

Discipline Training

For detailed instructions refer to *Chapter 6* of the *Student Information System User Manual (SIS)* which can be downloaded from the *Kalamazoo RESA* website at: <http://support.kresanet.org/sis-usersguide.htm>.

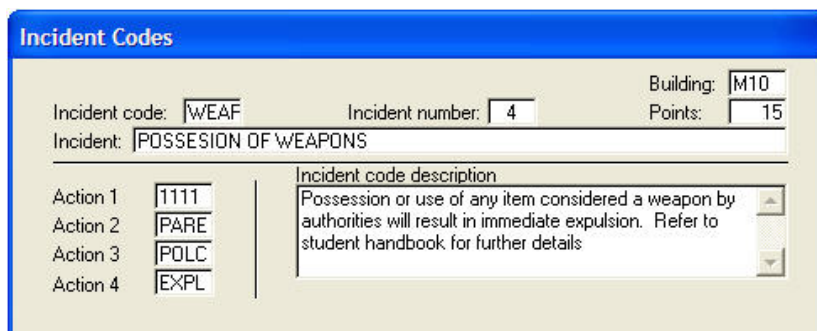
You can also get to the page on the website by clicking *Help* and *User Manual* from your toolbar while in the *SIS* program.

Incident Code Screen

The first process of using this Module is to set up *Incident* and *Discipline Codes*.

Go to **Modules > Discipline > Incident Codes – Figure 1**

1. Click *New* and then enter 1- 4 characters – either numerical or text.
2. Enter the *Incident Code*.
3. Enter the *Incident Number* (If your District uses this option).
4. Enter the *Points* (If your District uses a point system)
5. Enter the *Incident* that the code above represents.
6. Enter *Actions* that pertain to this Incident – Not necessary, but can be filled in to be used as a reference as to which actions normally apply to the *Incident* listed.
7. Enter the *Incident code description* for the code. This data is printed on the *Incident Code* report.



The screenshot shows a software window titled "Incident Codes". It contains several input fields and a text area. The "Incident code" field contains "WEAF", "Incident number" contains "4", "Building" contains "M10", and "Points" contains "15". The "Incident" field contains "POSSESSION OF WEAPONS". Below these are four "Action" fields: "Action 1" with "1111", "Action 2" with "PARE", "Action 3" with "POLC", and "Action 4" with "EXPL". A large text area on the right contains the "Incident code description": "Possession or use of any item considered a weapon by authorities will result in immediate expulsion. Refer to student handbook for further details".

Figure 1 - Incident Codes Screen Completed

Reports for this Screen – Click Reports and choose Discipline Codes. This report will print a Discipline Codes report with details of *All Incident Codes* you have entered.

Operations for this Screen – None Available.

Discipline Code Screen

Go to **Modules >Discipline >Discipline Codes – Figure 2**

1. Click *New* and then enter 1- 4 characters – either numerical or text.
2. Click the *Create attendance* box to enter attendance at the time the code is entered.
3. Enter the *Discipline Code*.
4. Enter *Action* that relates to this *Discipline Code*.

5. Enter the *Discipline code description* of this code. This data is printed on the *Incident Code* report.

The screenshot shows a software window titled "Discipline Codes". It contains several input fields and a text area. The "Discipline code" field contains "DUTS", "Create attendance" is checked, and "Building" is "M10". The "Action" field contains "OUT OF SCHOOL SUSPENSION". The "Discipline code description" text area contains the text: "Student is not allowed on school property for the duration of the Suspension. Includes all extra-curricular activities."

Figure 2 – Discipline Codes Screen Completed

Reports for this Screen – Click Reports and choose Discipline Codes. This report will print a Discipline Codes report with details of *All Discipline Codes*.

Operations for this Screen – None Available.

Incident Record Screen

Go to **Modules > Discipline > Incident Record**

One of the first things you should do each year on n is to either *Populate* or *Edit* your *Referred To, From* and *Witnessed By* records. To do so, go to **Operations > Edit Refer From and To** and choose either to *Populate the list* or to *Edit* the current list. The list generates from data entered on the *Teacher Information* screen and is discussed in detail in *Chapter 6* of the *Student Information System User Guide*.

There are two ways of entering information for a student... You can either *Browse* and choose the student and begin entering data or choose to click *New* and select *Add violation for new student* and enter the student's name. When you click *New* you will have a choice as shown in **Figure 3**. If the student's name is on the screen, click *New* and select *Add violation for this student*.

The screenshot shows a dialog box titled "New". It contains two radio button options: "Add violation for new student" (which is selected) and "Add violation for this student". At the bottom of the dialog are "OK" and "Cancel" buttons.

New - Figure 3

With the student on the screen, enter the necessary data pertaining to the Incident.

1. Enter the *Incident Date*.
2. Click the *violation Code* drop down box and select the appropriate *Violation Code*. The description of the code fills in automatically.
3. Enter the *Incident Time* of this violation.
4. Click the dropdown box and enter the *Referred To* and *From* information.
5. Enter the *Comment* regarding the violation.
6. Enter other information that pertains to your district. i.e. *Incident num, Pts.* Etc.

When you enter past the *Comment* box the action (*Discipline Code* area) box appears. At this time you may enter the discipline codes that apply to the violation.

Figure 4 below shows an example of an *Incident Record* being entered prior to the Actions area at the bottom of the screen being activated.

The screenshot shows a software interface titled "Incident Record". It is divided into three main sections: "Incident Record", "All Incidents", and "Actions for Selected Incident".

Incident Record Section:

- Student number: 20252006
- Grade: 09
- 1 violation for Building: BFHS
- Name: KLINE, JONATHON
- 10 points. Police involvement:

Enter Incident here Section:

- Code: SMOK, Description: USE OF TOBACCO
- Incident Date: 10/10/2005
- Incident Time: 7:18 A
- Referred: DILLON
- Comment: Student was observed smoking in his car on school property
- Incident num.: 1, Pts.: 10
- Individuals involved: 1, To: JONES

Enter Actions here Section:

This section is currently empty.

Browse Actions below Section:

Date	Time	Witness	Action Taken	Days

Partially completed Incident Record - Figure 4

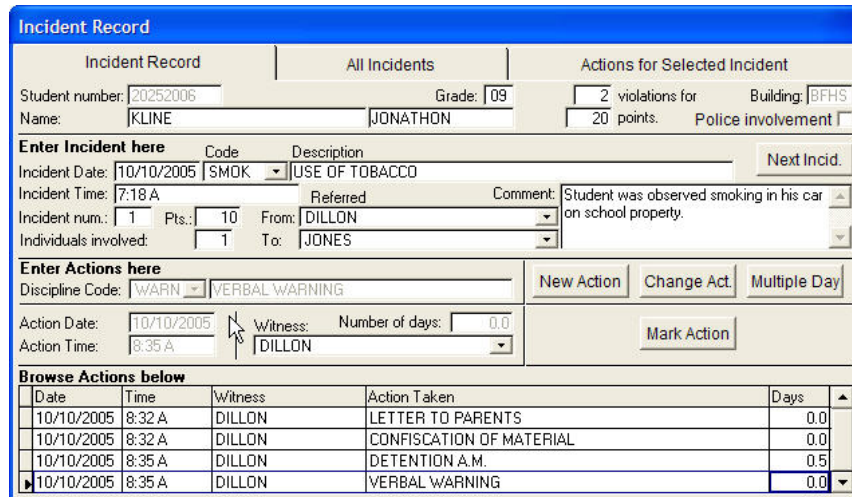
Once the discipline action section at the bottom of the screen opens, you can enter all actions that apply to this Incident.

1. Click *New Action* button and check for the correct date.
2. Click the *Discipline Code* drop down box and select the appropriate *Discipline Code* for this *Incident*. The description of the code fills in automatically.
3. Click tab and you will get a chance to check the date. The *Action Date* defaults to today's date and must be changed if it applies to a different date. *Note:* Once this *Discipline Action* is saved you cannot change the date.
4. Enter the *Action Time* this was presented to the student.
5. Enter any *Witness* to this process.
6. Enter *Number of days* action is to apply if applicable
7. Click the *Save Action* button. You will see the action appear in the grid.

Note: If you choose the *Change Act.* Button, you will not be able to change the date and time. The only way to do this is to choose the *Mark Action* button and then choose the *New Action* button again.

To enter a second *Action*, just click the *New Action* button and proceed as above. Continue until you are finished filling in the information for this student.

Figure 5 below shows an example of a completed *Incident Record*.



The screenshot shows the 'Incident Record' window with the following details:

- Incident Record** (selected tab): Student number: 20252006, Name: KLINE, JONATHON, Grade: 09, Building: BFHS.
- Violations for**: 2 violations for, 20 points.
- Police involvement**:
- Enter Incident here**: Incident Date: 10/10/2005, Code: SMOK, Description: USE OF TOBACCO, Incident Time: 7:18 A, Referred: DILLON, Comment: Student was observed smoking in his car on school property.
- Enter Actions here**: Discipline Code: WARN, Action: VERBAL WARNING, Action Date: 10/10/2005, Action Time: 8:35 A, Witness: DILLON, Number of days: 0.0.
- Browse Actions below** table:

Date	Time	Witness	Action Taken	Days
10/10/2005	8:32 A	DILLON	LETTER TO PARENTS	0.0
10/10/2005	8:32 A	DILLON	CONFISCATION OF MATERIAL	0.0
10/10/2005	8:35 A	DILLON	DETENTION A.M.	0.5
10/10/2005	8:35 A	DILLON	VERBAL WARNING	0.0

Completed Incident Record - Figure 5

Notice in the Example above the *Violations for* and *Points* boxes have been updated to show how many incidents this student has acquired and the points (if this option is used by your district) this student has accumulated

All Incidents tab – Click to view all incidents this student has been involved in.

Actions for Selected Incident tab – Click on the Next Incid. button to browse through the discipline actions pertinent to each Discipline code that shows up in Vio. Code. box near the top of this grid. View all Discipline Actions that have been enforced for the incident. Click the Next Incident button to view actions regarding a new incident.

Next Incid. button – If you have a student on the screen you can browse through each *Incident Record* for this student.

New Action button – Click to enter a new action pertaining to the Discipline that has previously been entered on this screen.

Change Act. button – Click this button if the Discipline Action that had been previously entered needs changed. You will not be able to change date or time of action.

Multiple Days button– If the Discipline Action involves an extended period of time, click the Multiple Day button to enter the action information once and it will be treated by the system as a separate action for each date. *Example – OUTS - Out of School Suspension* for the duration of 3 days can be entered as a one-day-at-a-time suspension. This will enter 3 different actions and dates in the grid - *Figures 6 & 7*.

Multiple Day Button – Figure 6

Date	Time	Witness	Action Taken	Days
10/10/2005	8:00 A		OUT OF SCHOOL SUSPENSION	1.0
10/11/2005	8:00 A		OUT OF SCHOOL SUSPENSION	1.0
10/12/2005	8:00 A		OUT OF SCHOOL SUSPENSION	1.0

How the info entered in Figure 6 will show up on the Actions Entered Grid – Figure 7

Mark Action button– Click on one of the action items in the grid to display the proper action. Click the **Mark Action** button to delete this action.

Reports for the Incident Record Screen –

1. **Student Incidents** – Detailed report listing student’s incidents. Can be printed for one student, one grade, one month, one room, selected grades, or for All students. You can choose a sort order and a time span (including a range of dates) if so desired.
2. **Discipline Actions Taken** – Detailed report listing Discipline Actions applied for Incidents. Options same as above.
3. **Total Points** – Report listing students and their total points accumulated.
4. **Perfect Students** – Report listing students who have no Incident records.
5. **Incident Totals** – Detailed report listing incidents broken down by Boy/Girl, Ethnic Codes, and Percent of total for school.
6. **Incident Report** - There are six (6) *Incident Reports* set up to allow Districts to set up a different report for varying circumstances – i.e. different buildings, etc.
7. **Incident Totals Reports** –
 - a. **Grade-Month Totals** –Report listing student’s Incidents broken down by grade/month. Also – lists by female or male and prints one page per grade if you choose ALL and year.
 - b. **Grade Totals** - Report listing student’s Incidents broken down by grade. Also – lists by female or male and prints one page per grade if you choose ALL and year.
 - c. **Month Totals** - Report listing student’s Incidents broken down by Month. Also – lists by female or male and prints one page per Month if you choose ALL and year.
 - d. **Straight Totals** – Report listing student’s Incidents broken down by Year. Also – lists by female or male.

- e. **Teacher Totals** - Report listing all student's Incidents broken down by Teacher. Also – lists by female or male.
8. **Disciplinary Action Totals Reports** –
- a. **Grade-Month Totals** –Report listing student's Disciplinary Actions broken down by grade/month. Also – lists by female or male and prints one page per grade if you choose ALL and year.
 - b. **Grade Totals** - Report listing student's Disciplinary Actions broken down by grade. Also – lists by female or male and prints one page per grade if you choose ALL and year.
 - c. **Month Totals** - Report listing student's Disciplinary Actions broken down by Month. Also – lists by female or male and prints one page per Month if you choose ALL and year.
 - d. **Straight Totals** – Report listing student's Disciplinary Actions broken down by Year. Also – lists by female or male.
 - e. **Teacher Totals** - Report listing all student's Disciplinary Actions broken down by Teacher. Also – lists by female or male.

Operations for this screen –

1. **Clear Incident Databases** – Use this operation to clear prior year's Incident Record information from the system. Generally, this operation is used at the beginning of a new school year after Student History has been created.
2. **Retotal Incidents** – Re-totals penalty points. Use this operation when you adjust incident record entries to ensure that point records are current.
3. **Deduct Points for Good Behavior** - Subtracts a specified number of penalty points from student incident records as a reward for good behavior. Enter the number of points and the time period used to determine the reward.
4. **Deduct Points for Detention Served** - Subtracts a specified number of penalty points from student incident records after a student serves a period of detention.
5. **Transfer Attendance Code to Discipline** - Use this operation if you assign penalty points for certain kinds of absences. The operation finds every student with a specified attendance code on their record during a given time period. The program then creates an incident record for every day the particular attendance code appears and adds a specified number of points to the students' records.
6. **Edit Refer From & To** -
 - a. **Edit Refer From and To** -Allows you to add, remove or change the names used for To, From, and Witness.
 - b. **Populate Refer From and To** - Allows you to populate the refer from and to database.
7. **Create Student Incidents for Palm** - Create an XLS file of each student with discipline incidents and the actions taken. The file can be imported to a Palm Pilot or can be opened in *Excel*.

Go to *Modules > Discipline > Student Expulsions*.

Due to the requirements of the *State of Michigan* and the fact that expulsion information must be submitted on the *SRSD* count, information needs to be filled in on this module as applicable – *Figure 8*. Basically, this screen is used as a tool to allow the transfer of Expulsion Data to the *SRSD* Module. The transfer of this information is completed when you use the operation on the Student Information screen to create the *SRSD* file.

The screenshot shows a web-based form titled "Student Expulsions". The form contains the following fields and values:

Student number:	10452004	Grade:	11	District:	39000
Student name:	CAMPBELL	WILLIAM	Building:	BFHS	
Date incident occurred:	10/05/2005	Date expelled:	10/05/2005	Length of expulsion:	90
Incident type:	Damage to Property				
Location of incident:	On school grounds				
Time of incident:	Outside school hours	Estimated cost of property damage:	15000		
Primary victim of incident:	No victim				
Follow-up after expulsion:	Placed in Alternative School for Expelled Students				

Student Expulsions Screen Completed - Figure 8

Reports for this Screen –

Expulsion Report – Prints a detailed listing of Expulsions for either All students, One Grade or One Student.