

**RECORDS OF STUDENT DISCIPLINARY ACTIONS
AND PROCEDURES**

A log of disciplinary actions will be kept on file in each building principal's office. The log will contain a listing of any formal or informal hearing related to disciplinary actions by the board of education, the superintendent of schools, school principals, or other designees of the superintendent.

Entries should include, but are not limited to, the school attended, the nature of the offense(s), the form of notice given to the student, the names of the hearing authorities, whether or not the hearing preceded removal from school, explanations of necessity for removal from school prior to hearing and the time elapsed, a description of the testimony offered, the findings, and the disposition of the case.

The types of disciplinary actions for which entries should be made include, but are not limited to suspension reported by number of school days, referral to special classes or schools for behavioral modifications, and transfer to another class or school.

An accounting of student withdrawals from school (dropouts), containing an entry for each student who withdraws, the school attended, and the reason for withdrawal will be maintained and made available to the State Department of Education.

The log should also list referrals of discipline cases to courts or to juvenile authorities, the school attended, and disposition of the case.

The disciplinary records of a student transferring into the district will be requested from the sending district or agency as part of the records of transfer and shall remain confidential and limited by the requirements and guidelines of the Family Education Rights to Privacy Act.