

Student Discipline Documentation Procedure:

1. Only one record for each event. If student placed in ISS, Suspended, then Remanded for same incident, all should be documented on the same record.

The screenshot shows a software interface for documenting student discipline. It includes several sections: Incident Information, Infractions/Dispositions, and Dispositions. A red arrow labeled 'Current Status' points to the 'Final Disposition' field, which is set to 'SUSPENDED-REPORT TO NDA'. Another red arrow labeled 'Will Calc. from Days OSS/ISS' points to the 'Readmit or TN End Date' field, which is set to '08/31/10'. A red arrow labeled 'Click Anywhere To Pull Previous Disposition' points to the 'Dispositions' table. A yellow box with red text reads 'MUST POST END DATE OR ATTENDANCE WILL BE ERASED!!!' with an arrow pointing to the 'Readmit or TN End Date' field in the 'Dispositions' table.

Current Status →

Will Calc. from Days OSS/ISS →

Click Anywhere To Pull Previous Disposition →

MUST POST END DATE OR ATTENDANCE WILL BE ERASED!!! →

Incident #	Incident Date	Disciplinarian ID	Weapon Type	Alcohol/Drug Type	Responsible School
542	08/20/10				0025

Infraction	Pts	Primary
CP CONDUCT PREJUDICIAL TO GOOD ORDER	25	<input checked="" type="checkbox"/>
DHA PENDING DHA DETERMINATION	0	<input type="checkbox"/>

Final Disposition	Points	Start Date	Days ISS	Days OSS	Days Exp	Readmit or TN End Date
SNDA SUSPENDED-REPORT TO NDA		08/25/10	5	0	0	08/31/10

Disposition	Aux	Date	Time	Readmit or TN End Date	Proctor ID	Name	Room	Comp	School	Days	Days
ISS	ISS - ALL DAY	08/20/10	00:00	08/24/10				Y		0	0

Dickson County High School (0025) 2010-2011
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2. Final Disposition shows current status.
 - a. After completing Final Disposition information, click anywhere in the Dispositions Table at the bottom of the screen.
 - b. Dispositions Table shows incident history (must be complete for reports to work)
 - c. Disposition History does **NOT** automatically update the Readmit or TN End Date – MUST be included or Attendance information will be erased

Summary for Multiple Discipline Entries:

1. Enter Disciplinarian
2. Enter Infraction(s) – Be sure to indicate Primary and review Points
3. Enter Final Disposition – Start Date – Number of Days ISS or OSS
***Suspensions to NDA are Off-Site ISS Placements
4. If Incident has Multiple Dispositions:

- a. Before Changing Final Disposition:
 - i. Click in Bottom Section: Dispositions History
 - ii. Information Will Carry Forward
 - iii. ***Add Readmit or TN End Date*** (Will be same as from original disposition)
5. Change Final Disposition to Reflect Secondary Disposition/Placement
 - a. Start Date will be Day **AFTER** end date of first entry
6. Same Procedure if other dispositions added
7. If REMANDED (Dickson County) Nothing goes in Days ISS, OSS, Exp. Student will be transferred to New Directions Academy

Infractions

Infraction	Pts	Primary
CP CONDUCT PREJUDICIAL TO GOOD ORDER	25	<input checked="" type="checkbox"/>
DHA PENDING DHA DETERMINATION	0	<input type="checkbox"/>

Final Disposition: REM **REMANDED (DISCIPLINARY HEARING)** Points: Start Date: 09/01/10 Days ISS: Days OSS: Days Exp: Readmit or TN End Date: 08/31/10

Education Provided: Alternative Placement Permanent Suspension

User Field 1: User Field 2: User Field 3: User Field 4: User Field 5: Notes:

Dispositions

Disposition	Aux	Date	Time	Readmit or		Proctor ID	Name	Room	Assign Ofcl			
				TN End Date					Comp	School	Days	Days
ISS ISS - ALL DAY		08/20/10	00:00	08/24/10					Y		0	0
SNDA SUSPENDED-R		08/25/10	00:00	08/31/10					Y		0	0

Other Notes:

1. Zero Tolerance: should not be used until after review by DHA. New Infraction Codes:
 - a. DRUG POSSESSION – PENDING DHA DETERMINATION
 - b. POSSESSION OF WEAPON – PENDING DHA DETERMINATION
 - c. ASSAULT – STAFF – PENDING DHA DETERMINATION
2. Possession Offenses: please document drug or weapon involved in notes