

Sample 3 – Discipline Directions

1. Create a list of students with disabilities removed for a violation of a code of student conduct by LEA staff for more than 10 days during the 2014-2015 school year.

Examples of disciplinary removals include:

- Expulsions and other disciplinary changes of placement,
- Removals to interim alternative educational settings for weapons or drug offences or for inflicting serious bodily harm,
- Out-of-school suspensions,
- Certain in-school suspensions,
- Certain bus suspensions, and
- *De facto* suspensions.

Include in-school suspensions if:

- The student's IEP was not implemented; or
- The student did not participate with nondisabled peers to the extent required by the IEP; or
- The student did not have the opportunity to appropriately progress in the general curriculum.

Include a bus suspension if the student's IEP includes transportation as a related service and the district did not provide for alternative transportation.

Include a removal as a *de facto* suspension if the student is removed from school or class for not following rules without following the procedures related to suspension. LEAs should have procedures to accurately track and count *de facto* suspensions.

Partial day removals must be included when determining the number of days of removal for a student. For example, if a student was suspended for four hours, then it must be counted as a ½ day of removal.

See WDPI Information Update Bulletin 06.02 for additional information on discipline requirements at http://sped.dpi.wi.gov/sped_bul06-02.

2. If there are ten or fewer students, do not proceed with developing a sample in steps 3-7. Enter the names of ALL the students on the *Discipline Recording Form*. If there are 11 or more students on the list proceed to step 3.
3. Assign the number one to the first student on the list. Number the students consecutively from the top.
4. Enter the total number of students on the *Discipline Recording Form* under "Total Students."
5. Take the total number of students from the list created in step 1. Use the *Table for Determining Sample Size* to determine the number of students to include in Sample 3.

Using the “Population” column on the table, find the range within which the total number of students falls and the corresponding sample size. Record the sample size on the *Discipline Recording Form*.

6. Generate a randomized sequence of numbers using the generator at Random.Org <http://www.random.org/sequences>. When using the generator, enter 1 for “smallest value” and the total number of students for the “largest value.” Click “get sequence” to produce a random sequence of numbers. Print the pages generated as they appear, including the URL and the date.
7. Start at the top of the list of randomized numbers. Select the student assigned the number appearing at the top of the list. Select the student assigned the next number appearing on the randomized list. Continue until you have selected the required number of students. Enter each student’s name on the *Discipline Recording Form*.
8. Maintain the student list, the *Discipline Recording Form*, and sequence of randomized numbers.