



SPECIAL EDUCATION DISCIPLINE DATA DICTIONARY:

The purpose of this handbook is to provide guidance to school district special education staff on the verification of student discipline data collected throughout the year and reported in APSCN Cycle 7. In the guide we attempt to be as inclusive as possible; however, not all situations will be covered here. If there are questions about how to code a student after consulting this data dictionary, please contact the Arkansas IDEA Data & Research Office at 501-916-3219

Student Demographic information is pulled from APSCN Special Education during Cycle 7.

DATA FIELDS

FIELD: Social Security (4, 7)

The nine-digit Social Security number of the student. If a student's SSN cannot be obtained, then the ADE assigned number as required by Arkansas Code Ann. 6-18-208 should be used. This number should remain the same throughout the student's school career.

FIELD: First Name (4, 7)

The student's legal first name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: Middle Name (4, 7)

The student's legal middle name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: Last Name (4, 7)

The student's legal last name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: Ethnic Code (4, 7)

1 = H Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2 = N American Indian or Alaskan Native

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

3 = A Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

4 = B Black or African American

A person having origins in any of the black racial groups of Africa.

5 = W White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6 = P Native Hawaiian/Pacific Islander

A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

7 = T Two or More

FIELD: Gender (4, 7)**M Male****F Female****FIELD: Birth date (4, 7)**

The student's date of birth.

* Please make sure that the student's birth date is accurate. Some common errors include using the current year as the student's year of birth and entering years such as '2093' or '0993' instead of '1993.'

FIELD: Age (4, 7)

Derived from the student's date of birth

FIELD: Grade (4, 7)**K Kindergarten**01 1st Grade02 2nd Grade03 3rd Grade04 4th Grade05 5th Grade06 6th Grade07 7th Grade08 8th Grade09 9th Grade10 10th Grade11 11th Grade12 12th Grade**EE Non-Graded Elementary**

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SM Non-Graded Middle/Jr.

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SS Non-Graded Secondary

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

FIELD: Building Code (4, 7)

The building code, which the student is assigned.

FIELD: English Language Learner (4, 7)

Y Yes – if the student has limited English proficiency, for English is not the student’s first language or the language spoken at home.

N No

Discipline information is pulled from APSCN student management system during Cycle 7**FIELD: Discipline Date**

The date upon which the disciplinary action for an offense begins.

FIELD: Infractions

- 01 = Drug
- 02 = Alcohol
- 03 = Tobacco/e-Cigarettes/Vaping Devices
- 04 = Attendance Policy Violation
- 05 = Physical Attack/Harm on Student
- 06 = Physical Attack/Harm on Staff
- 07 = Knife
- 08 = Handgun
- 09 = Rifle
- 10 = Shotgun
- 11 = Weapon
- 12 = Gangs
- 13 = Vandalism
- 14 = Insubordination
- 15 = Disorderly Conduct
- 16 = Explosives
- 17 = Other
- 18 = Bullying
- 19 = Fighting
- 20 = Personal Electronic Device
- 21 = Cyberbullying
- 22 = Harassment
- 23 = Sexual Behavior
- 24 = Stealing/Theft
- 25 = Terroristic Threats
- 26 = Sexual Harassment
- 27 = Technology Use Violation

FIELD: Action Taken

The punitive action taken by the school authority or court authority to reprimand the student after an offense is committed as:

01= In-School Suspension

02= Out-of-school Suspension (Not to exceed 10 days) (the incident did not result in physical injury)

03= Expelled

04= Expelled for Weapons (as defined by Federal, State and Student Discipline policy)

08= Alternative Learning Environment (full year)

09= Expelled for Drugs (Does not include alcohol or tobacco)

10= Expelled for Dangerousness (the incident did not result in physical injury)

11= Expelled for dangerousness (the incident resulted in physical injury)

12= Out of School Suspension (the incident resulted in physical injury)

13= Alternative Learning Environment (less than year)

FIELD: Incident ID Number

The number assigned to the infraction

FIELD: Suspension Days

If the above action-taken was coded as In-School Suspension (01) or Out-of-school suspension (02), enter the number of days the student is suspended. **This is based on scheduled days, not actual days served.**

FIELD: Shortened Expulsion

Was the expulsion (action-taken= Codes 03 and/or 04) reported for infractions 08-handgun, 09-rifle, 10-shotgun, or 16-explosives, shortened to a term less than one year by the chief administering officer under the case-by-case modification provisions of Section 14601 (b) of the Gun Free School Act?

FIELD: Alternative Placement

Was the expulsion (action-taken= Codes 03 and/or 04) reported referred to an alternative school or program?

FIELD: Student Status

Enter the appropriate code designating student status at the time of infraction

RG= Regular Student

SP= Special Education Student

Matched to discipline data post-submission**FIELD: Primary Disability (4, 7) (added post-cycle 7 submission)****AU Autism**

“... a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age 3, that adversely affects a child’s educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child’s educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in paragraph (b)(4) of this section.” [taken from 34 Code of Federal Regulations §300.7(c)(1)(i)]

DB Deaf-Blindness

“... concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.” [taken from 34 Code of Federal Regulations §300.7(c)(2)]

ED Emotional Disturbance

“(i) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child’s educational performance:

- (A) An inability to learn that cannot be explained by intellectual, sensory, or health factors.
- (B) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
- (C) Inappropriate types of behavior or feelings under normal circumstances.
- (D) A general pervasive mood of unhappiness or depression.
- (E) A tendency to develop physical symptoms or fears associated with personal or school problems.

(ii) The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance.” [taken from 34 Code of Federal Regulations §300.7(c)(4)]

HI Deaf/Hearing Impairment

Deafness: “... a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child’s educational performance.” [34 Code of Federal Regulations §300.7(c)(3)]

Hearing Impairment: “... an impairment in hearing, whether permanent or fluctuating, that adversely affects a child’s educational performance but that is not included under the definition of deafness in this section.” [taken from 34 Code of Federal Regulations §300.7(c)(5)]

MD Multiple Disabilities

“... concomitant impairments (such as intellectual disability-blindness, intellectual disability, orthopedic impairment, etc.), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.” [taken from 34 Code of Federal Regulations §300.7(c)(7)]

MR Intellectual Disability

“... significantly sub average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period, that adversely affects a child’s educational performance.” [taken from 34 Code of Federal Regulations §300.7(c)(6)]

OHI Other Health Impairments

“(9) Other health impairment means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that--

(i) Is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia; and (ii) Adversely affects a child’s educational performance.” [taken from 34 Code of Federal Regulations §300.7(c)(9)]

OI Orthopedic Impairments

“... a severe orthopedic impairment that adversely affects a child’s educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc.), impairments caused by disease (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).” [taken from 34 Code of Federal Regulations §300.7(c)(8)]

SI Speech/Language Impairments

“... a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a child’s educational performance.” [taken from 34 Code of Federal Regulations §300.7(c)(11)]

SLD Specific Learning Disabilities

“...a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia...The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, intellectual disability, emotional disturbance, or environmental, cultural, or economic disadvantage.” [34 Code of Federal Regulations §300.7(c)(10)]

TBI Traumatic Brain Injury

“... an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child’s educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.” [34 Code of Federal Regulations §300.7(c)(12)]

VI Visual Impairments

“... an impairment in vision that, even with correction, adversely affects a child’s educational performance. The term includes both partial sight and blindness.” [34 Code of Federal Regulations §300.7(c)(13)]