PEIMS Discipline

Federal and State Compliance

2016-2017
PEIMS Discipline

- Introduction: Texas Education Data Standard Revisions
- Lesson 1: Discipline Overview
- Lesson 2: Reporting Discipline in Chancery
- Lesson 3: Discipline Reports
- Lesson 4: Required Documentation and Manual Records Reviews
Training Objective:

• Participants will learn about any updates regarding submission of TSDS (Texas student data system) and 2016-2017 TEDS (Texas Education Data Standards) discipline records, online discipline resources, TEDS Discipline codes, Chancery SMS coding, and how to prepare documentation for a Texas Education Agency (TEA) audit or Federal and State Compliance manual records review.
44425 - DisciplineIncidentExtension Complex Type

• Description
• The DisciplineIncidentExtension Complex Type represents an occurrence of an infraction ranging from a minor problem behavior that disrupts the orderly functioning of a school or classroom (such as tardiness) to a criminal act that results in the involvement of a law enforcement official (such as robbery). A single event (e.g., a fight) is one incident regardless of how many perpetrators or victims are involved. Discipline incidents are events classified as warranting discipline action.
The Student Discipline Incident Association Extension Complex Type indicates those students related to a discipline incident who were victims, perpetrators, witnesses, and/or reporters.
### 44425 - DisciplineActionExtension Complex Type

<table>
<thead>
<tr>
<th>Element ID</th>
<th>Data Element</th>
<th>XML Name</th>
<th>XML Simple Type Name</th>
<th>PEIMS</th>
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<td>E1003</td>
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<td>IdentificationCode</td>
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</tbody>
</table>

### DisciplineActionExtension Complex Type

- **DISCIPLINARY-ACTION-CODE**
  - TX-DisciplinaryActionCode
  - TX-DisciplinaryActionCodeType
- **REPORTING-PERIOD-INDICATOR-CODE**
  - TK-ReportingPeriod
  - TX-ReportingPeriodType
- **OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT**
  - TK-OfficialLengthOfDisciplinaryAssignment
- **DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE**
  - TX-DisciplinaryLengthDifferenceReason
  - TX-DisciplineActionLengthDifferenceReasonType

**Description**

The DisciplineActionExtension Complex Type represents actions taken by an education organization after a disruptive event that is recorded as a discipline incident.
Reporting Requirements

Texas Education Code (TEC) 37.008(m-1)

• Under **TEC 37.008(m-1)**, failure to report **all disciplinary removals and truancy 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.**
Reporting Requirements:

• For purposes of discipline data reported to TEA, the attendance/PEIMS data personnel are only responsible for entering information that has been provided to them by the Superintendent or their designee(s) who are responsible for applying the Student Code of Conduct to student behavior. In no case should attendance/PEIMS data personnel be responsible for determining a student's coding information for discipline actions taken.
Reporting Requirements: 44425 - StudentDisciplineIncidentAssociationExtension Complex Type

- PRIMARY-DISABILITY-CODE (E0041) indicates the type of primary disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.

For submission 3, the 44425 StudentDisciplineIncidentAssociationExtension Complex Type PRIMARY-DISABILITY-CODE is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal. For the 44425 complex type, the PRIMARY-DISABILITY-CODE is not reported for students who were not special education students at the time of a particular disciplinary incident removal. Report the relevant PRIMARY-DISABILITY-CODE for each special education student that is reported for a particular disciplinary removal.
Reporting Requirements: 44425 - StudentDisciplineIncidentAssociationExtension Complex Type

- **MULTIPLY-DISABLED-INDICATOR-CODE (E0882)** indicates whether the student receiving special education and related services has been designated as multiply disabled by the admission, review, and dismissal committee. [See 19 TAC §89.1040(c)(6).]

For submission 3, the 44425 StudentDisciplineIncidentAssociationExtension Complex Type MULTIPLY-DISABLED-CODE is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal. For the 44425 complex type, the MULTIPLY-DISABLED-CODE is not reported for students who were not special education students at the time of a particular disciplinary incident removal. Report the relevant MULTIPLY-DISABLED-CODE for each special education student that is reported for a particular disciplinary removal.

A student who is multiply disabled has a combination of disabilities and meets all of the conditions listed in 19 TAC §89.1040(c)(6). Not all students who have more than one disability are determined to be multiply disabled.

Multiply disabled is not a disability in C053, rather, all the disabilities that lead to a determination of multiply disabled are reported through PRIMARY-DISABILITY-CODE, SECONDARY-DISABILITY-CODE, and TERTIARY-DISABILITY-CODE. The determination of multiply disabled is indicated in MULTIPLY-DISABLED-INDICATOR-CODE
Reporting Requirements: 44425 - StudentDisciplineIncidentAssociationExtension Complex Type

- **LEP-INDICATOR-CODE (E0790)** indicates whether the student has been identified as limited English proficient by the Language Proficiency Assessment Committee (LPAC), or English proficient (19 TAC §89.1220), according to criteria established in 19 TAC §89.1225.

For submission 3, the 44425 StudentDisciplineIncidentAssociationExtension Complex Type LEP-INDICATOR-CODE is only reported for special education students who were participating in the special education program at the time of a particular disciplinary incident removal. For the 44425 complex type, the LEP Indicator Code is not reported for students who were not special education students at the time of a particular disciplinary incident removal. Report the relevant LEP-INDICATOR-CODE for each special education student that is reported for a particular disciplinary removal.

These requirements are reported in Summer PEIMS Submission 3.
TSDS Data Standard Revisions:

Codes no longer reported on the Discipline record from Chancery

Disciplinary Reason Codes

• 42: Truancy (Failure to attend School) – Parent contributing to truancy-TEC 25.093(a)
• 44: Truancy(failure to attend school)-Student with 10 unexcused absences-TEC 25.094
• 45: Truancy(failure to attend schools)-Student failure to enroll in school – TEC25.085.

Disciplinary Action Codes

• 29: Truancy Complaint Filed in Truancy Court (includes County Court, Justice of the Peace Court, or Municipal Court)
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.
Campus Behavior Coordinator?

• Under the requirements of Senate Bill 107, 84th legislature, 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.
Introduction to the PEIMS 44425 Record

• A PEIMS 44425 record is required for each disciplinary action taken against any student which results in the removal from his Instructional setting.

• Multiple violations are sometimes committed in the course of one disciplinary event. The appropriate code to use in this event is the offense code representing the most serious violation. DO NOT make multiple entries in the Discipline Reason Code field.

• Multiple consequences are frequently administered for a single offense. A PEIMS 44425 record must be recorded for each disciplinary action that results in a removal.

• 44425 records are reported at the end of the current school year, and are a part of PEIMS Submission 3.
Removal Categories

Every disciplinary action that results in the **removal** of a student from any part of their regular academic program will be categorized in one of the following general categories:

- Suspensions (in & out of school)
- DAEP assignments
- Expulsions to the Juvenile Justice Alternative Education Program
- DAEP & JJAEP Continuations

HB 2619 requires school districts to provide notice to a foster child’s educational decision-maker and caseworker regarding certain events that may significantly impact the child’s education.
Removal of Students who Receive Special Education and Related Services

• 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 425 record reporting purposes.

Appendix E page 8.E.4
Removal of Students who Receive Special Education and Related Services

• A 425 record 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.
Introduction to Behavior Location Code

Behavior Location Code indicates where a student committed an applicable offense that is enumerated in Texas Education Code 37.006 or 37.007. (On/off campus, school related activities, etc…).

- C190 code added (Behavior Location Codes)
  - 00 - Not Applicable
  - 01 - On Campus
  - 02 - Off Campus, but within 300 feet of campus property line
  - 03 - Off Campus, but at a school sponsored or school related activity
  - 04 - Off Campus, and further than 300 feet from the campus boundary (Student was not in attendance at a school sponsored or school related activity)
  - 05 - On campus of another school district, or while in attendance at a school sponsored or school related activity of another school district
Lesson 1

Discipline Overview

• In this lesson, participants will learn about important timelines, PEIMS vocabulary and how to appropriately use discipline codes.
Important Timelines

Please be mindful of the important timelines below:

Enter discipline from the First Day of School through the Last Day of School.

Enter discipline as soon as it occurs.
Coding Overview


- **Appendix E of the TEDS** provides additional information related to discipline reporting that includes detailed definitions of DISCIPLINARY-ACTION-CODES and DISCIPLINARY-ACTION-REASON-CODES.
### PEIMS vs Chancery

<table>
<thead>
<tr>
<th>PEIMS</th>
<th>Chancery</th>
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<tbody>
<tr>
<td>Disciplinary Action Reason Code</td>
<td>Event/Concern</td>
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<tr>
<td>Disciplinary Action Code</td>
<td>Action</td>
</tr>
<tr>
<td>Actual Days Assigned</td>
<td>Total Time Required*</td>
</tr>
<tr>
<td>Actual Days Served</td>
<td>Previously Completed</td>
</tr>
<tr>
<td>Difference Code</td>
<td>Discrepancy Reason</td>
</tr>
<tr>
<td>Behavior Location Code</td>
<td>Location Category</td>
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*NOTE – Time required must be changed to DAYS and not the default time of HOURS… In other words change the HOURS to DAYS.*
## Types of Disciplinary Codes

### LOCAL Codes

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ASCO</td>
<td>Administrator/student parent conference</td>
</tr>
<tr>
<td>ASPC</td>
<td>Administrator/student/parent conference</td>
</tr>
<tr>
<td>BUSP</td>
<td>Removal of bus privileges</td>
</tr>
<tr>
<td>CNTR</td>
<td>Behavior or conduct contract</td>
</tr>
<tr>
<td>COUN</td>
<td>Referral to drug-free schools counselor and/or appropriate agency</td>
</tr>
<tr>
<td>DENT</td>
<td>Detention</td>
</tr>
<tr>
<td>OSCV</td>
<td>Student Code of Conduct Violation</td>
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<td>PCON</td>
<td>Parent Conference</td>
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### PEIMS Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>02</td>
<td>Conduct punishable as a felony</td>
</tr>
<tr>
<td>04</td>
<td>Possessed, sold, used, or was under the influence of marihuana or other controlled substance</td>
</tr>
<tr>
<td>05</td>
<td>Possessed, sold, used, or was under the influence of an alcoholic beverage</td>
</tr>
<tr>
<td>11</td>
<td>Used, exhibited, or possessed a firearm</td>
</tr>
<tr>
<td>21</td>
<td>Violation of student code of conduct</td>
</tr>
<tr>
<td>26</td>
<td>Terroristic threat</td>
</tr>
<tr>
<td>41</td>
<td>Fighting/Mutual Combat (Must involve 2 or more students from the same campus)</td>
</tr>
</tbody>
</table>

---

*The Offenses-Consequences Charts have a complete list of disciplinary codes. Review the Student Discipline Reason/Event Code 21 and 04, 05 – Discipline Behaviors/Violations chart for the expanded list of codes.*
Mismatch PEIMS/Local Codes

- There must be no mismatch of codes: The Disciplinary Action Reason (offense) code and the Disciplinary Action (consequence) code must all have either PEIMS codes or LOCAL codes.

- Error:

| CN21-Fail adhere behav cont | DENT-Detention |

- Correct

<table>
<thead>
<tr>
<th>Event or Concern</th>
<th>Action</th>
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<tbody>
<tr>
<td>41-Fighting/Mutual Combat</td>
<td>05-SUSP Out-of-School Susp; CALL-Parent Contact by Phone</td>
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</table>
STUDENT DISCIPLINE REASON/EVENT CODE 21 and 04, 05: (DISCIPLINE BEHAVIORS/VIOLATIONS) CHART.
Discipline Action Reason Codes that result in Mandatory Removal to a DAEP (07)

- 02 – Felony (school related)
- *04 – Possession, selling, or under the influence of a controlled substance - DAEP or JJAEP
- *05 – Possession, selling, or under the influence of alcohol - DAEP or JJAEP
- 06 – Abuse of a volatile chemical – DAEP or JJAEP
- 07 – Public lewdness - DAEP
- 08 – Retaliation against district employee – DAEP or JJAEP
- 22 – Criminal mischief – DAEP or JJAEP
- 26 – Terroristic threat – DAEP or JJAEP
- 27 – Assault against employee – DAEP or JJAEP (with bodily injury)
- 28 – Assault against non-employee – DAEP (with bodily injury) (Victim Letter required)
- 34 – school related gang violence - DAEP
- 35 – False alarm, false report – DAEP
- 49- Engages in deadly conduct – DAEP
- 55/56 – Required to register as a sex offender – DAEP

The Offenses-Consequences Charts have a complete list of disciplinary action reason codes. *Review the Student Discipline Reason/Event Code 21 and 04, 05 – Discipline Behaviors/Violations chart for the expanded list of codes.
Discipline Action Reason Codes that result in Mandatory Expulsion – JJAEP (02)
Danger Campus Indicators (CAMPUS-RELATED)

- 11 – Brought a Firearm to School – Unlawful carrying of a Handgun
- 12 – Unlawful Carrying of an Illegal knife
- 13 – Unlawful Carrying of a Club
- 14 – Conduct Containing the Elements of an Offense relating to Prohibited Weapons
- 16 – Arson
- 17 – Murder
- 18 – Indecency with a child (Victim Letter required)
- 19 – Aggravated kidnapping (Victim Letter required)
- 29 – Aggravated assault against employee
- 30 – Aggravated assault against non-employee (Victim Letter required)
- 31 – Sexual assault against employee
- 32 – Sexual assault against non-employee (Victim Letter required)
- 36 – Drug-related felony
- 37 – Alcohol-related felony
- 46 – Aggravated robbery
- 47 - Manslaughter
- 48 – Criminally negligent homicide
- 57 – Continuous sexual abuse of a young child (Victim Letter required)
## CONSEQUENCES

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<td>2</td>
<td>26</td>
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<tr>
<td>Yes</td>
<td>2</td>
<td>STIS</td>
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<td>LTIS</td>
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<td>Yes</td>
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<td>PUSP</td>
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<tr>
<td>Yes</td>
<td>3</td>
<td>SUSP</td>
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Total per incident cannot be more than 5 days. Can be extended only if awaiting DAEP/JJAEP placement.

<table>
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<th>DAEP</th>
<th>CAEP</th>
<th>Continuation of the district’s DAEP placement from the prior school year</th>
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<td>Yes</td>
<td>None</td>
<td>10 CAEP</td>
</tr>
<tr>
<td>Yes</td>
<td>None</td>
<td>57 CAHO</td>
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<tr>
<td>Yes</td>
<td>5</td>
<td>08 COAE</td>
</tr>
<tr>
<td>Yes</td>
<td>None</td>
<td>55 COHO</td>
</tr>
</tbody>
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Continuation of other district’s DAEP placement.

<table>
<thead>
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<th>DAEP</th>
<th>ALTR</th>
<th>Placement in a DAEP program established under section 37.008</th>
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<tbody>
<tr>
<td>Yes</td>
<td>3</td>
<td>07 ALTR</td>
</tr>
<tr>
<td>Yes</td>
<td>4</td>
<td>07 EALT</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>03 Placement in on-campus or off-campus DAEP as a result of conference, not expulsion hearing</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>04 Placement in off-campus DAEP as result of formal expulsion hearing (Do not use if student was expelled)</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>14 Placement in a DAEP by court order</td>
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</table>

Yes = Reported to PEIMS
### CONSEQUENCES

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<th>JJAEP</th>
<th>Code</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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<td>5</td>
<td>11</td>
<td>CEXP</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>12</td>
<td>CJJA</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>15</td>
<td>COEO</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>02</td>
<td>EJJA</td>
</tr>
<tr>
<td>Yes</td>
<td>5</td>
<td>13</td>
<td>PJJA</td>
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#### Disciplinary - Length - Difference - Reason - Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No difference between official and actual lengths of disciplinary assignments</td>
</tr>
<tr>
<td>01</td>
<td>Term modified by district</td>
</tr>
<tr>
<td>02</td>
<td>Term modified by court order</td>
</tr>
<tr>
<td>03</td>
<td>Term modified by mutual agreement of district, student, and/or parents</td>
</tr>
<tr>
<td>04</td>
<td>Student completed term requirements sooner than expected</td>
</tr>
<tr>
<td>05</td>
<td>Student incarcerated</td>
</tr>
<tr>
<td>06</td>
<td>Term decreased due to extenuating health-related circumstances</td>
</tr>
<tr>
<td>07</td>
<td>Student withdrew from school</td>
</tr>
<tr>
<td>08</td>
<td>School year ended before completion of disciplinary action assignment</td>
</tr>
<tr>
<td>09</td>
<td>Continuation of previous year’s disciplinary action assignment (DAEP use only)</td>
</tr>
<tr>
<td>10</td>
<td>Term modified by placement program due to student behavior while in placement</td>
</tr>
<tr>
<td>99</td>
<td>Other</td>
</tr>
</tbody>
</table>

*Used when assigning suspensions and/or placing students in DAEP / JJAEP. Required if the number of days assigned is different than the number of days actually served.*
Lesson 2:

Reporting Discipline in Chancery

• In this lesson, participants will receive a brief overview on reporting student discipline information in Chancery.
Reporting Discipline in Chancery

First, record a discipline incident record by going to Student Behavior in the control panel.

The SMS automatically assigns an incident number to the incident record. This incident number CAN NOT BE EDITED.

By creating the incident record first and then adding the students involved, you will ensure that all persons involved and all actions taken will have the same incident number as required by PEIMS.

**NOTE:** Any other path may result in different incident numbers for parts of the same incident and will result in PEIMS errors.

The following screens will walk you through the proper method of entering disciplinary events into Chancery SMS.
Select “Student Behavior” from the Control Panel.
Reporting Discipline in Chancery

From the Actions menu, select “Add Student Behavior”.

[Image of a computer screen showing the Student Behavior page in a school management system]
Required Discipline Information

Add Behavior Incident

No students have been pre-selected. The events selected here will be created for the incident, and the adding of involved persons, actions, and the association between involved persons and the event/concerns can be done once the incident record has been created.

*Incident Start: 05/01/2006
*Incident Category: PEIMS Discipline Category
Overall Incident Severity: Level 4

- Show only event/concerns that relate to the selected category
- Show All

Available Events/Concerns:
- 01-Permanent Removal by Tchr
- 02-Felony
- 05-Sold/Poss/Used Alcohol
- 06-Abuse of Glue/Aerosol

*Selected: 04-Possessed/Sold Drugs

*Required
Required Discipline Information

Note – Incident Number and Date of Incident appear at the top.
Selecting School Students


Chancery SMS™

STUDENT
- Student Search
- Quick
- Basic
- Detailed
- Family Search

SCHOOL
- Student Behavior
- School Info
- School Transfers...

ADMIN
- District Setup
- Replication
- Reports
- Exports

PROGRAMS
- Manage Programs

Selecting:

Persons Involved - School Student

To select students involved in this incident, perform a search, select the student(s) from the search results grid, and then click the appropriate involvement type 'Add' button.

Selected: 0  Total: 0

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Involvement</th>
</tr>
</thead>
</table>

There are no records in this list.

- Add Primary
- Add Victim
- Add Witness
- Remove

Student Search

Basic  Detail

Search by:
- Last name  contains
- First name  contains
- Student number  contains
- School Student saved lists  equals

Display All Records

Search Results

Enter student name
Selecting School Students

Select student by checking the box next to the student’s name.
A PEIMS reportable incident can only have **ONE** event/concern. Choose the most severe to assign to the incident.
Reporting Discipline in Chancery

Click “Add” to include the action codes.
Reporting Discipline in Chancery
Reporting Discipline in Chancery
Entering Number of Days

Note – Time required must be changed to DAYS and not the default time of HOURS. In other words, change the DAYS to HOURS.
Entering Campus of Assignment/Responsibility

The Date Action Assigned field MUST have a date for all PEIMS actions reported.

Campus of Assignment is required for 06, 07 and 02.
Disciplinary Action Assigned Date

- Date of Disciplinary Action is the date that the disciplinary assignment was ordered. This date may or may not:
  - Differ from the disciplinary infraction date.
  - Reflect the date on which the disciplinary assignment begins. For continuation assignments, this date reflects the first day of the continuation.

- The date must be PRIOR to the student’s withdrawal from school. A date equal to or later than the withdrawal date will result in a PEIMS error.

- The date must be within the school calendar year and it MUST be entered for all PEIMS actions: 05, 06, 07, 08, etc.
Required Discipline Information

Required for all expulsions.

Required for weapons cases.

Required for all expulsions.
Displaying Campus Discipline Student List

Display Campus Records:
1. Select Student Behavior
2. Display All Records

Note – For PEIMS reporting, Event and Action REQUIRE a PEIMS number.
Lesson 3:

Discipline Reports

In this lesson, you will learn about the Chancery and Summer PEIMS reports available to help schools maintain accurate data.
Chancery Reports

- **Discipline Roster**
  - **Chancery path:** Home / Student Behavior / Display All Records / Printer Icon / (options) / Print

- **H_Out of School Suspension**
  - **Chancery path:** Home / Reports / Student Behavior Reports / H_Out of School Suspension
Summer PEIMS Reports

- Student Disciplinary Action Summary
- Campus ID of Accountability Roster
Entering and Reviewing Data

• **Enter data as soon as it is received.** DO NOT wait an extended period of time.

• Review Certify Discipline Scorecard – correct all errors.

• Review Edit+ reports during April and May for the Summer PEIMS Submission.

• Repeat all steps throughout the school year.
Certify Discipline Student Behavior Scorecard

Click “here” the blue link to get to the logon page
Logon using your network username id and password
# DATA Certification Scorecard

## Scorecard Summary

Data Certification Score = 45

- **Observation Run(s):** Roll-up of 192 runs ranging from 2/20/2015 4:07:02 AM to 2/20/2016 4:00:40 AM

## Severity Level Summary

<table>
<thead>
<tr>
<th>Severity Level</th>
<th>Severity Description</th>
<th>Number of Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fatal Error</td>
<td>9,881</td>
</tr>
<tr>
<td>2</td>
<td>Special Warning</td>
<td>911</td>
</tr>
<tr>
<td>3</td>
<td>Warning</td>
<td>333</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>907</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2,469</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>14,478</strong></td>
</tr>
</tbody>
</table>

## Rule Details

<table>
<thead>
<tr>
<th>Severity</th>
<th>Rule Description</th>
<th>Number of Violations</th>
<th>Percentage of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DIS 40050 - Truancy codes (16,17) for use only by Attendance Officers and must match judge’s rulings. (42.43.44.45) (42.55.4255)</td>
<td>72</td>
<td>0.11</td>
</tr>
<tr>
<td></td>
<td>DIS 40090 - If 9 days and Actual Length are the same, there must not be a difference reason code. (PEIMS 42K40)</td>
<td>7</td>
<td>0.01</td>
</tr>
<tr>
<td></td>
<td>DIS 40320 - Action code of 28 (COVER) &amp; 27 (ARD) can only be used with Reason Codes that require mandatory removal and that removal has been reversed by an ARD or Superintendent.</td>
<td>1</td>
<td>&lt;0.01</td>
</tr>
<tr>
<td></td>
<td>DIS 40350 - If 9 days and Actual Length are NOT the same, there MUST be a difference reason code. (PEIMS 42K88)</td>
<td>6,681</td>
<td>12.86</td>
</tr>
<tr>
<td></td>
<td>DIS 40510 - For the same incident number and student ID, there cannot be more than one action with the same PEIMS code on the same Action Assigned Date. (PEIMS 44425.0054)</td>
<td>328</td>
<td>0.48</td>
</tr>
<tr>
<td></td>
<td>DIS 40520 - Drug and Alcohol event codes require Placement for students age 6.</td>
<td>802</td>
<td>1.20</td>
</tr>
<tr>
<td>2</td>
<td>DIS 40130 - If Action Assigned Date is between 11/16 and 1/19 of current year, then Discipline actual assignment length must not be greater than 130 days. (42.545)</td>
<td>1</td>
<td>&lt;0.01</td>
</tr>
<tr>
<td></td>
<td>DIS 40220 - Incident Reason Code cannot be 01 or 23 without proper documentation. Contact FSC for help with coding. (PEIMS 42K27 31)</td>
<td>1</td>
<td>&lt;0.01</td>
</tr>
<tr>
<td></td>
<td>DIS 40280 - Removals from class must have start/end dates with # of Days above 0 (whole numbers only).</td>
<td>821</td>
<td>1.22</td>
</tr>
<tr>
<td></td>
<td>DIS 40450 - Event code requires Expulsion to JAEP for students age &gt; 9. (42.255, 34 AND Appendix E chart)</td>
<td>88</td>
<td>0.13</td>
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<tr>
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<td>DIS 40540 - If Event is 41 (Fight), there must be at least 2 primary persons involved.</td>
<td>138</td>
<td>0.26</td>
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<tr>
<td></td>
<td>DIS 40610 - Removal actions overlap days. Students cannot be removed on the same day two times.</td>
<td>197</td>
<td>0.29</td>
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<tr>
<td></td>
<td>DIS 40640 - Incident Primary Person who is School Student must have action taken.</td>
<td>825</td>
<td>0.93</td>
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<tr>
<td></td>
<td>DIS 40080 - Actions may not be assigned to witnesses. Victims may not be assigned actions unless it is a violent criminal offense (17,19,20,30,32 &amp; 40).</td>
<td>5</td>
<td>&lt;0.01</td>
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<tr>
<td></td>
<td>DIS 40210 - Incident Location cannot be blank.</td>
<td>221</td>
<td>0.43</td>
</tr>
</tbody>
</table>

---

**Houston Independent School District**
### Data Certification Results

**Rule:** DIS 40020 - Action Assigned Date must be a valid date in the school calendar and may not be blank (Required on all removal from class action codes ’05’,’06’,’07’,’02’,’08’,’16’,’04’). (PEIMS 05.26.33)

Summary: 111 rows failed (3.89%) out of 2,931 total.

#### Download Search Table

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<thead>
<tr>
<th>Campus_Incident_Name</th>
<th>Incident_#</th>
<th>Incident_Date</th>
<th>Student_ID</th>
<th>First_Name</th>
<th>Last_Name</th>
<th>Action</th>
<th>Reason_Cd</th>
<th>Action_Start_Date</th>
<th>Action_Assigned_Date</th>
<th>PEIMS_Action</th>
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</tr>
</tbody>
</table>

---

**Houston Independent School District**

55
Lesson 4: Required Documentation and Manual Records Reviews

In this lesson, participants will learn how to:

– access the resources available to help schools accurately document student disciplinary events and actions; and

– prepare for Federal and State Compliance reviews and/or Texas Education Agency audits.
Required Documentation – Discipline Referral

A **DISCIPLINE REFERRAL** is **REQUIRED** for **EVERY STUDENT** that is **REMOVED** from his/her regularly scheduled instructional setting for a disciplinary reason. The HISD Discipline Referral Template (highly recommended) is on the FSC website. **THE HISD DISCIPLINE REFERRAL TEMPLATE** Fulfills all TEA PEIMS requirements. It is used for HISD compliance review purposes and should be the “cover page” for all disciplinary actions.

**Requirements for All Discipline Referral Forms**
- Student demographic information
- Description of incident
- Chancery incident number
- PEIMS Reason and Action codes
- Days & dates assigned (consequences)
- Discrepancy Reason (if applicable)
- Police incident number (if applicable)

**New Fields**
- Problem Behavior (incident description)
- Replacement Behavior
- Reinforcement
- Monitoring Method

**Administrators**
- Administrators must sign and date all referral forms in ink. No signature stamps.
- Administrators should be cognizant that they—not clerical staff—are responsible for documenting the coding.
Out-of-School Suspension (OSS)
05 (Full Day) or 25 (Partial Day)

Documents Required in Student’s Discipline Folder:

1. Discipline Referral Form (Original)

   **Discipline Referral Requirements:**
   - Completed with all required PEIMS elements and the administrator’s signature and date. See FSC website for templates.

2. Out-of-School Suspension Letter (Signed Copy)

   **OSS Letter Requirements:**
   - Addressed to the parent, signed and dated by administrator with a description of the offense(s) and action(s) taken, including the dates and the number of days assigned. See FSC website for templates.

---

**Out – of – School Suspensions** must not exceed three (3) days for each offense.
In-School Suspension (ISS)

06 (Full Day) or 26 (Partial Day)

Documents Required in Student’s Discipline Folder:

1. Discipline Referral Form (Original)

   ![Discipline Referral Form](image)

   **Discipline Referral Requirements:**
   - Completed with all required PEIMS elements and the administrator’s signature and date. See FSC website for templates.

2. In-School Suspension Letter (Signed Copy)

   ![ISS Letter](image)

   **ISS Letter Requirements:**
   - Addressed to the parent, signed and dated by administrator with a description of the offense(s) and action(s) taken, including the dates and the number of days assigned. See FSC website for templates.

**In-School Suspensions** should rarely exceed five (5) days for each offense. A student awaiting placement in a DAEP or JJAEP may be assigned an In-School Suspension exceeding five (5) days.
District Alternative Education Program (DAEP) (07)

**Student must be at least six (6) years old**

**Documents Required in Student’s Discipline Folder:**

1. **Discipline Referral Form (Original)**

   - Discipline Referral Requirements:
     - Completed with all required PEIMS elements and the administrator’s signature and date. See FSC website for templates.

2. **DAEP referral (Copy)**
   - Printed from the online DAEP system. Only administrators have access to the application.

3. **DAEP Approval or Rejection email**
   - Email from the DAEP administrator that includes the length of the student’s placement.

4. **DAEP Placement Letter (Copy)**
   - Addressed to the parent, signed and dated by administrator, stating the beginning and end date of the placement and a description of the appeals process.
Documents Required in Student’s Discipline Folder:

1. Discipline Referral Form (Original)

Discipline Referral Requirements:
- Completed with all required PEIMS elements and the administrator’s signature and date. See FSC website for templates.

2. Copy of approval/rejection email
- Email from the DAEP administrator that includes the length of the student’s placement.

3. Copy of Letter of Recommended Expulsion
- Addressed to the parent, signed and dated by administrator. The letters are on the Student Discipline website.

4. Copy of the expulsion letter
- Addressed to the parent, signed and dated by administrator. The letters are on the Student Discipline website.

5. For Special Education Students:
- Documentation of an MDR’s findings and signature page(s).

6. For Student Victims:
- Copy of the victim parental letter must be on file with the appropriate signatures. The letters are on the Student Discipline website.

HB 2619 requires school districts to provide notice to a foster child’s educational decision-maker and caseworker regarding certain events that may significantly impact the child’s education.
Truancy (29)

Documents Required in Student’s Discipline Folder:

**Letters**
- Three (3) day letter
- 10-day letter

**Court-Related Documents**
- Court case filed
- Documentation of Court Action with a verdict of truancy (Not required until after court verdict).

**NOTE** – No charges against students younger than 12, or 18 years or older. Parents of students younger than 18 can be charged.
Discipline Resources

Federal and State Compliance, http://www.houstonisd.org/Page/61625

- Appendix E: Additional Information Related to Discipline
- PEIMS Data Standards
- Student Attendance Accounting Handbook
- Texas Education Code Chapter 37

Student Discipline Department, http://www.houstonisd.org//Domain/15184

- DAEP/JJAEP Documentation and Placement Information
- DAEP/JJAEP Online Referral Application - for HISD Administrators only
- HISD Code of Student Conduct


- Days Remaining Chart
- Discipline Referral Template
- ISS/OSS Parent Notification Letters
- Offenses-Consequences Chart
- Preparing for a Discipline Compliance Review guide
- Training Materials
Contacts

Federal and State Compliance Department, 713-556-6753
Wanda Thomas – Senior Manager

Attendance and PEIMS Data

- Pablo Martinez - Sr. Compliance Analyst 713-556-6760

Senior Student Information Representatives

- Lisa Shannon - 713-556-6766
- Patricia Marshall - 713-556-6757
- Angela Tillmon - 713-556-6762
- Elizabeth Salazar - 713-556-6772
- Rosemary Fuentes - 713-556-6765
- Mildred Evans – 713-556-8813
- Toni S. King – 713-556-6773
- Tamika Whitmire – 713-556-6774
- Jennica Vasquez - 713-556-6776
- Cynthia Morales – 713-556-6756
Contacts

**Compliance Reviews – Discipline, Leavers, Pre-K, GT and LEP.**

- Natasha Hogan, Sr. Compliance Analyst, 713-556-6763
- Veda Winfree, Sr. Compliance Analyst, 713-556-6769
- LaTonya Smith Sr. Compliance Analyst, 713-556-7657
- Cathleen Freeman Sr. Compliance Analyst, 713-556-6770

**DAEP/JJAEP Process**

- Luis Gavito - Department of Student Discipline, 713-556-7140
- Patrice Grovey, HISD Principal for Beechnut Academy, 713-802-4760
Questions?