



INSTRUCTIONS:

- 1. Use this form for online entry or suspension or health-related exclusion.
2. Suspensions of more than 10 days, or request for long-term suspension/expulsion, must be processed through the Office of the Hearing Authority.
3. Short-Term Suspension Form (JKD-E1) is not necessary if you are pursuing long-term suspension/expulsion.

Student Name: Student ID # First Day of Suspension / / Student Address: Phone or School Name Responsible Administrator Name of staff member referring student: Police Report # (if applicable)

STUDENT INFORMATION

Age Grade Sex: Male Female IEP: Yes No 504 Plan: Yes No

REASON FOR SUSPENSION (Use codes from SUSPENSION OFFENSES WITH CODES) * See LCPS Discipline, Violence, and Vandalism Incident Reporting System

Primary Suspension Supplemental Complete Type of Weapon /Explosives with related codes:

A. Discipline Plan Violations: (if applicable)

Category A: Offense Number 1 2 3 Description: Category B: Offense Number 1 2 3 Description: Category C: Offense Number 1 2 3 Description: Category D: Offense Number 1 2 3 Description: Category E: Offense Number 1 2 3 Description: Category F: Offense Number 1 2 3 Description:

B. Discipline Plan Violations: (if applicable)

Policy Violation Title: Policy Violation Number:

TERMS OF SUSPENSION - Record number of days

Example: 1 day 1.0 1/2 day 0.5

Days of Suspension

Out-of-school In-school Beginning Date End Date

Additional Information (if needed):

SIGNATURES REQUIRED AT THE TIME OF EACH VIOLATION

Student Signature Date Parent/Guardian Signature Date

School Official Signature Date

School Athletic Department use only (if applicable): Suspension from participation dates: Suspension from competition date(s):

School Conference Date:

Suspension Offense Incident Codes and Description

Code	Description	Code	Description
110	Disorderly Conduct/Disturbing Class	520	Breaking /Entering/Larceny
120	Excessive Absences	530	Criminal Damage of Property
140	Misbehavior for the Substitute	540	Graffiti
150	Unprepared or Refusing to Work in Class	550	Missing Property/Theft
160	Skipping Class or Detention	599	Other Vandalism
170	Tardy	610	Assault Simple (Verbal Threat)
180	Truancy	615	Assault with Hands, Feet, or Fists
210	Bullying	620	Assault, Aggravated with Firearm
220	Horseplay	625	Assault, Aggravated with Knife or Cutting Object
230	Inappropriate Physical Contact	630	Assault, Aggravated with Other Dangerous Weapon
240	Physical Confrontation (Bullying)	640	Assault/Battery, Simple
250	Public Display of Affection (PDA)	640	Assault/Battery with Hands, or Fists
260	Running, Throwing, Wandering Hall	650	Assault/Battery with Knife or Cutting Object
270	Sexual Harassment/Sexual Misconduct	655	Assault/Battery with Other Dangerous Weapon
310	Alcohol Possession	660	Battery, Sexual
311	Alcohol Use	670	Motor Vehicle Theft
320	Drug Possession, NOT Marijuana	673	Robbery Using Force
321	Drug Use, NOT Marijuana	674	Other Violent Crime
322	Drug Possession, NOT Marijuana, Dealing	699	Club or Striking Object
330	Marijuana Use	710	Explosive Device
331	Marijuana Possession	720	Handgun
332	Marijuana Possession, Dealing	730	Knife or Cutting Object
340	Solvent Use	740	Pocket Knife, Less Than 2.5 Inches in Length
341	Solvent Possession	750	Rifle/Shotgun
342	Solvent Possession, Dealing	760	Other Weapon, Non-projectile
350	Tobacco Use	770	Other Weapon, Projectile
351	Tobacco Possession	780	Assembly, Unlawful
410	Bomb Threat	910	Assembly, Disrupting a Lawful
420	Creating an Unsafe Situation	911	Computer Use Policy Violation
430	Failure to Identify Oneself	920	Forgery, Cheating, being Untruthful
450	Fireworks Possession	930	Inappropriate Dress
451	Fireworks Use	940	Insubordinate, Refusing to do as Told
460	Leaving Campus without a Pass/Permission	950	Littering
470	Pulling a Fire Alarm	960	Theft
480	Rumors/Gossip Leading to Confrontation	980	Other, Please CHECK other codes.
490	Traffic or Vehicle Code Offense	999	NOT a catchall.
495	Verbal Confrontation		
510	Arson		