

APPENDIX VI – 45

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: **3/24/17**

Quarter under Review: **Third**

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

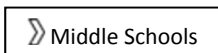
A. FORM SUBMISSION CHECK

- 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	January and February

B. SCHOOL CLIMATE (Use the KPI View)

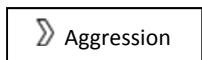
- 2. Choose the schools with the highest rates of TOTAL violations.**
 - a. Select: *USP discipline KPI*
 - b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
 - c. Disaggregate the school level by clicking on the arrow to the left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



- 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.



- 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 – <i>Disaggregate Violation Types to see specific violation</i>							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Ochoa (4.8)	Aggression	10	Sexual Offences	2	Vandalism	1		
Davidson (3.1)	Aggression	12						
Whitmore (3.0)	Aggression	7	Other Violations	5	Harassment	3	School Threat	2
Van Buskirk (2.6)	Aggression	6	Weapons	3	Other Violations	2		
LynnUrquides (2.6)	Aggression	11	Other Violations	7	Theft	5	Attendance	3
Kellond (2.0)	Aggression	12	Harassment	4	Sexual Offences	1	Weapons	1
Tolson (2.0)	Aggression	9	Other Violations	1	Theft	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

- 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 – <i>Disaggregate Violation Types to see specific violation</i>								ISI AVAILABLE? <i>Check Yes or No</i>	
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Davidson (6.3)	Aggression	6								✓
Howell (3.8)	Aggression	2	Harassment	1	Sexual Offenses	1				✓
Robison (3.6)	Other	4	Harassment	3	Aggression	2	Lying	1		✓
Henry (3.1)	Aggression	3	Harassment	1						✓
Davis (3.0)	Aggression	3	Other	1						✓
Wright (3.0)	Aggression	4	Harassment	1						
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.

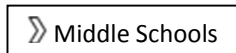
Table 5. Monthly Data Report: Teacher Referrals					
<i>List the top 10% of Schools with Teachers who referred a high number of Students this Quarter</i>					
School Name	Referral Source <i>e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.</i>	# of Referrals	Most Common Type of Incidence	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.



- 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 Af. Am. 4.1	White/Anglo	1	0.90%	
	African American	2	3.70%	
	Hispanic	1	0.75%	
	Native American			
	Asian American			
	Multi-Racial			
Erickson Af. Am. 4.1	White/Anglo	1	0.87%	
	African American	4	3.54%	
	Hispanic	2	0.98%	
	Native American			
	Asian American			
	Multi-Racial			
Gale Af. Am. 2.8	White/Anglo	2	1.22%	
	African American	1	3.45%	
	Hispanic	1	0.70%	
	Native American			
	Asian American			
	Multi-Racial			
Henry Hispanic 6.3 Multi-Racial 9.4	White/Anglo	1	0.59%	
	African American			
	Hispanic	5	3.73%	
	Native American			
	Asian American			
	Multi-Racial	1	5.56%	
Lineweaver	White/Anglo	4	1.92%	

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Af. Am 2.7	African American	2	5.13%	
	Hispanic	3	1.11%	
	Native American			
	Asian American			
	Multi-Racial			
Myers / Ganoung Multi-Racial 4.3	White/Anglo	1	1.45%	
	African American	3	3.06%	
	Hispanic	5	2.27%	
	Native American			
	Asian American			
	Multi-Racial	1	6.25%	
Sewell Af. Am. 3.4	White/Anglo	1	1.23%	
	African American	2	4.26%	
	Hispanic	1	0.68%	
	Native American			
	Asian American			
	Multi-Racial			
Van Buskirk Af. Am. 3.1	White/Anglo	1	7.14%	
	African American	2	22.22%	
	Hispanic	8	2.88%	
	Native American			
	Asian American			
	Multi-Racial			
Wheeler Multi-Racial 3.3	White/Anglo	2	1.45%	
	African American	1	1.89%	
	Hispanic	1	0.52%	
	Native American			
	Asian American			
	Multi-Racial	1	4.76%	
Whitmore Af. Am. 4.0 Asian 3.5 Multi-Racial 3.7	White/Anglo	2	1.80%	
	African American	4	7.27%	
	Hispanic	5	3.70%	
	Native American			
	Asian American	1	6.25%	
	Multi-Racial	2	6.67%	

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.

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- 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
Davidson Na. Am. 2.9	White/Anglo	1	1.82%	
	African American	2	4.00%	
	Hispanic	2	1.40%	
	Native American	1	5.26%	
	Asian American			
	Multi-Racial			
Henry Hispanic 2.5 Multi-Racial 9.4	White/Anglo	1	0.59%	
	African American			
	Hispanic	2	1.49%	
	Native American			
	Asian American			
	Multi-Racial	1	5.56%	

Elementary Schools										
School	Principal	Director	2016			2017			Difference	
			Incidents	Students	%	Incidents	Students	%	Loss	Gain
Davidson	J. Weaver	Leman	7	308	2.27%	12	293	4.10%		1.83%
Grijalva	T. Grivois-Shah	Scheppe	19	670	2.84%	10	620	1.61%	1.23%	
Kellond	B. Meneguín	Leman	23	573	4.01%	15	568	2.64%	1.37%	
Lynn /Urquides	M. Salcido	Marin	23	548	4.20%	17	489	3.48%	0.72%	
Miller	M. Carranza	Leman	15	669	2.24%	13	586	2.22%	0.02%	
Myers/Ganoung	O. Gomez	Leman	19	442	4.30%	10	424	2.36%	1.94%	
Ochoa	L. McCorkle	Marin	0	216	0.00%	13	205	6.34%		6.34%
Van Buskirk	V. Barajas	Leman	2	359	0.56%	11	319	3.45%		2.89%
Whitmore	L. South	Scheppe	34	341	9.97%	14	349	4.01%	5.96%	
Wright	D. Campos	Marin	11	486	2.26%	10	510	1.96%	0.30%	
All Elementary Schools			361	17,991	2.01%	246	17542	1.40%	0.61%	

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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) **Ochoa** – Ochoa had the highest percentage increase from last year. In addition, they are showing disparity in the discipline of 12 Hispanic students. It is recommended that they develop a Corrective Action Plan for the fourth quarter.
- b) **Bloom** – Bloom has reduced their disciplinary incidents this quarter. They should not need to continue on their Corrective Action Plan.
- c) **Miller** – The disparity numbers at Miller are showing only one or two students so they should not need to continue on their Corrective Action Plan.
- d) **Davidson** – Davidson is showing an increase in disciplinary incidents, disparity, and the number of suspensions. They are having quite a bit of difficulty with their kindergarten students.
- e) **Whitmore** – Whitmore is showing disparity in four categories. They have the third highest discipline rate behind Ochoa and Davidson.

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Date: 3/24/17Quarter under Review: Third

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

A. FORM SUBMISSION CHECK

- 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)

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

» Middle Schools

- 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.

- What TOTAL violations are most common?**

- Click on *Violations by School* for each of the select schools.
- Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
- 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

- 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 – <i>Disaggregate Violation Types to see specific violation</i>							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Safford (3.0)	Aggression	47	Alcohol...	4	Sexual Offences	3	Weapons	3
Hollinger (2.3)	Aggression	16	Other	16	Sexual Offences	1		
Booth-Fickett (1.8)	Aggression	41	Harassment	5	Alcohol...	3	Other	3
Lawrence (1.8)	Aggression	15	Alcohol...	2	Sexual Offences	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.

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- 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 – <i>Disaggregate Violation Types to see specific violation</i>								ISI AVAILABLE? <i>Check Yes or No</i>	
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Lawrence (4.8)	Aggression	12	Alcohol	2	Sexual Offenses	1				No
Safford (4.3)	Aggression	22	Alcohol	3	Sexual Offenses	1	Weapons	1	Yes	
Dietz (2.5)	Aggression	11	Harassment	2	School Threat	2	Sexual Offenses	1		No
Booth-Fickett (2.3)	Aggression	16	Alcohol	3	Harassment	1	Other	1	Yes	
Pueblo Gardens (1.5)	Alcohol	4	Harassment	1	Attendance	1	Other	1		No
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 <i>e.g. Bus Drivers, Monitors, Playground/Grounds Monitor, Teachers, etc.</i>	# of Referrals	Most Common Type of Incidence	Trouble Area and Times	Action that the Principal has taken with Teacher
Booth Fickett	Teacher Bassett, Peter Fullmer, Brenda Giddings, Eledel Coatsworth, David Peterson, Eric	35 11 6 12 12	Disruption, Off-Task, Insubordination, Disrespect	Classroom	Admin / Dean of Students will met with teacher to review referrals. Admin / Dean of Students will give teacher of menu of alternatives to send students out of class. Admin / Dean of Students will follow up with teacher to discuss if the course of

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					action is beneficial.
Hollinger	Teachers	19	Disruption	Classroom	2 teachers attending Fred Jones training in March
Lawrence	Teachers	8	Defiance	Classroom	Many referrals were coming from classes with LTS. More adult support with monitors was added.
Please describe any patterns within schools or across schools when reviewing the teacher referrals this month? Describe the plan of support or other action: Booth Fickett is focusing on Culture and Climate amongst the staff. They offer PD on PBIS, Building Positive Relationships, Discipline and the Referral Process, and offer to have restorative conferences with teachers and students.					

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
Borman Af. Am. 4.1	White/Anglo	2	0.83%	
	African American	3	3.45%	
	Hispanic	1	1.20%	
	Native American			
	Asian American			
	Multi-Racial			
McCorkle Af. Am. 4.2	White/Anglo	1	2.50%	
	African American	2	10.53%	
	Hispanic	18	2.15%	
	Native American	1	4.35%	
	Asian American			

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	Multi-Racial			
Robins Na. Am. 13.0	White/Anglo	1	0.96%	
	African American			
	Hispanic			
	Native American	1	12.50%	
	Asian American			
	Multi-Racial			

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

- Select: *School Risk Ratio*
- Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = SUSPENSIONS; Violation Type = ALL.
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» Middle Schools
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Table 7. Risk Ratio: Suspensions by Ethnicity for Hot Spot Schools				
SCHOOL	RACE/ETHNIC GROUP	N SIZE	Percent	COMMENTS
Booth-Fickett Af. Am. 4.5	White/Anglo	3	1.20%	
	African American	8	5.37%	
	Hispanic	8	1.60%	
	Native American			
	Asian American			
	Multi-Racial			

K-8 Schools										
			2016			2017			Difference	
School	Principal	Director	Incidents	Students	%	Incidents	Students	%	Loss	Gain
Booth-Fickett	N. Flores	Scheppe	75	1232	6.09%	48	993	4.83%	1.26%	
Dietz	T. McKee	Marin	51	565	9.03%	17	625	2.72%	6.31%	
Hollinger	B. Lambert	Marin	43	492	8.74%	33	543	6.08%	2.66%	
Lawrence	A. Kobritz	Marin	14	350	4.00%	16	343	4.66%		0.66%
McCorkle	S. Thiffault	Scheppe	15	890	1.69%	22	932	2.36%		0.67%

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Naylor	C. Zepeda	Scheppe	23	725	3.17%	14	608	2.30%	0.87%	
Pueblo Gardens	S. Aleshire	Leman	24	400	6.00%	13	408	3.19%	2.81%	
Safford	S. Gabaldon	Scheppe	62	809	7.66%	58	740	7.84%		0.18%
All K-8 Schools			358	9081	3.94%	247	8823	2.80%	1.14%	

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 13 African American students. It is recommended that they continue in Corrective Action during the fourth quarter.
- b. **Safford** – Safford is showing disparity in the discipline of 45 Hispanic students. Their disciplinary incidents are increasing and they should work on a Corrective Action Plan for the fourth quarter.
- c. **Hollinger** – Hollinger is of concern because they have a large number of incidents (33).

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Date: **3/24/17**Quarter under Review: **Third**

Table 1. School Level for This Report – Check One Row Only	
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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.**

- Select: *USP discipline KPI*
- Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
- Disaggregate the school level by clicking on the arrow to the left of the name. E.g.

» Middle Schools

- 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?**

- Click on *Violations by School* for each of the select schools.
- Select from the drop down menus: Quarter= 1, 2, 3, or 4; School Level = the specific school only; Action Type = ALL.
- 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

- 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 – <i>Disaggregate Violation Types to see specific violation</i>							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Valencia (2.2)	Aggression	110	Harassment	18	Vandalism	13	Weapons	7
Secrist (1.8)	Aggression	42	Harassment	8	Alcohol...	8	Other	7

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 – <i>Disaggregate Violation Types to see</i>	ISI AVAILABLE?
--------	--	----------------

Quarterly Central Office Discipline Data Review 2016-17

	<i>specific violation</i>								<i>Check Yes or No</i>	
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Secretist (2.1)	Aggression	26	Alcohol...	7	Harassment	4	Sexual	4	✓	
Doolen (1.6)	Aggression	37	Alcohol...	9	Weapons	4	Harassment	3	✓	
Vail (1.5)	Aggression	34	Other	9	Harassment	7	Alcohol	6	✓	
Notes:										

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

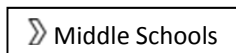
Instructions to fill out Table 5: The data reported in Table 5 is school-based and is not available on the Data Dashboard. Use the following data sources to complete this table: Principal Monthly Discipline Reports and individual communication with Principals to document their action plans or Performance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

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

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.



- 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.

Quarterly Central Office Discipline Data Review 2016-17

- 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?
- Click on the school name to produce a blue box around the cell.
 - 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.
 - 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
Dodge Af. Am. 4.5 Na. Am. 9.2 Multi 2.6	White/Anglo	2	2.17%	
	African American	3	9.68%	
	Hispanic	4	1.63%	
	Native American	2	20.00%	
	Asian American			
	Multi-Racial	1	5.56%	
Gridley Af. Am. 4.2 Na. Am. 9.4 Multi. 3.8	White/Anglo	12	3.55%	
	African American	13	14.94%	This is a concern due to the high number of students.
	Hispanic	14	4.67%	
	Native American	2	33.33%	
	Asian American	1	3.33%	
	Multi-Racial	4	13.33%	
Mansfeld Na. Am. 6.3	White/Anglo	4	4.08%	
	African American	6	8.70%	
	Hispanic	44	7.28%	
	Native American	10	25.64%	This is a concern due to the high number of students.
	Asian American			
	Multi-Racial			
Secrist Na. Am 4.4	White/Anglo	17	11.49%	
	African American	16	17.02%	
	Hispanic	19	9.50%	
	Native American	3	50.00%	
	Asian American			
	Multi-Racial	2	8.33%	
Utterback Multi – 3.8	White/Anglo	2	8.00%	
	African American	6	15.38%	
	Hispanic	27	7.14%	
	Native American	2	8.00%	
	Asian American			
	Multi-Racial	3	30.00%	
Vail Na. Am. 3.7	White/Anglo	12	5.45%	
	African American	9	13.43%	
	Hispanic	20	5.38%	
	Native American	2	20.00%	
	Asian American			
	Multi -Racial	1	3.33%	

Quarterly Central Office Discipline Data Review 2016-17

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
Gridley Af. Am. 4.4 Na. Am. 16.1 Multi 4.8	White/Anglo	7	2.07%	
	African American	8	9.20%	
	Hispanic	9	3.00%	
	Native American	2	33.33%	
	Asian American			
	Multi-Racial	3	10.00%	
Magee Na. Am. 2.9	White/Anglo	10	3.41%	
	African American	3	4.05%	
	Hispanic	5	1.89%	
	Native American	1	10.00%	
	Asian American			
	Multi-Racial			
Mansfeld Af. Am. 2.8 Hispanic 3.2 Na. Am. 15.1	White/Anglo	1	1.02%	
	African American	2	2.90%	
	Hispanic	20	3.31%	
	Native American	6	15.38%	*Of Concern
	Asian American			
	Multi-Racial			
Secrist Na. Am. 4.5	White/Anglo	11	7.43%	
	African American	11	11.70%	
	Hispanic	14	7.00%	
	Native American	2	33.33%	
	Asian American			
	Multi-Racial	2	8.33%	
Utterback Multi – 5.0	White/Anglo	1	4.00%	
	African American	3	7.69%	
	Hispanic	14	3.70%	
	Native American	1	4.00%	

Quarterly Central Office Discipline Data Review 2016-17

	Asian American			
	Multi-Racial	2	20.00%	
Vail Af. Am. 2.7 Na. Am. 4.0	White/Anglo	11	5.00%	
	African American	9	13.43%	*Of Concern
	Hispanic	18	4.84%	
	Native American	2	20.00%	
	Asian American			
	Multi-Racial	1	3.33%	

Middle Schools										
			2016			2017			Difference	
School	Principal	Director	Incidents	Students	%	Incidents	Students	%	Loss	Gain
Dodge	D. Schulter	Konrad	26	406	6.40%	12	405	2.96%	3.44%	
Doolen	R. Morales	Konrad	64	743	8.61%	67	707	8.02%	0.59%	
Gridley	K. Taravati	Konrad	115	744	15.46%	46	791	5.82%	9.64%	
Magee	J. Lindsay	Konrad	75	649	11.56%	40	672	5.95%	5.61%	
Mansfeld	R. Sanchez	Konrad	47	812	5.79%	64	840	7.62%		1.83%
Pistor	A. Wichers	Konrad	196	954	20.55%	81	938	8.64%	11.91%	
Secrist	D. Garcia	Konrad	99	544	18.20%	57	4.86	11.73%	6.47%	
Utterback	R. Dunbar	Konrad	118	580	20.34%	40	477	8.39%	11.95%	
Vail	L. Filler	Konrad	37	648	5.71%	44	715	6.15%		0.44%
Valencia	M. Beck	Konrad	119	1013	11.75%	138	936	14.74%		2.99%
All Middle Schools			892	7044	12.66%	588	6930	8.48%	4.18%	

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

- a) **Valencia** – Valencia continues to have the highest discipline rate in the district. The discipline a large number of students for “Disorderly Conduct” and administration needs training on the proper dispositions for this violation. They should continue to be on Corrective Action for the fourth quarter.
- b) **Secrist** – Secrist is now showing disparity in the discipline of 16 African American students. I recommend Corrective Action for the fourth quarter.
- c) **Mansfeld** – Discipline at Mansfeld is increasing this year and they now have the third highest discipline for all Middle Schools. Native American students are being disciplined at a disproportionate rate. Corrective Action should be discussed.
- d) **Doolen** – Discipline at Doolen is no longer disproportionate. They should not have to complete a Corrective Action Plan for the fourth quarter.
- e) **Utterback** – Disproportionate discipline at Utterback has also decreased and they should be released from Corrective Action.
- f) **Pistor** – There is no disparity at Pistor and they should be released from Corrective Action.

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: **3/24/17**

Quarter under Review: **Third**

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

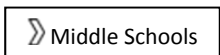
A. FORM SUBMISSION CHECK

- 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)

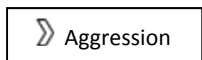
- 2. Choose the schools with the highest rates of TOTAL violations.**
 - a. Select: *USP discipline KPI*
 - b. Select from drop down menus at the top of the page: Quarter = 1, 2, 3, or 4; Action Type = ALL; Violation Type = ALL.
 - c. Disaggregate the school level by clicking on the arrow to the left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



- 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.



- 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 – <i>Disaggregate Violation Types to see specific violation</i>							
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N
Santa Rita (3.0)	Aggression	14	Alcohol...	8	Sexual Offenses	2	Vandalism	2
Catalina (2.4)	Other	13	Aggression	10	Alcohol...	5	Attendance	5
Palo Verde (1.9)	Alcohol...	20	Aggression	19	Weapons	3	Sexual Offenses	3
Sabino (1.9)	Aggression	11	Alcohol...	11	Other	6	Technology	4

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 – <i>Disaggregate Violation Types to see specific violation</i>								ISI AVAILABLE? <i>Check Yes or No</i>	
	Violation #1	N	Violation #2	N	Violation #3	N	Violation #4	N	Yes	No
Santa Rita (3.6)	Aggression	8	Alcohol...	8	Sexual	2			✓	
Palo Verde (2.4)	Alcohol...	19	Aggression	8	Weapons	3	Sexual	3	✓	
Catalina (2.0)	Aggression	9	Alcohol...	5	Weapons	4			✓	
Rincon (1.6)	Aggression	9	Sexual	3	Weapons	3	Alcohol...	2	✓	
Sabino (1.6)	Alcohol...	8	Aggression	6	School Threat	2			✓	

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

Quarterly Central Office Discipline Data Review 2016-17

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 Na. Am. 2.6	White/Anglo	2	1.38%	
	African American	1	1.11%	
	Hispanic	23	1.60%	
	Native American	4	3.64%	
	Asian American			
	Multi-Racial			
Sabino Af. Am. 3.5	White/Anglo	12	2.34%	
	African American	5	8.20%	
	Hispanic	16	5.41%	
	Native American			
	Asian American			
	Multi-Racial	1	3.23%	
Sahuaro Af. Am. 2.8 Na. Am. 4.5	White/Anglo	10	1.32%	
	African American	7	3.68%	
	Hispanic	13	1.90%	
	Native American	1	5.88%	
	Asian American			
	Multi-Racial	1	1.47%	

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Santa Rita Af. Am 2.5 Multi 3.3	White/Anglo	5	3.03%	
	African American	6	7.59%	
	Hispanic	13	6.84%	
	Native American			
	Asian American			
	Multi-Racial	2	10.00%	
Tucson Af. Am. 3.4 Multi 3.6	White/Anglo	4	1.06%	
	African American	7	3.57%	
	Hispanic	30	1.36%	
	Native American			
	Asian American			
	Multi-Racial	3	3.80%	

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
Rincon Af. Am. 3.1	White/Anglo	2	0.93%	
	African American	5	2.86%	
	Hispanic	12	2.02%	
	Native American			
	Asian American			
	Multi-Racial			
Sahuaro Af. Am. 3.3 Na. Am. 7.4	White/Anglo	6	0.79%	
	African American	5	2.63%	
	Hispanic	12	1.76%	
	Native American	1	5.88%	
	Asian American			
	Multi-Racial	1	1.47%	
Santa Rita	White/Anglo	3	1.82%	

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Af. Am. 3.5 Multi 5.5	African American	5	6.33%	
	Hispanic	8	4.21%	
	Native American			
	Asian American			
Tucson Af. Am. 5.8 Multi 7.2	Multi-Racial	2	10.00%	
	White/Anglo	2	0.53%	
	African American	6	3.06%	
	Hispanic	27	1.22%	
	Native American			
	Asian American			
	Multi-Racial	3	3.80%	

High Schools										
			2016			2017			Difference	
School	Principal	Director	Incidents	Students	%	Incidents	Students	%	Loss	Gain
Catalina	A. Holley	McCollum	35	799	4.38%	34	743	4.58%		0.20%
Cholla	R. Armenta	Munger	44	1796	2.45%	30	1821	1.65%	0.80%	
Palo Verde	E. Brock	McCollum	44	1177	3.74%	43	1182	3.64%	0.10%	
Pueblo	A. Romero	Munger	38	1610	2.36%	35	1687	2.07%	0.29%	
Rincon	A. Welch	McCollum	29	1115	2.60%	28	1079	2.59%	0.01%	
Sabino	R. Doty	McCollum	28	957	2.93%	34	934	3.64%		0.71%
Sahuaro	R. Estrella	Munger	45	1726	2.61%	32	1764	1.81%	0.80%	
Santa Rita	J. Palacios	McCollum	29	515	5.63%	26	469	5.54%	0.09%	
Tucson	S. Rodriguez	Munger	55	3133	1.76%	44	3024	1.46%	0.30%	
All High Schools			347	13804	2.51%	308	13733	2.24%	0.27%	

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 continues to show discipline disparity for African American students. Their discipline is also increasing this year. They should continue to implement Corrective Action.
- b. **Santa Rita** – Santa Rita continues to show discipline disparity for African American and Hispanic students. They should continue to implement Corrective Action.
- c. **Sabino**- Disciplinary incidents at Sabino are increasing this year. The school is showing disparity in the discipline of African American and Hispanic students. I recommend that they implement corrective action during the fourth quarter.