Expulsion Guidance including Carryover Expulsions Infinite Campus

Kentucky Department of EDUCATION

Kentucky Department of Education (KDE)
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Table of Contents

Resources 3

Important Details 3

Expelled, Receiving Services (SSP1) 4

- Behavior Data Entry 4
- Virtual or Performance-Based Services Attendance 4
- Seat-Time Attendance 4
- Carryover Requirements – SSP1 5
- Carryover - SSP1 Behavior Data Entry 5
- Carryover - SSP1 Virtual or Performance-Based Services Attendance 5
- Carryover - SSP1 Seat-Time Attendance 5

Expelled, not Receiving Services (SSP2) 6

- Behavior Data Entry 6
- Attendance Data Entry 6
- Carryover Requirements – SSP2 7
- Carryover – SSP2 Behavior Data Entry 7
- Carryover – SSP2 Attendance Data Entry 7

Carryover Expulsions from another District 8

- Expelled, receiving Services (SSP1) 8
  - Behavior Incident 8
  - Behavior Event 8
  - Behavior Resolution 8
  - Virtual or Performance-Based Services Attendance 8
  - Seat-Time Attendance 8
- Expelled, not receiving Services (SSP2) 9
  - Behavior Incident 9
  - Behavior Event 9
  - Behavior Resolution 9
  - Attendance 10

Resources

KRS 158.150 Suspension or expulsion of pupils.

KRS 158.444 Reporting of discipline to KDE from student information system.

Behavior Data Standards

Attendance Data Standards

Virtual and Performance-Based Course Set-up

KDE's Pupil Attendance Program Documents website; specifically, the current year Pupil Attendance Manual – Section G

KDE's Safe Schools Data Collection and Reporting website

Important Details

While expulsion can be longer than one year, funding for an expelled student is only generated up to a year or 175 days plus attendance days, per KRS 157.320.

Students must maintain a full schedule after expulsion to receive funding.

Districts are eligible to receive up to a year or 175 days for expulsion.

Record X of the Superintendent Annual Attendance Report (SAAR) will show Expulsion adjustments.

Expelled, Receiving Services (SSP1)

Behavior Data Entry

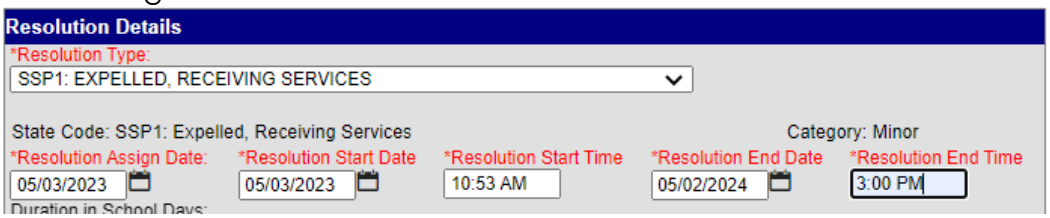
Reference Section D of the Behavior Data Standards.

Enter the behavior incident and resolution in the school/calendar in which the incident occurred.

State Code Resolution – SSP1: Expelled, Receiving Services

Resolution Start Date – Enter the date the expulsion begins according to the district board expulsion hearing.

Resolution End Date - Enter the date the expulsion ends according to the district board expulsion hearing. The date entered may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.

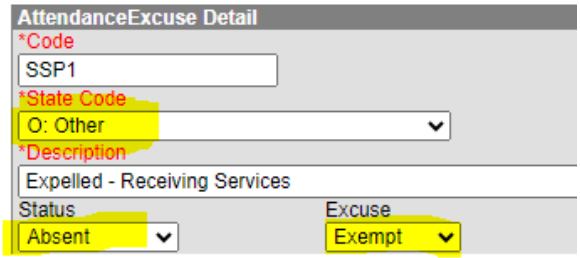


Virtual or Performance-Based Services Attendance

A student must have a full schedule to receive the expulsion adjustment on SAAR. The courses in the student's schedule can be virtual or performance-based if set up according to the Virtual and Performance-Based Course Set-up and Attendance guidance document.

Seat-Time Attendance

Student must have a full schedule indicating the course(s) the student is taking while expelled. The system will then indicate the student as present on the days reflected in the student's schedule. Students must be marked absent for any day on which they do not receive the services, using an attendance code set up with the **State Code** = Other; **Status** = Absent; **Excuse** = Exempt. The code and description can be named as determined by board policy.



Carryover Requirements – SSP1

A student can be expelled for longer than one calendar year; however, funding adjustment will only be adjusted for up to 175 days. Therefore, there are situations in which the behavior event and the expulsion are not in the same Infinite Campus calendar. Examples include:

- An expulsion that carries over into the next school calendar year. (Carry-over to another school year)
- A student who is expelled with services and is enrolled in an alternative education program in the district for those services. (Carryover to another school)
- A student who is expelled in one district then subsequently enrolls in another district. (Carryover to another district)

In these cases, the attendance adjustment will never show up on record X of the SAAR. Districts are still entitled to the adjustment. This can be accomplished by using an exempt attendance code. Exempt attendance codes are monitored by KDE attendance field staff. If a district plans to do this, KDE requests that a standard local code be used. *The instructions below should only be used in a carryover expulsion situation.*

Carryover - SSP1 Behavior Data Entry

The behavior resolution of Expulsion, receiving services should be entered into the calendar in which the incident occurred. The end date may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.

Carryover - SSP1 Virtual or Performance-Based Services Attendance

A student must have a full schedule to receive the expulsion adjustment on SAAR. The courses in the student's schedule can be virtual or performance-based if set up according to the Virtual and Performance-Based Course Set-up and Attendance guidance document.

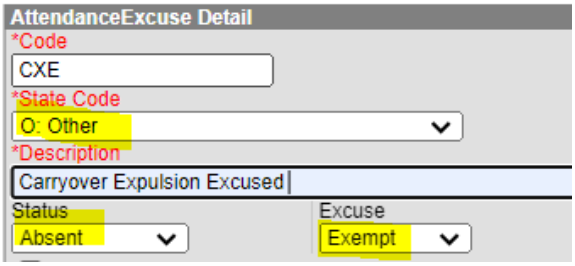
Carryover - SSP1 Seat-Time Attendance

Student must have a full schedule indicating the course(s) the student is taking while expelled.

Create two new codes:

1. Carryover Expulsion Excused (CXE)
2. Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



Code: CXE
State Code: O: Other
Description: Carryover Expulsion Excused
Status: Absent
Excuse: Exempt
Repeat steps above for the Carryover Expulsion Unexcused (CXU) code.

Expelled, not Receiving Services (SSP2)

Behavior Data Entry

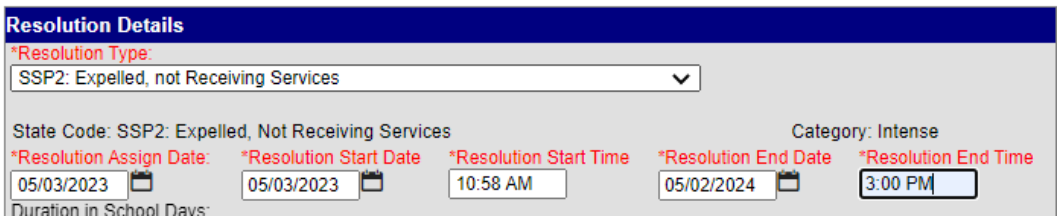
Reference Section D of the Behavior Data Standards.

Enter the behavior incident and resolution in the school/calendar in which the incident occurred.

State Code Resolution – SSP2: Expelled, Receiving Services

Resolution Start Date – Enter the date the expulsion begins according to the district board expulsion hearing.

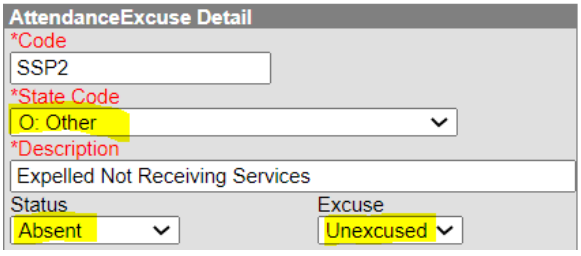
Resolution End Date - Enter the date the expulsion ends according to the district board expulsion hearing. The date entered may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.



Attendance Data Entry

Students must have a full schedule since the expulsion is without services, the schedule can be set up with a placeholder course for the entire school day.

Students must be marked absent each day following an expulsion, using an attendance code set up with **State Code** = Other; **Status** = Absent; **Excuse** = Unexcused. The code and description can be named as determined by board policy.



Carryover Requirements – SSP2

A student can be expelled for longer than one calendar year; however, funding adjustment will only be adjusted for up to 175 days. Therefore, there are situations in which the behavior event and the expulsion are not in the same Infinite Campus calendar. Examples include:

- An expulsion that carries over into the next school calendar year. (Carry-over to another school year)
- A student who is expelled with services and is enrolled in an alternative education program in the district for those services. (Carryover to another school)
- A student who is expelled in one district then subsequently enrolls in another district. (Carryover to another district)

In these cases, the attendance adjustment will never show up on record X of the SAAR. Districts are still entitled to the adjustment. This can be accomplished by using an exempt attendance code. Exempt attendance codes are monitored by KDE attendance field staff. If a district plans to do this, KDE requests that a standard local code be used. *The instructions below should only be used in a carryover expulsion situation.*

Carryover – SSP2 Behavior Data Entry

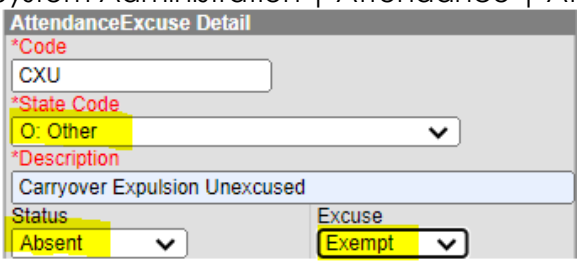
The behavior resolution of Expulsion, receiving services should be entered into the calendar in which the incident occurred. The end date may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.

Carryover – SSP2 Attendance Data Entry

Create one new code:

Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



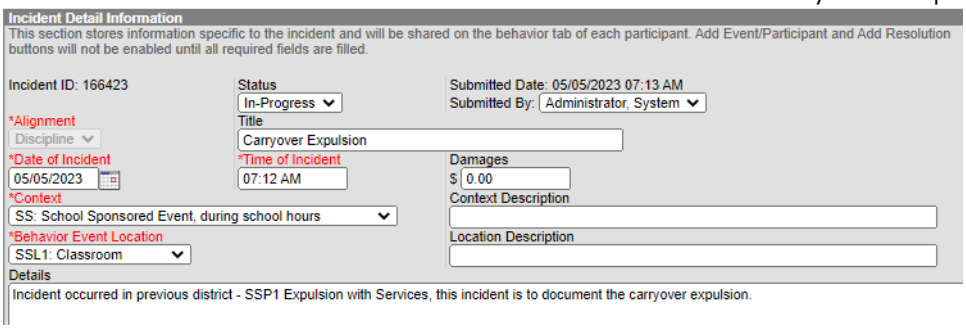
Code: CXU
State Code: O: Other
Description: Carryover Expulsion Unexcused
Status: Absent
Excuse: Exempt

Carryover Expulsions from another District

Expelled, receiving Services (SSP1)

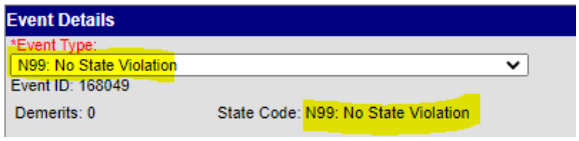
Behavior Incident

Enter behavior a behavior incident within the school in which the student would attend if receiving services with an incident date as of the date the student enrolled in the district. Document in Incident Details the documentation of carryover expulsion.



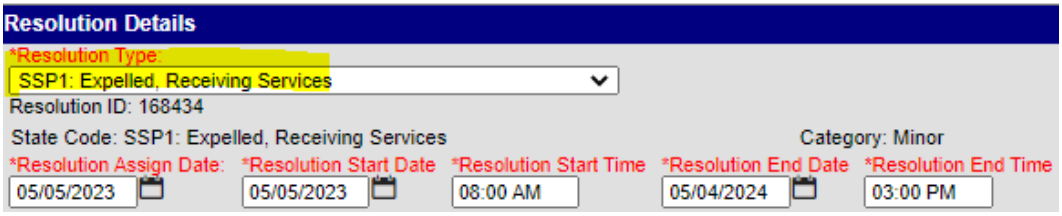
Behavior Event

Enter behavior event using the N99: No State Violation option. This will ensure the district does not have a behavior event included in the district's Safe Schools report.



Behavior Resolution

Select with a state mapped code of Expelled, receiving services (SSP1) resolution. Enter the start date as the date the student enrolled in the district and the end date as the date the board determined the expulsion would end. The date entered may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.



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Student must have a full schedule indicating the course(s) the student is taking while expelled.

Create two new codes:

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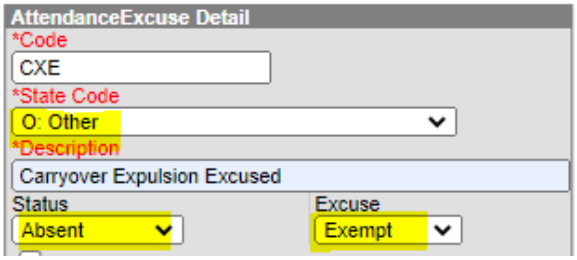
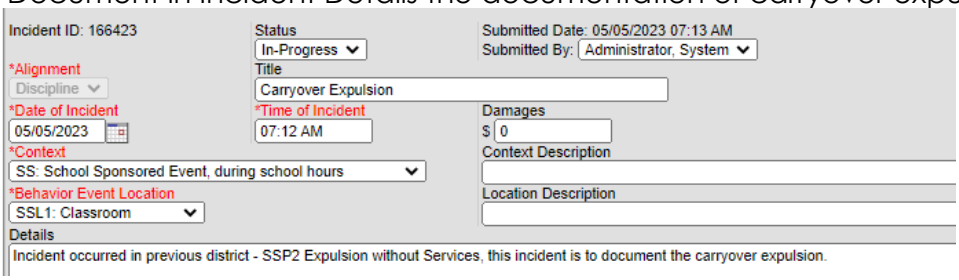


Code: CXE
State Code: O: Other
Description: Carryover Expulsion Excused
Status: Absent
Excuse: Exempt
Select the Display code in behavior resolution indicator if the district has chosen to tie attendance to the behavior resolution. This is optional for expulsion resolutions and attendance.
Repeat steps above for the Carryover Expulsion Unexcused (CXU) code.

Expelled, not receiving Services (SSP2)

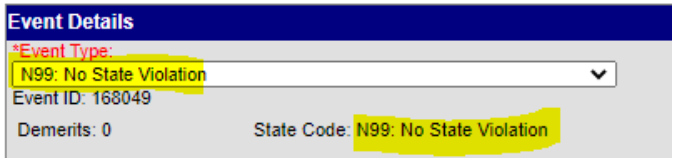
Behavior Incident

Enter behavior a behavior incident within the school in which the student would attend if receiving services with an incident date as of the date the student enrolled in the district. Document in Incident Details the documentation of carryover expulsion.



Behavior Event

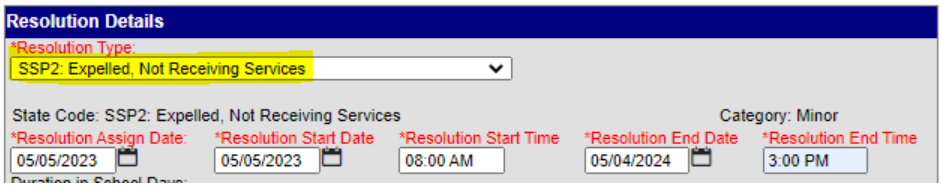
Enter behavior event using the N99: No State Violation option. This will ensure the district does not have a safe schoos event included in the district's Safe Schools report.



Behavior Resolution

Select with a state mapped code of Expelled, not receiving services (SSP2) resolution. Enter the start date as the date the student enrolled in the district and the end date as the date the board determined the expulsion would end. The date entered may be outside the calendar in which entered, as the expulsion can go into the next school

year. User will receive a prompt with warning that can be disregarded.

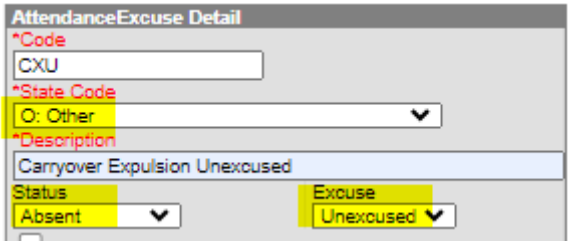


Attendance

Create one new code:

Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



Code: CXE

State Code: O: Other

Description: Carryover Expulsion Excused

Status: Absent

Excuse: Exempt

Select the Display code in behavior resolution indicator if the district has chosen to tie attendance to the behavior resolution. This is optional for expulsion resolutions and attendance.