

## Sample 4 - Discipline Directions

1. Create a list of students removed\* 11 or more cumulative days during the 2008-2009 school year.
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 number 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 4. 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.

\*Removals include out-of-school suspensions, certain in-school suspensions, certain bus suspensions, expulsions, and removals to interim alternative educational settings for weapons or drug offences or for inflicting serious bodily harm. Include partial day removals and "constructive suspensions." A constructive suspension occurs when a student is sent home for disciplinary reasons without officially suspending the student. Include an in-school suspension if during the suspension (1) the student's IEP was not implemented; or (2) the student did not participate with nondisabled peers to the extent required by the IEP; or (3) the student did not have the opportunity to appropriately progress in the general curriculum. Include a bus suspension if (1) the student was not provided transportation and (2) the student did not attend school. See WDPI Information Update Bulletin 06.02 for additional information on discipline requirements at <http://dpi.wi.gov/sped/bul06-02.html>.