APPENDIX VI – 46

Quarterly Central Office Discipline Data Review 2016-17

This form will be filled out by the Assistant Superintendents, Mark Alvarez and Abel Morado and their Directors. This completed form will be submitted to the Central Office Discipline Data Review Team 1 day prior to the quarterly meeting. (Due Dates: Qtr 1- 11/15/16; Qtr 2- 1/17/17; Qtr 3- 4/18/17; and Qtr 4- 6/20/17)

Date: **6/14/17**   Quarter under Review: **Fourth**

Table 1. School Level for This Report – *Check One Row Only*	
Elementary	✔
K-8	
Middle	
High	

A. FORM SUBMISSION CHECK

1. **Missing Reports:** Identify Any Sites That Have Failed to Submit the *Site-Based Monthly Discipline Report* from Principals and the month(s) that they have missed. If none have missed, write "None" in Table 2 below.

Table 2. Missing Reports by Month	
School Name	Missing Report(s) by Month
Maldonado	March, April, May (entire 2nd Semester)
Borton	May
Johnson	May
Lineweaver	May
Vesey	May

B. SCHOOL CLIMATE (Use the KPI View)

2. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   > ❯❯ Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 3 in the column called 'School', write the selected schools.
3. **What TOTAL violations are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
   c. Click on the arrow to the left of the violations with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   > ❯❯ Aggression

   d. Record the four most frequent violations in Table 3 for each school and the N size.

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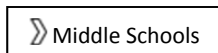# Quarterly Central Office Discipline Data Review 2016-17

Table 3. KPI: Total Violations for Hot Spot Schools								
SCHOOL	MOST COMMON TOTAL VIOLATIONS – *Disaggregate Violation Types to see specific violation*							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Blenman 1.7	Aggression	8	Weapons	3				
Davidson 2.2	Aggression	9	School Threat	1	Sexual Offense	1	Vandalism	1
Davis 1.9	Aggression	7	Other	2				
Grijalva 2.1	Aggression	17	Harassment	4	Sexual Offense	1		
Kellond 1.9	Aggression	11	Sexual Offense	6	Vandalism	2	Harassment	1
Lynn-Urquides 2.5	Aggression	13	Other	7	Sexual Offense	5	Harassment	3
Manzo 3.3	Aggression	9	Alcohol…	2	Other	2	Theft	2
Miller 2.7	Aggression	21	Other	4	Harassment	2	Sexual Offense	1
Mission View 3.4	Aggression	7	Sexual Offense	2	Harassment	1		
Myers Ganoung 3.2	Aggression	14	Other	6	Harassment	2	Weapons	2
Robison 1.7	Aggression	8	Harassment	5	Other	5	School Threat	1
Van Buskirk 2.2	Aggression	10	Harassment	1	Sexual Offense	1		
Warren 3.0	Aggression	9	Other	6	Harassment	1	Theft	1
Whitmore 2.1	Aggression	5	Other	3	Weapons	2	Harassment	1
Wright 1.8	Aggression	14	Harassment	1				
Notes:								

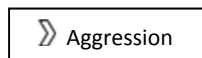4. **Choose the schools with the highest rates of SUSPENSIONS.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSION; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 4 in the column called 'School', write the selected schools.
5. **What SUSPENSIONS are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter = 1, 2, 3, or 4; School Level = the specific school only; Action Type = SUSPENSION.
   c. Click on the arrow to the left of the violation with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   ⟫ Aggression

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  d. Record the four most frequent violations in Table 4 for each school and the N size.

6. **Do These Sites Have an ISI Classroom?**
  a. Click on the distinct student number with the most frequent violations in the column for *All Students* to produce a blue box around the cell.
  b. Right click within that cell to bring up a menu; click on *Show Detail* to review the Students, the Violation, the Action Category and the Action Type.

7. **Review PBIS files** from SharePoint, etc.
  a. Compare/contrast interventions from each school to the data collected on Table 4.
  b. Note any trends.

	MOST COMMON SUSPENSIONS – *Disaggregate Violation Types to see specific violation*								ISI AVAILABLE? *Check Yes or No*	
SCHOOL	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Bloom 1.5	Theft	2	Aggression	1						No
Davidson 2.2	Aggression	4	Sexual	1	Vandalism	1				No
Henry 2.4	Aggression	6								No
Kellond 2.0	Aggression	4	Sexual	2	Harassment	1				No
Manzo 1.7	Alcohol…	2	Aggression	1	Sexual	1				No
Miller 1.7	Aggression	5	Other	2	Weapons	1				No
Robison 3.7	Aggression	7	Other	5	Harassment	4	School Threat	1		No
Whitmore 1.9	Aggression	4								No
Wright 2.3	Aggression	7	Harassment	1						No

Table 4. KPI: Most Common Suspensions for Hot Spot Schools

Notes:

C. SCHOOL-BASED DATA (Use the Monthly Discipline Report and individual follow up with principals)

Instructions to fill out Table 5: The data reported in Table 5 is school-based and is not available on the Data Dashboard. Use the following data sources to complete this table: Principal Monthly Discipline Reports and individual communication with Principals to document their action plans or Performance Improvement Conversations (PIC) with teachers who over-refer students and/or repeatedly refer students each month.

School Name	Referral Source *e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.*	# of Referrals	Most Common Type of Incidence	Trouble Area and Times	Action that the Principal has taken with Teacher

Table 5. Monthly Data Report: Teacher Referrals
List the top 10% of Schools with Teachers who referred a high number of Students this Quarter

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Please describe any patterns within schools or across schools when reviewing the teacher referrals this month? Describe the plan of support or other action:

D. RACIAL/ETHNIC DISPARITY REVIEW (Use the Risk Ratio View)

8. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *School Risk Ratio*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

   d. Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.
   e. In Table 6 in the column called 'School', write the selected schools.
9. **Do the raw numbers reflect an "N" size that supports a meaningful analysis?**
   a. Click on the school name to produce a blue box around the cell.
   b. The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.
   c. Record any disparities and note trends in the comment section of Table 6.

Table 6. Risk Ratio: Total Violations by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Bloom	White/Anglo			
	African American	**4**	**7.02%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			
Davis	White/Anglo			
	African American			
	Hispanic	**8**	**3.52%**	
	Native American			
	Asian American			

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	Multi-Racial			
	White/Anglo			
Gale	African American	2	6.9%	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			
	White/Anglo			
Grijalva	African American	2	13.33%	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			
	White/Anglo			
Kellond	African American			
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	3	7.14%	
	White/Anglo			
Myers Ganoung	African American	6	7.23%	
	Hispanic	11	5.05%	
	Native American			
	Asian American			
	Multi-Racial	1	6.67%	
	White/Anglo			
Wheeler	African American	1	1.96%	
	Hispanic	4	2.06%	
	Native American			
	Asian American			
	Multi-Racial			
	White/Anglo			
White	African American	2	6.45%	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	1	11.11%	
	White/Anglo			
Whitmore	African American			
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	2	6.45%	

10. **Choose the schools with the highest rates of SUSPENSIONS.**
   a. Select: *School Risk Ratio*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSIONS; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

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    d.   Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.

    e.   In Table 7 in the column called 'School', write the selected schools.

11. Do the raw numbers reflect an "N" size that supports a meaningful analysis?

    f.   Click on the school name to produce a blue box around the cell.

    g.   The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.

    h.   Record any disparities and note trends in the comment section of Table 7.

Table 7. Risk Ratio: Suspensions by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Bloom	White/Anglo			
	African American	**2**	**3.51%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			
Wright	White/Anglo			
	African American	**4**	**3.01%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			

Elementary Schools										
			2016			**2017**			**Difference**	
School	Principal	Director	Incidents	Students	%	Incidents	Students	%	Loss	Gain
Blenman	K. DeSalvo	Marin	8	407	1.97%	11	404	2.72%		**0.75%**
Davidson	J. Weaver	Leman	7	292	2.40%	10	287	3.48%		**1.08%**
Grijalva	T. Grivois-Shah	Scheppe	22	651	3.38%	20	605	3.31%	0.07%	
Kellond	B. Meneguin	Leman	27	567	4.76%	17	554	3.07%	1.69%	
Lineweaver	E. Walls	Marin	21	581	3.61%	12	550	2.18%	1.43%	
Lynn /Urquides	M. Salcido	Marin	30	539	5.57%	19	476	3.99%	1.58%	
Manzo	S. LaTurco	Marin	3	281	1.07%	15	290	5.17%		**4.10%**
Miller	M. Carranza	Leman	13	652	1.99%	25	576	4.34%		**2.35%**
Mission View	M. Cota	Scheppe	2	200	1.00%	10	189	5.29%		**4.29%**
Myers/Ganoung	O. Gomez	Leman	10	438	2.28%	20	397	5.04%		**2.76%**
Van Buskirk	V. Barajas	Leman	1	345	0.29%	11	312	3.53%		**3.24%**
Warren	M. Ruiz	Leman	4	294	1.36%	14	297	4.71%		**3.35%**
White	C. Lugo	Marin	1	707	0.14%	15	684	2.19%		**2.05%**
Whitmore	L. South	Scheppe	40	341	11.73%	11	336	3.27%	8.46%	
Wright	D. Campos	Marin	10	483	2.07%	14	496	2.82%		**0.75%**
All Elementary Schools			314	17,735	1.77%	319	17338	1.84%		**0.07%**

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12. **From all the data presented above, please list up to 5 'hot spot' schools for the Central Discipline Committee to review:**
    a) **Mission View** – Mission View had the highest percentage of increase from last year, but their numbers are still low.
    b) **Manzo –** Manzo had the highest percentage of disciplinary incidents for elementary schools and a significant increase from last school year. They will receive the service of an MTSS Facilitator next school year.
    c) **Miller** – Miller has the highest number of incidents for Elementary Schools.

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This form will be filled out by the Assistant Superintendents, Mark Alvarez and Abel Morado and their Directors. This completed form will be submitted to the Central Office Discipline Data Review Team 1 day prior to the quarterly meeting. (Due Dates: Qtr 1- 11/15/16; Qtr 2- 1/17/17; Qtr 3- 4/18/17; and Qtr 4- 6/20/17)

Date: **6/14/17**   Quarter under Review: **Fourth**

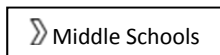| Table 1. School Level for This Report – *Check One Row Only*	
Elementary	
K-8	✔
Middle	
High	

A. FORM SUBMISSION CHECK

1. **Missing Reports:** Identify Any Sites That Have Failed to Submit the *Site-Based Monthly Discipline Report* from Principals and the month(s) that they have missed. If none have missed, write "None" in Table 2 below.

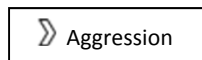| Table 2. Missing Reports by Month	
School Name	Missing Report(s) by Month
None	None

B. SCHOOL CLIMATE (Use the KPI View)

2. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   〉〉 Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 3 in the column called 'School', write the selected schools.
3. **What TOTAL violations are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
   c. Click on the arrow to the left of the violations with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   〉〉 Aggression

   d. Record the four most frequent violations in Table 3 for each school and the N size.

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Table 3. KPI: Total Violations for Hot Spot Schools								
SCHOOL	MOST COMMON TOTAL VIOLATIONS – *Disaggregate Violation Types to see specific violation*							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Booth-Fickett 2.7	Aggression	68	Attendance	16	Other	12	Sexual Offenses	7
Hollinger 1.8	Aggression	18	Other	10	Harassment	3		
Pueblo Gardens 2.2	Aggression	15	Alcohol…	3	Other	3	Sexual Offenses	3
Roberts-Naylor 3.2	Aggression	46	Harassment	6	Other	5	Sexual Offenses	4
Safford 1.6	Aggression	25	Sexual Offenses	4	Harassment	2	Weapons	2
Notes:								

4. **Choose the schools with the highest rates of SUSPENSIONS.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSION; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 4 in the column called 'School', write the selected schools.

5. **What SUSPENSIONS are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter = 1, 2, 3, or 4; School Level = the specific school only; Action Type = SUSPENSION.
   c. Click on the arrow to the left of the violation with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   ⟫ Aggression

   d. Record the four most frequent violations in Table 4 for each school and the N size.

6. **Do These Sites Have an ISI Classroom?**
   a. Click on the distinct student number with the most frequent violations in the column for *All Students* to produce a blue box around the cell.
   b. Right click within that cell to bring up a menu; click on *Show Detail* to review the Students, the Violation, the Action Category and the Action Type.

7. **Review PBIS files** from SharePoint, etc.
   a. Compare/contrast interventions from each school to the data collected on Table 4.
   b. Note any trends.

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Table 4. KPI: Most Common Suspensions for Hot Spot Schools										
SCHOOL	MOST COMMON SUSPENSIONS – *Disaggregate Violation Types to see specific violation*									ISI AVAILABLE? *Check Yes or No*
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Booth-Fickett 3.2	Aggression	38	Other	7	<mark>Attendance</mark>	<mark>4</mark>	Sexual Offenses	4	Yes	
Lawrence 2.2	Aggression	5	Alcohol…	3	Weapons	1				No
Miles 1.7	Aggression	4	Harassment	1	Sexual	1				No
Roberts-Naylor 2.1	Aggression	14	Harassment	3	Sexual	1	Other	1	Yes	
Safford 1.9	Aggression	15	Alcohol…	1	Sexual	1			Yes	
Notes:										

C. SCHOOL-BASED DATA (Use the Monthly Discipline Report and individual follow up with principals)

Instructions to fill out Table 5: The data reported in Table 5 is <u>school-based</u> and is not available on the Data Dashboard. Use the following data sources to complete this table: Principal Monthly Discipline Reports and individual communication with Principals to document their action plans or Performance Improvement Conversations (PIC) with teachers who over-refer students and/or repeatedly refer students each month.

Table 5. Monthly Data Report: Teacher Referrals *List the top 10% of Schools with Teachers who referred a high number of Students this Quarter*					
School Name	*Referral Source e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.*	*# of Referrals*	*Most Common Type of Incidence*	*Trouble Area and Times*	*Action that the Principal has taken with Teacher*
Please describe any patterns within schools or across schools when reviewing the teacher referrals this month? Describe the plan of support or other action:					

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D. RACIAL/ETHNIC DISPARITY REVIEW (Use the Risk Ratio View)

8. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *School Risk Ratio*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   > ⟫ Middle Schools

   d. Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.
   e. In Table 6 in the column called 'School', write the selected schools.
9. **Do the raw numbers reflect an "N" size that supports a meaningful analysis?**
   a. Click on the school name to produce a blue box around the cell.
   b. The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.
   c. Record any disparities and note trends in the comment section of Table 6.

SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
	Table 6. Risk Ratio: Total Violations by Ethnicity for Hot Spot Schools			
Booth-Fickett	White/Anglo			
	African American	**23**	**15.65%**	Of concern – high #
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**4**	**8.70%**	
Dietz	White/Anglo			
	African American			
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**2**	**7.41%**	
Hollinger	White/Anglo			
	African American			
	Hispanic			
	Native American	**4**	**26.67%**	
	Asian American			
	Multi-Racial			
Roberts / Naylor	White/Anglo			
	African American	**14**	**9.27%**	Of concern – high #
	Hispanic	**35**	**10.94%**	Of concern – high #
	Native American			
	Asian American			

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	Multi-Racial	**3**	**33.33%**	
Robins	White/Anglo			
	African American	**1**	**6.67%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**2**	**14.29%**	

10. Choose the schools with the highest rates of SUSPENSIONS.

    a.   Select: *School Risk Ratio*

    b.   Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSIONS; Violation Type = ALL.

    c.   Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

         ⟫ Middle Schools

    d.   Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.

    e.   In Table 7 in the column called 'School', write the selected schools.

11. Do the raw numbers reflect an "N" size that supports a meaningful analysis?

    f.   Click on the school name to produce a blue box around the cell.

    g.   The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.

    h.   Record any disparities and note trends in the comment section of Table 7.

Table 7. Risk Ratio: Suspensions by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Booth-Fickett	White/Anglo			
	African American	**12**	**8.16%**	
	Hispanic	**19**	**3.86%**	
	Native American	**1**	**4.35%**	
	Asian American			
	Multi-Racial			
Dietz	White/Anglo			
	African American			
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**2**	**7.41%**	
Roberts- Naylor	White/Anglo			
	African American	**8**	**5.30%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			

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K-8 Schools										
			2016			**2017**			**Difference**	
School	**Principal**	**Director**	**Incidents**	**Students**	**%**	**Incidents**	**Students**	**%**	**Loss**	**Gain**
Booth-Fickett	N. Flores	Scheppe	64	1201	5.33%	80	975	8.21%		2.88%
Dietz	T. McKee	Marin	35	572	6.12%	9	606	1.49%	4.63%	
Hollinger	B. Lambert	Marin	26	481	5.41%	28	524	5.34%	0.07%	
Lawrence	A. Kobritz	Marin	21	338	6.21%	11	339	3.14%	3.07%	
McCorkle	S. Thiffault	Scheppe	1	884	0.11%	17	924	1.84%		1.73%
Naylor	C. Zepeda	Scheppe	24	696	3.45%	57	581	9.81%		6.36%
Pueblo Gardens	S. Aleshire	Leman	6	391	1.53%	26	399	6.52%		4.99%
Robins	C. Thomas	Leman	19	557	3.41%	10	541	1.85%	1.56%	
Rose	A. Carmona-Alday	Leman	32	784	4.08%	16	813	1.97%	2.11%	
Safford	S. Gabaldon	Scheppe	39	797	4.89%	36	732	4.92%		0.03%
All K-8 Schools			282	8941	3.15%	314	8664	3.62%		0.47%

12. **From all the data presented above, please list up to 5 'hot spot' schools for the Central Discipline Committee to review:**
    a. **Booth –Fickett** – Fickett continues to show disparity in the discipline of 23 African American students. They showed a 2.88% gain in discipline this quarter.   Their Corrective Action this year has not been successful and we need a different strategy going into next school year.
    b. **Naylor** – Naylor had the highest fourth quarter discipline increase (6.36%) for all K-8 schools. This could be related to the Mandatory Reporting Incident.
    c. **Pueblo Gardens** – Pueblo Gardens had a significant fourth quarter discipline increase (4.99%).

Quarterly Central Office Discipline Data Review 2016-17

This form will be filled out by the Assistant Superintendents, Mark Alvarez and Abel Morado and their Directors. This completed form will be submitted to the Central Office Discipline Data Review Team 1 day prior to the quarterly meeting. (Due Dates: Qtr 1- 11/15/16; Qtr 2- 1/17/17; Qtr 3- 4/18/17; and Qtr 4- 6/20/17)

Date: **6/14/17**   Quarter under Review: **Fourth**

Table 1. School Level for This Report – *Check One Row Only*	
Elementary	
K-8	
Middle	✔
High	

A. FORM SUBMISSION CHECK

1. **Missing Reports:** Identify Any Sites That Have Failed to Submit the *Site-Based Monthly Discipline Report* from Principals and the month(s) that they have missed. If none have missed, write "None" in Table 2 below.

Table 2. Missing Reports by Month	
School Name	Missing Report(s) by Month
	None

B. SCHOOL CLIMATE (Use the KPI View)

2. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 3 in the column called 'School', write the selected schools.
3. **What TOTAL violations are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
   c. Click on the arrow to the left of the violations with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   ⟫ Aggression

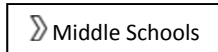   d. Record the four most frequent violations in Table 3 for each school and the N size.

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Table 3. KPI: Total Violations for Hot Spot Schools							
SCHOOL	MOST COMMON TOTAL VIOLATIONS – *Disaggregate Violation Types to see specific violation*						
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Doolen 1.5	Aggression	47	Alcohol…	9	Sexual Offenses	6	Weapons…	5
Pistor 1.7	Aggression	86	Sexual Offenses	18	Harassment…	9	Alcohol…	5
Utterback 1.7	Aggression	39	Alcohol…	10	Harassment…	9	Vandalism	5
Valencia 1.6	Aggression	65	Harassment…	18	Alcohol…	17	Vandalism	9
Notes:							

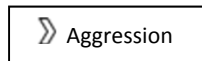4. **Choose the schools with the highest rates of SUSPENSIONS.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSION; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   〉Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 4 in the column called 'School', write the selected schools.
5. **What SUSPENSIONS are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter = 1, 2, 3, or 4; School Level = the specific school only; Action Type = SUSPENSION.
   c. Click on the arrow to the left of the violation with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   〉 Aggression

   d. Record the four most frequent violations in Table 4 for each school and the N size.
6. **Do These Sites Have an ISI Classroom?**
   a. Click on the distinct student number with the most frequent violations in the column for *All Students* to produce a blue box around the cell.
   b. Right click within that cell to bring up a menu; click on *Show Detail* to review the Students, the Violation, the Action Category and the Action Type.
7. **Review PBIS files** from SharePoint, etc.
   a. Compare/contrast interventions from each school to the data collected on Table 4.
   b. Note any trends.

Table 4. KPI: Most Common Suspensions for Hot Spot Schools		
SCHOOL	MOST COMMON SUSPENSIONS – *Disaggregate Violation Types to see*	ISI AVAILABLE?

Quarterly Central Office Discipline Data Review 2016-17

	specific violation								Check Yes or No	
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Doolen 1.5	Aggression	34	Alcohol…	9	Arson	4	Weapons	2	Yes	
Gridley 1.8	Aggression	51	Harassment	9	Alcohol	5	Weapons	4	Yes	
Pistor 1.5	Aggression	57	Sexual Offences	6	Harassment	5	Arson	2	Yes	
Secrist 2.0	Aggression	34	Alcohol	9	Other	4	Harassment	3	Yes	
Notes:										

C.   SCHOOL-BASED DATA (Use the Monthly Discipline Report and individual follow up with principals)

Instructions to fill out Table 5: The data reported in Table 5 is school-based and is not available on the Data Dashboard. Use the following data sources to complete this table: Principal Monthly Discipline Reports and individual communication with Principals to document their action plans or Performance Improvement Conversations (PIC) with teachers who over-refer students and/or repeatedly refer students each month.

Table 5. Monthly Data Report: Teacher Referrals *List the top 10% of Schools with Teachers who referred a high number of Students this Quarter*					
School Name	Referral Source e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.	# of Referrals	Most Common Type of Incidence	Trouble Area and Times	Action that the Principal has taken with Teacher

D.   RACIAL/ETHNIC DISPARITY REVIEW (Use the Risk Ratio View)

8.   **Choose the schools with the highest rates of TOTAL violations.**
   a.   Select: *School Risk Ratio*
   b.   Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c.   Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   》 Middle Schools

Quarterly Central Office Discipline Data Review 2016-17

   d. Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.
   e. In Table 6 in the column called 'School', write the selected schools.
9. **Do the raw numbers reflect an "N" size that supports a meaningful analysis?**
   a. Click on the school name to produce a blue box around the cell.
   b. The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.
   c. Record any disparities and note trends in the comment section of Table 6.

School	Race/Ethnic Group	N Size	Percent	Comments
Table 6. Risk Ratio: Total Violations by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Dodge	White/Anglo			
	African American			
	Hispanic			
	Native American	1	10.00%	
	Asian American	1	12.50%	
	Multi-Racial			
Doolen	White/Anglo			
	African American	19	15.97%	Of concern – high #
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	5	17.24%	
Gridley	White/Anglo			
	African American	17	20.24%	Of concern – high #
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	6	19.35%	
Magee	White/Anglo			
	African American	8	10.67%	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial			
Mansfeld	White/Anglo			
	African American	11	15.94%	Of concern – high #
	Hispanic	33	5.51%	Of concern – high #
	Native American	3	8.33%	
	Asian American			
	Multi-Racial			
Pistor	White/Anglo			
	African American	6	27.27%	
	Hispanic			
	Native American	11	21.57%	Of concern – high #
	Asian American			
	Multi -Racial			
	White/Anglo			

Quarterly Central Office Discipline Data Review 2016-17

Secrist	African American			
	Hispanic			
	Native American	**1**	**20.00%**	
	Asian American			
	Multi -Racial			
Utterback	White/Anglo			
	African American	**6**	**15.79%**	
	Hispanic	**42**	**11.11%**	Of concern – high #
	Native American	**3**	**15.00%**	
	Asian American			
	Multi -Racial	**2**	**25.00%**	
Vail	White/Anglo			
	African American			
	Hispanic			
	Native American			
	Asian American	**1**	**5.56%**	
	Multi -Racial			
Valencia	White/Anglo			
	African American	**4**	**21.05%**	
	Hispanic			
	Native American			
	Asian American			
	Multi -Racial			

10. **Choose the schools with the highest rates of SUSPENSIONS.**
    a. Select: *School Risk Ratio*
    b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSIONS; Violation Type = ALL.
    c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

    ⟫ Middle Schools

    d. Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.
    e. In Table 7 in the column called 'School', write the selected schools.

11. **Do the raw numbers reflect an "N" size that supports a meaningful analysis?**
    f. Click on the school name to produce a blue box around the cell.
    g. The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.
    h. Record any disparities and note trends in the comment section of Table 7.

Table 7. Risk Ratio: Suspensions by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Doolen	White/Anglo			
	African American			
	Hispanic			

Quarterly Central Office Discipline Data Review 2016-17

	Native American			
	Asian American			
	Multi-Racial	**3**	**10.34%**	
Gridley	White/Anglo			
	African American	**15**	**17.86%**	Of concern – high #
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**4**	**12.90%**	
Magee	White/Anglo			
	African American	**6**	**8.00%**	
	Hispanic	**13**	**5.02%**	
	Native American			
	Asian American			
	Multi-Racial	**1**	**5.26%**	
Mansfeld	White/Anglo			
	African American	**5**	**7.25%**	
	Hispanic	**14**	**2.34%**	
	Native American	**2**	**5.56%**	
	Asian American			
	Multi-Racial			
Pistor	White/Anglo			
	African American	**3**	**13.64%**	
	Hispanic			
	Native American	**9**	**17.65%**	Of concern
	Asian American	**1**	**12.50%**	
	Multi-Racial			
Secrist	White/Anglo			
	African American	**11**	**12.79%**	
	Hispanic			
	Native American	**1**	**20.00%**	
	Asian American			
	Multi-Racial			
Vail	White/Anglo			
	African American			
	Hispanic	**11**	**3.06%**	
	Native American			
	Asian American	**1**	**5.56%**	
	Multi-Racial			

Middle Schools

Quarterly Central Office Discipline Data Review 2016-17

School	Principal	Director	2016			2017			Difference	
			Incidents	Students	%	Incidents	Students	%	Loss	Gain
Dodge	D. Schulter	Konrad	19	401	4.74%	19	400	4.75%		0.01%
Doolen	R. Morales	Konrad	52	716	7.26%	71	709	10.01%		2.75%
Gridley	K. Taravati	Konrad	91	735	12.38%	77	782	9.85%	2.53%	
Magee	J. Lindsay	Konrad	44	634	6.94%	48	658	7.29%		0.35%
Mansfeld	R. Sanchez	Konrad	41	797	5.14%	51	834	6.12%		0.98%
Pistor	A. Wichers	Konrad	95	931	10.20%	106	917	11.56%		1.36%
Secrist	D. Garcia	Konrad	82	534	15.36%	45	462	9.74%	5.62%	
Utterback	R. Dunbar	Konrad	122	547	22.30%	54	465	11.61%	10.69%	
Vail	L. Filler	Konrad	60	639	9.39%	19	698	2.72%	6.67%	
Valencia	M. Beck	Konrad	139	989	14.05%	101	917	11.01%	3.04%	
All Middle Schools			744	6906	10.77%	591	6829	8.65%	2.12%	

12. From all the data presented above, please list up to 5 'hot spot' schools for the Central Discipline Committee to review:

a) **Utterback –** Utterback had the highest discipline percentage of Middle Schools for the fourth quarter, but they have shown significant overall improvement this year. They will have changes in their administrative team next school year.

b) **Pistor–** Pistor had a larger number of incidents during the fourth quarter and their discipline increased from last year.   There will be a new Assistant Principal at Pistor next year.

c) **Valencia –** Valencia continues to be a hotspot school with a large number of Disorderly Conduct Violations. There will be a new administrative team next school year.

d) **Doolen –** Doolen had the highest increase in discipline among all middle schools. There were too many Disorderly Conduct violations for low-level incidents during the last two weeks of the quarter.

Quarterly Central Office Discipline Data Review 2016-17

This form will be filled out by the Assistant Superintendents, Mark Alvarez and Abel Morado and their Directors. This completed form will be submitted to the Central Office Discipline Data Review Team 1 day prior to the quarterly meeting. (Due Dates: Qtr 1- 11/15/16; Qtr 2- 1/17/17; Qtr 3- 4/18/17; and Qtr 4- 6/20/17)

Date: **6/14/17**   Quarter under Review: **Fourth**

Table 1. School Level for This Report – *Check One Row Only*	
Elementary	
K-8	
Middle	
High	✔

A. FORM SUBMISSION CHECK

1. **Missing Reports:** Identify Any Sites That Have Failed to Submit the *Site-Based Monthly Discipline Report* from Principals and the month(s) that they have missed. If none have missed, write "None" in Table 2 below.

Table 2. Missing Reports by Month	
School Name	Missing Report(s) by Month
Teen-Age Parent	May

B. SCHOOL CLIMATE (Use the KPI View)

2. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *USP discipline KPI*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   ⟫ Middle Schools

   d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 3 in the column called 'School', write the selected schools.
3. **What TOTAL violations are most common?**
   a. Click on *Violations by School* for each of the select schools.
   b. Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
   c. Click on the arrow to the left of the violations with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

   ⟫ Aggression

   d. Record the four most frequent violations in Table 3 for each school and the N size.

Quarterly Central Office Discipline Data Review 2016-17

Table 3. KPI: Total Violations for Hot Spot Schools								
SCHOOL	MOST COMMON TOTAL VIOLATIONS – *Disaggregate Violation Types to see specific violation*							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Catalina 1.8	Other Violations	18	Aggression	6	Theft	5	Vandalism	5
Santa Rita 2.3	Aggression	19	Alcohol, Drugs	8	Vandalism	5	Weapons	2
Notes:								

4. **Choose the schools with the highest rates of SUSPENSIONS.**
    a. Select: *USP discipline KPI*
    b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSION; Violation Type = ALL.
    c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

    > ≫ Middle Schools

    d. Choose schools with incident rates of 1.5 or more times the District Average in the first column (up to 5) that are most concerning. In Table 4 in the column called 'School', write the selected schools.
5. **What SUSPENSIONS are most common?**
    a. Click on *Violations by School* for each of the select schools.
    b. Select from the drop down menus: Quarter = 1, 2, 3, or 4; School Level = the specific school only; Action Type = SUSPENSION.
    c. Click on the arrow to the left of the violation with the largest numbers of students to disaggregate the *Violation Type* into specific violations. E.g.

    > ≫ Aggression

    d. Record the four most frequent violations in Table 4 for each school and the N size.
6. **Do These Sites Have an ISI Classroom?**
    a. Click on the distinct student number with the most frequent violations in the column for *All Students* to produce a blue box around the cell.
    b. Right click within that cell to bring up a menu; click on *Show Detail* to review the Students, the Violation, the Action Category and the Action Type.
7. **Review PBIS files** from SharePoint, etc.
    a. Compare/contrast interventions from each school to the data collected on Table 4.
    b. Note any trends.

Quarterly Central Office Discipline Data Review 2016-17

Table 4. KPI: Most Common Suspensions for Hot Spot Schools									
SCHOOL	MOST COMMON SUSPENSIONS – *Disaggregate Violation Types to see specific violation*								ISI AVAILABLE? *Check Yes or No*
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Catalina 1.4	Aggression	5	Other	4	Vandalism	4			Yes	
Sahuaro 1.4	Aggression	29	Alcohol, Tobacco	5	Other	4	Harassment, Threat	4	Yes	
Santa Rita 3.4	Aggression	17	Alcohol, Tobacco	8	Vandalism	3	Weapons	2	Yes	
Notes:										

C. SCHOOL-BASED DATA (Use the Monthly Discipline Report and individual follow up with principals)

Instructions to fill out Table 5: The data reported in Table 5 is school-based and is not available on the Data Dashboard. Use the following data sources to complete this table: Principal Monthly Discipline Reports and individual communication with Principals to document their action plans or Performance Improvement Conversations (PIC) with teachers who over-refer students and/or repeatedly refer students each month.
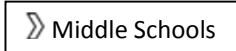
Table 5. Monthly Data Report: Teacher Referrals *List the top 10% of Schools with Teachers who referred a high number of Students this Quarter*					
School Name	*Referral Source* e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.	*# of Referrals*	*Most Common Type of Incidence*	*Trouble Area and Times*	*Action that the Principal has taken with Teacher*

D. RACIAL/ETHNIC DISPARITY REVIEW (Use the Risk Ratio View)

8. **Choose the schools with the highest rates of TOTAL violations.**
   a. Select: *School Risk Ratio*
   b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
   c. Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

   > ⟫ Middle Schools

   d. Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.
   e. In Table 6 in the column called 'School', write the selected schools.
9. **Do the raw numbers reflect an "N" size that supports a meaningful analysis?**
   a. Click on the school name to produce a blue box around the cell.
   b. The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.
   c. Record any disparities and note trends in the comment section of Table 6.

	Table 6. Risk Ratio: Total Violations by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS	
Cholla	White/Anglo				
	African American				
	Hispanic				
	Native American	4	1.7%		
	Asian American				
	Multi-Racial	1	1.7%		
Pueblo	White/Anglo				
	African American	5	6.8%		
	Hispanic				
	Native American	3	2.8%		
	Asian American				
	Multi-Racial				
Sabino	White/Anglo				
	African American	5	3.1%		
	Hispanic	12	1.5%		
	Native American				
	Asian American				
	Multi-Racial				
Sahuaro	White/Anglo				
	African American	8	1.8%		
	Hispanic				
	Native American	1	2.5%		
	Asian American				
	Multi-Racial				
	White/Anglo				

Quarterly Central Office Discipline Data Review 2016-17

Santa Rita	African American	**7**	**2.0%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**2**	**2.3%**	
Tucson	White/Anglo			
	African American	5	1.9%	
	Hispanic			
	Native American	3	2.0%	
	Asian American			
	Multi-Racial	2	1.9%	

10. Choose the schools with the highest rates of SUSPENSIONS.

    a.   Select: *School Risk Ratio*

    b.   Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSIONS; Violation Type = ALL.

    c.   Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

          ⟫ Middle Schools

    d.   Choose schools that reflect a disparity of 1.5 or more between Anglo student *total disciplinary incidents* and rates for African American, Hispanic, Native American, or Multiracial groups.

    e.   In Table 7 in the column called 'School', write the selected schools.

11. Do the raw numbers reflect an "N" size that supports a meaningful analysis?

    f.   Click on the school name to produce a blue box around the cell.

    g.   The table on the right hand side of the page, called *School/Level Detail* shows the *Distinct Student Incident* (N size), the *Distinct Student Enrollment*, and the *Discipline Percent of the Population* (rate) of that selected school.

    h.   Record any disparities and note trends in the comment section of Table 7.

Table 7. Risk Ratio: Suspensions by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Catalina	White/Anglo			
	African American	**7**	**1.7%**	
	Hispanic			
	Native American			
	Asian American			
	Multi-Racial	**1**	**2.8%**	
Cholla	White/Anglo			
	African American	**1**	**1.5%**	
	Hispanic	**18**	**1.8%**	
	Native American	**3**	**3.8%**	
	Asian American			
	Multi-Racial	**1**	**5.2%**	
	White/Anglo			
	African American	**2**	**2.7%**	

Quarterly Central Office Discipline Data Review 2016-17

School	Race		
Pueblo	Hispanic		
	Native American	**2**	**1.9%**
	Asian American		
	Multi-Racial		
Sabino	White/Anglo		
	African American	**2**	**2.8%**
	Hispanic		
	Native American		
	Asian American		
	Multi-Racial	**1**	**2.7%**
Sahuaro	White/Anglo		
	African American	**7**	**1.7%**
	Hispanic		
	Native American	**1**	**2.8%**
	Asian American		
	Multi-Racial		
Santa Rita	White/Anglo		
	African American		
	Hispanic		
	Native American		
	Asian American		
	Multi-Racial	**2**	**2.3%**
Tucson	White/Anglo		
	African American	**5**	**3.2%**
	Hispanic		
	Native American	**2**	**2.2%**
	Asian American		
	Multi-Racial	**2**	**3.2%**

High Schools										
			2016			**2017**			**Difference**	
School	Principal	Director	Incidents	Students	%	Incidents	Students	%	Loss	Gain
Catalina	A. Holley	McCollum	25	746	3.35%	33	703	4.69%		**1.34%**
Cholla	R. Armenta	Munger	49	1693	2.89%	37	1760	2.10%	0.79%	
Palo Verde	E. Brock	McCollum	37	1128	3.28%	24	1126	2.13%	1.15%	
Pueblo	A. Romero	Munger	27	1519	1.78%	42	1625	2.58%		**0.80%**
Rincon	A. Welch	McCollum	27	1075	2.51%	27	1041	2.59%		**0.08%**
Sabino	R. Doty	McCollum	34	928	3.66%	32	909	3.52%	0.14%	
Sahuaro	R. Estrella	Munger	36	1667	2.16%	42	1688	2.49%		**0.33%**
Santa Rita	J. Palacios	McCollum	21	483	4.35%	28	455	6.15%		**1.80%**
Tucson	S. Rodriguez	Munger	98	3024	3.24%	36	2937	1.23%	2.01%	
All High Schools			355	13285	2.67%	304	13309	2.28%	0.39%	

Quarterly Central Office Discipline Data Review 2016-17

12. **From all the data presented above, please list up to 5 'hot spot' schools for the Central Discipline Committee to review:**
    a. **Catalina** – Catalina showed a 1.34% increate in the percentage of incidents when compared to last year.   They should continue to implement Corrective Action.
    b. **Santa Rita** – Santa Rita's discipline is well above the average for High Schools. Their discipline increased 1.8% this year. They should continue to implement Corrective Action.