



Exceptional Student Services (ESS) / Data Management

# Frequently Asked Questions – SECURE CARE

This FAQ document is intended to address Annual Special Education Data Collection questions that pertain to secure care facilities serving students with disabilities. Questions are grouped within the following Annual Special Education Data Collection sections: Discipline, Teacher Attrition Rate Survey, and Secure Care Survey. Note that the Exit section is not applicable to secure care facilities that do not submit enrollment/attendance data to the Student Accountability Information System (SAIS) (i.e., county juvenile detention facilities and jails that are not part of accommodation districts).

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## SECURE CARE: DISCIPLINE

### Q1: WHAT ARE THE APPLICABLE CATEGORIES AND DEFINITIONS FOR SECURE CARE SPECIAL EDUCATION DISCIPLINE REPORTING?

A: Special education discipline data reporting requirements for secure care facilities include the following definitions:

*Disciplinary Removal* – Any instance in which a student is removed from his/her educational placement for disciplinary purposes, including in-school suspension and out-of-school suspension.

*In-School Suspension (ISS)* – Any instance in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of educational personnel. Direct supervision means educational personnel are physically in the same location as the student under supervision.

- *Regular Classroom* – The location in which the student receives special education services in accordance with his/her IEP.

*Out-of-School Suspension (OSS)* – Any instance in which a student is temporarily removed from his/her regular school for disciplinary purposes to the student's living quarters. This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the student continues to receive services according to his/her IEP.

- *Regular School* – The location in which educational programming (as defined in Arizona state statute) is offered in a particular secure care facility.

### Q2: ARE SECURE CARE FACILITIES REQUIRED TO SUBMIT DISCIPLINE INCIDENT DATA VIA THE ARIZONA SAFETY ACCOUNTABILITY FOR EDUCATION (AZ SAFE) APPLICATION?

A: No, secure care facilities are NOT required to submit discipline incident data via Az SAFE. However, secure care facilities are required to submit this data manually within the Annual Special Education Data Collection online application.

### Q3: WHAT ARE THE DISCIPLINE DATA REPORTING REQUIREMENTS FOR COUNTY ACCOMMODATION DISTRICTS THAT SERVE SECURE CARE FACILITIES?



A: County accommodation districts that only serve secure care facilities will report special education discipline data manually via data entry through the Annual Special Education Data Collection application (not via Az SAFE).

Note that county accommodation districts that serve both traditional schools and secure care facilities must report discipline data for students with disabilities in traditional schools via Az SAFE and for those in secure care facilities manually via data entry within the application (not Az SAFE).

**Q4: WHAT ARE THE DISCIPLINE DATA REPORTING REQUIREMENTS FOR COUNTY DETENTION CENTERS (I.E., JAIL AND JUVENILE FACILITIES)?**

A: County detention centers will report special education discipline data manually via data entry within the Annual Special Education Data Collection application (not via Az SAFE).

**Q5: THE FOLLOWING IS A LIST OF POSSIBLE REASONS WHY A YOUTH COULD BE REMOVED OR KEPT FROM THE CLASSROOM IN A SECURE CARE FACILITY. WHICH INSTANCES CONSTITUTE A DISCIPLINARY REMOVAL?**

- \* REMOVED BY SECURITY PERSONNEL FOR SECURITY REASONS UNRELATED TO SCHOOL (I.E., UNIT LOCKDOWN, SEPARATION, ETC.);
- \* REMOVED/KEPT OUT BECAUSE OF AN INCIDENT THAT OCCURRED PRIOR TO SCHOOL HOURS AND WAS UNRELATED TO SCHOOL;
- \* REMOVED/KEPT OUT FOR HIS/HER OWN PROTECTION;
- \* REMOVED FOR LEGAL VISIT OR COURT VISITS;
- \* REMOVED BY STUDENT REQUEST (I.E., SELF-REFERRAL);
- \* REMOVED/KEPT OUT FOR MEDICAL REASONS; OR
- \* REMOVED/KEPT OUT DUE TO "ORIENTATION" REASONS.

A: None of the reasons above constitute a disciplinary removal.

**Q6: WHAT ABOUT STUDENTS WHO ARE 22 YEARS OF AGE?**

A: Special education students who are 22 years of age with a disciplinary removal should be disregarded in discipline reporting.



**Q7: IS THERE A MINIMUM AMOUNT OF TIME REQUIRED FOR REPORTING AN IN-SCHOOL SUSPENSION (ISS) OR OUT-OF-SCHOOL SUSPENSION (OSS)?**

A: When calculating *cumulative* days of in- and out-of-school suspension, schools must include all in- and out-of-school suspensions of a half-school day in length and longer. Schools that are unable to record data on a half-day basis should record all half-day suspensions as whole day suspensions. Any suspensions that are less than half a school day will not be included in discipline reporting.

Note that the Office of Special Education Programs (OSEP) does not intend for students to be reported on the discipline report if they only have a single suspension of a half day; a student should be reported only if his/her suspensions sum to at least one day during the school year.

**Q8: IF A YOUTH DISRUPTS CLASS AND IS SENT TO "TIMEOUT" THAT IS SUPERVISED FOR A SPECIFIC PERIOD OF TIME (I.E., 5-30 MINUTES), WOULD THIS BE CONSIDERED AN IN-SCHOOL SUSPENSION?**

A: If the timeout is supervised by school personnel or security personnel working with the school, it would be an ISS. *Note, however, that only cumulative time in ISS or OSS for any student summing to a half day or more should be reported. See Q7/A.*

**Q9: WHAT IF THE IEP TEAM DETERMINES THAT A STUDENT REQUIRES INSTRUCTION IN A DIFFERENT SETTING FOLLOWING A DISCIPLINARY OFFENSE?**

A: If an IEP team meets after a discipline offense and determines that the student's current placement is not the least restrictive environment for that student and therefore makes a permanent change in the student's IEP placement, this student would NOT be included in the discipline report.

**SECURE CARE: TEACHER ATTRITION RATE SURVEY**

**Q10: MANY SECURE CARE FACILITIES ONLY HAVE ONE SPECIAL EDUCATION TEACHER OR THEY CONTRACT FOR SERVICES FROM A SPECIAL EDUCATION TEACHER. WHO WOULD BE CONSIDERED THE SPECIAL EDUCATION DIRECTOR?**

A: If the special education teacher is also serving as the special education director, then it would be appropriate to document the FTE for each. However, if this person is not completing the duties of a director, then the FTE of the person fulfilling the role of the special education director should be reported.



## SECURE CARE SURVEY

### Q11: CAN A SURVEY QUESTION BE LEFT BLANK?

A: No. Each survey question requires a response. Questions have an option for answering with a numeric response or a yes/no response, or by answering with a selection from the dropdown list that is provided.

### Q12: WHAT DOES "ENROLLED ONLY ONCE" MEAN?

A: This term refers to a student who enrolled in the education program only one time, attended school, and left the facility. The same student did not reenroll in the education program within the same school year.

### Q13: WHAT DOES "ENROLLED 2 TIMES OR MORE" MEAN?

A: This term refers to a student who enrolled in the education program, attended school, left the facility but returned to the facility and was reenrolled in the education program within the same school year.

Example: John Doe was detained in a particular detention facility and enrolled in school, attended school for six weeks, and was discharged. Within the same school year, John Doe was detained in the same facility again and reenrolled in the education program. This may happen multiple times.

### Q14: DO YOU COUNT STUDENTS WHO WERE ENROLLED "2 TIMES OR MORE" IN BOTH QUESTIONS 1 AND 2 IN EITHER SECTION 1 OR 2?

A: No. Students who were enrolled one time within the same school year should be counted in Question 1 ("only once") in either Section 1 or 2; students who returned within the same school year should be counted in Question 2 ("2 times or more") in either Section 1 or 2.

### Q15: WHAT IS THE DIFFERENCE BETWEEN THE REENROLLMENT RATE AND THE STUDENT RECIDIVISM RATE?

A: The reenrollment rate is an event measure. This data could be used to assist in determining the documentation load (e.g., amount of special education paperwork) generated by special education student enrollment. The student recidivism rate is a physical count of the number of students returning to a particular education program.



**Q16: WHY IS THE SPECIAL EDUCATION ENROLLMENT PERCENTAGE RATE CALCULATED?**

A: This number represents the percentage of students with disabilities in your total student population. Since many secure care education programs do not upload data to the Student Accountability Information System (SAIS), an annual special education enrollment percentage has not been available for all secure care schools. The Secure Care Survey will now allow an annual percentage to be collected by the Arizona Department of Education/Exceptional Student Services (ADE/ESS), which will assist in the fair allocation of IDEA-Secure Care Grant funds and allow for a better understanding of special education populations at different secure care facilities.

**Q17: HOW DO I KNOW WHICH VERSION OF MERGING TWO WORLDS (M2W) CURRICULUM MY SCHOOL USES?**

A: The complete Merging Two Worlds curriculum is the version originally published by the ADE/ESS. The Mini-Merging Two Worlds was also published by ADE/ESS, but is more commonly known as an abbreviated version of the full curriculum. The Pima Merging Two Worlds curriculum was modified by the Pima Accommodation School District and includes weekly lessons with additional resources. If your facility does not use a version of the M2W curricula described above, select the "Other" Version of Merging Two Worlds" response in Question 2 found in Section III. All known versions of the M2W curricula can be found on the ADE Secure Care Web site: <http://www.azed.gov/special-education/special-projects/secure-care/>.