



ProgressBook StudentInformation Discipline Guide



ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation Discipline Guide

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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
15.0.0	<i>"Discipline Incidents"</i>	12	Update all images of Add/Edit Discipline Incident screen showing the Offenders tab to include new Show History link.
15.0.0	<i>"Search for Incidents"</i>	15	Added "date of the incident" as a valid search criterion.
15.0.0	<i>"Contact Offender's Parents"</i>	29	Added explanation of new primary contact and copied on correspondence icons on the Contacts window and updated image.
15.0.0	<i>"View Discipline Letters"</i>	32	Added section.
15.0.0	<i>"Add Incidents"</i>	33	Added text indicating you can search for student offenders, victims, and witnesses by student ID.
15.0.0	<i>"Manage Report Templates"</i>	42	Updated navigation and images in all topics to reflect new location of Report Template Administration screen.
15.0.0	<i>"Upload Report Templates"</i>	42	Updated image of Upload Template window to show newly added available bookmarks.
15.0.0	<i>"Run Discipline Reports"</i>	45	Updated images of "Total Incidents" reports showing report selection drop-down list to include new Total Incidents By Action report.
15.0.0	<i>"Discipline All Report"</i>	47	Updated image to correct a misspelling of the word "Description" in the Infraction(s) section.
15.0.0	<i>"Discipline Total Detail Report"</i>	48	Updated image to show a valid Served value.
15.0.0	<i>"Total Incidents By Action"</i>	60	Added section.
14.7.0	<i>"Search for Incidents"</i>	15	Removed "Date of the incident" from list of search criteria as this is not currently functional.
14.7.0	<i>"View Offender's Past Incidents"</i>	25	Updated image to show new Offender Comments field. Updated description to state that all past incidents from within the same school district are listed. Added note about how to view incidents from previous school years.
14.7.0	<i>"Add Offenders"</i>	35	Updated procedure and image to include new Offender Comments field.
14.5.0	Entire Guide	N/A	Rewrote guide to describe revised Discipline module functionality.

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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)	<ul style="list-style-type: none">• detention• in school suspension• out of school suspension• expulsion
Infraction Type Code	Infraction committed by a student that resulted in a punishment (action)	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• citation• conviction• fine• probation
Arrest Code	Decision whether or not to arrest a student involved in an incident and details related to any arrest	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• call to guardian• letter to guardian



Optional Discipline Codes

Discipline Code Type	Description	Examples
Incident Place Codes	Location where an incident occurred	<ul style="list-style-type: none"> • on school grounds • bus • field trip • school sponsored event • playground • athletic stadium
Incident Time Frame Code	Time of day when an incident occurred	<ul style="list-style-type: none"> • before school • during school • after school
Injury Severity Code	Seriousness of an injury sustained by any party as a result of an incident	<ul style="list-style-type: none"> • fatal injury • major injury • minor injury
Offender Code	Classification of person who committed a disciplinary offense	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • unauthorized touching • fighting • attendance • behavior • bullying
Discipline Victim Code	Classification of a victim of an incident	<ul style="list-style-type: none"> • student • adult visitor • district employee • parent
Weapon Code	Type of weapon used in an incident	<ul style="list-style-type: none"> • knife • firearm • mace
Weapon Detected Method Code	How a weapon was detected	<ul style="list-style-type: none"> • 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.”](#)

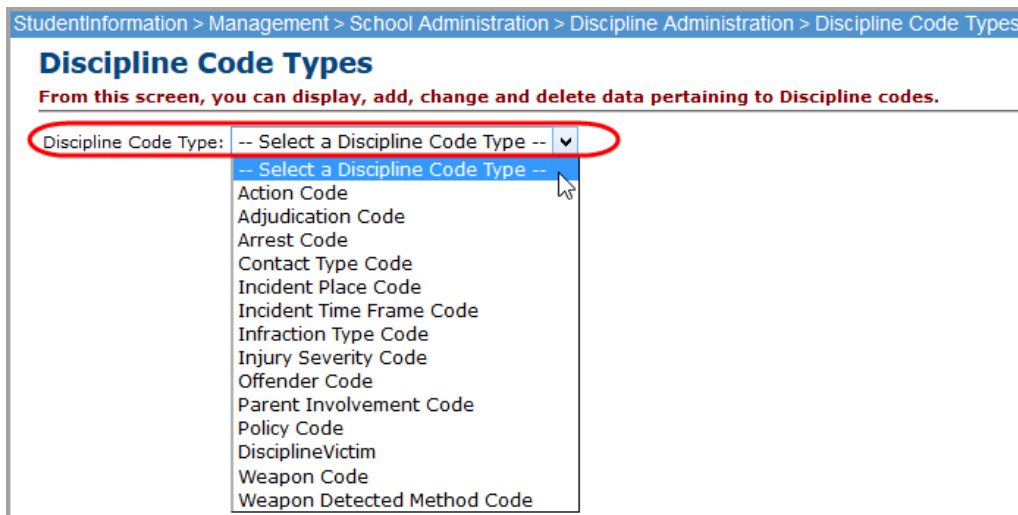
Note: You can create discipline codes at the ITC, district or building level. If   icons display at the beginning of the row, this indicates the record was created at a higher level, and you can only edit or delete it at that higher level.

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.



Select Discipline Code Type

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

2. Click **Add Discipline Code**.

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:

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 dist.	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		

Add Discipline Codes

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** check box.

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**.

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

Code: 7

Name: Removal by Hearing Officer

Description: Removal by Hearing Officer

EMIS Type of Discipline: 7 - Removal by a hearing officer

Is Active: ☒

Save Save and New Cancel

Add Discipline Code

A confirmation message displays, and the new discipline code 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 Action Code was successfully saved

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 dist.	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		
	7	Removal by Hearing Officer	Removal by Hearing Officer	7	

☒ Show Active Only

Confirmation of Added Discipline Code

Note: Inactive discipline codes (indicated with a icon in the **Active** column) display only if you deselect the **Show Active Only** check box.

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.

The screenshot shows the 'Discipline Code Types' screen. At the top, there is a breadcrumb trail: 'StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types'. Below this is the title 'Discipline Code Types' and a subtitle 'From this screen, you can display, add, change and delete data pertaining to Discipline codes.' A red circle highlights the 'Discipline Code Type:' label and the dropdown menu. The dropdown menu is open, showing a list of options: '-- Select a Discipline Code Type --', 'Action Code', 'Adjudication Code', 'Arrest Code', 'Contact Type Code', 'Incident Place Code', 'Incident Time Frame Code', 'Infraction Type Code', 'Injury Severity Code', 'Offender Code', 'Parent Involvement Code', 'Policy Code', 'DisciplineVictim', 'Weapon Code', and 'Weapon Detected Method Code'. A mouse cursor is pointing at the 'Action Code' option.

Select Discipline Code Type

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 .

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

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 dist.	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		
	7	Removal by Hearing Officer	Removal by Hearing Officer	7	

☒ Show Active Only

Edit Discipline Codes

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.”](#)

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

Code: 6

Name: Emergency Removal by dist.

Description: Emergency Removal by district personnel

EMIS Type of Discipline: 6 - Emergency removal by district personnel

Is Active: ☒

Save Cancel

Edit Discipline Code

A confirmation message displays, and the edited discipline code 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 Action Code was successfully saved

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		
	7	Removal by Hearing Officer	Removal by Hearing Officer	7	

☒ Show Active Only

Confirmation of Edited Discipline Code

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.

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: -- Select a Discipline Code Type --

- Select a Discipline Code Type --
- Action Code
- Adjudication Code
- Arrest Code
- Contact Type Code
- Incident Place Code
- Incident Time Frame Code
- Infraction Type Code
- Injury Severity Code
- Offender Code
- Parent Involvement Code
- Policy Code
- DisciplineVictim
- Weapon Code
- Weapon Detected Method Code

Select Discipline Code Type

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

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























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

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		
	7	Removal by Hearing Officer	Removal by Hearing Officer	7	

☒ Show Active Only

Delete Discipline Codes

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

- Click **Ok**.

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:

Are you sure you want to delete the following Action Code?
7 - Removal by Hearing Officer

Confirm Delete

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:

The selected Action Code was deactivated successfully.

	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		

Confirmation of Deleted Discipline Code

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.”](#)

View All Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

- 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 uncanceled later

StudentInformation > SIS > Discipline > Discipline Incidents

[Find Students] [Go To]

Discipline Incidents

+ New Incident Search Select a filter... Reset search and filter

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89173	Open	Joe Adams referral					06/17/14	
Actions	89168	Comp...	PAUL BARNES ref...	BARNES	PAUL		09	06/04/14	
Actions	89164	Open	VICKIE CANTRELL...	CANTRELL	VICKIE		11	06/03/14	
Actions	89097	Canc...	Testing					05/07/14	
Actions	89072	Open	Fighting					04/30/14	
Actions	89079	Open	RAUL ARMSTRON...	ARMSTRONG	RAUL		11	04/30/14	
Actions	89060	Open	CLAIRE BARLOW ...	BARLOW	CLAIRE		11	04/29/14	
Actions	88028	Open	Testing D	MCKNIGHT	ARNOLD		09	04/28/14	
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89031	Open	BONNIE ARMSTR...	BEASLEY	OLGA		10	04/28/14	Bullying

Showing 1 to 10 of 18 items. 1 2 > >> 10 items per page

View All Incidents

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

Showing 1 to 10 of 18 items.

1	2	>	>>
---	---	---	----

Click to page through incidents.

10 items per page

Click to change number of incidents that display per page.

View Additional Incidents

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."

StudentInformation > SIS > Student > View Profile

AVERY, SANDRA

From this screen, you can view the student

I want to...

- Edit This Student's Profile
- View/Edit Full Schedule
- View/Apply Fees
- View The Medical Health Log
- View This Student's Memberships
- View Today's Schedule
- View Contacts
- View Lockers
- View A Student's Family Group
- View A Student's Discipline Incidents

Address: 9300 AVERY Road
ASHLAND, OH 4480

Phone Number: (419) 555-6936

Email Address:

Parent/Guardian: AVERY, CHARLES
H: (419) 555-6936
W: (419) 555-3600

Student Status: ACTIVE RES

Birthdate: 5/21/1998

I want to... View A Student's Discipline Incidents

The **Discipline Incidents** screen displays with only those incidents in which the student in context is an offender.

StudentInformation > SIS > Discipline > Discipline Incidents

Discipline Incidents (AVERY, SANDRA)

[Remove student filter](#)

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	88015	Open	Truancy	AVERY	SANDRA		10	07/29/14	Truancy

Showing 1 to 1 of 1 items.

10 items per page


View Student's Discipline Incidents

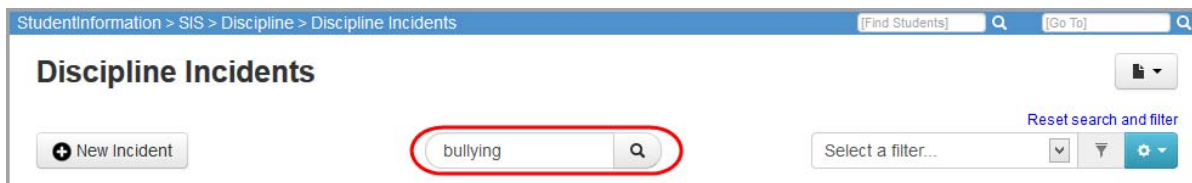
Note: For information on the functionality of this screen, see ["View Incident Details."](#)

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

Search for Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

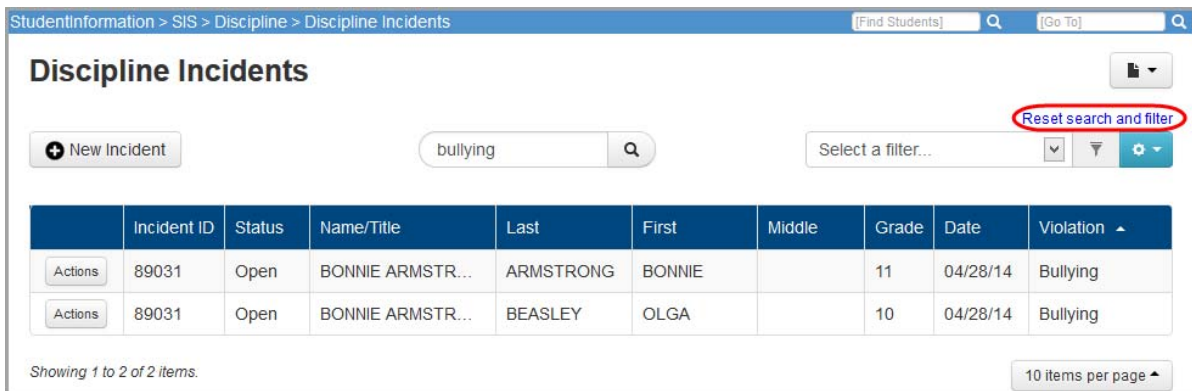
- On the **Discipline Incidents** screen, in the search box at the top of the screen, enter any of the following search criteria:
 - Incident ID
 - Status (For example, to search for referrals you have not yet viewed, enter **New**.)
 - Title of the incident
 - Student offender's first name, last name or grade
 - Date of the incident
 - Violation
- Click  or press <Enter>.



Search for Incidents

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

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



	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89031	Open	BONNIE ARMSTR...	BEASLEY	OLGA		10	04/28/14	Bullying

Showing 1 to 2 of 2 items.

10 items per page

Incidents Matching Search Criteria

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.

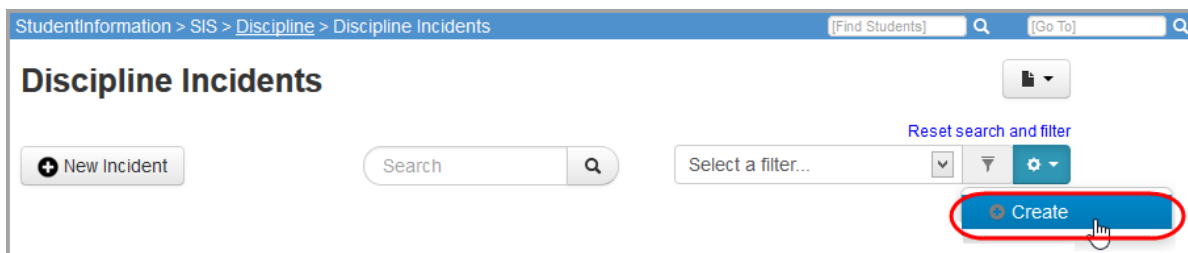
Refer to the appropriate section as follows:

- [“Create Filters”](#)
- [“Apply Filters”](#)
- [“Edit Filters”](#)
- [“Delete Filters”](#)

Create Filters


Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

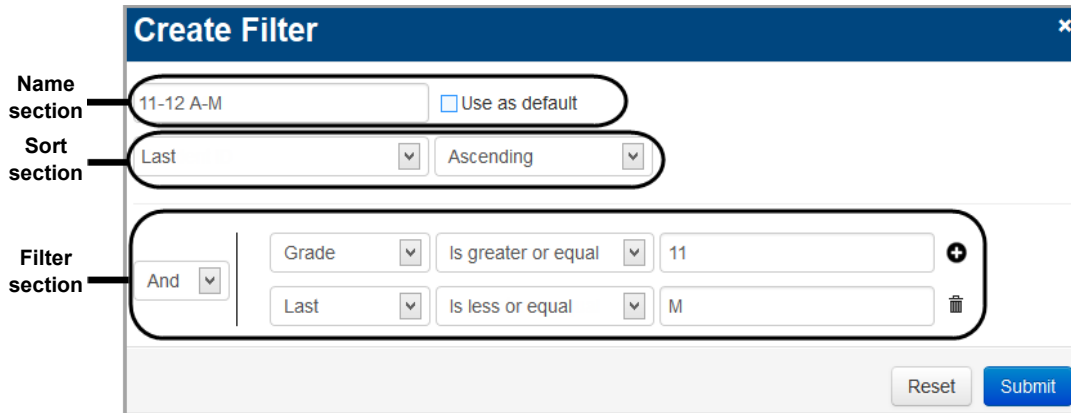
1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, click .
2. In the drop-down list, select “Create.”



Create Filters

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** check box.
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 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**.



Create Filter

Name section 11-12 A-M ☐ Use as default

Sort section Last Ascending

Filter section And Grade Is greater or equal 11 Last Is less or equal M

Reset Submit

Create Filter

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**.

StudentInformation > SIS > Discipline > Discipline Incidents

Find Students [Go To]

Discipline Incidents

+ New Incident Search 11-12 A-M [Reset search and filter](#)


	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89079	Open	RAUL ARMSTRON...	ARMSTRONG	RAUL		11	04/30/14	
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89060	Open	CLAIRE BARLOW ...	BARLOW	CLAIRE		11	04/29/14	
Actions	88020	Open	HOWARD BROOK...	BROOKS	HOWARD		11	04/16/14	Use/possess ...
Actions	89164	Open	VICKIE CANTRELL...	CANTRELL	VICKIE		11	06/03/14	
Actions	88013	Comp...	Inappropriate Lang...	FRAZIER	CARMEN		11	04/11/14	Harassment/l...
Actions	89032	Open	STEVE HODGE ref...	HODGE	STEVE		12	04/28/14	

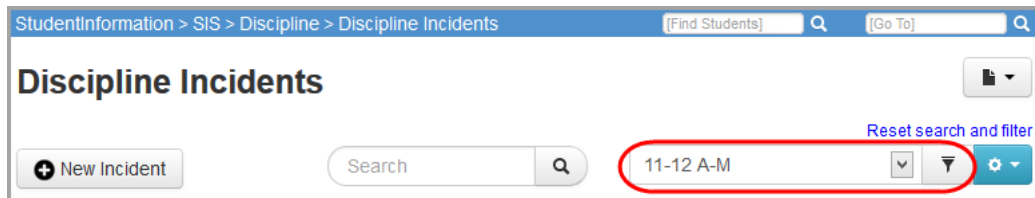
Showing 1 to 7 of 7 items. 10 items per page

Customized View

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 .



StudentInformation > SIS > Discipline > Discipline Incidents [Find Students] [Go To]

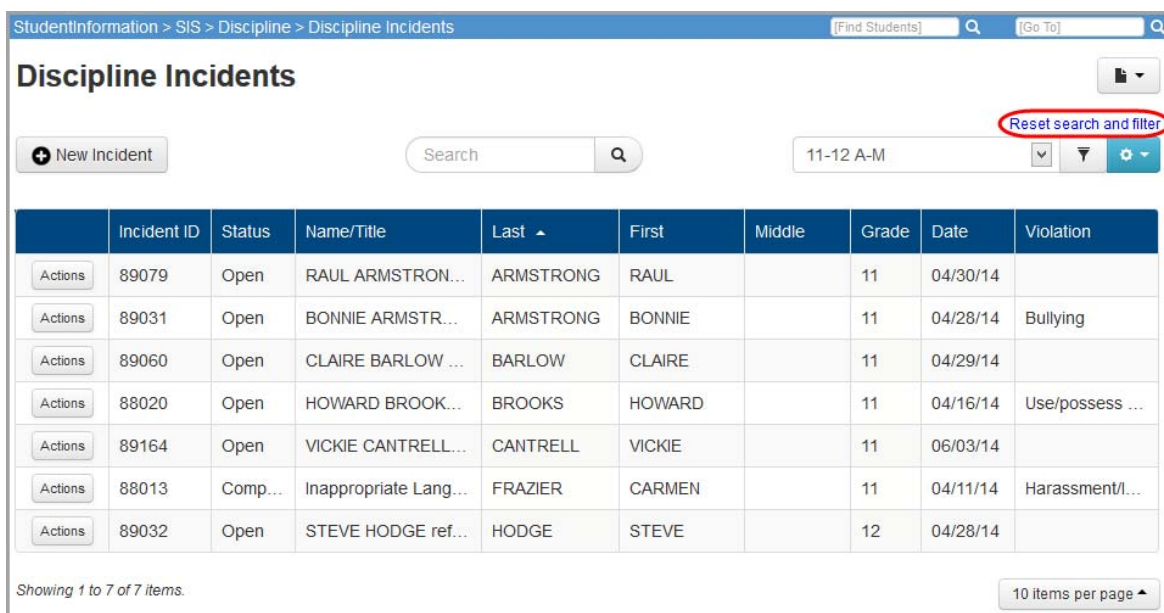
Discipline Incidents

+ New Incident Search 11-12 A-M Reset search and filter

Apply Filter

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**.



StudentInformation > SIS > Discipline > Discipline Incidents [Find Students] [Go To]

Discipline Incidents

+ New Incident Search 11-12 A-M Reset search and filter


	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89079	Open	RAUL ARMSTRON...	ARMSTRONG	RAUL		11	04/30/14	
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89060	Open	CLAIRE BARLOW ...	BARLOW	CLAIRE		11	04/29/14	
Actions	88020	Open	HOWARD BROOK...	BROOKS	HOWARD		11	04/16/14	Use/possess ...
Actions	89164	Open	VICKIE CANTRELL...	CANTRELL	VICKIE		11	06/03/14	
Actions	88013	Comp...	Inappropriate Lang...	FRAZIER	CARMEN		11	04/11/14	Harassment/l...
Actions	89032	Open	STEVE HODGE ref...	HODGE	STEVE		12	04/28/14	

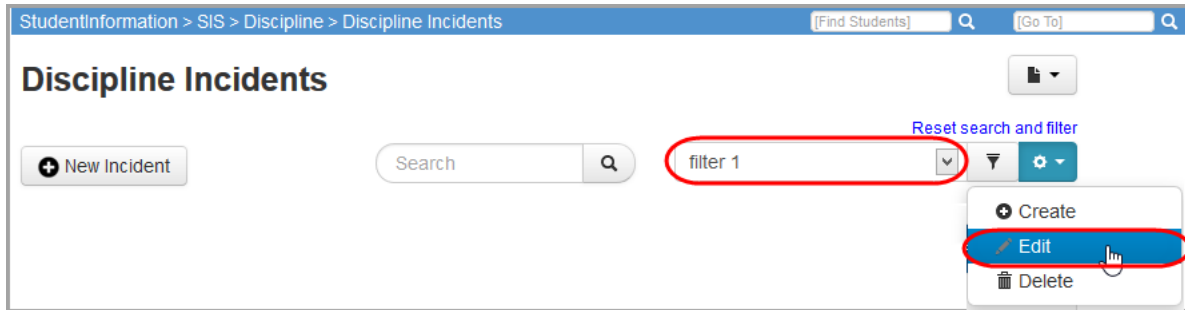
Showing 1 to 7 of 7 items. 10 items per page

Filter Applied

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."



Edit Filters

- 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 'Edit Filter' window shows the configuration for 'filter 1'. It includes a checkbox for 'Use as default', a dropdown for 'Incident ID', and a dropdown for 'Ascending'. Below these, there's a section for adding conditions: 'Status' is selected, followed by 'Is' and 'complete'. At the bottom, there are 'Reset' and 'Submit' buttons.

Edit Filter

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

The screenshot shows the 'Discipline Incidents' page after applying the filter. The table displays 4 items, showing 1 to 4 of 4 items. The table has columns: Incident ID, Status, Name/Title, Last, First, Middle, Grade, Date, and Violation. The 'filter 1' dropdown is still visible at the top.


	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	88013	Comp...	Inappropriate Lang...	DALTON	STEVE		10	04/11/14	Unwelcome S...
Actions	88013	Comp...	Inappropriate Lang...	FRAZIER	CARMEN		11	04/11/14	Harassment/I...
Actions	88027	Comp...	Testing Display					04/25/14	
Actions	89168	Comp...	PAUL BARNES ref...	BARNES	PAUL		09	06/04/14	

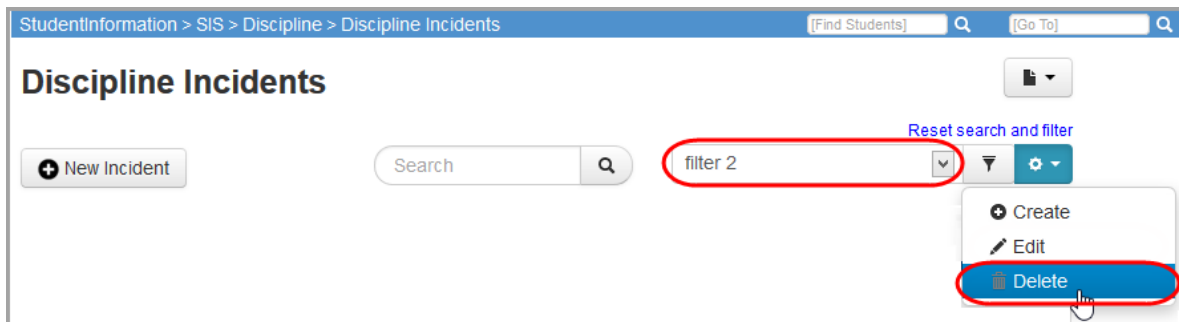
Showing 1 to 4 of 4 items. 10 items per page

Edited Filter View

Delete Filters

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

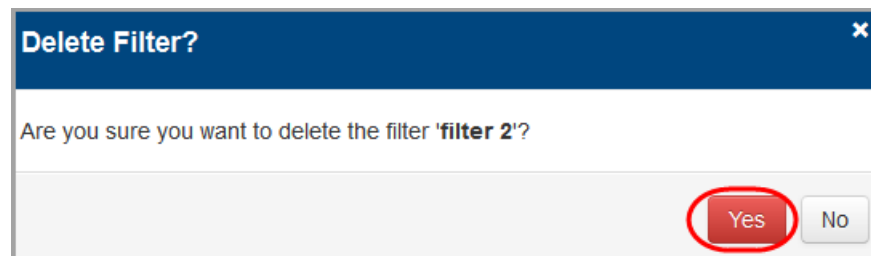
1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, select the filter you want to delete.
2. Click .
3. In the drop-down list, select “Delete.”



Delete Filter

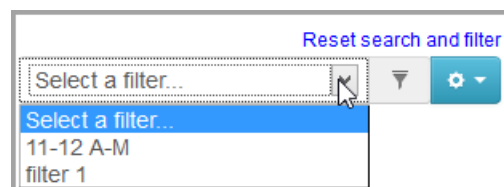
A message displays, asking if you are sure you want to delete the filter.

4. Click **Yes**.



Confirm Delete

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

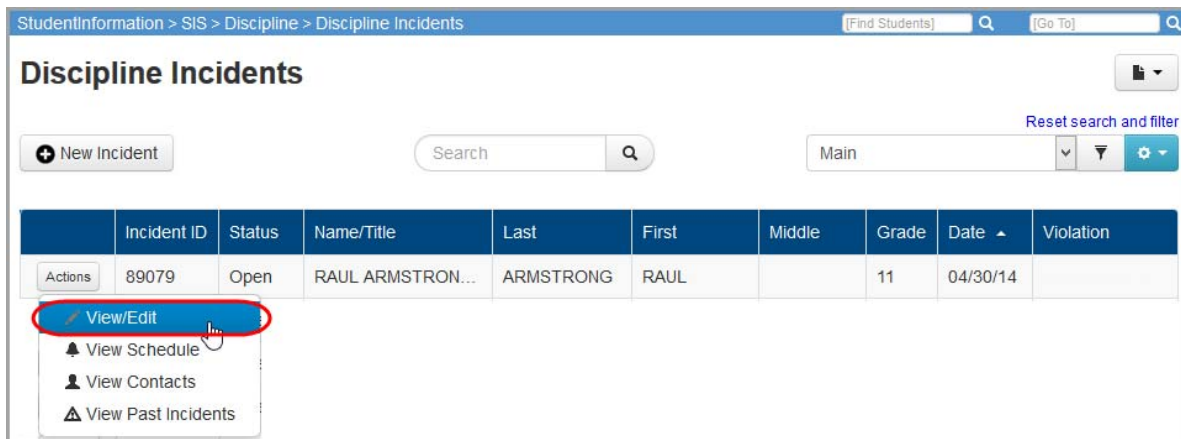


Filter Deleted

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.”



View Incident Details

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.”](#)

StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident [Find Students] [Go To]

Discipline Incident - 89079 Open

RAUL ARMSTRONG referral

4/30/2014 📅 2:00 PM 🕒 During school hours ⌵

Cut 7th period class

On School Grounds ⌵ Select location/room... ⌵ ☐ Against Property


Building IRN ⌵ Staff ⌵ Search for Referrer... ⌵

Incident Category

- ☐ Bullying
- ☐ Religious Intolerance
- ☐ Sexual Orientation

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

Student ⌵ Search... ➕ Add Offender



ARMSTRONG, RAUL Grade Level: 11 Age: 17 Gender: M 🗑️

- ⊕ Policies / Infractions
- ⊕ Disciplinary Actions
- ⊕ Parent Involvement
- > Other
- > Law Enforcement
- > Weapon Involvement

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

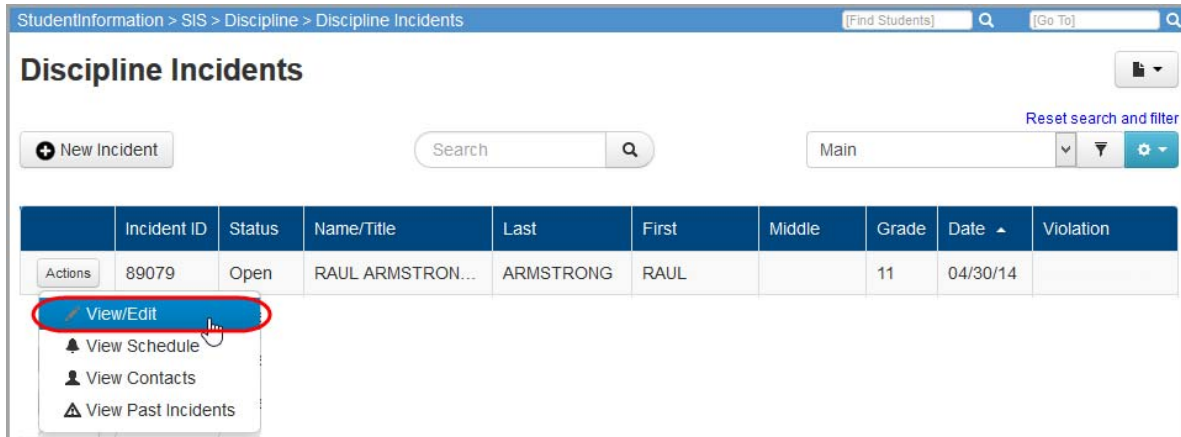
Update Incident or Cancel

Discipline Incident Details

Edit Incident Details

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

- On the **Discipline Incidents** screen, in the row of the incident whose details you want to edit, click Actions.
- In the drop-down list, select "View/Edit."



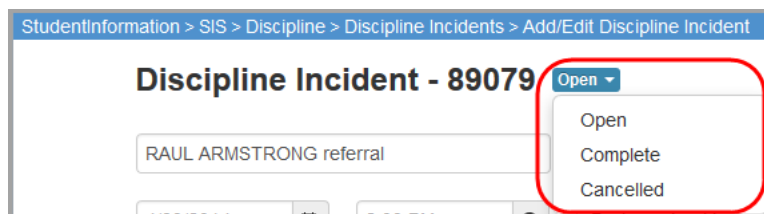
Edit Incident Details

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.



Change Incident Status

5. Click **Update Incident**.

StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident [Find Students] [Go To]

Discipline Incident - 89079 Open

RAUL ARMSTRONG referral

4/30/2014 📅 2:00 PM 🕒 During school hours ⌵


Cut 7th period class

On School Grounds ⌵ Select location/room... ⌵ ☐ Against Property

Building IRN Staff ⌵ Search for Referrer...

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

Student ⌵ Search... ➕ Add Offender



ARMSTRONG, RAUL Grade Level: 11 Age: 17 Gender: M 🗑️

➕ Policies / Infractions

Select policy... ⌵ Weapons ☐ Policy/Infraction Comments 🗑️

Truancy ⌵

➕ Disciplinary Actions

➕ Parent Involvement

> Other

> Law Enforcement

> Weapon Involvement

[🔔 Schedule](#)

[📅 Attendance](#)

[👤 Contacts](#)

[🖨️ Print Letter](#)

[📖 Show History](#)

[⚠️ Past Incidents](#)

Update Incident or Cancel

Update Incident

A confirmation message displays.

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

Success! Discipline incident 89079 saved. ✕

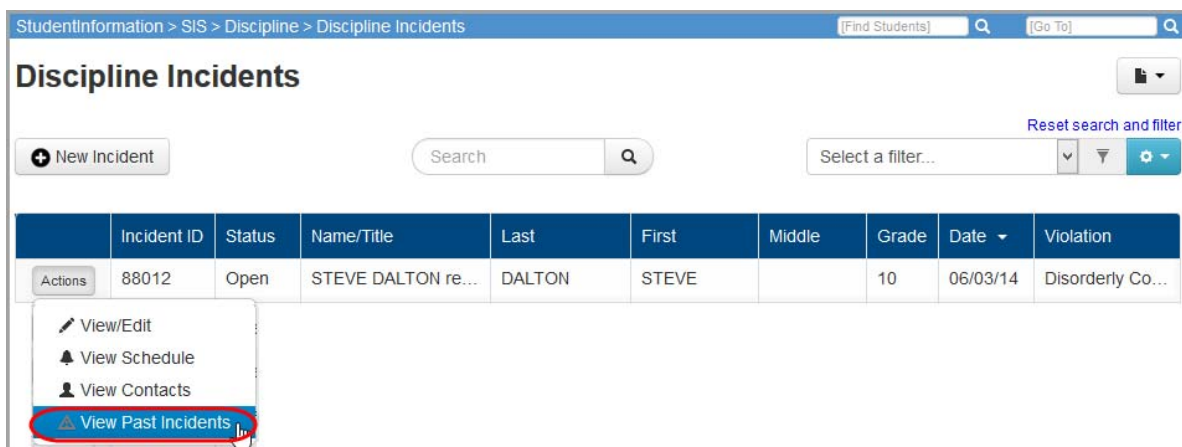
Confirmation of Edited Incident

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."



View Past Incidents From Grid View

- 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**.

View Past Incidents From Incident Detail View

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

- 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				
DALTON, STEVE				
Incident ID	Status	Name/Title	Date	Policy/Infraction
88012	Open	STEVE DALTON referral	6/3/2014	Disorderly Conduct
88013	Complete	Inappropriate Language	4/11/2014	Unwelcome Sexual Conduct

List of Offender's Past Incidents

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

StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident [Find Students] [Go To]

Discipline Incident - 88013 Complete

Inappropriate Language

4/11/2014 12:00 AM During school hours

Student A made inappropriate sexual references towards Student B. Student B retaliated with more sexual references.

Incident Category

☐ Bullying
☐ Religious Intolerance
☒ Sexual Orientation

On School Property Select location/room... ☐ Against Property

Building IRN Staff Search for Referrer...

Offenders (2) Victims (0) Witnesses (0) Office Notes

Student Search... Add Offender

NO PHOTO AVAILABLE

DALTON, STEVE Grade Level: 10 Age: 16 Gender: M

Policies / Infractions

Select policy... Weapons Policy/Infraction Comments

Unwelcome Sexual Conduct

Disciplinary Actions

In school suspension Demerits Action Comments

4/15/2014 - 4/16/2014 # of Days 2

☐ Alt Education Assigned ☐ Received Services ☐ Served Modified Expulsion *- Not Applicable

Parent Involvement


> Other
 > Law Enforcement
 > Weapon Involvement

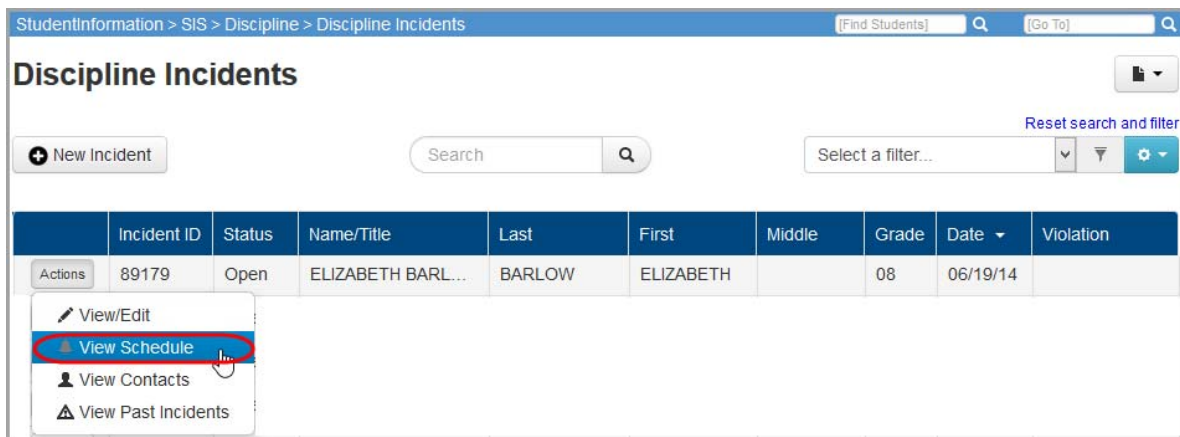
Past Incident

View Offender's Schedule

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

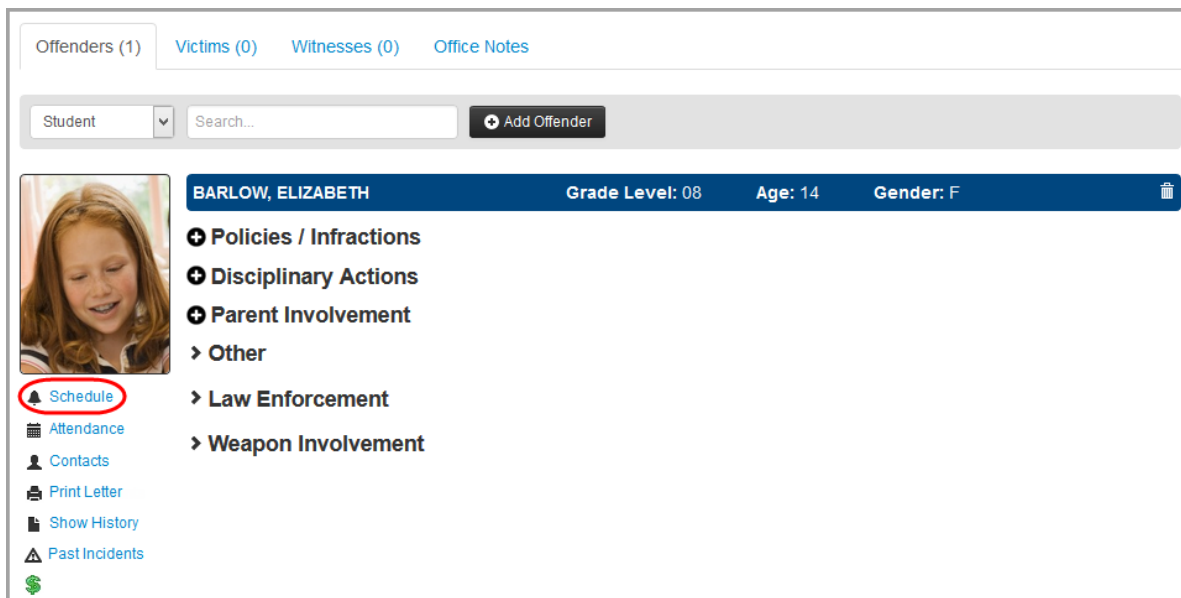
If you want to find the offender's current class location (for example, in order to call him/her to your office), you can look up the offender's schedule in one of the following ways:

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



View Schedule From Grid View

- 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**.



View Schedule From Incident Detail View

The **Schedule** window displays, and you can review the offender's schedule.

Schedule							
BARLOW, ELIZABETH							
Period	Course Code	Course Name	Section	Teacher	Location	Rotation Days	Term
1	8862	Band 8	1	ALLISON ANTHONY	B136 - Music (Fresh/Symphonic Band)	M, T, W, R, F	All Year
2	8816	Algebra I	1	DAISY SIMS	C236 - C236	M, T, W, R, F	All Year
3	8823	Earth and Space Science	2	VIVIAN SINGLETON	C237 - C237	M, T, W, R, F	All Year
4	83	Lunch 8	1	VERA PAGE	CAFA - Cafeteria	M, T, W, R, F	All Year
5A	8852	FCS/Financial Literacy	6	MARIAN RICE	C100 - C100	M, T, W, R, F	2nd Semester Only
5B	8846	Expert 21 Reading	4	RACHEL HART	C246 - C246	M, T, W, R, F	All Year
6	8803	Language Arts 8	4	JEFFERY HODGE	C232 - C232	M, T, W, R, F	All Year
7	8833	American History 8	4	CLINTON SYKES	C233 - C233	M, T, W, R, F	All Year

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**.

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

Student
Search...
Add Offender



CANTRELL, VICKIE
Grade Level: 11
Age: 16
Gender: F

- ⊕ Policies / Infractions
- ⊕ Disciplinary Actions
- ⊕ Parent Involvement
- > Other
- > Law Enforcement
- > Weapon Involvement

Schedule
Attendance
Contacts
Print Letter
Show History
Past Incidents

View Offender's Attendance Records

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


Attendance						
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	

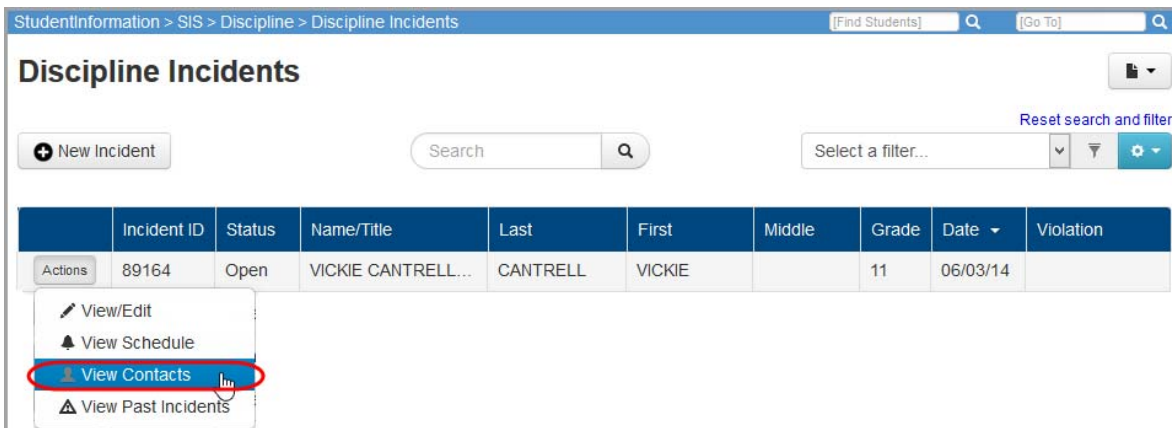
Attendance Records

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



View Contacts From Grid View

- 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**.

View Contacts From Incident Detail View

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 ✅.

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

Contacts				
CANTRELL, VICKIE				
Type	Name / Address	Phone	Email	Copied On Correspondence
Parent(s)	SUSAN CANTRELL 🌟 2305 CANTRELL Road Wooster, OH 44691	Home: (419) 555-4181	test@aol.com	✅
Parent(s)	HERBERT CANTRELL 2305 CANTRELL Road Wooster, OH 44691	Work: (419) 555-5999 Cell: (419) 555-4181		

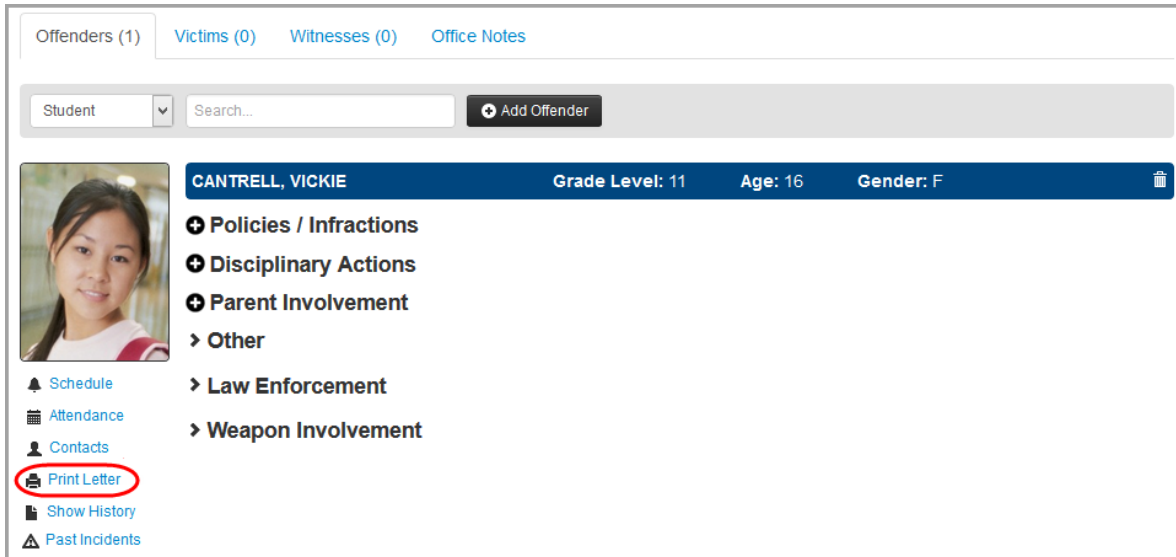
Offender's Parent Contact Information

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.”](#))

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



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

Student Search... Add Offender

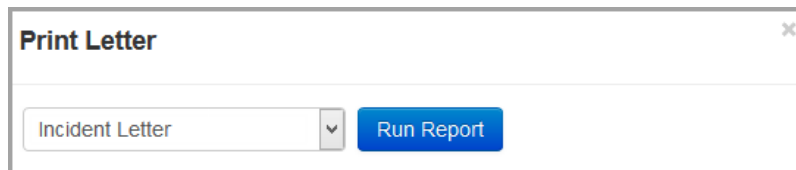
CANTRELL, VICKIE Grade Level: 11 Age: 16 Gender: F

- + Policies / Infractions
- + Disciplinary Actions
- + Parent Involvement
- > Other
- > Law Enforcement
- > Weapon Involvement

[Schedule](#)
[Attendance](#)
[Contacts](#)
[Print Letter](#)
[Show History](#)
[Past Incidents](#)

Print Discipline Letter

- On the **Print Letter** window, select the template you want to use to generate the letter.
- Click **Run Report**.



Print Letter

Incident Letter Run Report

Print Letter – Run Report

- 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	

Sample Discipline Letter

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**.

Show History of Discipline Letters

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

Letter History		
Discipline Letter History		
Template Name	Date Report Ran	User
IncidentLetter.docx	6/16/2015 11:12:00 AM	PBUser

View Letter History

Add Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

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

Add Incidents

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 check box(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** check box.
 - 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 > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident [Find Students] [Go To]

Discipline Incident New

Bonnie Armstrong Referral

5/29/2014 11:00 AM During school hours

Fight in the hallway outside room 120 between 3rd and 4th period

On School Property 120 -

008003 Dalton High School Staff CASTRO, RUSSELL

Incident Category

- ☒ Bullying
- ☐ Religious Intolerance
- ☐ Sexual Orientation

☐ Against Property

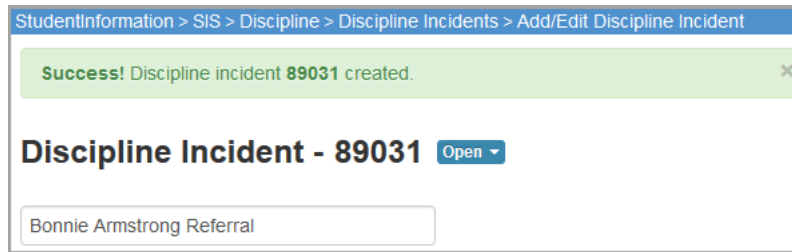
Offenders (0) Victims (0) Witnesses (0) Office Notes

Student Search... Add Offender

Create Incident or Cancel

Add Incident

StudentInformation creates the incident with an “Open” status, assigns it a number and displays a confirmation message.



The screenshot shows a web interface for adding or editing a discipline incident. At the top, a breadcrumb trail reads: StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident. Below this is a green success message: "Success! Discipline incident 89031 created." with a close button. The main heading is "Discipline Incident - 89031" followed by a status dropdown menu set to "Open". Below the heading is a text input field containing "Bonnie Armstrong Referral".

Incident Added

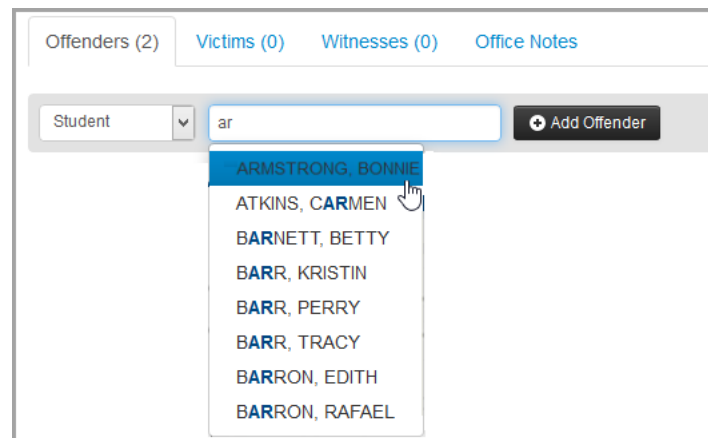
4. Optional: Continue documenting the incident by adding information as follows:

- “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 screenshot shows the "Add Offender" section of the interface. It has four tabs: "Offenders (2)", "Victims (0)", "Witnesses (0)", and "Office Notes". The "Offenders (2)" tab is active. Below the tabs is a search area with a dropdown menu set to "Student", a search input field containing "ar", and an "Add Offender" button. A dropdown list of search results is displayed below the search field, listing names: ARMSTRONG, BONNIE; ATKINS, CARMEN; BARNETT, BETTY; BARR, KRISTIN; BARR, PERRY; BARR, TRACY; BARRON, EDITH; and BARRON, RAFAEL. A mouse cursor is pointing at "ARMSTRONG, BONNIE".


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 check box(es):
 - **Alt Education Assigned** – Student assigned to an alternative education program
 - **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, select whether the offender received a **Modified Expulsion**.

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** check box. (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.

Offenders (2)
Victims (0)
Witnesses (0)
Office Notes

Student
ARMSTRONG, BONNIE
Add Offender



ARMSTRONG, BONNIE
Grade Level: 11
Age: 17
Gender: F

Polices / Infractions

Select policy...
Bullying

Weapons
Policy/Infraction Comments

Disciplinary Actions

S2-Detention
6/2/2014 - 6/3/2014
of Days 2

Demerits
Action Comments

☐ Alt Education Assigned
☐ Received Services
☐ Served
Modified Expulsion * - Not Applicable

Parent Involvement

MARC ARMSTRONG
6/2/2014

Telephone Conference
Comments

Other

Select offender type...
☐ Needs Letter

Select injury severity type...
Offender Comments

Law Enforcement

Law Enforcement Contact Name
Select arrest type...
Select adjudication type...

Weapon Involvement

Select detection method...
Select weapon type...
Weapon Comments

Update Incident or Cancel

Add Offenders

Add Victims

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

- On the **Victims** tab, in the drop-down list, select whether the victim is a "Student," "Staff" or "Other."
- 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:
 - Enter the first couple letters of the victim's first or last name. (For students, you can also enter the student ID.)
 - In the search results that display beneath the field, select the correct victim.
- Click **Add Victim**.


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

Student ▼ ca + Add Victim

- ATKINS, CARMEN
- CALLAHAN, BOBBY
- CALLAHAN, VICTOR
- CAMACHO, FELICIA
- CAMACHO, LOUIS
- CAMPOS, JOAN
- CANNON, ANA
- CANTRELL, VIOLET

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** check box.
 - d. If you referred the victim for non-medical assistance (such as counseling), select the **Student Assistance Program Referral** check box.
 - e. If applicable, enter any comments about the victim.
5. Click **Update Incident**.
6. Optional: To add another victim, repeat this procedure.

Add Victims


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**.

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.

The screenshot shows a web interface for adding a witness to a discipline incident. At the top, there are four tabs: 'Offenders (1)', 'Victims (1)', 'Witnesses (1)', and 'Office Notes'. Below the tabs is a search bar with a dropdown menu labeled 'Student' and a text input field labeled 'Search...'. To the right of the search bar is a button labeled 'Add Witness'. Below the search bar, a blue bar displays the selected witness: '(staff) CASTRO, RUSSELL'. Below this bar is a text area labeled 'Witness Comments'. At the bottom of the form, there is a blue button labeled 'Update Incident' and a link labeled 'or Cancel'.

Add Witnesses

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**.

The screenshot shows the 'Office Notes' tab selected in the Discipline Incidents system. The tabs at the top are 'Offenders (1)', 'Victims (1)', 'Witnesses (1)', and 'Office Notes'. The 'Office Notes' tab is active, and a text area contains the following text: 'Bonnie and Ana have been having issues getting along since Bonnie's father married Ana's mother. May want to consider recommending family counseling.' At the bottom of the form, there is a blue button labeled 'Update Incident' and a link labeled 'or Cancel'.

Add Office Notes

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

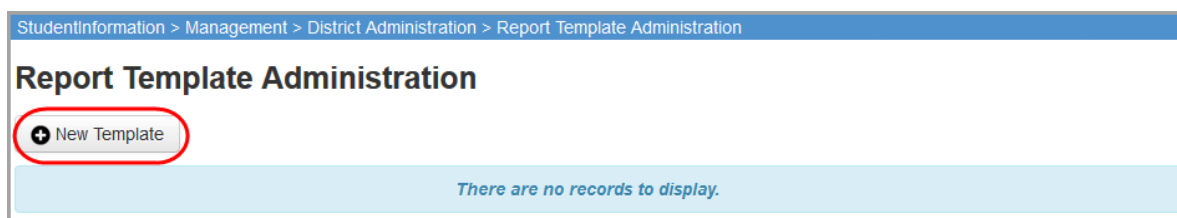
You can use report templates to generate discipline letters for students. Refer to the appropriate section as follows:

- [“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**.



Upload Report Templates

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**.

Upload Template

Incident Letter

Available Bookmarks In Report:

- DisciplineIncidentId
- SchoolId
- SchoolName
- SchoolName2
- SchoolAddress
- Principal
- SchoolYearId
- SchoolYear

Incident Letter

Browse...

IncidentLetter_AllBookmarks-1.docx

Cancel

Upload

Upload Template

The uploaded template displays in the list.

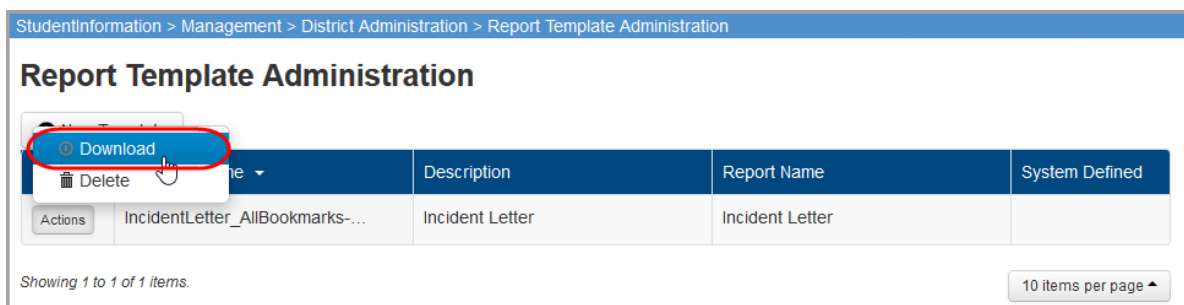
StudentInformation > Management > District Administration > Report Template Administration				
Report Template Administration				
<div>+ New Template</div>				
	Template Name	Description	Report Name	System Defined
Actions	IncidentLetter_AllBookmarks-...	Incident Letter	Incident Letter	
Showing 1 to 1 of 1 items.				
10 items per page				

Report Template Added

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.”



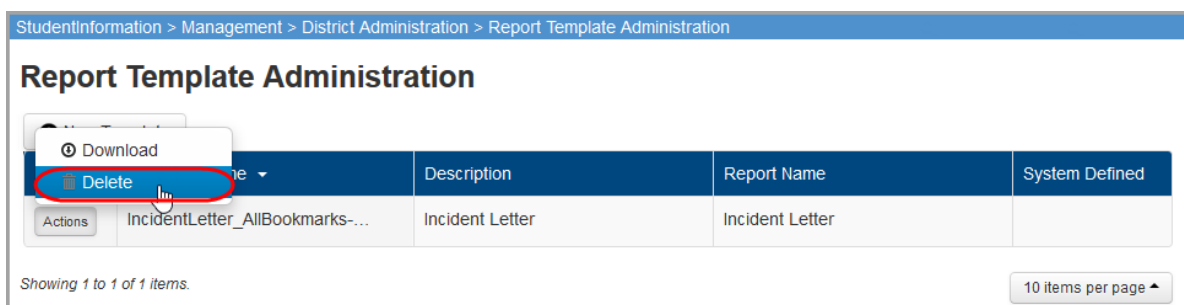
Download Report Templates

2. Save the file.

Delete Report Templates

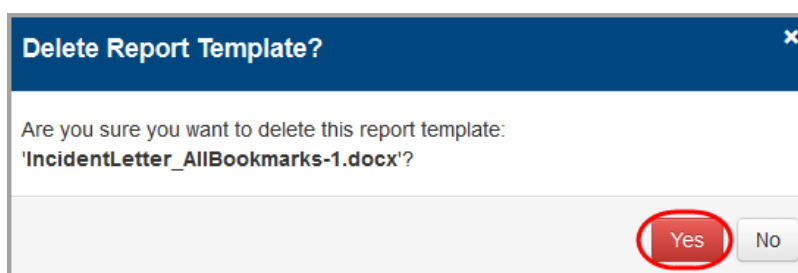
Navigation: StudentInformation – Management – District Administration – Report Template Administration

1. On the **Report Template Administration** screen, in the row of the template you want to delete, click **Actions** and select “Delete.”



Delete Report Templates

2. On the confirmation window, click **Yes**.



Confirm Delete

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

Discipline Action Report

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 check box 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 *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 Action Report (Report Builder)

Discipline All Report

Navigation: StudentInformation – SIS – Discipline – Discipline Reports – Discipline All

This report displays detailed disciplinary data by student.

Report: DAL		WOOSTER HIGH SCHOOL						
Printed Thu, May 22, 2014, 10:45 AM		2013-2014						
Discipline All Report								
Student ID	Name	Grade	Gender	Ethnicity	Homeroom			
175027	MCFADDEN, ROBERTO	09	M	W				
Incident Number: 87968		Incident Date: 2/7/2014		Needs Letter? *				
Infraction(s)								
Code	Description	Location		By				
03	Fighting/Violence	Gym1		Steve Reeling				
Action(s)								
Code:	Date:	Start Date:	End Date:	#Days	Demerits	Modified	Served	Alt Prog
Description:								
MD	03/05/2014	03/05/2014	03/06/2014	001.00	000.00	Y	*	N
Morning Detention								

Discipline All Report

Discipline Infraction Report

Navigation: StudentInformation – SIS – Discipline – Discipline Reports – Discipline Infraction

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

Report: DIR									DALTON HIGH SCHOOL	
Printed Thu, May 22, 2014, 10:50 AM									2013-2014	
Discipline Infraction Report										
ID	STUDENT NAME	INCIDENT DATE	INFRACTION DESCRIPTION	GN	GR	ETH	HMRM	SY	SCHOOL NAME	TELEPHONE
INCIDENT DATE RANGE:		8/19/2013 TO 5/22/2014								
160124	BEASLEY, OLGA	04/28/2014	Bullying	F	10	W	5A	2013	DALTON HIGH SCHOOL	(419) 555-0418
160580	DALTON, STEVE	04/11/2014	Unwelcom Sexual Conduct	M	10	W	5A	2013	DALTON HIGH SCHOOL	(419) 555-6101
150070	FRAZIER, CARMEN	04/11/2014	Harassment/Intimidation	F	11	W	5B	2013	DALTON HIGH SCHOOL	(419) 555-2601

Discipline Infraction Report

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 *ProgressBook StudentInformation Report Builder User Guide*.

Report Viewer

Show Setup

Save Setup As...

View Report

Report Name: Discipline Service List

1 of 1

100%

Find | Next

Select a format

Export

Discipline Service List

Date Searched: 4/16/2013

Grade	Student Name	Student Number	School Year	Homeroom	Action Code	Action Name	Start Date	Stop Date	Number Of Days	Served
05	AGUIRRE, BETH	200113	2012		2	Out of school suspension	4/15/2013	4/19/2013	5	No
									Grade Total:	1
07	HARMON, BRUCE	180501	2012		5	Detention	4/16/2013	4/16/2013	1	No
	WATKINS, VANESSA	180577	2012		5	Detention	4/16/2013	4/16/2013	1	No
									Grade Total:	2
Total										3

Discipline Service List Report (Report Builder)

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.

Report: DTD

Printed Tue, Jun 17, 2014, 12:51 PM

DALTON HIGH SCHOOL

2013-2014

Discipline Total Detail Report

160124

BEASLEY, OLGA

INCIDENT DATE RANGE:
8/20/2013 TO 8/17/2014

StudentNumber Student Name

Program Code: GR: GN: ETH: HMRM:

IncidentNumber Date A/I Code Description

160124 BEASLEY, OLGA

89031 04/28/2014 I 27 Bullying

Location: 121

none 10 F W none

STUDENT TOTALS FOR: INFRACTIONS:

ACTIONS:

27 Bullying 1

0

160580

DALTON, STEVE

INCIDENT DATE RANGE:
8/20/2013 TO 8/17/2014

StudentNumber Student Name

Program Code: GR: GN: ETH: HMRM:

IncidentNumber Date A/I Code Description

160580 DALTON, STEVE

88013 04/11/2014 I 21 Unwelcome Sexual Conduct

Location: none

none 10 M W none

160580 DALTON, STEVE

88013 04/11/2014 A 3 In school suspension

Start: 04/15/2014 Stop: 04/16/2014 Days: 2.00 Served: Y

none 10 M W none

STUDENT TOTALS FOR: INFRACTIONS:

ACTIONS:

21 Unwelcome Sexual Conduct 1

3 In school suspension 1

Discipline Total Detail Report

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.

Report: DTS

Printed Tue, Jun 17, 2014, 12:55 PM

DALTON HIGH SCHOOL

2013-2014

Discipline Total Summary Report

Grade = 09

INCIDENT DATE RANGE: 8/20/2013 TO 6/17/2014

INFRACTIONS:		ACTIONS:	
	0	9	before or after school detention
			1

Grade = 10

INCIDENT DATE RANGE: 8/20/2013 TO 6/17/2014

INFRACTIONS:		ACTIONS:	
21	Unwelcome Sexual Conduct	1	
27	Bullying	1	
		3	In school suspension
			1

Grade = 11

INCIDENT DATE RANGE: 8/20/2013 TO 6/17/2014

INFRACTIONS:		ACTIONS:	
19	Harassment/Intimidation	1	
		3	In school suspension
			1

Discipline Total Summary Report – Grade Totals

Report: DTS			DALTON HIGH SCHOOL		
Printed Tue, Jun 17, 2014, 12:55 PM			2013-2014		
Discipline Total Summary Report					
GRAND TOTALS					
INFRACTIONS:			ACTIONS:		
19	Harassment/Intimidation	1	3	In school suspension	2
21	Unwelcome Sexual Conduct	1	9	before or after school detention	1
27	Bullying	1			

Discipline Total Summary Report – Grand Totals

Discipline Letter Export (DISCDT)

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


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

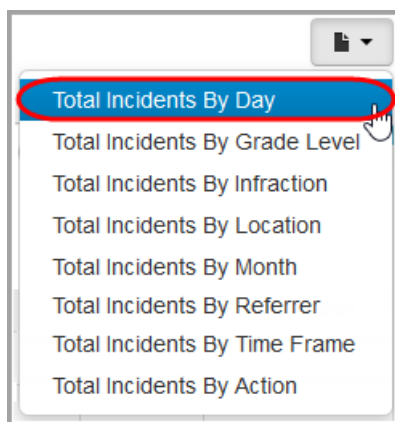
Note: For information on the discipline letter export process, see *ProgressBook StudentInformation Import/Export Guide*.

Total Incidents By Day

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

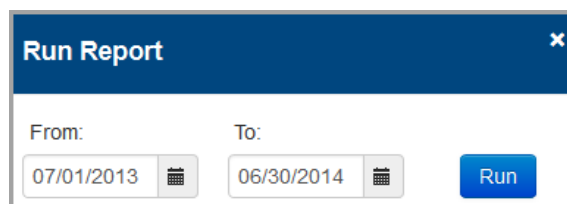
This report shows discipline incident trends by day of the week in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click .
2. In the drop-down list, select “Total Incidents By Day.”



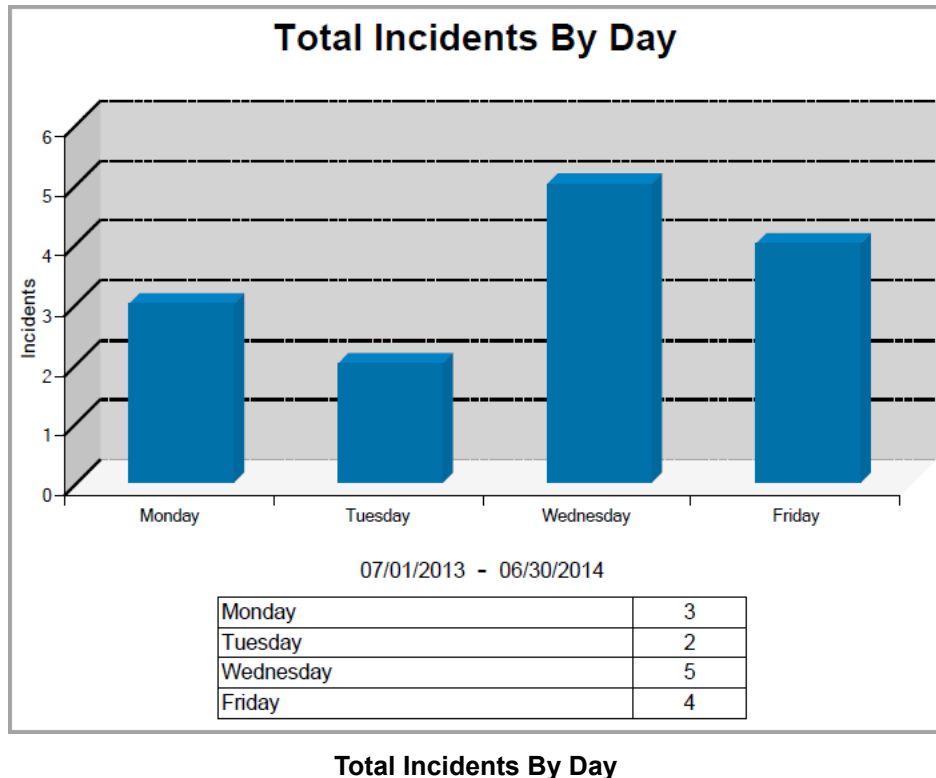
Report Selection – Total Incidents By Day

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**.



Select Report Dates


The report displays.

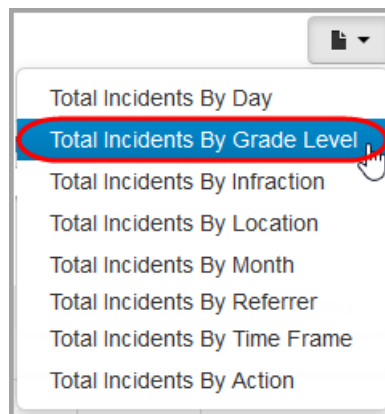


Total Incidents By Grade Level

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

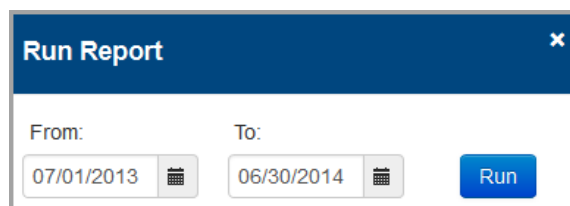
This report shows discipline incident trends by grade level in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click .
2. In the drop-down list, select "Total Incidents By Grade Level."



Report Selection – Total Incidents By Grade Level

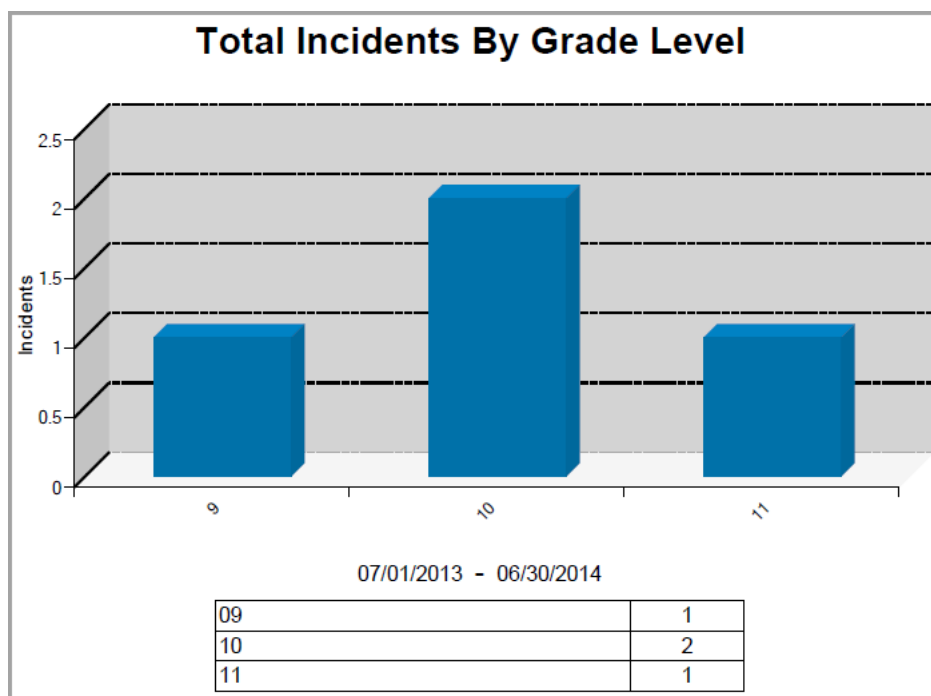
- On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.
- Click **Run**.



The 'Run Report' window has a dark blue header with the title 'Run Report' and a close button (X). Below the header, there are two date selection fields: 'From:' with the date '07/01/2013' and a calendar icon, and 'To:' with the date '06/30/2014' and a calendar icon. To the right of these fields is a blue button labeled 'Run'.

Select Report Dates

The report displays.




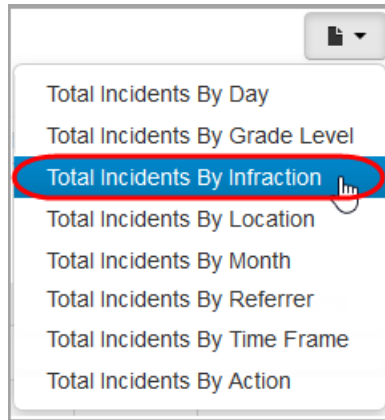
Total Incidents By Grade Level

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.

- On the **Discipline Incidents** screen, in the upper-right corner, click .
- In the drop-down list, select "Total Incidents By Infraction."



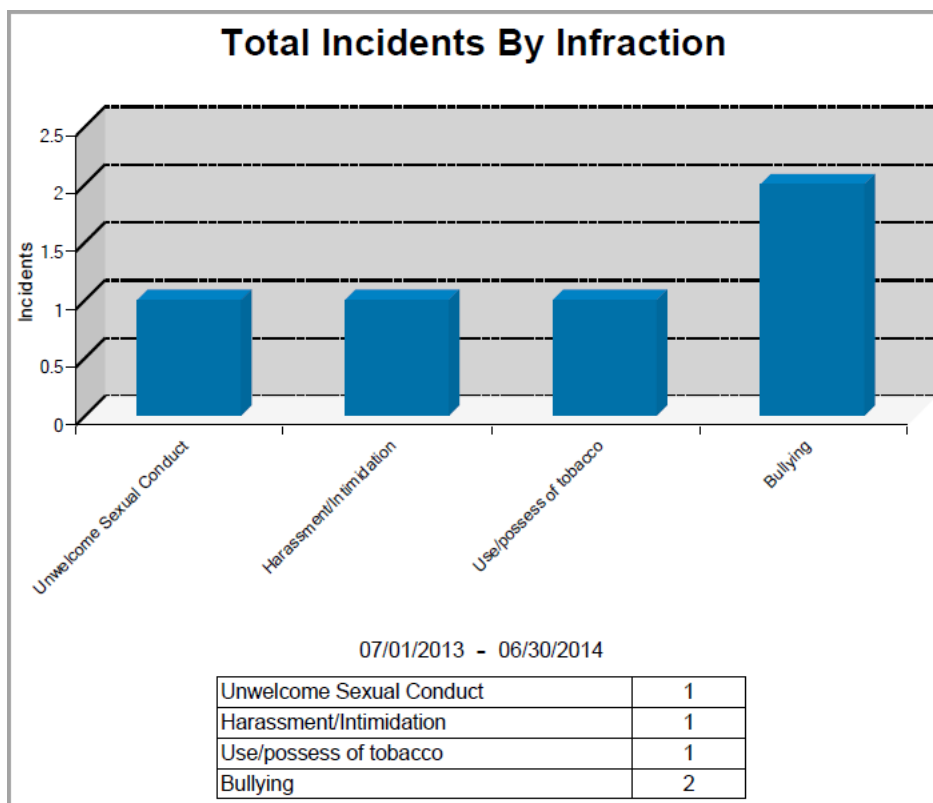
Report Selection – Total Incidents By Infraction

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**.

A screenshot of the 'Run Report' window. The window has a dark blue header with the title 'Run Report' and a close button (X). Below the header, there are two date input fields labeled 'From:' and 'To:'. The 'From:' field contains the date '07/01/2013' and the 'To:' field contains the date '06/30/2014'. Both fields have a calendar icon to their right. To the right of these fields is a blue button labeled 'Run'.

Select Report Dates

The report displays.




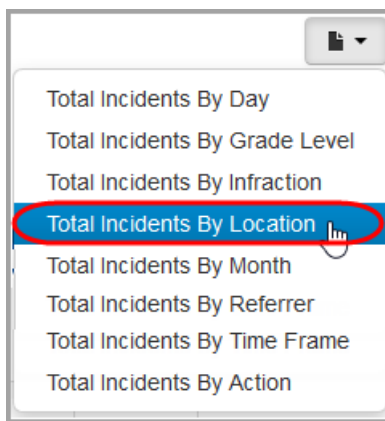
Total Incidents By Infraction

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



Report Selection – 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**.

Run Report
×

From:
To:

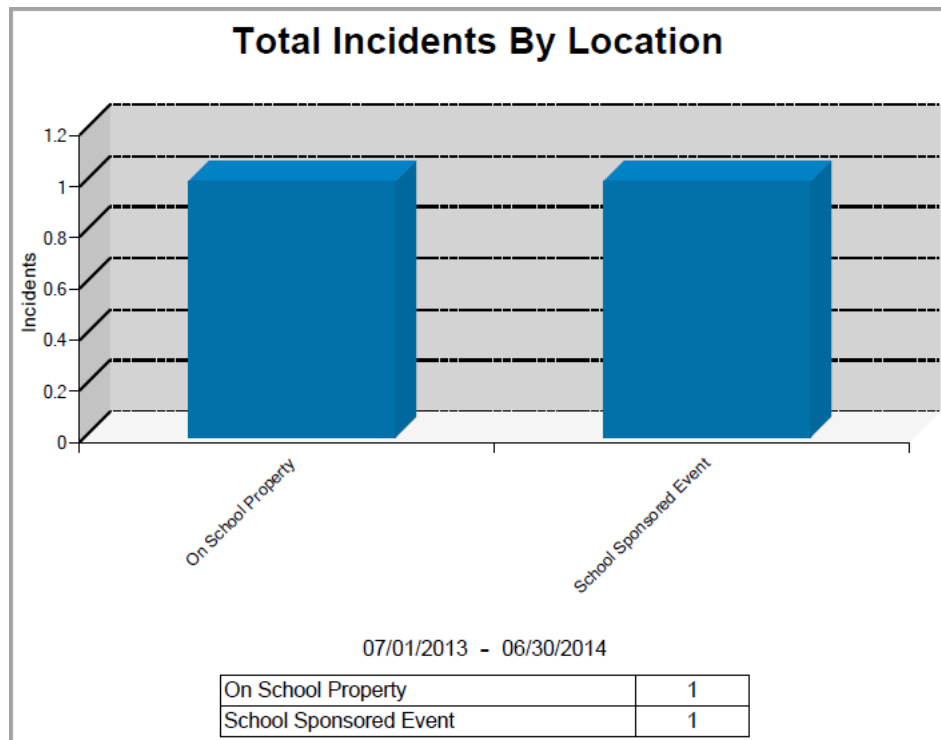
07/01/2013

06/30/2014

Run

Select Report Dates

The report displays.




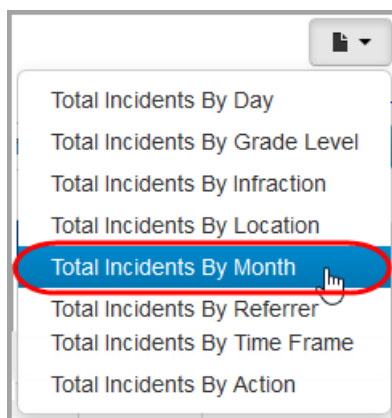
Total Incidents By Location

Incidents Per Day By Month

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

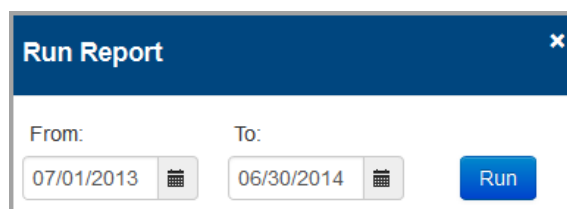
This report shows discipline trends of number of incidents per day by month in both bar graph and table format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click .
2. In the drop-down list, select "Total Incidents By Month."



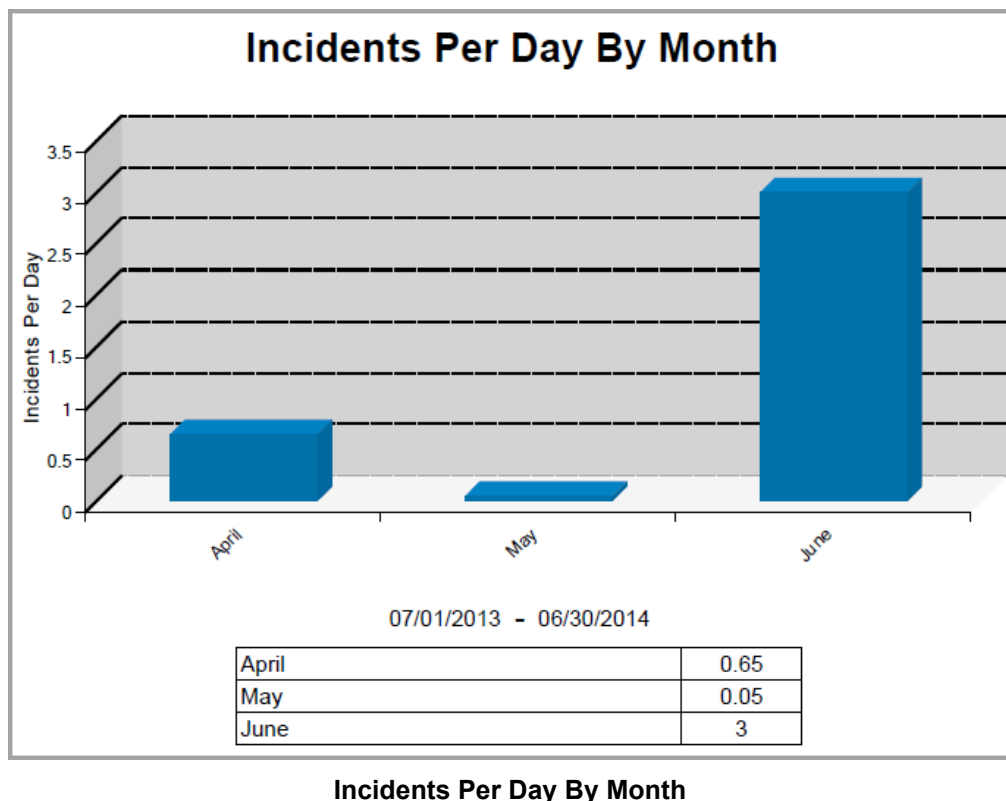
Report Selection – Total Incidents By Month

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**.

A screenshot of a "Run Report" window. The window has a blue header with the title "Run Report" and a close button (X). Below the header, there are two date input fields labeled "From:" and "To:". The "From:" field contains the date "07/01/2013" and the "To:" field contains the date "06/30/2014". Each date field has a calendar icon to its right. To the right of these fields is a blue button labeled "Run".

Select Report Dates


The report displays.

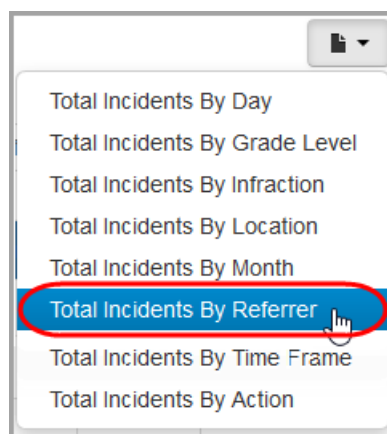


Total Incidents By Referrer

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

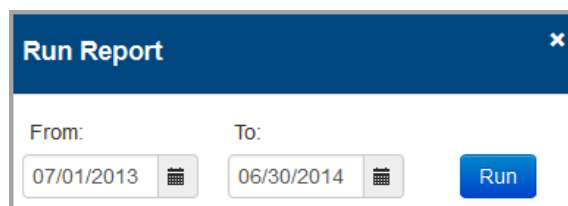
This report shows discipline incident trends by the staff member who made the referral in list format.

1. On the **Discipline Incidents** screen, in the upper-right corner, click .
2. In the drop-down list, select "Total Incidents By Referrer."



Report Selection – Total Incidents By Referrer

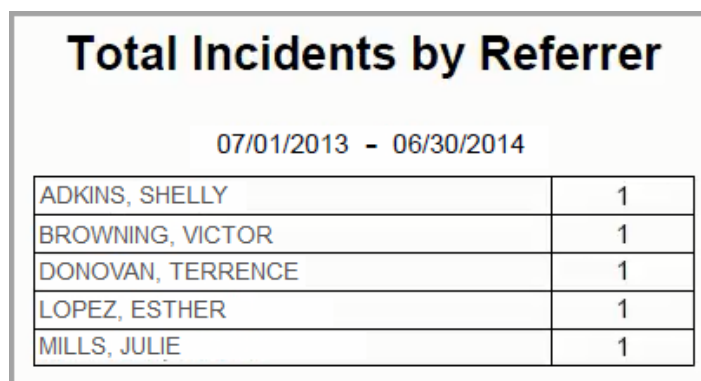
3. On the **Run Report** window, enter or select the **From** and **To** dates of the discipline data you want to analyze.
4. Click **Run**.

A dialog box titled "Run Report" with a close button (X) in the top right corner. It contains two date input fields: "From:" with the value "07/01/2013" and a calendar icon, and "To:" with the value "06/30/2014" and a calendar icon. A blue "Run" button is located to the right of the "To:" field.

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

Select Report Dates

The report displays.

A report titled "Total Incidents by Referrer" for the period "07/01/2013 - 06/30/2014". It displays a table with 5 rows of data, each showing a name and a count of 1.


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

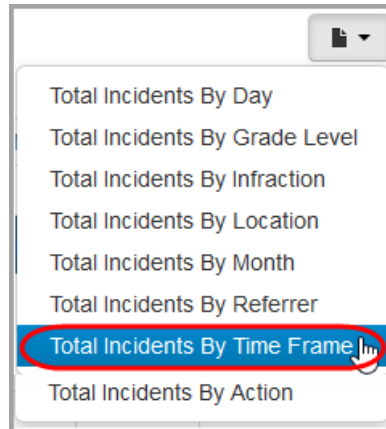
Total Incidents By Referrer

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



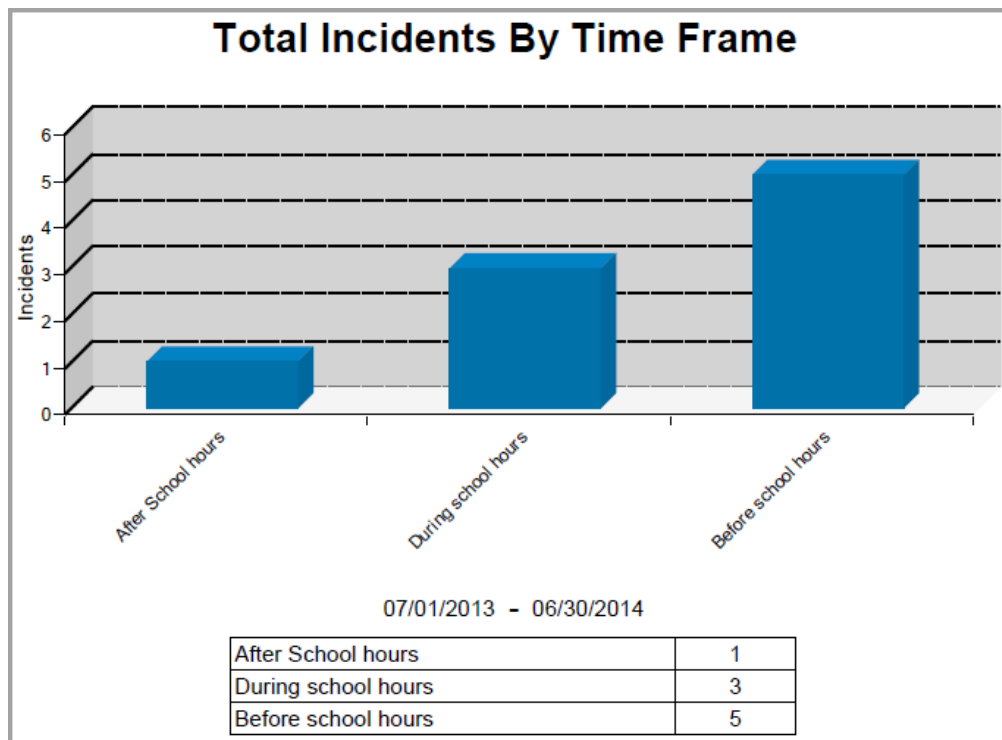
Report Selection – Total Incidents By Time Frame

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**.

A screenshot of the "Run Report" window. The window has a blue header with the title "Run Report" and a close button (X). Below the header, there are two date input fields labeled "From:" and "To:". The "From:" field contains the date "07/01/2013" and a calendar icon. The "To:" field contains the date "06/30/2014" and a calendar icon. To the right of these fields is a blue button labeled "Run".

Select Report Dates

The report displays.




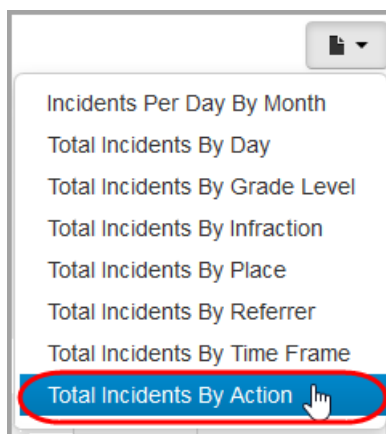
Total Incidents By Time Frame

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**.



Report Selection – Total Incidents By Action

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

Run Report
×

From:

07/01/2013
📅

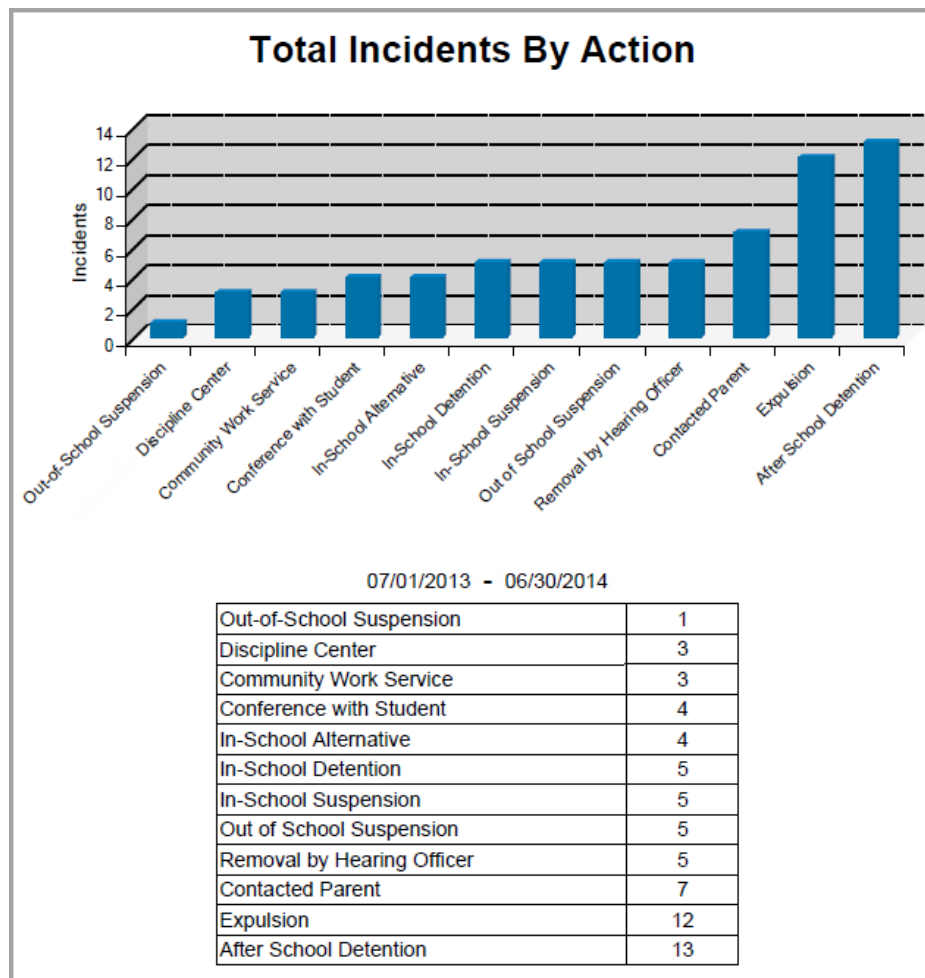
To:

06/30/2014
📅

Run

Select Report Dates

The report displays.



Total Incidents By Action