

In-House Suspensions

Apportionment ADA credit can be claimed when all of the following conditions are met:

- Assigned students must be separated from other students for the period of suspension in a separate classroom, building, or site
- Certificated employee directly supervises for entire period of suspension
- May not claim apportionment attendance if not under direct supervision and control of certificated employee (Education *Code* Section 46300)
- If the minimum day requirements have been met (exclusive of the time student is in the inhouse suspension), the full-day apportionment may be claimed
- Completion of assignments and tests is promoted during period of suspension
- Pupil responsible for contacting teacher to receive assignments while assigned to supervised suspension
- Teacher required to provide all work that pupil will miss while suspended
- Pupil has access to appropriate counseling service
- Parental notification required
- Must prorate off-campus suspensions when minimum day requirement not met
- Divisor equals minimum day minutes for specified grade level
- Technically a single period or short time-out is not an issue for apportionment purposes when the minimum day requirements are met.