2013-2014 Data Validation Monitoring (DVM) System for Student Discipline Records Improvement Plan/Corrective Action Plan (CAP)

LEA Name:	West Orange-Cove	CDN:	181906		Submission Date:	4/9/2014	Date Findings were Presented to the Board of Trustees in Accordance with TEC §7.028(b):	4/4/2014
Indicator Description	Area of Concern	Components	Corrective Actions/Improvement Activities (See tab titled "Considerations for plan_CAP")	Start Date	Projected Completion Date	Resources Required and Person(s) Responsible	Evidence of Implementation	Evidence of Impact
unauthorized expulsion of student age 10 and older	monitoring_auditing	confirm campus coding based on documentation	Quarterly analysis of 425 PEIMS record	4/1/2014	Ongoing	Training assistant principals on how to run 425 report	Campuses submitting 425 to PEIMS coordinator.	425 PEIMS report with no fatals included.
length of OSS	statutory_requirements	code of conduct aligned with TEC Chapter 37	offenses and action.	Fall of 2013		Central office staff presenting coding	Agendas from trainings	425 PEIMS report with no fatals included.
length of OSS	monitoring_auditing	district procedures to ensure data quality	When a student commits an expellable offense an expulsion hearing must take place within	Immediately		Directive from Superintendent	Directive from Superintendent	425 PEIMS report with no fatals included.
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## CIP/CAP

## DVM-Discipline

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Components
discipline_reason _code_determination
discipline_action _code_determination
no documentation to support code
incomplete documentation to support code
incorrect documentation to support code documentation standards
campus procedures to ensure data quality
district procedures to ensure data quality
confirm campus coding based on documentation
district level confirmation of campus coding based on
documentation campus clerical staff (data entry)
campus administration
district level administration
superintendent
code of conduct aligned with TEC Chapter 37
TEC §37.005: Suspension
TEC §37.007(h): Expulsion for Serious Offenses
TEC §37.009: Conference; Hearing; Review
TEC §42.006: PEIMS Data Standards Appendix E
code of conduct
discipline management plan
behavioral intervention plan (BIP)

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Consider the Following Factors (as Applicable) in Developing Corrective Actions/Improvem	ent Activities
1. administrative coding assignment	
2. clerical entry error	
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2. clerical entry error	
1. no supporting documentation	
2. missing due process	
1. missing: teacher referral, administrative record, or PEIMS clerk notification	
<ol><li>incomplete due process: parent notification of hearing/conference, meeting minutes, hearing/conference, and finalized</li></ol>	erence, parent
notification of findings	
1. documentation does not support assigned code 1. inappropriate use of white-out	
2. inappropriate strikeouts	
3. initials missing	
4. missing date of change	
5. conflicting dates	
6. wrong signatures	
7. inconsistent information	
8. adjusted PEIMS 425 Record to reflect appropriate modifications to intervention	
1. no written procedures	
2. inconsistent implementation of procedures	
3. ineffective procedures	
1. no written procedures	
2. inconsistent implementation of procedures	
3. ineffective procedures	
4. missing ongoing monitoring of random discipline records	
5. missing internal audits	
1. failure to provide multiple reviews for coding accuracy (checks and balances)	
2. insufficient clerical supervision	
1. failure to provide multiple audits for coding accuracy (checks and balances)	
1. inadequate staffing	
2. inadequate comprehension of PEIMS Data Standards-Appendix E	
3. inadquate comprehension of documentation procedures	
4. personnel evaluations not linked to data quality	
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2. inadquate comprehension of documentation procedures	
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2. inadequate comprehension of documentation procedures	
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1. inadequate comprehension of PEIMS Data Standards-Appendix E	
1. consistent application of code of conduct	
2. lack of code of conduct	
3. incomplete code of conduct	
4. code of conduct not published and/or disseminated to all constituents	
5. code of conduct has not been approved by the board of trustees/governing board	
1. consistent application of discipline management plan	
2. lack of discipline management plan	
3. failure of disciplinary interventions in changing behavior	
4.incomplete discipline management plan	
5. insufficient administrative/staff training	
1. failure to implement BIP	
2. BIP has not been developed for each special education student	
3. failure of ARD Committee to revise BIP as necessary to meet the needs of each student	
4. insufficient administrative/staff training	