

## Discipline (Including IDEA Discipline)

District Special Education Director, District Attendance Director

**Please Note:** The district’s Special Education Director and Attendance Director (or other local director designated by the Superintendent) share joint responsibility for reviewing, validating, and submitting EOY discipline data. The Special Education Director reviews the data specifically for special education students (the “IDEA Summary”) to ensure that the data are accurate and in compliance with applicable regulations. The Attendance director reviews the overall data to ensure that the data are accurate for all students. The Special Education Director’s review should occur first. If either director notes errors in the data, school staff should make corrections through the [DIS.301](#) application in WOW.

### Special Education Director’s Review

1. Within the [CERT.EOY](#) application, look to the navigation menu on the left side of the screen. Scroll down as needed until you see the “Submitted Data” section.
2. Select “IDEA Summary” under Discipline.

The screenshot shows the 'Report Menu' on the left with categories: EL, Special Education, Discipline, FAY, and CTE. Under 'Discipline', 'IDEA Summary' is highlighted with a red arrow. The main area shows 'Discipline Data' with two tables:

	19	21	24	26	Total
	9	0	12	0	21
	4	0	0	0	4
	3	0	2	0	5
	16	1	8	0	25
	2	0	2	0	4
	5	0	6	0	11
	41	0	15	0	56
	76	0	27	0	103
	67	0	21	0	88
	0	0	19	1	20
	58	0	29	0	87
Totals	281	1	141	1	424

  

	AU	BD	CD	DF	GF	HI	LD	MD	MM	OH	TB	Total
	0	1	3	0	0	0	13	0	2	2	0	21
	0	0	4	0	0	0	0	0	0	0	0	4
	0	0	0	0	3	0	2	0	0	0	0	5
	0	11	8	0	0	0	2	0	0	4	0	25
	1	0	3	0	0	0	0	0	0	0	0	4

You will review IDEA discipline data in four different tables:

- IDEA Discipline Data by Action – Removed from Normal Classroom Setting
  - IDEA Discipline Data by Exceptionality - Removed from Normal Classroom Setting
  - IDEA Discipline Data by Behavior Code – Removed from Normal Classroom Setting
  - IDEA Discipline Data by Severity Level – Removed from Normal Classroom Setting
3. Review the data and, in collaboration with each school’s Principal or designee, verify that it is correct. Although principals do not officially submit or certify the discipline

collection, they will have access to the IDEA Summary and will be critical in identifying and correcting data inaccuracies. When reviewing data, keep these issues in mind:

- When checking and certifying the discipline data, emphasis should be placed on the first table, IDEA Discipline Data by Action, and the following removal actions or interventions:
  - In-School Suspensions **(19)**
  - Out-of-School Suspensions **(24)**
  - Removal of a Student with a Disability to Interim Alternative Educational Setting by School Personnel **due to Drugs, Weapons or Serious Bodily Injury (22)**
  - Removal of a Student with a Disability to Interim Alternative Educational Setting by a WVDE Hearing Officer **due to Drugs, Weapons or Serious Bodily Injury (23)**
  - Recommended Expulsion **(25)**
  - Expulsion with Services **(26)**
  - Expulsion Without Services **(33)**
  
- The Discipline Detail may be accessed by right clicking the school and/or district counts. This drillable feature affords users the opportunity to view student names, exceptionalities, incident dates and total number of days per offense. The detailed records are sorted by student so all records for a specific student and action code will be located together in consecutive rows in the *IDEA Discipline Data by Action* table.

**Discipline Detail - Action - 24 - Removed from Normal Classroom Setting**

Print

Stu. Last Name	Stu. First Name	Stu. Mid	Date of Birth	Gender	Eth. Grp.	Grd.	Excp.	LEP	Incident Date	Sev. Lvl.	Beh. Code	Weapon Type	Inter. Date	Inter. Code	Days Susp./Exp.	Ref. Staff	Admin. ID
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- These details may assist school staff in identifying duplicate records and students for whom records require amendments due to results of the manifestation determination decisions and/or expulsion hearings to reflect the final disciplinary action.
4. The Special Education Director and other staff may also wish to run the WVS.7501 Special Education Discipline Detail Report For a Selected Date Range (July – June of the current school year) or similar RESA- or District-generated reports, to further target checking of students with removals beyond ten days. If errors are detected, changes must be made in the source data file, DIS.301. Once those changes have been made, the data will be updated in the CERT.EOY.

The correction process is essential because the discipline data will be used for State Performance Plan/Annual Performance Report Indicators 4A and 4B and submitted to the U.S. Department of Education as required by the Individuals with Disabilities Education Act of 2004 (IDEA). These data will also be utilized to assess Significant

Disproportionality by race and ethnicity per Section 618(d) of the IDEA and the implementing regulations in 34 CFR §300.646.

- Once the IDEA discipline data are error-free, press the submit button at the bottom of the screen. This will allow the Attendance Director to begin his/her overall review process prior to the Superintendent’s certification.

### Attendance Director’s Review

Once data have been submitted by the Special Education Director, you can review the Discipline Summary. It is important to note that the Special Education Director must review and submit the IDEA Summary **before** you can submit the overall Discipline Summary. If the Special Education Director has not yet submitted the IDEA Summary, you will see a message at the bottom of the screen in place of a submit button. The Special Education Director must submit before you can submit.

The IDEA Discipline Summary has NOT been approved. The Attendance Director may not approve the Discipline Summary until the IDEA Discipline Summary has been approved.

- Within the CERT.EOY application, look to the navigation menu on the left side of the screen. Scroll down as needed until you see the “Submitted Data” section.
- Select “Discipline Summary” under Discipline.

The screenshot shows the 'Discipline Data' section of the application. On the left, a 'Report Menu' contains several categories: EL, Special Education, Discipline, FAY, and CTE. Under the 'Discipline' category, there are links for 'IDEA Summary', 'Discipline Summary', and 'Submitted Data'. A red arrow points to the 'Discipline Summary' link. The main content area displays two tables:

	19	21	24	25	26	Total
	44	0	25	0	0	69
	4	0	1	0	0	5
	36	0	4	0	0	40
	18	0	4	0	0	22
	42	1	18	0	0	61
	14	0	20	0	0	34
	8	0	21	0	0	29
	93	0	18	0	0	111
	320	0	89	0	1	410
	234	0	69	0	0	303
	0	0	50	0	2	52
	247	0	103	1	0	351
Totals	1060	1	422	1	3	1487

  

	AU	BD	CD	DF	GF	HI	LD	MD	MM	OH	TB	Total
	0	1	3	0	0	0	13	0	2	2	0	21
	0	0	0	0	0	0	0	0	0	0	0	0

You will review discipline data in four different tables:

- Discipline Data by Action – Removed from Normal Classroom Setting
  - Discipline Data by Exceptionality - Removed from Normal Classroom Setting
  - Discipline Data by Behavior Code – Removed from Normal Classroom Setting
  - Discipline Data by Severity Level – Removed from Normal Classroom Setting
- Review the data and, in collaboration with each school’s Principal or designee, verify that it is correct. Although principals do not officially submit or certify the discipline

collection, they will have access to the Discipline Summary and will be critical in identifying and correcting data inaccuracies.

3. If errors are detected within the submission, contact the Special Education Director and/or the school Principal to discuss the concern. When needed, changes must be made in the source data file, DIS.301. Once those changes have been made, the data will be updated in the CERT.EOY.

**Please Note:** Be sure to coordinate any corrections with the Special Education Director in case the process of correcting the data necessitates an additional review and resubmission by the Special Education Director.

4. Once the overall discipline data have been reviewed and are correct, click the submit button at the bottom of the screen. This will allow Superintendent's to begin the review and certification process.