

Discipline Records

- **DAEP/Expulsion/ISS/Suspension Records** – keep for 5 years.

Must be in a separate box from the Daily Discipline files.

Records relating to removal to a DAEP, Interschool Suspension, Suspension or Expulsion must be separated at the end of the school year from the daily discipline issues. If by the end of the school year, the student has finished DAEP, suspension or expulsion time, then the file needs to be sent to the Records office.

EXCEPTION: If at the end of the school year, the student is still serving time in DAEP, expelled or suspended and will return the following year still serving time, then you may keep the file at the school.

Suggestions have been:

- to keep these types of records in a different color folder that would be easy to remove from daily discipline files at the end of the year.
- Keep these records in a separate drawer from daily discipline files.

- **Daily Discipline files** – must be destroyed at the end of the school year.

Daily discipline files must be boxed up at the end of the school year and sent to the Record Center for destruction.

- Also include: Arrest Notices from the Cities, Gang Affidavits, non-interaction agreements.

Mark the box as follows:

School Name

Year

Daily Discipline Records.