

## SPED Discipline Information System Instructions

**LOCATION:** This collection is located within the NDE Portal website (<http://portal.education.ne.gov>). Please contact your District Administrator for an Activation Code to get access to this collection.

**DUE DATE:** The SPED Discipline Report is due on or before June 16th. Audit Window Close Date is on June 30th.

**SCOPE:** This collection is to be completed by Public Districts.

**CONTACT:** Contact the NDE Helpdesk with questions at 402-471-3151 or 1-888-285-0556, or contact John Marcucci in Special Education at [john.marcucci@nebraska.gov](mailto:john.marcucci@nebraska.gov)

### DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

#### *SCHOOL LEVEL*

Choose your school district and school building from the drop-down menu, and click on the **Enter** button and complete each Discipline information form. Follow the instructions below under the heading **Filling Out This Report**. Complete Review Steps 1, 2, and 3 in the **Review** section once each **category** and **section** is complete for a school.

#### *DISTRICT LEVEL*

Return to the main page and select your district from the dropdown menu. Click **Enter** and scroll to the bottom of the page. Complete Review Steps 1 & 2 for your district.

### REVIEW

**REVIEW STEP #1:** When all sections are complete for a school, scroll down to the bottom of the page and click on **Validate School Data**. A message will appear at the bottom that will either tell you your data have passed all edit checks, OR that you have some validation errors to correct.

**REVIEW STEP #2:** Once you have successfully passed all edit checks, click on **Submit School Data**.

Go through this process for **each** school building with data.

**REVIEW STEP #3:** If you have no more schools with data to report, click on **Submit Remaining Schools**. This will submit all your schools with no data to report in one step.

**NOTE:** If you have no students to report for your district, all you need to do is select your district from the dropdown menu, and click on **Submit Remaining Schools**. This will take you to Review Steps 1, 2, & 3 for the building. Repeat Review Steps 1 & 2 for the district once the buildings are submitted.

## FILLING OUT THIS REPORT

A student should be reported only if his/her suspensions sum to at least 1 day during the school year. Do not report students if they only have a single suspension of a half day.

Counts cover the entire school year.

Counts include children ages 3-21 served under Part B, IDEA. Age is determined as of the child count date (October 1 of the current school year.)

## CATEGORIES

There are three categories. Please complete these in order.

- Unilateral Removals
- Suspensions
- Expulsions

For guidance, refer to **PART 2: Rules**, and **PART 3: Definitions**.

## SECTIONS

Within each **category**, you must complete in order all **sections**.

- Section A – By Disability
- Section B – By Race/Ethnicity
- Section C – By Gender
- Section D – By Limited English Proficiency Status

For guidance, refer to **PART 4: Specific Instructions**.

In each section, select the category from the dropdown you need to report, and fill in the appropriate numbers in each column. Be sure to click on **Save** after you have completed each column. When each section is completed, click on **Return** and continue to the next section.



## PART 2: RULES

**UNILATERAL REMOVALS:** The following rules apply to this section.

**Rule #1:** 1A must be less than or equal to 1B + 1C + 1D.

Unilateral Removals (1A) must be less than or equal to the total number of Removals for Drugs (1B), Removals for Weapons (1C) and Removals for Serious Bodily Harm (1D).

**Rule #2:** If 1B, or 1C, or 1D is greater than 0, then 1A must be greater than 0.

If removals are reported in Removals for Drugs (1B), Removals for Weapons (1C) or Removals for Serious Bodily Harm (1D), then students must be reported in Unilateral Removals (1A).

**SUSPENSION:** No rules directly apply within this section.

**EXPULSIONS:** The following rules apply to this section.

**Rule #3:**  $5A$  must be greater than or equal to  $5B + 5C + 5D$

Total Disciplinary Removals (5A) must be greater than or equal to Number of Children with Disciplinary Removals Totaling 1 Day (5B), Number of Children with Disciplinary Removals Totaling 2-10 Days (5C), and Number of Children with Disciplinary Removals Totaling more than 10 Days (5D).

**Rule #4:** If 5B, or 5C, or 5D are greater than 0, then 5a must be greater than 0.

Total Disciplinary Removals (5A) cannot be zero if there any entries for Number of Children with Disciplinary Removals Totaling 1 Day (5B), Number of Children with Disciplinary Removals Totaling 2-10 Days (5C), and Number of Children with Disciplinary Removals Totaling more than 10 Days (5D).

## **RULES ACROSS CATEGORIES**

**Rule #5:**  $5B + 5C + 5D$  must be less than or equal to  $1A + 2 + 3A + 3B + 4A + 4B$

The Number of Children with Disciplinary Removals Totaling 1 Day (5B), Number of Children with Disciplinary Removals Totaling 2-10 Days (5C), and Number of Children with Disciplinary Removals Totaling more than 10 Days (5D) should be less than or equal to the sum of columns for Unilateral Removals (1A), Removals to an Interim Alternative Educational Setting (2), Number of Children with Out-of-School Suspension/Expulsion Totaling 10 days or less (3A), Number of Children with Out-of-School Suspension/Expulsion Totaling Greater Than 10 days (3B), Number of Children with In-School Suspensions/Expulsions 10 days or less (4A), and Number of Children with In-School Suspensions/Expulsions Totaling Greater Than 10 days (4B).

**Rule #6:**  $5B + 5C + 5D$  must be greater than or equal to  $1A + 2 + 3A + 3B$

The Number of Children with Disciplinary Removals Totaling 1 Day (5B), Number of Children with Disciplinary Removals Totaling 2-10 Days (5C), and Number of Children with Disciplinary Removals Totaling more than 10 Days (5D) should be greater than or equal to the sum of columns for Unilateral Removals (1A), Removals to an Interim Alternative Educational Setting (2), Number of Children with Out-of-School Suspension/Expulsion Totaling 10 days or less (3A), and Number of Children with Out-of-School Suspension/Expulsion Totaling Greater Than 10 days (3B).

**Rule #7:**  $5B + 5C + 5D$  must be greater than or equal to  $1A + 2 + 4A + 4B$

The Number of Children with Disciplinary Removals Totaling 1 Day (5B), Number of Children with Disciplinary Removals Totaling 2-10 Days (5C), and Number of Children with Disciplinary Removals Totaling more than 10 Days (5D) should be greater than or equal to the sum of columns for Unilateral Removals (1A), Removals to an Interim Alternative Educational Setting (2), Number of Children with In-

School Suspensions/Expulsions 10 days or less (4A), and Number of Children with In-School Suspensions/Expulsions Totaling Greater Than 10 days (4B).

## **RULES ACROSS SECTIONS**

Under each category, sections A,B,C, and D should equal the same number, since they represent the same children broken up by different characteristics. Refer to the following formulas to make sure your entries are correct:

**Rule:** Total for 1A from Section A must equal the total for 1A from Section B

**Rule:** Total for 1A from Section A must equal the total for 1A from Section C

**Rule:** Total for 1A from Section A must equal the total for 1A from Section D

## **PART 3: DEFINITIONS**

*Dangerous Weapon* – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. Section 930(g)(2)).

*Disciplinary Removal* – Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others.

*Drug Offenses* – The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). These offenses do NOT include use, possession, sale, or solicitation of alcohol or tobacco.

*Expulsion* – An action taken by the local educational agency removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

*In-School Suspension* – Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

*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 receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.

*Out-of-School Suspension* – Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.

*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 maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.

*Serious Bodily Injury* – A bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365(3)(h)).

*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.

#### **PART 4: SPECIFIC INSTRUCTIONS**

##### Section A: Disciplinary Removal Type by Disability

In Section A, information is reported by disability category. In columns 1 through 5, Districts must report the number of children in each column by disability category.

In column 1A, report the number of children ages 3-21 who were unilaterally removed for drug or weapons offenses or serious bodily injury (as defined above) by school personnel (NOT the IEP team) from their current educational placement to an interim alternative educational setting (determined by the IEP team). Children with more than one unilateral removal should be counted only once in column 1A.

Columns 1B, 1C, and 1D are counts of removals. Each child reported in column 1A should be reported at least once in columns 1B, 1C, or 1D.

In column 1B, report the total number of times the children reported in column 1A were unilaterally removed for drug offenses, as defined above.

In column 1C, report the total number of times the children reported in column 1A were unilaterally removed for weapons offenses, as defined above.

In column 1D, report the total number of times the children reported in column 1A were unilaterally removed for inflicting serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or LEA.

If a child reported in column 1A was unilaterally removed to an Interim Alternative Educational Setting more than once then this child should be counted more than once in columns 1B, 1C, or 1D. If, in the course of a single incident, a child committed more than one type of offense, then report the child in each of the appropriate columns. For example, if the child committed both a drug offense and a weapon offense during the same incident, report the drug offense in column 1B and report the weapon offense in column 1C. Every child reported in columns 1B, 1C, and/or 1D should be counted once, and only once, in column 1A.

Children who were removed from school by school personnel for drugs, weapons, or serious bodily injury for 10 days or less and were NOT sent to an Interim Alternative Educational Setting, should be reported as having been suspended. Do not include these children in column 1A.

Children who were removed from school by school personnel for drugs, weapons, or serious bodily injury and who were sent to an Interim Alternative Educational Setting for 45 days or less should be reported in column 1A. This includes children who were sent to an IAES for 10 days or less.

In column 2, report the number of children ages 3-21, who were removed to an interim alternative educational setting based on a hearing officer determination of likely injury to themselves or others. Children removed by a hearing officer more than once should be counted only once in column 2. (Hearing officer is appointed by NDE pursuant to rule 55).

Column 3 is a report of children ages 3-21 with out-of-school suspensions or expulsions.

In column 3A, report the number of children ages 3-21 with out-of-school suspensions or expulsions summing to 10 days or less during the school year for any offense or combination of offenses. No child should be reported more than once in column 3A.

In column 3B, report the number children ages 3-21 with out-of-school suspensions or expulsions summing to more than 10 days during the school year for any offense or combination of offenses. No child should be reported more than once in column 3B.

NOTE: No child should be reported in both column 3A and column 3B. The sum of 3A and 3B is the total number of children with out- of-school suspensions or expulsions during the school year.

Column 4 is a report of children ages 3-21 with in-school suspensions.

In column 4A, report the number of children ages 3-21 with in-school suspensions summing to 10 days or less during the school year for any offense or combination of offenses. No child should be reported more than once in column 4A.

In column 4B, report the number of children ages 3-21 with in-school suspensions summing to more than 10 days during the school year for any offense or combination of offenses. No child should be reported more than once in column 4B.

NOTE: No child should be reported in both column 4A and column 4B. The sum of 4A and 4B is the total number of children with in- school suspensions or expulsions during the school year.

NOTE: If a child has both in-school and out-of-school suspensions in the same school year, that same child can be reported in both column 3A or 3B and column 4A or 4B.

A child should be counted in only one of the first three columns (1A, 2, or 3) for the same offense. If a child is unilaterally removed for drugs and reported in column 1A, then do NOT report the child again in column 3 for the same incident. Similarly, if a child is removed by a hearing officer for likely injury and is reported in column 2, then do NOT report the child again in column 3 for the same incident.

A child who is subject to both an in-school and an out-of-school suspension for the same offense should be reported in both columns 3 and 4.

A child with more than one offense could be counted in more than one column (1A, 2, or 3). For example, a child who was unilaterally removed to an interim alternative educational setting and, later in the school year, was subject to an out-of-school suspension for more than 10 school days for a separate offense, should be reported in both column 1A and column 3.

Column 5 is a report of disciplinary removals.

In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out-of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A. Report each child with a disciplinary removal only once in either column 5B, 5C, or 5D according to the cumulative number of days of removal during the school year.

In column 5B, report any child whose cumulative length of removal during the school year totaled 1 day or less.

In column 5C, report any child whose cumulative length of removal during the school year totaled between 2 and 10 days.

In column 5D, report any child whose cumulative length of removal during the school year totaled more than 10 days.

All children reported in columns 5B through 5D should have one or more disciplinary removals reported in column 5A. For example, a child who was suspended three times for three days each during the school year (a total of 9 days) should be reported 3 times in column 5A and once in column 5C.

NOTE: The sum of 5B, 5C, and 5D is the total number of children with one or more disciplinary removals during the school year. Each child reported in columns 1A, 2, 3, or 4 should be reported only ONCE in column 5B, 5C, or 5D, based on the cumulative number of days the child was removed during the school year.

#### Section B: Disciplinary Removal Type by Race/Ethnicity

The columns found in Section A are repeated in Section B. In Section B, however, data are reported by race/ethnicity categories. Districts must report the number of children in columns 1, 2, 3, 4, and 5 by race/ethnicity.

The race/ethnicity categories are defined as follows:

*American Indian and Alaska 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

*Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent,

*Black or African American:* A person having origins in any of the Black racial groups of Africa.

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

*Native Hawaiian or other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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

*Two or More races:*

Note that children can only be reported in one race/ethnicity category.

#### Section C: Disciplinary Removal Type by Gender

The columns found in Section A are repeated in Section C. In Section C, Districts must report data in columns 1, 2, 3, 4, and 5 by gender.

#### Section D: Disciplinary Removal Type by Limited English Proficiency Status

The columns found in Section A are repeated in Section D. In Section D, Districts must report data in columns 1, 2, 3, 4, and 5 by limited English proficiency status.

*Limited English Proficient:* A child who meets the definition of a limited English proficient child under the Elementary and Secondary Education Act, 20 U.S.C Section 7801(A)(25).

LEP status should reflect the child's status at the time of the removal.

#### Specific Instructions, Sections A through D

If, following a discipline offense, the IEP team meets and determines that the child's current placement is not the least restrictive environment for that child, and therefore makes a permanent change in the child's IEP placement, DO NOT report the child on the discipline report. If the child is suspended pending an IEP team meeting in which his/her IEP placement is changed, the suspension must be reported.

In instances in which the IEP team meets to determine the appropriate setting where child will receive educational services following a unilateral removal by school personnel, a removal by a hearing officer for likely injury, or a suspension or expulsion, the removal must be reported on the discipline report.

When calculating cumulative days of in- and out-of-school suspension, Districts must include all in- and out-of-school suspensions of a half school day in length and longer. Districts that are unable to record data on half-day basis should report all half-day suspensions as whole day suspensions. Do not include suspensions that are less than half a school day.