



## Administrative Guideline

**Department:** Operations

**Policy:** N/A

**Topic:** Student Discipline Report

**Revised:** July 2019

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### PROCEDURE

All schools with students enrolled in grades K-5 shall complete a monthly discipline report that lists the total number of in-school suspensions, out-of-school suspensions, time outs, proactive interventions, repeat offenders divided by demographic data:

- Male-Black
- Female-Black
- Male-White
- Female-White
- Male-Hispanic
- Female-Hispanic
- Male – Pacific Islander
- Female – Pacific Islander
- Male – Asian
- Female – Asian
- Male – American Indian
- Female – American Indian
- Male – Two or more races
- Female – Two or more races

The report shall be completed electronically using the attached form and is due to the Administrative Assistant for Operations no later than the 5th day of each month during the school year. School principals or central office supervisors should direct any questions regarding these procedures to the Assistant Superintendent of Special Services and Educational Support.