



Wyoming Department of Education

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# WDE-636: WISE Student Disciplinary Actions and Crime and Violence Incidents Data Collection Guidebook

Collection Window:  
06/19/2009 - 07/02/2009

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# Introduction

## Abstract

The WDE-636 is the WISE Student Disciplinary Actions and Crime and Violence Incidents Data Collection. It combines the WDE-630 - Report of Student Disciplinary Actions and the WDE-631 - Report of Incidents of Crime and Violence on School Grounds or at School Sponsored Events.

For the WDE-636 data collection, each district will submit two files in the State Report Manager (SRM). The first file reports each individual student that was involved in a disciplinary incident on a particular day. This file includes the student's demographics and details of the action taken against that particular student. The second file reports on the disciplinary incident as a whole. The students can be referenced back to the incident using the IncidentReferenceNumber data element.

In addition to the IncidentReferenceNumber, the WDE-636 data has additional elements that were not originally collected in the WDE-630 or WDE-631. Within the student-level file, the new data elements are 1) student's last name, 2) student's first name, 3) student's middle name, 4) student's name suffix, 5) student's ELL status, 6) District ID, 7) student's modified expulsion, 8) hearing offered to student, 9) status of student's hearing, and 10) incident reference number. Within the incident-level file, there are two new data elements, which include District ID and injury status caused by the incident.

## Authority

School districts are required to submit a variety of data collections to the WDE each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions.

### *WDE-636 Authority*

Gun-Free Schools Act (GFSA) Individuals with Disabilities Act (IDEA), Under Section 602 (a) (1) Federal Safe and Drug-Free Schools and Communities Act (SDFSC) Elementary and Secondary Education Act (ESEA), Title IV, Part A, Subpart 3 as amended by the No Child Left Behind Act of 2001 (NCLB).

The Gun-Free Schools Act (GFSA), Part A, Subpart 3, under Title IV of the elementary and Secondary Education Act (ESEA) of 1965, as amended (20 U.S.C. 7151) requires that each State have in effect a State law requiring local educational agencies (LEAs) to expel from school for a period of not less than one year a student found to have brought a firearm to school, or to have possessed a firearm at school. In addition, under the GFSA, LEAs receiving ESEA funds must adopt a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school or possesses a firearm at school. The GFSA requires States to provide annual reports to the Secretary of Education concerning implementation of the Act's requirements.

# Instructions

This document serves as the definitive guide for the process and content of the WDE-636 Data Collection.

These instructions are not intended to give the reader technical guidance on the State Report Manager (SRM). The SRM User's Guide can be found online at [https://www.k12.wy.us/wise/documents/library/trainingmaterials/2007/WY\\_SRM\\_1\\_2\\_User\\_Guide\\_v1p1.pdf](https://www.k12.wy.us/wise/documents/library/trainingmaterials/2007/WY_SRM_1_2_User_Guide_v1p1.pdf).

## Data Submission Process

### *Data Compilation*

Each district must create a Comma Separated Value (CSV) file that contains the appropriate data and data elements for this collection. The elements and business rules can be found at <https://www.k12.wy.us/wise/>.

### *Login*

Once the data has been compiled, the first step in the submission process is to login to the SRM. Each district has a single SRM contact person. In most cases, this is the district WISE coordinator. This person has the district's URL, username, and password. It will be necessary to work with this person in submitting the data from this collection.

### *Upload Files*

At this time, the SRM user will upload this file into the SRM. The user will click on the orange "New Trial" button. In the next screen, the user will click the "Browse" button and search for the CSV file. Then the user will click the "Import" button. While the file is being uploaded, the program will check the data for errors.

### *Errors in Data*

Once the data have been uploaded, the user must evaluate all errors and warnings reported in the SRM. The SRM provides these errors in an attempt to provide cleaner data to WDE and the districts. All fatal errors must be corrected before the SRM will allow the user to send data to the WDE. The user must make corrections offline and upload a corrected file. *All errors changed within the WDE-636 data CSV file also need to be corrected within the Student Information System (SIS).*

## *Send to WDE*

Once all fatal errors have been corrected and all warnings have been examined, the user is ready to send the data to the WDE. The “Send to WDE” button will turn blue at that time. Once each district has sent in the data, its content will be verified against other data collections. If any errors or questions persist in the data, the Data Collection Steward will contact each district for clarification.

## *Download Finalized Data*

The user has the option to download the submitted data file out of the SRM. One copy of the finalized data should be saved in a secure location for auditing purposes. This file may also prove useful to reconcile any questions that may arise with the Data Collection Steward.

# Collection Schedule

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, school district personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is **July 2, 2009**.

It is highly recommended that each district load data by the Wednesday before the collection is due. For this collection, district should upload data no later than June 24, 2009. This will ensure that data can be validated and errors can be corrected before the data are sent to WDE.

## WDE-636 Collection Schedule

**Collection Window**  
**06/19/09 - 07/02/09**

# Frequently Asked Questions

## Introduction

The WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the data steward should be contacted for clarification. For this collection, there are two Frequently Asked Questions (FAQ) tables: one for content questions and the other for submission questions. Both FAQ tables will be updated periodically as more questions arise.

## WDE-636 Content Questions and Answers

#	Question	Answer
1	Who do I contact regarding content questions?	Nathaniel Castellanos at 307-777-6391
2	What happened to the WDE-630 and the WDE-631?	They were combined into the WDE-636 data collection.
3	What are suspension or expulsion grounds?	Please see Appendix 1.
4	Who has the authority to suspend or expel a student?	Please see Appendix 1.
5	Do I count calendar days or school days for a modified expulsion?	The count of days must match the modified student action. See below for details. <ul style="list-style-type: none"> <li>◆ In School Suspension - count in school days</li> <li>◆ Out of School Suspension - count in school days</li> <li>◆ Juvenile Court System - count in court days</li> </ul>
6	Is a student required to <u>attend</u> a hearing if suspended for more than 10 days?	A student should be <u>offered</u> a hearing if suspended for more than 10 days or if the suspended student has an IEP plan under IDEA. The parents of the student have the right to refuse the hearing. Also reference Appendix 1.
7	What happens if a student has two disciplinary actions in the <u>same day</u> ?	Both actions should be reported with a different StudentSequence.
8	Which weapon should be reported if a student brings a knife and a handgun to school?	Please report the weapon that poses the largest amount of danger. In this case, it would be the handgun.
9	Which weapon should be reported if a student brings more than one hand gun to school?	Please report multiple firearms, which is “M” in both the StudentWeaponType and IncidentWeaponType files.
10	If a student vandalizes the school by spray painting it, who would be reported as the victim?	Please report “Z” in IncidentVictim because there was no true victim.
11	When would I select “No action taken” in StudentAction?	If you had an incident that ended up having no action taken against a student, you would be able to still report it to the Department.
12	Do I mark StudentELL= Y for a student that is in Year 1 or Year 2 of ELL monitoring?	No. You will mark StudentELL=Y only for those students that are currently ELL. If a student is in ELL monitoring, you should mark StudentELL=N.

## WDE-636 Submission Questions and Answers

#	Question	Answer
1	Who do I contact regarding submission questions?	Leslie Zimmerschied at 307-777-8751
2	Who do I contact regarding username and passwords for the State Report Manager?	Your district's WISE Coordinator.
3	Who do I contact regarding the WISE project as a whole?	Shadd Schutte at 307-777-3656
4	Who do I contact if I need a WISERID (WISE student identification number)?	Your district's WISE Coordinator
5	Where can I find more information on the elements within this collection?	<a href="http://www.k12.wy.us/wise/">http://www.k12.wy.us/wise/</a>
6	What elements are optional in the WDE-636?	The following elements are optional within the WDE-636: <ul style="list-style-type: none"> <li>◆ StudentMiddleName</li> <li>◆ StudentNameSuffix</li> </ul>
7	What does it mean when an element is conditional?	If an element is categorized as being conditional, it means that its response is based upon the response of another data element. Please reference the data element list. The element that it is conditional upon should be listed within the definition for that element.
8	Do I have to upload the Student and Incident files at the same time?	Yes. You will receive an error if you do not upload both files at the same time. You are welcome to work on one file at a time; however you must upload them together.
9	I received an internal error after I uploaded my data. What do I do now?	Contact Leslie Zimmerschied at 307-777-8751
10	I received an error on my headers. What does that mean?	The first row of your Comma Separated Value (.CSV) file should contain the column headers for each data element. The headers must be in the correct order and spelled correctly in order for the SRM to upload your data correctly. Compare your headers with the latest version of the data element document (see Question #5) and make any necessary corrections. Once corrections have been made, upload your data again. If you continue to get this error, contact Leslie Zimmerschied at 307-777-8751.
11	How will I know when I can send the data to WDE?	You can send your data to WDE after you have corrected all of your errors and looked over all of your warnings. The "Send to WDE" button will turn blue after all errors have been corrected.

# Appendix 1: Wyoming Statute on Suspensions and Expulsions

## Authority and Procedure

The following is an excerpt on the authority and procedure for suspension and expulsion taken from Wyoming Statute 21-4-305.

- (a) The board of trustees of any school district may delegate authority to disciplinarians chosen from the administrative and supervisory staff to suspend any student from school for a period not to exceed ten (10) school days. In addition, the board of trustees shall, subject to the case-by-case modification permitted by this subsection, require the district superintendent to expel from school for a period of one (1) year any student determined to possess, use, transfer, carry or sell a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12). The superintendent with the approval of the board of trustees may modify the period of expulsion on a case-by-case basis based upon the circumstances of the violation. Upon a violation of this subsection and following notice and hearing requirements of this section, the superintendent shall notify the district attorney of the violation together with the specific act in violation of this subsection and the name of the student violating this subsection. Nothing in this subsection prohibits a district from providing educational services to the expelled student in an alternative setting.
- (b) The disciplinarian shall give the student to be suspended oral or written notice of the charges against him and an explanation of the evidence the authorities have. The disciplinarian shall give the student to be suspended an opportunity to be heard and to present his version of the charges against him. No student shall be removed from school without such notice and opportunity to be heard, except as provided by subsection (c) of this section.
- (c) The disciplinarian shall give the student to be suspended the opportunity to be heard as soon as practicable after the misconduct, unless the student's presence endangers persons or property, or threatens disruption of the academic process, in which case his immediate removal from school may be justified, but the opportunity to be heard shall follow as soon as practicable, and not later than seventy-two (72) hours after his removal, not counting Saturdays and Sundays. Written notice of suspension shall be sent to the student's parents, guardians or custodians within twenty-four (24) hours of the decision to conduct them.
- (d) The board of trustees of any school district or the superintendent if designated, may suspend a student for a period exceeding ten (10) school days or may expel a student for a period not to exceed one (1) year, provided the student is afforded an opportunity for a

hearing in accordance with the procedures of the Wyoming Administrative Procedure Act [W.S. 16-3-101 through 16-3-115].

- (e) Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the state, except for expulsion by a district superintendent under subsection (a) of this section, or where the offense was committed at a school function, against the property of the school, or is of such nature that continuation of the child in school would clearly be detrimental to the education, welfare, safety or morals of other pupils. No suspension or expulsion shall be for longer than one (1) year.
- (f) Any decision of the board, or of a designated superintendent, shall be considered a final decision which may be appealed to the district court of the county in which the school district is located, pursuant to provisions of the Wyoming Administrative Procedure Act. The court may, on application or on its own motion, stay the decision of the board or superintendent pending appeal, considering both the best interests of the child and the need to maintain an orderly environment conducive to learning for other children.

## Grounds

The following is an excerpt on grounds for suspension and expulsion taken from Wyoming Statute 21-4-306.

- (a) The following shall be grounds for suspension or expulsion of a child from a public school during the school year:
  - (i) Continued willful disobedience or open defiance of the authority of school personnel;
  - (ii) Willful destruction or defacing of school property during the school year or any recess or vacation;
  - (iii) Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by subsection (b) of this section;
  - (iv) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence;
  - (v) Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).
- (b) As used in paragraph (a)(iii) of this section, "habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.