



The Center for Civil Rights Remedies

at The Civil Rights Project | *Proyecto Derechos Civiles*

Instructions and Descriptions of the California District Spreadsheets

An excel workbook accompanies our report on suspensions in California school districts and is available for download. The workbook is entitled, "11-12 v 12-13 Out-of-School Suspensions in CA Districts." It includes multiple tabs detailing the total number of students suspended out-of-school and suspension rates per 100 students disaggregated by race and offense type, for school years 11-12 and 12-13. 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	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/Willful Defiance Suspensions	A suspension is categorized as "disruption/willful defiance" if the most severe offense committed by the student suspended was a violation of California Education Code Section 48900(k), otherwise known as "Defiance."
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 suspension 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 suspension of White students.

The workbook contains 4 separate worksheets or tabs. Each of the tabs, in the order they appear in the spreadsheet from left to right, contain the following data:

- 1) “Citation” tab: includes text describing the source data and copyright restrictions.
- 2) “Districts with 1112 & 1213 Data” tab: This tab includes data on suspension rates per 100 students and raw numbers of suspensions by race and offense for those districts that reported discipline data in both 1112 and 1213 school years.
- 3) “Black White Gap, Big Districts” tab: This tab includes data on the gap between the rate of suspensions for Black students and the rate of suspensions for white students for those districts with total enrollment of 10,000 or greater that reported discipline data in both 1112 and 1213 school years AND had 300 or more black students enrolled. It also includes data on suspension rates per 100 students and raw numbers of suspensions by race and offense.
- 4) “Latino White Gap, Big Districts” tab: This tab includes data on the gap between the rate of suspensions for Latino students and the rate of suspensions for white students for those districts with total enrollment of 10,000 or greater that reported discipline data in both 1112 and 1213 school years AND had 300 or more Latino students enrolled. It also includes data on suspension rates per 100 students and raw numbers of suspensions by race and offense.
- 5) “All Districts” tab: This tab includes data on suspension rates per 100 students and raw numbers of suspensions by race and offense for all districts in California that reported any discipline data in either the 1112 or 1213 school years.

How to use these spreadsheets:

The downloadable spreadsheets contain multiple tabs or spreadsheets, which separate out district level suspension rates by grade span configuration. Each tab or spreadsheet includes most districts in the nation 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 CMD-F [Mac]) in Excel. Alternatively, you may also sort the sheet by any of the columns. For example, the sheet 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 in or out” all items that meet any of your desired criteria. For example, in order to select all districts that appear in a single county (e.g., Humboldt), click on the down arrow in the “County” column, and check the box next to the desired county, and all other states will be “filtered out” or excluded from the active sheet.