Quick Reference Guide – Student Suspension

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Guided Tour of Student Suspension

New functionality has been introduced in ERN to allow schools to maintain all the necessary data for a student suspension to allow the Student Suspension Return to be harvested directly from ERN.

Previously a student who was suspended from school would have their enrolment status changed in Place Management to indicate the student was “Enrolled (Suspended)”. The ability to mark a student suspension in Place Management has been removed.

A new menu option within the ERN menu has been created called “Suspension Maintenance” to allow schools to maintain all the relevant data associated with student suspensions.

Access to the new “Suspension Maintenance” menu item in ERN will be controlled by privileges granted in AMU (Access Management Utility). The Principal or delegated staff member will need to give access to staff that maintain student suspension information in the school.

The guide contains a set of detailed scenarios on the addition and maintenance of student suspensions, these scenarios can be found towards the end of this document.

Student suspensions can be viewed by student via the “Student Suspension Maintenance” tab or by suspension incident via the “Suspension Incident Maintenance” tab.

A suspension has two components; an **Incident** (an event that occurred that initiates a student being suspended) and a **Student Suspension** (details of a student being suspended, a single student or multiple students).

**Note:** A suspension incident enables multiple students to be suspended and linked for further reference.

Student Suspension Maintenance

**Display Student Suspensions by a restricted view**
The Student Suspension Maintenance tab allows suspensions to be viewed by student, initially the user can set different filters to restrict the view of students.

The filters are:-

**Calendar Year**: Display all student suspensions for the calendar year.

**Scholastic Year**: Display all student suspensions for the Scholastic Year; all years or individual years.

**Currently Suspended**: Display all student suspensions by default or check the box to view only those students currently suspended.

**Show Students with**: Display all student suspensions for the Active or Inactive Registration within your school. The default is value Active Registrations. An example of an Inactive Registration is a student who has Left.

After the filter criteria are selected, click the **Go** button to display the students that meet the selection criteria.

All the students who have been suspended for 2011 are displayed in a list. The "count" column indicates the number of times a student has been suspended in the calendar year. E.g. Greg Johnson has been suspended three times in 2011.

The current enrolment status for each student is displayed; Natasha Smith is currently Enrolled (Suspended).
**View a Suspension for a Student**

To display the suspension for a student click the + icon or click on the student.

Clicking the + on Larry Simon will display his two suspensions:

<table>
<thead>
<tr>
<th>Incident No</th>
<th>Incident Name</th>
<th>Incident Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Type</th>
<th>Reasons</th>
<th>Review Date</th>
<th>Resolution Date</th>
<th>Comment</th>
<th>Enrolment Type</th>
</tr>
</thead>
</table>

The information displayed for the suspension includes:

**Suspension Incident Data Items**

- **Incident No**: A unique number allocated to the Incident by the system.
- **Incident Name**: A name given to the incident at time of entry.
- **Incident Date**: Date that the incident occurred.

**Student Suspension data items**

- **Start Date**: The start date of the suspension.
- **End Date**: The end date of the suspension.
- **Type**: Short or Long determined by the Reason selected.
- **Days**: The number of days for the suspension.
- **Reason**: The reason for the suspension selected from a drop down list.
- **Review Date**: The date of review for the suspension:

**Resolution Date**: The principal must convene a suspension resolution meeting of personnel involved in the welfare and guidance of the student, including the parents, to discuss the basis on which the suspension will be resolved. In the case of a long suspension, it is good practice to hold that resolution meeting sometime before the concluding date of the suspension to allow identification of any outstanding issues prior to the return of the student. Where no outstanding issues are identified, the suspension can be resolved prior to the scheduled conclusion of the suspension and the student returned to school early.

The Resolution Date can be up to 1 school day after the end date of the student suspension.

- **Comment**: The comment entered for the student suspension. Mouse over will display full comment. This comment will be used in the merge process to generate student suspension letters.

- **Enrolment Type**: Displays the enrolment type for the student which the suspension applies. Mouse over will display the school that owns the Enrolment type.
To display “Suspension Incident 2” for Larry Simon click on the suspension and it will display the details.

Any of the information for the Suspension Incident or Student Suspension detail for Larry can be edited and updated.

**Suspension Incident Data Items**

**Incident Name**: A name given to the incident at time of entry. (Mandatory, can be edited)

**Incident Date**: Date that the incident occurred. (Mandatory, can be edited)

**Incident Description**: A short description regarding the incident (Not Mandatory can be edited).

**Student Suspension data items**

**Reason**: The reason for the suspension selected from a drop down list. (Mandatory, can be changed)

**Type**: Short or Long determined by the Reason selected from a drop down list.

**Duration**: The number of days for the suspension. (Mandatory, can be edited)

**Start Date**: The start date of the suspension. (Mandatory, can be edited)

**End Date**: The end date of the suspension. (Mandatory, can be edited)

**Review Date**: The date of review for the suspension: (Mandatory, can be edited)

**Resolution Date**: The date that a meeting will take place to resolve the student suspension. This date can be up to 1 school day after the end date of the student suspension. (Mandatory, can be edited)

**Comment**: The comment entered for the student suspension. This comment will be used in the merge process to generate student suspension letters. (Mandatory, can be edited)
**Suspension Actions**

- **Print**
  - Print the Student suspension details for the student.

- **Close**
  - Close the screen without saving any of the changes and return to the previous screen.

- **Save and Exit**
  - Save any changes made on the screen and return to the previous screen

- **Save**
  - Save any changes made on the screen, remains on the current screen

- **Add Student**
  - Allow an additional student(s) to be added to the suspension incident

- **Delete**
  - Delete a Student Suspension from the Suspension Incident. If this is the last student on the incident it will also remove the incident.
Multiple Students linked to a single Suspension Incident

Multiple students can be added to the same suspension Incident.

Larry Simon was suspended for an incident in the playground. If we view this incident via the Student Suspension tab the following is displayed:-

The spinner at the top of the screen indicates that multiple students have been suspended against this incident.

You can use the spinner to scroll to the next student by using the left and right arrow or use the drop down list to see all the students linked to the incident.

Note: Jackson Smithers is the other student linked to this suspension incident.
Suspensions for students shared with other schools

ERN allows students to be shared across multiple schools. The sharing of a student is granted by the census school, sharing a student with another school, this is undertaken in “Place Management” A blue flag displayed in Student Enquiry and Place Management indicates a student has multiple registrations.

The Blue Flag indicates Benjamin Jones currently has multiple registrations.

A student suspension may warrant a student to be suspended across all sites that they currently attend. It is assumed that the principal at the site where the incident occurred would discuss such an issue with the principal(s) of the other site(s) the student is attending. If the other principal(s) deems the severity of the incident requiring suspension at their site they can also instigate a suspension for the student. The school where the incident occurred would record the suspension incident and the student suspension; once this has been completed the other school(s) that the student attends will have visibility of the incident and can add the subsequent suspension for their site.

In the example below; Ben Jones has three suspensions displayed.

Note: Incident “490773380 Suspension Incident 10” in the above figure displays twice, Benjamin Jones has suspensions recorded across two sites linked to the same incident.

Note: Suspension Incident 10 for Benjamin Jones will only be counted once when the data is harvested for the Suspension Return.

Note: The length and reason of the Student Suspension can be different at each of the sites.

Note: The length of the suspension is calculated as the number of school days.

Note: If a student is suspended for 3 days at a shared site that they only attend 1 day a week then the period of the suspension is from the starting date for three (3) consecutive school days. It is not for three weeks as they only attend one (1) day a week.
Selecting the suspension in blue “Suspension Incident 10” will display the following:-

**Note**: The greyed over data entry boxes mean that the user cannot change this data. It is owned by the other school. Also the user has only one action button – “Close”

Using the spinner to select the other suspension for Ben at the other site will display the following:-

**Note**: The user has access to all the action buttons to manage the suspension information.
Suspension Incident Management

Display Suspension Incidents by a restricted view

The Suspension Incident Maintenance tab allows suspensions to be viewed by Incident; initially the user can set different filters to restrict the view of data. The filters currently available are:-

**Calendar Year:** Display all suspension Incidents for the calendar year.

**Scholastic Year:** Display all suspension Incidents for the Scholastic Year; all Years or individual Years

**Incident Name:** Display all suspension Incidents for a given Incident name

**Currently Suspended:** Display all suspension Incidents by default or check the box to view only those incidents that have students currently suspended.

**Show Students with:** Display all incidents for student with Active or Inactive Registration within your school. The default is value Active Registrations. An example of an Inactive Registration is a student who has Left.

After the filter criteria are selected, click the **Go** button to display the incidents that meet the filter criteria.
All the suspension incidents for 2011 are displayed in a list. The “count” column indicates the number of students that have been suspended on the incident in the calendar year. E.g. Incident 490757322 “Suspension Incident 4" has three student suspensions linked.

If the mouse is hovered over the incident description the full text will be displayed on the screen.

To display the suspension incident click the icon or click on the incident row.

Clicking on Incident 490750315 “Suspension incident 2” will display two students suspended under this incident.

Larry Simon and Jackson Smithers have been suspended under this incident.

The information displayed for the student suspension includes:-

**SRN**: Student Registration Number.

**Student Name**: Name of the student suspended.

**Start Date**: The start date of the suspension. (Mandatory, can be edited)

**End Date**: The end date of the suspension. (Mandatory, can be edited)

**Days**: The number of days for the suspension. (Mandatory, can be edited)

**Type**: Short or Long determined by the Reason selected from a drop down list.

**Reason**: The reason for the suspension selected from a drop down list. (Mandatory, can be changed)

**Review Date**: The date of review for the suspension: (Mandatory, can be edited)

**Resolution Date**: The principal must convene a suspension resolution meeting of personnel involved in the welfare and guidance of the student, including the parents, to discuss the basis on which the suspension will be resolved. In the case of a long suspension, it is good practice to hold that resolution meeting sometime before the concluding date of the suspension to allow identification of any outstanding issues prior to the return of the student. Where no outstanding issues are identified, the suspension can be resolved prior to the scheduled conclusion of the suspension and the student returned to school early.

The Resolution Date can be up to 1 school day after the end date of the student suspension.

**Enrolment Type**: Displays the enrolment type for the student which the suspension applies. Mouse over will display the school that owns the Enrolment type.

**Note**: Students linked to the same incident can have differing student suspension details. i.e. different suspension Reasons, different suspension period and suspension type.
Clicking on the suspension for Larry Simon will display his suspension information:

Any of the information for the Suspension Incident or Student Suspension for Larry Simon can be edited and updated.

- Print
- Close
- Save and Exit
- Save
- Save Next
- Add Student
- Delete

Print the Student suspension details for the student.

Close the screen without saving any of the changes and return to the previous screen.

Save any changes made on the screen and return to the previous screen.

Save any changes made on the screen.

Save any information for this student and move to the next student in the spinner. This action is only available if the spinner exists.

Allow an additional student(s) to be added to the suspension incident.

Delete a Student Suspension from the Suspension Incident. If this is the last student on the incident it will also remove the incident.

The spinner at the top of the screen indicates that multiple students have been suspended against this incident.

You can use the spinner to scroll to the next student by using the left and right arrows or use the drop down list to see all the students linked to the incident.

Note: Jackson Smithers is the other student linked to this suspension incident.
Exporting Suspension Data

Both Student Suspension Maintenance and Suspension Incident Maintenance have the ability to download the suspension data to an excel spreadsheet.

Selecting the Excel icon will download the student suspension data.

The spreadsheet contains all the data required to mail merge with letters to be sent to parents.

The downloaded data is only for the students displayed in the list defined by the selection criteria.

The download data can be used to generate the student suspension letters to be sent home.
Scenario Examples

Scenario 1: Add a new Student Suspension

Thomas Anderson has been displaying aggressive behaviour in the playground and a decision has been made that a short term suspension of 3 days will be applied.

Step 1: Add a new Suspension
Adding a new suspension can be added from either the Student Suspension Maintenance Tab or the Suspension Incident Maintenance Tab.

Selecting **Add Incident** will display a new screen to allow the information to be entered for the student suspension.
**Step 2: Enter the suspension incident information**

Incident Date: Enter the date the incident occurred: 13/10/2011

Incident Name: Enter a Name for the Incident: “Playground Incident”

Incident Description: Enter a description for the Incident: “Aggressive Behaviour in the playground”

*Note: Use the spell checker to check the spelling in the Incident Description*

![Incident Information](image)

**Step 3: Enter the student suspension information**

Suspension Reason: Use the drop down list of departmental reasons to select “Aggressive Behaviour”. The system automatically detects it is a Short Term Suspension and the duration can be from 1 to 4 days.

Duration: Enter 3 days and tab to Start Date:

Start Date: Enter the date of the first day of the suspension: Enter 14/10/2011 and press Tab key. The system will automatically determine the end date taking into account the weekend/public holidays/school holidays.

End Date: The end date can be changed but it will be constrained by the suspension Type.

Review Date: Enter the review date for the suspension. Enter 18/10/2011.

Resolution Date: Enter the resolution date as the 18/10/2011

Suspension Comment: Enter the suspension details for the student being suspended.

*Note: Use the spell checker to check the spelling in the suspension comment.*

![Suspension Details](image)
**Step 4: Search for the Student**

Enter Anderson in the Family Name and press Go.

A list of student(s) that meet the selection criteria will be displayed in a list. A single or multiple student(s) can be selected by the check box.

**Step 5: Select the student to be suspended**

Once you have selected the student(s) by the check box select Save.

The student suspension details will be saved and displayed on the current screen.

The student suspension for Thomas Anderson has been successfully added.

At this stage an additional student could be added to the incident if required by selecting “Add Student”.

Selecting “Close” will return to the Student Suspension Maintenance tab displaying the suspension details for Thomas Anderson.
Scenario 2: Add an additional student to an existing suspension incident.

After further investigation into the incident with Thomas Anderson relating to aggressive behaviour in the playground it was discovered that Harry Glenn was also involved. A decision was made that a suspension for two days should be applied to Harry Glenn for the same incident with the same suspension reason.

**Step 1: Find the Incident and add Harry Glenn**

The incident involved Thomas Anderson, so we can find the incident by searching for Thomas Anderson. To view the suspension click on the + icon next to Thomas Andersons name or click on the row for Thomas Anderson.

Thomas Anderson has two suspensions. The one we are interested in is “490839310 Playground Incident”.

![Suspension Incident Maintenance](image)
**Step 2 Display the incident**

Select Incident “490839310 Playground Incident” by clicking on the incident. The information for the suspension will be displayed.

A "New Student Suspension" window will be created under the existing suspension incident. The suspension information recorded against Thomas Andersons suspension will be defaulted in the "New Student Suspension" window for Harry Glenn. The default information can be modified if required as it may be different for the suspension for Harry Glenn. The comment is not defaulted as it is student specific.

Harry’s suspension is for two days with a reason “Aggressive Behaviour”. The duration will be changed to 2 days which will automatically recalculate the end date.

**Step 3 Add Harry Glenn to the Incident**

Select **Add Student** and the following screen will be displayed:-

A “New Student Suspension” window will be created under the existing suspension incident. The suspension information recorded against Thomas Andersons suspension will be defaulted in the “New Student Suspension” window for Harry Glenn. The default information can be modified if required as it may be different for the suspension for Harry Glenn. The comment is not defaulted as it is student specific.

Harry’s suspension is for two days with a reason “Aggressive Behaviour”. The duration will be changed to 2 days which will automatically recalculate the end date.
Also as the review date is now after the end-date it will also need to be changed.

A comment can be added for Harry. **Note:** The spell checker can be used on the comment.

Now find Harry Glenn and link him to the New Student Suspension. Enter Glenn in the “Family Name” dialogue box and press Go. A list of students that meet the criteria will be displayed.

If more than one student is displayed in the search screen, select the required student by clicking the check box next to students name and press “Save”. In this case we will select Harry Glenn and he will be assigned to the new student suspension record.
Once Harry Glenn has been assigned to the new student suspension record the screen will be refreshed with the suspension updated with Harry Glenn's details.

**Note:**

The spinner is now active as there are two students linked to the Suspension Incident. You can change the view of the student suspension by selecting the other student in the spinner.

Additional students could be added to the suspension incident if required by selecting “Add Student.”

Selecting “Close” will return to the “Student Suspension Maintenance” screen with Harry Glenn’s suspensions displayed.
Scenario 3: Adding a Student Suspension across Multiple Sites

John Green is a student whose census enrolment is at Palm Tree Public School and he is shared with Simpson Public School.

An incident occurred in the playground at Palm Tree Public School involving John Green and involved physical violence against another student.

The Principal from Palm Tree Public School has decided to suspend John Green; the suspension will be for 6 days. The Principal has also spoken to the Principal at Simpson Public School as John is shared with this school. The principal at Simpson Public School has also decided to suspend John for the same period of time due to the severity of the incident.

As the incident occurred at Palm Tree Public school, the owning school of the incident, this school will create the incident and then suspend John Green.

Simpson Public School will be able to see the incident after it has been entered by Palm Tree Public School and then they will be able to suspend John Green at their school as well.

**Step 1 Add a Suspension Incident and suspend John Green at Palm Tree Public School.**

Select "Add Incident" and complete the information for each section:-

- The New Suspension Incident
- The New Student Suspension
In the “Student Search” window enter John’s surname (Green) into the Family Name dialogue box and press Go. The following screen will be displayed.

Note: This screen could contain multiple students.

Select John Green by checking the Check Box next to John’s name and press “Save”

Note: As John Green is shared with Simpson Public school, a standard email will be generated indicating the suspension and sent to Simpson Public Schools email account. Also an entry will be recorded in the ERN Data Changes Log that can be viewed at Simpson Public School.

Selecting “Close” will return to the Student Maintenance screen displaying John Green’s suspensions.
**Step 2 Suspend John Green at Simpson Public School (Shared Site)**

Simpson Public School will be able to see John Green's suspension at Palm Tree Central School in the Data Changes log. The school will also receive an email (school email account) indicating that the shared student John Green has been suspended at Palm Tree Public School.

The administrator at Simpson Public School can view the Data Changes Log from the ERN Menu if they need.

Notice that all the information for John Green's suspension is recorded.

**Step 2a: Viewing the suspension for John Green entered at Palm Tree Public School**

The suspension can be viewed from either the “Student Suspension Maintenance” tab or from the “Suspension Incident Maintenance Window”

**Step 2a(i) Student Suspension Maintenance**

From the “Student Suspension Maintenance” tab view all the students with suspensions.

Click on the + icon next to John Green's name or click on his name to view his suspensions.

All incidents from other shared sites are displayed in Blue text. The incident that we are interested in is Incident 490840314 “Playground Incident”

Note: Placing the mouse over the enrolment type will display the school for that enrolment. In this case the suspension is at Palm Tree Public School.
Step 2a (ii) Suspension Incident Management

The other way to find the incident was from the “Suspension Incident Management” Tab. From the “Suspension Incident Maintenance” tab view all the suspension incidents.

Click on the + icon next to the incident or click on the incident to view the students linked to this suspension.

The suspension for John Green in Palm Tree Public School is displayed. The Blue text indicates the suspension is from another school.
Step 3 View the suspension for John Green from Palm Tree Public School.

Click on the suspension for John Green.

Note: The window displayed has a section automatically added called “Other Enrolment”. John Green is displayed with a checkbox already ticked.

Note: The details of the Suspension for John Green at Palm Tree Public School cannot be edited.

If you select CLOSE the suspension will be closed without creating a suspension for John Green at Simpson Public School.
Step 4: Adding the Suspension for John Green at Simpson Public School.

Selecting “Add Enrolment” will add a suspension for John Green at Simpson Public School. A new suspension has been added, the details are defaulted from the suspension for John Green at Palm Tree Public School. The comment is not defaulted as it is specific to the student at the site. The comment is added and the information is saved by selecting “Save”.

The suspension details for John Green have been added.

Note: The spinner is now operational.
The spinner now contains the suspension information for both suspensions, one at Palm Tree Public School and the other at Simpson Public School.

Selecting “Close” will close the suspension information and return to the previous screen with all John Greens suspensions displayed.

Both suspensions are now displayed, one for each school.

Note: Mouse over is operational on Enrolment Type. This will display the school that owns the suspension. The blue text suspension is always from another school.
Scenario 4: Editing the details of a suspension.

Raymond Henderson has a Long Suspension for 10 days at Palm Tree Public School that runs over the School Holidays. The review date was the 13/10/2011. During the review process it was decided that the suspension for Raymond be reduced and he can return to school on the 15/10/2011.

*Step 1 Find the Suspension Incident for Raymond Henderson at Palm Tree Public School.*

From the Student Suspension Maintenance tab you can view any suspensions for Raymond Henderson.

![Image of suspension database](image)

**Note:** Raymond Henderson is currently suspended.

View the suspension for Raymond by clicking open the “+” icon or clicking on Raymond Henderson.

<table>
<thead>
<tr>
<th>Incident No</th>
<th>Incident Name</th>
<th>Incident Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Type</th>
<th>Reason</th>
<th>Review Date</th>
<th>Comment</th>
<th>Enrolled Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>950773375</td>
<td>Suspension Incident 0 - across school ha</td>
<td>22/09/2011</td>
<td>22/09/2011</td>
<td>19/10/2011</td>
<td>10</td>
<td>LONG</td>
<td>Persistent or Serious Misbehaviour</td>
<td>13/10/2011</td>
<td>It works out date ranges across</td>
<td>Mainstream Enrolment</td>
</tr>
</tbody>
</table>

Raymond has been suspended for 10 days from the 22/9/2011 to the 19/10/2011 over the school holidays.

The suspension review was held on the 13/10/2011 and it was decided that Raymond will return to school on the 15/10/2011, thus reducing the suspension.
Step 2 Modify the suspension end date

To view the suspension details click on the suspension.

There are two ways to change the length of the suspension; either change the end date which will update the duration or change the duration which will update the end date.

After the change has been made to the length of the suspension select “SAVE” to save the changes.

Select “Close” to return to the Student Suspension Maintenance Tab.
Scenario 5: Deleting a Suspension

Natasha Smith is a shared student between Palm Tree Public School and Simpson Public School. A suspension incident occurred at Palm Tree Public School and both principals originally decided to suspend Natasha across both sites. The Principal at Simpson Public School has since reconsidered the situation and decided not to suspend Natasha at the school; therefore the suspension at Simpson Public School must be deleted.

Step 1 Find the Suspension Incident for Natasha Smith at Simpson Public School.

From the Student Suspension Maintenance tab you can view the suspensions for Natasha Smith.

![Image of Student Suspension Maintenance tab]

Note: Natasha Smith is currently suspended.

View the suspension for Natasha by clicking open the “+” icon or clicking on Natasha Smith.

![Image of suspension incident]

Natasha has been suspended for 5 days from the 22/9/2011 to the 12/10/2011 over the school holidays. The suspensions are displayed for both Simpson Public School (Normal Text) and Palm Tree Public School (Blue Text).

Note: A mouse over the Enrolment Type on the suspension will show the suspension owning school.
Step 2 Delete the suspension for Natasha at Simpson Public School

To view the suspension details at Simpson Public School click on the suspension (Black Text)

Note: The Suspension Incident cannot be edited as it was created at another school (Palm Tree Public School).

The spinner is operational as there are multiple suspensions for Natasha, one at Simpson Public School and the other at Palm Tree Public School.

The “Delete” action is available to delete the Student Suspension details for Natasha at Simpson Public School.

Note: If you use the spinner to view the details of the suspension for Natasha at the other school you will not be able to change or delete that suspension as you are not the owning school of the student suspension.

Select “Delete” to remove the student suspension for Natasha Smith at Simpson Public School.

The administrator will be prompted to confirm the deletion of the suspension details for Natasha. Select OK to continue with the deletion.

Note: Cancel will not delete the details.
Selecting OK will display the following screen.

The suspension for Natasha Smith at Simpson Public School has been deleted.

Note:

- The spinner is no longer operational as there is only one student suspension recorded against the incident. The Student suspension displayed on the screen is related to Natasha’s suspension at the other site (Palm Tree Public School).

- The current Suspension Incident and Student Suspension details where created at Palm Tree Public School, therefore the staff at Simpson Public School cannot modify this information.

- When the only remaining student suspension linked to a Suspension Incident is deleted it will also delete the Suspension Incident.
Student Suspension Business Rules

- A Student Suspension is recorded at the registration level. This means that if a student is registered (enrolled) in two enrolment types in the same school then you can apply a student suspension to each enrolment type.

- A student can be suspended across multiple shared sites. Each site will suspend the student if required.

- A Student who is currently suspended cannot register at another school for enrolment.

- A student who is currently suspended is allowed to be registered/shared into the SCAS Enrolment Type at any school.

- The Suspension start date and end date can be in the past or future.

- The Student Suspension comments will be a mandatory free text box.

- The Student Suspension reason will be used to determine the suspension duration type: Short or Long. The user will not be able to overwrite the Type of Suspension, it can only be modified by changing the reason.

- A suspension incident may result in more than one student being suspended.

- The end date of a student suspension can be varied after a review.

- A Student Suspension can be deleted.

- Overlapping student suspensions for the same student are not allowed.

- A flag for currently suspended students will be displayed in Student Enquiry/Place Management.

- A Student Suspension can span holidays within the same calendar year but not across different calendar years.

- Data change log updated and an email sent to all the other shared schools when a suspension is created
Historical Data Student Suspension

All existing student suspension data prior to the 20th October 2011 was converted to the new format.

The screen below displays all the student suspension data for 2009 at Palm Tree Public School. John Green has a total of 3 suspension incidents for the year.

Rules for the conversion of data

Each student suspension will be allocated a unique **Incident No**.

The **Incident Name** will be the combination of the **Incident No.** plus **Student Name**.

All dates and number of days will be transferred from the existing data.

The **Type** will be assigned HIST for Historical.

The **Reason** will be allocated as Historical Data.

The **Review Date** will be converted from the existing data.

The **Comment** will be converted from the existing data.
Note: All historical data can be edited.
Student Expulsion

The student expulsion functionality within ERN has been enhanced to reflect the Student Suspension and Expulsion policy.

A student who is to be or has been expelled has their status changed to Left (Expelled).

It is now mandatory to indicate a reason for the expulsion; the valid reasons are: MB-Misbehaviour and UP-Unsatisfactory Participation, these are selected from a dropdown list for reason.

It is also mandatory to enter a comment in the dossier section for the expulsion.