

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Worksheet for Suspension or Health-Related Exclusion

Office of Well-Being, Learning, and Achievement

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*

### 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 [MCPS Student Code of Conduct](#))

<p><b>Attendance—960 only</b></p> <p>101 Class Cutting*</p> <p><b>Dangerous Substances</b></p> <p>201 Alcohol</p> <p>202 Inhalants</p> <p>203 Drugs/Controlled Substances</p> <p>204 Tobacco/Vaping</p> <p><b>Weapons</b></p> <p>301 Firearms</p> <p>302 Other Guns</p> <p>303 Other Weapons</p>	<p><b>Attack/Threats/Fighting</b></p> <p>401 Attack on Adult</p> <p>402 Attack on Student</p> <p>403 Threat to Adult</p> <p>404 Threat to Student</p> <p>405 Fighting</p> <p>406 Extortion</p> <p>407 Bullying/Harassment</p> <p>408 Serious Bodily Injury</p> <p><b>Arson/Fire/Explosives</b></p> <p>501 Arson/Fire</p> <p>502 False Alarm/Bomb Threat</p> <p>503 Explosives</p>	<p><b>Sex Offenses</b></p> <p>601 Sexual Attack</p> <p>602 Sexual Harassment</p> <p>603 Sexual Activity</p> <p><b>Disrespect/Disruption</b></p> <p>701 Disrespect*</p> <p>704 Disruption</p> <p><b>Other</b></p> <p>801 Academic Dishonesty</p> <p>802 Inappropriate Use of Personal Electronics</p> <p>803 Theft</p> <p>804 Trespassing</p> <p>806 Destruction of Property</p>	<p><b>HEALTH-RELATED EXCLUSIONS</b></p> <p>001 Immunizations</p> <p>002 Personal Health</p> <p><b>CODES FOR STUDENTS WITH DISABILITIES ONLY</b></p> <p>891 Sells or Solicits Sale of Controlled Substance</p> <p>892 Possesses or Uses Illegal Drugs</p> <p>893 Carries a Weapon to School or School Function</p>
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### TERMS OF SUSPENSION — Record number of days.

#### Days of Suspension

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

**Example:** 1 day  1.0      ½ day  0.5

### 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