

ELEMENT NAME: Disciplinary Type Code

LENGTH: 1

FORMAT: Alphanumeric

BATCH RECORD LAYOUT(S) and POSITION(S): Discipline, 50

Last Revised: 05/05/2009

Implementation Date: 08/01/1995

DEFINITION:

Code denoting what type of discipline the student received.

Code Values:

2 – Suspension/Out-of-School:

Student is temporarily prohibited from participating in school and no provision is made for instructional/educational services during this period. (Special Educations students are still expected to receive SPED services in accordance with federal law)

Include only suspensions resulting in removal for at least one full day.

3 – Expulsion/Out-of-School:

Student is removed from school for at least the remainder of the school semester with no provision made for instructional/educational services. (Special Educations students are still expected to receive SPED services in accordance with federal law)

This code also requires submission of an [Exit Record](#).

4 – Suspension/In-School:

Student is temporarily removed from his/her usual classroom and moved to an alternative setting/program on the same campus for a minimum of one complete school day, and no interruption of instructional/educational services occurs.

The alternative setting must be located on the school site. If the student is removed off-site then you should use the “Suspension/Alternate Site” code. If a student is moved to an alternative site/school you must use the alternate site codes! Questions about whether you have an alternate site should be directed to Data Management.

Example 1: Tommy G. talks back to his teacher and she sends him to the office. The principal decides Tommy needs to cool off the rest of the week and sends him to another classroom with other removed students. Tommy’s teacher provides his assignments which get forwarded back to his teacher when completed. Next Monday he returns to his original class room. This is an in-school suspension.

5 – Expulsion/In-School:

Student is removed from his/her usual classroom and moved to an alternative setting/program on the same campus for a period of time specified by the LEA, and no interruption of instructional/educational services occurs.

The alternative setting must be located on the school site and the student must continue to receive instructional services and remain under the supervision of LEA personnel or their designees. Questions about whether you have an alternate site should be directed to Data Management.

6 – Suspension/Alternate Site:

Student is temporarily removed from his/her usual classroom and moved to an alternative setting/program not on the same campus for a minimum of one complete school day. No interruption of instructional/educational services occurs but the setting must be off-site.

The alternative setting must not be the student’s home site. If the student is moved to another setting at the same site then you should use the “Suspension/In-School” code. The alternate site does not need its own site code. Questions about whether you have an alternate site should be directed to Data Management.

Example 2: Sally instigates a fight. She gets sent to the principal’s office. He decides Sally needs to go to their alternative school for 3 weeks so she can see how the real tough kids behave. Sally gets taken to the new school for the next three weeks. Sally’s school can choose to exit her during this time and enroll her at the alternative school

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or they can choose to leave her enrolled at the school she received the suspension from. However Sally's original school must record an alternate site suspension in either case. Just because she has switched sites does not mean her original discipline action should be considered an in-school suspension.

7 – Expulsion/Alternate Site:

Student is removed from his/her usual classroom and moved to an off site alternative setting/program not on the same campus for at least the remainder of the school semester and no interruption of instructional/educational services occurs.

This code does not require the submission of an Exit code although in some cases this may be necessary. Some reasons you might not exit a student is if the location is under the jurisdiction of the original school or principal or if the "site" does not have a site code on SPS. You should use code 8 when transferring students to another school within the district and code 9 when exiting a student to another school district. Questions about whether you have an alternate site should be directed to Data Management.

Notes:

- For additional information concerning disciplinary actions for [Special Education](#) students, please refer to the Appendix and to your local supervisor of Special Education.

The "Alternate Site" codes (6 and 7) were added to comply with mandatory SPED federal reporting requirements.

Expulsions are not determined by the time frame they encompass but by an expulsion hearing or official expulsion action by the LEA. A suspension that happens to carry on through the end of a semester is not an expulsion.

Special notes about alternate site and in-school suspensions: If a student is suspended to an in-school program or an alternate site/program for a time that can exceed their return date unless certain circumstances are met (like grades, exemplary behavior, someone's permission, etc), you should classify this action as an alternate site or in-school expulsion. Also, if you allow a student to "volunteer" to enroll at an alternative site in lieu of an out-of-school expulsion you should still report this as an alternate site expulsion.

Alternate Site suspensions and expulsions of SPED students require an IEP to have been performed assigning a student to the alternate site/program. For SPED if a student is suspended or expelled with both educational instruction and SPED services without an IEP this is considered an in-school suspension. If they are suspended or expelled with a new IEP that defines the need for a new location as a result of the action, these are defined as alternate sites removals by definition.

A campus is defined for this code as a collection of buildings usually connected by a contiguous boundary, under the jurisdiction of a single administrator such as a principal. Two schools with separate site codes are not considered the same campus even if they are geographically connected or even in the same physical building. A campus may include a collection of buildings not directly connected to each other or the same piece of land owned by the institution if there they are so proximate to each other and travel between the various buildings is convenient and routine and if the scholastic structure is directly administered by the same principal.