Discipline Data Collection Frequently Asked Questions for Vendors

Discipline Data Collection

The Discipline Data Collection, located within the Kansas Integrated Accountability System (KIAS) web application, requires all accredited school buildings to report data on all discipline-related incidents under the following topics:

- Bullying
- Drugs
- Weapons
- Serious Bodily Injury
- School Code of Conduct (other)
- Felony
- Misdemeanor
- Referral to law enforcement

Students will be identified as general education or special education as well as foster care or non-foster care on the day of each incident

General Upload Issues

A valid KIDS ID number and incident date are required for every incident. If a file is uploaded that contains a row that does not have either a valid KIDS ID number or incident date, an error message will appear. Please review the columns again to ensure accuracy.

A student's discipline incident may meet multiple disciplinary types. To limit duplications, each type of disciplinary outcome should be reported on a single line. For example, a student that brings a firearm to school, has a referral to law enforcement, and is subsequently expelled for criminal threat would have multiple columns marked in the discipline data import file.

Bullying

Every bullying incident must identify the type of bullying from the four options: 1. Physical, 2. Cyber, 3. Verbal, and 4. Relational. If a bullying incident is reported and the type of bullying has been indicated, users must indicate the discipline outcome, which can include In School Suspension, Out of School Suspension, Expulsion, or Other. Please see the definitions for these outcomes in the Discipline Data Definition file on the KSDE webpage, https://www.ksde.gov/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-AccountabilitySystem/Discipline-Data-Collection. These

outcomes correlate to columns K and L on the Data Collection Import Template. A bullying incident cannot be uploaded to KIAS without identifying the outcome and length of time.

Discipline of Students with Disabilities (IDEA)

When reporting an incident involving a student with a disability in the Discipline Data Collection, please review these important notes (column D):

- If a student does not have an Individual Education Plan (IEP) on the date of the incident, the student is not considered a student with a disability and does not need to be reported in this section.
- A student that is gifted is not to be included in the IDEA section.
- A student on a 504 plan is not to be included in the IDEA section.
- A student in the special education evaluation process is not to be included in the IDEA section.

Expulsions for Violence Related Offenses

Expulsions for Violence-Related Offenses is a required question that helps determine if a school is defined as a persistently dangerous school. For this question, schools need to indicate if a student was expelled for a violence related offense. While the expulsion must be reported, the type of violence related offense does not need to be reported to the Kansas State Department of Education. A violence related offense can include the following felonies (Column M):

- Murder
- Aggravated Assault
- Battery
- Criminal Threat
- Hazing
- Kidnapping
- Robbery
- Burglary
- Stalking
- Sex Crimes including
    - Rape
    - Aggravated Indecent Liberties with a Child
    - Indecent Solicitation of a Child
    - Sexual Battery
    - Sexual Exploitation of a Child
    - Sodomy
- Child Abuse
- Terroristic Threat

If an expulsion is reportable under the categories listed above, then any educational services provided during the expulsion must be indicated. Reporting to law enforcement must also be documented (Columns W, X, Y, Z, and AA).

Expulsions Not Reported Elsewhere

If an incident occurs that causes a student to be expelled for any reason not listed in any previous section, including bullying, firearms, students with disabilities, and violence related offenses, must be reported in this section. If a student is expelled for other reasons, then any educational services provided during the expulsion must be indicated.

If using the upload template, an incident that did not result in an expulsion in this category should be left blank. Please see the following entry types for this category on the upload template:

- Blank: If the student was not expelled for any other reason (no other expulsion to report)
- Yes: If the student was expelled for other reasons than those listed in previous categories AND was provided educational services during the expulsions
- No: If the student was expelled for other reasons than those listed in previous categories AND was NOT provided educational services during the expulsion.

What Data Must Be Reported and When?

All incidents that occurred between July 1 and June 30 of the current school year must be reported for all students. Buildings are welcome to enter and save discipline data in the KIAS web application once the Discipline Data Collection is open for the school year; however, districts must not submit discipline data to KSDE until all reportable incidents for the current school year are entered into KIAS. Once districts are reasonably certain that they have entered all incidents for the current school year, they may submit the Discipline Data Collection to KSDE.

Contact Information

Please feel free to contact

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with any additional questions or concerns.