eSchoolPlus+

Behavior (Discipline) Entry and Maintenance
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Arkansas Public School Computer Network
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Entering a Behavior Incident

Menu Access: Interventions > All > Office > Incident Detail

1. Select the (Add) icon.

Important Reminder:
The fields required for State Reporting are listed below. However, depending on the district policy, all the fields mentioned in this handout may or may not be used depending on the district policy. It is recommended that the entry be consistent within each building and across the district.

State Reporting Required Fields:
- Offender’s Building
- Incident Code
- Incident Date
- Offender
- Reported to Police
- Date Reported (to Police)
- Police Department
- Police Action
- Action Code
- Actual or Scheduled Duration for any Action Codes of Suspension or Expulsion

Note: For State Reporting purposes, all Incidents must have an Offender added with the Action taken even if the Action Code is ‘07 – No Action’.
2. By default, the **Incident Detail** page displays in Quick entry mode. Select **Full**, if desired, as shown below. **Note:** The Quick entry mode can be modified to display the same fields as the Full mode. It is recommended that the system administrator be contacted to discuss the fields that should display when using the Quick entry mode.

### Behavior Incident Add Screen

3. Enter the Incident information.

4. Add the offender by clicking ![Add](Add) in the Offenders panel.

#### Offenders Panel

5. Enter the offender ID number or Name to pull the information into the screen.

### Enter Offender Information

6. Enter the appropriate information on the Offenders Panel. The offense code and description will automatically pull into the screen when the student’s name is entered. Entry of information in the Category, Drug, and Weapon fields is now available.
7. Add the Action Code and the Scheduled Start Date. **Note:** If the school uses behavior attendance and the Action selected is tied to an attendance code, a warning displays indicating that a date can only be added for the action on the Offender Action screen. This will be discussed later.

8. If a new/additional offender(s) for the same incident is to be added, click on the (Add) on the Offenders panel and enter the appropriate information.

9. If applicable, add Incident Notes by clicking (Add) on the Incident Notes Panel.
10. Fields on the Police Panel should be populated when the incident requires the assistance of police personnel. This information will pull in cycle 7.

**Police Panel**

11. The Victims, Witnesses, and Other Incident Information can all be accessed and information added to the incident but this is optional for the district since this data is not tracked by the state. Click on the add icon to enter the information needed.

**Victims, Witnesses, and Other Incident Information Panels**
12. Click (Save) at the top of the page when the incident is complete. When Save is selected on this page, changes made on any or all panels are saved. At this time an incident ID will be assigned to the incident. The incident must be saved before adding the action on the incident if the action code is tied to an attendance code in the system. The incident ID is helpful when correcting an entry or adding additional information.

**Incident Detail Page**

**Reminders:** For State Reporting purposes, all Incidents must have an Offender added with the Action taken even if the Action Code is '07 – No Action'. Action codes of Suspensions or Expulsions require Durations be entered in the Offender Detail section of the discipline record.

13. Add any additional Offender Detail data such as Action Details, Guardian Notification, and Police Action by following the instructions in the next section.

**Adding the Offender/Action Detail**

1. On the Incident Detail page, in the Offenders panel, click the **Offender Detail**.
2. If the Action Code was not added on the initial entry of the discipline incident, it should be added at this point. Otherwise continue with the next step. On the Offender Detail Page click Add in the Actions panel. Select an Action Code in the drop-down. A new section displays for the selected action.
3. Complete the action fields as needed. **Note:** Only one action code per offender may be added due to state reporting requirements. Enter the final action for the incident.

![Image of eSchoolPlus 4.0 Behavior (Discipline) Entry and Maintenance]

For State Reporting, Duration fields are required for action codes of 01,02,03,04,11,12,13,14,15,16,17,18,19.

4. If Applicable, in the Notified panel, select value for the **Police Action.** The code of **AR – Arrested** will pull in Cycle 7.

![Image of eSchoolPlus 4.0 Behavior (Discipline) Entry and Maintenance]

5. Select ☐ (Save) at the top of the **Offender Detail** Page to complete the entry.

**Note:** If the school uses behavior by attendance and if the action selected is tied to an attendance code, an attendance window will open; review the attendance information that will be created. Select the exclude checkbox for any periods that would not require an attendance entry. Click ☐ (Save) to create the attendance records and close the window.

6. Select ☐ (Back) to return to the Incident Detail Page.
Common Errors and How to make Corrections

Cognos Report for Finding Behavior Errors

Menu Path: Public Folders > Student Management System > Discipline
Report Name: APSCN State Reporting Error Check on Discipline Records Report

Incorrect Offense Code Entered

This is a two-step process and will have to be updated in 2 places. The original Type code will be listed in the Incident Detail area and the Offender’s area under the Offense Information.

Menu Access: Interventions > All > Office > Incident Detail

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the **Type** field select the drop down to change the Offense Code as needed.
4. Expand the Offender panel, delete the existing Offense code, and pull the Offense code to match the code entered in the **Type** field.
5. Click (Save) to update the record.

Offender not entered or Incorrect Offender

Menu Access: Interventions > All > Office > Incident Detail

This may pull a list of incidents sorted by the most current.

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the **Offenders** section of the screen perform the appropriate step(s) below:
   a. Add the correct offender if left off original incident. Click on (Add) in the Offender’s Panel. Search for or select the offender using the fields in the drop-down.
   b. If incorrect offender, click (Delete) for the incorrect offender, which results in a line being drawn through the entry. The deleted offender will be removed upon Save. This also deletes additional information, such as, the Action.
c. If a new offender should be added to replace a deleted offender, click on the (Add) in the Offender’s Panel. Complete the record by adding the Action information as described in other areas of this document. Click (Save) to complete the entry.

4. Select (Back) to return to the Incident Detail Page and verify the entry/update.

Action Not Entered

Menu Access: Interventions > All > Office > Incident Detail

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the Offenders panel, select the Offender Detail. The Offender Detail page displays.
4. Enter the new action, durations, and dates as described in other areas of this document.
5. Click (Save).

Incorrect Action Entered

Menu Access: Interventions > All > Office > Incident Detail

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the Offenders panel, select the Offender Detail. The Offender Detail page displays.
4. In the Actions panel, click on (Delete). This results in a line being drawn through the record.
5. Click on (Add) to enter the correct Action Code on the Incident.
6. Click on (Save).

Duration Not Entered on Action Code Requiring Duration

Menu Access: Interventions > All > Office > Incident Detail

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the Offenders panel, select the Offender Detail. The Offender Detail page will open.
4. In the Actions panel, expand the Action subpanel and in the Dates area, enter the correct Duration.
5. Click (Save).
Incident Added to Incorrect Building Number

Since Offenders can be added to an incident from other buildings, caution should be taken to make sure the incident building is the same as the offender’s building. In the event the building is wrong the user must delete the incident and re-enter it in the correct building.

**Menu Access: Interventions > All > Office > Incident Detail**

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. The Incident Detail page will open.

4. Select (Delete). A message will appear to confirm the deletion of the incident.

5. When the records have been removed, re-enter the incident data with the correct information.
Police Notified Not Entered

Police Panel should be populated when the incident requires the assistance of law enforcement.

**Menu Access: Interventions > All > Office > Incident Detail**

This may pull a list of incidents sorted by the most current.

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the Police section of the screen enter the required values.
4. Click Save.

**Police Panel**

![Image of Police Panel]

Police Action Not Entered

Police Action field should be populated when the incident is reported to the Police. Police Action of *AR* – Arrested is collected in cycle 7.

**Menu Access: Interventions > All > Office > Incident Detail**

This may pull a list of incidents sorted by the most current.

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. From the Offender Panel select the Offender Detail icon.
4. In the Notified Panel, enter the appropriate Police Action.
5. Click Save.

![Image of Notified Panel]
Error Correction on an Individual Student

Menu Access: Interventions > All > Student > Behavior Incidents

1. If the correct student is not selected, use the Student Search option to find the student. Select Simple mode to enter search criteria, and select Load (Load).

2. In the Search Results, click on the student’s name link.

3. In the Behavior Incident List for the student, select the entry to be corrected by clicking on the Incident link for the incident.

4. On the Incident Detail Page or Offender Detail Page make the necessary corrections. See earlier sections of this document for more detail.

5. Click Save (Save).