.

**Condition**

Select the condition you want to use to filter records. The conditions available depend on the selected field's data type. For more information, refer to Search Conditions.

**Value**



Enter the value you want to use to filter records. If you selected the Is In condition, enter values in a comma-delimited list.

**Sort Panel**

Use the Sort panel to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and displays records in either ascending or descending order based on the sort fields.

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Displays the order in which rows are evaluated.

**Area**  
Select the table for the field you want to use to filter records.

**Field Name**  
Select the field name to sort the results.

**Sort Order**  
Select the sort order.

**Run Panel**  
Select to run the task now or schedule the task to run at a specific time or on a recurring schedule. Refer to Run Panel Options (Scheduling Reports).

## Student Incident Detail Report Page

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The Student Incident Detail report lists information for students who were involved in incidents within the selected date range. You can select the students to include by specifying criteria.

The report includes each student's grade, gender, race, and birth date, as well as information for incidents the student was involved in as an offender. Additionally, you can choose to include information about incidents where the student was a victim or witness.



- If your district tracks incidents by occurrences, a separate row is printed for each occurrence.
- If your district tracks incidents by date range, a single row is printed per action.

The report format can be configured to include both, either, or neither incident details and totals by student.

- If both the Include Incident Details checkbox and the Include Totals checkbox are checked, the total (summary) information prints after the detail information.
- If neither box is selected, a page prints per student, but no incident information is included.

**Menu Path:**  Interventions > All > Reports > Student Incident Detail

### Run Student Incident Detail report

1. Select  Interventions > All > Reports > Student Incident Detail.
2. Specify the report options.
3. Click  (Run).
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

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### Fields

#### Prompts Panel

##### Building

Select the building of the students to include in the report.

##### List Incidents

The types of incidents to include in the report.

Select:

*List Incidents Occurring in the Selected Building* - to include all incidents in the building, whether involving students registered in the building, students from other buildings, or non-students.

*List Incidents for Students Registered in the Selected Building* - to include all incidents for students enrolled in the selected building, regardless of where they occurred.

##### Start Date

Select:

*By Date* - to use a set date as your start date. Enter the first date to check for incidents.

*By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

**End Date**

Select:

*Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically.

*By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.

**Print Victim Incidents**

Checked if you want the report to also display information for incidents where a student was a victim.

**Print Witness Incidents**

Checked if you want the report to also display information for incidents where a student was a witness.

**Include Incident Details**

Checked if you want to include the incident details, including the date of each incident, category, location, gang-related, police involvement, offense type, weapon, or drug involvement. Action information includes dates and durations.

**Include Totals**

Checked if you want to include the total (summary) information for each student.

**Sort Students by Name**

Checked if you want the report to sort students by name.

Unchecked if you want the report to sort students by ID.

Use the options in the Sort panel to determine how incidents are sorted per student.

**Log Statistics**




Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

**Filter Panel**

Use the Filter panel to select the records to include in a report or process. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. Your filter will be saved as the default filter for the next time you run the report or option.

**Actions**

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- |  |  |
|--|--|
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**AND/OR**

Select:

*AND* - to limit records retrieved to those matching only criteria specified in both rows.

*OR* - to return records that match the current line or the line above it.

**#**

Displays the order in which rows are evaluated.

**Area**

Select the table for the field you want to use to filter records.

**Field Name**

Select the field you want to use to filter records.

**Condition**

Select the condition you want to use to filter records. The conditions available depend on the selected field's data type. For more information, refer to Search Conditions.

**Value**


Enter the value you want to use to filter records. If you selected the Is In condition, enter values in a comma-delimited list.


**Sort Panel**

Use the Sort panel to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and displays records in either ascending or descending order based on the sort fields.

**Actions**

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**#**

Displays the order in which rows are evaluated.

**Area**

Select the table for the field you want to use to filter records.

**Field Name**

Select the field name to sort the results.

**Sort Order**

Select the sort order.

**Run Panel**

Select to run the task now or schedule the task to run at a specific time or on a recurring schedule. Refer to Run Panel Options (Scheduling Reports).

## Print Behavior Referral Reports





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Use the Referral Report window to generate printable reports for each student involved in a conduct referral or a behavior incident that originated as a conduct referral. The report provides the names of students, teachers, counselors, disciplinarians, and behavior administrators, as well as student roles, incident dates, notes, and other details.

The Referral Report window provides several options for tailoring the report to specific situations:




- You can determine whether to send the report to students' addresses or their designated contacts. The report prints in portrait format with the address line positioned for a #10 window envelope.
- You can include sections on the teacher's corrective actions (where applicable), the incident actions taken, and the incident's referral history.
- You can choose to include signature lines for parents or guardians to sign.
- You can include either issues related to the current issue; all issues for the student in the related class, homeroom, or activity; or all issues for the student in all classes. These particular options only apply to referrals that originated in TAC as classroom, as opposed to conduct, issues.
- You can include or exclude header and footer text.
- You can sort the report by either disciplinarian or student names.

### Print reports for behavior referrals (from Behavior Referrals page)

1. Select  Interventions > All > Office > Behavior Referrals.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click  (Load).
  - To run a report for all of the referrals listed, click  (Additional options) on the Conduct Referral Search page, and then select **Printable**.
  - To run a report for a specific referral, click the referral's Type link to display the Behavior Referrals page, click  (Additional options), and then select **Printable**.
3. On the Referral Report window, specify the report options. For field descriptions, refer below.
4. Click **Run**. Use the [Tasks/Reports options](#) on the Navigation bar to view task status and retrieve reports.

### Print report for a referral that was escalated to a behavior incident

You can print the referral report for an incident created from a referral from the Incident Detail, Offender Detail, Victim Detail, or Witness Detail page. The report will include the referral details for all students included in the referral.

1. Select  Interventions > All > Office > Incident Detail.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click  (Load).
3. On the Search Results panel, click the Incident link.
4. From any of the incident-related pages, click  (Additional options), and then select **Referral Report**. This option displays only for an incident that was created based on a conduct referral.
5. On the Referral Report window, specify the report options. For field descriptions, refer to the

online help.

- Click **Run**. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

### Print report for all referrals that were escalated to behavior incidents involving a student

You can print the referral report for a student to print referral information for all incidents created from referrals. The report will include the referral details for all students included in the referrals.

- Select **Interventions > All > Student > Behavior Incidents**.
- On the Student Search Page, search for the appropriate student, then click the student's name link.
- On the Behavior Incidents Page that displays incidents related to the selected student, click  (Additional options), and then select **Referral Report**. This option displays only if at least one incident was created based on a conduct referral.
- On the Referral Report Page, specify the report options. For field descriptions, refer to the online help.
- Click **Run**. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

### Sample Referral Report Page

Referral Report	
Mailing referral report	Send referral to student address
Primary sort on	<input checked="" type="radio"/> Disciplinarian <input type="radio"/> Student
Include sections on report	<input checked="" type="checkbox"/> Include teacher corrective actions
	<input checked="" type="checkbox"/> Include referral information
	<input checked="" type="checkbox"/> Include incident action details
	<input checked="" type="checkbox"/> Include signature lines
Related issues	Include related issues
Header text	<input checked="" type="checkbox"/> Include If you have any questions about this referral, please call 610-555-1212.
Footer text	<input checked="" type="checkbox"/> Include Have a great day!
<input type="button" value="Run"/> <input type="button" value="Cancel"/>	