

# Chapter 7

## DISCIPLINE

The Discipline Atom in SASIxp has been configured to meet the reporting requirements of both the Fulton County School system and the State of Georgia. The code structure includes local codes for “Incidents” which are correlated to state codes for reporting “incidents”. Local codes used for “Dispositions” are also correlated to state codes for reporting “actions”.

Assistant Principals, responsible for discipline in each school, are expected to enter discipline incidents and dispositions into the Discipline Atom in SASIxp for each student on a daily basis. The Assistant Principal (AP) initiating the tribunal referral is also responsible for entering the decision of the tribunal hearing into SASI; likewise, the AP must enter any tribunal decisions later modified or overturned by the FC Board of Education. Student discipline information should be monitored by each Principal for accuracy and can be viewed by Area Superintendents at any time.

The Discipline Report (DIS01) is useful when conferencing with parents regarding their child’s behavior. The DIS01 must be printed to accompany the transcript and other student records when a student in grades 6 – 12 transfers to another school system and for all 8<sup>th</sup> graders promoted to 9<sup>th</sup> grade. The DIS01 must be printed and accompany the tribunal packet when a student is referred for a tribunal hearing.

- A special User ID and Password must be used when printing the DIS01 to safeguard employees’ social security numbers. This password also allows all recorded incidents and dispositions to print on the report.

### SECURITY LEVELS IN DISCIPLINE ATOM:

Security levels restrict the ability to view or assign information in the Discipline Atom. Users are only allowed to view or add data AT or BELOW the security level assigned to them in the User atom.

The following security levels are assigned in the “Dis Sec Lvl” field found within the User Atom of the System Setup Folder:

Principals, Assistant Principals, Psychologists, Data Clerks-----	Security Level	9
Counselors, School Social Workers, Instructional Support Teachers, SST Chairpersons, 504 Contact Persons, TAG Screening Chairperson- ----	Security Level	6
Teachers, Other Secretaries-----	Security Level	3

### REQUIRED FIELDS:

The following fields are the **minimum** required for entering student discipline data into SASIxp:

- On the **DISCIPLINE** screen: Incid(ent) Date, Incid(ent) Loc(ation), Disc(ipline) Code, Disp(osition) Code, Day, Referred By, Refer Date (only if different from Incident Date), School, Data Type, and Comments
- On the **DISPOSITION** screen: Disp(osition) Days, Start Date, End Date, and Action Taken By (SS#) must be entered for all types of suspensions and expulsions.

**CODE STRUCTURE:**

The local code structure is based on Fulton County Board of Education Policy and Procedure. The prefix in each code description references the specific Board Procedure where the incident is described in full.

The State of Georgia requires specific types of incidents and actions to be reported annually. Not all locally defined discipline codes are considered “reportable incidents” or “reportable actions”; therefore, only those local codes that are required by the state are mapped to a state code for reporting purposes.

The following incidents and dispositions in ALL CAPS are automatically reported to the Georgia Department of Education each year. If any other (mixed case) incident results in bus suspension, in-school suspension, out-of-school suspension, expulsion, referral to court/juvenile system, teacher removal from class, or assignment to an alternative school, that incident must also be reported to the state as incident #240, Other Serious Incident.

**FULTON COUNTY DISCIPLINE INCIDENT CODES MAPPED TO STATE CODES**

<b>FC INCIDENT CODES</b>			<b>STATE INCIDENT CODES</b>	
<b>Code</b>	<b>Description</b>	<b>SL</b>	<b>Code</b>	<b>Description</b>
001	1a-Use sch grnd	1		
002	1b-Bloc sch pro	1		
003	1c-Prvt sch fnc	1		
004	1d-Prvt go clas	1		
005	1e-Block traffic	1		
006	1f-Intrfr w/emp	3		
007	1g-Pgr/cellphon	1		
008	10-MnrDisrptBeh	1		
009	1h-SER DSRPT BE	1	06	Disorderly Conduct
010	1i-Refuse IDd	1		
011	1j-Bomb threat	9		
012	1k-Urge violate	1		
020	2-DMG SCH PROP	3	20	Vandalism
021	2-B&E SCH PROP	3	04	Burglary
022	2-THEFT SCH PROP	3	11	Larceny/Theft
023	2-VEH THEFT SCH	6	12	Motor Vehicle Theft

**FULTON COUNTY DISCIPLINE INCIDENT CODES MAPPED TO STATE CODES:**

FC INCIDENT CODES			STATE INCIDENT CODES	
<u>Code</u>	<u>Description</u>	<u>SL</u>	<u>Code</u>	<u>Description</u>
025	2-ARSN SCH PROP	6	02	Arson
026	2-Arsn sch nodm	3		
027	2-Theft sch mnr	3		
030	3-DMG PRIV PROP	3	20	Vandalism
031	3-B&E priv prop	3		
032	3-THEFT PRIV PR	3	11	Larceny/Theft
033	3-VEH THEFT PRV	6	12	Motor Vehicle Theft
035	3-ARSN PRIV PRP	6	02	Arson
036	3-Arsn prv nodm	3		
037	3-Theft prv mnr	3		
040	4iii-THREAT EMP	9	17	Threat/Intimidation
041	4ii-Aslt empl	9		
042	4ii-SEX BTRY EM	9	14	Sexual Battery
043	4ii-FIGHT EMPL	9	08	Fighting
044	4iii-ROB EMPL	9	13	Robbery
045	4ii-KDNP EMPL	9	10	Kidnapping
046	4i-HMCD EMPL	9	09	Homicide
047	4i-BTRY EMPL	6	03	Battery
048	4iv-Bad lang/em	3		
049	4ii-Btry emp mnr	3		
050	5iii-THREAT STU	6	17	Threat/Intimidation
051	5ii-Aslt studnt	6		
052	5ii-SEX BTRY ST	9	14	Sexual Battery
053	5ii-FIGHT STUDNT	1	08	Fighting

**FULTON COUNTY DISCIPLINE INCIDENT CODES MAPPED TO STATE CODES:**

<b>FC INCIDENT CODES</b>			<b>STATE INCIDENT CODES</b>		
<b>Code</b>	<b>Description</b>	<b>SL</b>	<b>Code</b>	<b>Description</b>	
054	5ii-ROB STUDENT	9	13	Robbery	
055	5ii-KDNP STUDENT	9	10	Kidnapping	
056	5i-HMCD STUDENT	9	09	Homicide	
057	5i-BATTERY STU	6	03	Battery	
058	5iv-Bad lang/stu	3			
059	5ii-Btry stu mnr	3			
060	6-Harmnt/Bigtry	6			
070	7-SEX HARASSMT	9	15	Sexual Harassment	
080	8-WEAPONS/KNIFE	6	22	Weapons – Knife	
081	8-WEAPONS/FRARM	9	21	Weapons – Firearm	
082	8-WEAPONS/OTHER	6	23	Weapons - Other	
090	9-ALCOHOL	3	01	Alcohol	
095	9-DRUGS	3	07	Drugs, Except Alcohol	
096	9-Drugs/Inhale	3			
100	10-Disrgrd rule	1			
102	10-CMPTR TRSPS	6	05	Computer Trespass	
104	10-TRSP SCHO PRP	1	19	Trespassing	
106	10-TRSP PRV PRP	1	19	Trespassing	
110	11-Unex abs/tar	1			
120	12-Improp dress	1			
130	13-TOBACCO PROD	3	18	Tobacco	
140	14-Gambling	3			
150	15-SEX OFFENSES	9	16	Sex Offenses	
160	16-BULLYING	1	24	Other Serious Discipline Incident	

**FULTON COUNTY DISCIPLINE INCIDENT CODES MAPPED TO STATE CODES:**

<b>FC INCIDENT CODES</b>			<b>STATE INCIDENT CODES</b>	
<u>Code</u>	<u>Description</u>	<u>SL</u>	<u>Code</u>	<u>Description</u>
170	17-Disrespectful	1		
180	18-BUS MISCNDCT	3	09	Disorderly Conduct
240	OTH SERIOUS INC	3	24	Other Serious Discipline Incident
890	TADRA-NonCompl	1		
895	TADRA-Reinstate	1		
900	Discipln Conf	1		
925	Informal Hrg	3		
930	Discipline Hrg	3		
950	Tribunal Hrg	3		

**FULTON COUNTY DISPOSITION CODES MAPPED TO STATE ACTION CODES:**

<b>FC DISPOSITION CODES</b>		<b>STATE ACTION CODES</b>	
<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
400	Student conference/wrng		
405	Parent notification		
410	Parent conference/wrng		
415	Principalconference/wrng		
417	Principal confernc/tribunal		
420	Conference/other		
430	TimeoutOffic/OpprtntyRm		
440	Restitution		
445	Public detention		
450	Bus misconduct referral		
455	BUS SUSPENSION 1 – 10	50	Suspended from Bus
456	BUS SUSPENSION > 10	50	Suspended from Bus
460	IN-SCHOOL SUSPENSION	20	In School Suspension

**FULTON COUNTY DISPOSITION CODES MAPPED TO STATE ACTION CODES:**

<b>FC DISPOSITION CODES</b>		<b>STATE ACTION CODES</b>	
<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
465	Saturday opportunity school		
470	OUTOFSCH SUSPENSION	30	Out of School Suspension
471	TCHR RMV-ADM SUPPORT	91	Teacher Removal from Class
472	TCHR RMV-ADM RETURN	92	Teacher Removal from Class
473	TCHR RMV-PNL SUPPORT	93	Teacher Removal from Class
474	TCHR RMV-PNL RETURN	94	Teacher Removal from Class
475	SST referral		
480	SSW/VT referral		
481	COURT/JUVENILE REFERL	70	Juvenile or Court System Referral
485	Counselor referral		
490	Informal hearing referral		
495	Tribunal hearing referral		
500	Disciplinary hearing referral		
504	Transfer to another school		
505	OPEN CAMPUS REFERAL	62	Assigned to Other Alternative School for Non Disruptive Students
510	CROSSROADS REFERRAL	60	Assigned to Crossroads Alternative School
515	COMMUNITY SCH REFERL	61	Assigned to Other Alternative School for Disruptive Students
516	OTHER ALT SCH REFERL	61	Assigned to Other Alternative School for Disruptive Students
618	ADM LAW JUDGE REFERL	63	Assigned to Other Alternative School by Administrative Law Judge
520	Super program referral		
525	SAVTE program referral		
600	Acad/atten beh contract		

**FULTON COUNTY DISPOSITION CODES MAPPED TO STATE ACTION CODES:**

**FC DISPOSITION CODES**

Code   Description

**STATE ACTION CODES**

Code   Description

605	Comm ser hrs assigned		
610	LONG-TERM SUSPENSION	30	Out of School Suspension
615	EXPULSION	40	Expulsion
620	PERMANENT EXPULSION	40	Expulsion
625	Not guilty		
630	Rule withdrawn		
635	Student withdrawn		
640	Withdrawn from Fulton Cty		
645	Retn to comprehensive sch		
650	Special ed. placement		
655	Waived long-term suspension		
660	Waived expulsion		
665	Waived permanent expulsion		

## HOW TO ENTER DISCIPLINE INCIDENT INFORMATION

- Double click to open the SASI Modules Globe
  - Double click to open the Discipline Atom
  - Locate the student record that you want
  - From the Data Menu, select the **Add Incident** option. The system displays the Discipline detail form and enters the current date in the Incid Date field (you can change this date if needed).
  - In the Disc Cd field, select a discipline code for the disciplinary infraction from the menu.
  - At a minimum, enter information in Incid(ent) Date, Incid(ent) Loc(ation), Disc(ipline) Code, Disp(osition) Code, Day, Referred By, Refer Date (only if different from Incident Date), School, Data Type (the DisUC1 field in this screenshot), and Comments fields. Other information may be entered at your discretion.
  - Incident Location/Context Codes are entered in the "Incid Loc" field:
    - 11 - On campus, during school hours
    - 12 - Off campus, sch activity during sch hrs
    - 13 - Sch transportation, during sch hours
    - 14 - Off campus, non-sch activ during sch hrs
    - 21 - On campus, sch activity, non-sch hours
    - 22 - Off campus, sch activity, non-sch hours
    - 23 - Sch transportation, non-sch hours
    - 31 - On campus, non-sch activ, non-sch hrs
    - 32 - Off campus, non-sch act & hrs, but assoc
    - 33 - Off campus, non-sch acti & hrs, not assoc
  - Most fields are self-explanatory; however, the Data Type field (**DisUC1**) warrants clarification. Codes for Data Type include:
    - 1 – Initial Incident + Action
    - 2 – Add'l Incident without Action
    - 3 – Add'l Action for Prior Incident
- Note that Data Types 2 and 3 are for those entries which may have multiple dispositions assigned for a single incident OR for multiple incidents that result in a single disposition. In other words, Data Types 2 and 3 are continuations of information entered previously as Data Type 1.
- When completed, click SAVE.

The screenshot shows a web-based form titled "Discipline". At the top, there are fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below these are fields for "Incid Date", "Incid #", "Incid Loc", "Disc Cd", "Disc Description", "Disp Cd", and "Disp Description". A table below contains fields for "Day", "Hours", "Dmt", "S/L", "Referred By", "Refer Date", and "School". Another table below contains fields for "ReportFirstName", "Report Last Name", "State Incd #", "Ethnic", "Action Setting", "Len", and "Rsn". At the bottom, there are fields for "Disc", "DisUC4", and "DisUC5". A dropdown menu is open over the "Disc" field, showing three options: "1 - Initial Incident + Action" (selected with a checkmark), "2 - Add'l Incident without Action", and "3 - Add'l Action for Prior Incid".

## HOW TO ENTER DISPOSITION INFORMATION:

You can OPEN the Disposition matrix via two methods:

- From the **Discipline detail** screen, click the Disposition button on the lower-left.
- OR, from the **Discipline matrix** screen, click the line number (Ln) for an incident and click the Disposition button on the lower-left corner.

The screenshot shows a software window titled "Discipline". At the top, there are fields for "Last Name", "First Name", "Middle Name", "Grd" (with value "09"), and "Gen" (with value "M"). Below this is a table with columns: "Incid Date", "Incid Num", "Incid Loc", "Disc Cd", "Description", and "Disp Code". The first row contains "07/02/01", an empty field, "11", an empty field, an empty field, and an empty field. Below the table is another row with columns: "Disp Desc", "Disp Num", "Day", "Hrs", "Dmt", "S/L", and "Referred By", all of which are empty. Further down are fields for "Refer Date" (07/02/01), "School" (894), and "Incid Con" (1). Below these are fields for "Report Firsr Name", "Report Last Name", "State Incd Num", and "Ethnic", all empty. The next row has columns for "Disciplinary User Code" and five "DisUC" fields (DisUC1 to DisUC5), all empty. At the bottom of the form is a large "Comments" text area. The window has a "Disposition" button on the bottom left, and "Undo" and "Save" buttons on the bottom right. There are also navigation arrows and a search icon in the bottom center.

**Discipline**

Last Name	First Name	Middle Name	Grd	Gen	Student ID
			07	F	
Total Disposition Days		Total Disposition Hours		Total Demerits	
3		0.0		0	
Ethnic		I/S Code		Disciplinary User Code	
African-Ai		General Ed			

Ln	Incid Date	Num	Cd	Description	Disposition Code	Disposition Des	Disposition Num	Incid Loc	Dem
1	01/18/00	1	032	3-THEFT PRIV PR	460	In-school suspensior	1	11	

Disposition
⏪ 🔍 ⏩
Undo

**ADDING A DISPOSITION SHOULD BE DONE FROM THE DISCIPLINE MATRIX SCREEN – AFTER ADDING THE INCIDENT, SAVE, CLOSE AND RETURN TO THE DISCIPLINE MATRIX**

- Click the line number OF the incident for which you want to add disposition information. Ensure that the correct row is highlighted.
- Click Disposition in the lower left corner of the window. The system displays the Disposition matrix.
- Click Add.
- In the Disposition field, from the pop-up list, select the disciplinary action that was assigned.
- In the Disp Days, enter the number of school days the student was suspended/expelled.
- In the Strt Date and End Date fields, type the beginning and ending date, respectively, for disciplinary actions involving all types of suspensions and expulsions. (These dates are *inclusive* when calculated to determine the number of days suspended or expelled. Example: For one day of suspension, the Strt Date and End Date will be the same. Be sure to use valid school days as found in the SASI school calendar.)
- In the Action Taken By field, type the Social Security Number (SSN) of the administrator assigning the disposition for any state-reportable incidents or dispositions. If the disposition is removal from the classroom by a teacher, that teacher's Social Security Number must be entered. Format for entering SSN is 9 digits, left justified, without dashes or periods, i.e. 259121234. For all other dispositions, the name of the person administering the disposition will suffice.
- In the Notes field, type any comments related to the disposition.
- Click SAVE when completed.



**REQUIRED DISCIPLINE DATA ENTRY IN GA SUPPLEMENTAL:**

If the tribunal hearing results in a student being placed in an alternative program, such as Open Campus, Crossroads, etc., then additional data entry is required on the Demographics page of the GA Supplemental atom.

**Alt Prog:** Y/N

**Alt Sch Code:** Reason for alternative placement

**Alt Sch #:** State school number of alternative placement

Last Name	First Name	Middle Name	Grd	Gen	Student ID
	ANGELA		05	F	
SS#	Birthdate	Eth	Instr Set	Meals	Pri Lang
	03/12/	W	G	N	08
Demographics					
FTE Status	Record Type	Underage KK/01	Present 10 days prior		
	R		Y		
County/Residence	System/Residence	Residence Code	PreK Program		
660	660	1			
Alt Prog	Alt Sch Code	Alt Sch #	Migrant	Date Entered 9th Grade	
N	4	1050	N		
Grad Prog of Study	Diploma Type	G.P.A.	Sch Entry Code	Withdrawal Code	
			C		
Withdrawal Date	Special Needs Code	Days Absent	Days Present	Retained	
		0.0	180.0		

**ENROLLMENT RESTRICTION:**

A decision by the Tribunal Hearing Officer to restrict enrollment of the student to one location is recorded in the District Folder, District Enrollment Restriction Atom, by the Office of Student Discipline. The date of exclusion, reason code, clarification, and enrollment authorization are entered at that time. Once the student is withdrawn from the home school, the district will allow enrollment at the authorized school only. The restriction information will be monitored and maintained by the Office of Student Discipline. At the school, you cannot view or change this information, but you will not be able to incorrectly enroll a student who has been assigned to a specific site.

If this student comes to your school to enroll and has an enrollment restriction in effect, when you try to complete the process, you will get the following message. Call the Office of Student Discipline immediately for instruction.

**THE MESSAGE READS:**

**"THE SELECTED STUDENT CANNOT BE ENROLLED. THIS STUDENT HAS A DISTRICT ENROLLMENT RESTRICTION."**

**HOW TO PRINT DISCIPLINE REPORTS:**

From the Discipline Menu, select either the Discipline Report (DIS01) or the Discipline Listing (DIS02). Within the report interface, some customization is possible.

The **Discipline Report (DIS01)** produces a report by student, with each student's data on a separate page. Report fields include Student Name, Grade, Gender, Permanent #, Enter Date, Leave Date, Status, Address, Counselor, Parent/Guardian Name, and Phone Number. You can include Comments if you want.

- **This report is to be printed as part of the tribunal packet by the assistant principal using the special ID and password created for this purpose.** It is also printed as the official discipline record for students in grades 6 –12 who transfer to another school system and for all 8<sup>th</sup> graders promoted to 9<sup>th</sup> grade.

Sample of DIS01 on next page.

BEAR CREEK MIDDLE SCHOOL							
09/11/00 15:20	Discipline Report						DIS01 Page 1
<u>Student Name</u>	<u>Grade</u>	<u>Gender</u>	<u>Trk</u>	<u>Student ID</u>	<u>Enter Date</u>	<u>Leave Date</u>	<u>Status</u>
		M			08/21/00		
<u>Address</u>		<u>City</u>		<u>State</u>	<u>Zip Code</u>	<u>Counselor</u>	
<u>Parent/Guardian Name</u>	<u>Phone Number</u>						
<u>No.</u>	<u>Inc Date</u>	<u>Description</u>	<u>Days</u>	<u>Hours</u>	<u>Dsp Date/ End Date</u>	<u>Action Taken By/ Action Referred By</u>	<u>Dmts</u>
1	03/09/99	10-Disrgd rule Student Conference/wmg				MS. SEITZ	
2	05/24/99	5i-Fight studen In-school suspension	1		05/26/99 05/26/99	MS. WARNER	
3	10/26/99	1h-SerDisrptBeh Counselor referral				Ms. Scott	

The Discipline Listing (DIS02) produces a list of disciplinary incidents by student. There are no page breaks between students. Fields include Student Name, Gender, Grade, No, Incident Date, Description, Disposition, Days, Hours, Disposition Date, End Date.

Holcomb Bridge Middle School													
06/22/01 10:30	Discipline Listing											DIS02 Page	
<u>Student ID</u>	<u>Student Name</u>	<u>Gen</u>	<u>Grade</u>	<u>No</u>	<u>Inc Date</u>	<u>Code</u>	<u>Description</u>	<u>Disp</u>	<u>Days</u>	<u>Hours</u>	<u>Disp Date</u>	<u>End Date</u>	<u>D</u>
		M	08	1	06/02/99	050	5i-THREAT STU	460	2		06/03/99		
				2	05/24/99	100	10-Disrgd rule	460	2		05/25/99		
				3	05/08/99	100	10-Disrgd rule	460	1		05/12/99		
				4	05/06/99	100	10-Disrgd rule	465	1		05/08/99		
				5	04/22/99	100	10-Disrgd rule	460	1		04/22/99		
				6	03/25/99	100	10-Disrgd rule	465	1		04/17/99		
				7	03/16/99	053	5i-FIGHT STUDNT	460	2		03/18/99		
				8	02/18/99	053	5i-FIGHT STUDNT	460	1		02/19/99		
				9	02/02/99	100	10-Disrgd rule	460	1		02/02/99		
				10	11/24/98	100	10-Disrgd rule	460	1		11/30/98		
				11	10/19/99	009	1h-SER DSRPT BE	460	3		10/19/99	10/21/99	
				12	10/28/99	053	5i-FIGHT STUDNT	470	1		10/29/99	10/29/99	
				13	10/21/99	100	10-Disrgd rule	470	1		10/22/99	10/22/99	
				14	11/05/99	009	1h-SER DSRPT BE	460	1		11/10/99	11/10/99	
				15	12/16/99	022	2-THEFT SCH PRP	460	2		01/03/00	01/04/00	
				16	02/02/00	053	5i-FIGHT STUDNT	460	1		02/07/00	02/07/00	
				17	03/01/00	100	10-Disrgd rule	460	2		03/03/00	03/06/00	

## EXAMPLES OF HOW TO ENTER THE “USER CODES” IN SASI

The codes entered under the DisUC1 field are the numbers “1”, “2”, **or** “3”. To do this correctly, you must understand that if a student violates one rule of the Student Code of Conduct (called an **incident**) for which he receives one penalty (called both a **disposition** and an **action**), then you will put a “1” in the User Code area. Further, you must understand that if a student violates two or more rules (**incidents**) for which you wish to give him just one penalty (**disposition/action**), then you will put a “2” in the User Code area. And lastly, you must understand that when a student engages in one **incident** of rule violation, for which you want to impose two or more **dispositions/actions** as penalties, you will then put a “3” in the User Code area. Read below for more details and examples to help with understanding marking User Codes appropriately.

If you are reporting an incident for the first time and assigning an action (also called disposition), you’ll put a “1” in this space. This indicates to SASI that there has been an initial incident for which an action/disposition is given. If there is only this one incident and this one action/disposition assigned, this is the end of this incident report.

However, if during this initial incident the student did something else that you also want to report, but for which the same action will cover it, then you must make an additional incident report (that means completing another entire incident report page), indicating the additional incident, and including notation of the same action/disposition given for the first incident, but this time you put a “2” in the User Code space.

EXAMPLE 1: If a student was writing on the restroom walls (rule 2 violation entered as code 020) and swears at the adult who caught him (rule 4ii violation entered as code 048), he has made two violations (called “incidents”) and you give him one day of OSS for his/her action/disposition (OSS entered as code 470), you have two violations to report from this one occurrence using two different incident report screens and only action/disposition on both incident screens. Then under User Code you put a “2”.

Now, if during an initial incident the student’s conduct was such that his one violation would necessitate your assigning him/her two actions/dispositions, then you must make an additional incident report (that means completing another entire incident report page) including notation of the same incident occurring. For the first reporting of the incident you put one of the actions/dispositions you assigned, and for the second incident reporting you’ll put the second action/disposition. For this you will put a “3” in the User Code space.

EXAMPLE 2: A student was fighting on the school bus. This is one incident, but you might want to both suspend him/her from the bus (bus suspension coded 455) and give him OSS (OSS coded 470). You have one violation to report from this one occurrence using two different incident report screens and have one different action/disposition listed on each report. You put the same incident on both screens with a different action/disposition on each screen. Then under User Code you put a “3”.

## EXAMPLES OF HOW TO ENTER TRIBUNAL/INFORMAL HEARING STUDENTS

It is important that the information entered into SASI be accurate so that both the annual State Discipline Report and the district information we have to use will allow us to make decisions based on correct student discipline data.

When a school administrator sends a student to a Tribunal/Disciplinary/Informal Hearing, it is this administrator's responsibility to ensure that the SASI data for this student is completed including the results of the Hearing before the student is withdrawn from the school.

So, another one of the dispositions for any student referred to a hearing must be "500 Disciplinary hearing referral" for middle and high school students OR "490 Informal hearing referral" for elementary students OR "495 Tribunal hearing referral" for all students accused of harming an employee.

Whatever penalty is given by the Hearing Officer or Tribunal Panel needs to be added as a disposition for the student's incident of the hearing.

To clarify this there is a new method of reporting hearing results beginning the 2002-2003 school year. When returning to school after the Tribunal, Disciplinary, and Informal Hearings, you will enter the result of the hearing by adding into SASI the hearing as a new "incident", and you will use 925 for an Informal Hearing, 930 for a Disciplinary Hearing, or 950 for a Tribunal Hearing. The Dispositions you enter from the hearing are the directions you receive from the Hearing Officer, which should be given to you by the Director or Coordinator of Student Discipline at the end of the hearing.

Examples of this might be "610 Long-term suspension" with "655 Waived long-term suspension" and "510 Crossroads referral" (or "504 Transfer to another school") included if designated by the Hearing Officer.

It is very important that hearing officer decisions are included in a student's record as a disposition under the added Tribunal, Disciplinary, or Informal Hearing "incident code". This is especially important when a student receives a penalty beyond the scope of the administrator's authority, for example if a student is given more than a 10-day suspension, is given an expulsion, or is given one of these and a waiver for an alternate placement.

**Remember: ALL STATE REPORTED INCIDENT AND DISPOSITION (ACTION) CODES MUST BE INCLUDED IN SASI.**

For questions regarding local discipline policies, procedures, and cycles, contact the Coordinator of Student Discipline, at the Jo Wells Center (404-764-5624/5628).