



The Center for Civil Rights Remedies

at The Civil Rights Project | *Proyecto Derechos Civiles*

Instructions and Descriptions of the California District Spreadsheets

The Excel spreadsheet that accompanies *Closing the School Discipline Gap in California: Signs of Progress* (November 2015) is publicly available for download. The main tab ("All Districts") details the total number of students suspended out of school and the suspension rates per 100 students enrolled, disaggregated by race and offense type, across all districts that reported CALPADS data to the California Department of Education (CDE). The variables reported in this workbook are defined below.

Table 1: Definitions

Suspensions	The "suspensions" column provides the total count of out-of-school suspensions (OSS) during the academic year, and counts a student more than once if they were suspended multiple times for different incidents.
Suspensions per 100 Students Enrolled	This measure is calculated by 1) taking the total number of suspensions among a certain group and dividing it by the number of students of that group enrolled and then 2) multiplying the resulting value by 100.
Disruption/Defiance Suspensions	A suspension is categorized as "disruption/defiance" if the most severe offense committed by the student suspended was a violation of California Education Code Section 48900(k).
Suspensions for Serious Offenses	We categorized a suspension as serious if the most severe offense committed by the student suspended involved weapons, drugs, or physical violence with injury.
Latino-White Discipline Gap	This measure is calculated by taking the rate of suspensions for Latino students and subtracting that value from the rate of suspensions for White students.
Black-White Discipline Gap	This measure is calculated by taking the rate of suspensions for Black students and subtracting that value from the rate of suspensions of White students.

The spreadsheet includes data on suspension rates per 100 students and raw numbers of suspensions by race and offense for all districts in California that reported discipline data in either the 2013-14 school year or across the 2011-12, 2012-13 and 2013-14 school years. It also includes text describing the source data and copyright restrictions.

How to use the spreadsheet:

The downloadable Excel spreadsheet separates out district-level suspension rates by grade span configuration. It includes most districts in California with the exception of districts that were eliminated according to our methodology and exclusion criteria.

You may search for a district's name by using the search feature (**Ctrl-F** [PC] or **COMMAND-F** [Mac]) in Excel. Alternatively, you may also sort the sheet by any of the columns. For example, the spreadsheet may be sorted by Latino suspension rates, highest to lowest, using the *Data Sort* feature in Excel.

Data filters have also been applied to each worksheet as indicated by the arrows and pull down menu bars next to each column in the header row. By clicking on the arrow next to the desired column, a drop-down list of all entries in the column appears, and you may choose to filter items that meet any of your desired criteria.