

Suspensions in PowerSchool

Every year we must report every suspension and expulsion to the state. The state requires certain information about each incident. These directions will guide you through the process of entering a suspension or expulsion as a PowerSchool log entry so that we have all the required data.

Log into PowerSchool Admin, search for the student who will be suspended or expelled.

On the left under Administration click 'Log Entries'.

You will then see a list of all log entries for the student, from here you can add, print, edit, and delete Log Entries. To add this suspension click the 'New' button.

A Log Entry is actually a combination of many pieces of information, all of these pieces are required to report a suspension or expulsion.



Edit Discipline Alert

New

First, some basic information on the incident.

Date & Time: Automatically filled out by the system.

Author: Automatically filled out by the system.

Log Type: *REQUIRED*, select the Discipline Level (refer to the student/parent handbook).

Subtype: Select a subtype, refer to the handbook.

Consequence: *REQUIRED*, ISS, OSS, or Expulsion.

Title: *REQUIRED*, brief description, no more than a sentence.

Log Entry: *REQUIRED*, a more detailed description of the incident. *Do not press enter to start a new line.*

Date & Time	08/03/2017	🕒 08:51 AM
Author	Gage, Robin	
Log Type	▼	
Subtype (optional for discipline)	▼	
Consequence (if this is a suspension please select)	Please Select ▼	
Title	<input type="text"/>	
Log Entry, describe the incident (do not press the return key)	<input type="text"/>	

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Next you must pick the category of the incident, weapon OR non-weapon.

1. Weapon category: If appropriate, select from the list. Most suspensions will not be weapon related

2. 'Other' weapon description: Enter a description of the weapon if you choose 'Other...'

3. Non-weapon category: If appropriate, select from the list. This will be the majority of your suspensions.

4. 'Other' non-weapon description: This will be the majority of your suspensions. Enter a description if you chose 'Other...'

Next you will enter information on the length, and dates of the suspension/expulsion.

5. Original suspension length: *REQUIRED*, enter the number of school days the student was originally suspended for. .5 days minimum.

6. Was the type or # days modified?: *REQUIRED*, select whether the suspension was changed.

7. Modified action: *CONDITIONAL*, if the suspension was changed, enter the modified action, ISS, OSS, or Expulsion.

8. Actual suspension length: *REQUIRED*, the actual number of days (.5 minimum) the student was suspended. May be the same as original length.

9. Suspension action date: *REQUIRED*, enter the first date of the suspension.

10. Suspension end date: *REQUIRED*, enter the first date the student can come back to school.

For weapon suspension select a category (if not weapon related skip to #3)

- None, no weapons were involved
- BB Gun/Pellet Gun (Weapon)
- Bomb (Firearm)
- Club/Stick (Deadly Weapon)
- Knife (2.5 inch blade or longer) (Deadly Weapon)
- Martial Arts Weapons (Deadly Weapon)
- Paintball Gun (Weapon)
- Grenade (Firearm)
- Mine (Firearm)
- Rocket/Missile (Firearm)
- Firecrackers (Weapon)
- Handgun (automatic/semi-auto/revolver) (Firearm)
- Rifle/Shotgun (Firearm)
- Other Firearm (enter description below)
- Other Deadly Weapon (enter description below)
- Knife (blade less than 2.5 inches long) (Weapon)
- Other Weapon (not a firearm or deadly weapon) (enter description below)

For ALL non-weapon suspensions select a category

- Assault
- Alcohol
- Fighting
- Bullying, Harassment, Intimidation and Cyberbullying
- Other (enter description below)
- Tobacco/e-Cigarettes/Vapor Cigarettes
- Illicit Drugs
- Disruptive Behavior
- Insubordination/Willful Disobedience
- Obscenity/Profanity
- Theft
- None (don't use unless this is a weapon suspension)
- Attendance related
- Vandalism
- Dangerous Actions/Unsafe Behaviors not otherwise listed

5. Original suspension length (# of school days in .5 increments)

6. Was the type or # days for this suspension modified?

7. Modified action (only select if suspension is modified)

8. Actual suspension length (enter # of actual days suspended here, in increments of .5)

9. Suspension action date (first day of suspension) (MM/DD/YYYY)

10. Suspension end date (first day back in school) (MM/DD/YYYY)

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Finally, enter some information on other details of the suspension or expulsion.

11. Number of student victims: The number of *student* victims who were injured or harmed as a direct result of the incident.

12. Number of student transfer requests: The number of *student* victims who requested to be transferred to a new educational setting in direct result of the incident.

13. Number of transfer requests completed: The number of student victims who were transferred to a new educational setting in direct result of the transfer request.

14. Was this incident referred to off-site Law Enforcement personnel?: State Troopers, VPSO, KPD.

15. Did one or more students, school personnel, or other persons on the school grounds require professional medical attention? Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Includes any injury that involves a substantial risk of death; extreme physical pain; etc.

16. EXPULSION ONLY- Did the student receive Educational Services during the expulsion: If the student was expelled as a result of the disciplinary action, did they receive educational services during the expulsion?

For students with disabilities only.

17. Was this student with a disability removed to an appropriate alternate educational setting for not more than 45 days by a Special Education Due Process Hearing Officer?: Indicate if a student with a disability was removed from his/her current educational placement to an appropriate alternative education setting for not more than 45 days by an impartial Special Education Due Process Hearing Officer.

18. Was this student with a disability removed to an appropriate interim alternative educational setting for not more than 45 days by school personnel (not a hearing officer and not the IEP team)?: Indicate if a student with a disability was removed from his/her current educational placement to an appropriate interim alternative educational setting for not more than 45 days by school personnel (not by a hearing officer or the IEP team).

19. If Yes to any of the last 2 questions, please name the alternative educational setting: Enter the name of the Interim Alternative Educational Setting that the student was removed to by the IEP team or the hearing officer as a result of this incident.

When you are finished entering the suspension or expulsion click 'Submit' at the bottom of the page to save the Log Entry.

Submit

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Now that the Log Entry has been created you can print two reports.

Print	Date	Type	Consequence
Print (Incident Report) (Due Process)	08/03/2017	Discipline 4	Out of school suspension (OSS)

Incident Report:

You MUST print this report, sign it, circle the due process Yes/No and fax it in to Ralph King. Both Ralph and Cheryl review and sign these forms and file them here in the DO.

Incident Report - Confidential Document June Nelson Elementary

Incident Date: 08/03/2017 - Fax this form to 442-2651 or email to: rking@nwarctic.org

Grade: 4th	Student: [REDACTED]
Gender: Female	Ethnicity: Multi-Ethnic (two or more races)

Infraction/Suspension/Expulsion Details

Weapon Type:	Original Action Taken: Out of school suspension
Other Weapon Description:	Original Length: 10
Non-Weapon Type: Vandalism	Suspension Modified?:
Other Non-Weapon Description:	Modified Action:
	Actual Length: 10

Comments:

Victims, Transfers, Referrals

Number of Victims: 0	Was this incident referred to off-site Law Enforcement personnel? No
Transfer Requests: 0	Did one or more students, school personnel, or other persons on the school grounds require professional medical attention? No
Transfer Requests Completed: 0	EXPULSION ONLY: Did the student receive Educational Services during the expulsion? 0

Students with Disabilities Removals

Was this student with a disability removed to an appropriate alternate educational setting for not more than 45 days by an impartial Special Education Due Process Hearing Officer? No	Was this student with a disability removed to an appropriate interim alternative educational setting for not more than 45 days by school personnel (not a hearing officer and not the IEP team)? No
	If Yes to any of the last 2 questions, please enter the name of the Interim Alternative Educational Setting:

Principal Signature: _____

Was due process followed? Yes No

English Language Proficient? X - No Disability? 00 - No

State ID: [REDACTED] Birth Date: [REDACTED]

Dir of Special Programs: _____

: _____
2017

Due Process Letter June Nelson Elementary Incident Date: 08/03/2017

Grade: 4th	Student: [REDACTED]	Home Phone: [REDACTED]
Gender: Female	Ethnicity: Multi-Ethnic (two or more races)	

A suspension from school is a suspension from all NWABSD activities. A student who is subject to Out of School Suspension (OSS) shall also be prohibited from school grounds during the suspension. Suspension from any and all school functions is effective per date of notice. Suspension also disqualifies the student from participating in travel away from the school for the week.

[REDACTED] has been suspended (Out of School Suspension) from June Nelson Elementary for a period of 10 days. This suspension will commence on 08/03/2017.

[REDACTED] will be allowed to return to her regular school schedule on 08/17/2017.

The student is suspended for the following cause:

Continued willful disobedience or open and persistent defiance of reasonable school authority.

Behavior that is in some way harmful to the welfare, safety, or morals or others.

Conviction of a felony, which the Board of Education determines, will cause the attendance of the child to be in some way harmful to the welfare or education of others.

Other: _____

Incident Comments: _____

For a suspension of less than 10 days a student has a right to an informal conference at which she/he will be informed of the charge against her/him and given the opportunity to present her/his side of the story.

Mother: [REDACTED] - Father: [REDACTED] - Guardian: _____

Contacted on date/time: _____

Form of contact: telephone, in person, other: _____

Remarks: _____

Student Signature: _____

Parent Signature: _____

Principal/Designee: _____

CC: Parent/Guardian, Student, Student's Cumulative File, Suspension Officer (Fax 442-2651 Email: rking@nwarctic.org)

Definitions

Term	Definition
Alcohol Offense	The use or possession of alcohol on the school grounds. This includes incidents where the student was under the influence of alcohol on the school grounds.
Assault	Assault: A person commits the crime of assault if: 1) A person recklessly causes serious physical injury or places another in fear of imminent serious physical injury by means of a dangerous instrument; 2) with intent to cause serious physical injury to another, the person causes serious physical injury to any person; 3) the person knowingly engages in conduct that results in serious physical injury to another; 4) a person recklessly causes serious physical injury to another by repeated assaults with or without the use of a dangerous instrument, even if each assault Individually does not cause serious physical injury; 5) while being 18 years of age or older, knowingly causes physical injury to a child under 16 years of age and the injury reasonably requires medical treatment; 6) with the intent to place another in fear of death or serious physical injury to the person or the person's family member makes repeated threats to cause death or serious physical injury to another person.
Deadly Weapon	A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2 1/2 inches in length. (18 USC Section 930(g)(2))
Disciplinary Removal	Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others.
Drug Offense	The use (or being under the influence), possession, sale, or solicitation of drugs as identified in 21 U.S.C. Section 812(c). This will include marijuana, hashish, or other cannabinoids, steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). These offenses do <u>not</u> include the use, possession, sale, or solicitation of alcohol or tobacco.
Expulsion	An action taken by the local educational agency (LEA) removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with LEA policy. This includes removals resulting from violations of the Gun-Free Schools Act that are modified to less than 365 days.
Expulsion Related to a Firearm	Expulsion shall be for a period of not less than one calendar year.
Fighting	Mutual participation in an incident involving physical violence where there is no major injury.
Firearm	Any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing serious physical injury or death. (Title 18 USC §921)
Harassment, Intimidation, or Bullying	Intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and physically harms the student or damages the student's property; has the effect of substantially interfering with the student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. (comes from AK statutes)

Term	Definition
Hearing officer	<p>A Special Education Due Process Hearing Officer is one who meets the definition in 4 AAC 52.560.</p> <p>Impartial hearing officer (4 AAC 52.560)</p> <p>(a) A hearing officer</p> <p>(1) may not have a personal or professional interest that an independent third party could reasonably expect would conflict with the officer's objectivity in a hearing;</p> <p>(2) may not, during the course of the 12 months immediately preceding appointment, have been employed by</p> <p>(A) a district that is involved in the education or care of children with disabilities;</p> <p>(B) a parent of a child as a representative or consultant in a due process hearing under this section or a complaint process under 4 AAC 52.500;</p> <p>(3) must have participated in a training program for hearing officers developed by the department and conducted by the department or the district;</p> <p>(4) must be at least 21 years of age;</p> <p>(5) must possess knowledge of, and the ability to understand</p> <p>(A) AS 14.30.180 - 14.30.350, this chapter, 20 U.S.C. 1400 - 1482 (Individuals with Disabilities Education Act), or a regulation adopted under 20 U.S.C. 1400 - 1482; and</p> <p>(B) legal decisions and interpretations of special education laws;</p> <p>(6) must be able to conduct hearings in accordance with appropriate standard legal practice; and</p> <p>(7) must possess the knowledge and ability to issue and write decisions in accordance with appropriate standard legal practice.</p>
In-School Suspension	Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.
Interim Alternative Educational Setting	An appropriate setting determined by the child's IEP team or a hearing officer in which the child is placed for no more than 45 school days . This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.
Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). For students with disabilities, this includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continues to receive services according to his/her IEP.
Physical Injury	<p>Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.</p> <p>Also defined as a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty. (18 USC Section 1365(h)(3))</p>

Term	Definition
Removal by a Hearing Officer	Instances in which an impartial hearing officer orders the removal of children with disabilities (IDEA) from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.
Unilateral Removal	Instances in which school personnel (not the IEP team) order the removal of children with disabilities (IDEA) from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days . The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.
Weapons Offense	Possession of one of the following items: handgun, shotgun or rifle, other type of firearm (e.g., devices designed to expel a projectile, grenade, explosive), knife, other sharp object (e.g., razor blade, ice pick, Chinese star), other object (chain, brass knuckle, billy club, stun gun), or a substance used as a weapon (mace, tear gas).