Part 2

Discipline

Information
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 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.
- 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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>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.</td>
</tr>
<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>Behavior</th>
<th>Source: ISS</th>
<th>Type: Bar Chart</th>
<th>Breakdown: Grade</th>
</tr>
</thead>
</table>

**Chart Value**
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.

**Chart Type**
Select whether the data displays as a Bar Graph or Pie Chart.

**Breakdown**
Select how to display the action's breakdown of students, for example, by building, grade, or gender.
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.
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'.

7/9/2018
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** (Add) icon.
3. Select Full mode.
4. Enter the Incident panel information.
5. On the Offenders panel, select **Add** (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** (Save) to save the current information of all panels and assign the incident number.
10. On the Offenders panel, select the **Details** (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** (Add).
11. Click **Save** (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** (Back) icon to return to the Incident screen and select **Add** (Add).
<table>
<thead>
<tr>
<th>Incident</th>
<th>Discipline</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidents</td>
<td>Action</td>
<td>Field</td>
<td>Action codes 0-99 are reserved for state use.</td>
</tr>
<tr>
<td>Incidents</td>
<td>Punishment</td>
<td>Field</td>
<td>All disciplinary codes along with discipline codes that are cross-walked to state codes and paired with a state code will be pulled.</td>
</tr>
<tr>
<td>Incidents</td>
<td>Conduct</td>
<td>Field</td>
<td>State-defined discipline codes along with discipline codes that are cross-walked to state codes and paired with a state code will be pulled.</td>
</tr>
<tr>
<td>Incidents</td>
<td>Other</td>
<td>Field</td>
<td>All disciplinary actions will pull and appear on the Corpo real Punishment Report under the Incident Category of Insubordination, Disorderly Conduct, or Other.</td>
</tr>
</tbody>
</table>

### Discipline

#### Action

- Incident Date
- Incident Code
- Incident ID Number
- Event Verfied
- Dismissal
- Incidents.

#### Punishment

- Incident Date
- Incident Code
- Incident ID Number
- Event Verfied
- Dismissal
- Incidents.

#### Conduct

- Incident Date
- Incident Code
- Incident ID Number
- Event Verfied
- Dismissal
- Incidents.

#### Other

- Incident Date
- Incident Code
- Incident ID Number
- Event Verfied
- Dismissal
- Incidents.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Drugs: Exchanging alcoholic beverages, illegal drug possession (sale, use/under the influence)</td>
</tr>
<tr>
<td>02</td>
<td>Alcohol: 1. illegal possession, 2. possession, use/less than 18, 3. distribution, sale, offering, 4. possession of alcoholic beverages; under the influence, 5. use/under the influence</td>
</tr>
<tr>
<td>03</td>
<td>Tobacco: Use of, sale, possession of tobacco products on school property, other school grounds, school campus</td>
</tr>
<tr>
<td>04</td>
<td>Tobacco: Use of, sale, possession of tobacco products on school property, other school grounds, school campus</td>
</tr>
<tr>
<td>05</td>
<td>Student Assault: Battery (physical and/or verbal); EXAMPLES: Includes slapping, pushing, punching, hitting, kicking, throwing objects, hitting with a weapon, causing bodily injury by any means</td>
</tr>
<tr>
<td>06</td>
<td>Secret Assaults: Any form of assault, battery, self-inflicted wounds, non-verbal, non-physical assault</td>
</tr>
<tr>
<td>07</td>
<td>Knives: Are weapons include the instruments capable of inflicting serious bodily injury, such as a sharp object (e.g., razor blade, ice pick, Chinese star)</td>
</tr>
<tr>
<td>08</td>
<td>Handguns: Any instrument designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
<tr>
<td>09</td>
<td>Rifles: Any rifle designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
<tr>
<td>10</td>
<td>Shotguns: Any shotgun designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
<tr>
<td>11</td>
<td>Clays: Any clay tile, other materials, or similar material designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
<tr>
<td>12</td>
<td>Guns: Any firearm, or any implement designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
<tr>
<td>13</td>
<td>Vandalism: The unauthorized destruction, damage, or defacement of public or private property without consent of the owner of the property</td>
</tr>
<tr>
<td>14</td>
<td>Indecency, Obscenity: Willful or unlawful exposure of any person, or any act committed in any place or manner that may be considered to be a public nuisance by the act of any person</td>
</tr>
<tr>
<td>15</td>
<td>Disorderly Conduct: (Right) Any act performed in public, or any act committed in any place that may cause disorder or a nuisance or disturbance of the peace</td>
</tr>
<tr>
<td>16</td>
<td>Explosives-Hazardous: Any explosive, or any act committed in any place that may cause disorder or a nuisance or disturbance of the peace</td>
</tr>
<tr>
<td>17</td>
<td>Device: Any device or instrument designed or designed to fire a weapon, and, when fired, or shot, will fire a projectile by the action of any person</td>
</tr>
</tbody>
</table>

See the SIS Conversion Chart to see how SIS codes convert to SIS codes.
<table>
<thead>
<tr>
<th>25</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terrestrial Threats - Threats to commit any crime of violence against another person with the intent to terrify.</td>
<td>Stalking,-tier - To take another’s property; e.g., Students of School, Without the Verbal or Written Permission of Owner and no Return.</td>
</tr>
<tr>
<td>23</td>
<td>22</td>
</tr>
<tr>
<td>Public Display of Affection - any acts of physical intimacy or affection in the view of others e.g., Kissing, Holding Hands, Sexual Acts, etc.</td>
<td>Harassment/Sexual Harassment - Behavior which appears to be disturbing or intimidating and is characterized by repetitive, sexual activities.</td>
</tr>
<tr>
<td>21</td>
<td>20</td>
</tr>
<tr>
<td>Cyberbullying - According to A.C. A. 5-7A-27, Cyberbullying is electronic communication of information a person, choosing between or affecting, by means of electronic communication, including with limitation to local bulletin board service, an Internet chat room, electronic mail, social media, written on or oral communication by any kind made through the use of a computer online service, Internet service, telephone or any other means of electronic communication, including with limitation to local bulletin board service, an Internet chat room, electronic mail, social media, written on or oral communication by any kind made through the use of a computer online service, Internet service, telephone or any other means of electronic communication.</td>
<td>Cellphone/electronic device - Using electronic devices as part of school policy.</td>
</tr>
<tr>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>Fighting - Verbal Incidents Without Injury (Physical, Verbal, Emotional, School social, Threat of).</td>
<td>Other - This involves those items not listed elsewhere.</td>
</tr>
<tr>
<td>17</td>
<td>16</td>
</tr>
<tr>
<td>Description of Harm: Intimidation (Conducting Fear of Harm), Harassment (Non-sexual, Physical, Verbal, Psychological) and Harassment.</td>
<td>Definition of Harm: Intimidation (Conducting Fear of Harm), Harassment (Non-sexual, Physical, Verbal, Psychological) and Harassment.</td>
</tr>
<tr>
<td>and Related Activity without the use of computers, cell phones, and other electronic devices.</td>
<td>and Related Activity without the use of computers, cell phones, and other electronic devices.</td>
</tr>
<tr>
<td>ID</td>
<td>Element</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>DS0010</td>
<td>Fiscal Year – The fiscal year that this reporting cycle represents; For the 2018-2019 reporting year fy must be = 29</td>
</tr>
<tr>
<td>DS0020</td>
<td>Cycle – The reporting cycle for which the data is submitted; 7 = June 15th</td>
</tr>
<tr>
<td>DS0030</td>
<td>LEA, School – Local Education Agency, the unique seven-digit number assigned by the ADE to identify individual county, district, schools, cooperatives, and vocational institutions. The first two digits represent the county, the second two digits represent the district, and the last three digits represent the individual school, for example: 6001002 60 = Pulaski County 61 = Little Rock School District 002 = Hall High School</td>
</tr>
<tr>
<td>DS0040</td>
<td>SSN, Student – The nine-digit Social Security number of the student. If a student’s SSN cannot be obtained, then the ADE assigned number as required by Arkansas Code Ann. 6-18-208 should be used.</td>
</tr>
<tr>
<td>DS0045</td>
<td>State Reporting ID – The unique 10-digit Triand identifier generated for the student by the state.</td>
</tr>
<tr>
<td>DS0050</td>
<td>Date, Discipline – The date upon which the disciplinary offense occurred.</td>
</tr>
<tr>
<td>DS0060</td>
<td>Infraction – The code that best describes the violation or infraction: 01 = Drug 02 = Alcohol 03 = Tobacco 04 = Truancy 05 = Student Assault 06 = Staff Assault 07 = Knife 08 = Handgun 09 = Rifle 10 = Shotgun 11 = Club 12 = Gangs 13 = Vandalism 14 = Insubordination 15 = Disorderly Conduct 16 = Explosives 17 = Other 18 = Bullying 19 = Fighting 20 = Cellphone/Electronic Device 21 = Cyberbullying 22 = Harassment/Sexual Harassment 23 = Public Display of Affection 24 = Stealing/Theft 25 = Terroristic Threats</td>
</tr>
<tr>
<td>ID</td>
<td>Element</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DS0070</td>
<td><strong>Action Taken</strong> – The punitive action taken by the school authority or court authority to reprimand the student after an offense is committed as:</td>
</tr>
<tr>
<td></td>
<td>01 = In-School Suspension</td>
</tr>
<tr>
<td></td>
<td>02 = Out-of-School Suspension (Not to exceed 10 days) (the incident did not result in physical injury)</td>
</tr>
<tr>
<td></td>
<td>03 = Expelled</td>
</tr>
<tr>
<td></td>
<td>04 = Expelled for Weapons (as defined by Federal, State and Student Discipline Policy)</td>
</tr>
<tr>
<td></td>
<td>05 = Corporal Punishment</td>
</tr>
<tr>
<td></td>
<td>06 = Other</td>
</tr>
<tr>
<td></td>
<td>07 = No Action</td>
</tr>
<tr>
<td></td>
<td>08 = Alternative Learning Environment (full year)</td>
</tr>
<tr>
<td></td>
<td>09 = Expelled for Drugs (Does not include alcohol or tobacco)</td>
</tr>
<tr>
<td></td>
<td>10 = Expelled for dangerousness (the incident did not result in physical injury)</td>
</tr>
<tr>
<td></td>
<td>11 = Expelled for dangerousness (incident resulted in physical injury)</td>
</tr>
<tr>
<td></td>
<td>12 = Out of School Suspension (incident resulted in physical injury)</td>
</tr>
<tr>
<td></td>
<td>13 = Alternative Learning Environment (less than year)</td>
</tr>
<tr>
<td></td>
<td>14 = Detention</td>
</tr>
<tr>
<td></td>
<td>15 = Bus Suspension</td>
</tr>
<tr>
<td></td>
<td>16 = Parent/Guardian Conference</td>
</tr>
<tr>
<td></td>
<td>17 = Saturday School</td>
</tr>
<tr>
<td></td>
<td>18 = Warning</td>
</tr>
<tr>
<td>DS0071</td>
<td><strong>Incident ID Number</strong> – The number assigned to the infraction.</td>
</tr>
<tr>
<td>DS0072</td>
<td><strong>Suspension Days</strong> – The number of days the student is out of class for any infraction that resulted in the action taken to include either in-school, out-of-school suspension or expulsion.</td>
</tr>
<tr>
<td>DS0080</td>
<td><strong>Shortened Expulsion</strong> – Was the expulsion (action-taken =03/04) reported for infractions 08, 09, 10 or 16 shortened to a term of less than one year by the chief administering officer under the case-by-case modification provisions of Section 14601(b) of the Gun Free School Act?</td>
</tr>
<tr>
<td>DS0081</td>
<td><strong>Educational Services provided during Expulsion</strong> – Did the student received educational services while expelled? Action codes: 03, 04, 09, 10, or 11. This is not a shortened expulsion.</td>
</tr>
<tr>
<td>DS0090</td>
<td><strong>Alternative Placement</strong> – Was the expulsion (action-taken =03/04) reported referred to an alternative school or program?</td>
</tr>
<tr>
<td>DS0100</td>
<td><strong>Student Status</strong> – Enter the appropriate code designating student status at the time of this infraction.</td>
</tr>
<tr>
<td></td>
<td>RG = Regular Student</td>
</tr>
<tr>
<td></td>
<td>SP = Special Education Student</td>
</tr>
<tr>
<td>DS0105</td>
<td><strong>Law Enforcement/Police Status</strong> – Discipline infraction being reported to Law Enforcement/Police.</td>
</tr>
<tr>
<td>DS0110</td>
<td><strong>Date Reported</strong> – The date upon which the incident was reported to Law Enforcement/Police.</td>
</tr>
<tr>
<td>DS0115</td>
<td><strong>Police Department</strong> – The Police Department to which the Discipline Infraction was reported.</td>
</tr>
<tr>
<td>DS0120</td>
<td><strong>School Related Arrest by Police Department</strong> – The Police Department made an arrest as a result of the School District Discipline Infraction reported.</td>
</tr>
</tbody>
</table>
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.
Discipline Reports

Public Folders > Student Management System > Discipline

- **APSCN Action Counts by Grade/Race/Sex** – This report provides a breakdown of discipline action counts for all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each grade level in the building.

- **APSCN Action Totals by Race/Sex** – This report provides a breakdown of discipline action counts for all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each action assigned.

- **APSCN ALE Student Discipline Listing** – The ALE Student Discipline Listing provides a report of discipline records that occurred in the prompted building and between the prompted dates for ALE students. ONLY discipline records for a date in which the student was enrolled in the Alternative Education program will appear on this report. There are optional prompts for Incident and Action.

- **APSCN Building Discipline List** – The Building Discipline List provides a report of all discipline records within the selected building for the prompted date range. The report contains curriculum and special ed participation for each student along with the incident and action information for each discipline record. There are optional prompts to select specific incidents and/or specific actions.

- **APSCN Discipline List by Activity** – The Discipline List by Activity provides a report of all discipline records within the selected building for the selected activities that fall within the prompted date range. The report contains the incident and action information for each discipline record along with the person reporting the incident.

- **APSCN Discipline List by Course** – The Discipline List by Course provides a report of all discipline records for the selected building that fall within the prompted date range for students enrolled in the selected course(s). The report contains the incident and action information for each discipline record along with the person reporting the incident.

- **APSCN Discipline Records With Police Action** – This report provides a list of Discipline Incidents where law enforcement was notified for the selected year. The report shows the information about the incident, the date the police were notified, the agency notified, the students involved and the police action taken for each offender.

- **APSCN Incident Count of Incidents Reported by Staff** – This provides a list of staff members that have reported discipline incidents. In addition it shows each incident type reported and a count of how many times the staff member has reported each incident.

- **APSCN Incident Counts by Grade/Race/Sex** – This report provides a count of all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex for each grade level in the building.

- **APSCN Incident Counts by Race/Sex** – This report provides a count of all discipline incidents in the prompted date range for the selected building. The count is broken down by federal race designation and sex.

- **APSCN Minimum Discipline Incident Count** – The Minimum Discipline Incident Count reports provides a count of discipline records for students who have at minimum the number of incidents entered in the discipline count prompt for the selected date range. The report is sorted in student name order and displays the ID, Name, Grade and discipline record count.

- **APSCN SPED Student Discipline Listing** – The SPED Student Discipline Listing provides a report of discipline records that occurred in the prompted building and between the prompted dates for School Age Special Education students. ONLY discipline records for a date in which the student was enrolled in the special education program will appear on this report. There are optional prompts for Incident and Action. NOTE: Users must have access to School Age Special Ed records to run this report.
APSCN Staff Reported Discipline Incidents – This report provides a list of discipline incidents reported by staff members for the selected building and date range. Each incident listed includes student name and grade along with information on the incident and the action taken. There is an optional prompt to select specific staff members if so desired.

APSCN State Reporting Error Check on Discipline Records Report – This report will show problems in discipline records that will cause errors in cycle 7 state reporting. The report is broken into 3 sections: 1) Incidents Without Offenders; 2) Offenders Without an Action; and 3) Offenders With the Action of Suspension or Expulsion that has no Scheduled Duration. Users will be prompted for building (multiple buildings can be selected) and for a date range of discipline records.

APSCN Student Discipline Listing – This report lists all discipline incidents for the selected student and prompted discipline dates. The report contains the students curriculum and special education participation at the time of the discipline incident as well as detail on each discipline incident.

APSCN Student Discipline Listing by Activity – This report can be used to generate a report showing discipline record detail for each student in the selected activity for the prompted school year.

APSCN Students WITHOUT Discipline Incidents – This report will pull a list of students who have no discipline incidents for the prompted date range. The report pulls student name, student id, and current grade page breaking by current building. Users will be prompted for building (multiple buildings can be selected) and for a discipline incident date range.
Entering a Behavior Incident

Menu Access: Interventions > All > Office > Incident Detail

1. Select the (Add) icon.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Summer School</th>
<th>Incident Category</th>
<th>Incident ID</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
<td>No</td>
<td>14 - Insubordination</td>
<td>591</td>
<td>16 - Buli</td>
</tr>
<tr>
<td>2017-18</td>
<td>No</td>
<td>18 - Bullying</td>
<td>590</td>
<td>16 - Buli</td>
</tr>
</tbody>
</table>

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

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

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

Behavior Incident Add Screen

3. Enter the Incident information.

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

Offenders Panel

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

Enter Offender Information

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

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

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

**Police Panel**

- Reported To Police: ✔️
- Police Department: Your City Police Department
- Officer Name: 
- Date Reported: 02/02/2018
- Complaint Number: 
- Badge Number: 

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.

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

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

**Adding the Offender/Action Detail**

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

![Image of action code input](image)

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

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

![Image of notified panel](image)

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

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

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

Cognos Report for Finding Behavior Errors

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

Incorrect Offense Code Entered

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

Menu Access: Interventions > All > Office > Incident Detail

1. Select Simple mode to search for the Incident, then click (Load).
2. Click the incident link.
3. In the Type field select the drop down to change the Offense Code as needed.

4. Expand the Offender panel, delete the existing Offense code, and pull the Offense code to match the code entered in the Type field.
5. Click (Save) to update the record.

Offender not entered or Incorrect Offender

Menu Access: Interventions > All > Office > Incident Detail

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

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

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

**Action Not Entered**

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

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

**Incorrect Action Entered**

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

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

**Duration Not Entered on Action Code Requiring Duration**

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

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

4. In the Actions panel, expand the Action subpanel and in the Dates area, enter the correct Duration.

5. Click (Save).
Incident Added to Incorrect Building Number

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

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

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

4. Select \( \mathbin{\text{Trash Bin}} \) (Delete). A message will appear to confirm the deletion of the incident.

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

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

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

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

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

![](image1)

Police Notified Not Entered

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

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

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

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

![](image2)
Error Correction on an Individual Student

Menu Access: Interventions > All > Student > Behavior Incidents

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

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

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

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

5. Click \( \text{Save} \).