

**School Safety and Discipline (SSDR)**

**Data Handbook – Version 23.0**

For use beginning with the October FY24 collection

**October 1, 2023**

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**Introduction**

The SSDR reporting obligation applies to all public school districts in Massachusetts, including charter schools, virtual schools and collaboratives.

**PURPOSE:**

This two-part report provides information on:

1. all incidents involving bullying, drug, violent, or crime-related offenses on school property (as defined herein) and any resulting reportable disciplinary actions imposed on the student offender(s) **and**
2. any other offenses in violation of the student code of conduct that result in a disciplinary action which removes the student from their regular educational environment (in-school or out-of-school suspension, removal or expulsion).

**BACKGROUND:**

Various federal and state statutes and DESE regulations, such as the following, require the collection, monitoring and reporting of data relative to school safety, student behavior and discipline:

**The Federal Gun-Free Schools Act** (Section 14601 of the Improving America's Schools Act) includes re-authorization of the Elementary and Secondary Education Act (ESEA). It requires each state to provide annual reports to the Secretary of Education concerning implementation of the Act’s requirements.

**The Federal Individuals with Disabilities Act (IDEA)** requires each state to report annually to the Secretary of Education the number of children with disabilities disciplined for drug, weapon or other offenses.

**The Massachusetts Education Reform Act of 1993** requires that every school district report annually to DESE on statistics relative to suspensions and expulsions.

**M.G.L. c. 71, §37H and 603 CMR 53.14**, effective July 1, 2014, requires school districts, charter schools, and virtual schools to collect, periodically review, and annually report student discipline data to DESE. Link to Regulations: <http://www.doe.mass.edu/lawsregs/603cmr53.html?section=53.14>

**Allegations of bullying and bullying incidents involving staff**

In addition to the data that comes from directly from the local SIS via SIF, DESE collects the below via data entered directly into the “DESE State Reporting” application in the Security Portal:

* Counts of bullying allegations
  + The counts entered should represent the aggregate counts of bullying allegations by school, for the current school year. The counts should be broken out by allegations against students, and allegations against staff.
  + If no bullying allegations for a particular school and/or district, the district user would enter zero (0) in the application where applicable.
* Substantiated incidents of bullying involving staff
  + If a district has any substantiated incidents of bullying involving staff as the aggressor, this data is collected in the application. The elements collected are MEPID (if applicable), school, incident date, victim count, and retaliation (Y/N).
  + If no substantiated incidents of bullying involving staff, the district user would check a box in the application to confirm.

For assistance with the process, please contact your Data Collection Support Specialist: <http://www.doe.mass.edu/infoservices/data/fts.html>

**Definitions**

***Definitions – Offense Record***

**Offense** - A violation of a statute or regulation, or student code of conduct; it may involve one or more victims and/or one or more offenders. Offenses include the following: homicide; sexual battery (including rape); robbery; battery; breaking and entering/burglary; larceny/theft; motor vehicle theft; kidnapping; arson; threat/intimidation; use or possession of drugs (other than alcohol); sexual harassment; sex offenses (non-forcible); vandalism; weapon possession; unclassified offenses; alcohol (liquor law violations); tobacco (where declared illegal); trespassing; fighting; disorderly conduct; as well as other major offenses; and other state (district or municipal) defined offenses, and violations of student code of conduct, including but not limited to bullying. See [Appendix A](#AppendixA) for offense definitions.

**Non-school personnel** – An individual who was neither a student nor school personnel for the district reporting the offense.

**Non-student** – An individual who is not a student in the school or district reporting the offense.

**Offender** – Any individual, whether a student or not, involved in committing an offense of prohibited behavior. There may be more than one offender involved in any single offense.

**School personnel** – A teacher, administrator, or other school staff member such as support staff or maintenance worker; includes a school-based law enforcement officer such as a school resource officer.

**Student** – an individual who is enrolled as a PK-12 student in the school district reporting the offense at the time the offense occurred.

**Bullying** - the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

**Weapon** – Any instrument or object possessed or used to inflict harm on another person, or to intimidate any person. Examples include firearms of any kind (operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, dirks, other pointed instruments (including pencils, pens); nunchakus; brass knuckles; Chinese stars; billy clubs; tear gas guns; electrical weapons or devices (stun guns); BB or pellet guns; and explosives or propellants.

**Weapons-related offense –** Any offense that involves possession, use, or intention of use of any instrument or object to inflict harm on another person, or to intimidate a person, as well as any offense that is somehow related to the possession, use, or sale of weapons but where the possession, use, or sale of weapons was not the main offense (e.g., burglary, trespassing, vandalism); in other words, any offense for which a weapon is present.

**Other illegal substances** – This would include all illegal drugs (hallucinogens, cocaine, ecstasy, etc) and also the illegal use of substances that may be legal elsewhere (e.g. prescription drugs, steroids, inhalants).

**On school property** – For purposes of this report, “school property” includes not only the school and school grounds, but also school buses and places where school-sponsored events (dances, trips, sporting events, proms, etc.) are being held.

**Physical Injury -** Offenses with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

***Definitions – Discipline Record***

**SASID** – The state assigned student identification number (SASID) should be used to identify the student each time a disciplinary record is filed for that student.

**In-school suspension** is defined as a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more. Students suspended in school remain in school during the suspension period but are removed from academic classes and placed in a separate environment.

**Out-of-school suspension** is defined as a disciplinary action imposed by school officials to remove a student from school and from participation in school activities for 1 day or more. Students suspended out-of-school are not in school during the period of their suspension at any time. Out-of-school suspension does not exceed 90 days in a school year.

**Emergency Removal** is defined as “…removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal…”[[1]](#footnote-2)

**Expulsion** means the removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

(a) possession of a dangerous weapon;

(b) possession of a controlled substance;

(c) assault on a member of the educational staff; or

(d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.

**Unilateral Removal** – Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do NOT include decisions by the IEP team to change a student’s placement**.**

**Removal by a Hearing Officer** – Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the child’s current placement is substantially likely to result in injury to the child and youth, or others.

**Interim Alternative Educational Setting–** An appropriate setting determined by the child’s IEP team in which the child is placed for no more than 45 school days. This setting enables the child to continue to progress in the general curriculum; to continue to receive the services and modifications, including those described in the child'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.

**Education Services –** Under G.L. c. 76, §21 and 603 CMR 53.13, students who are suspended or expelled for more than 10 consecutive days must be provided a list of education services that the school will provide the student during the period of suspension or expulsion.The school must document and report whether the student accepts the services and, if so, what services. Students who are suspended or expelled for different amounts of time are also entitled to education services but do not need to be reported to DESE.

**List of SSDR Data Elements**

**Offense data elements:**

**OFF ID Incident ID**

The unique identifier assigned to the incident by the SIS

**OFF DATE Incident Date**

The date the incident took place

**SCH NAME School Name**

The name of the school reporting the incident

**SCH CODE School Code**

The 8 digit ESE assigned code for the school reporting the incident

**OFF IND Offense Indicator**

Indicates if the offense is reportable

**DISC IND Discipline Indicator**Indicates if the incident resulted in a reportable disciplinary action

**OT1 Offense Code 1**

First type of offense involved in the incident

**OT2 Offense Code 2**

Second type of offense involved in the incident

**OT3 Offense Code 3**

Third type of offense involved in the incident

**OT4 Offense Code 4**

Fourth type of offense involved in the incident

**OT5 Offense Code 5**

Fifth type of offense involved in the incident

**VS Count of Student Victims**

The number of victims of the incident who are students

**VSCHP Count of School Personnel Victims**

The number of victims of the incident who are school personnel

**VNSCHP Count of Non-School Personnel Victims**

The number of victims of the incident who are non-school personnel

**VU Count of Unknown Victims**

The number of victims of the incident whose role is unknown

**OFFES Count of Student Offenders**

The number of student offenders

**OFFENS Count of Non-Student Offenders**

The number of offenders who are non-students

**OFFEU Count of Unknown Offenders**

The number of offenders whose role is unknown

**OFF DESC Description for Offense Code 1**

Description of the first type of offense involved in the incident

**PHYS INJ Physical Injury Indicator**

Indicates if the incident resulted in physical injury

**OFF DESC2 Description for Offense Code 2**

Description of the second type of offense involved in the incident

**OFF DESC3 Description for Offense Code 3**

Description of the third type of offense involved in the incident

**OFF DESC4 Description for Offense Code 4**

Description of the fourth type of offense involved in the incident

**OFF DESC5 Description for Offense Code 5**

Description of the fifth type of offense involved in the incident

**INC DESC Incident Description**

Description of the incident overall

**RETALIATION Retaliation**

An indication of where the student offense was any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying

**Discipline data elements:**

**OFF ID Incident ID**

The unique identifier assigned to the incident by the SIS

**OFF DATE Incident Date**

The date the incident took place

**SASID State Assigned Student Identifier**

The SASID for the disciplined student

**FN First Name**

The first name of the disciplined student

**LN Last Name**

The last name of the disciplined student

**DOB Date of Birth**

The month, day, and year on which the disciplined student was born

**PST Program Status Code**

The program status of the disciplined student (general education or SWD)

**DAT Disciplinary Action Taken**

The type of discipline the student received

**BI OFF Bodily Injury Indicator**

**\*\*\*\*\*\*DISCONTINUED \*\*\*\*\*\***

**SD Start Date of Discipline**

The date the discipline began

**RD Discipline End Date**

The final date of the student’sdiscipline

**ERD Eligible to Return Date**

**\*\*\*\*\*\*DISCONTINUED \*\*\*\*\*\***

**DM Days Missed**

The number of days of class/school the student missed as a result of the discipline

**AEINC Education Services Indicator**

**\*\*\*\*\*\*DISCONTINUED \*\*\*\*\*\***

**AE Education Services Provided**

The type of education services provided during the discipline

**LAWENFREF Law Enforcement Referral**

Law enforcement referral is an action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, during school-related events, or while taking school transportation, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered referrals to law enforcement.

**ARREST School-Related Arrest (Replaces discontinued ERDX)**

School-related arrest refers to an arrest of a student for any activity conducted on school grounds, or during off-campus school activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.

**APPEAL Appeal Indicator**

**\*\*\*\*\*\*DISCONTINUED \*\*\*\*\*\***

**AEX Education Services Description**

**\*\*\*\*\*\*DISCONTINUED \*\*\*\*\*\***

**SOT1 Offense Code 1**

The type of offense for which the student is being disciplined

**SOT2 Offense Code 2**

The second type of offense for which the student is being disciplined

**SOT3 Offense Code 3**

The third type of offense for which the student is being disciplined

**SOT4 Offense Code 4**

The fourth type of offense for which the student is being disciplined

**SOT5 Offense Code 5**

The fifth type of offense for which the student is being disciplined

# Offense

# Data Elements

### OFF ID Incident ID

**Data Field: 1 Column Header: A**

**Description:** Unique ID assigned by the local SIS for individual incidents reported by district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 10 |

Acceptable Values/Code Description:

Numeric values only. Unique number generated by SIS.

Related Data Elements:

Incident ID (OFF ID) on the offense record should match Incident ID (OFF ID) for any corresponding discipline record.

**SIF Information**

**Object**: DisciplineIncident

**Element**: IncidentNumber

**Values:** as above

### OFF DATE Incident Date

**Data Field: 2 Column Header: B**

**Description:** The date the incident occurred.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 10  Maximum: 10 |

Acceptable Values/Code Description:

Date must be between first day of school and last day of school.

Related Data Elements:

Incident Date (OFF DATE) on offense record should match Incident Date (OFF DATE) for any corresponding discipline record.

**SIF Information**

**Object**: DisciplineIncident

**Element**: IncidentDate

**Values:** as above

### SCH NAME School Name

**Data Field: 3 Column Header: C**

**Description:** Name of the school where student is enrolled in the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 40 |

Acceptable Values/Code Description:

School name where student is enrolled in the district.

**SIF Information**

**Object**: SchoolInfo

**Element**: SchoolName

**Values:** as above

### SCH CODE School Code

**Data Field: 4 Column Header: D**

**Description:** 8 digit code assigned to school within the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 8  Maximum: 8 |

Acceptable Values/Code Description:

8 digit school code must be a valid school code within the district that is reporting the offense and where the offending student is enrolled.

**SIF Information**

**Object**: SchoolInfo

**Element**: StateProvinceId

**Values:** as above

### OFF IND Offense Indicator

**Data Field: 5 Column Header: E**

**Description:** Indicates if incident should be reported.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 1  Maximum: 1 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| **Y** | Yes |

Notes:

Offense Indicator (OFF IND) should be equal to Y for all offenses reported. All offenses are now listed in the offense table whether they are drug, violent or criminal related OR non-drug, non-violent or non-criminal related.

**SIF Information**

**Object**: None

**Element**: None

**Values:** Defaulted to “Y”

### DISC IND Discipline Indicator

**Data Field: 6 Column Header: F**

**Description:** Indicates if reportable disciplinary action was taken as a result of this incident.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 1  Maximum: 1 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| **Y** | Yes |
| **N** | No |

Notes:

Discipline Indicator (DISC IND) should be Y if the offense resulted in any disciplinary action that is reportable in SSDR (suspension, expulsion, removal, law enforcement referral, arrest).

Discipline Indicator (DISC IND) should be N if the offense did not result in any reportable disciplinary action.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList

**Values:** If any of the offenders received a reportable discipline, then this will be set to “Y”, otherwise “N”

### OT1 Offense Code 1

**Data Field: 7 Column Header: G**

**Description:** Type of drug, violent or criminal offense OR non-drug, non-violent, non-criminal offense.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

**SIF Information**

**Object**: DisciplineIncident

**Element**: RelatedToList/ReatedTo & WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### OT2 Offense Code 2

**Data Field: 8 Column Header: H**

**Description:** Type of drug, violent or criminal offense OR non-drug, non-violent, non-criminal offense.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

**Notes:**

If there is no second offense type associated with the incident, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: RelatedToList/ReatedTo & WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### OT3 Offense Code 3

**Data Field: 9 Column Header: I**

**Description:** Type of drug, violent or criminal offense OR non-drug, non-violent, non-criminal offense.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

**Notes:**

If there is no third offense type associated with the incident, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: RelatedToList/ReatedTo & WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### OT4 Offense Code 4

**Data Field: 10 Column Header: J**

**Description:** Type of drug, violent or criminal offense OR non-drug, non-violent, non-criminal offense.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

**Notes:**

If there is no fourth offense type associated with the incident, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: RelatedToList/ReatedTo & WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### OT5 Offense Code 5

**Data Field: 11 Column Header: K**

**Description:** Type of drug, violent or criminal offense OR non-drug, non-violent, non-criminal offense.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

**Notes:**

If there is no fifth offense type associated with the incident, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: RelatedToList/ReatedTo & WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### VS Count of Student Victims

**Data Field: 12 Column Header: L**

**Description:** Number of victims involved in the reported offense that are students.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of student victims

Notes:

If no student victims, report 0 in this field.

See [Appendix A](#AppendixA) for which offense types require a victim count

**SIF Information**

**Object**: DisciplineIncident

**Element**: VictimList/Victim

**Values:** A count of reported victims is made during processing. Optionally a single victim may be reported with FirstName element of “Count” and the LastName element being the number of victims.

### VSCHP Count of School Personnel Victims

**Data Field: 13 Column Header: M**

**Description:** Number of victims involved in the reported offense that are school personnel.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of school personnel victims

Notes:

If no personnel victims, report 0 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: VictimList/Victim

**Values:** A count of reported victims is made during processing. Optionally a single victim may be reported with FirstName element of “Count” and the LastName element being the number of victims.

### VNSCHP Count of Non-School Personnel Victims

**Data Field: 14 Column Header: N**

**Description:** Number of victims involved in the reported offense that are non-school personnel.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of non-school personnel victims

Notes:

If no non-school personnel victims, report 0 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: VictimList/Victim

**Values:** A count of reported victims is made during processing. Optionally a single victim may be reported with FirstName element of “Count” and the LastName element being the number of victims.

### VU Count of Unknown Victims

**Data Field: 15 Column Header: O**

**Description:** Number of victims involved in the reported offense that are unknown.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of unknown victims

Notes:

If no unknown victims, report 0 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: VictimList/Victim

**Values:** A count of reported victims is made during processing. Optionally a single victim may be reported with FirstName element of “Count” and the LastName element being the number of victims.

### OFFES Count of Student Offenders

**Data Field: 16 Column Header: P**

**Description:** Number of offenders involved in the reported offense that are students.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of student offenders

Notes:

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender

**Values:** A count of reported Offenders is made during processing.

### OFFENS Count of Non-Student Offenders

**Data Field: 17 Column Header: Q**

**Description:** Number of offenders involved in the reported offense that are non-students.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of non-student offenders

Notes:

If no non-student offenders, report 0 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender

**Values:** A count of reported Offenders is made during processing. Optionally a single Offender may be reported with FirstName element of “Count” and the LastName element being the number of Offenders.

### OFFEU Count of Unknown Offenders

**Data Field: 18 Column Header: R**

**Description:** Number of offenders involved in the reported offense that are unknown.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

Count of unknown offenders

Notes:

If no unknown offenders, report 0 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender

**Values:** A count of reported Offenders is made during processing. Optionally a single Offender may be reported with FirstName element of “Count” and the LastName element being the number of Offenders.

### OFF DESC Description of Offense Code 1

**Data Field: 19 Column Header: S**

**Description:** Text describing the offense type when any “other” category is chosen for OT1.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 100 |

Acceptable Values/Code Description:

Description

Notes:

See [Appendix A](#AppendixA) for which offense types require a description

**SIF Information**

**Object**: DisciplineIncident

**Element**: Extended: MAOtherOffense

**Values:** This is a MA Extended Element List as described in the MA SIF Technical Guide. This element reports the Offense Code and description of offenses which need further data separated by a full colon (:) where required, using RelatedTo codes defined in the SIF documentation. The format is

<SIF\_ExtendedElement Name="MAOtherOffense">Code:Description</SIF\_ExtendedElement>

The following example describes an item in the RelatedToList describing cocaine use.

<SIF\_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF\_ExtendedElement>

### PHYS INJ Physical Injury Indicator

**Data Field: 20 Column Header: T**

**Description:** Indicates if the reported offense resulted in a physical injury.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 1 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| Y | Yes |
| N | No |

Related Data Elements:

See [Appendix A](#AppendixA) for which offense types require the physical injury indicator

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/Injury & VictimList/Victim/Injury

**Values:** The responses given in the above elements are evaluated in order to provide an answer to this question.

### OFF DESC2 Description of Offense Code 2

**Data Field: 21 Column Header: U**

**Description:** Text describing the offense type when any “other” category is chosen for OT2.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 100 |

Acceptable Values/Code Description:

Description

Notes:

See [Appendix A](#AppendixA) for which offense types require a description

**SIF Information**

**Object**: DisciplineIncident

**Element**: Extended: MAOtherOffense

**Values:** This is a MA Extended Element List as described in the MA SIF Technical Guide. This element reports the Offense Code and description of offenses which need further data separated by a full colon (:) where required, using RelatedTo codes defined in the SIF documentation. The format is

<SIF\_ExtendedElement Name="MAOtherOffense">Code:Description</SIF\_ExtendedElement>

The following example describes an item in the RelatedToList describing cocaine use.

<SIF\_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF\_ExtendedElement>

### OFF DESC3 Description of Offense Code 3

**Data Field: 22 Column Header: V**

**Description:** Text describing the offense type when any “other” category is chosen for OT3.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 100 |

Acceptable Values/Code Description:

Description

Notes:

See [Appendix A](#AppendixA) for which offense types require a description

**SIF Information**

**Object**: DisciplineIncident

**Element**: Extended: MAOtherOffense

**Values:** This is a MA Extended Element List as described in the MA SIF Technical Guide. This element reports the Offense Code and description of offenses which need further data separated by a full colon (:) where required, using RelatedTo codes defined in the SIF documentation. The format is

<SIF\_ExtendedElement Name="MAOtherOffense">Code:Description</SIF\_ExtendedElement>

The following example describes an item in the RelatedToList describing cocaine use.

<SIF\_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF\_ExtendedElement>

### OFF DESC4 Description of Offense Code 4

**Data Field: 23 Column Header: W**

**Description:** Text describing the offense type when any “other” category is chosen for OT4.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 100 |

Acceptable Values/Code Description:

Notes:

See [Appendix A](#AppendixA) for which offense types require a description

**SIF Information**

**Object**: DisciplineIncident

**Element**: Extended: MAOtherOffense

**Values:** This is a MA Extended Element List as described in the MA SIF Technical Guide. This element reports the Offense Code and description of offenses which need further data separated by a full colon (:) where required, using RelatedTo codes defined in the SIF documentation. The format is

<SIF\_ExtendedElement Name="MAOtherOffense">Code:Description</SIF\_ExtendedElement>

The following example describes an item in the RelatedToList describing cocaine use.

<SIF\_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF\_ExtendedElement>

### OFF DESC5 Description of Offense Code 5

**Data Field: 24 Column Header: X**

**Description:** Text describing the offense type when any “other” category is chosen for OT5.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 100 |

Acceptable Values/Code Description:

Notes:

See [Appendix A](#AppendixA) for which offense types require a description

**SIF Information**

**Object**: DisciplineIncident

**Element**: Extended: MAOtherOffense

**Values:** This is a MA Extended Element List as described in the MA SIF Technical Guide. This element reports the Offense Code and description of offenses which need further data separated by a full colon (:) where required, using RelatedTo codes defined in the SIF documentation. The format is

<SIF\_ExtendedElement Name="MAOtherOffense">Code:Description</SIF\_ExtendedElement>

The following example describes an item in the RelatedToList describing cocaine use.

<SIF\_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF\_ExtendedElement>

### INC DESC Incident Description

**Data Field: 25 Column Header: Y**

**Description:** Optional text to further describe details of the incident

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 0  Maximum: 100 |

Acceptable Values/Code Description:

Description

Related Data Elements:

**SIF Information**

**Object**: DisciplineIncident

**Element**: IncidentDescription

**Values:** See above

### RETALIATION Retaliation

**Data Field: 26 Column Header: Z**

**Description:** An indication of where the student offense was any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 0  Maximum: 1 |

Acceptable Values/Code Description:

N

Y

**Notes:**

**Dependencies:**

**SIF Information**

**Object**: DisciplineIncident

**Element**: Retaliation

**Values:** See above

# Discipline

# Data Elements

### OFF ID Incident ID

**Data Field: 1 Column Header: A**

**Description:** Unique ID assigned by the local SIS for individual incidents reported by district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 10 |

Acceptable Values/Code Description:

Numeric values only. Unique number generated by SIS.

Related Data Elements:

Incident ID (OFF ID) on discipline record should match Incident ID (OFF ID) for corresponding offense record.

**SIF Information**

**Object**: DisciplineIncident

**Element**: IncidentNumber

**Values:** as above

### OFF DATE Incident Date

**Data Field: 2 Column Header: B**

**Description:** The date the incident occurred.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 10  Maximum: 10 |

Acceptable Values/Code Description:

Date must be between first day of school and last day of school.

Related Data Elements:

Incident Date (OFF DATE) on discipline record should match Incident Date (OFF DATE) for corresponding offense record.

**SIF Information**

**Object**: DisciplineIncident

**Element**: IncidentDate

**Values:** as above

### SASID State Assigned Student Identifier

**Data Field: 3 Column Header: C**

**Description:** The SASID of the disciplined student.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 10  Maximum: 10 |

Acceptable Values/Code Description:

10-digit state-assigned identification number

Related Data Elements:

**SIF Information**

**Object**: StudentPersonal

**Element**: StateProvinceId

**Values:** as above

### FN First Name

**Data Field: 4 Column Header: D**

**Description:** The first name of the disciplined student.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 32 |

Acceptable Values/Code Description:

Student’s first name.

Related Data Elements:

**SIF Information**

**Object**: StudentPersonal

**Element**: Name/FirstName

**Values:** as above

### LN Last Name

**Data Field: 5 Column Header: E**

**Description:** The last name of the disciplined student

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 32 |

Acceptable Values/Code Description:

Student’s last name.

Related Data Elements:

**SIF Information**

**Object**: StudentPersonal

**Element**: Name/LastName

**Values:** as above

### DOB Date of Birth

**Data Field: 6 Column Header: F**

**Description:** Date of birth of the disciplined student.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 10  Maximum: 10 |

Acceptable Values/Code Description:

The month, day, and year on which the student was born.

Related Data Elements:

**SIF Information**

**Object**: StudentPersonal

**Element**: Demographics/BirthDate

**Values:** as above

### PST Program Status Code

**Data Field: 7 Column Header: G**

**Description:** The program status of the disciplined student: either general education student or student with disability

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 1 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| **1** | General education student |
| **2** | Student with disability (SWD) |

Related Data Elements:

**SIF Information**

**Object**: StudentSpecialEducationSummary

**Element**: PrimaryDisabilityCode

**Values:** For all but collaboratives, this value is set based on finding a disability code. For collaboratives, this element will be back-filled by querying the sending district’s disability data.

### DAT Disciplinary Action Taken

**Data Field: 8 Column Header: H**

**Description:** Type of discipline that the student received.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 1 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| **1** | In-school suspension |
| **2** | Out-of-school suspension |
| **3** | Expulsion |
| **4** | Removed by impartial hearing officer to an alternative setting |
| **5** | Removed by school personnel to an alternative setting |
| **6** | Emergency Removal |
| **7** | School-related arrest and/or law enforcement referral with no school imposed suspension or removal. |

Dependencies:

If DAT = 4 or 5, PST must be 2

If DAT = 6, DM must not be > 3

If DAT = 7, LAWENFREF must not be 00

Notes:

In-school suspension is reportable only if it is for half the school day or more. In-school suspensions for less than half the day are not reportable.

Out-of-school suspension is reportable no matter the duration. An out-of-school suspension for any portion of the day should be reported as a day of suspension.

Expulsion is the removal of a student from school for more than 90 school days, indefinitely, or permanently

### Emergency Removal is temporary and may not exceed three school days.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/Code And OffenderList/Offender/ActionList/Action/OtherCodeList/OtherCode (Codeset “Other”)

**Values:** Refer to the SIF profile for valid NCES and MA extension codes

### BI OFF Bodily Injury Indicator \*\*\*DISCONTINUED\*\*\*

**Data Field: 9 Column Header: I**

**Description:** Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 0  Maximum: 0 |

Acceptable Values/Code Description:

DISCONTINUED, LEAVE BLANK

### SD Start Date of Discipline

**Data Field: 10 Column Header: J**

**Description:** The date the discipline started

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 10  Maximum: 10 |

Acceptable Values/Code Description:

The date on which the student’s discipline started. For law enforcement referrals and arrests, the date of the event.

Related Data Elements:

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/StartDate

**Values:** per SIF standard

### RD Discipline End Date

**Data Field: 11 Column Header: K**

**Description:** The final date of a student’s discipline

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 0  Maximum: 10 |

Acceptable Values/Code Description:

The date of the final day of a student’s discipline.

Related Data Elements:

Notes:

Students whose discipline lasts one day will have the same start and end date.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/EndDate

**Values:** per SIF standard

### ERD Eligible to Return Date \*\*\*DISCONTINUED\*\*\*

**Data Field: 12 Column Header: L**

**Description:** Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Date  mm/dd/yyyy | Length: | Minimum: 0  Maximum: 0 |

Acceptable Values/Code Description:

DISCONTINUED, LEAVE BLANK

### DM Days Missed

**Data Field: 13 Column Header: M**

**Description:** Number of school days missed as a result of the discipline

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1  Maximum: 3 |

Acceptable Values/Code Description:

The number of days that the student was not in school or class as a result of the discipline

Notes:

Must be between 1 and 200

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/Duration

**Values:** per SIF standard

### AEINC Education Services Indicator \*\*\*DISCONTINUED\*\*\*

**Data Field: 14 Column Header: N**

**Description:** Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 0  Maximum 0 |

Acceptable Values/Code Description:

DISCONTINUED, LEAVE BLANK

Dependencies:

### AE Education Services

**Data Field: 15 Column Header: O**

**Description:** Describes the education services plan that the student participated in during the time away from class or school.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 0  Maximum: 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| **0** | Education Services Plan not offered (only applicable for disciplines 10 days or less) |
| **1** | Home tutoring |
| **2** | In-district education services |
| **3** | Out-of-district education services |
| **6** | Distance learning |
| **7** | Saturday school |
| 9 | Student refused the offer of education services |
| 10 | Student did not respond to the offer of education services |
| 11 | Student moved or transferred |

**Dependencies:**

**Notes:**

If DM > 10, AE must not be 0.

Values 4, 5 and 8 are discontinued codes.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/OtherCodeList/OtherCode (Codeset “StateProvince”)

**Values:** per SIF standard

### LAWENFREF Law Enforcement Referral

**Data Field: 16 Column Header: P**

**Description:** Was the student referred to law enforcement officials as the result of this school related incident?

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 2  Maximum: 2 |

Acceptable Values/Code Description:

1. N/A
2. Court Referral
3. Ticket/Citation
4. Court Referral and Ticket/Citation

**Notes:**

Law enforcement referral = an action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, during school-related events, or while taking school transportation, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered referrals to law enforcement

Do not report this as yes for a felony complaint or felony charge outside of school (offense code MA05 and MA19).

If no removal, expulsion or suspension is associated with the referral, then report “7” in DAT.

**Dependencies:**

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/Code

**Values:** MA61 and MA62

### ARREST School-Related Arrest

**Data Field: 17 Column Header: Q**

**Description:** School-related arrest refers to an arrest of a student for any activity conducted on school grounds, or during off-campus school activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 0  Maximum: 1 |

Acceptable Values/Code Description:

N

Y

**Notes:**

Do not report this as yes for a felony complaint or felony charge outside of school (offense code MA05 and MA19).

If no removal, expulsion or suspension is associated with an arrest then report “7” in DAT.

If ARREST = Y, LAWENFREF must = Y

**Dependencies:**

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/ActionList/Action/Arrest

**Values:** Yes, No

### APPEAL Appeal Indicator \*\*\*DISCONTINUED\*\*\*

**Data Field: 18 Column Header: R**

**Description:** Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alpha | Length: | Minimum: 2  Maximum: 3 |

Acceptable Values/Code Description:

DISCONTINUED, LEAVE BLANK

Notes:

### AEX Education Services Description \*\*\*DISCONTINUED\*\*\*

**Data Field: 19 Column Header: S**

**Description:** Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 0  Maximum: 50 |

Acceptable Values/Code Description:

DISCONTINUED, LEAVE BLANK

Notes:

### SOT1 Offense Code 1

**Data Field: 20 Column Header: T**

**Description:** The code for the offense type for which the student is being disciplined.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

Dependencies:

Must match one of the offense types reported in OTI-OT5 for this incident

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/RelatedToList/RelatedTo and OffenderList/Offender/WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### SOT2 Offense Code 2

**Data Field: 21 Column Header: U**

**Description:** The code for the offense type for which the student is being disciplined.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

Dependencies:

Must match one of the offense types reported in OTI-OT5 for this incident

Notes:

If the student is not being disciplined for a second offense type, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/RelatedToList/RelatedTo and OffenderList/Offender/WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### SOT3 Offense Code 3

**Data Field: 22 Column Header: V**

**Description:** The code for the offense type for which the student is being disciplined.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

Dependencies:

Must match one of the offense types reported in OTI-OT5 for this incident

Notes:

If the student is not being disciplined for a third offense type, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/RelatedToList/RelatedTo and OffenderList/Offender/WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### SOT4 Offense Code 4

**Data Field: 23 Column Header: W**

**Description:** The code for the offense type for which the student is being disciplined.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

Dependencies:

Must match one of the offense types reported in OTI-OT5 for this incident

Notes:

If the student is not being disciplined for a fourth offense type, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/RelatedToList/RelatedTo and OffenderList/Offender/WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

### SOT5 Offense Code 5

**Data Field: 24 Column Header: X**

**Description:** The code for the offense type for which the student is being disciplined.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1  Maximum: 4 |

Acceptable Values/Code Description:

See [Appendix A](#AppendixA)

Dependencies:

Must match one of the offense types reported in OTI-OT5 for this incident

Notes:

If the student is not being disciplined for a fifth offense type, report 500 in this field.

**SIF Information**

**Object**: DisciplineIncident

**Element**: OffenderList/Offender/RelatedToList/RelatedTo and OffenderList/Offender/WeaponTypeList/WeaponType

**Values:** See [Appendix A](#AppendixA)

**Appendix A - List of Offense Codes**

**List of Offense Codes**

For further discussion of offense codes and when they should be reported see: <https://nces.ed.gov/pubs2002/2002312.pdf>

**Always Report** – Incidents involving offenses with a “Y” in this column must always be reported regardless of the discipline or lack thereof that an offender receives. *All* incidents that involve a removal (suspensions, etc.) must be reported regardless of the value in this column.

**Victim Count Required -** Incidents involving offenses with a “Y” in this column must always report a victim count.

**Description Required -** Incidents involving offenses with a “Y” in this column must always report a brief description of the offense.

**Physical Injury Indicator Required -** Incidents involving offenses with a “Y” in this column must always report whether a physical injury occurred.

| **Code** | **Offense** | **Description** | **Always** | **Victim**  **Count** | **Description Required?** | **Physical Injury Indicator** |
| --- | --- | --- | --- | --- | --- | --- |
| **Reportable?** | **Required?** | **Required?** |
|  | **Alcohol (liquor law violations: possession, use, sale)** | | | | | |
| 1010 | Sale of alcohol | Selling alcoholic beverages | **Y** |  |  |  |
| 1020 | Distribution of alcohol | Distributing (i.e., giving away) alcoholic beverages. | **Y** |  |  |  |
| 1030 | Drinking alcohol | Drinking alcoholic beverages | **Y** |  |  |  |
| 1040 | Possession of alcohol | Having alcoholic beverages in one’s pocket(s), bag(s), locker, car, etc. | **Y** |  |  |  |
| 1050 | Suspicion of alcohol use | Exhibiting behaviors that suggests that an individual consumed alcohol. | **Y** |  |  |  |
| 1097 | Other alcohol | The incident cannot be coded in one of the above categories but did involve an alcohol violation. | **Y** |  | **Y** |  |
| 1100 | Arson (Setting a Fire) | The unlawful or intentional damage, or attempt to damage, any school property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire. | **Y** |  |  |  |
|  | **Attendance Policy Violation (Not Attending School or Classes as Required)** | | | | | |
| 1210 | Forging absence excuse | Locally defined |  |  |  |  |
| 1220 | Skipping class | Locally defined |  |  |  |  |
| 1230 | Tardiness | Locally defined |  |  |  |  |
| 1240 | Truancy | Locally defined |  |  |  |  |
| 1297 | Other attendance policy violation | The incident above cannot be coded in one of the above categories but did involve an attendance policy violation. |  |  |  |  |
| 1300 | Battery (physical attack/harm) | Touching or striking another person against his/her will or intentionally causing bodily harm to an individual. Must have an offender and a victim. | **Y** | **Y** |  | **Y** |
| 1400 | Burglary/breaking and entering (stealing property/unlawful entry) | Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime. | **Y** |  |  |  |
| 1500 | Disorderly conduct (disruptive behavior) | Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment. |  |  |  |  |
|  | **Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)** | | | | | |
| 1610 | Sale of illegal drug | Selling illegal drugs | **Y** |  |  |  |
| 1620 | Sale of substance represented as an illegal drug | Selling a substance represented as an illegal drug (e.g., selling oregano represented as marijuana). | **Y** |  |  |  |
| 1630 | Distribution of illegal drug | Distributing (i.e., giving away) illegal drugs. | **Y** |  |  |  |
| 1640 | Distribution of substance represented as an illegal drug | Distributing (i.e., giving away) substance represented as an illegal drug. | **Y** |  |  |  |
| 1650 | Use of illegal drug | Smoking, snorting, injecting, ingesting, or otherwise using an illegal drug not mentioned above | **Y** |  | **Y** |  |
| MA02 | Marijuana use | Smoking or otherwise using marijuana | **Y** |  |  |  |
| 1660 | Possession of illegal drug | Having an illegal drug in one’s pocket(s), bag(s), car, locker, etc. | **Y** |  | **Y** |  |
| MA01 | Marijuana possession | Having marijuana in one’s pocket(s), bag(s), locker, car, etc. | **Y** |  |  |  |
| MA03 | Possession of illegal drugs with intent to sell | Possession of illegal drugs with intent to sell | **Y** |  |  |  |
| 1670 | Possession of drug paraphernalia | Having equipment (e.g., bong) for use in consuming illegal drugs in one’s pocket(s), bag(s), car, locker, etc. | **Y** |  |  |  |
| 1680 | Suspicion of use | An instance where an individual’s behavior suggests that he or she used illegal drugs. | **Y** |  |  |  |
| 1697 | Other drug offense | The incident cannot be coded in one of the above categories but did involve illegal drugs. | **Y** |  | **Y** |  |
| 1700 | Fighting (mutual altercation) | Mutual participation in an offense involving physical violence. No victims, only offenders. | **Y** |  |  | **Y** |
|  | **Harassment, Nonsexual (Physical, Verbal, or Psychological)** | | | | | |
| 1810 | Bullying | The repeated use by one or more students (aggressors) of a written, verbal or electronic expression or a physical act or gesture of any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target’s property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; (v) materially and substantially disrupts the education process of the orderly operation of a school. This includes cyber bullying. | **Y** | **Y** |  | **Y** |
| 1820 | Hazing | Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class. | **Y** | **Y** |  | **Y** |
| 1897 | Other nonsexual harassment | The incident cannot be coded in one of the above categories but did involve nonsexual harassment. | **Y** | **Y** | **Y** |  |
| 1900 | Harassment, sexual (unwelcome sexual contact) | Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct/communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment. | **Y** | **Y** |  |  |
| 2000 | Homicide (murder or manslaughter) | Killing a human being | **Y** | **Y** |  | **Y** |
|  | **Inappropriate Use of Medication (Prescription or over-the-counter)** | | | | | |
| 2110 | Sale of medication | Selling prescription or over-the-counter medication. | **Y** |  |  |  |
| 2120 | Distribution of medication | Distributing (i.e., giving away) prescription or over-the-counter medicine in violation of school rules. | **Y** |  |  |  |
| 2130 | Use of medication in violation of school rules | Using prescription or over-the-counter medicine in violation of school rules. |  |  |  |  |
| 2140 | Possession of medication in violation of school rules | Having prescription or over-the-counter medication in one’s pocket(s), bag(s), car, locker, etc., in violation of school rules |  |  |  |  |
| 2150 | Suspicion of use of medication in violation of school rules | An instance where an individual’s behavior suggests that he or she used prescription or over-the-counter drugs in violation of school rules. |  |  |  |  |
| 2197 | Other inappropriate use of medication | The incident cannot be coded in one of the above categories but did involve the use of prescription or over-the-counter medication in violation of school rules. |  |  | **Y** |  |
| 2200 | Insubordination (disobedience) | Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient**.** |  |  |  |  |
| 2300 | Kidnapping (abduction) | Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking. | **Y** | **Y** |  | **Y** |
|  | **Obscene Behavior** | | | | | |
| 2410 | Displays of affection in violation of school policy | Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy. |  |  |  |  |
| 2420 | Obscene written messages | Writing obscene messages on paper, on black boards, or elsewhere on school property (e.g., on bathroom wall). |  |  |  |  |
| 2430 | Drawing obscene pictures | Creating illustrations of a sexually explicit or vulgar nature. |  |  |  |  |
| 2440 | Obscene electronic communication | Posting obscene messages on Internet message boards, sending obscenities via Internet chat rooms/instant messaging, Twitter, cell phone text and downloading or emailing obscene material. |  |  |  |  |
| 2450 | Obscene gestures | Gestures that are offensive, socially unacceptable, or otherwise not suitable for an educational setting. |  |  |  |  |
| 2460 | Obscene language/profanity | Suggestive, explicit, or vulgar language, cursing, or abusive language. |  |  |  |  |
| 2497 | Other obscene behavior | The incident cannot be coded in one of the above categories but did involve obscene behavior. |  |  |  |  |
| 2500 | Physical altercation, minor (pushing, shoving) | Confrontation, tussle, or physical aggression that does not result in injury. |  |  |  |  |
| 2600 | Robbery (taking of things by force) | The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. | **Y** | **Y** |  | **Y** |
|  | **School Threat (Threat of Destruction or Harm)** | | | | | |
| 2710 | Bomb threat | Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device. | **Y** |  |  |  |
| 2720 | Fire alarm | Verbally or otherwise (e.g., ringing alarm bells) making a false report of fire. | **Y** |  |  |  |
| 2730 | Chemical/biological threat | Intentionally making a false report of potential harm from dangerous chemicals or biological agents. | **Y** |  |  |  |
| 2740 | Terroristic threat | Making terroristic threats to harm students or school officials, and/or to destroy school property. | **Y** |  |  |  |
| 2797 | Other school threat | The incident cannot be coded in one of the above categories but did involve a school threat. | **Y** |  | **Y** |  |
| 2800 | Sexual Battery (sexual assault) | Oral, anal or vaginal penetration forcibly or against the person’s will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, and child molestation. | **Y** | **Y** |  | **Y** |
| 2900 | Sexual offenses, other (lewd behavior, indecent exposure) | Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. | **Y** |  |  |  |
|  | **Suicide** | | | | | |
| 3010 | Suicide | Taking one’s own life voluntarily and intentionally | **Y** |  |  | **Y** |
| 3020 | Attempted suicide | Attempting to take one’s own life voluntarily and intentionally. | **Y** |  |  | **Y** |
|  | **Theft (Stealing Personal or Other Property)** | | | | | |
| 3110 | General theft, person | Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. | **Y** |  |  |  |
| 3120 | Motor vehicle theft | Theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled | **Y** |  |  |  |
| 3197 | Other theft | The incident cannot be coded in one of the above categories but did involve theft. | **Y** |  | **Y** |  |
|  | **Threat/Intimidation (Causing Fear of Harm)** | | | | | |
| 3210 | Physical threat | Threatening an individual or group of individuals with a gesture(s) or body language. | **Y** |  |  |  |
| 3220 | Verbal threat | Threatening an individual or group of individuals with spoken words or sounds. | **Y** |  |  |  |
| 3230 | Written threat | Threatening an individual or group of individuals in writing (e.g., letter, note, message on chalkboard). | **Y** |  |  |  |
| 3240 | Electronic threat | Threatening an individual or group of individuals by email, postings on Internet sites, or through other electronic mechanisms. | **Y** |  |  |  |
| 3297 | Other threat | The incident cannot be coded in one of the above categories but did involve a threat. | **Y** |  | **Y** |  |
|  | **Tobacco (Possession or Use)** | | | | | |
| 3310 | Sale of tobacco | Sale of tobacco products (e.g., cigarettes, chewing tobacco). | **Y** |  |  |  |
| 3320 | Distribution of tobacco | Distribution (i.e., giving away) tobacco products. | **Y** |  |  |  |
| 3330 | Use of tobacco | Smoking, chewing or otherwise using tobacco (cigarettes, cigars, pipes, or smokeless tobacco) | **Y** |  |  |  |
| 3340 | Possession of tobacco | Having tobacco in one’s pocket(s), bag(s), car, locker, etc. | **Y** |  |  |  |
| 3350 | Suspicion of use of tobacco | An instance where an individual’s behavior, breath, etc., suggests that he or she used tobacco. | **Y** |  |  |  |
| 3397 | Other tobacco offense | The incident cannot be coded in one of the above categories but did involve tobacco. | **Y** |  | **Y** |  |
| 3400 | Trespassing | Unlawful or Unauthorized Presence | **Y** |  |  |  |
|  | **Vandalism (Damage to School or Personal Property)** | | | | | |
| 3510 | Vandalism of school property | Willful destruction or defacement of school property. | **Y** |  |  |  |
| 3520 | Vandalism of personal property | Willful destruction or defacement of personal property | **Y** |  |  |  |
| 3597 | Other vandalism | The incident cannot be coded in one of the above categories but did involve vandalism. | **Y** |  | **Y** |  |
| 3600 | Violation of school rules (disobeying school policy) | This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records. |  |  | **Y** |  |
| 9000 | Other offenses (e.g., forgery, extortion) | Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property. |  |  | **Y** |  |
| MA05 | Felony conviction outside of school | Indicate type of felony | **Y** |  | **Y** |  |
| MA19 | Felony complaint (charge) outside of school | Indicate type of felony | **Y** |  | **Y** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Weapons Offenses** | | | | | |
|  | **Firearm** | | | | | |
| 0011 | Handgun | A handgun or pistol | **Y** |  |  |  |
| 0012 | Shotgun/rifle | A shotgun or Rifle | **Y** |  |  |  |
| 0013 | Other type of firearm | The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act. | **Y** |  | **Y** |  |
|  | **Knife** | | | | | |
| 0021 | Knife with blade less than 2.5 inches | Knife with blade less than 2.5 inches | **Y** |  |  |  |
| 0023 | Knife with blade greater than or equal to 2.5 inches | Knife with blade greater than or equal to 2.5 inches | **Y** |  |  |  |
| 0029 | Other knife | The weapon involved was another type of knife. | **Y** |  |  |  |
| 0030 | Other sharp objects | The weapon involved was another type of sharp object, (e.g., razor blade, ice pick, dirk, Chinese star, other pointed instrument [used as a weapon]). | **Y** |  | **Y** |  |
| 0040 | Other object | The weapon involved was another known object (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device [stun gun], BB or pellet gun). | **Y** |  | **Y** |  |
| 0050 | Substance used as weapon | The weapon involved was a substance (e.g., mace, tear gas) that was used as a weapon. | **Y** |  |  |  |
| MA51 | Explosive or incendiary device | A bomb, grenade, rocket, missile, mine, or other incendiary device | **Y** |  |  |  |
| 0099 | Unknown weapon | Any Other object not described above, such as fireworks or firecrackers | **Y** |  |  |  |

**Revision History**

| **Version** | **Date Posted** | **Date of Change** | **Description** |
| --- | --- | --- | --- |
| 22.0 |  | 9/1/22 | Added summary of bullying allegations and substantiated bullying incidents involving staff |
| 21.0 |  | 7/28/21 | Updated Law Enforcement Referral element to reflect separate values for court referrals and tickets/citations |
| 20.0 |  | 10/01/20 | New element Retaliation added |
| 20.0 |  | 05/01/19 | Initial setup for FY20  LawEnfRef – Element added  Added/Enhanced definition of Emergency Removal |
| 9.1 |  | 9/18/18 | DAT - Added value 7  Appendix A – corrected missing leading 00 values for weapons offenses |
| 9.0 |  | 8/07/18 | Appendix A: Offense codes MA04 & MA14 deprecated.  AE – additional education service codes added  DAT – additional discipline added  NAE – deprecated  AEX – Deprecated  APPEAL– Deprecated  Arrest - element added |
| 8.0 |  | 8/07/17 | Appendix A: Offense codes converted to NCES  Discipline Return Date redefined to Final day of Discipline  AE INC – Discontinued  BI Off Discontinued |

1. “Education Laws and Regulations.” *Massachusetts Department of Elementary and Secondary Education*, 25 Aug. 2014, www.doe.mass.edu/lawsregs/603cmr53.html?section=53.07. [↑](#footnote-ref-2)