

Expulsion Guidance including Carryover Expulsions Infinite Campus



Kentucky Department of
EDUCATION

Kentucky Department of Education (KDE)
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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.

The screenshot shows a form titled "Resolution Details". The "Resolution Type" dropdown is set to "SSP1: EXPELLED, RECEIVING SERVICES". The "State Code" is "SSP1: Expelled, Receiving Services" and the "Category" is "Minor". The "Resolution Assign Date" is 05/03/2023, "Resolution Start Date" is 05/03/2023, "Resolution Start Time" is 10:53 AM, "Resolution End Date" is 05/02/2024, and "Resolution End Time" is 3:00 PM. There is also a field for "Duration in School Days" which is currently empty.

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.

The screenshot shows a form titled "AttendanceExcuse Detail". The "Code" field contains "SSP1". The "State Code" dropdown is set to "O: Other". The "Description" field contains "Expelled - Receiving Services". The "Status" dropdown is set to "Absent" and the "Excuse" dropdown is set to "Exempt".

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.

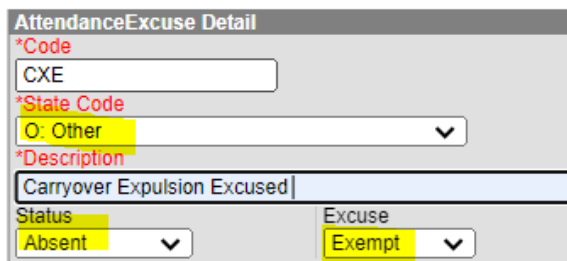
Carryover - SSP1 Seat-Time Attendance

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



The screenshot shows a web form titled "AttendanceExcuse Detail". It contains the following fields:

- *Code**: A text input field containing "CXE".
- *State Code**: A dropdown menu with "O: Other" selected.
- *Description**: A text input field containing "Carryover Expulsion Excused".
- Status**: A dropdown menu with "Absent" selected.
- Excuse**: A dropdown menu with "Exempt" selected.

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

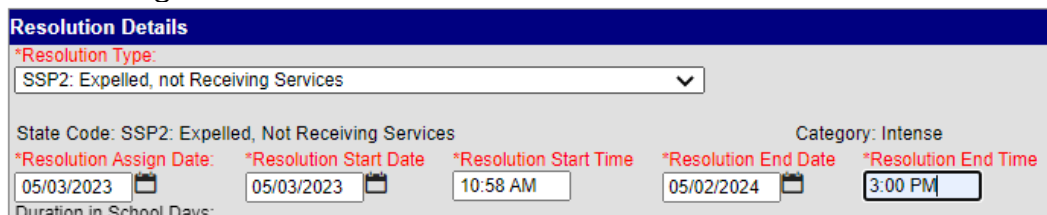
Reference Section D of the [Behavior Data Standards](#).

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.

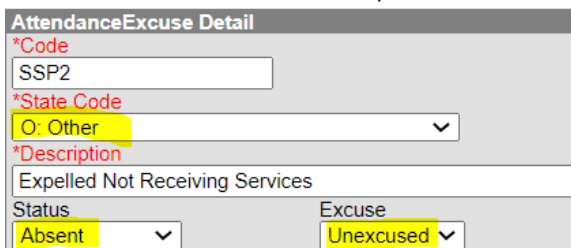


The screenshot shows a 'Resolution Details' form. At the top, there is a dropdown menu for '*Resolution Type' with the selected value 'SSP2: Expelled, not Receiving Services'. Below this, the text 'State Code: SSP2: Expelled, Not Receiving Services' and 'Category: Intense' is displayed. The form includes five date and time fields: '*Resolution Assign Date' (05/03/2023), '*Resolution Start Date' (05/03/2023), '*Resolution Start Time' (10:58 AM), '*Resolution End Date' (05/02/2024), and '*Resolution End Time' (3:00 PM). A 'Duration in School Days' field is also present at the bottom.

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.



The screenshot shows an 'AttendanceExcuse Detail' form. It contains several fields: '*Code' (SSP2), '*State Code' (O: Other), '*Description' (Expelled Not Receiving Services), 'Status' (Absent), and 'Excuse' (Unexcused). The 'Status' and 'Excuse' fields are dropdown menus.

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

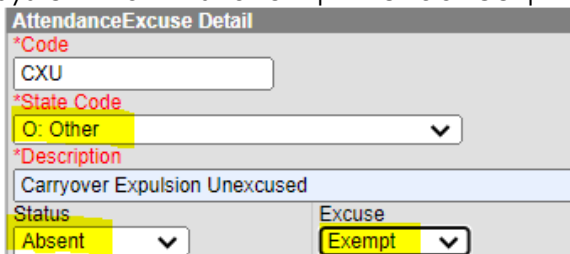
The behavior resolution of Expulsion, receiving services should be entered into the calendar in which the incident occurred. The end date may be outside the calendar in which entered, as the expulsion can go into the next school year. User will receive a prompt with warning that can be disregarded.

Carryover – SSP2 Attendance Data Entry

Create one new code:

Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



The screenshot shows a web form titled "AttendanceExcuse Detail". It contains the following fields:

- *Code:** A text input field containing "CXU".
- *State Code:** A dropdown menu with "O: Other" selected.
- *Description:** A text input field containing "Carryover Expulsion Unexcused".
- Status:** A dropdown menu with "Absent" selected.
- Excuse:** A dropdown menu with "Exempt" selected.

Code: CXU

State Code: O: Other

Description: Carryover Expulsion Unexcused

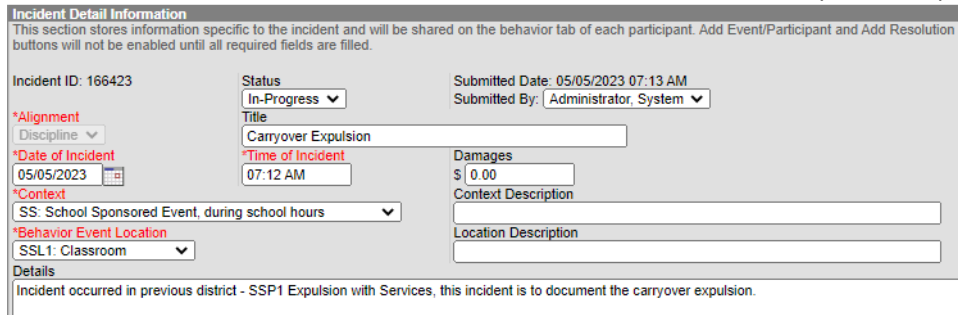
Status: Absent

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.



Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 166423 Status: In-Progress Submitted Date: 05/05/2023 07:13 AM
Submitted By: Administrator, System

*Alignment: Discipline Title: Carryover Expulsion

*Date of Incident: 05/05/2023 *Time of Incident: 07:12 AM Damages: \$ 0.00

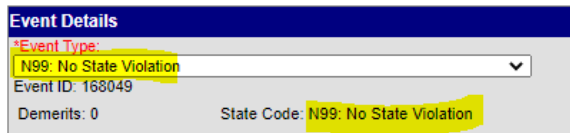
*Context: SS: School Sponsored Event, during school hours Context Description:

*Behavior Event Location: SSL1: Classroom Location Description:

Details
Incident occurred in previous district - SSP1 Expulsion with Services, this incident is to document the 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.



Event Details

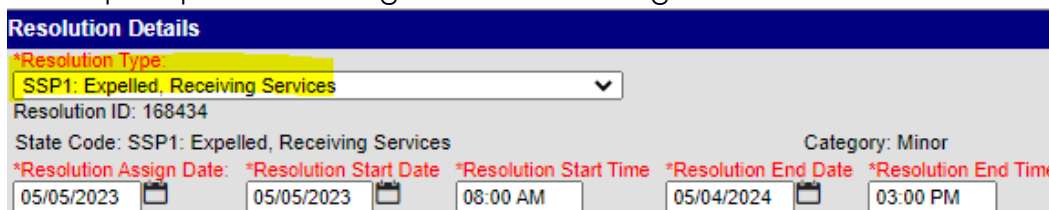
*Event Type: N99: No State Violation

Event ID: 168049

Demerits: 0 State Code: N99: No State Violation

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.



Resolution Details

*Resolution Type: SSP1: Expelled, Receiving Services

Resolution ID: 168434

State Code: SSP1: Expelled, Receiving Services Category: Minor

*Resolution Assign Date: 05/05/2023 *Resolution Start Date: 05/05/2023 *Resolution Start Time: 08:00 AM *Resolution End Date: 05/04/2024 *Resolution End Time: 03:00 PM

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

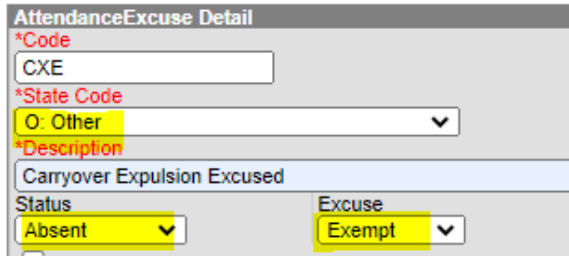
Student must have a full schedule indicating the course(s) the student is taking while expelled.

Create two new codes:

1. Carryover Expulsion Excused (CXE)

2. Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



AttendanceExcuse Detail

*Code: CXE

*State Code: O: Other

*Description: Carryover Expulsion Excused

Status: Absent

Excuse: Exempt

Code: CXE

State Code: O: Other

Description: Carryover Expulsion Excused

Status: Absent

Excuse: Exempt

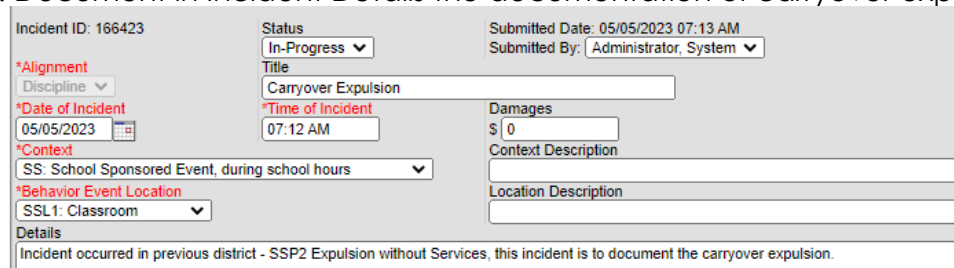
Select the Display code in behavior resolution indicator if the district has chosen to tie attendance to the behavior resolution. This is optional for expulsion resolutions and attendance.

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.



Incident ID: 166423

Status: In-Progress

Submitted Date: 05/05/2023 07:13 AM

Submitted By: Administrator_System

*Alignment: Discipline

*Date of Incident: 05/05/2023

*Context: SS: School Sponsored Event, during school hours

*Behavior Event Location: SSL1: Classroom

Title: Carryover Expulsion

*Time of Incident: 07:12 AM

Damages: \$ 0

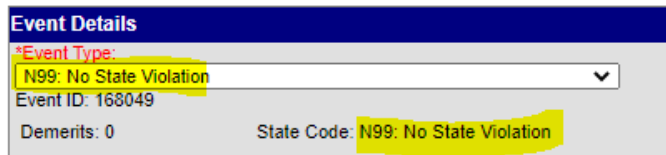
Context Description:

Location Description:

Details: Incident occurred in previous district - SSP2 Expulsion without Services, this incident is to document the carryover expulsion.

Behavior Event

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



Event Details

*Event Type: N99: No State Violation

Event ID: 168049

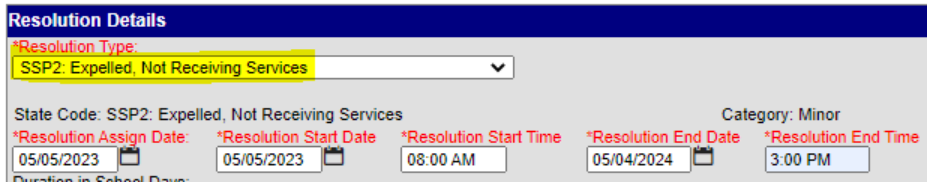
Demerits: 0

State Code: N99: No State Violation

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.



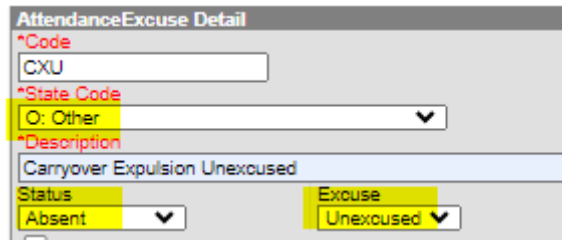
The screenshot shows a 'Resolution Details' form. At the top, there is a dropdown menu for '*Resolution Type' with the selected value 'SSP2: Expelled, Not Receiving Services'. Below this, the 'State Code' is 'SSP2: Expelled, Not Receiving Services' and the 'Category' is 'Minor'. There are five date and time fields: '*Resolution Assign Date' (05/05/2023), '*Resolution Start Date' (05/05/2023), '*Resolution Start Time' (08:00 AM), '*Resolution End Date' (05/04/2024), and '*Resolution End Time' (3:00 PM). A partially visible field for 'Duration in School Days' is at the bottom left.

Attendance

Create one new code:

Carryover Expulsion Unexcused (CXU)

PATH: System Administration | Attendance | Attendance Codes



The screenshot shows an 'AttendanceExcuse Detail' form. The '*Code' field contains 'CXU'. The '*State Code' dropdown is set to 'O: Other'. The '*Description' field contains 'Carryover Expulsion Unexcused'. The 'Status' dropdown is set to 'Absent' and the 'Excuse' dropdown is set to 'Unexcused'.

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.