

# **ODE EMIS MANUAL**

## **Section 2.11: Student Discipline (GD) Record**



**Version 3.0**  
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## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>3.0</u>	<u>1/18/16</u>	<u>FY16</u>		<u>Added Coming Changes section.</u>
2.0	10/19/15	<u>FY15</u>		Updated language to reflect shift from reporting periods to FY15 reporting.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

At this time, there are no known FY16 EMIS changes that will impact the Student Discipline (GD) Record.

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## 2.11 STUDENT DISCIPLINE (GD) RECORD

### ***Required Reporting Periods***

The Student Discipline (GD) Record is reported for the Traditional Districts Midyear and Final Student (S) Collections and the Community/STEM Schools Final Student (S) Collection.

### ***General Guidelines***

The data requested on this record is required to meet the reporting requirements of federal and state legislation. The last building in a district where the student was enrolled, and ***where the discipline action was administered***, is responsible for reporting the Student Discipline (GD) Record. This may not be the last district where the student was enrolled at the end of the reporting period. A record is reported for each student, including those with disabilities, who receives a discipline action (i.e., expulsion, suspension, etc.) from the district where the discipline action was administered.

A Student Discipline (GD) Record is only to be reported for incidents in which a student receives a discipline action. If a student is administered a discipline action in District A, and later that year withdraws to District B where no discipline action is administered, then the building where the student was last enrolled in District A is responsible for reporting a Student Discipline Record for this student. The discipline was administered within District A; therefore, District B is not responsible for reporting a Student Discipline (GD) Record for this student since no discipline action was administered to the student by District B.

Definition of “school grounds/property”: School grounds/property includes the school building and immediate grounds, school transportation (i.e., buses), designated school bus stops, school sponsored activities such as field trips and sporting events, stadiums/gymnasiums, other facilities, and any setting under the control and supervision of the school district. District Boards of Education may, at their discretion, use a different, more expansive definition.

### ***Student Discipline Data Elements***

The following portion of this section discusses each of the data elements within the Student Discipline (GS) Record. The elements are organized alphabetically.

#### ***☀ Building IRN Element***

Record Field Number	GD040
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

#### ***Valid Options***

Six-digit IRN                      Valid building IRN within the reporting district

***Reporting Instructions.*** Below are general guidelines regarding the reporting of the building IRN, as related to the Student Discipline (GD) Record.

1. The building where the student is enrolled last, within the reporting district, is responsible for reporting a Student Discipline (GD) Record for each type of discipline administered.

- The incident (misbehavior/infraction) may or may not have taken place at the reporting building. Thus, the Building IRN Element and the Building IRN Where the Incident Took Place Element may contain two different building IRNs within the reporting district.

See EMIS Manual Section 2.1 Student Records Overview, Building IRN Element (\*\*040), for general reporting instructions about reporting the Building IRN Element.

 **Building IRN of Where Discipline Incident Took Place Element**

Record Field Number	GD120
Definition	The IRN of the building where the incident (misbehavior) took place.

**Valid Options**

- Six-digit code    Valid building IRN where the discipline incident took place
- 999999            Non-EMIS Reporting Entity

**Reporting Instructions.** Only those incidents that required a discipline action, described as Type of Discipline Element, are to be reported to EMIS.

Report the Building IRN of the building in which the discipline incident took place. The IRN in this element could possibly reflect another building within the reporting district, a building outside the reporting district, or the IRN of another EMIS reporting entity (i.e., ESCs, JVSDs).

If a JVSD administers the discipline action to the student, then the JVSD is responsible for reporting the Student Discipline (GD) Record and reports the IRN of the building where the incident occurred in the Building IRN of Where Discipline Incident Took Place Element. In this case, if the resident district did not administer any discipline to the student, then the resident district does not report this record for this student.

**Example 1.**

**Reporting when the incident did not occur in the reporting building**

**Situation**  
 A student enrolled during November in building A, commits a discipline incident in that building in December. The student receives a discipline action for the incident that is required to be reported to EMIS.  
 Later that year this student moves to building B, within the same district. He/she remains in building B until the end of the school year.

**EMIS Reporting**  
 The Student Discipline (GD) Record for this student is reported to EMIS by building B because this is where the student was enrolled last during the reporting period. The Building IRN Where Discipline Incident Took Place Element is to be the building IRN of building A, since this is where the discipline incident took place.

**Example 2.**

<b>Reporting Incident IRN for students attending the ESC</b>	
<b>Situation</b> A student enrolled in building C commits a discipline incident while receiving services at the ESC. The student received a discipline action for the incident. The student remains enrolled in building C for the remainder of the school year.	
<b>EMIS Reporting</b> Building C reports the Student Discipline (GD) Record, because building C is where the student was enrolled last during the reporting period. The Building IRN of Where the Discipline Incident Took Place Element is to be reported with the IRN of the ESC, since this is where the incident took place.	

 ***Date of Discipline Element***

Record Field Number	GD060
Definition	The date on which the student began the discipline.

**Valid Option**

YYYYMMDD      Year, Month, Day

**Reporting Instructions.** Report the date in which the student begins the discipline administered. If the type of discipline being administered is longer than one day, then report the first day in which the discipline was administered. This is the day the student began the discipline type.

A date of April 5, 2015, is to be reported as 20150405.

 ***Discipline Reason Element***

**First Reason**

Record Field Number	GD080
Definition	The first reason for which a student was disciplined.

**Second Reason**

Record Field Number	GD080
Definition	The second reason for which a student was disciplined.

**Third Reason**

Record Field Number	GD080
Definition	The third reason for which a student was disciplined.

**Fourth Reason**

Record Field Number	GD080
Definition	The fourth reason for which a student was disciplined.

**Fifth Reason**

Record Field Number	GD080
Definition	The fifth reason for which a student was disciplined.

*Valid Options*

- \*\* **Not Applicable**
- 01 Truancy**  
Truancy is unexcused absence from school.
- 03 Fighting/Violence**  
Fighting/Violence is mutual participation in an incident involving physical violence.
- 04 Vandalism/ Damage to School or Personal Property**  
Vandalism is the willful destruction or defacement of school or personal property.
- 05 Theft/Stealing Personal or School Property**  
Theft is the unlawful taking of property belonging to another person.
- 06 Use, Possession, Sale or Distribution of a Firearm**  
A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.
- 07 Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas**  
A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).
- 08 Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas**  
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- 09 Use, Possession, Sale or Distribution of Tobacco Products**  
This includes smokeless tobacco.
- 10 Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages**
- 11 Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol**  
Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies.
- 14 False Alarms/Bomb Threat**  
Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

- 18 Disobedient/Disruptive Behavior**  
Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).
- 19 Harassment/Intimidation**  
Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).
- 20 Firearm Look-a-Likes**  
Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
- 21 Unwelcome Sexual Conduct**  
Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
- 22 Serious Bodily Injury**  
An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

**Reporting Instructions.** Districts may report up to five (5) discipline reasons for each discipline incident. For example, if the district reported a “2 – Out-of-School Suspension” in the Type of Discipline Element, then the district may report multiple reasons for the discipline action in the Discipline Reason Element for the out-of-school suspension such as:

- “03 – Fighting/Violence”
- “18 – Disobedient/Disruptive Behavior”

Do not report the same discipline reason more than once for a single incident. For example, do not report option “03 – Fighting/Violence” in the Discipline Reason Elements one and two for the same incident.

Discipline Reason “\*\* Not Applicable” can only be used for Discipline Reasons 2 through 5. Districts must choose one of the existing options “01” to “22” for the first/primary reason for a reported discipline incident. If the reason the student was disciplined does not match any of the listed discipline reasons, the district should use the most appropriate option.

**☀ Discipline Modified Element**

Record Field Number	GD100
Definition	Indicates if the Chief Administrating Officer modified, on a case-by-case basis, in writing, the one-year expulsion requirement for possession of a firearm at school.

**Valid Options**

- \* Not Applicable
- Y Yes
- N No

**Reporting Instructions.** Expulsion (Type of Discipline = 1) must still be reported even if the Chief Administering Officer modifies the expulsion for a student.

If, after due process has been accorded, a student is found to have brought a firearm to school or possessed a firearm at school, the Gun-Free Schools Act requires an expulsion for a period of not less than one year. The law allows the Chief Administrating Officer of the school district to modify the one-year expulsion requirement on a case-by-case basis, but only if the modification is in writing.

Option “\* Not Applicable” is to be reported when the Type of Discipline is anything other than 1, or if the Type of Discipline is 1 and the Discipline Reason is anything other than 06 and/or 08.

Option “Y” or “N” are only to be reported when there is a combination of:

Type of Discipline is 1 Expulsion;

**AND**

Discipline Reason is 06 Use, possession, sale, or distribution of a firearm;

**AND/OR**

08 Use, possession, sale, or distribution of any explosive, incendiary, or poison gas

**☀ Discipline Sequence Number Element**

Record Field Number	GD085
Definition	The order in which the discipline incident occurred, if the incidents occurred on the same day and the same Type of Discipline was administered for both.

**Valid Options**

- 1 – 9

**Reporting Instructions.** Report the order in which the discipline incident occurred, if two or more separate incidents occurred on the same day and the same discipline action was administered to the student for both incidents.

**Example 3.**

**Discipline Sequence**

Two different suspensions were administered to a student for two separate discipline incidents that occurred on the same day. The first incident resulting in the first suspension is reported as “1” in the Discipline Sequence Number Element and the second incident resulting in the second suspension is reported as “2”.

If the district administers one Type of Discipline for several different incidents occurring on the same day, report “1” in this element. Only one Student Discipline (GD) Record is reported per discipline action.

**Note.** Most Student Discipline (GD) Records reported will have “1” reported in this field.

 **Referred for Alternate Educational Services Element**

Record Field Number	GD110
Definition	Indicates if a student, for whom a Chief Operating Officer modifies as part of a case-by-case basis the one-year expulsion requirement for possession of a firearm, was recommended for alternate educational services.

**Valid Options**

- \* Not Applicable
- Y Yes
- N No

**Reporting Instructions.** Type of Discipline must still be reported as a 1, Expulsion for this student even if alternative educational services are provided.

Options Y and N are to be reported only when the Discipline Modified Element (on a case-by-case basis) was reported with a Y.

Report \* in the following circumstances:

If the Discipline Modified Element was reported with an N or an \*

Type of Discipline is 1

When Discipline Reasons are NOT 06 or 08

**OR**

Type of Discipline is 2 -7 with any Discipline Reason

If the Chief Administering Officer of the school district modifies the student’s expulsion for Discipline Reasons 06 or 08, then the district may recommend that the student receive alternative educational services.

If alternative educational services are provided, report “Y” in this element.

Do not report the option “4 in school alternative discipline class/program/ building” in the Type of Discipline Element if the Chief Administering Officer modifies the student’s expulsion for possession of firearm, and then chooses to refer the student for alternate education.

**☀ Total Discipline Days Element**

Record Field Number	GD090
Definition	Refers to the length of discipline, in Full Time Equivalency (FTE), for each discipline occurrence.

**Valid Options**

000.00 – 999.99

**Reporting Instructions.** Report the total number of days, in FTE, that the student served his/her discipline. If the student served half a day suspension as discipline, then report .50 in this element.

**☀ Type of Discipline Element**

Record Field Number	GD070
Definition	The type of discipline administered to the student.

**Valid Options**

**1 Expulsion**

Expulsion is the involuntary removal of a student from school by the superintendent. In most cases, the expulsion should not exceed 80 days, or the number of days remaining in a school semester. In situations where a student brought or possessed a firearm to school or property owned by the school, the superintendent shall expel a pupil from school for a period of one year (ORC §3313.66 (B)(1) and (2)). In these cases, the Gun-Free School Act requires the expulsion of the student.

**2 Out-of-school Suspension**

An out-of-school suspension is the denial of attendance at school for no more than 10 days (ORC §3313.66 (A)). This includes the suspension of the student’s normal instructional activities by the superintendent or a school principal due to discipline reasons.

**3 In-school Suspension**

In-school suspension is the suspension of the student’s normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends school but is assigned a special placement that allows him/her to do school work but does not specifically address the behavior(s) that resulted in discipline.

**4 In-school Alternate Discipline Class/Program/Building**

This is the suspension of the student’s normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends a special class, program, or building that specifically addresses the behavior(s) that resulted in discipline. This may occur within or outside of the district. For students with disabilities, this is an appropriate setting determined by the child’s IEP team in which the child is placed for no more than 45 days. This setting enables

the student to continue to progress in the general curriculum; to continue to receive services and modifications, including those described in the student’s current IEP; and to meet the goals set out in the IEP. Setting includes services and modifications to address the problem behavior and to prevent the behavior from recurring.

**6 Emergency Removal by District Personnel**

(A description of the process can be found in ORC §3313.66(C)) “If a pupil’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or a principal or assistant principal may remove a pupil from curricular activities or from the school premises, and a teacher may remove a pupil from curricular activities under the teacher’s supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.”

**7 Removal by a Hearing Officer**

Those instances in which an impartial state appointed hearing officer orders the removal of students with disabilities from their current educational placement to an appropriate alternate educational setting for not more than 45 days based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the student’s current placement is substantially likely to result in injury to the student or others.

**Reporting Instructions.** Multiple Types of Discipline are not to be reported for the same discipline incident.

Only report the most severe type of discipline for the specific incident. For example, if the student is suspended pending an expulsion for the same incident, only the expulsion is reported. The following table ranks the options in the Types of Discipline Element from most severe to least severe.

**Table 1. Type of Discipline – Order of Severity**

Severity Order	Type of Discipline
1	Emergency Removal by District Personnel
2	Expulsion
3	Removal by a Hearing Officer
4	Out-of-school Suspension
5	In-school Alternate Discipline Class/Program/Building
6	In-school Suspension

In the circumstances where a student is expelled for possession of or bringing a firearm to school, the expulsion is still to be reported even if the chief administering officer chooses to modify the expulsion and/or refer the student for alternative educational services.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Discipline (GD) Record, each combination of values in the following fields must be unique.

<b>Required Fields</b>	<b>Number</b>
Date of Discipline	GD060
Type of Discipline	GD070
Sequence Number	GD085

## 2.11 STUDENT DISCIPLINE RECORD (GD) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GD010	9-10	Sort Type	PIC X(2)
		Always "GD"	
	11	Filler	PIC X
GD020	12-15	Fiscal Year, e.g., 2015 (CCYY)	PIC X(4)
GD030	16	Data Set	PIC X
		S – Student	
GD040	17-22	Building IRN	PIC X(6)
GD050	23-31	EMIS Student ID Number	PIC X(9)
GD060	32-39	Date of Discipline (CCYYMMDD)	PIC X(8)
GD070	40	Type of Discipline	PIC X
GD080	41-42	Discipline Reason (First Reason)	PIC X(2)
	43-44	Discipline Reason (Second Reason)	PIC X(2)
	45-46	Discipline Reason (Third Reason)	PIC X(2)
	47-48	Discipline Reason (Fourth Reason)	PIC X(2)
	49-50	Discipline Reason (Fifth Reason)	PIC X(2)
GD085	51	Discipline Sequence Number	PIC 9
GD090	52-56	Total Discipline Days	PIC 9(3)V99
GD100	57	Discipline Modified	PIC X
GD110	58	Referred for Alternate Educational Services	PIC X
GD120	59-64	Building IRN where Discipline Incident Took Place	PIC X(6)