



ASPS Reporting - Climate and Culture Tab

Attendance and Discipline Data Definitions and Equations

- A. **Total Number of Unduplicated Students Suspended (Only In-School):** The monthly total number of students (unduplicated) whose disciplinary actions resulted in an in-school suspension. "Unduplicated" is defined as each student who has been suspended one or more times = one student.
- *Equation = Total # of unduplicated students suspended (ONLY In-school)*
 - *Ratio = In-School Student Suspension Total compared to In-School Suspension Occurrence Total*
 - *Rate = Total # of unduplicated students suspended (ONLY In-school)/ Total # of actively enrolled students*
- B. **Total Number of Suspension Occurrences (Only In-School):** The monthly total number of students whose disciplinary occurrences resulted in an in-school suspension. This calculation is based on occurrences and includes duplicated cases. Example 1: A student is suspended two times in a month equals two occurrences. Example 2: Five students suspended from one altercation equals 5 occurrences.

***Targeted Schools in status due to Low Subgroup Performance are required to provide In-School Suspension data for their targeted lowest performing subgroups.**

Equation = Total Number of suspension occurrences (Only In-school)

- C. **Total Number of Unduplicated Students Suspended (Only Out-Of-School):** The monthly total number of students (unduplicated) whose disciplinary actions resulted in an out-of-school suspension. "Unduplicated" is defined as each student who has been suspended one or more times = one student.
- *Equation = Total number of unduplicated students suspended (Only Out-Of-school)*
 - *Ratio: Out-Of-School Student Suspension Total compared to Out-Of-School Suspension Occurrence Total*
 - *Rate = Total number of unduplicated students suspended (Only Out-Of-school)/ Total number of actively enrolled students*
- D. **Total Number of Suspension Occurrences (Only Out-Of-School):** The monthly total number of students whose disciplinary occurrences resulted in an out-of-school suspension. This calculation is based on occurrences and includes duplicated cases. Example 1: A student suspended two times in a month equals two occurrences. Example 2: Five students suspended from one altercation equals five occurrences.

Equation = Total number of suspension occurrences (Only Out-Of-School)

- E. **Total number of Instructional Staff Attendance Rate:** The monthly total number of school days present of **all instructional staff** (those with a class roster) including classroom teachers and educational support services personnel. Faculty attendance does not include administrative personnel. Absences should be calculated based on district adopted policies and procedures regarding the counting of staff attendance. In general, the total of absences should exclude approved professional days, personal days, staff training days, bereavement days, jury duty, and extended illness in excess of five consecutive work days. Faculty on long-term leave or disability should be removed from this calculation.

Equation = 1 - [Total number of instructional staff absences/ (Total number of school days x Total number of instructional staff)]

- F. **Instructional Staff Professional Development Attendance:** The monthly total number of professional development **sessions** attended by an instructional staff **where class coverage was required**. Example 1: A teacher requires coverage for three class periods in one day equals one session. Example 2: A teacher attends professional development three times in one month and requires class coverage two times this equals 2 sessions. This does not include in-service days.

Equation = Total number of Professional Development Sessions attended by instructional staff

Ratio = Total number of Professional Development Sessions attended by instructional staff compared to Total number of instructional days

- G. **Student Attendance Rate:** The monthly total number of school days present of all enrolled students excluding excused days for religious observance and district adopted policies and procedures regarding excused and unexcused absences. This number is divided by the monthly total number of school days to achieve the rate.

Equation = $1 - [\text{Total number of actively enrolled student absences} / (\text{Total number of school days times Total number of actively enrolled students})]$

- H. **School-wide Chronic Absence:** Any student absent 10% or more of the days between the start of school and the current date (called "Year to Date" or "YTD") **including both excused and unexcused absences**.

Equation = $(\text{Number of students with greater than or equal to 10\% days absent}) / (\text{Total number of actively enrolled students})$

Evaluation Definition

- I. **Teacher:** A "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the State Board of Examiners and is assigned a class roster of students for at least one particular course.

Cited from New Jersey Administrative Code 6A:10-1.2