Corporal Punishment and In-School Suspension (K-12) DISC Module

The purpose of this document is to: 1) provide clarification on the form instructions and definitions, 2) provide examples of how to report with a focus on clarifying the difference between reporting counts of students versus instances. We provide this detail separately for corporal punishment and then in-school suspension. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

- **DISC-10:** Corporal Punishment Indicator*
- **DISC-11:** Instances of Corporal Punishment – Without Disabilities and With Disabilities (IDEA and Section 504 Only)
- **DISC-12:** Discipline of Students without Disabilities – Corporal Punishment
- **DISC-13:** Discipline of Students with Disabilities – Corporal Punishment
- **DISC-20:** Discipline of Students without Disabilities – One or More In-School Suspensions
- **DISC-21:** Discipline of Students with Disabilities – One or More In-School Suspensions

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

Resource Links

- CRDC Resource Center Training Videos
- Supplemental Information for Justice Facilities
- Suspension (K-12) (DISC) Module
- Expulsion and Transfer to Alternative School (K-12) (DISC) Module
- Out-of-School Suspension, Instances of Suspension, and School Days Missed (K-12) (DISC) Module
- Preschool Suspension, Expulsion and Corporal Punishment (DISC) Module

Skip Logic

This module contains skip logic. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following DISC table utilizes skip logic:

- DISC-10: Corporal Punishment Indicator

Dates

Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

DATA ELEMENT CHANGES FROM THE 2020-21 CRDC
REALATED TO CORPORAL PUNISHMENT AND IN-SCHOOL SUSPENSION

REVISED and REQUIRED
DISC-10 Corporal Punishment Indicator

KEY DEFINITIONS

Alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program, and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems.

Expulsion with educational services refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for disciplinary purposes, and providing educational services to the child (e.g., school-provided at home instruction or tutoring; transfer to an alternative school) for the remainder of the school year (or longer) in accordance with local educational agency policy. Expulsion with educational services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

Expulsion without educational services refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for disciplinary purposes, and not providing educational services to the child for the remainder of the school year or longer in accordance with local educational agency policy. Expulsion without services also includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

Expulsion under zero tolerance policies refers to an action taken by the local educational agency of removing a child from his/her regular school (in-person or remote setting) for the remainder of the school year or longer because of zero-tolerance policies. A zero tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (e.g., offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered "zero tolerance" even if **there are some exceptions to the mandatory aspect of the expulsion, such as** allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis.

In-school suspension is an instance in which a child is temporarily removed from their regular classroom(s) [physical school setting or remote setting (e.g., online classroom) where remote learning takes place] for at least half a day for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are in the same physical school setting or remote setting as students under their supervision.

An instance refers to a single disciplinary occurrence.

NEW for 2021-22 CRDC

For the CRDC, using **nonbinary** as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

- **Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

- **Reporting Nonbinary for K-12 Students**

DISC-10: Corporal Punishment Indicator* REVISED AND REQURIED

Schools and justice facilities, grades K-12, UG

Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without educational services, and expulsion under zero tolerance policies.

During the regular 2021-22 school year, not including intersession or summer, did this school use corporal punishment to discipline students in preschool and/or grades K-12 (or the ungraded equivalent)?

S

	Yes/No
Please select "Yes" or "No"	⌄

Figure 1 Corporal Punishment Indicator question.

- If "Yes" is selected, then **the following tables need to be completed.**

    - DISC-11: Instances of Corporal Punishment – Students Without Disabilities and With Disabilities (IDEA and Section 504 Only)
    - DISC-12: Discipline of Students without Disabilities – Corporal Punishment
    - DISC-13: Discipline of Students with Disabilities – Corporal Punishment

- If **"No"** is selected, then the next tables **DISC-11, DISC-12 and DISC-13 do not need to be completed and will be skipped.** The Submission System will automatically populate these tables with NA (Not Applicable) as shown in the upcoming questions.

Special Guidance

Students cannot be counted in both the "only one" and "more than one" tables for a particular violation or disciplinary action, but they can be counted multiple times for different violations or disciplinary actions. For example, a student cannot be counted in the "only one out-of-school suspension" and "more than one out-of-school suspension" tables. However, a student can be counted in both an "out-of-school suspension" table and an "expulsion" table.

For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without education services, and expulsion under zero tolerance policies.

For schools that complete Directional Indicator 1 (DIND-1) and select option "B. We offered only remote instruction because of the coronavirus pandemic," AND complete Directional Indicator 2 (DIND-2) and select option "B. Students were not physically in the school setting," the corporal punishment items in the Student Discipline module do not apply.

For schools that complete the SCHR-1: Fully Virtual School Indicator and select "Yes," the corporal punishment

items in the Student Discipline module do not apply.

If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is OPTIONAL.

If the school does NOT have nonbinary students in its enrollment records, then the nonbinary category in the Student Discipline module is SKIPPED.

DISC-11: Instances of Corporal Punishment – Without Disabilities and With Disabilities

IDEA and Section 504 Only, grades K-12, UG

Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without educational services, and expulsion under zero tolerance policies.

- <u>Student with disabilities</u> refers to students with disabilities served under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or both.

This table only needs to be completed if "Yes" is selected in DISC-10. It does not need to be completed if "No" is selected.

	Students Without Disabilities	Students With Disabilities (IDEA and Section 504 Only)
Number of instances of corporal punishment for K-12 students (or the ungraded equivalent):		

Figure 2 DISC-11: Instances of Corporal Punishment – Without Disabilities and With Disabilities table.

Instructions:

- <u>An instance</u> refers to a single disciplinary occurrence.
- Report the number of instances of corporal punishment, not the number of children who received corporal punishment.
- For a student who receives multiple corporal punishment sessions, each corporal punishment session should be counted as an instance of corporal punishment. For example, for a student who receives corporal punishment one time in the fall, and corporal punishment one time in the spring, the corporal punishment would be considered two instances.

Example:

Consider the students below. Within the school year, Students A, B and C each received **Corporal Punishments** in the following manner:

- **Student A** x 2 Corporal Punishments ➔ **2 Instances**
- **Student B** x 3 Corporal Punishments ➔ **3 Instances**
- **Student C** x 4 Corporal Punishments ➔ **4 Instances**

DISC-12: Discipline of Students without Disabilities - Corporal Punishment

Schools and justice facilities, grades K-12, UG

Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without educational services, and expulsion under zero tolerance policies.

This table only needs to be completed if "Yes" is selected in DISC-10. It does not need to be completed if "No" is selected.

Figure 3 DISC-12: Discipline of Students without Disabilities - Corporal Punishment tables.

Instructions:

- Report the number of students receiving corporal punishment, not the instances of corporal punishment.

Example:

Consider the students below. Within the school year, Students A, B and C each received **Corporal Punishments** in the following manner:

- **Student A** x 2 Corporal Punishments ➔ **1 Student**
- **Student B** x 3 Corporal Punishments ➔ **1 Student**
- **Student C** x 4 Corporal Punishments ➔ **1 Student**

> Report each student who received Corporal Punishments only once in table DISC-12 Discipline of Students without Disabilities - Corporal Punishment regardless of the number of instances.

DISC-13: Discipline of Students with Disabilities - Corporal Punishment

Schools and justice facilities, grades K-12, UG

Note: For justice facilities, only the following discipline categories apply: corporal punishment, out-of-school suspension, expulsion without educational services, and expulsion under zero tolerance policies.

This table only needs to be completed if "Yes" is selected in DISC-10. It does not need to be completed if "No" is selected.

	Hispanic (IDEA Only)	Amer. Indian / Alaska Native (IDEA Only)	Asian (IDEA Only)	Native Hawaiian / Pacific Isldr (IDEA Only)	Black (IDEA Only)	White (IDEA Only)	Two or more races (IDEA Only)	Total Students With Disabilities (IDEA Only)
Males (IDEA only):								0
Females (IDEA only):								0
Nonbinary (IDEA only):								0
Total Students With Disabilities (IDEA Only):	0	0	0	0	0	0	0	0

Corporal Punishment - EL

	EL Students With Disabilities (Inclusive of 504 and IDEA)
EL Males (IDEA or Section 504):	
EL Females (IDEA or Section 504):	
EL Nonbinary (IDEA or Section 504):	
Total EL Students:	0

Corporal Punishment - Section 504 Only

	Students With Disabilities (Section 504 Only)
Males (Section 504):	
Females (Section 504):	
Nonbinary (Section 504):	
Total Students With Disabilities:	0

Figure 4 DISC-13: Discipline of Students with Disabilities - Corporal Punishment table.

DISC-20: Discipline of Students without Disabilities – One or More In-School Suspensions

Schools, grades K-12, UG

Instructions

- Report the number of students receiving one or more in-school suspensions, not the instances of in-school suspension.
- A "regular classroom" may be a physical school setting or a remote setting where remote learning takes place. Also, "direct supervision" means school personnel are in the same physical school setting or remote setting as students under their supervision.

    For in-school suspensions of students who are learning remotely, count students who are temporarily blocked from their typical remote classroom(s) and are transitioned to another supervised remote setting.

- **Student A Hispanic** x 2 In-School Suspensions ➔ **1 Student**
- **Student B Asian** x 3 In-School Suspensions ➔ **1 Student**
- **Student C White** x 4 In-School Suspensions ➔ **1 Student**

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Isldr	Black	White	Two or more races	Total Students Without Disabilities
Males:	A 1	0	B 1	0	0	C 1	0	3
Females:	0	0	0	0	0	0	0	0
Nonbinary:	0	0	0	0	0	0	0	0
Total Number of Students:	1	0	1	0	0	1	0	3

Figure 5 DISC-20: Discipline of Students without Disabilities – One or More In-School Suspensions.

> The same methodology can also be applied to **DISC-21: Discipline of Students with Disabilities - One or More In-School Suspension.**

Frequently Asked Questions

1. **What date should we use for reporting the DISC module?**

   Report a cumulative count based on the entire 2021-22 regular school year, not including intersession or summer.

2. **How do I count in-school suspensions spanning school years?**

   Suspension should be counted for the school year(s) in which the student is temporarily removed from the classroom or school. For example, if a student received a suspension in the 2020-21 school year that carried over into the 2021-22 school year, this suspension would be counted in the 2021-22 school year. If a student received a suspension in the 2021-22 school year that carried over into the 2022-23 school year, this suspension would be counted for 2021-22.

3. **Can I count students in more than one race/ethnicity column?**

   No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

4. **Should I include EL students in the race/ethnicity table?**

   Yes. The race/ethnicity table includes ALL students without disabilities.

5. **What if a student is served under IDEA and Section 504?**

   The "Section 504 Only" column refers to students with disabilities who receive related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended, and not under IDEA.

6. **How do I report students who changed schools?**

   Each disciplinary action should be counted at the school where it occurred.

For example, consider a student that attended school A for the first part of the year and school B for the second part of the year. If the student received an in-school suspension at School A and also at School B, then the student should be included in the count of students receiving an in-school suspension in both School A and School B.

7. **Are counts duplicated or unduplicated?**

    Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns).

    Students counted in the race/ethnicity category may also be counted in the Students with Disabilities (IDEA), Students with Disabilities (Section 504 Only), and Students who are English Learners (EL) categories. For example, the following may occur:

    A Hispanic/Latino student with a disability served under IDEA and who is EL will be counted three times in some tables, once under race/ethnicity, once under Students with Disabilities (IDEA), and once under Students who are EL.

    A student with a disability served under section 504 and who is EL will be counted in both the Students with Disabilities (Section 504 Only) category and the students who are EL category.

    For tables that include data by race/ethnicity by sex, the online tool will keep a running total of the values you enter in the race/ethnicity columns for each row. As you enter a number in any race/ethnicity category, that number will automatically be added to the Total column. Therefore, the sum of the counts that you enter for race/ethnicity by sex will be the total count of students for the row. Because it is not possible for your LEA to modify the total, you must ensure that every student is included in one and only one race/ethnicity category.

    Cells that are colored grey are filled in automatically.

8. **Can a student be counted more than once?**

    A student may be counted more than once in the table if the student was involved in multiple offenses and received corporal punishment more than once.

9. **How do I report students who are both EL and have a disability (504)?**

    A student with a disability and who is EL should be counted both in the EL table column and the applicable Students with Disabilities table column.

10. **How should I report half day suspensions?**

    If the student is suspended for 50% or more of a school day, then they should be counted as missing one full day.

11. **There are warnings under the ZEROS entered in the DISC module, how do I clear these warnings?**

    The warnings you are encountering will not block your certification, but PSC recommends clearing all errors and warnings before certifying. Please note you do not need to remove the zeros, by default the warning message explains that upon certification they will default to NA. However, if you would like to clear the warnings you will need to.

    1. Change the indicator question from "No" to "Yes."
    2. Return to table with warnings and manually remove the zeros.

3. Change the indicator question from "Yes" back to "No"

Note: if you are comfortable with submitting flat files, you can upload a CSV file replacing the zeros with a NS value as an alternative. This is the recommended method for advanced users responsible for large districts.

For more information, please see our technical assistance document on [Submission Errors and Warnings | Skipped Fields](#).

12. **Some questions are blocked out and considered 'skipped,' but I need to enter data here. Where do I need to go to open up these tables?**

DISC-10, DISC-11, DISC-12, DISC-13, DISC-20, and DISC-21 are skipped for schools that complete DIND-2 and select option "B. Students were not physically in the school setting.

13. **Corporal punishment is blocked and unable to enter data. How can I enter corporal punishment data?**

Please select "yes" for DISC-10: Corporal Punishment Indicator to enter data for DISC-10: Corporal Punishment Indicator, DISC-11: Instances of Corporal Punishment – Students Without Disabilities and With Disabilities (IDEA and Section 504 Only), DISC-12: Discipline of Students without Disabilities – Corporal Punishment, DISC-13: Discipline of Students with Disabilities – Corporal Punishment.

Schools that select "No" for DISC-10: Corporal Punishment Indicator do not answer "DISC-11-13.

14. **There is an error under DISC-11: Instances of Suspension. Which tables do I check to verify or edit the data entered?**

Please refer to tables:
• DISC-23: Discipline of Students without Disabilities - Only One Out-of-School Suspension, and
• and DISC-25: Discipline of Students without Disabilities - More than One Out-of-School Suspension AND/OR

• DISC-24: Discipline of Students with Disabilities - Only One Out-of-School Suspension, and
• DISC-26: Discipline of Students with Disabilities - More than One Out-of-School Suspension

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value

"NS" to return the data to a "not submitted" or null status.

Note: NS only applies to file uploads and is not used in the on-screen data entry.

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit an [action plan](#).

Partner Support Center
(855) 255-6901
Email: crdc@aemcorp.com