

Worksheet for Suspension or Health-Related Exclusion



Office of Student and Family Support and Engagement (OSFSE)
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Regulation JGA-RB, *Suspension and Expulsion*
MCPS Regulation JGA-RC, *Suspension and Expulsion of Students with Disabilities*

MCPS Form 560-6
January 2018

INSTRUCTIONS

1. Use this form as a worksheet for online entry of suspension or health-related exclusion.
2. Suspensions of more than 10 days, or request for expulsion, must be processed through the pupil personnel and attendance services office in OSFSE.

Student Name _____ Student # _____ Effective Date of Suspension
Month Day Year

School Name _____ School # _____

Name of staff member who originally referred student _____

REASON FOR SUSPENSION (Use codes from "SUSPENSION OFFENSES WITH CODES" below)

Date of Offense ____/____/____

Did the offense result in physical injury of one or more students, school personnel, or other persons on school grounds, that required professional medical attention? Yes No

Primary Suspension Complete Type of Weapon/Explosives for Codes 301, 302, 303, 503, and 893 _____

Supplemental , _____

SUSPENSION OFFENSES WITH CODES (See definitions in the 2017–2018 MCPS Student Code of Conduct)

Attendance—960 only

- 101 Class Cutting
- 102 Tardiness
- 103 Truancy

Dangerous Substances

- 201 Alcohol
- 202 Inhalants
- 203 Drugs/Controlled Substances
- 204 Tobacco

Weapons

- 301 Firearms
- 302 Other Guns
- 303 Knives and Other Weapons

Attack/Threats/Fighting

- 401 Attack on Adult
- 402 Attack on Student
- 403 Threat to Adult
- 404 Threat to Student
- 405 Fighting
- 406 Extortion
- 407 Bullying/Harassment
- 408 Serious Bodily Injury

Arson/Fire/Explosives

- 501 Arson/Fire
- 502 Bomb Threat
- 503 Explosives

Sex Offenses

- 601 Sexual Attack
- 602 Sexual Harassment
- 603 Sexual Activity

Disrespect/Disruption

- 701 Disrespect
- 704 Disruption
- 706 Dress Code

Other

- 801 Academic Dishonesty
- 802 Inappropriate Use of Personal Electronics
- 803 Theft
- 804 Trespassing
- 806 Destruction of Property

HEALTH-RELATED EXCLUSIONS

- 001 Immunizations
- 002 Personal Health

CODES FOR STUDENTS WITH DISABILITIES ONLY

- 891 Sells or Solicits Sale of Controlled Substance
- 892 Possesses or Uses Illegal Drugs
- 893 Carries a Weapon to School or School Function

TERMS OF SUSPENSION — Record number of days.

Days of Suspension

Out-of-school In-school (cannot exceed 10 school days)

Example: 1 day ½ day

FINAL DISPOSITION

- 960** In-school Suspension (Educational Services Provided). Code for type of service provided ____.*
 - 903** Recommended Extended Suspension/Expulsion
 - 910** Out-of-school Suspension up to 10 days With Educational Services Provided. Code for type of service provided ____.*
 - 912**** Out-of-School Suspension—Students with Disabilities—Misconduct Determined to be Manifestation of Disability.
 - 913** Out-of-School Suspension—Educational Services Offered and Rejected by Student
 - 920**** Out-of-School Suspension—Students with Disabilities—45 School Days Unilateral Removal
 - 950** Return to School After Health-Related Exclusion
- Disposition Code**

* The code that best describes the type of educational services the suspended/excluded student will receive:

- 0 – No Educational Services Provided (disposition codes 913 and 950 only)
- 1 – Alternative Education
- 2 – Streaming/Online Learning—Instruction through the electronic transfer of information/skills (web-based; computer-based; virtual classroom digital collaboration).
- 3 – Class Work Sent Home—Assignments taken from lessons taught in student's classes; sent home for completion; returned to school for grading.
- 4 – At-Home Instruction—Direct instruction in student's home or other location; focus on core subjects.
- 9 – Other—Other educational services developed and implemented by MCPS.

**Valid codes for students with disabilities only