



Reporting Guidance: Discipline Data Collection in the Kansas Integrated Accountability (KIAS) Application

What Data Must Be Reported and When?

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

- Bullying
- Felonies, misdemeanors, and referrals to law enforcement
- Firearms
- All disciplinary removals for students with a disability (IDEA)
- All disciplinary removals for students engaged in the foster care system
- Violence Related Expulsions
- Services during expulsion

Only incidents that apply to one or more of these categories is required to be reported.

All incidents that occurred between July 1 and June 30 of the current school year must be reported. 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.

Which Buildings Must Submit the Discipline Data Collection?

The Discipline Data Collection must be submitted by buildings accredited by the Kansas State Board of Education. All accredited buildings must submit a report regardless of whether they have any incidents to report. All reportable discipline data must be submitted by a student's responsible building. KSDE defines responsible building for a student with a disability and an IEP as the student's Responsible School Building, as this term is defined in the SPEDPro application. KSDE defines responsible building for a student without a disability and an IEP as the student's Accountability School Identifier, as this term is defined in the KIDS application. You can find additional information about the applicable SPEDPro definition, <https://www.ksde.org/Portals/0/SES/MIS/MIS-DD.pdf>, and the KIDS definition, <https://kidsweb.ksde.org/Documents>, on the KSDE website. To access the relevant KIDS

document, click on the document labeled Collection System File Specifications for the relevant school year.

Submission of Incidents

If a student attends school in a learning environment that is different than the student's responsible building:

- the staff in the learning environment where the student attends must collect all documentation of any reportable incidents that occur with that student; and
- submit the documentation to the student's responsible building (as defined above) in time for that responsible building to submit its Discipline Data Collection to KSDE. To be clear, reportable discipline incidents for a specific student should not be submitted by a student's attendance building, unless the student's attendance building is also the student's responsible building. KSDE staff will periodically request data on a random basis from certain learning environments, as well as a student's responsible building to ensure the student's responsible building is submitting all reportable discipline incidents to KSDE for all students for which it is responsible. Following are some clarifying examples:

Example 1: A student is being transported between his or her responsible building to another location. The student initiates a reportable discipline incident during the transport.

The student's responsible building is required to report the incident in the Discipline Data Collection in the KIAS web application. If the student departs from home, then the student's responsible/accountability school is required to report the incident in the Discipline Data Collection in the KIAS web application.

Example 2: A student initiates a reportable discipline incident while attending an extracurricular activity in another location.

The student's responsible building is required to enter the discipline data; therefore, the student's responsible/accountability school will report the incident in the Discipline Data Collection in the KIAS web application. When students are out of the district for school sponsored extracurricular, academic, or athletic activities, and initiate a reportable discipline incident, the student's responsible/accountability school is responsible for reporting discipline data.

Example 3: A student is placed in a Psychiatric Residential Treatment Facility (PRTF—Kansas Department of Corrections, parental, Kansas Department of Children and Families, or Local Education Agency (LEA) contracted placement), hospital, or other residential or day school program. The student initiates a reportable discipline incident.

All reportable discipline incidents must be reported through the student's responsible building.

Example 4: A student initiates a reportable discipline incident while attending an Early Childhood Education Center.

If a student attends an early childhood program that is not a student's responsible building, then staff with the early childhood program:

1. Must collect all documentation of any reportable discipline incidents that occur with that student and
2. Submit that documentation to the student's responsible building (as defined above) in time for that responsible building to submit its Discipline Data Collection to KSDE.

If staff with the early childhood program are unsure as to which building is the student's responsible building (as defined above), then they should ask district administration for guidance.

Example 5: A student brings an electronic cigarette or tobacco products to class. The student is sent to the office where one day of in-school suspension is assigned.

This discipline incident is not required to be reported because these items do not fall within the definition of "drugs." Please see the Data definitions document for other relevant definitions.

Example 6: A student with a disability and an IEP brings illegal drugs to a school-sponsored event outside of the school day. Law enforcement is called. The school district assigns two days of out-of-school suspension.

The discipline incident would be reported in two categories of the Discipline Data Collection. Since a referral was made to law enforcement, the question "Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms, or other weapons to law enforcement?" needs to be marked yes. After selecting yes for this question, another box of questions will appear. Please indicate the category, time/place, and resulting actions of the discipline incident.

The incident would also be reported under the question "Do you have an incident to report involving a child with a disability (IDEA)?" Since the student has a disability, this would need to be marked yes. Please indicate the number of days of removal and the reasons for the removal. In this example, the student would have two days in the out-of-school suspension box and would have a checkmark in the Drugs category for reasons of removal.

Example 7: A student is expelled for violating the district code of conduct and then leaves the district to attend another district.

Expulsion is defined as "an action taken by the LEA removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer. In no case may an expulsion exceed 186 school days. Include removals that are modified to less than 365 days."

If a student is expelled and subsequently leaves the district, the district should report the number of days that the district expelled the student. If a student is expelled and the expulsion is modified to another disciplinary outcome, the incident should be reported to include both the days the student was actually expelled and the days of the other disciplinary outcome, if reportable. Regardless of whether a student left a district after an expulsion or if the expulsion was later changed, the days of expulsion are required to be reported.

Example 8: Student's Responsible Building Changes during a Reporting Period.

If a student's Responsible School Building Changes during a reporting period, the student's Responsible Building at the time of the incident must report the incident to KSDE.

Example 9: Student was engaged in the foster care system when the discipline incident occurred.

If a student is engaged (placed) in the foster care system, including placement by Department of Families and Children and its contractors, the number of days of in-school suspensions, out-of-school suspensions, and expulsions must be reported. Data reported in the Discipline of Students in the Foster Care System section of the Discipline Data Collection in the KIAS application must match data reported in the Foster Care Application.

Example 10: Child with a disability and an IEP (ages 3–21) is sent home from school for any amount of time for misbehavior.

Any time a child with a disability and an IEP (ages 3–21) is removed from school as a disciplinary action without educational services this would be considered a suspension and must be reported as such in the Discipline Data Collection.

Discipline Reporting Requirements During COVID-19 FAQ

The COVID-19 pandemic has presented many novel scenarios, even in regards to school discipline. The questions regarding discipline may be quite varied in the context of the COVID-19 pandemic and differ from previous school years due to the unusual circumstances we are experiencing. However, the requirements and [associated definitions for the Discipline Data Collection](#) have not changed.

Question 1: If a student with a disability or a student in foster care is sent home from school for not following social distancing protocol or for refusing to wear a mask consistently, is this an out-of-school suspension? Similarly, if a student with a disability or a student in foster care is attending a live session in the remote learning environment and the educator tells the student to log off or uses the platform functions to remove the student from the live session, is this a suspension?

Answer 1: Any time a student is removed from the learning environment for failing to comply with district or school code of conduct requirements, that is a suspension and must be reported as such in the Discipline Data Collection. Removal for any part of a school day is considered a whole day of suspension. For guidance on steps to take depending on the number of school days a student with a

disability has been suspended during the current school year, see Chapter 13 of the [Kansas Special Education Process Handbook](#).

Question 2: If a school/district administrator is concerned that an incident involving a student with disability or a student in foster care was not properly counted as a day of disciplinary removal, what should they do?

Answer 2: School or district administrators should ensure that information on disciplinary removals for students with disabilities or students in foster care reaches any staff member who may have removed a student from the learning environment this school year and not followed required steps for a disciplinary removal of a student with a disability. Think expansively about educators who need this information in light of the remote environment and consider educators who had the ability to remove a student from the remote learning environment (e.g., teachers, paras, substitutes, related services providers, etc.). If a school or district administrator is aware of an incident that did not follow required steps for a disciplinary removal of a student with a disability or a student in foster care, the administrator should ensure required steps are followed, even after the fact. These steps could include, but are not limited to, appropriately recording the incident as a suspension in the district's student information system, support staff in addressing the behavior that resulted in the suspension, for a student with a disability determine whether a manifestation determination review should have been conducted and whether a student was entitled to educational services (on and after the 11th cumulative school day of disciplinary removal in the school year), and report the incident to KSDE in the [Discipline Data Collection \(ksde.org\)](#).

Important Information

1. To access the KIAS web application, once you have registered, go to KSDE's web applications page at <https://apps.ksde.org/authentication/login.aspx>.
2. Additional documents to assist with reporting are available on the Discipline Data Collection page of the KSDE website, <https://www.ksde.org/Discipline-Data-Collection> or by clicking Help in the left menu bar when logged into the KIAS web application.

Please feel free to contact Rachel Beech, rbeech@ksde.org or (785) 296-8965 or Laura Jurgensen, ljurgensen@ksde.org or (785)296-5522, with any additional questions or concerns.