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# Discipline

## NHED FACT SHEET



New Hampshire

**Department of Education**

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Discipline of students with disabilities is a growing area of focus for both United States Education Department (USED) Office of Special Education Programs (OSEP) and The Bureau of Special Education Support (BSES). In order to support LEAs in their understanding of discipline and the required processes, BSES is increasing the support and reference documents available to the field. The first goal of BSES is to increase the accuracy of discipline data entered in New Hampshire Special Education Information System (NHSEIS).

### **Required Discipline Reporting in NHSEIS:**

Per Ed 1126.07(a)(7) districts are required to transmit the following information electronically to the department using NHSEIS:

(7) The date and duration of the removal, if any, of the child from the child's current educational placement for disciplinary reasons, and any other information required to comply with the federal reporting requirements under 34 CFR 300.170.

**How is this data used:** The SEA must examine discipline data, including data disaggregated by race and ethnicity. Discipline data must be examined under the following federal requirements:

**Indicator 4:** Significant discrepancies in the rates of suspension and expulsion: (A) Percent of LEAs that have significant discrepancy, as defined by the State, in the rate of suspensions and expulsions of greater than 10 days in a school year for children with IEPs; and (B) Percent of LEAs with significant discrepancy by race/ethnicity with policies, procedures or practices that contribute to the significant discrepancy.

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**Significant Disproportionality:** IDEA Section 618 requires states to collect and examine data to determine if significant disproportionality based on the seven federally identified race and ethnicity categories is occurring in the state and the LEAs of the state with respect to incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

### **Instructions on how to utilize NHSEIS for Discipline:**

#### **Process to record a student discipline event in NHSEIS:**

1. Go to the student's page for which you will be entering the discipline event.
2. Under student, click "discipline."
3. Click the "Add a Discipline Event" button.
4. Select "Removal/Expulsions" from drop down list.
5. Select "Offense" from drop down list.
6. Enter "Number of Days" in the box. Same day enter 1.

7. Enter “Person Taking Action” in the box.
8. Enter “Date Discipline Begins” & “Date Discipline Ends” in the boxes.
9. Select “Parent Notification” from the drop-down list.
10. Click the “Save & Continue” button.
11. Select “Yes” or “No” from the drop down to answer the question concerning “...interim alternative education,” if applicable enter “name of alternative educational setting,” as well as “Interim Alternative Placement” Begin Date & End Date.
12. “If the student was not provided an interim placement, indicate the reason...” by selecting from the drop -down list and enter specifics in the text box.
13. Check the boxes regarding “Result of Discipline...” if applicable.
14. Click “Save and Continue”.

### **How to create the Discipline Report (Table 5):**

1. Click “School System Info” button.
2. Click “Reports” button.
3. Click the “State/Federal Reports” tab and Select – Discipline Report (Table 5)-Student Records – click.
4. Choose the school year from the drop-down menu.
5. Click “Generate Report” button Allow time for NHSEIS to create the report. Once created the report appears below the scheduled reports (scroll down), in the Saved System Reports area.
6. Click the report, Report (Table 5)- Discipline Student Records, to access the report information.

### **District Policies and Procedures:**

**Manifest Determination:** Manifestation determination means the process by which the IEP team determines whether the behavior that violated a student code of conduct is a manifestation of a student's disability pursuant to 34 CFR 300.530(e). This must be conducted within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct.

### **Proactive Measures:**

1. All discipline is required to be reported in NHSEIS. Even if it is reported elsewhere, it still must be entered into NHSEIS for all students with IEPs.
2. Discipline events must be entered into NHSEIS within 20 days of the occurrence.
3. The discipline table report can be reviewed throughout the year to verify discipline events.
4. If a discipline event is updated or removed in NHSEIS, the district should run the Table 5 report to verify this action.
5. Districts are expected to review and correct their discipline data yearly in NHSEIS during the yearly window from September 15<sup>th</sup>-30<sup>th</sup>.
6. The window for discipline data each year is from July 1<sup>st</sup> -June 30<sup>th</sup>.
7. Districts should have policies and procedures in place for entering discipline events into NHSEIS, including how special education is informed about discipline events and whose role it is to enter it into NHSEIS.
8. Districts should have policies and procedures in place for verifying that discipline events entered in i4see are also entered into NHSEIS for students with an IEP.