

# Discipline Data Tips: Short-Term Suspension

## Washington Definition of Suspension

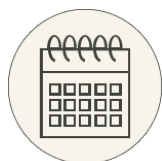
A suspension occurs when a school district denies a student attendance at any subject/class or full schedule of subjects/classes in response to a behavioral violation. A suspension may be *within* or *from* school.

A short-term suspension occurs when a school district excludes a student from school for any subject/class or full schedule of subjects/classes in response to a behavioral violation for up to ten consecutive school days.

A short-term suspension is an out-of-school exclusionary discipline action.

## (SS) CEDARS Reporting

**Short-term suspension (SS)** is a valid value under Element R11 – Exclusionary Action Applied.



**Suspension length:** Any suspension must have an end date. A short-term suspension is the exclusion of a student from a single subject/class or a full schedule of subjects/classes for up to ten consecutive school days. The duration of a suspension refers to the total number of consecutive school days the student is suspended, reported as a whole number under Element R13 – Duration of Exclusionary Action Days.



**Suspension time:** Any suspension results in a student being excluded from a particular classroom or instructional or activity area during the suspension length. The total amount of time refers to the summative time that a student is denied attendance at their regular educational setting, as reported in increments of 0.1—with

1.0 equaling that student's average school day of scheduled instructional time—under Element R14 – Total Amount of Exclusionary Time. Suspensions that are for less than 0.1 of a school day are rounded up to 0.1.

**Short-term suspension and classroom exclusion:** Although classroom exclusions always occur *within* school, a short-term suspension is always *from* school—they are procedurally and categorically different. In practice, if a school administers a short-term suspension following a classroom exclusion in response to the same incident, both actions would be reportable to CEDARS.

## Behavior Categories



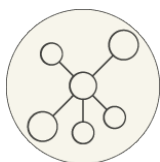
**Behavioral violations** under state regulation refer to student behaviors that violate a school district's discipline policy. District discipline policies must include clearly defined behavioral violations identifying which categories may or may not result in exclusionary discipline in accordance with state law. Any behavioral violation associated with a student receiving short-term suspension is reportable to CEDARS.



**Behavior reporting codes** within a district's Student Information System (SIS) may include a multitude of categories that correspond with behavioral violations identified in the district's discipline policies. A district's SIS behavior codes must be aggregated and mapped to the appropriate CEDARS behavior codes for CEDARS reporting under Element R08 – Behavior Code and Element R09 – Other Behaviors. Valid values for state-level behavior reporting categories may be found in the table in Appendix B of the CEDARS Appendices.



## Data Entry



Discipline data is uploaded from the district's Student Information System (SIS) to CEDARS.

**Incident data** includes student records for a single incident submitted to CEDARS for Elements R01 through R10.

**Exclusionary action data** includes student records with information specific to the exclusionary action submitted to CEDARS for Elements R11 through R23.

**Multiple Exclusionary Actions:** If a student receives more than one exclusionary action in response to a single incident, each exclusionary action must be reported to include identical incident information (Elements R01–R10) and information specific to each exclusionary action (Elements R11–R23).

## Data Quality

School districts are responsible for reviewing student-level data that populates into CEDARS for accuracy.

If any data is incorrect or incomplete, verify or enter the data in your SIS.

If the data in your SIS is incorrect, update and resubmit the data to CEDARS.

If the data in your SIS is correct, check with your CEDARS District Administrator. It is possible submission exceptions or errors occurred when data was loading to CEDARS.

## Data Use and Policy Review



Washington discipline laws require school districts to periodically review discipline policies and procedures with the participation of school

personnel, students, parents, families, and the community.

During the development and review of a district's discipline policies and procedures, the district must use disaggregated discipline data (by school, student groups, discipline types, behavior categories) to monitor the impact of the district's discipline policies, procedures, and practices as well as to update the district's discipline policies and procedures to improve fairness and equity in the administration of discipline.

## Additional Information

[CEDARS](#) webpage

- CEDARS Manual
- CEDARS Reporting Guidance
- CEDARS Appendices

[Student Discipline](#) webpage

- [Student Discipline Rules Q&A: A Technical Guide](#)

[Washington State Report Card](#) webpage

- Discipline Data

## Have questions? Need help?

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