

EXAMPLES OF HOW TO USE THE “USER CODES” IN SASI

The codes that you'll put under User Code are the numbers “1”, “2”, **or** “3”. You do this correctly when you 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 “1” in the User Code area of the first incident and a “2” in the User Code areas of the additional incidents for which a student is receiving a single disposition. 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 “1” in the User Code area for the first disposition and a “3” in the User Code area for the additional dispositions that you give for the single incident. **Having to return to the “add incident” screen and reentering all of the same data for each incident with multiple dispositions OR for each disposition with multiple incidents is tedious work, but it is the ONLY way for the queried reports to be accurate and all information to be a part of the students’ discipline tracker records.** 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 “add incident” 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: 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 “add incident” 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: 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 IN SASI

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/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. 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, all of these must be added to SASI as additional dispositions for the incident of the hearing. 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 sometimes a "495 for Tribunal hearing referrals for elementary, middle and high school situations when a student is accused of harming an employee.

Then, whatever penalty is given by the Hearing Officer needs to be added as a disposition for the student's incident of coming to the hearing. When returning to school after a hearing, enter an incident of "925 Informal Hearing" for elementary students OR "930 Discipline Hearing" for middle and high school students, OR "950 Tribunal Hearing" for elementary, middle, and high school students who have been 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 hearing. Examples of dispositions to add to these incidents might be "655 Waived long-term suspension" and "510 Crossroads referral" (or "504 Transfer to another school").

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.

ENROLLMENT RESTRICTION DIRECTIONS

All placements of disciplined students entering the Fulton County School System and all decisions by Tribunal Hearing Officers to restrict enrollment of a student to one location are to be recorded in SASIs District Folder, District Enrollment Restriction Atom, by the Office of Student Discipline. This will routinely become the responsibility of specified personnel and the assigned hearing packet staff member. Placements of disciplined students entering the district will be determined on an individual basis at the time of the student's enrollment. Students being placement restricted at the end of Tribunal/Informal Hearings should be completed as soon is possible at the end of the hearing so that the restriction is a part of the student's SASI data prior to the school administrator or data clerk withdrawing the student at the school. Once the student is withdrawn from the home school, the district will allow enrollment at the authorized school only. Sometimes it is necessary to specify that the student is not to enroll at a specific school, but this is the exception.

The date of the exclusion, reason code, clarification, and enrollment authorization are entered to complete the restriction. This information will be monitored and maintained by the Office of Student Discipline. At the school, this information cannot be viewed or changed, but the school data clerk will be unable to enroll a student who has been assigned to a specific site that is not this school. A message will appear on the school's screen that reads as follows, "THE SELECTED STUDENT CANNOT BE ENROLLED. THIS STUDENT HAS A DISTRICT ENROLLMENT RESTRICTRICTION. The administrator or data clerk is to call the Office of Student Discipline immediately for instruction when a student with a restriction attempts to enroll in an excluded school.