ProgressBook StudentInformation Discipline Guide

StudentInformation

ProgressBook StudentInformation Discipline Guide

(This document is current for v18.9.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Discipline Guide* have been made.

Product Version	Heading	Page	Reason
18.9.0	*"View Offender's Past Incidents"*	*25*	Updated images to reflect the new **PS-3 Discipline Reason**drop-down list.
18.9.0	*"Add Offenders"*	*36*	Updated text to reflect new PS-3 Discipline Reason drop-down list.

Table of Contents

Overview

StudentInformation lets you create and manage discipline referrals related to classroom attendance and negative behavior. You may need this information for state reporting purposes and/or to create reports for your own purposes.

This documentation covers the following areas within StudentInformation that are related to discipline:

- Creating and maintaining discipline codes – See *"Discipline Codes."*
- Creating and managing discipline referrals and documenting incidents – See *"Discipline Incidents."*
- Discipline reports – See *"Reports."*

Discipline Codes

You use discipline codes to record specific types of information on student discipline incidents, so it is important to set up these codes in a way that meets the needs of your school or district. Refer to the appropriate section as follows:

- *"Understand Discipline Code Types"*
- *"Maintain Discipline Codes"*

Understand Discipline Code Types

As shown in the following tables, you are required to set up action codes and infraction type codes in order to successfully record a discipline incident in StudentInformation. However, you may also want to set up some of the many available optional types of discipline codes to help you keep more detailed records about discipline incidents.

Required Discipline Codes

Discipline Code Type	Description	Examples
Action Code	Disciplinary action taken by your school or district in response to any reported discipline incident(s)	• detention • in school suspension • out of school suspension • expulsion
Infraction Type Code	Infraction committed by a student that resulted in a punishment (action)	• bullying • assault • fighting • bomb threats • possession of weapon • vandalism

Optional Discipline Codes

Discipline Code Type	Description	Examples
Adjudication Code	Court decision applied to a discipline incident resulting in an arrest	• citation • conviction • fine • probation
Arrest Code	Decision whether or not to arrest a student involved in an incident and details related to any arrest	• arrest pending • arrested for weapons violation • arrested but not for weapons violation • not arrested
Contact Type Code	Type of communication made between your school and a student's contact person(s)	• call to guardian • letter to guardian

Optional Discipline Codes

Discipline Code Type	Description	Examples
Incident Place Codes	Location where an incident occurred	• on school grounds • bus • field trip • school sponsored event • playground • athletic stadium
Incident Time Frame Code	Time of day when an incident occurred	• before school • during school • after school
Injury Severity Code	Seriousness of an injury sustained by any party as a result of an incident	• fatal injury • major injury • minor injury
Offender Code	Classification of person who committed a disciplinary offense	• student • adult visitor • intruder • district employee • parent
Parent Involvement Code	Method of involving a parent of a student involved in a discipline incident for purposes of information and/or remediation	• telephone conference • school conference • written notification • family counseling • law enforcement/legal involvement
Policy Code	Discipline policy specific to your school district that was violated in relation to a discipline incident	• unauthorized touching • fighting • attendance • behavior • bullying
Discipline Victim Code	Classification of a victim of an incident	• student • adult visitor • district employee • parent
Weapon Code	Type of weapon used in an incident	• knife • firearm • mace
Weapon Detected Method Code	How a weapon was detected	• scanner/security • detected by fellow student • detected by school staff

Maintain Discipline Codes

You can maintain all types of discipline codes in StudentInformation in the following ways:

- To enter a new discipline code, see *"Add Discipline Codes."*
- To edit an existing discipline code, see *"Edit Discipline Codes."*
- To delete a discipline code, see *"Delete Discipline Codes."*

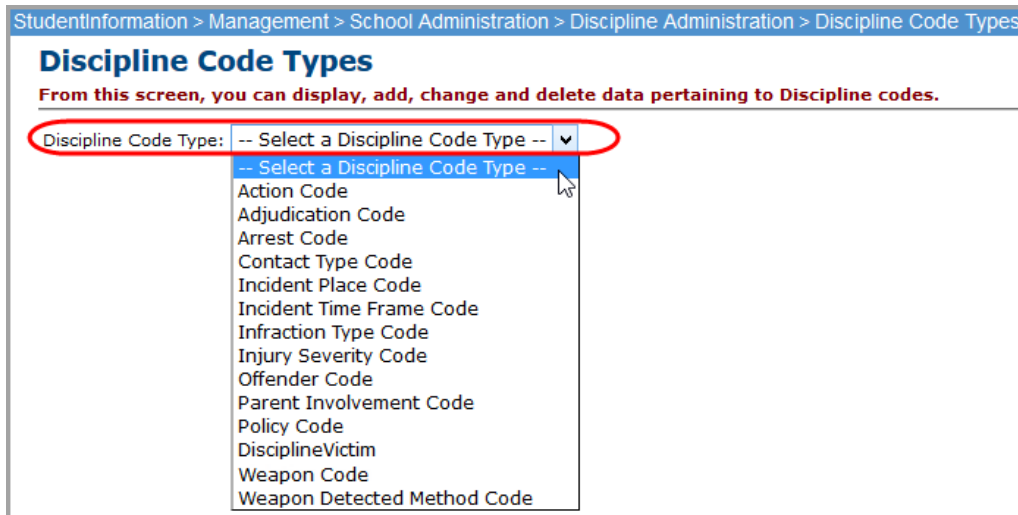   ***Note:*** *You can create discipline codes at the ITC, district or building level. If*
    🔒 | 🔒 *display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.*

Add Discipline Codes

Navigation: StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

1. On the **Discipline Code Types** screen, in the **Discipline Code Type** drop-down list, select the type of discipline code you want to add.

    Note: *This topic shows images of the action code type. However, the procedure for adding a discipline code is similar for all discipline code types.*

Any existing codes of the type you selected display in a grid.

2. Click **Add Discipline Code**.

The add/edit version of the screen displays with the type of discipline code you selected in the **Discipline Code Type** drop-down list.

3. In the **Code** field, enter a discipline code of up to four alphanumeric characters.

4. In the **Name** field, enter a name for the code.

5. Optional: In the **Description** field, enter a description of this discipline code.

6. Optional (For action codes and infraction type codes only): If you want to map this code to an EMIS reportable type of discipline, in the **EMIS Type of Discipline** drop-down list, select the type.

   Note: For an explanation of EMIS action codes, see ProgressBook StudentInformation EMIS Guide.

7. Optional: If you do not want this discipline code to be active at this point, deselect the **Is Active** checkbox.

   Note: You cannot use inactive discipline codes on new student discipline records.

8. Click **Save**. Or, to continue adding discipline codes, click **Save and New**.

A confirmation message displays, and the new discipline code displays in the list.

Note: Inactive discipline codes (indicated with ○ *in the* **Active** *column) display only if you deselect the* **Show Active Only** *checkbox.*

Edit Discipline Codes

Navigation: StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

1. On the **Discipline Code Types** screen, in the **Discipline Code Type** drop-down list, select the type of discipline code you want to edit.

   Note: This topic shows images of the action code type. However, the procedure for editing a discipline code is similar for all discipline code types.

Any existing codes of the type you selected display in a grid.

2. In the row of the discipline code you want to edit, click ✎.

The add/edit version of the screen displays with the type of discipline code you selected in the **Discipline Code Type** drop-down list.

3. Make any desired changes, and click **Save**.

   Note: *For more information about the fields on this screen, see* *"Add Discipline Codes."*

A confirmation message displays, and the edited discipline code displays in the list.

Delete Discipline Codes

Navigation: StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

1. On the **Discipline Code Types** screen, in the **Discipline Code Type** drop-down list, select the type of discipline code you want to delete.

   Note: This topic shows images of the action code type. However, the procedure for deleting a discipline code is similar for all discipline code types.

Any existing codes of the type you selected display in a grid.

2. In the row of the discipline code you want to delete, click 🗑 .

A message displays, asking if you are sure you want to delete the discipline code.

3. Click **Ok**.

A confirmation message displays, and the discipline code no longer displays in the list.

StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline codes.

Discipline Code Type: Action Code

The selected Action Code was deactivated successfully.

Add Discipline Code

		Code	Name ^	Description	EMIS Code	Active
✕	✎	11	Det - Absent	Missed detention due to absence		💡
✕	✎	10	Det - Skipped	Skipped detention		💡
✕	✎	9	detention	before or after school detention		💡
✕	✎	6	Emergency Removal by dist.	Emergency Removal by district personnel	6	💡
✕	✎	1	Expulsion	Expulsion	1	💡
✕	✎	4	In school alternative	In school alternative	4	💡
✕	✎	3	In school suspension	In school suspension	3	💡
✕	✎	8	NO CREDIT	NO CREDIT GIVEN FOR MISSED DAYS		💡
✕	✎	2	Out of school suspension	Out of school suspension	2	💡
🔒	🔒	R1	R1-Alternative education	Alternative education		💡

Discipline Incidents

This section explains how to create and manage discipline referrals and how to document incidents.

A "referral" is the process used to start a discipline incident. Typically, teachers create referrals; however, StudentInformation administrative users can also create them.

From the referral information, you create a discipline "incident" in StudentInformation. The incident documents the event that transpired that requires disciplinary action and includes a combination of the time, location, infraction(s), offender(s), victim(s), witness(es) and disciplinary action(s) taken. You may need to capture this data for your own trending analysis and/or to comply with EMIS and Civil Rights reporting.

> **Note:** *You perform all of these functions in StudentInformation at the building level.*

Refer to the appropriate section as follows:

- To manage existing referrals and incidents, see *"Manage Referral Workload."*
- To document new incidents, see *"Add Incidents."*

Manage Referral Workload

You can manage the discipline referrals assigned to you and view and update existing incidents as follows:

- To view all incidents for the school year in context, see *"View All Incidents."*
- To view a list of incidents for a specific student, see *"View Student's Discipline Incidents."*
- To search for a specific incident, see *"Search for Incidents."*
- To create a view with customized filter and sort options to suit your preferences and responsibilities, see *"Create Customized Views."*
- To view details of an existing incident, see *"View Incident Details."*
- To edit details of an existing incident, see *"Edit Incident Details."*
- To review an offender's past disciplinary incidents, see *"View Offender's Past Incidents."*
- To look up an offender's current class location, see *"View Offender's Schedule."*
- To look up an offender's attendance records, see *"View Offender's Attendance Records."*
- To look up contact information for an offender's parents/guardians, see *"Contact Offender's Parents."*
- To print a discipline letter for an offender, see *"Print Discipline Letter."*
- To see the discipline letters already generated for this offender and incident, see *"View Discipline Letters."*

Discipline Incidents

View All Incidents

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, review the list of all incidents for the building and school year in context. Incident statuses are as follows:

   - **New** – Referral created in GradeBook but not yet opened in StudentInformation
   - **Open** – Incident opened or created in StudentInformation; in process of being investigated
   - **Complete** – No further action needed; case is closed; you can reopen later
   - **Cancelled** – Not needed (for instance, in the case of a duplicate incident); you can uncancel later

2. Optional: To sort the data on any column, click the column heading.

3. Optional: To view additional incidents, use the options at the bottom of the screen to page through incidents or change the number of incidents that display per page.

View Student's Discipline Incidents

Navigation: StudentInformation > SIS > Student > View Profile

1. With a student in context on the **View Profile** screen, in the **I want to...** drop-down list, select "View A Student's Discipline Incidents."

The **Discipline Incidents** screen displays with only those incidents in which the student in context is an offender.
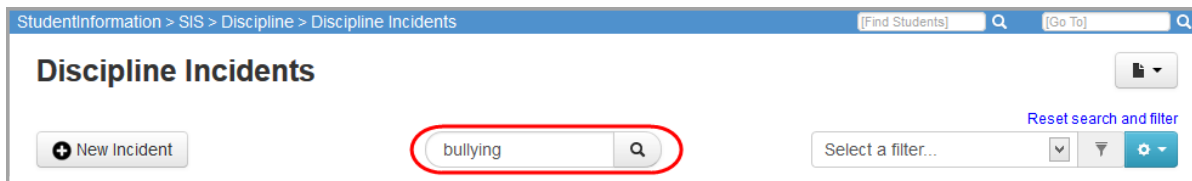
> ***Note:*** *For information on the functionality of this screen, see "View Incident Details."*

2. Optional: To view discipline incidents for all students, click **Remove student filter**.

Search for Incidents

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the search box at the top of the screen, enter any of the following search criteria:

   - Incident ID
   - Status (For example, to search for referrals you have not yet viewed, enter **New**.)
   - Title of the incident
   - Student offender's first name, last name or grade
   - Date of the incident
   - Violation
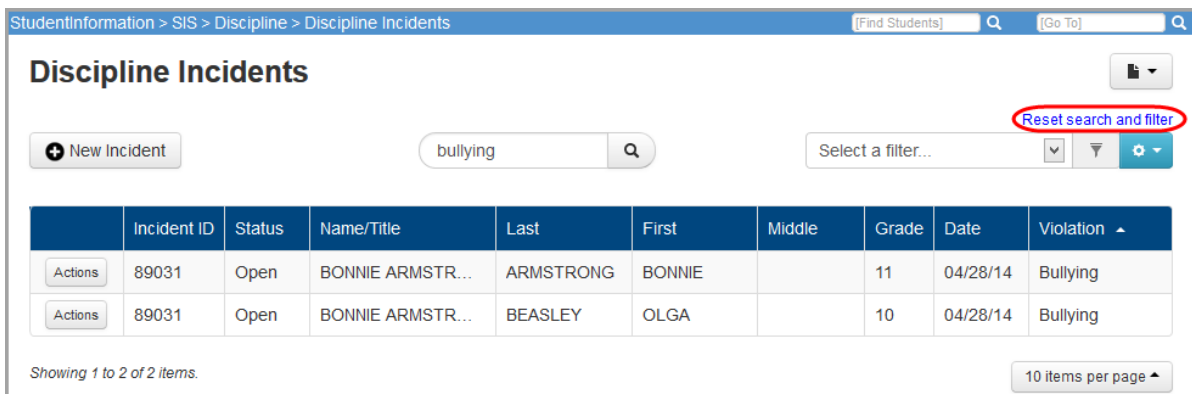
2. Click $\mathbf{Q}$ or press <Enter>.

The screen updates to display only the incident(s) matching your search criterion.

3. Optional: To clear the search criterion and return to the default view, click **Reset search and filter**.

Create Customized Views

You can create a view with customized filter and sort options to suit your preferences and responsibilities (for example, if you are only responsible for administering discipline to students in specific grades or with last names in a specific range of the alphabet). Once created, these views are available for you to select every time you sign in to StudentInformation.

> *Note: You do not need to create a custom view if you want to sort the grid but not filter the results. Instead, to sort on a column, click the column heading.*

Refer to the appropriate section as follows:

- *"Create Filters"*
- *"Apply Filters"*
- *"Edit Filters"*
- *"Delete Filters"*

Create Filters

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, click ⚙▾.

2. In the drop-down list, click **Create**.
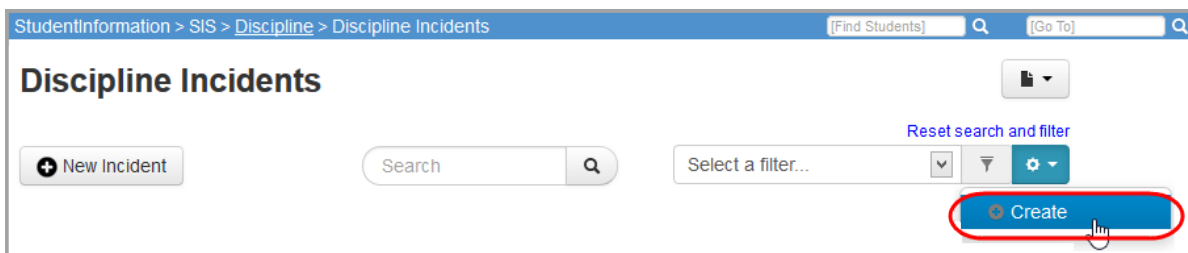
3. On the **Create Filter** window, in the top (name) section, enter a name for the filter.

4. Optional: If you want the customized filter/sort you are creating to default every time you access the **Discipline Incidents** screen, select the **Use as default** checkbox.

5. In the middle (sort) section of the window, set your sort options as follows:

   a. Select the field on which to sort the results.

   b. Select whether the sort should be "Ascending" or "Descending."

6. In the lower (filter) section of the window, set your filter options as follows:

   a. Select a column on which to filter the results.

   b. Select the boolean operator for the filter.

   c. Select the criterion.

    d. Optional: To create an additional filter:

        i. Click ⊕.

        ii. In the and/or drop-down list that displays to the left of the filter section, select boolean operator **And** or **Or**.

        iii. Repeat the process of entering filter criteria.

7. Click **Submit**.

The **Discipline Incidents** screen displays the new filter in the filter area, and the screen view updates to display using the customized sort/filter options you selected.

8. Optional: To clear the filter and return to the default view, click **Reset search and filter**.

Apply Filters

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, select the filter you want to apply.

2. Click ▼ .
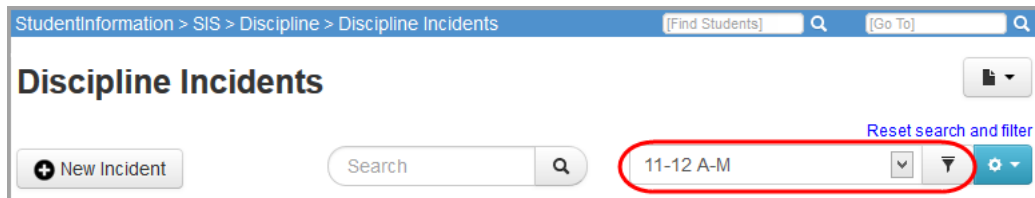
The **Discipline Incidents** screen view updates to display using the filter option you selected.

3. Optional: To clear the filter and return to the default view, click **Reset search and filter**.

Edit Filters

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, select the filter you want to edit.

2. Click ⚙▼ .

3. In the drop-down list, select **Edit**.
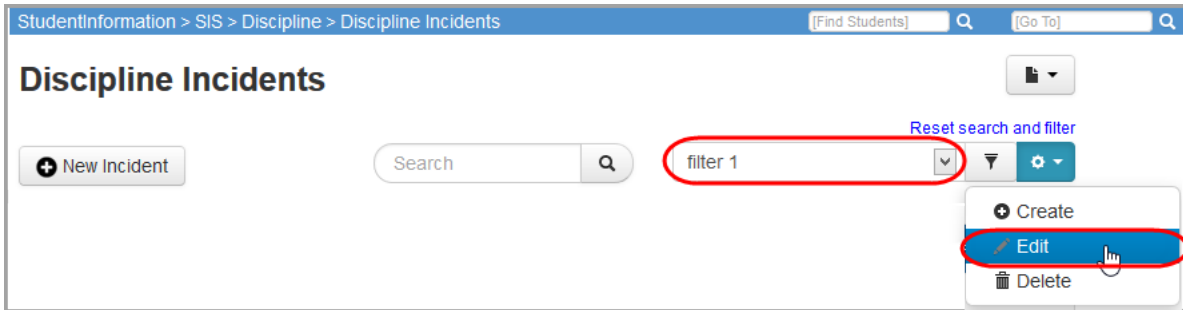
4. On the **Edit Filter** window, make any desired changes, and click **Submit**.

    Note: For more information about the fields on this window, see "Create Filters."

The **Discipline Incidents** screen view updates to display using the edited sort/filter options you selected.

Delete Filters

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, select the filter you want to delete.

2. Click ⚙▾.

3. In the drop-down list, select "Delete."
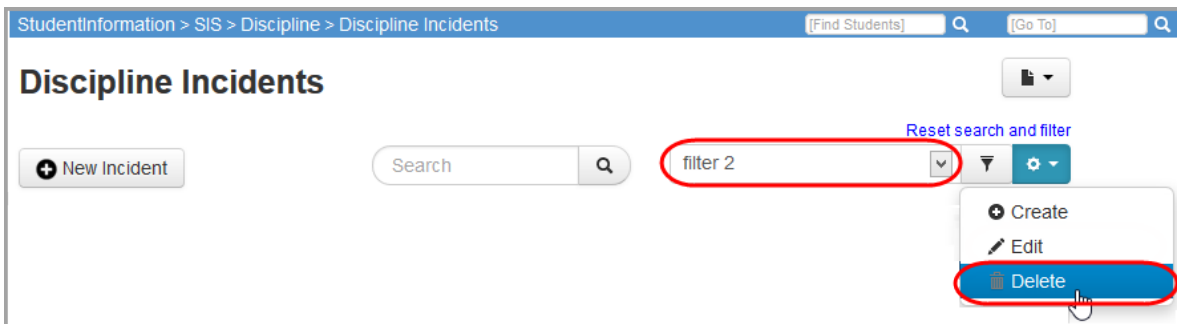
A message displays, asking if you are sure you want to delete the filter.

4. Click **Yes**.
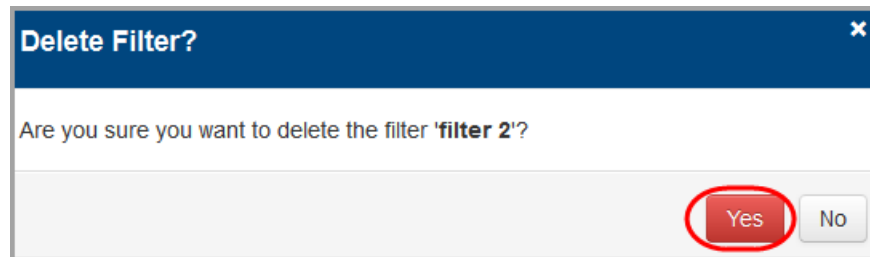
The filter no longer displays in the **Select a filter** drop-down list.

View Incident Details

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the row of the incident whose details you want to view, click Actions .

2. In the drop-down list, select "View/Edit."

The add/edit version of the discipline incident displays, and you can review the incident details.

Note: For more information about the fields on this screen, see "Add Incidents."

Edit Incident Details

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, in the row of the incident whose details you want to edit, click [Actions] .

2. In the drop-down list, select **View/Edit**.
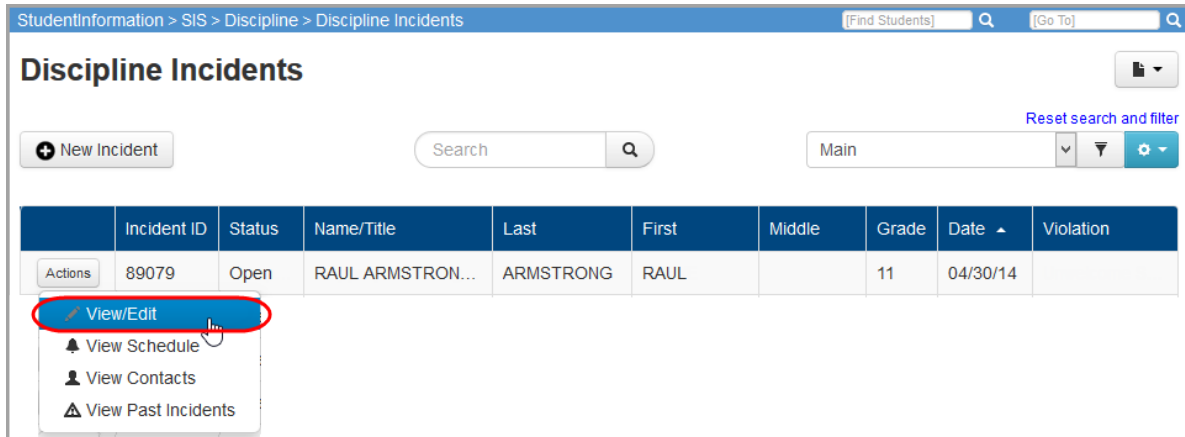
The add/edit version of the discipline incident displays.

3. Make any desired changes.

    Note: For more information about the fields on this screen, see "Add Incidents."

4. Optional: To change the status of the incident:

    i.   At the top of the screen next to the incident number, click the status drop-down list.

    ii. Select a new status.
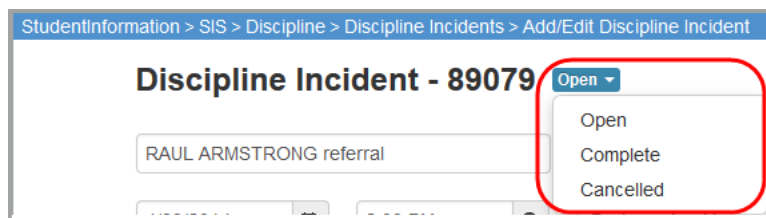
5. Click **Update Incident**.

A confirmation message displays.

View Offender's Past Incidents

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

You can check to see if an offender has any past disciplinary incidents within the same school district and view details of those events.

1. Access the list of the offender's past incidents in one of the following ways:

    - From the main grid view of the **Discipline Incidents** screen:

        i. In the row of the incident for the offender whose past incidents you want to view, click Actions .

        ii. In the drop-down list, select **View Past Incidents**.

• From within the incident detail view (add/edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Past Incidents**.

| Offenders (1) | Victims (0) | Witnesses (1) | Office Notes |

| Student ▼ | Search... | ● Add Offender |

Liu, Steven CHARLES   Grade Level: 04   Age: 9   Gender: M   🗑

NO PHOTO AVAILABLE

● **Policies / Infractions**

Select policy... ▼   Weapons [ ]   Policy/Infraction Comments   🗑

Fighting/Violence ▼

🔔 Schedule
📅 Attendance
👤 Contacts
🖨 Print Letter
📄 Show History
⚠ Past Incidents

● **Disciplinary Actions**

Out of school suspension ▼   Demerits [ ]   suspended for 1 school day   🗑

10/30/2018 📅 – 10/30/2018 📅   # of Days [1]

Alt Education Assigned [* - Not Applicable ▼]

Modified Expulsion [* - Not Applicable ▼]   ☐ Received Services   ☑ Served

PS-3 Discipline Reason [* - Not Applicable ▼]

● **Parent Involvement**

〉 **Other**

〉 **Law Enforcement**

〉 **Weapon Involvement**

The **Incidents** window displays, and you can review a list of the offender's past incidents.

2. Optional: To view details of a past incident, click the **Incident ID**.

Note: The link is only enabled for incidents from the school year in context. To open an incident from a previous school year, first put that school year in context.

Incidents   ✕

Liu, Steven Ken

Incident ID	Status	Name/Title	Date	Policy/Infraction
147949	Open	Violent Behavior	4/8/2019	
145366	Open	Threatening harm to persons	10/26/2018	Fighting/Violence
144722	Open	Assault of a school personnel	10/11/2018	Fighting/Violence
143877	Open	violent and disruptive behavior	9/14/2018	Behavioral problems

The incident detail view opens, and you can review the past incident.

View Offender's Schedule

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

If you want to find the offender's current class location (for example, in order to call him/her to your office), you can look up the offender's schedule in one of the following ways:

- From the main grid view of the **Discipline Incidents** screen:
    i. In the row of the incident for the offender whose schedule you want to view, click Actions .
    ii. In the drop-down list, select **View Schedule**.
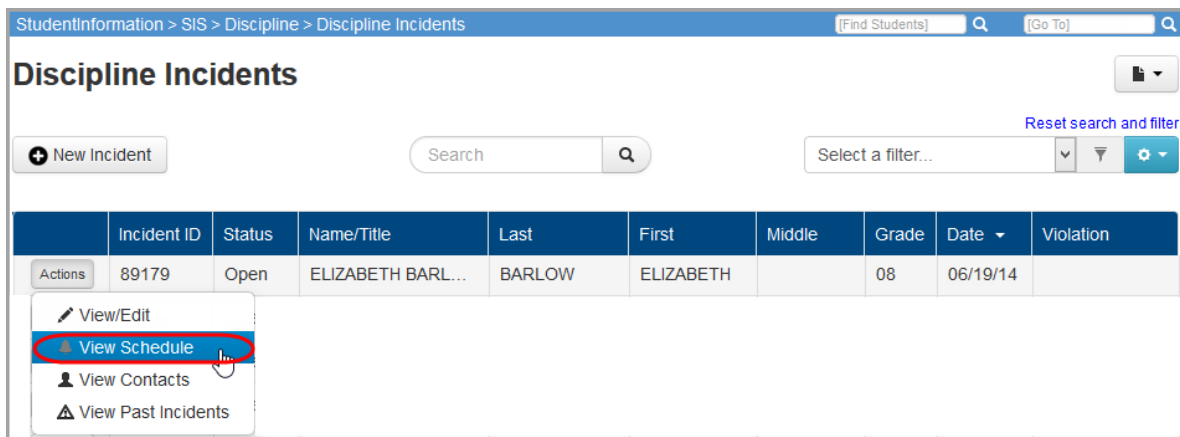
- From within the incident detail view (add/edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Schedule**.
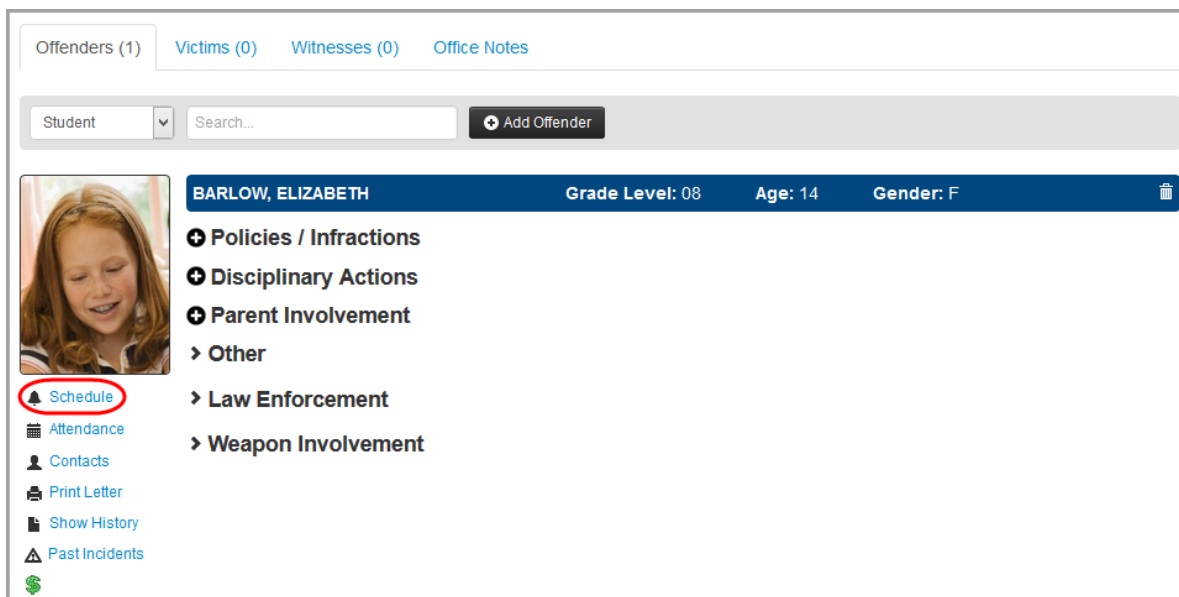
The **Schedule** window displays, and you can review the offender's schedule.

View Offender's Attendance Records

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident

1. On the add/edit version of the **Discipline Incident** screen, at the bottom of the screen on the **Offenders** tab, click **Attendance**.

2. On the **Attendance** window, review the attendance records.

Date	Calendar	Absence Level	Absence Type	Reason	Note	Comment
5/15/2014	DFLT - Default	Full Absence	A - EXCUSED	003 - excused	5 - 5-DAY WARNING	
5/14/2014	DFLT - Default	Full Absence	A - EXCUSED	002 - unexcused	5 - 5-DAY WARNING	

Contact Offender's Parents

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

If you want to contact the offender's parents/guardians, you can look up their contact information.

1. Access the parent contact information in one of the following ways:

    • From the main grid view of the **Discipline Incidents** screen:

        i. In the row of the incident for the offender whose contacts you want to view, click Actions .

        ii. In the drop-down list, select "View Contacts."

    • From within the incident detail view (add/edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Contacts**.

The **Contacts** window displays, and you can review the parent contact information. The student's primary contact is denoted by ⭐. Any contact who should receive a copy of discipline letters is denoted by ✅.

2. Optional: To email the parent directly from this window, click the email address, and proceed to send the email using your preferred application.

Print Discipline Letter

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident

> *Note: To print a discipline letter for an offender, you must have at least one report template uploaded. (For more information, see "Manage Report Templates.")*

1. On the add/edit version of the **Discipline Incident** screen, at the bottom of the screen on the **Offenders** tab, click **Print Letter**.

2. On the **Print Letter** window, select the template you want to use to generate the letter.

3. Click **Run Report**.

4. Open or save the report.

DALTON HIGH SCHOOL

Sample Discipline Letter

July 29, 2014

MARION ANDERSON
7741 ANDERSON Road
Dalton, OH 44618

RE: ANDERSON, BENJAMIN

This letter is to inform you that BENJAMIN has been assigned the following disciplinary action(s):

In school suspension

The above action(s) are due to the following policy and/or code of conduct violation(s):

/ Fighting/Violence

If you have any questions please feel free to contact me at (330) 828-2261.

Sincerely,

_____
DALTON HIGH SCHOOL

View Discipline Letters

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident

> *Note: This procedure describes how to view a list of existing discipline letters for a specific offender and incident. To generate a new discipline letter for an offender, see "Print Discipline Letter."*

1. On the add/edit version of the **Discipline Incident** screen, at the bottom of the screen on the **Offenders** tab, click **Show History**.

2. On the **Letter History** window, review the discipline letter(s) that have already been generated for this offender and incident.

Add Incidents

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

1. On the **Discipline Incidents** screen, click **New Incident**.

The add/edit version of the screen displays.

2. In the main area at the top of the screen, enter or select the following information:

   - Name you want to assign to the incident

   - Date, time and (optional) time frame during which the incident occurred (defaults to current date, current time and "During school hours")

   - Optional: Description of the incident

   - Optional: For Civil Rights reporting purposes, in the **Incident Category** area, select the appropriate checkbox(es).

   - Optional: General and specific location where the incident occurred (defaults to **On School Property**)

   - Optional: If the incident involved physical damage to school property, select the **Against Property** checkbox.

   - IRN/name of the school (defaults to building in context)

   - Optional: Person who created the referral (can be **Staff**, **Student**, or **Other**)

3. At the bottom of the screen, click **Create Incident**.

StudentInformation creates the incident with an **Open** status, assigns it a number and displays a confirmation message.
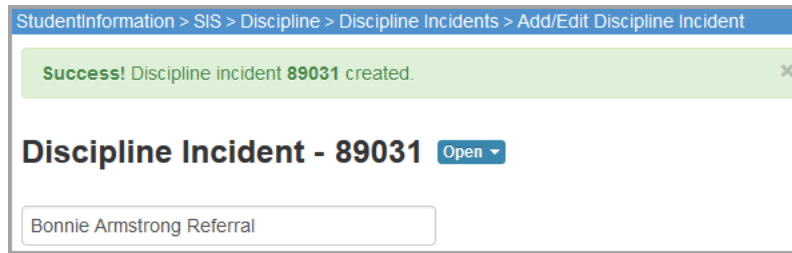
4. Optional: Continue documenting the incident by adding information as follows:

   - *"Add Offenders"*
   - *"Add Victims"*
   - *"Add Witnesses"*
   - *"Add Notes"*

Add Offenders

You can add one or more offenders to each documented incident.

1. On the **Offenders** tab, in the drop-down list, select whether the offender is a **Student**, **Staff**, or **Other**.

2. If you selected **Other**, enter the offender's first and last name. If you selected **Student** or **Staff**,"in the search box, search for the offender as follows:

   a. Enter the first couple letters of the offender's first or last name. (For students, you can also enter the student ID.)

   b. In the search results that display beneath the field, select the correct offender.

3. Click **Add Offender**.
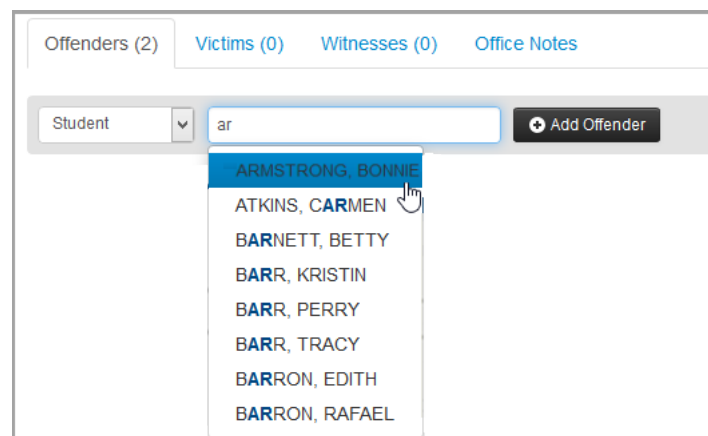
The offender's information displays.

Note: If the offender is a student, to view his/her student profile, click the offender's name. To delete an offender, click 🗑 *.*

4. To document the district policy that was violated and the infraction that occurred:

   a. In the **Policies / Infractions** section, select the appropriate policy and infraction.

   b. If applicable, enter the number of weapons involved in the incident, as well as any comments about this policy violation/infraction.

   Note: To document additional policies/infractions, click ➕ *. To delete a policy/infraction, click* 🗑 *.*

5. To document disciplinary action taken in response to the incident:

   a. In the **Disciplinary Actions** section, click ➕ *.*

   b. Select the disciplinary action taken and the start and end dates of the action.

   c. Enter the **# of days** covered by the disciplinary action (for example, 2 days of detention).

   d. If applicable, enter any **Demerits** assigned to the offender and any comments about this action.

   e. If any of the following situations apply as a result of this action, select the appropriate checkbox(es):

   • **Received Services** – Student received special education services.
   • **Served** – Student completed the required disciplinary action (for example, served the detention or attended anger management classes).

   f. If applicable, in the **Alt Education Assigned** drop-down list, select whether the offender was assigned to an alternative education program.

   g. If applicable, select whether the offender received a **Modified Expulsion**.

   h. If the offender is in preschool through 3rd grade and received a **Disciplinary Action** of **Expulsion** or **Out of school Suspension**, select the applicable **PS-3 Discipline Reason**.

   Note: To document additional disciplinary actions, click ➕ *. To delete a disciplinary action, click* 🗑 *.*

6. To document your contact with the offender's parents/guardians:

   a. In the **Parent Involvement** section, click ➕ *.*

b. Select the name of the parent or guardian you contacted, the form of contact (such as telephone conference or written notification) and the date, as well as any additional comments.

Note: To document additional parental contacts, click ⊕ . To delete a parental contact, click 🗑 .

7. To document any injuries and whether this offender requires a discipline letter:

   a. In the **Other** section, click ❯.

   b. Select the offender type.

   c. If the offender was injured as a result of the incident, select the severity of the injury.

   d. If you want to include a discipline letter for this offender in the **Discipline Letter Export**, select the **Needs Letter** checkbox. (For more information, see *"Discipline Letter Export (DISCDT)."*)

   e. In the **Offender Comments** field, enter any other notes as needed.

8. To document your contact with police related to this incident:

   a. In the **Law Enforcement** section, click ❯.

   b. Enter the law enforcement officer's name.

   c. If applicable, select the type of arrest and adjudication that occurred for the incident.

9. To document weapons involved in the incident:

   a. In the **Weapon Involvement** section click ❯.

   b. Select how the weapon(s) were detected, the type and any comments.

10. Click **Update Incident**.

11. Optional: To add another offender, repeat this procedure.

Add Victims

You can add one or more victims to each documented incident.

1. On the **Victims** tab, in the drop-down list, select whether the victim is a **Student**, **Staff** or **Other**.

2. If you selected **Other**, enter the victim's first and last name. If you selected **Student** or **Staff**, in the search box, search for the victim as follows:

    a. Enter the first couple letters of the victim's first or last name. (For students, you can also enter the student ID.)

    b. In the search results that display beneath the field, select the correct victim.

3. Click **Add Victim**.

The victim's information displays.

Note: To delete a victim, click 🗑 .

4. To document additional details about the victim:

   a. Select a further classification (type) for the victim.

   b. If the victim was injured as a result of the incident, select the severity of the injury.

   c. If the injury required medical treatment, select the **Medical Treatment Required** checkbox.

   d. If you referred the victim for non-medical assistance (such as counseling), select the **Student Assistance Program Referral** checkbox.

   e. If applicable, enter any comments about the victim.

5. Click **Update Incident**.

6. Optional: To add another victim, repeat this procedure.

Add Witnesses

You can add one or more witnesses to each documented incident.

1. On the **Witnesses** tab, in the drop-down list, select whether the witness is a **Student**, **Staff**, or **Other**.

2. If you selected **Other**, enter the witness's first and last name. If you selected **Student** or **Staff**, in the search box, search for the witness as follows:

   a. Enter the first couple letters of the witness's first or last name. (For students, you can also enter the student ID.)

   b. In the search results that display beneath the field, select the correct witness.

3. Click **Add Witness**.

The witness's information displays.

Note: *To delete a witness, click* 🗑 .

4. Enter any comments related to the witness.

5. Click **Update Incident**.

6. Optional: To add another witness, repeat this procedure.

Add Notes

You can add internal notes to each documented incident. This is to capture information that should not be shared except with school staff who have access to discipline incidents in StudentInformation.

1. On the **Office Notes** tab, enter this internal information.

2. Click **Update Incident**.

Reports

You can run many different discipline reports in StudentInformation and use report templates to generate customized discipline letters. Refer to the appropriate section as follows:

- *"Manage Report Templates"*
- *"Run Discipline Reports"*

Manage Report Templates

You can use report templates to generate discipline letters for students. Refer to the appropriate section as follows:

- *"Upload Report Templates"*
- *"Download Report Templates"*
- *"Delete Report Templates"*

Upload Report Templates

Navigation: StudentInformation > Management > District Administration > Report Template Administration

1. On the **Report Template Administration** screen, click **New Template**.
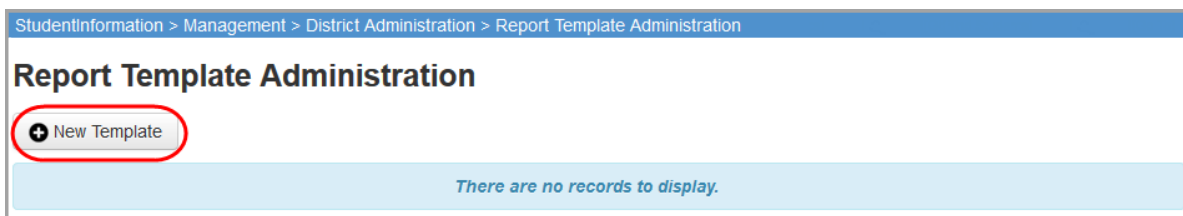
2. On the **Upload Template** window, in the **Select Report** drop-down list, select the type of report (or letter) with which you want to associate a template.

   The **Available Bookmarks in Report** section displays the bookmarks in the selected report that you can select to customize your template.

3. In the **Template Description** field, enter the description that you want to display in StudentInformation to identify this template.

4. Click **Browse**, and navigate to and select the file you want to use as a template.

5. Click **Upload**.

The uploaded template displays in the list.

Download Report Templates

Navigation: StudentInformation > Management > District Administration > Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**.
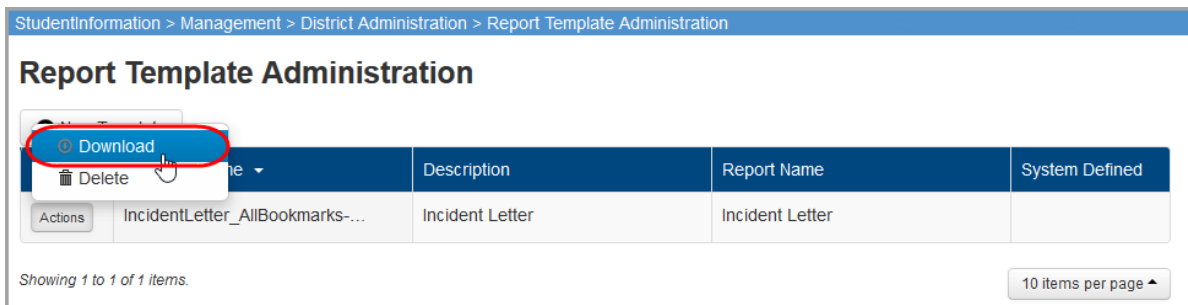
2. Save the file.

Delete Report Templates

Navigation: StudentInformation > Management > District Administration > Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to delete, click **Actions** and select **Delete**.
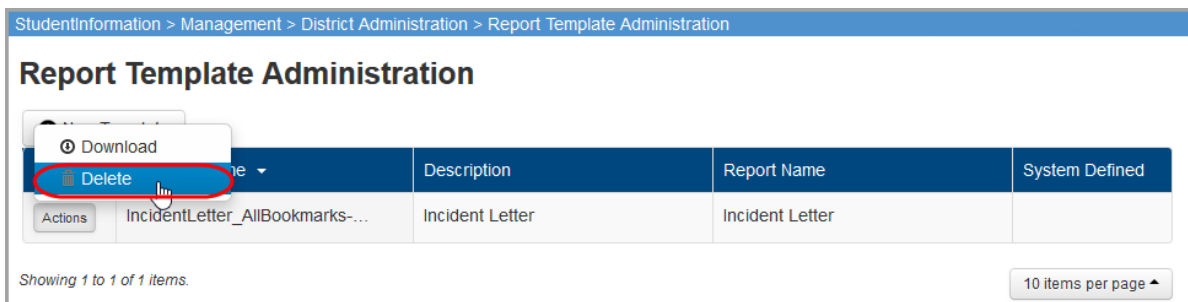
2. On the confirmation window, click **Yes**.
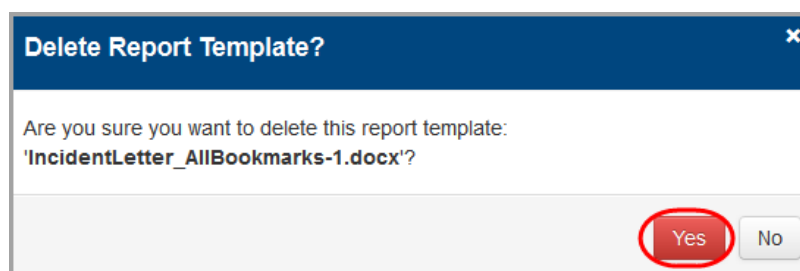
Run Discipline Reports

StudentInformation contains numerous reports to help you manage your student discipline data. Some reports are student or incident-specific, while others show trending data.

> **Note:** *For information on running reports, see ProgressBook StudentInformation Getting Started Guide.*

The following reports provide data about a specific student or discipline incident:

- *"Discipline Action Report"* – Discipline incidents resulting in specific action(s)
- *"Discipline Action Report (Report Builder)"* – Disciplinary actions assigned to students by grade
- *"Discipline All Report"* – Detailed disciplinary data by student
- *"Discipline Infraction Report"* – Discipline incidents related to specific infraction(s)
- *"Discipline Service List Report (Report Builder)"* – Students with discipline incidents who are scheduled to serve a discipline action on a particular date
- *"Discipline Total Detail Report"* – Detailed discipline data with totals by infraction code and action code
- *"Discipline Total Summary Report"* – Summary of discipline data broken out by grade with totals by infraction code and action code
- *"Discipline Letter Export (DISCDT)"* – Creates an export file for students requiring discipline letters

The following reports help you analyze discipline data across many incidents and students using a larger time frame. You can use these reports to look for trends and hot spots, such as time of day or location in which discipline incidents frequently occur:

- *"Total Incidents By Day"*
- *"Total Incidents By Grade Level"*
- *"Total Incidents By Infraction"*
- *"Total Incidents By Location"*
- *"Incidents Per Day By Month"*
- *"Total Incidents By Referrer"*
- *"Total Incidents By Time Frame"*
- *"Total Incidents By Action"*

Discipline Action Report

Navigation: StudentInformation > SIS > Discipline > Discipline Reports > Discipline Action

This report displays information on discipline incidents resulting in specific action(s).

Report: DAR Printed Thu, May 22, 2014, 10:27 AM						DALTON HIGH SCHOOL 2013-2014 **Discipline Action Report**

SCHOOLYEAR SCHOOL NAME	ID GN GR ETH HMRM	STUDENT NAME	INCIDENT DATE INCIDENT DESCRIPTION	ACTION DATE ACTION DESCRIPTION	# DAYS TELEPHONE
ACTION DATE RANGE: 8/20/2013 TO 5/22/2014					
2013 DALTON HIGH SCHOOL	160580 M 10 W 5A	DALTON, STEVE	04/11/2014 Inappropriate Language	04/15/2014 In school suspension	2.00 (419) 555-6101
2013 DALTON HIGH SCHOOL	150070 F 11 W 5B	FRAZIER, CARMEN	04/11/2014 Inappropriate Language	04/14/2014 In school suspension	2.00 (419) 555-2601
2013 DALTON HIGH SCHOOL	170130 M 09 W 5A	MCKNIGHT, ARNOLD	04/28/2014 Testing D	04/29/2014 before or after school detention	1.00 (419) 555-5949

Discipline Action Report (Report Builder)

Navigation: StudentInformation > Local > Report Builder Links > Report Builder Reports

The **Discipline Action** report available on the **Report Builder** screen displays information on disciplinary actions assigned to students by grade. It also includes a checkbox at the end of each row to let you manually check students on a printed report.

> *Note: For information on running Report Builder reports, see the ProgressBook StudentInformation Report Builder User Guide.*

Check box for manually checking students on a printed report.

Discipline Action

Grade	Student Name	Student Number	School Year	Homeroom	Action Code	Action Description	Action Date	Number Of Days	Served	
⊟ 02	LEE, NORA	790935	2012	25	3	In school suspension	12/7/2012	1	No	☐
								Grade Total:	1	
⊟ 03	JEFFERSON, GINA	790894	2012	217	3	In school suspension	12/6/2012	5	No	☐
	SMITH, JOSHUA	392040	2012	219	3	In school suspension	12/6/2012	5	No	☐
								Grade Total:	2	
⊟ KG	JONES, MATTIE	700086	2012	04	4	In school alternative	12/6/2012	5	No	☐
								Grade Total:	1	
Total									4	

Discipline All Report

Navigation: StudentInformation − SIS − Discipline − Discipline Reports − Discipline All

This report displays detailed disciplinary data by student.

Discipline Infraction Report

Navigation: StudentInformation − SIS − Discipline − Discipline Reports − Discipline Infraction

This report displays information on discipline incidents related to specific infraction(s).

Discipline Service List Report (Report Builder)

Navigation: StudentInformation > Local > Report Builder Links > Report Builder Reports

This report displays information on students with discipline incidents who are scheduled to serve a discipline action on a particular date.

> *Note: For information on running Report Builder reports, see the ProgressBook StudentInformation Report Builder User Guide.*

Discipline Total Detail Report

Navigation: StudentInformation − SIS − Discipline − Discipline Reports − Discipline Total Detail

This report displays information on detailed discipline data with totals by infraction code and action code.

Discipline Total Summary Report

Navigation: StudentInformation − SIS − Discipline − Discipline Reports − Discipline Total Summary

This report displays a summary of discipline data broken out by grade with totals by infraction code and action code.

Discipline Letter Export (DISCDT)

Navigation: StudentInformation > Management > Import/Export > Discipline Letter Export (DISCDT)

This process creates an export file for students requiring discipline letters.

> **Note:** *For information on the discipline letter export process, see ProgressBook StudentInformation Import/Export Guide.*

Total Incidents By Day

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by day of the week in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click .

2. In the drop-down list, select "Total Incidents By Day."

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

4. Click **Run**.

The report displays.

Total Incidents By Grade Level

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by grade level in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click [icon].

2. In the drop-down list, select **Total Incidents By Grade Level.**

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

4. Click **Run**.

Run Report ✕

From: | To:
07/01/2013 📅 | 06/30/2014 📅 | **Run**

The report displays.

Total Incidents By Grade Level

07/01/2013 - 06/30/2014

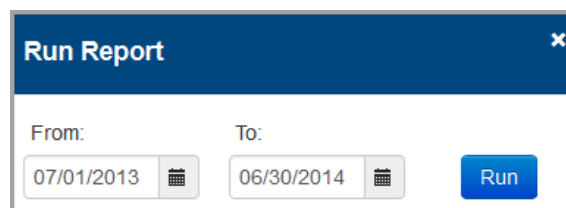| 09	1
10	2
11	1

Total Incidents By Infraction

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

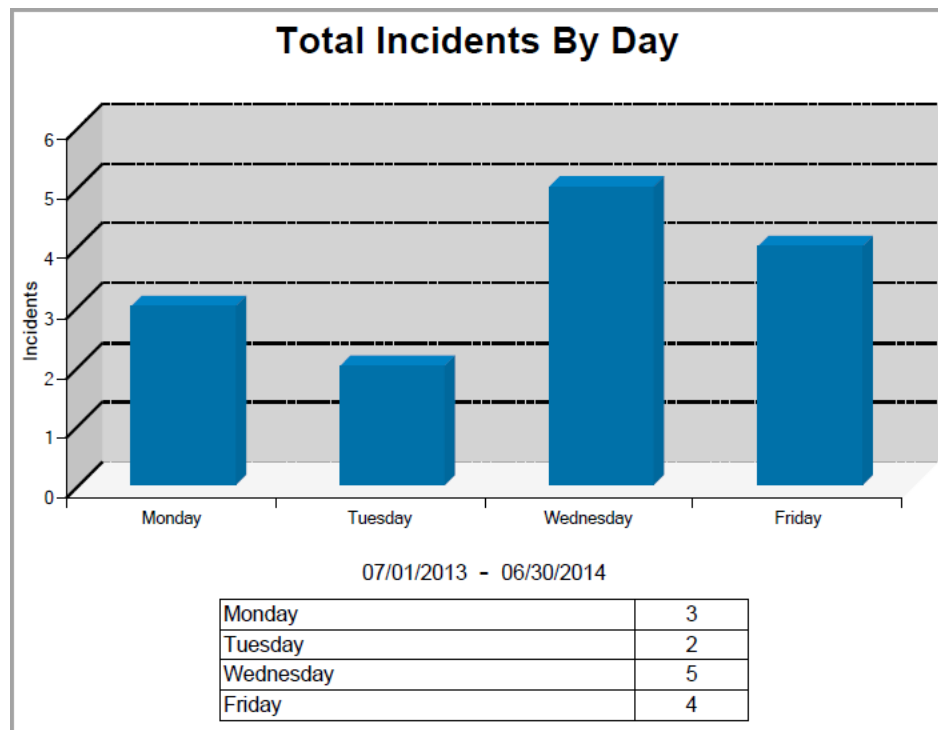This report shows discipline incident trends by infraction in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click 📄▾.

2. In the drop-down list, select **Total Incidents By Infraction**.

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

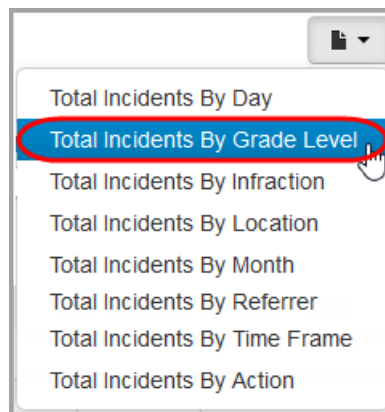4. Click **Run**.

The report displays.

Total Incidents By Location

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by location in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click [icon].

2. In the drop-down list, select **Total Incidents By Location**.

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.
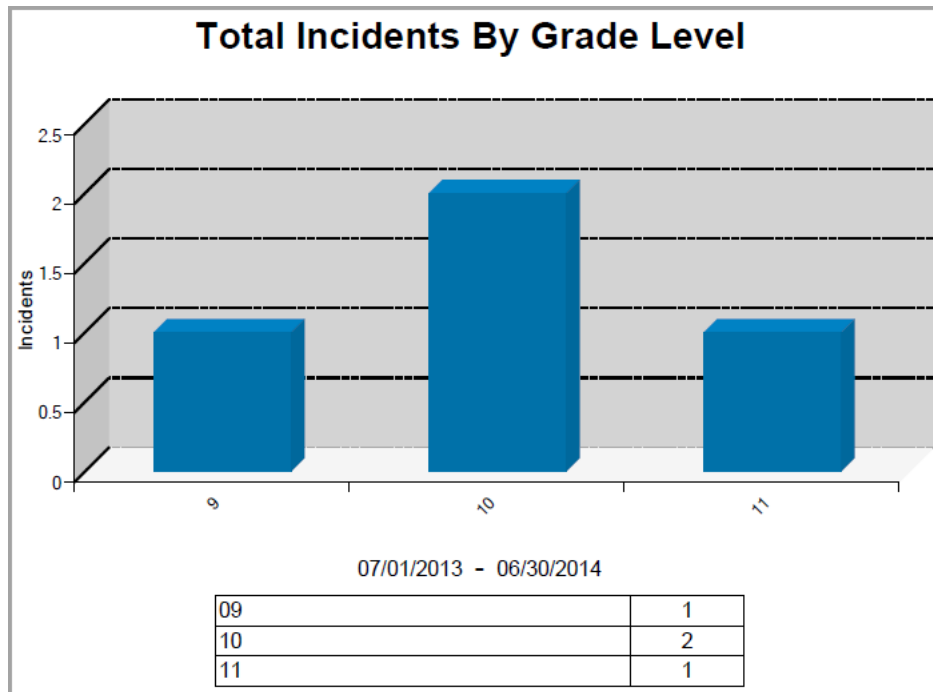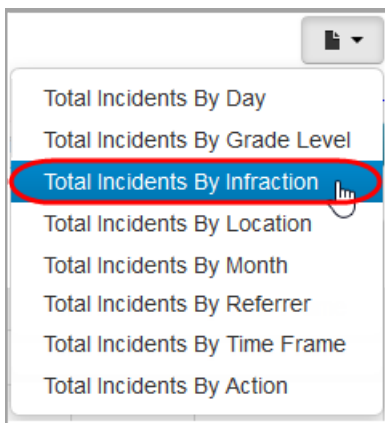
4. Click **Run**.

The report displays.
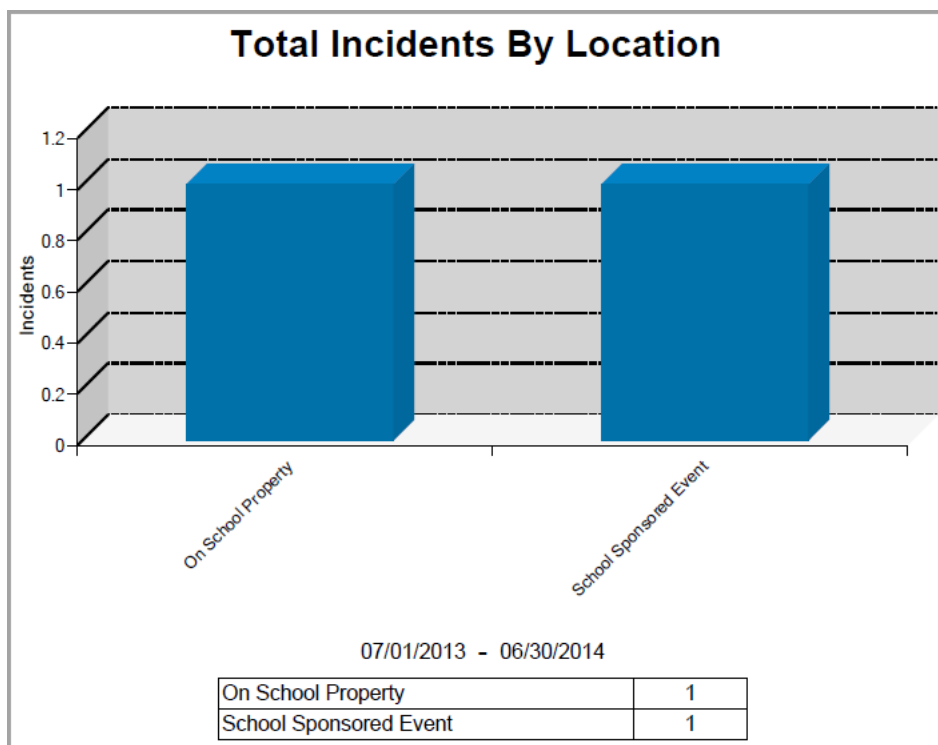
Incidents Per Day By Month

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline trends of number of incidents per day by month in both bar graph and table format.

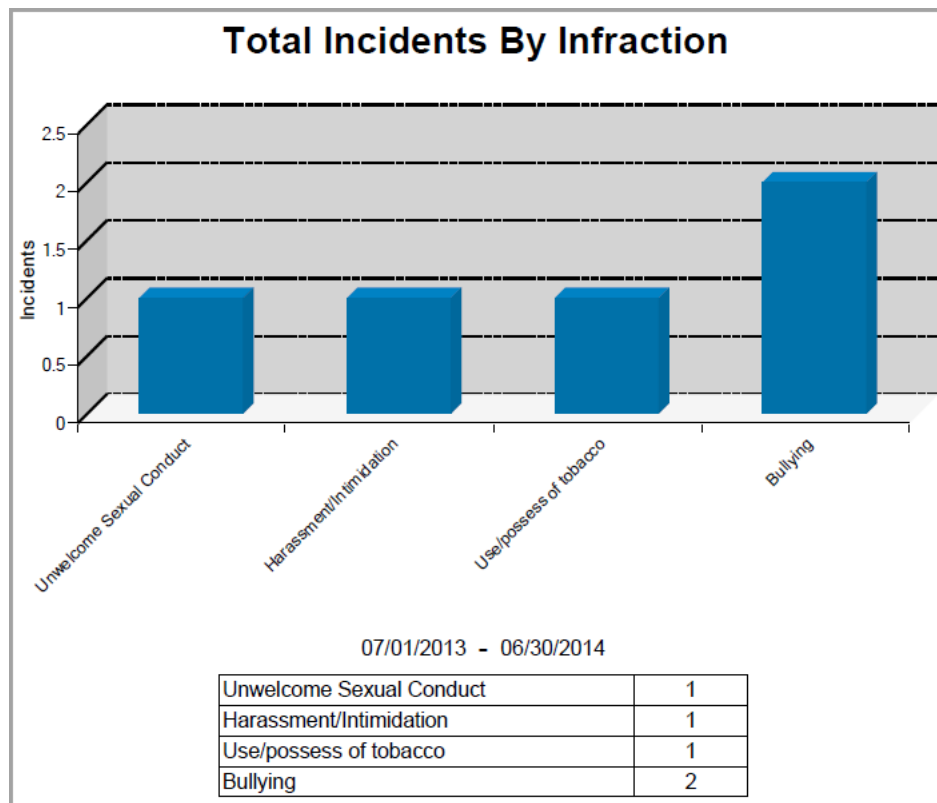1. On the **Discipline Incidents** screen, in the upper-right corner, click [icon].

2. In the drop-down list, select **Total Incidents By Month**.

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

4. Click **Run**.

The report displays.

Total Incidents By Referrer

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by the staff member who made the referral in list format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click [icon].

2. In the drop-down list, select **Total Incidents By Referrer**.

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

4. Click **Run**.

Run Report

From: To:
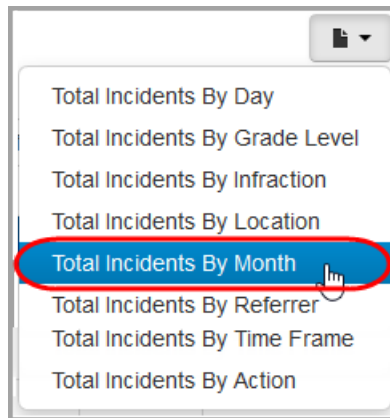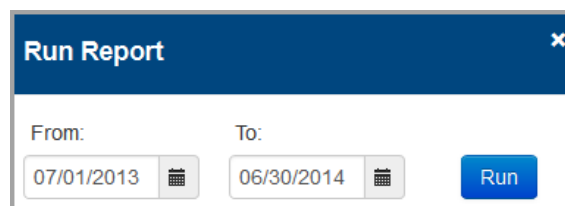07/01/2013   06/30/2014   Run

The report displays.

Total Incidents by Referrer

07/01/2013 - 06/30/2014

ADKINS, SHELLY	1
BROWNING, VICTOR	1
DONOVAN, TERRENCE	1
LOPEZ, ESTHER	1
MILLS, JULIE	1

Total Incidents By Time Frame

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by time frame in both bar graph and table format.
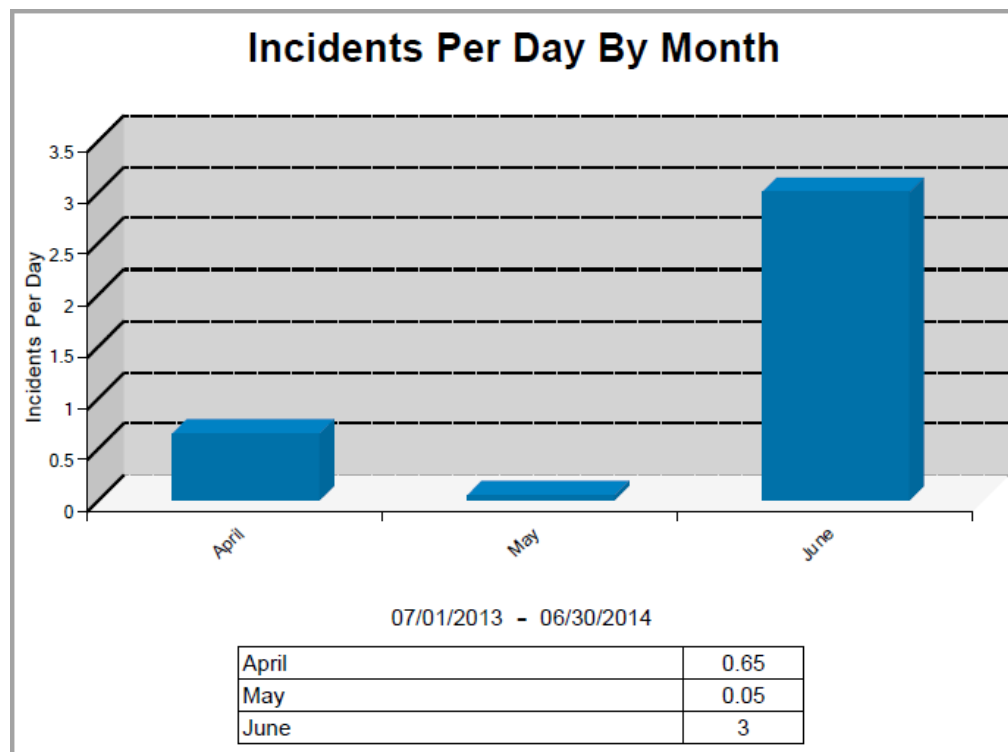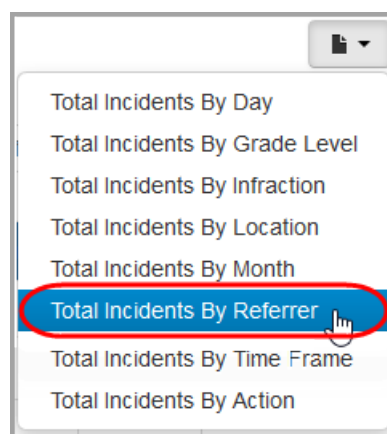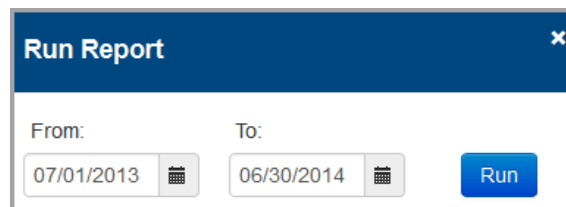
1. On the **Discipline Incidents** screen, in the upper-right corner, click [icon].

2. In the drop-down list, select **Total Incidents By Time Frame**.

Total Incidents By Day
Total Incidents By Grade Level
Total Incidents By Infraction
Total Incidents By Location
Total Incidents By Month
Total Incidents By Referrer
Total Incidents By Time Frame
Total Incidents By Action

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.

4. Click **Run**.

Run Report   ✕

From: To:
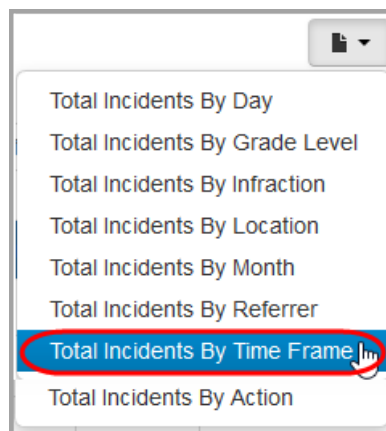
07/01/2013 📅   06/30/2014 📅   Run

The report displays.
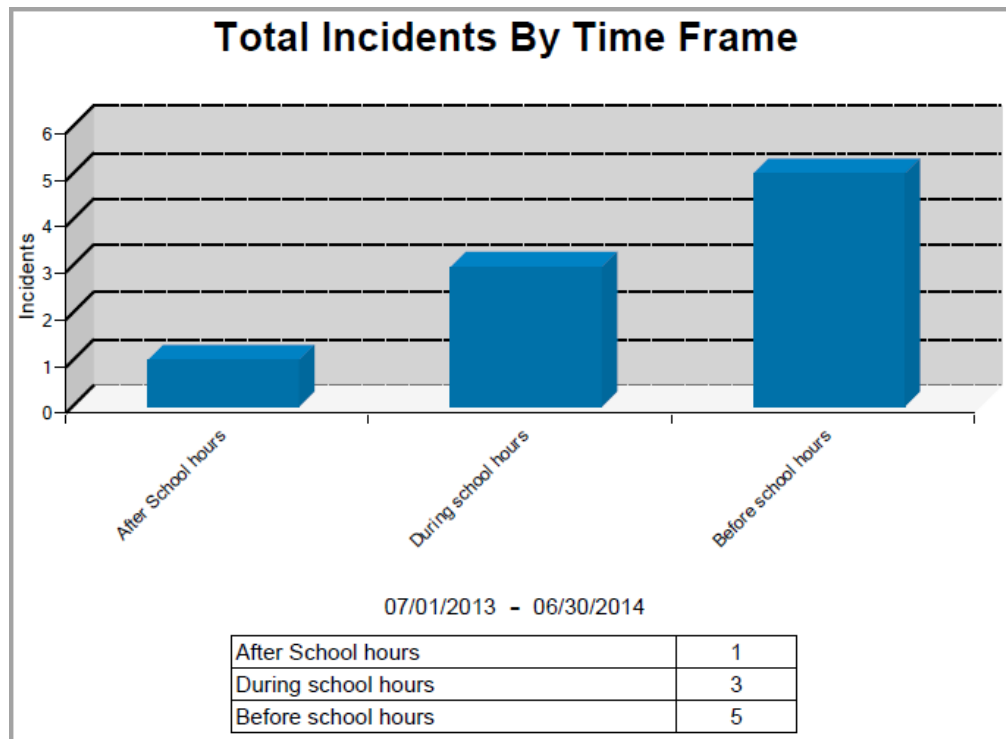
Total Incidents By Action

Navigation: StudentInformation > SIS > Discipline > Discipline Incidents

This report shows discipline incident trends by type of assigned disciplinary action in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click 📄▾.

2. In the drop-down list, select **Total Incidents By Action**.

3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.
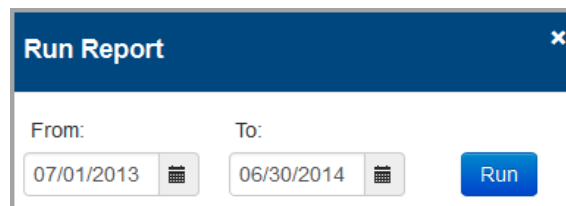
4. Click **Run**.

The report displays.

Total Incidents By Action

07/01/2013 - 06/30/2014

Out-of-School Suspension	1
Discipline Center	3
Community Work Service	3
Conference with Student	4
In-School Alternative	4
In-School Detention	5
In-School Suspension	5
Out of School Suspension	5
Removal by Hearing Officer	5
Contacted Parent	7
Expulsion	12
After School Detention	13