eSchoolPlus+

Behavior (Discipline) Training Guide
Version 4.0

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Arkansas Public School Computer Network
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Table of Contents

Discipline Overview .................................................................................................................................. 5
Behavior (Discipline) Widget .................................................................................................................. 6
  Behavior Chart ......................................................................................................................................... 7
Student Behavior Incidents ......................................................................................................................... 8
Incident Detail List Page ............................................................................................................................ 9
Discipline Searches ...................................................................................................................................... 10
Incident Detail ........................................................................................................................................... 12
  Offender Detail ......................................................................................................................................... 17
  Creating Student Attendance for Discipline Actions .............................................................................. 22
  Victim Detail ............................................................................................................................................ 23
  Witnesses Detail ....................................................................................................................................... 25
Adding a Behavior Incident ....................................................................................................................... 27
  Adding the Offender/Action Detail ........................................................................................................ 31
Simple Steps for Adding a new incident ................................................................................................... 34
Delete an Incident ..................................................................................................................................... 35
Delete an Action ....................................................................................................................................... 35
TAC Action Notification Messages .......................................................................................................... 35
Non-Student Detail .................................................................................................................................... 36
Behavior Communications .......................................................................................................................... 39
  Behavior Communications Criteria Maintenance ................................................................................. 41
    Discipline Letter Criteria Samples .................................................................................................... 45
  Running Behavior Communications ..................................................................................................... 49
    Behavior Criteria Calculation ............................................................................................................ 49
    Generate Communication List Report .............................................................................................. 51
    Generate Behavior Communications Merge File ............................................................................... 52
Discipline Report Options .......................................................................................................................... 53
  Daily Action Report .............................................................................................................................. 55
  Incident Action/Attendance Verification Report .................................................................................. 57
  Incident Averages Report ....................................................................................................................... 59
  Incidents Report ................................................................................................................................... 61
  Student Incident Detail Report ............................................................................................................... 63
Issues and Referrals ..................................................................................................................................... 65
Behavior Referrals ..................................................................................................................................... 66
  Behavior Referral List ............................................................................................................................ 67
  Behavior Referral Searches ................................................................................................................... 68
  Behavior Referral .................................................................................................................................. 69
  Behavior Referral Procedures ................................................................................................................. 72
    Reviewing Behavior Referrals ........................................................................................................... 72
    Returning Behavior Referrals ........................................................................................................... 72
    Resolving Behavior Referrals ............................................................................................................ 73
    Create Behavior Incident from Referrals ............................................................................................ 74
Behavior Referral Report ............................................................................................................................ 75
Sample Screens when using Behavior Referrals ...................................................................................... 77
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Discipline Overview

The eSchool Discipline program is designed to help school administrators record, store and report discipline information. Discipline records may be entered on any student that has been enrolled in the database that was involved with a disciplinary procedure. The information includes incident description, the school official reporting the incident, acting disciplinarian, action, parent notification and comments. For each discipline incident, users may add witnesses, and/or victims along with actions taken for those witnesses and/or victims. Detailed information may be entered for offenders, witnesses, and/or victims.

Depending on each district’s policies, all the fields described in this training guide may or may not be used. Some fields will be required by the system to enter an incident and will be indicated by the asterisk following the field name. Other fields may be required for state reporting purposes. The fields that must be entered in discipline for state reporting purposes are:

- Offender
- Offender’s Building
- Incident Code
- Incident Date
- 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

- Incident Codes 1-99 are reserved for state defined incident codes. Districts may add additional incident codes to the table by using the number 100 or above
- Action Codes 1-99 are reserved for state defined action codes. Districts may add additional action codes to the table by using the number 100 or above.

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’.

For additional information on valid entries for state required fields, refer to the Statewide Information Handbook available on the APSCN SIS website: www.apscn.org >> SIS option >> Statewide Information Systems >> Select appropriate SIS Manual.
Behavior (Discipline) Widget

The Home page can be customized by the user to add Panels and Widgets. The page can be customized by adding, changing, and deleting widgets. See the General Information Guide for detailed instructions.

To make changes to the Home page, first select Enable Edits by clicking (Additional Options) and select Enable Edit.

### Adding a Widget to a Row

1. Click the row's (Add) icon.
2. Select Add a Widget.
3. In the Select a Widget window, click a widget, such as Attendance or Attendance Chart to highlight it.
4. Click OK to add the widget to the row.

To save changes made to the Home page, click (Additional Options) and select Save Layout.

---

### Discipline

This section displays school year totals to date in the current school year across all buildings for which the user has security:

- **Total Incident to Date** displayed is for the current year.
- **Today's totals** for the number of students receiving specified actions are listed. The actions that display are determined in the Action Duration section of the Discipline District Setup page.
- **To view the Today's Discipline Action List page for a particular discipline action**, click the action's description link. To access the Behavior Referrals List page, which shows all issues referred by teachers in TAC, click the Total Conduct Referrals link.

**Widget Options:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Check the actions to display. The actions listed are selected in the Action Duration Totals section of the Discipline District Setup page's General tab.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Level</td>
<td>Enter the number of actions for issuing a warning alert for an action. When an action's count reach this level, the &quot;light&quot; next to the count changes to yellow.</td>
</tr>
<tr>
<td>Critical Level</td>
<td>Enter the number of actions for issuing a critical alert for an action. When an action’s count reaches this level, the &quot;light&quot; next to the count changes to red. The critical level should be set higher than the warning level.</td>
</tr>
</tbody>
</table>
Behavior Chart
Displays pie charts or bar graphs for selected discipline actions. Multiple charts can be set up to display by clicking Discipline Chart, select the Chart Value, and then click OK.

Example shown is set to display ISS by Grade. See detail below for additional settings.

<table>
<thead>
<tr>
<th>Chart Value</th>
<th>Check the discipline action to display. The actions listed are selected in the Action Duration Totals section of the Discipline District Setup page's General tab. This value cannot be changed for an existing chart. To display another discipline action, delete the existing chart, then add a new chart with the desired value.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Type</td>
<td>Select whether the data displays as a Bar Graph or Pie Chart.</td>
</tr>
<tr>
<td>Breakdown</td>
<td>Select how to display the action's breakdown of students, for example, by building, grade, or gender.</td>
</tr>
</tbody>
</table>
Student Behavior Incidents

This page can be used to view the discipline incidents in which the selected student has been involved as either an offender, witness, or victim. A user may select to add a new incident from the student’s Behavior Incidents or from Incident Detail. Once + (Add) is selected the page display is the same.

Menu Access: Interventions > All > Student > Behavior Incidents > Search and select a student

Page Options:

+ (Add) – Allows the adding of new records. See Adding a Behavior Incident section of this document.

🔍 (Search) – Display the search page to search for records or to select a record from the search results.

- Open an Incident Record – Click on the Incident link to open the Incident Detail page which displays detailed incident information.

- Open the Incident Role – Clicking the Incident Role link will display the Offender Detail about the selected student’s role as the offender, victim, or witness.

The list, which is sorted by date with the most recent incident at the top of the list, displays the following items regarding the incident:

- School Year
- Summer School (N/A)
- Incident Code
- Category
- Building
- Location
- Incumbent Date/Time
- Incumbent Role
- Action(s)

Information displayed on the Behavior Incident List page is entered on other pages in the Discipline package. To change any information for an incident, click the link and go to the corresponding page.

Once a detail page is selected, changes may be made. After saving the changes, selecting the List (List) icon will return to the student’s Behavior Incidents list.
Incident Detail List Page

Menu Access: Interventions > All > Office > Incident Detail

Use this page to display a list of existing discipline incidents. By default this list is sorted by date with the most recent incident at the top of the list.

If the user has previous year maintenance security for the Discipline package, this page will display previous year incidents but may be narrowed down using the Simple Search, School Year field.

A user may select to add a new incident from Incident Detail or from the student's Behavior Incidents. Once ☑️ (Add) is selected the page display is the same.

Page Options:

- ☑️ (Add) – Allows the adding of new records. See Adding a Behavioral Incident section of this document.
- ⏯️ (Load) – After entering search data, click to load the Search Results.
- Search – Allows new search for discipline incident(s). See next section for detail on searching.
- Open an Incident record - Clicking the Incident link will open the Incident Detail page.

Note: The deletion of an incident is on the Incident Detail page.
Discipline Searches

Menu Access: Interventions > All > Office > Incident Detail > Select Simple or Advanced search mode

When accessing the Incident Detail page, the user will either see a list of the last records searched or a new search may be performed. Searches may be saved to be used later. See the Software Search Options document for details on creating, saving and using custom searches.

Searches can be run in two modes:

**Simple**
Uses a limited number of fields to find records, such as Incident ID or School Year.

**Advanced**
Uses a wide range of fields to find courses applying various conditions and operators in the search criteria.

### Multiple Incident codes for current year search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>Incident Code</td>
<td>Is in</td>
<td>(incident codes)</td>
</tr>
</tbody>
</table>

### Incidents with specific Action code for current year search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident Offender Action</td>
<td>Action Code</td>
<td>= (equals)</td>
<td>(action code #)</td>
</tr>
</tbody>
</table>

### Offender Missing

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident Offenders</td>
<td>Is Student</td>
<td>Is blank</td>
<td></td>
</tr>
</tbody>
</table>
### Missing duration search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>Offender Action</td>
<td>Is in (comma delimited list)</td>
<td>01,02,03,04,11,12,13,14,15,16,17,18,19</td>
</tr>
<tr>
<td></td>
<td>Incident</td>
<td>Offender Action</td>
<td>Schd Duration</td>
<td>Is blank</td>
</tr>
</tbody>
</table>

### Reported By search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>Person ID</td>
<td>= (equals)</td>
<td>(Enter ID of Staff)</td>
</tr>
</tbody>
</table>

### Student/Offender for current year only search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Offenders Person ID</td>
<td>= (equals)</td>
<td>(student ID #)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
</tbody>
</table>

### Information contained in notes search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>Notes Note Text</td>
<td>Contains</td>
<td>(text to search on)</td>
</tr>
</tbody>
</table>

### Information contained in a comment search:

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Incident</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>School Year</td>
<td>= (equals)</td>
<td>(school year)</td>
</tr>
<tr>
<td>And</td>
<td>Incident</td>
<td>Comments</td>
<td>Contains</td>
<td>(text to search on)</td>
</tr>
</tbody>
</table>
Incident Detail

Use this page to display, add and update behavior incident records. New discipline incidents may be entered through the Student Behavior Incidents or Office Incident Detail, but the page display for the Add is the same. See Adding a Behavior Incident section of this document.

The Incident Detail Page is used to enter information for all disciplinary incidents. Information for offenders, police actions, victims and witnesses, as well as general Notes on the incident may be recorded. Note: When Save is selected on this page, changes made on all panels are saved.

Menu Access: Interventions > All > Office > Incident Detail

Select a Page View of either Quick or Full. 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. Contact your district system administrator to discuss the fields that should display when using the Quick entry mode.

Page Options:

- (Add) Allows the adding of new records. See Adding a Behavior Incident section of this document.
- (Save) Saves the record or changes to the record.
- (Delete) Delete the displayed record.
- (Search) Displays the search page to search for records or to select a record from the search results.
- (Date or Time Stamp) View the change information for the record. If a page displays information from multiple records, the most recent change is displayed. This option displays for users with security to view the change date/time stamp.
- (Additional Options) Only displays if the incident was created from a Behavior referral with options to review the referral details on the Behavior Referrals Page and to create a printable report of the referral from the Referral Report Page.
Field Descriptions: (*Asterisk notes a required field)

 Incident Panel

 Building number* - Verify that the building number is correct.

 Type (Incident)* - State Incident code. Click on 🗂 for the Incident table.

  Note: Incident Codes 1-99 are reserved for state defined incident codes. Districts may add additional incident codes to the table by using the number 100 or above.

 Date* - Enter the date the incident occurred. The current date defaults. Typing a minus sign will go back one day.

 Category - The category of the incident. Table verified.

 Time - Enter the time of the incident. The time defaults to school time. If ‘8’ is entered, it will automatically format to 8:00 AM if 1 is entered, it will default to 1:00 PM. Time can also be entered in military time however; it will be formatted in to AM or PM. 6 through 11:59 will default to AM. 12 to 5:59 will default to PM.

 Timeframe - Portion of the day when the incident occurred. Table verified.

 Reported By* - The type of person who reported the incident. Options are Staff, Student or Other Non-Student.

  Other Non-Student - Table Verified. If the name is not available, select CANCEL. The Non Student Add screen will display for the option to add a non-student to the table. For more information on additions to the Non Student table, see the Non Student Detail section of this document.

  Staff - Table verified using the Administration > Registration Setup > Building > Staff. Staff will give the user all staff members throughout the district. Staff members not in the list are added to the Staff table by using the menu path above.

  Student - Table verified using the student records for which the user has building security.

 The value selected determines the information used to validate the Reported by ID and Name. Verify the building then enter the last name of the person who reported the incident and click 📐 (Load) in the right corner of the Search Results subpanel. Select the correct staff member in the listing. This will populate the name and ID field for the staff member.
Reported To – Person to whom the incident was reported. Table Verified.

Location - Where the incident took place. Table verified.

Gang Related - If gang related, check box. If it is not gang related, leave box blank.

Description - Give a brief description of the incident. 255 characters

Offenders Panel

Panel options:

- To delete an offender, select the (Delete) icon on the Offender’s name subpanel and then (Save) the incident.
- To add a different offender to the incident, select the (Add) on the Offenders panel.
- To open the Offender Detail page, select (Detail). See Offender Detail section of this guide.

Offender Name and ID- Name of the offender. Once the name is chosen, the Student ID will default.

Is Student – Will be marked yes if the offender is a student. Information for the student will be validated by Demographic information. If No, the offender information is validated by non-student information.

Note: For Arkansas State Reporting, the offender cannot be a non-student.

Offense - The offense committed by the offender. The incident code entered in the header defaults.

Note: Multiple offenses option is not currently used in Arkansas.

Category - Offense Category table verified. This field is used to further define the offense. For example, the offense may be defined as assault and the category would further define the type of assault as physical.

Drug - Type of drug found or used during the incident. Once the incident has been saved additional drug codes can be added.

Weapons - Weapon that the offender used or possessed at the time of the incident. Once the incident has been saved additional weapons can be added

Offense Actions

Action Code– Action code assigned to the offender.

To quickly add an Action from this page, select the appropriate Action and specify its start date. To enter additional information, such as Scheduled Duration, adjust the Actual Duration, or enter an End Date, use the Offender Detail page.
If 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 Detail page.

**Scheduled Start Date** – Scheduled start date of the action.

As noted in the description of the Action field, a start date can only be entered in the Incident Detail page if the action is not tied to an attendance code. Instead, use the Offender Detail page to enter the date and other information on the action.

**Incident Notes Panel**

**Private** - The Private Checkbox is informational only and does not determine access to Notes. Any user with access to the incident will see all Notes.

**Notes Area** - Any further Notes about the incidents. (255 characters)

**Delete** – Select the (Delete) icon to remove the notes from the incident.

**Police Panel**

**Reported to Police** - Check if incident was reported to the police. This box must be checked for the remaining fields under this tab to be accessible.

**Police Department** – Police department to which the incident was reported.

**Officer Name** - Name of officer who responded to the complaint.

**Date Reported** - Date the incident was reported to police.

**Complaint Number** - Complaint number issued by police department.

**Badge Number** - Badge number of the responding officer.

**Victims Panel**

**Note:** If adding a victim, a Victim Type must be assigned. This field is table verified.
Victim Name and ID - Name of the victim. When the name is selected, the ID defaults to the Victim field. After the information is saved, the Victim name becomes a link to enter further information.

Victim Information

Is Student - Will be marked yes if the victim is a student. Information for the student will be validated by Demographic information. If No, the victim information is validated by non-student information.

Victim Type* - Type of Victim, for example whether the victim is a student or a staff member. Field required if adding a victim.

Category – This field is used to further define victim type. Table verified.

Delete - Select the (Delete) icon to remove the victim from the incident.

Witness Panel

Note: If adding a Witness, a Witness Type must be assigned. This field is table verified.

Witness Name and ID - Name of the Witness. When the name is selected, the ID defaults to the Witness field. After the information is saved, the Witness’ name becomes a link to enter further information.

Is Student - Will be marked yes if the victim is a student. Information for the student will be validated by Demographic information. If No, the victim information is validated by non-student information.

Witness Type* - Type of Witness. Table verified.

Category – Field used to further define the witness type. Table verified.

Delete - Select the (Delete) icon to remove the victim from the incident.
Offender Detail

Use this page to enter detailed information for offenders involved in behavior incidents. General offender information, offenses, actions, weapon or drug information, charges or convictions, as well as notes about the offender's involvement in the incident can be updated.

Menu Access: Interventions > All > Office > Incident Detail > Select the needed Incident link. In the Offenders subpanel click on (Detail) to open the Offender Detail page.

Page Options:
- The Incident link will open to the Incident Detail Page.
- When there are multiple offenders listed, the student link under Offenders will open to the selected student’s Offender Detail Page. If applicable, the link under Victim and Witnessess will open to the appropriate pages.

Selecting Add from this page, adds a new offender.
Saves the record. Changes made on all panels are saved.
Delete the displayed offender detail record.
Displays the search page to search for records or to select a record from the search results.
Opens the Student Summary for the student in focus.
Goes back to Incident Detail page.
View the change information for the record. If a page displays information from multiple records, the most recent change is displayed. This option displays for users with security to view the change date/time stamp.
Offender Panel

This panel gives the basic information relating to the Offender. The Gender, Age, Grade, Classification, Hispanic/Latino Ethnicity, Race, and Federal Code. This information pulls from Demographic information entered on the student and is view only.

<table>
<thead>
<tr>
<th>Offender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Classification</td>
</tr>
<tr>
<td>Hispanic/Latino Ethnicity</td>
</tr>
<tr>
<td>Race</td>
</tr>
<tr>
<td>Federal Code</td>
</tr>
</tbody>
</table>

General Panel

This panel displays the category of the offense, if any. Categories can define an offense more broadly. The type of drugs found or used during the incident may be entered on this screen.

Weapons list those used or possessed at the time of the incident and count is the number of weapons that were specified in the Weapon field.

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
</tr>
<tr>
<td>Drugs</td>
</tr>
<tr>
<td>Weapons</td>
</tr>
<tr>
<td>Weapon</td>
</tr>
</tbody>
</table>

Offenses Panel

Offense (Incident code) committed by the offender and the comments related to the offense. These notes do not print on reports. [Characters/500]

<table>
<thead>
<tr>
<th>Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 - Disorderly Conduct</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

Action Duration Panel

The Action Duration Totals section displays the student's action(s) and the total duration of all actions within the specified group, for all offenses. The total number adjusts AFTER the Action record is saved.

Action Groups are set up in the District Setup option (Administration > Interventions Setup > Behavior District Configuration > Action Duration Totals panel). Discipline Configuration determines whether this total reflects the current year only or all years of discipline data.

<table>
<thead>
<tr>
<th>Action Duration Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Group</td>
</tr>
<tr>
<td>ISS</td>
</tr>
<tr>
<td>SUSP</td>
</tr>
<tr>
<td>EXPELLED</td>
</tr>
<tr>
<td>D-HALL</td>
</tr>
</tbody>
</table>

Action Group - Type of actions being added into total duration.

Total Duration - Total duration of all actions for the offender that were included in this group.
Actions Panel

When adding a new Action, click Add (Add), select an Action Code, and then complete the action fields for that action.

To display details for existing actions that have been entered and saved, click Expand (Expand).

General section

Appropriate Action Levels: - Not used in Arkansas. Severity levels of an action and the action levels that are appropriate for an offense can be specified. If a severity level for actions has been defined, the range of severity levels applicable to this offense displays when an action is selected, an appropriate action level is selected, or a code with no severity level is selected. The system displays a warning message if the level number for the action in the Action Code table is not within the range of action levels specified for an incident code in the Incident table.

Responsibility Building: - Indicates the building in which the student was enrolled when the incident occurred and the disciplinary assignment was made; or for a continuation disciplinary assignment, the building that the student would attend under all normal circumstances if not under a disciplinary assignment.

Action Carry Over: - Checked if the action carries over into the next school year. This is informational only and does not enter the incident in the following school year.

Note: This applies when a student is assigned an action at the end of the school year and the scheduled duration cannot be completed by the end of the year.

Disposition Code: - Indicates if and how the action was completed. Note: Could be used to track completed actions, but this requires the user return to the record and completes the information.

Outcome Code: - Outcome or status of the action.

Assignment Building: - Indicates the building where a student was assigned to serve an action when the building is different from the student’s enrollment building.

Fines Section

The Fines area displays the fine and cost information for the citation as defined in the Discipline District Configuration.

Fine Code: - Displays the fine code defined for the citation in the Discipline District Configuration.

Fine Amount: - Displays the fine amount defined for the citation in the Discipline District Configuration.
**Cost:** - Displays the cost calculated by summing the citation costs defined in the Discipline District Configuration.

**Date Issued:** - Date the citation was issued.

**Date Paid:** - Date the citation was paid.

**Magistrate Number:** - Not used in Arkansas.

**Citation Number:** - Citation number.

**Dates Section**

**Actual Duration:** - Actual duration of the action. **Note:** The value entered here updates the Total Duration total for the appropriate Action Group in the Action Duration Totals section after the user saves the action information.

**Reason For Difference:** - Reason for any difference in the scheduled duration and actual duration of the action. This field can be accessed if the Actual and Scheduled Duration fields do not match and only after the action is saved.

**Scheduled Start Date:** - Enter the date the action will start.

**Scheduled Duration:** - The intended duration of the incident.

**Date Determined:** - Date the disciplinary action was determined.

**Scheduled End Date:** - Enter the date the action will end. **Note:** A range of dates may be entered for the action using the Start and End Date fields.

**Charges and Convictions Panel**

**Charges Filed By:** Person or entity who filed charges against the offender. [Character/100]

**Charges Filed With:** Police department where the charges were filed. [Character/100]

**Charges:** Each charge filed against the offender.

**Convictions:** Each conviction for the offender.

**Notified Panel**

**Guardian Notified:** - Checked if the offender's guardian was notified about the incident by administration.

**Notify Date:** - Date the guardian was notified or date the notification was sent. Behavior Communications do not update this field.

**How Notified:** – Method used to notify the guardian. Table verified.

**Referrer To:** – Person to whom the offender was referred. Table verified.

**Police Action:** – Actions taken by Police in response to the incident. Table verified.

**Responsible Administrator** - Identifies the staff member who has been assigned as the administrator for the student's offense.

Depending on the District Discipline Setup configuration, this field may be required. The configuration also determines whether a default administrator is assigned. If so, the field may default one of the following:
• The student's disciplinarian, as entered in the student's Academic page.
• The staff ID of the user who is adding the offender, if the user is listed in the Staff Catalog.

In either case, the user can change the default by selecting another staff member.

**Offender Notes**

Click ✷ (Add) to add a note for an offender.

The Private box is informational only and does not determine access to notes. Any user with access to the incident will see all notes.

Any extra notes about the offender.

When all the data is entered on the Offender Detail page, select ✂️ (Save) at the top of the page to complete the entry.
Creating Student Attendance for Discipline Actions

With the proper setup, upon saving the Action record, the Attendance window displays to record a student's attendance for the range of dates affected by an offense action. For example, if a student receives an in-school suspension for two days, the user can enter how attendance should be recorded for each of the attendance periods over the two-day period. The following conditions must be met for the window to display:

- Attendance checking must be turned on in the Building Discipline Setup page.
- The Attendance Code for a discipline action is set on the Administration > General Setup > District > Validation Tables > Offense Action record.

Procedures:

1. In the Offender Action Maintenance page, add or update information on the action as needed.
2. Click \(\text{Save}\) and the Attendance window displays.
   
   For the Attendance window to display, the user must enter or change the scheduled action date. In addition, the Action selected must be associated with an attendance code.
3. In the Attendance window, review the periods displayed. To prevent attendance from being entered for a period, enter a checkmark in the period's Exclude box.
4. Click Save to create the attendance records. When the window closes, the focus returns to the Offender Detail page.
5. Return to the Incident Detail page if it is needed to add a new incident.

Note: If the Action information is deleted and attendance exists, the Attendance page will display with an option to remove the attendance.
Victim Detail

Menu Access: Interventions > All > Office > Incident Detail > Select the needed Incident link. Select Full View Mode. In the Victim panel, select the (Detail) icon.

Note: If already on an Offender Detail screen, click on the Victim’s name link to open the Victim Detail Screen.

Field Descriptions: (*Asterisk notes a required field)

Incident Subpanel

Incident: Type of Incident. This area will display the incident code and description for the incident.

Incident ID: Unique identifier of the incident.

Incident Date: Date when the incident occurred.

Building: Building where the incident occurred.

Category: Category of the incident, if any.

Incident Time: Time when the incident occurred.

Offenders: Names and ID numbers of the offenders in the incident. Click an offender link to display the Offender Detail information for that offender. Click (Add) to add an offender to the incident.

Victims: Names and ID numbers of the victims in the incident. Click a victim link to display the Victim Detail information for that victim. Click (Add) to add a victim to the incident.

Witnesses: Names and ID numbers of the witnesses in the incident. Click a witness link to display the Witness Detail information for that witness. Click (Add) to add a witness to the incident.

Victim Panel

Field Descriptions: (*Asterisk notes a required field)

Victim Type*: Type of Victim. Depending on how the Behavior system’s Victim Types table is set up, this can reference the type of victim, such as Student or Teacher, or the offense committed against the victim, such as Harassment or Physical Injury.
**Category:** Category of victim, if applicable. Your district may use the Category field to further define the Victim Type. For example, the Victim Type may be defined as Vandalized and the Category as Personal Property.

This panel gives the basic information relating to the Victim. The Gender, Age, Grade, Classification, Hispanic/Latino Ethnicity, Race, and Federal Code. This information pulls from Demographic information entered on the student and is view only.

**Notification Panel**

**Guardian Notified:** - Checked if the victim's guardian was notified about the incident by administration.

**Notify Date:** - Date the guardian was notified or date the notification was sent.

**How Notified:** - Method used to notify the guardian.

**Referred To:** - Person to whom the victim was referred.

**Injuries Panel**

**Hospital:** - Hospital that treated the victim.

**Doctor:** - Doctor that treated the victim. [Character/255]

**Injury** - Injury the victim suffered. A user may select multiple injuries.

**Victims Notes**

**Private** - The Private Checkbox is informational only and does not determine access to Notes. Any user with access to the incident will see all Notes.

**Note** - Any extra Notes about the victim. [Character/255]

**Delete** - To delete a Note, click on the (Delete) at the top of the panel.

**Actions Panel (Victim)**

- When adding a new Action, click (Add), select an Action Code, and then complete the action fields for that action.
- To display details for actions that have been entered and saved, click (Expand).

**Action Code:** - Action assigned to the victim will display in the Actions Subpanel.

**Scheduled Duration:** - The intended duration of the incident.

**Actual Duration:** - Actual duration of the action.

**Reason For Difference:** - Reason for any difference in the scheduled duration and actual duration of the action. This field can be accessed after the action is saved.

**Start Date:** - Enter the date the action will start.

**End Date:** - Enter the date the action will end.

**Outcome Code:** - Outcome or status of the action.

**Responsibility Building:** - Building that was responsible for assigning the action

**Date Determined:** - Date the action was determined.

**Disposition Code:** - Indicates if and how the action was completed.

Click Save to retain the current information.
Witnesses Detail

Use this page to enter detailed information for witnesses of disciplinary incidents. General information for the witness can be updated, as well as Notes for the witness for the incident. When Save is selected on this page, changes made on all tabs are saved.

Menu Access: Interventions > All > Office > Incident Detail > Select the needed Incident link. Select Full View Mode. In the Witnesses panel, select the (Detail) icon.

Note: If already on an Offender Detail page, click on the Witness’ name link to open the Witness Detail Page.

Witness Detail Page

Field Descriptions: (*Asterisk notes a required field)

Incident Subpanel

Incident: Type of Incident. This area will display the incident code and description for the incident.

Incident ID: Unique identifier of the incident.

Incident Date: Date when the incident occurred.

Building: Building where the incident occurred.

Category: Category of the incident, if any.

Incident Time: Time when the incident occurred.

Offenders: Names and ID numbers of the offenders in the incident. Click an offender link to display the Offender Detail information for that offender. Click (Add) to add an offender to the incident.

Victims: Names and ID numbers of the victims in the incident. Click a victim link to display the Victim Detail information for that victim. Click (Add) to add a victim to the incident.

Witnesses: Names and ID numbers of the witnesses in the incident. Click a witness link to display the Witness Detail information for that witness. Click (Add) to add a witness to the incident.
Witness Panel

**Witness Type:** Type of Witness.

**Category:** Category of witness, if applicable. Your district may use the Category field to further define the Witness Type. For example, the Witness Type may be defined as Eye Witness and the Category as Victim Acquaintance.

This panel gives the basic information relating to the Witness. The Gender, Age, Grade, Classification, Hispanic/Latino Ethnicity, Race, and Federal Code. This information pulls from Demographic information entered on the student and is view only.

Notified Panel

**Guardian Notified:** - Checked if the witness’s guardian was notified about the incident by administration.

**Notify Date:** - Date the guardian was notified or date the notification was sent.

**How Notified:** - Method used to notify the guardian.

**Referred To:** - Person to whom the witness was referred.

Witness Notes Panel

**Private** - The Private Checkbox is informational only and does not determine access to Notes. Any user with access to the incident will see all Notes.

**Notes** - Any extra Notes about the witness. [Character/255]

**Delete** - To delete a Note, select ☐ (Delete) at the top of the Witness Notes Panel, then click Save.

Click Save to retain the current information.
Adding a Behavior Incident

Discipline incidents may be entered through the Student or Office menu paths. A user may select to add a new incident from either of these areas, but the page display for the Add is the same. The menu paths for adding new incidents are:

- Interventions > All > Student > Behavior Incidents > Search and select a student
- Interventions > All > Office > Incident Detail

1. Select the (Add) icon.

![Incident Detail Search](image)

**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

![Incident Detail screen with Quick mode selected](image)

3. Enter the Incident information.

4. Add the offender by clicking 📄 (Add) in the Offenders panel.

### Offenders Panel

![Offenders panel](image)

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

### Enter Offender Information

![Offenders screen with a student](image)

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.
Offender Section of Incident Detail

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.
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.

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

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.
Simple Steps for Adding a new incident

Below is a simplified list of steps for adding a Behavior/Discipline Incident. See other areas of this guide for more detailed instructions.

1. Select Interventions > All > Office > Incident Detail.
2. Select the (Add) icon.
3. Select Full mode.
4. Enter the Incident panel information.
5. On the Offenders panel, select (Add) and enter an offender involved in the incident along with the Action and Start Date, if applicable, in the blank row. Repeat this set if there are multiple offenders being added on one incident. Save after each Offender added. **Note:** If the school uses discipline 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 Detail screen.
6. If applicable, select the Police panel and enter the required fields.
7. (Optional) Enter any victims or witnesses involved in the incident. Select the appropriate panel and enter the relevant information.
8. On the Incident Notes panel, enter any Notes on the incident.
9. Click (Save) to save the current information of all panels and assign the incident number.
10. On the Offenders panel, select the (Details) icon and add additional details, such as, Notified and Actions duration and dates. On the Actions panel, if an Action exists, expand the Actions subpanel. If no Action link exists, select (Add).
11. Click (Save) to save information on all panels.
12. (Optional) If the district/building is set to do so, with designated action codes, the Student Attendance By Range window displays to enter a student's attendance in relation to the action.
13. If multiple offenders were added, click on the Offenders name link and add the Offender details for the additional offenders.
14. To add another incident, click the (Back) icon to return to the Incident screen and select (Add).
Delete an Incident

1. Select **Interventions > Office > Incident Detail > Search** for the correct incident.
2. From the Incident Listing page, click the Incident link to open the Incident Detail page.
3. Select **(Delete)**. A message will appear to confirm the deletion of the incident.

Delete an Action

To meet Arkansas state reporting guidelines, all incidents require an Action. But if there is a need to delete an action this can be done by use of the following steps.

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. If it is needed to add a new Action, click on the **(Add)** to enter the correct Action information on the Incident. Then click **(Save)**.

**Note:** If discipline attendance exists, the user will be prompted to delete the attendance.

TAC Action Notification Messages

If the building is configured to display Discipline messages and a student is assigned one of the selected action codes in the configuration, the student’s teacher(s) will receive notifications about the action.

**Example TAC Notification screen**

![Example TAC Notification screen](image-url)
Non-Student Detail

Use this page to maintain detailed demographic information for non-students in disciplinary incident records. **Note:** For Arkansas State Reporting, the offender cannot be a non-student.

**Menu Access:** Interventions > All > Office > Behavior Non-Students

<table>
<thead>
<tr>
<th><strong>Search Criteria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Dempsey, Jake</td>
</tr>
<tr>
<td>Driver, Bus</td>
</tr>
<tr>
<td>Glass, George</td>
</tr>
<tr>
<td>Harris, Fred</td>
</tr>
<tr>
<td>Marshall, Aaron</td>
</tr>
</tbody>
</table>

Searches can be run in two modes:

| **Simple** | Uses a limited number of fields to find records. |
| **Advanced** | Uses a wide range of fields to find courses applying various conditions and operators in the search criteria. |

**Page Options:**

- **[Add]** (Add) Allows the adding of new records. See *Adding a Behavior Incident* section of this document.
- **[Save]** (Save) Saves the record or changes to the record.
- **[Delete]** (Delete) To delete a record, select the ‘Delete’ column checkbox and then click **[Save]**.
- **[Search]** (Search) Displays the search page to search for records or to select a record from the search results.
  - Click the Name link to display the non-student detail page.

If the Non-Student record was coded as a Staff Member, the checkbox will display checked in the search results.
Field Descriptions: (*Asterisk notes a required field)

**Non-Student ID** - Unique identifier for the non-student.

**First Name** - Non-student's first name. [Character/30]

**Middle Name** - Non-student's middle name. [Character/30]

**Last Name** - Non-student's last name. [Character/30]

**Generation** - Generation title of the non-student, for example JR or III.

**Gender** - Gender of the non-student.

**Birth Date** - Non-student's date of birth. (Age will be populated based on the Birth Date.)

**Grade** - Grade level of the non-student, if any.

**District code** - Code identifying the non-student's school district, if any.

**Hispanic/Latino Ethnicity** - Indicates whether the non-student's ethnicity is Hispanic/Latino. If Yes is selected, 1 (one) displays in the Federal code field. Select:

- **Yes** - to indicate the non-student's ethnicity is Hispanic/Latino.
- **No** - to indicate the non-student's ethnicity is not Hispanic/Latino.
- **Unanswered** - to indicate that no response was provided regarding Hispanic/Latino ethnicity.

**Race** - Race of the non-student.
Federal Code - Indicates the equivalent federal code for the race entered in the Race field. System generated.

- If multiple races are entered, this field displays a 7 (seven).
- If the value selected in the Hispanic/Latino Ethnicity field is Yes, this field displays a 1 (one), even if multiple races are entered.

Staff Member - Checked if the non-student is a staff member.

Building - Building in which the non-student works, if he or she is a staff member.

Phone: - Non-student's phone number. [Character/10]

Phone Extension: - Non-student's phone extension, if any. [Character/5]

Apartment - Apartment number at which the non-student resides, if any. [Character/10]

Complex: - Apartment complex at which the non-student resides, if any. [Character/255]

House Number: - Number of the house at which the non-student resides, if any. [Character/10]

Street Name: - Name of the street on which the non-student resides. [Character/255]

City: - City in which the non-student resides. [Character/255]

State: - State in which the non-student resides

Zip Code: - Postal code for the non-student's residence. [Character/9]

To add a new non-student:

1. Select Interventions > All > Office > Behavior Non-Students.
2. On the Behavior Non-Students Search page, search for the person to determine whether a record for the non-student currently exists.
3. If no matching record exists, click (Add).
4. Complete the fields on the Behavior Non-Students page as needed.
5. Click (Save).

To add a new non-student while adding an incident:

Non-students can be included in the Reported By, Victim, and Witness fields. This procedure describes how to add a non-student while in the process of adding an incident. Note: For Arkansas State Reporting, the offender cannot be a non-student.

1. Select Interventions > All > Office > Incident Detail.
2. Enter the incident information.
3. To enter a non-student in the Reported By field, select Other Non-Student drop down table.
   To enter a Non-Student as the victim or witness Uncheck the Student checkbox.
4. Enter the person's name in the Name field and click (Search).
5. If no matching record exists for the non-student, click (Add) on the Search Results bar in the Non-Student Search window.
6. In the Non-Student Entry window, enter the non-student's information, and then click Save.
7. Continue adding incident information as needed on the Incident Detail page.
8. Click (Save).
Behavior Communications

Behavior Communications are used to report discipline problems to a student's parent(s) or guardian(s). The Behavior Communications options will allow users to set up communications, then calculate which students will receive communications, list students who meet the specified criteria to receive behavior communications, and generate the data file which can then be merged.

Behavior Communications Setup

1. Use the Interventions Building Setup option

   **Note:** The values entered in the fields on the Interventions Building Setup page determine the name and directory expected for the primary files and the kinds of information to be included in the communications. For the communications to work correctly, the values in these fields must be correct. This setup is typically performed by the system administrator.

**Menu Access:** Administration > Interventions Setup > Behavior Building Configuration

**General Panel Field Descriptions:**

**Enable Attendance Entry Based on Actions:** - Checked if attendance can be entered when offender actions are assigned. The attendance records created would account for actions such as suspensions and detentions where the student is removed from class.

   **Note:** If an action is associated with an attendance code, then the Incident Detail page cannot be used to assign that action. It must be added from the Offender Detail page so users can enter the date information needed to record attendance.

**Magistrate Number:** - Select the magistrate to assign to Behavior incidents created by Attendance Criteria Calculation. Not used in Arkansas.

**Communication Setup Panel Field Descriptions:**

**Use Language Templates:** - If the building sends notifications to parents, indicates if notifications are sent in multiple languages. Choices include -

   D (default language) notifications will be sent in one language.

   M (multiple languages) notifications will be sent in multiple languages. Specify the languages in the List of Language codes field.

   **Note:** If this option is selected, the system will check the appropriate language field for a student to determine the language code to use for the letter. The language code is appended to
the end of the form file name so that the correct letter is generated. If the language is not in the
list of languages specified in the List of Letter Language Codes field, the language code is not
included in the letter.

For students, language is entered on the Student Addresses page in Registration under Student
Demographic; for guardians it is entered on the General Panel of the Contact Details page. If the
Use Language for Mailings box is checked and the code matches one of the language codes
entered in the List of Letter Language Codes field, the language code is included in the form letter
name.

N (not sending letters) notifications will not be sent to parents. If Not Sending Communications is
selected, the remaining fields on this page cannot be accessed.

Form Letter Filename: - The name of the data source file used to create the form letter template name.

List of Language Codes: - The languages used for notifications. This field can only be accessed if the
Multiple Language option is selected in the Use Language Templates field. If the building prints
notifications in multiple languages, list the languages in a comma-delimited list.

Data Download Path:* - c:

Program ID: Leave this field blank

Registration District-Defined Screen - The district-defined screen where additional information to print
on notifications can be stored.

Send Email: - Check to send communications via email. Email addresses on parents must be entered to
use this option.

Sender Email Address: - This email address will be used as the Reply To address to which guardians
can send replies.

Referral Report Setup Panel Field Descriptions:

Header Text and Footer Text: - Fields in this tab are used to specify the Header and Footer text used to
print on the Behavior Referral report for this building. [Character/255]

2. Use the Letter Criteria Setup option

Menu Access: Interventions > All > Behavior Communications > Behavior Criteria Setup

Use the Behavior Criteria Setup to define and maintain the criteria that determine which students
should receive discipline communications. For each criterion defined, a discipline letter must be set
up.

Note: The Copy Setups option (Administration >Utilities > Mass Entry & Update > Copy Setups) may
be used to copy discipline configurations and notification setups. The discipline configuration can be
copied to a building. The discipline notification setups may be copied to a building, to another school
year.

3. Use Microsoft Word software to create the Behavior form letter template(s).

Each form must be stored in its own file (called a form letter or primary letter file) and a letter must be
written for each letter criterion defined. If the district needs communications in multiple languages,
one letter in each language must be written for every criterion.

In the form letter templates, the user will include merge codes to include behavior information and
information from Student Demographics. A list of the merge codes may be found in the Discipline
Merge Fields section in this guide. These files are later merged with the disc data file created by the
Generate Merge File option (Interventions > All > Behavior Communications > Generate
Communication List) to create the Behavior Communications.

The communications may include each student’s name, address, parent or guardian names,
treatment information and any other information stored in the behavior communication records.
Behavior Communications Criteria Maintenance

This page will be used to define and maintain the criteria that determine which students are to receive behavior communications. The criteria for the behavior communications usually are set up and maintained by the system administrator at the time the system is installed.

Communications can be generated based either on offense codes or actions. For example, a building could have one criterion to create a communication for 5 fighting, another for any in-school suspension.

The user can also specify whether a criterion is used to determine activity eligibility. The Behavior Criteria Calculation option will update student eligibility status if the criterion is set to determine eligibility.

Note: Behavior Communication criteria should not be changed once communications have been sent out at the start of each semester. Changing communication criteria may cause inaccurate records and inconsistent communication calculations. Consult the system administrator before adding, updating, or deleting communication criteria. The communication’s criteria should follow the guidelines set in the building’s student handbook.

Menu Access: Interventions > All > Behavior Communications > Behavior Criteria Setup

Field Descriptions: (*Asterisk notes a required field)

Building* - Select the building for which the letter criterion is being entered.

Criterion* - Code that identifies the criterion being defining. Criteria do not have to be entered in numeric order; for example, the user may enter criterion 1, then criterion 99. The criterion code is added to the form letter file name in the letter. [Character/5]

Description* - Description of the criterion being defining. [Character/255]

Eligibility Panel

Use to Determine Eligibility: - Checked if this criterion is used to determine eligibility for students who participate in activities. This checkbox must be checked in order to access the other fields on this panel.
Set Eligibility Status based on Calculation Only: -

Select:

Set Eligibility Status based on Calculation Only - to base the student's eligibility status solely on this criteria. In this case, eligibility is determined by incident criteria and without regard for the student's current eligibility.

The student's overall eligibility status is determined by the most severe status actively assigned to the student for one of the eligibility types, for example, for report cards or behavior. If you select this option, use the Ineligibility Status field to specify the status to assign when a student meets the criteria.

Eligibility Based on Current Status - to base the student's eligibility status on both this criteria and the student's current eligibility status. For example, if a student's status is Eligible, the calculation could change this to Probationary, and if the status is already Probationary, the calculation could change it to Ineligible. The progression is set in the Current Status grid.

Ineligibility Status: - The status to assign if the student meets the criteria. This field can be accessed only if the Set Eligibility Status based on Calculation Only option is selected.

Current Status Grid: - use this grid to set up the eligibility status codes to assign when students meet this criteria. The section enables the assignment of a particular code based on students' current status codes.

- Current Status: - Select the eligibility codes assigned to students to define their current status. Multiple codes can be selected from the field's drop-down list.
- New Status: - Select the eligibility code to assign when the student meets the behavior criteria and is currently assigned one of the codes displayed in the Current Status field.
- Delete: - To delete a record, select the row's Delete Checkbox, then click (Save).

Duration of Status: - Select the appropriate duration for the status assigned when a student meets this criteria. The duration determines the expiration for the status.

Number of Days: - Indicates the number of days the student is ineligible for activities. This field can only be accessed if School Days or Regular Calendar Days is selected in the Duration of Status field.

Select:
- Duration periods for your building - the types of durations defined for the building are also available as options to set the status to ineligible for the current or next reporting period. Depending on the school's duration types, a user might see Quarter and Next Quarter or Marking Period and Next Marking Period. If the building has multiple types of durations, for example, both Marking Period and Rotation, the user will have options for Marking Period, Next Marking Period, Rotation, Next Rotation.
- School Days - to specify that the student is ineligible for a specific number of school days. This will only include days that are specified as membership days in the calendar when determining the expiration date for the ineligibility. For example, if a student should be ineligible for 3 weeks of school days, enter 15.
- Regular Calendar Days - to specify that the student is ineligible for a specific number of days, regardless of whether school meets on those days. Weekend days and non-membership days are included in the count of days when calculating the expiration date for ineligibility. For example, if a student should be ineligible for 3 weeks, enter 21.

At Risk Panel
Use this panel to define the at risk reason that should be calculated when the student meets the incident criteria.
Use to determine At Risk: - Checked if the criteria should be used to determine a student's at risk status when the calculation is run. This checkbox must be selected to access the panel's other fields.

At Risk Reason: - Select the at risk reason to create when a student meets this criteria. The field's selections are defined in Registration's Reasons table.

Duration of Status: - Select the appropriate duration of the at risk reason assigned when a student meets this criteria. At the end of the period specified, the reason expires. When the at risk calculation is run, the reason will no longer display for the related factor on the student's At Risk Detail Page.

Select:

(Duration Type) - to use durations defined for the user's building, such as Marking Period or Quarter. In addition, the system allows future durations to be applied by adding "Next" to the beginning of these options, for example, Next Marking Period or Next Quarter.

Quarter - Use this option to specify that the at risk reason applies to the remainder of the current marking period. The expiration date for the reason will be set to the end date of the marking period as specified in the Marking Period Weeks records.

Next Quarter - Use this option to specify that the at risk reason applies for the entire next marking period. The effective date for the reason will be set to the start date of the next marking period, while the expiration date will be set to the period's end date. These dates are specified in the Marking Period Weeks records.

CD - Regular Calendar Days - to specify that the at risk reason applies for the number of calendar days entered in the Number of Days field. Calendar days do not consider whether school meets on those days. For example, if the at risk reason should apply for 4 weeks, enter 28, which would include weekends and other non-membership days within the period.

SD - School Days - to specify that the at risk reason applies for the number of school (membership) days entered in the Number of Days field. For example, if a student should be ineligible for 4 weeks of school days, enter 20.

Number of Days: - Indicates the number of days the student would be at risk for the reason selected. This field can be accessed only if School Days or Regular Calendar Days is selected in the Duration of Status field.

Calculations Panel

Letter Count Type:* - Indicates whether the letter count is based on the action count or the offense count. Select -

Maximum Letter Count refers to Offenses - if the student has an offense count within the range specified in the Minimum/Maximum Number of Offenses fields, and the student has not already received the maximum number of communications specified in the Maximum Letters field, the student will receive a letter.

Maximum Letter Count refers to Actions - if the student has an action count within the range specified in the Minimum/Maximum Number of Actions fields, and the student has not already received the maximum number of letters specified in the Maximum Letters field, the student will receive a letter.

Maximum Letters* - Enter the maximum number of letters a student can receive for this criterion in the period specified in the Reset Count. This field applies when the minimum and maximum values of offenses or actions are a range of numbers. For example, if the Letter Count Type is set to Actions, and there is a range of 1 - 99 in the Minimum/Maximum Number of Actions fields, the student can get a letter for each new occurrence of the action, up to 99 letters.

Reset Count:* - Indicates when the letter count for this criterion should be reset to zero. Select -

R - Reset each report card run - if the calculation is to count all incidents from the beginning of the current report card run.

T - Reset each term - if the calculation is to count all incidents from the beginning of the current semester or term.
N - Do not reset - if the letter count within the school year should not be reset.

Lines of Detail:* - Enter how many lines of detail to include in letters. This affects the following merge fields in the letter - offense details, offense and action details, offense totals, and action totals.

For the offense and action detail field, each offense/action combination displays on two lines, but counts as one line of detail here. Make sure the letter file has enough room for two times the number of detail lines.

Note: Only the detail lines specified will print. For example, if only five lines of detail is set, only the first five offenses would print in the offense detail section of the letter. If the lines of detail is set to 0 (zero), no letters will be printed.

Incidents to Print:* - The incident details to include in the notification. Select -

Print Incident details for the letter period - to include all discipline history for the time period in which the letter was calculated. If the reset period is by report card run, incidents from earlier in the report card run would be included.

Print Incident details for the year-to-date: - to include all discipline history for the year. Minimum number of offenses - the lowest number of times the student can have records for the selected offenses to receive the letter. If more than one offense code is selected, the count for offenses will reflect the number of times the student has any of the selected codes.

Minimum number of offenses:* - The lowest number of times the student can have records for the selected offenses to receive the letter. If more than one offense code is selected, the count for offenses will reflect the number of times the student has any of the selected codes.

Maximum number of offenses:* - The highest number of times the student can have records for the selected offenses to receive the letter. If more than one offense code is selected, the count for offenses will reflect the number of times the student has any of the selected codes.

Offense codes to include:* - Select the offense codes to include in the calculation. If calculations are based on action, all possible offenses should be included.

Minimum Number of Actions:* - The lowest number of times the student can have records for the selected actions to receive a letter. If more than one action code is selected, the count for actions will reflect the number of times the student has any of the selected codes.

Maximum Number of Actions:* - The highest number of times the student can have records for the selected actions to receive a letter. If more than one action code is selected, the count for actions will reflect the number of times the student has any of the selected codes.

Action Codes to Include:* - The action codes to include in the calculation.

The system calculates actions by the number of times an action was assigned for an incident. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.
### Discipline Letter Criteria Samples

#### Calculations Tab Samples

**Example 1 - Letter for Every Suspension**

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Option to Select/Information to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Count Type</td>
<td>Maximum Letter Count refers to Actions</td>
</tr>
<tr>
<td>Maximum Letters</td>
<td>90</td>
</tr>
<tr>
<td>Reset Count</td>
<td>Do not reset</td>
</tr>
<tr>
<td>Lines of Detail</td>
<td>40</td>
</tr>
<tr>
<td>Incidents to Print</td>
<td>Print Incident details for the letter period</td>
</tr>
<tr>
<td>Minimum Number of Offenses</td>
<td>1</td>
</tr>
<tr>
<td>Maximum Number of Offenses</td>
<td>999</td>
</tr>
<tr>
<td>Offense Codes to Include</td>
<td>All codes (click the first list entry, then press &lt;Shift&gt; + &lt;End&gt;)</td>
</tr>
<tr>
<td>Minimum Number of Actions</td>
<td>1</td>
</tr>
<tr>
<td>Maximum Number of Actions</td>
<td>999</td>
</tr>
<tr>
<td>Action Codes to Include</td>
<td>Codes the district uses for in-school suspension and out-of-school suspension, for example, ISS and OSS.</td>
</tr>
<tr>
<td></td>
<td>To select multiple codes, press &lt;Ctrl&gt; and click each code.</td>
</tr>
</tbody>
</table>

This letter goes out whenever a student has received an action of suspension, for example ISS (In-School Suspension) or OSS (Out-of-School Suspension). All offense codes have been selected in the Offense Codes to Include field, indicating it does not matter what offense resulted in the action. The letter will be sent out with information for the letter period, and the letter count is never reset.
Example 2 - Letter for Specific Number of Actions

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Option to Select/Information to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Count Type</td>
<td>Maximum Letter Count refers to Actions</td>
</tr>
<tr>
<td>Maximum Letters</td>
<td>3</td>
</tr>
<tr>
<td>Reset Count</td>
<td>Reset each report card run</td>
</tr>
<tr>
<td>Lines of Detail</td>
<td>3</td>
</tr>
<tr>
<td>Incidents to Print</td>
<td>Print Incident details for the letter period</td>
</tr>
<tr>
<td>Minimum Number of Offenses</td>
<td>1</td>
</tr>
<tr>
<td>Maximum Number of Offenses</td>
<td>999</td>
</tr>
<tr>
<td>Offense Codes to Include</td>
<td>All</td>
</tr>
<tr>
<td>Minimum Number of Actions</td>
<td>5</td>
</tr>
<tr>
<td>Maximum Number of Actions</td>
<td>999</td>
</tr>
<tr>
<td>Action Codes to Include</td>
<td>Codes the district uses for any type of suspension, for example, 01, 02, 18. &lt;br&gt;To select multiple codes, press &lt;Ctrl&gt; and click each code.</td>
</tr>
</tbody>
</table>

This letter goes out when a student has received five actions of suspension (Bus Suspension, In-School Suspension, or Out-of-School Suspension). A maximum of three letters can be sent. The letter count starts again at the beginning of each marking period.
Example 3 - Letter for Specific Offense, No Action Required

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Option to Select/Information to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Count Type</td>
<td>Maximum Letter Count refers to Offenses</td>
</tr>
<tr>
<td>Maximum Letters</td>
<td>90</td>
</tr>
<tr>
<td>Reset Count</td>
<td>Do not reset</td>
</tr>
<tr>
<td>Lines of Detail</td>
<td>40</td>
</tr>
<tr>
<td>Incidents to Print</td>
<td>Print Incident details for the year-to-date</td>
</tr>
<tr>
<td>Minimum Number of Offenses</td>
<td>1</td>
</tr>
<tr>
<td>Maximum Number of Offenses</td>
<td>999</td>
</tr>
<tr>
<td>Offense Codes to Include</td>
<td>Code the district uses for a drug violation, for example, DRUG.</td>
</tr>
<tr>
<td>Minimum Number of Actions</td>
<td>0</td>
</tr>
<tr>
<td>Maximum Number of Actions</td>
<td>999</td>
</tr>
<tr>
<td>Action Codes to Include</td>
<td>All codes (click the first list entry, then press &lt;Shift&gt; + &lt;End&gt;)</td>
</tr>
</tbody>
</table>

This letter goes out when a student has received an offense code of DRUG. All action codes have been selected in the Action Codes to Include field, indicating it does not matter what action was taken. The letter will be sent out with information for the entire year, and the letter count is never reset.
## Intervention Merge Fields

Intervention merge codes are fields from behavior information and demographic information that may be used to pull in intervention incident information to a data file that will later be merged with the letter template created in Word. These files are used to create Behavior Communications. Below is a list of the codes that may be pulled into the Behavior Communications.

| 1. building                  | 20. contact_name       |
| 2. date_run                  | 21. contact_title      |
| 3. date_from                 | 22. contact_apartment   |
| 4. date_thru                 | 23. contact_complex     |
| 5. incidents_this_letter     | 24. contact_street_number |
| 6. letter_reset_period       | 25. contact_street_prefix |
| 7. student_id                | 26. contact_street_name  |
| 8. student_name              | 27. contact_street_suffix |
| 9. student_apartment         | 28. contact_street_type  |
| 10. student_complex          | 29. contact_city        |
| 11. student_street_number    | 30. contact_state       |
| 12. student_street_prefix    | 31. contact_zip         |
| 13. student_street_name      | 32. house_team          |
| 14. student_start_time       | 33. grade              |
| 15. student_street_suffix    | 34. language            |
| 16. student_street_type      | 35. counselor           |
| 17. student_city             | 36. counselor_name      |
| 18. student_state            | 37. counselor_phone     |
| 19. student_zip              | 38. counselor_phone_extension |
| 20. contact_first_name       | 39. primary_homeroom_staff_ids |
| 21. contact_last_name        | 40. primary_homeroom_teacher_names |
| 22. contact_first_name       | 41. primary_homeroom    |
| 23. contact_last_name        | 42. primary_homeroom_name |
| 24. contact_first_name       | 43. secondary_homeroom_staff_ids |
| 25. contact_last_name        | 44. secondary_homeroom_teacher_names |
| 26. contact_first_name       | 45. secondary_homeroom  |
| 27. contact_last_name        | 46. secondary_homeroom_name |
| 28. contact_first_name       | 47. offense_details     |
| 29. contact_last_name        | 48. offense_total_details |
| 30. contact_first_name       | 49. offense_and_action_details |
| 31. contact_last_name        | 50. action_total_details |
| 32. house_team               | 51. action_occurrence_dates |
| 33. grade                    | 52. student_first_name  |
| 34. language                 | 53. student_last_name   |
| 35. counselor                | 54. contact_first_name  |
| 36. counselor_name           | 55. contact_last_name   |
| 37. counselor_phone          | 56. incident_code       |
| 38. counselor_phone_extension| 57. incident_subcode    |
| 39. primary_homeroom_staff_ids| 58. incident_time       |

40. primary_homeroom_teacher_names
41. primary_homeroom
42. primary_homeroom_name
43. secondary_homeroom_staff_ids
44. secondary_homeroom_teacher_names
45. secondary_homeroom
46. secondary_homeroom_name
47. offense_details
48. offense_total_details
49. offense_and_action_details
50. action_total_details
51. action_occurrence_dates
52. student_first_name
53. student_last_name
54. contact_first_name
55. contact_last_name
56. incident_code
57. incident_subcode
58. incident_time
59. reported_by_name
60. reported_to
61. location
62. gang_related
63. police_notified
64. police_notify_date
65. police_department
66. complaint_number
67. officer_name
68. badge_number
69. incident_comments
70. offense_subcodes
71. weapons
72. drugs
73. referred_to
74. police_action
75. chargesFiledBy
76. chargesFiledWith
77. charges
78. convictions
Running Behavior Communications

Step 1:
Behavior Criteria Calculation

Use this page to calculate which students should receive behavior communications. When this option is run, offense code and action code totals are compared with behavior criteria to find any students who should receive one or more communications. This process creates records in two letter tables - *disc_ltr_header* and *disc_ltr_detail*. These records specify which communications students should receive. The Behavior Criteria Calculation Status log generated by running this option lists the Run Number, Run End Date, and Number of Communications Generated based on the criteria entered.

After running this option, the Generate Communication List option can be used to review which students are eligible for behavior communications or the user can go directly to the Generate Merge File option to create and sort behavior communication records and create a data file.

**Caution**

Do not change behavior criteria after beginning communications calculations for the year. Changes may affect the outcome of future communications calculations.

Communications must be calculated on a daily basis or calculated once a week, over a range of dates so that students receive the correct communications.

**Menu Access:** Interventions > All > Behavior Communications > Behavior Criteria Calculation.
Field Descriptions: (*Asterisk notes a required field)

**Building** - The building of the students to be processed by the calculation.

*Note* - The calculation will include any applicable incidents for the student that occurred within the selected date range, even if they were reported in a different building.

**Start Date** - Enter the first date to include in the report. The program checks for behavior incidents from this day forward.

**First End Date** -
- **By Date** - to enter the first date on which to end an individual calculation run. The system’s first calculation run will check for behavior incident dates from the Start Date to this First End Date.
  - If calculating for today only, enter today’s date.
  - If calculating communications once a week over a range of dates, the user would enter the date for the beginning of the range. This date, usually a Monday’s date, should be the first valid school date since the last time communications were calculated.

- **By Prior Days** - enter the number of days before the Second End date on which to end the first calculation. This option is useful if the user wishes to run the report periodically.

**Second End Date** -
- **Today** - to use the current date as the end date. This is useful to run the report periodically.
- **By Date** - to enter the date on which to end the calculations. The system will calculate communications from the Start Date to the First End Date, and then for every day from the First End Date to the Second End Date.
  - The program calculates over a range to ensure that students who did not meet the criteria by the First End Date, but would exceed the criteria by the Second End Date will receive the appropriate letter.
  - If communications are calculated each day, this date is the same as the First End Date.
  - If calculating over a range of dates, such as over a week, enter the last date of the range (usually Friday’s date). The system will generate calculation runs for each day in the range between the First End Date and Second End Date. For instance, to run the report each week, set the First End Date to 5 prior days, then set the Second End Date to Today. In the Run Option section, select Weekly, then enter a check for Friday. The report would then run every Friday and calculate communications for each day from Monday until Friday.

**Criteria to Include** - Discipline letter criteria to check. Criteria are not dependent on each other. A student may get a letter for multiple criteria for the same incident. To select multiple criteria, press and hold down <Ctrl> while selecting the criteria. The criteria selected display to the right.

**After running the calculation, select the log from the home page and verify the number of communications to expect.**
Step 2:
Generate Communication List Report

Use this page to print a report containing the date and run number of the letter calculations, and the first and last dates included in the calculations. The Generated Communications List Report also lists, for each criteria and date, the students who qualified for communications, the number of offenses and actions resulting in the communication, and whether the communication was printed.

Menu Access: Interventions > All > Behavior Communications > Generate Communication List

Field Descriptions: (*Asterisk notes a required field)

Building* - Select the building of the students to include in the report. The report displays communications generated for students enrolled in the specified building.

Start Date* -

By Date: - to use a set date as the start date. Enter the date to begin checking for communication calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a communication. For example, if the user runs a communications calculation every Friday, for Monday to Friday, they would only need to specify the Friday date here.

By Prior Days: - to run the report for a set number of days. Enter the total number of days to include in the report. Prior days count backward from the end date. This option is useful to schedule the report to run periodically.

Note: Review the log to check the number of communications that are expected to display.

End Date* -

Today - to use today as the last date to check for letter calculations. This option is useful to schedule the report to run periodically.

By Date - to use a set date as the end date of the report. Enter the last date to check for letter calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a letter. For example, if the user runs a communications calculation every Friday, for Monday to Friday, only the Friday date would need to be specified here.

Log Statistics - Checked if to print the prompts as the first page of the report. Otherwise, when the report is run, a log page will only be created if an error occurs.
Step 3:

**Generate Behavior Communications Merge File**

Use this page to create a data file containing communications records for student incident information. This data file is later combined (merged) with form letters created using Microsoft Word.

When this option is run, the system combines the information created when the user calculated behavior communications with the corresponding student and incident information to create a data file, called `disc`, containing letter records. Each communication that a student or guardian should receive is contained as one record in this file. For example, if a student has two guardians and each one should receive a letter, he or she will have two records in the data file. Or, if a student has offenses or actions that meet two different criteria, the student will have two records in the data file.

Communications are only sent to a student if at least one of the contacts/student has the discipline mailing selected. If there are no records for the students that are set to receive the mailing, no communication is sent.

**Note:** If the merge file is empty, but some students should have received communications, check to make sure the discipline mailing flag has been set to Y for guardians/students.

**Menu Access:** Interventions > All > Behavior Communications > Send Communications

![Send Communications](image)

<table>
<thead>
<tr>
<th>Field Descriptions: (<em>Asterisk notes a required field</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building:</strong>* - Select the building of the students to include in the merge file.</td>
</tr>
<tr>
<td><strong>Run Date:</strong>* - The date on which the communications to be printed were calculated. Only dates on which communications were calculated can be entered or selected here. <strong>Note:</strong> After this option is run, this field displays the last date communications were calculated by default, but a different date can be entered.</td>
</tr>
<tr>
<td><strong>Run Numbers to Include:</strong>* - Enter or select the letter runs from the specified run date that should be printed. For example, if communications are calculated on a Friday for a range of dates (Monday through Friday), five letter calculation runs will be created (for example, run numbers 1 through 5) for that one date. <strong>Note:</strong> A single run number, multiple run numbers in the format 9</td>
</tr>
<tr>
<td><strong>Include Printed Letters:</strong> - Checked to include communications that were already printed in the merge file. Unchecked to not include communications that have already been printed.</td>
</tr>
<tr>
<td><strong>Download Letter Templates:</strong> - Not implemented at the current time.</td>
</tr>
</tbody>
</table>
Discipline Report Options

Intervention/Discipline menu has several reports and they allow users to configure how the report displays information by filtering and sorting information, and setting up whether to run the report on demand or on a specified schedule.

Preview

This section provides information on the following topics:

- Daily Action Report
- Incident Action/Attendance Verification Report
- Incident Averages Report
- Incidents Report
- Student Incident Detail Report

To run any of the Discipline Reports:

2. Indicate how the report is to be run completing the appropriate sections of the page as shown below.

Filter

Filters allow users to select the records to include in a report or in a process. The system compares the criteria against the corresponding fields in the records being searched and selects only those records containing data that matches. The filter will be saved as the default filter for the next time the report is run.

To filter the records processed:

1. In the criteria lines, define the criteria to select records.

- **Area**: Select the table to search.
- **Field Name**: Select the field to search.
- **Condition**: Select the condition to use for search. The conditions available depend on the selected field's data type.
- **Value**: Enter the value on which to search. If using the *Is In* condition, enter a comma-delimited list of values.

2. If defining more than one line of criteria, select either *And* or *Or* for any additional line in the Filter.
   - *And* - to limit records retrieved to those matching all criteria specified.
   - *Or* - to return records that match the criteria line or the criteria line above it.
Sorting

Sorting allows users to specify how records should be ordered in a report. Enter lines of sort criteria and the system compares the sort criteria against the corresponding fields in the records being searched and prints records in either ascending or descending order based on the sort fields.

To sort the records processed:
1. Select the appropriate sort criteria from the drop-down lists:

   - **Area**: The table to use to sort.
   - **Field Name**: The field to use to sort based on values.
   - **Sort Order**: Defines how to sort values. Users can sort in ascending or descending order.

2. If needed, add another line to the sort. Repeat Step 1 to add a line of criterion.

To Schedule Reports:

Use the *Run* option to schedule when a report should run. Some reports can be scheduled for a single time; others can be run daily, weekly, or monthly.

To schedule a report:
1. Select the appropriate option in the Schedule section of the page.

   - **Now** – Runs the report immediately, rather than scheduling it.
   - **Once** – Sets up the report to run at one specific time and date.
     - **Time**: Enter the time that the report should run. Click a.m. or p.m.
     - **Date**: Enter the date that the report should run.
   - **Daily** – Runs the report either once a day or once every few days.
     - **Time**: Enter the time that the report should run.
     - **Interval**: Enter 1 to run every day. Enter a higher number to run every *nth* day; for example, 2 to run every other day.
   - **Weekly** – Runs the report either once a week or once every few weeks.
     - **Time**: Enter the time that the report should run.
     - **Interval**: Enter 1 to run every week. Enter a higher number to run every *nth* week; for example, 2 to run every other week.
     - **Days of the Week**: Check the day of the week that the report should run on. Users can check multiple days, if desired, for example, Monday and Friday.
   - **Monthly** – Runs the report on a specific day each month.
     - **Time**: Enter the time that the report should run.
     - **Day of the Month**: Enter the day number on which the report should run.

2. After clicking *Run*, retrieve the report from either the Tasks/Reports dropdown in the Navigational Bar or click on the Tasks/Reports bar to open the page.
Daily Action Report

Menu Access: Interventions > All > Reports > Daily Action

The Daily Action Report lists the students assigned to serve a disciplinary action on a date within a specified date range. The list can be printed to verify that students served actions when assigned. The report orders action information by building, action date, and action code. For each action code, a list of students assigned to serve the action on that date will be listed.

The Discipline System allows districts to track actions by occurrence dates or by a range of dates.

- If the district tracks individual occurrence dates, the report lists students who have an action occurrence with a scheduled start date equal to the date being reported. (Not in Arkansas.)
- If the district uses a start and end date to track action dates, the report lists students who have an action that has a start date and end date range that falls within the selected report dates. If no end date is entered for an action, the student is listed only on the start date of the action.

Field Descriptions: (*Asterisk notes a required field)

Building:* - Select the building of the students to include in the report.

Action Codes (s):* - Select the types of actions to include in the report. Select codes from the field's drop-down list, or click 🌟 (asterisk) to select all codes, then remove any that do not apply.

Report Types:

- **Action days only** - to include only days within the selected date range on which students have been assigned to serve disciplinary actions.
- **No-action days only** - to include only days within the selected date range on which no students have been assigned to serve disciplinary actions.
- **All days** - to include all days within the selected date range.
Start Date:*-

By Date: - to use a set date as the start date. Select the first date to check for actions.

By Prior Days: - to run the report for a set number of days. Select the total number of days to include in the report. Days count backward from the end date. This option is useful to schedule the report to run periodically.

End Date:*-

Today - to use today as the last date to check. This option is useful to schedule the report to run periodically.

By Date: - to use a set date as the end date of the report. Enter the last date to check for actions.

Page break on date: - Checked to break to a new page for each date.

Print Classification: - Checked to display the classifications under which the student may fall. Classification is entered on the Demographics Personal screen.

Print Race: - Checked to display student race. If the student has multiple races, only the first race will be listed.

Print Offence Codes: - Checked to display the offense(s) for which the student was assigned this action.

Log Statistics: - Checked to print the prompts as the first page of the report. Otherwise, when the report is run, a log page will only be created if an error occurs.

Sample Daily Action Report – all action codes for one building

<table>
<thead>
<tr>
<th>Date</th>
<th>Student ID</th>
<th>Name</th>
<th>Grade</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/31/2018</td>
<td>16002</td>
<td>Nelson, Caleb</td>
<td>10</td>
<td>M</td>
</tr>
<tr>
<td>5/30/2018</td>
<td>16022</td>
<td>Hayes, Ty</td>
<td>09</td>
<td>M</td>
</tr>
</tbody>
</table>

Total for 01: 2

Sample Daily Action Report – one action code for one building

<table>
<thead>
<tr>
<th>Date</th>
<th>Student ID</th>
<th>Name</th>
<th>Grade</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/31/2018</td>
<td>16002</td>
<td>Nelson, Caleb</td>
<td>10</td>
<td>M</td>
</tr>
</tbody>
</table>

Total for 01: 1
Incident Action/Attendance Verification Report

Menu Access: Interventions > All > Reports > Incident Action/Attendance Verification

This report allows comparison of Discipline action information to student Attendance information to verify that the correct attendance has been entered. The report will print incident and attendance information for students who were assigned one of the selected actions where the Scheduled Start Date or Scheduled End Date is in the selected date range. This is a useful tool to identify students who have an attendance code for a date that does not correspond to the action the student was serving on that day. Note that this report is designed for districts that track actions by duration, not by occurrence. If the district tracks actions by occurrences the report will not be generated.

Field Descriptions: (*Asterisk notes a required field)

Building:* - Select the building of the students to include in the report.

Start Date:* -
   - **By Date:** - to use a set date as the start date. Select the first date to check for actions.
   - **By Prior Days:** - to run the report for a set number of days. Select the total number of days to include in the report. Days count backward from the end date. This option is useful to schedule the report to run periodically.

End Date:* -
   - **Today:** - to use today as the last date to check. This option is useful to schedule the report to run periodically.
   - **By Date:** - to use a set date as the end date of the report. Enter the last date to check for actions.

Action Codes:* - Select the types of actions to include in the report.

Attendance Periods:* - Select the attendance periods to include in the report.

Attendance: – Select:
   - **All Attendance** - to print all attendance periods on the dates between the student’s scheduled start and end for the action.
   - **Missing Attendance** - to print only attendance periods where there is no attendance information.
**Attendance Not In** - to print only attendance periods where the student was not marked absent with the appropriate code. Then enter the codes that should be assigned based on the Discipline action.

**Log Statistics** - Checked to print the prompts as the first page of the report. Otherwise, when the report is run, a log page will only be created if an error occurs.

**Sample Discipline Attendance Verification Report**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Current Grade</th>
<th>Current Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>16012</td>
<td>Melody Brookheimer</td>
<td>11</td>
<td>16</td>
</tr>
<tr>
<td>Incident ID: 485</td>
<td>Incident: 14 - Insobriation</td>
<td>Date: 10/23/2015</td>
<td></td>
</tr>
<tr>
<td>Action: 02 - Out-of-School Suspension (not to exceed)</td>
<td>Start Date: 10/23/2015</td>
<td>End Date: 10/27/2015</td>
<td>Duration: 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Period</th>
<th>Code</th>
<th>Dismiss Time</th>
<th>Arrive Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/2015</td>
<td>1</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>2</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>3</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>4</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>5</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>6</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/2015</td>
<td>7</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>1</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>2</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>3</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>4</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>5</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>6</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26/2015</td>
<td>7</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>1</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>2</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>3</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>4</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>6</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2015</td>
<td>6</td>
<td>OSS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Incident Averages Report

The Incident Average Report lists a breakdown of incident information for each building by month and incident type. For the month, the report includes the total number of incidents for each incident type and the average number of times that this incident type was reported per day. The average is calculated as the total number of incidents divided by the number of membership days for the month entered.

Additionally, the report includes a total and average for all incident types for the month, building, and report. The average for all reported buildings is calculated by summing the averages for the incident type for all buildings and then dividing this number by the number of buildings included in the report.

Menu Access: Interventions > All > Reports > Incident Averages

Field Descriptions: (*Asterisk notes a required field)

Buildings: - Select the building(s) of the students to include in the report or select All to include students in all buildings in the district. Clicking on the asterisk at the end of the field will select all.

Incident Codes: - Select the types of incidents to be included in the report or select All to include all incident codes. Clicking on the asterisk at the end of the field will select all.

Start Date:* - Select the first date to include in the report.

End Date:* - Select the last date to include in the report.

Non-Students Incidents: - Checked to include incidents that only involve non-students in the report.

Log Statistics: - Checked to print the prompts as the first page of the report. Otherwise, when the report is run, a log page will only be created if an error occurs.

After the filter is set, select (Run) in the top right hand corner of the screen to run the report.
### Sample Average Incident Report – totals and averages by month for one building

**5/30/2018**

**Average Incident Report**

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Mem Days</th>
<th>Incident</th>
<th># Incidents</th>
<th>Avg. / Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>July</td>
<td>20</td>
<td>Truancy</td>
<td>1</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Insubordination</td>
<td>1</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cellphone/Electronic Device</td>
<td>2</td>
<td>0.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Public Display of Affection</td>
<td>1</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>July 2017 Total</strong></td>
<td>5</td>
<td>0.25</td>
</tr>
<tr>
<td>2017</td>
<td>August</td>
<td>23</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2017</td>
<td>September</td>
<td>20</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2017</td>
<td>October</td>
<td>22</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2017</td>
<td>November</td>
<td>16</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2017</td>
<td>December</td>
<td>12</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Building 16 Total</strong></td>
<td>113</td>
<td>0.04</td>
</tr>
</tbody>
</table>

### Sample Average Incident Report – totals and averages by month for all buildings

**5/30/2018**

**Average Incident Report**

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Mem Days</th>
<th>Incident</th>
<th># Incidents</th>
<th>Avg. Per Day / Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>July</td>
<td>04</td>
<td>Truancy</td>
<td>16</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
<td>Insubordination</td>
<td>16</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>Cellphone/Electronic Device</td>
<td>32</td>
<td>0.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23</td>
<td>Public Display of Affection</td>
<td>16</td>
<td>0.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>July 2017 Total</strong></td>
<td>80</td>
<td>0.25</td>
</tr>
<tr>
<td>2017</td>
<td>August</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>September</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>October</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>November</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>December</td>
<td>No incidents for this month</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>All Reported Buildings Total</strong></td>
<td>80</td>
<td>0.04</td>
</tr>
</tbody>
</table>
Incidents Report

Menu Access: Interventions > All > Reports > Incidents

The Incident report lists incident information for the selected building. The report can list general incident information, and offender, victim, and/or witness information, depending on the options specified. The report can also be set to list only incidents involving non-students.

Field Descriptions: (*Asterisk notes a required field)

**Buildings:** - Select the building(s) of the incidents to include in the report or select All to include incidents for all buildings in the district.

**Incident Codes:** - Select the types of incidents to be included in the report or select All to include all incident codes.

**Start Date:**
- **By Date:** - to use a set date as the start date. Select the first date to check for incidents.
- **By Prior Days:** - to run the report for a set number of days. Select the total number of days to include in the report. Days count backward from the end date. This option is useful if the report is scheduled to run periodically.

**End Date:**
- **Today** - to use today as the last date to check. This option is useful if the report is scheduled to run periodically.
- **By Date:** - to use a set date as the end date of the report. Enter the last date to check for incidents.

**Non-Student Incidents:** - Checked if the report is to include only incidents involving non-students (incidents that only involve students are not printed).

**Include Offenses:** - Checked if the report is to display information on all offenders for the selected incidents.

**Include Victims:** - Checked if the report is to display information on all victims for the selected incidents.

**Include Witnesses:** - Checked if the report is to display information on all witnesses for the selected incidents.
Log Statistics: - Checked if the first page of the report is to print the prompts set. Otherwise, a log page will only be created if an error occurs.

Incident Report Sample

<table>
<thead>
<tr>
<th>Date</th>
<th>Incident ID</th>
<th>Incident</th>
<th>Subcode</th>
<th>Location</th>
<th>Gang</th>
<th>Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/3/2018</td>
<td>564</td>
<td>14 - Insubordination</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/30/2018</td>
<td>598</td>
<td>20 - Cellphone/Electronic Device</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Offenders**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Grade</th>
<th>Gender</th>
<th>Race</th>
<th>Age</th>
<th>Referred To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10641</td>
<td>Adams, Thomas</td>
<td>06</td>
<td>M</td>
<td>W - White</td>
<td>11Y 0M</td>
<td>A - Assistant Principal</td>
</tr>
<tr>
<td>10607</td>
<td>Bradley, Ashleigh</td>
<td>12</td>
<td>F</td>
<td>B - Black</td>
<td>17Y 9M</td>
<td>A - Assistant Principal</td>
</tr>
</tbody>
</table>

**Offense Code**

- 14 - Insubordination
- 20 - Cellphone/Electronic Device
- 25 - Warning

**Categories**

- Incident Report Sample

**Start Date** | **End Date** | **Action** | **Duration**

- 07/03/2017 - 05/30/2018
- 16 - Building 16

Page 1 of 6
Student Incident Detail Report

Menu Access: Interventions > All > Reports > Student Incident Detail

The Student Detail report lists information for students who were involved in incidents within the selected date range. The report includes the student’s grade, gender, race, and birth date. The report always includes information for incidents that the student was involved in as an offender. Additionally, the user can choose to include information about incidents where the student was a victim or witness. The students to be included can be selected by specifying criteria.

Prompts Panel Field Descriptions: (*Asterisk notes a required field)

Building:* - Select the building of the students to include in the report.

List Incidents:* - The types of incidents to include in the report.

List incidents occurring in the selected building - to include all incidents in the building, including incidents involving those not enrolled in the building (either students from other buildings or non-students).

List incidents for students registered in the selected building - to include all incidents for students enrolled in the selected building, no matter where the incident occurred.

Start Date:* -

By Date: - to use a set date as the start date. Select the first date to check for incidents.

By Prior Days: - to run the report for a set number of days. Select the total number of days to include in the report. Days count backward from the end date. This option is useful to schedule the report to run periodically.

End Date:* -

Today - to use today as the last date to check. This option is useful to schedule the report to run periodically.

By Date: - to use a set date as the end date of the report. Enter the last date to check for incidents.
Print Victim Incidents: - Checked to display information for students who were victims in incidents.

Print Witness Incidents: - Checked to display information for students who were witnesses of incidents.

Include Incident Details: - Checked if you want to include the incident details, including the date of each incident, category, location, gang-related, police involvement, offense type, weapon, or drop involvement. Action information includes dates and durations.

Include Totals: - Checked if you want to include the total (summary) information for each student. Sort students by name: - Checked to sort students by name. Unchecked will sort students by ID.

Log Statistics: - Checked to print the prompts as the first page of the report. Otherwise, when the report is run, a log page will only be created if an error occurs.

Sample Student Detail Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Grade</th>
<th>Gender</th>
<th>Race</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>16041</td>
<td>Adams, Thomas</td>
<td>06</td>
<td>M</td>
<td>White</td>
<td>6/30/2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Incident Num</th>
<th>Code</th>
<th>Description</th>
<th>Category</th>
<th>Location</th>
<th>Gang</th>
<th>Police</th>
<th>Offense Type</th>
<th>Category</th>
<th>Weapon</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/5/2017</td>
<td>628</td>
<td>04</td>
<td>Truancy</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>04 Truancy</td>
<td>None</td>
<td>None</td>
<td>In-School Suspension</td>
</tr>
<tr>
<td>7/3/2017</td>
<td>644</td>
<td>14</td>
<td>Insubordination</td>
<td>None</td>
<td>None</td>
<td>N</td>
<td>N</td>
<td>14 Insubordination</td>
<td>None</td>
<td>None</td>
<td>Corporal Punishment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense Totals</th>
<th>Disciplinary Action Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense</td>
<td>Total</td>
</tr>
<tr>
<td>Truancy</td>
<td>1</td>
</tr>
<tr>
<td>Insubordination</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL: 2
Issues and Referrals

Teacher Access Center (TAC) allows teachers to enter behavioral issues that occur inside and outside the classroom as either classroom issues or Behavior referrals. Classroom issues are usually more routine issues, such as missing homework or talking in class, whereas Behavior referrals are issues that require the attention of disciplinarians, counselors, and others concerned with student behavior. In either case, teachers can refer these issues to eSchoolPLUS for review and further action.

This section discusses the use of the Discipline Center options in eSchoolPLUS for processing Behavior referrals. These options allow users to review referrals, update their information, and where needed, escalate the issues to discipline incidents. Disciplinarians can also return referrals to teachers in TAC, offering recommendations for handling specific issues or seeking additional information. In addition, Behavior Referral options can be used to generate reports, including notifications that can be sent to students’ guardians.

Preview

This section provides information on the following topics:

- Behavior Referrals List
- Behavior Referral
- Reviewing Behavior Referrals
- Returning Behavior Referrals
- Creating Behavior Incident from Behavior Referrals
- Closing Behavior Referrals
- Behavior Referral Report

Prerequisites:

TAC Configuration - must be defined to allow the use of Issues and Referrals. This is normally set by the district’s system administrator.

Tables - The following three tables related to Behavior referrals should be defined according to the district needs. Validation Tables are set up the district’s system administrator.

- Issues - Used in the Type field in TAC to validate specific types of Behavior referrals and classroom issues.
- Issue Actions - Used in the Corrective Action field in the Teacher Action(s) section of TAC pages to validate the actions taken by teachers in response to classroom issues.
- Issue Locations - Used in the Location fields in TAC to validate the locations where issues occurred.

Disciplinarians – If the disciplinarian should default on the Behavior referral, the value must be set on the student’s academic screen. This then allows the staff assigned as the disciplinarian to search for and view their referrals.
Behavior Referrals

Teacher Access Center (TAC) enables teachers to enter Behavior-related issues that can be referred to disciplinarians in eSchoolPLUS. Once an issue is referred, the assigned disciplinarians can use the Behavior Referrals option to process the issue and where appropriate, escalate it to create a discipline incident.

Processing Behavior-Related Issues in TAC

Classroom Issues apply to more routine issues tied to a course, homeroom, or activity, from missing homework and class participation to student behavioral concerns, such as talking or sleeping in class. Since these can usually be handled within the classroom environment, teachers can use TAC to enter and track issues for specific students, including any corrective actions they took. Teachers also have the option to refer more serious classroom issues to students’ assigned disciplinarians, who can then administer them as Behavior referrals in eSchoolPLUS.

Behavior Referrals relate to issues that require the attention of disciplinarians, whether they occur in or outside the classroom. Using TAC’s Behavior Referrals option, a teacher can record an issue, identify the students, detail their involvement, and refer the issue to a disciplinarian in eSchoolPLUS. After creating a referral, a teacher can no longer change the issue, unless the disciplinarian returns it.

Processing Behavior-Related Issues in eSchoolPLUS

Once an issue is referred to eSchoolPLUS, the disciplinarian assigned can use the Behavior Referral page to:

- Select a different disciplinarian if necessary.
- Change the roles of the students identified, or add roles if none is assigned. Three roles are available: Offender, Victim, and Witness. When appropriate, the disciplinarian can also exclude a student.
- Generate a report for the students in an individual issue from the Behavior Referral page. When necessary, the reports can be mailed to students’ guardians as notifications. In addition, reports covering multiple issues can be generated from the Referral List page.
- Return the issue to the teacher to suggest further action or request more information. If needed, the teacher can refer the issue back to the disciplinarian with the additional input.
- Create a discipline incident for the issue. The disciplinarian will assign a Discipline Incident code and enter additional details for the students involved, whether as offenders, victims, or witnesses.
- Mark the issue as resolved, either because no infraction was found or because a resolution could be reached without creating a discipline incident.
Behavior Referral List

Use this page to review the list of Behavior referrals and classroom issues referred by teachers.

The following can be done from this page:

➢ Displays general information about each issue that was a TAC referral.
➢ Print a report on the referrals listed by clicking Printable under (Additional Options).
➢ Click the Type link, to view detailed information about a referral.

Menu Access: Interventions > All > Office > Behavior Referrals

Searches can be run in two modes:

<table>
<thead>
<tr>
<th>Simple</th>
<th>Uses a limited number of fields to find records, such as Referral Date or Status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>Uses a wide range of fields to find records applying various conditions and operators in the search criteria.</td>
</tr>
</tbody>
</table>

Sample Referral List page

Column Header Descriptions

Date – Actual date when the issue was referred. This is the date the teacher selected Send within TAC.

Type - Issue type entered when the teacher entered the issue or Behavior referral. Click this link to open the Behavior Referral page, which displays detailed information on the referral. This page can be used to escalate a referral to a discipline incident or return the referral to the teacher for further action.

If the building does not allow teachers to select a type for Behavior referrals, all Behavior referrals will have the same default type.

Referred By - Name of the teacher who entered the issue.

Referred To – Can be one of the following:

- Staff name of the defaulted disciplinarian as assigned on the student’s Academic screen.
- Other staff as selected by the disciplinarian or user who escalated the referral and entered the incident.

Status - Indicates the overall status of the issue. The possible statuses are:

- **Referred** - The teacher referred the issue to a disciplinarian.
- **Returned** - For a classroom issue that was referred to a disciplinarian, indicates that the disciplinarian has returned the referral to the teacher with either a suggestion for resolving the issue or a request for more information. A teacher can update a returned referral in TAC and can refer it again to the disciplinarian as needed.
• **No Infraction** - The disciplinarian indicated the issue was resolved, so no further action is needed.
• **Incident Created** - The disciplinarian created a discipline incident for the issue.

**Student's Field Descriptions**

**ID** – Student ID

**Student** - Name of the student, displayed as a hyperlink. Clicking the link opens the student's Student Summary page.

**Grade** – Grade the student is enrolled in.

**Disciplinarian** - Disciplinarian who is responsible for follow up for the issue. If a referral includes multiple students who have different disciplinarians, the Disciplinarian field will be blank until a disciplinarian updates the referral information.

**Notes** - Text describing the issue that was referred.

**Behavior Referral Searches**

**Menu Access:** Interventions > All > Office > Behavior Referrals

Searches may be used to filter for only specific records. Some possible searches are listed below.

**Referral Status codes are:**

I – Incident Created  
N – No Escalated  
R – Referred  
T – Returned

**Search by Disciplinarian Staff ID and Referral Status code**

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disciplinarian</td>
<td>= (equals)</td>
<td>(staff ID #)</td>
<td></td>
</tr>
<tr>
<td>And</td>
<td></td>
<td>Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer Status</td>
<td>= (equals)</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

**Search for all of a specific Disciplinarian Staff ID**

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And</td>
<td></td>
<td>Disciplinarian</td>
<td>= (equals)</td>
<td>(staff ID#)</td>
<td>X</td>
</tr>
</tbody>
</table>

**Search by Behavior Referral status codes** (The search could include multiple code values separated by commas/no spaces.)

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer Status</td>
<td>is in (comma delimited list)</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

**Search by Student ID number**

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Demographic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Guid</td>
<td>= (equals)</td>
<td>(student ID#)</td>
<td></td>
</tr>
</tbody>
</table>

No Infraction - The disciplinarian indicated the issue was resolved, so no further action is needed.

Incident Created - The disciplinarian created a discipline incident for the issue.
Behavior Referral

Menu Access: Interventions > All > Office > Behavior Referrals > click Type link for a referral

Use this page to review the detailed information for a Behavior or classroom issue that a teacher has referred. This page allows the below items for Behavior referrals:

- The referral can be returned to the teacher.
- The issue can be resolved, if no further action is needed.
- A behavior incident can be created based on the referral information.

The sections on this page depend on whether the referral originated in TAC as a Behavior referral or a classroom issue.

- Behavior Referral, Issue Detail, Student(s) Involved, and Referral Detail sections display for both types of issues.
- Classroom issues include two additional sections: Corrective Action(s) and Other Issues for the Student.

Behavior Referral Section

What this page displays is dependent on the Administrative Actions selected. See field descriptions.

Field Descriptions: (*Asterisk notes a required field)

Issue Panel

Referred By - Name of the teacher who entered the issue in TAC.

Issue Type - Issue type assigned when the teacher entered the issue. If a building's configuration does not allow teachers to select a type for Behavior referrals, all referrals are assigned the same type. Buildings can control whether a type can be entered for Behavior referrals, but not for classroom issues.
**Location** - Location where the incident occurred, as recorded by the teacher in TAC. This location may differ from the one in the Discipline Incident section, because TAC uses a different table for locations from the one in the Discipline Center. A field in TAC’s Issue Locations table is used to convert teachers’ entries to those stored in Discipline’s Locations table.

**Issue Date** - Date of the issue.

**Issue Time** - For a Behavior issue, the time that the issue occurred, if entered by the teacher.

**Note:** A teacher cannot enter the time for a classroom issue.

**Status** - Indicates the status of the issue. The possible statuses are:

- **Referred** - The teacher referred the issue to a disciplinarian.
- **Returned** - The disciplinarian returned the referral to the teacher.
- **No Infraction** - The disciplinarian indicated the issue was resolved, so no further action is needed.
- **Incident Created** - The disciplinarian created a discipline incident for the issue.

**Administrative Actions Panel**

This panel displays differently depending on the Action value.

- **If the Action field is set to I - Create Behavior Incident**, then the Discipline Incident fields display along with four additional fields display in the **Student(s) Involved** panel for entering discipline incident information on each student selected, including Type, Category, Drug, and Include Note in Incident. For Detail information see the Create Behavior Incident from Referrals section in this document.

  - **Incident Code** - Identifies the incident, as defined in Discipline’s Incident Codes table.

  - **Location** - Location where the incident occurred. The location entered by the teacher may not be the same as the one displayed here. A conversion table is used to translate entries from TAC’s Issue Locations table to those stored in Discipline’s Incident Locations table.

- **If the Action field is set to R – Resolve or T - Return**, a Notes field is displayed. See the Resolving/Returning Behavior Referral sections in this document.

**Student(s) Involved Panel**

To display the student's Student Summary page, click the (Student Summary) icon.

**Student Demographic** fields pull from the software and are display only.

**Notes** – Text describing the issue. Populated from Teacher Access Center.

**Role** - Role of the student in the behavior incident that will be created when you select the action I - Create Behavior Incident and then click (Save).

To create an incident for a referral, an incident code must be selected and assign a role for at least one student. Teachers can only enter roles in TAC if allowed by the TAC Building Configuration.

**Select:**

- **N** - Not Involved - to indicate that the student should not be included in the incident that is created.
- **O** - Offender
- **V** - Victim
- **W** - Witness

**Teacher Corrective Actions Panel**

This section, which shows the actions taken by the teacher, only displays data for a classroom issue referral and, then, only if a corrective action was entered.

**Referral History Panel**

This section provides the history of the referral with separate records for when it was referred, returned, resolved, or escalated.
Referral Status - Indicates the status of the referral. The possible statuses are:

- **Referred** - A teacher referred the issue to a disciplinarian.
- **Returned** - A disciplinarian returned the referral to the teacher.
- **No Infraction** - A disciplinarian indicated the issue was resolved, so no further action is needed.
- **Incident Created** - A disciplinarian created a discipline incident for the issue. To open the Incident Summary page and view information on the incident, click the Incident Details link.

Other Issues for the Student Panel

This panel, which shows other classroom issues entered for this student, only displays if the issue being viewed was initially recorded as a classroom issue in TAC.

Click 🎯 (Additional options) on the panel, and then select one of the following options:

- **Related Issues** - to display all issues the teacher selected as related to the referred issue.
- **All Issues for Class** - to display all issues for this student in the current course, homeroom, or activity, regardless of teacher.
- **All Issues for Student** - to display all class issues for the current student, including those recorded by other teachers.

Sample Behavior Referral with Other Issues for the Student selected:
Behavior Referral Procedures

This section describes the procedures for reviewing a Behavior Referral and each possible action that can be taken. These actions are returning the referral to the teacher, resolving and notifying the teacher, or escalating the referral to create a discipline incident.

Reviewing Behavior Referrals

The information should be reviewed in a Behavior referral, before escalating it to create a discipline incident, returning the referral to a teacher, or closing the issue.

**Menu Access: Interventions > All > Office > Behavior Referrals**

1. On the Search Results panel, click the appropriate link in the Type column.
2. On the Behavior Referrals page, review the details entered in the referral.
3. If the referral originated in TAC as a classroom issue, additional panels may display on the Behavior Referrals page.
   - The Other Issues for the Student panel displays on the page to review additional information entered by the teacher. To select the issues to display, click **(Additional options)**, and then select:
     - **Related issues** - to display all issues the teacher selected as related to the referred issue.
     - **All Issues for the Class** - to display all issues for this student in the current class, homeroom, or activity.
     - **All Issues for Student** - to display all issues for the current student, including those recorded by other teachers.
   - The Teacher Corrective Actions panel displays if any corrective action was entered by the teacher in TAC.
4. To update the issue, enter changes on the Behavior Referrals page, and then click **(Save)**.

Returning Behavior Referrals

After reviewing a Behavior referral, the user can return the issue to suggest other actions for the teacher to take or to request additional information. A teacher can update a returned referral in TAC and can refer it back to the disciplinarian if needed.

**Menu Access: Interventions > All > Office > Behavior Referrals**

1. On the Search Results panel, click the appropriate link in the Type column.
2. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to **T - Return**.
3. In the Notes field of the Administrative Action panel, provide any feedback that is appropriate, or enter a request for additional details on the issue.
4. Click **(Save)**. The issue's status is set to **T - Returned**.
**Note:** When a Referral is ‘Returned’ a Notification can be sent in TAC informing the teacher. Notification setups and Notification subscriptions determine if notifications are sent. Example notification is below:

![Discreferral Image]

**Resolving Behavior Referrals**

A Behavior referral can be closed if the issue has been resolved or no infraction was found.

**Menu Access: Discipline Center > Behavior Referrals**

1. On the Search Results panel, click the appropriate link in the Type column.
2. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to R - Resolve.
3. In the Notes field of the Administrative Action panel, provide any feedback as needed.
4. Click (Save). The issue’s status is set to **No Infraction**.
Create Behavior Incident from Referrals

After reviewing a Behavior referral, the user can escalate the referral to create a behavior incident.

Menu Access: Interventions > All > Office > Behavior Referrals

1. On the Referral List page, click the appropriate link in the Type column to display the referral.
2. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to I - Create Behavior Incident. This displays additional fields for creating a discipline incident.
3. Complete the following fields:
   a. In the Administrative Actions section, assign an Incident Code and optionally, a Location.
   b. For each student listed, select a Role and complete the remaining fields as needed. To exclude a student, leave the Role field blank.
   c. In the Referral History section's Referred To field, assign a disciplinarian.
4. Click (Save) to create the incident. The Issue panel's status is set to Incident Created.

Sample Behavior Referrals page after Saved and the Incident Created status is assigned:

5. To review and complete the Incident Detail page for the incident created from the referral, click the Incident Created link in the Issue panel.
6. Add or change information about the incident, as needed, and then click (Save). For field descriptions, refer to Incident Detail Page.
   - To create a printable report of the incident, click (Additional options), and then select Referral Report. Details for generating the Referral Report follow this section.
   - To return to the Behavior Referral page, click (Additional options), and then select Referral Detail.
Behavior Referral Report

Use the Behavior Referral Report page to generate separate reports for each student involved in a Behavior referral or an incident that originated as a referral. The report provides student, teacher, counselor, and disciplinarian names, student roles, incident dates, notes, and other details.

Menu Access: Discipline Center > Behavior Referrals page

Procedures to run the report:

1. Select Interventions > All > Office > Behavior Referrals.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click (Load).
   - To run a report for all of the referrals listed, click (Additional options) on the Conduct Referral Search page, and then select Printable.
   - To run a report for a specific referral, click the referral's Type link to display the Behavior Referrals page, click (Additional options), and then select Printable.
3. On the Referral Report Page, specify the report options. For field descriptions, refer below.

Referral Report window

4. Click Run. The report will display on a new tab. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports. (User must close the Prompts window.)

Field Descriptions:

Mailing Referral Report - Indicates which type of address to print on each report page. Select:

- Send to Student Address - to include the student's mailing address.
- Send to Those Flagged in Registration – to include mailing addresses for contacts designated for Student Success Plan in the student's Contact Detail page. SSP not used at this time.

Primary Sort On - Select:

- Disciplinarian - to sort report pages by disciplinarians' names.
- Student - to sort report pages by students' names.

Include Sections on Report - Three checkboxes for specifying additional sections to include in each report page:
- **Include Teacher Corrective Actions** - Checked if a section should be included providing details on the actions taken by teachers, as recorded in TAC.
- **Include Referral Information** - Checked if a section should be included listing each issue's referral history.
- **Include Incident Action Details** - Checked if a section should be included listing the action, scheduled duration and scheduled dates and times for each action assigned. Scheduled dates and times are displayed only if the district tracks actions by occurrence. No dates are displayed if the district tracks actions by duration.
- **Include Signature Lines** - Checked if a line should be included at the end of the report for the parent or guardian to sign.

**Related Issues** - This field only displays for Behavior referrals that originated in TAC as classroom issues. Select:

- **Include Related Issues** - to include previous issues selected by the teacher as related to the current issue.
- **Include Issues for This Student in This Class** - to include all issues from the course, homeroom, or activity related to the current issue.
- **Include All Class Issues for This Student** - to include all issues on record for each student regardless of teacher.

**Header Text** - Enter text to appear at top of the report, just below the student address and general information section. [Character/255] A default header may display, depending on the building's configuration. If needed, the default text can be modified.

**Footer Text** - Enter text to appear at bottom of the report, just above the signature line. [Character/255] A default footer may display, depending on the building's configuration. If needed, the default text can be modified.

**Sample Conduct Referral Report**
Sample Screens when using Behavior Referrals

**Incident Detail** screen when originally created as a TAC Referral. Note the “Referral Details” option under the (Additional Options).

**Behavior Referral** screen after Incident is created. Note the “Incident Created” link in the Issue Panel. Run a report for each student involved in the issue by clicking Printable.