

## Discipline Table of Contents

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## Discipline

This module allows you to set up your Discipline System, Add and Modify Student Discipline information and run Discipline reports. Consistent with all **iPASS** modules, there is set of maintenance tables that drive the system and they must be setup and defined by the school and/or school district.

**NOTE:** The Discipline System is school specific and will need to be set up in each school. For Massachusetts public schools, a minimum of In-school and Out-of-school Suspensions will need to be defined, along with at least 1 term, in order to generate reports to Mass. DOE.

**Please be aware that all tab and Menu descriptions in the **iPASS** environment are customizable and may vary from the tab or menu descriptions displayed in this documentation. Please see your local **iPASS** database administrator or contact IMG support for further clarification.**

The Discipline System has 5 menu options:

- Find Incidents
- Behavior Dashboard
- Add/Modify Discipline
- Reports - Discipline
- Maintenance – Discipline



### HELPFUL HINT!

*Before using the Discipline System you must go to <Maintenance - Discipline> and set up the tables for the following Tabs. Instructions are in this document under Discipline Maintenance:*

- DISCIPLINE PARAMETERS*
- ADMINISTRATIVE ACTIONS*
- CONSEQUENCE TYPES*
- CONSEQUENCE UNITS*
- CONSEQUENCES*
- DISCIPLINE STATUSES*
- INCIDENT TYPES*
- INCIDENTS*
- PARENTAL ACTIONS*
- STUDENT RESPONSES*

**NOTE:** For Massachusetts public schools, Consequences that you define for In-school and Out-of school Suspensions will also need to be set in the <DOE ID Manager> <DOE Parameters> to indicate which will automatically trigger them to be reported to Mass. DOE in each of the Suspension Types.

## Discipline Parameters:

This screen allows you the ability to set defaults and set weekend days as an allowed consequence day.

|                        |                       |                             |
|------------------------|-----------------------|-----------------------------|
| Administrative Actions | Consequence Types     | Consequence Unit of Measure |
| Consequences           | Discipline Parameters | Discipline Status           |
| Incident Types         | Incidents             | Parental Actions            |
| Student Responses      |                       |                             |

### IPASS DEVELOPMENT

>> DISCIPLINE CONFIGURATION

School: IPass High School

Maximum number of consequences to show on Disciplinary Incident: 2

Allow a consequence to be scheduled on a Saturday.

Allow a consequence to be scheduled on a Sunday.

Default Durations to Show on Disciplinary Incident

Default for Days: 2      Default for Months: 1

Default for Demerits: 3      Default for Weeks: 1

Default for Hours: 2

Bullying Parameters

Enable Bullying System.

[SUBMIT](#)

### Maximum number of consequences to show on Discipline Record:

⇒ Enter the number of consequences

### Allow a consequence to be scheduled on a Saturday:

⇒ Click the box to put a check mark in it

### Allow a consequence to be scheduled on a Sunday:

⇒ Click the box to put a check mark in it

### Default of Days:

⇒ Enter the number of days

### Default of Demerits:

⇒ Enter the number of demerits

### Default of Hours:

⇒ Enter the number of hours

### Default of Months:

⇒ Enter the number of months

### Default of Weeks:

⇒ Enter the number of weeks

## Enable Bullying System:

⇒ Check the box for each school to allow bullying incidents to be entered.

Click  button to **Submit/Save the defaults**

## Behavior Dashboard

The Behavior Dashboard is an administrative tool that provides ease of monitoring and processing discipline referrals. It is fully interactive with the Discipline screens and provides real-time graphing for student discipline data.

Tabs at the top of the dashboard allow administrators to view Most Recent student discipline, Most Frequent student discipline and Reported By which displays who reported discipline incidents by most and least. Reported By can be a useful tool when allowing teachers to enter behavior referrals online so see which teachers enter the most and least referrals.

Data in each column is sortable by clicking on the column heading. Clicking on Date/Time will sort data by newest or oldest. The down arrow indicates newest first and the up arrow indicates oldest first. The blue arrow indicates the column that is currently being used to sort the data.



| Student                               | GL | Date/Time          | Incident                                       | Reported By      | Status |
|---------------------------------------|----|--------------------|--|------------------|--------|
| <a href="#">Cambridge, Ashley</a>     | 11 | 10/20/11, 1:39 PM  | <a href="#">Alcohol Use</a>                    | Adams, Mary      | Open   |
| <a href="#">Bagaco, Jacqueline</a>    | 10 | 10/07/11, 2:02 PM  | <a href="#">Shoving and pushing in hallway</a> | O'Connor, Sharon | Open   |
| <a href="#">A'bbot, Tracie</a>        | 12 | 09/15/11, 4:18 PM  | <a href="#">Cheating</a>                       | O'Connor, Sharon | Open   |
| <a href="#">Baldassano, Salvatore</a> | 10 | 09/15/11, 10:48 AM | <a href="#">Does not Apply</a>                 | Griffin, Tech Ed | Open   |
| <a href="#">Baldassano, Salvatore</a> | 10 | 09/15/11, 10:47 AM | <a href="#">Other Fire Arm</a>                 | Griffin, Tech Ed | Open   |

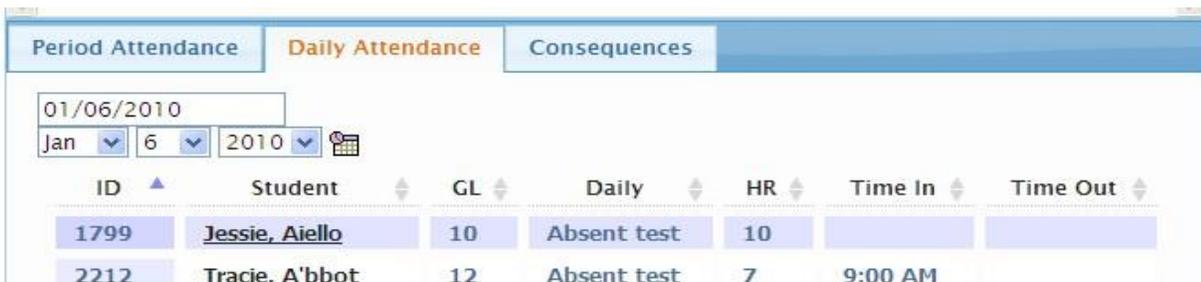
Click on the Student Name link to view that student's discipline history.

Click on the Incident Name link to edit/complete that student's discipline incident.

The Behavior Dashboard contains Attendance details which may be relevant to processing Discipline incidents. Student attendance may be viewed by Period or Daily Attendance. Attendance data is also sortable by clicking on a column header.

Click on the Consequences tab to display student consequences assigned. Columns are sortable by clicking on the header.

Click on the Student Name link to view that student's attendance history.

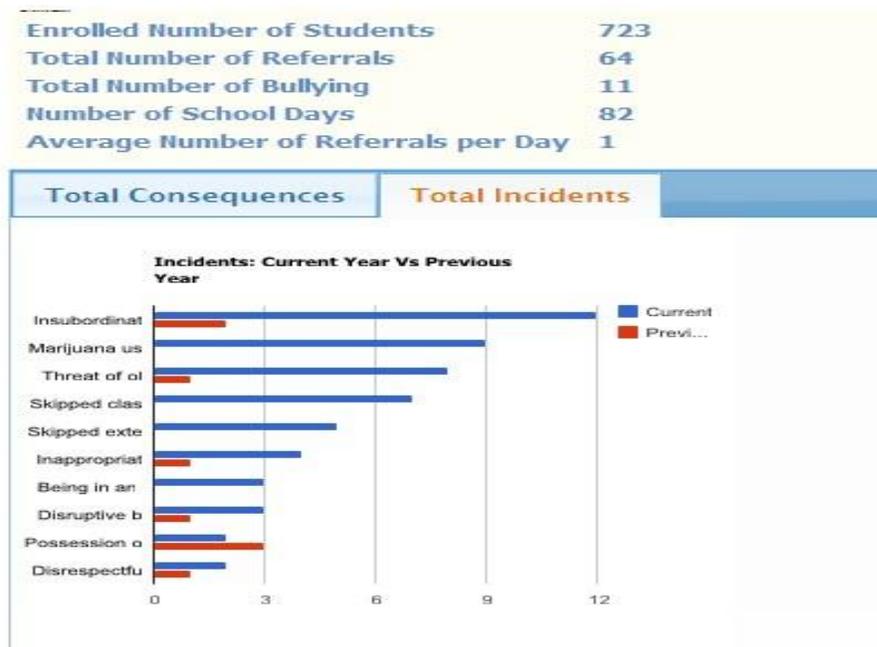


| ID   | Student                        | GL | Daily       | HR | Time In | Time Out |
|------|--------------------------------|----|-------------|----|---------|----------|
| 1799 | <a href="#">Jessie, Aiello</a> | 10 | Absent test | 10 |         |          |
| 2212 | <a href="#">Tracie, A'bbot</a> | 12 | Absent test | 7  | 9:00 AM |          |

To the right of the Dashboard display, a snapshot of your student population and year to date discipline data is displayed. A graph is displayed based on this year's data compared to the previous year data, same school day as last year.

Click on the Total Consequences tab to compare Current Year to Previous Year.

Click on Total Incidents to compare Current Year to Previous Year.



### Teacher Behavior Referrals:

Schools may opt to enable the ability for teachers to enter online behavior referrals. Teachers may enter referrals directly from a link in their Gradebook/Rankbook, or may enter a referral for any student in the school. To enable teacher behavior referrals, go to Administration>Teacher Rankbook Parameters and check "Allow Teachers to Enter Behavior Referral."

Please refer to the **Quick Start Guide for iTeacher Behavior Referrals** in the iTeacher folder in the Harris Resource Center (Help) for additional information and teacher instruction.

## Find Incidents

>> BEHAVIOR INCIDENT SELECTION

Academic Year: 2009-2010

School: iPass High School

Last Name:

Student ID:

Incident ID:

Grade Level:   
09  
10  
11  
12  
X All

Report To DOE Only: No

Incidents Status: Open

Enrolled Students Only: Yes

Start Date:

End Date:

Reported By:   
Adams, Mary  
Baaraxo, Bill  
X All

Reported To:   
Benjamin, David  
CONNOLLY, MICHELLE

Incident:   
Alcohol Possession  
Alcohol Use  
X All

Consequence:   
None  
After School Detention  
X All

Location: All

This Menu option allows you search for existing discipline incidents with several filtering options.

**Last Name:** Enter last name of student or partial last name to find an individual student

**Student ID:** Enter student's ID number to find an individual student

**Grade Level:** Highlight grade level to search for all student incidents in a specific grade level

**Start Date/End Date:** Enter a start and end date to search for all discipline incidents within a date range

**Incident:** Select ALL, or one or more incidents to search for all incidents in a certain category

**Location:** Select a specific location to search for incidents reported in that location. Location is determined by your school's room catalog

**Incident ID:** Enter an incident ID to search for a specific incident

**Report to DOE Only:** Select Yes or No

**Incident Status:** Select Open, Closed or All to search by incident status

**Enrolled Students Only:** Select Yes or No

**Reported By:** Select ALL, or one or more staff members to search for incidents reported by selected staff

**Reported To:** Select ALL, or one or more administrators to search for incidents reported to a specific administrator

**Consequence:** Select All, or one or more consequences to search for all consequences in a certain category

Click on

## Add/Modify Discipline

This Menu option allows you to modify an existing Student Discipline record or add a new Discipline record to a Student's file. Use the Student selection screen to find a student.

### Add a New Discipline Record

Go to <Discipline System><Add Modify Student Discipline>

**DISCIPLINE INCIDENT FILTERS**

**SEARCH**  
You may use Enter/Return or Click Search

Student ID:  LASID:  Last Name:

Homeroom:  Grade:  Enrollment:

Group:  Counselor:  Sort By:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**SEARCH** **CLEAR**

---

**DISCIPLINE INCIDENT**

| Student ID            | LASID                      | Name              | HR    | YOG  | Grade | Gender | Counselor       | Sched | Enrollment | Add        |
|-----------------------|----------------------------|-------------------|-------|------|-------|--------|-----------------|-------|------------|------------|
| <a href="#">2212</a>  | <a href="#">3050000359</a> | A'bbot, Tracie    | 1209  | 2009 | 12    | Female |                 | Yes   | Enrolled   | <b>ADD</b> |
| <a href="#">1002</a>  | <a href="#">5050003320</a> | ABeeman, Courtney | 1209  | 2009 | 12    | Female |                 | No    | Enrolled   | <b>ADD</b> |
| <a href="#">10027</a> | <a href="#">10027</a>      | Adams, Emily      | 1209  | 2008 | 12    | Female |                 | No    | Enrolled   | <b>ADD</b> |
| <a href="#">3199</a>  | <a href="#">123</a>        | Adams, Jennifer   | 1209  | 2009 | 12    | Female | Mrs. Aaron      | No    | Enrolled   | <b>ADD</b> |
| <a href="#">1799</a>  | <a href="#">41100098</a>   | Aiello, Jessie    | 1213  | 2005 | 11    | Female | Heifran Whatley | No    | Enrolled   | <b>ADD</b> |
| <a href="#">2189</a>  | <a href="#">3050000692</a> | Allen, Marcia     | 2202E | 2005 | G05   | Female |                 | No    | Enrolled   | <b>ADD</b> |
| <a href="#">2282</a>  | <a href="#">3050000690</a> | Anderson, John    | 1214  | 2005 | 11    | Female | Mrs. Aaron      | No    | Withdrawn  | <b>ADD</b> |
| <a href="#">10029</a> | <a href="#">10029</a>      | Armstrong, Adam   | 1214  | 2007 | 11    | Female |                 | No    | Enrolled   | <b>ADD</b> |
| <a href="#">2227</a>  | <a href="#">3050000693</a> | Arnold, Megan     | 1209  | 2009 | 12    | Female | Mrs. Aaron      | No    | Enrolled   | <b>ADD</b> |
| <a href="#">1834</a>  | <a href="#">3050000710</a> | Bouffard, Matthew | 1213  | 2007 | 11    | Male   | Mrs. Gabry      | No    | Enrolled   | <b>ADD</b> |

<< Prev Next >>

⇒ To add a new Discipline Record Click the **ADD** button for student.

Student: 1002 - Courtney ABeeman No picture.

Enroll Status: Enrolled : Far Away School

Shop Code:  Cycle:

Homeroom: 1209 Grade Level: 12 YOG: 2009 Counselor:

SASID: 1060723406 Today's Attendance: Present Teacher:

Location:

**DISCIPLINE INCIDENT**

**NEW BEHAVIOR RECORD FOR IPASS HIGH SCHOOL**

Email Counselor and Student's Teachers

Is this a bullying incident?

Incident:

Additional Incidents:

Additional Students:

Reported By:  Reported To:

Date:  Time:  Period:

Location:  Print Letter:

Status:  Report to DOE.  Close Behavior Record.

Comments:

## Email Counselor and Student's Teachers

⇒ Check this box to generate an email to the counselor and teachers assigned to this student notifying them that there is a new discipline incident for the student.

## Is this a Bullying Incident? :

⇒ Select Y for YES, N for No

## Incident (if NO selected for Bullying):

⇒ Select an Incident

(To add or modify an Incident go to <Discipline System> <Maintenance> <Incidents>)

## Additional Incidents:

⇒ Click on the + button to add up to 4 additional incidents that occurred at the same time.

## Additional Students:

You may enter multiple students to be associated with this incident (offense). List the Student IDs separated by ",\*|.". Examples: 9989,9090 or 9989\*9090 or 9989|9090 or 9989.9090

⇒ Lookup by entering last or first name characters; click on student to select.

**Helpful Hint!** 2 students are caught smoking in the bathroom. Pick one student to create the initial Discipline record (Primary Student) and then list the other student under Additional Students. Both students will be linked. Once the Discipline record is Submitted, then you can select each student from the Incident screen and give them their own Consequence in their own discipline record.

This is the PRIMARY record for a multiple student incident. Additional students involved in the incident are listed below.

| Number | Primary | Last  | First | ID   | Consequence            | Assigned | Served | Owed      |
|--------|---------|-------|-------|------|------------------------|----------|--------|-----------|
| 072    |         | Apple | Nina  | 1084 | After School Detention | 4.0      | 4.0    | 0.0 Hours |

Click on Number to get to discipline record for the other students to enter their Consequence.

Additional students involved in the incident are listed below.

| Number | Primary | Last | First | ID   | Consequence            | Assigned | Served | Owed      |
|--------|---------|------|-------|------|------------------------|----------|--------|-----------|
| 071    | *       | Aron | Joyce | 1044 | After School Detention | 4.0      | 4.0    | 0.0 Hours |

**Caution:** Always be careful when deleting discipline records in which there are multiple students listed. If the Primary Student discipline record (identified with an asterisk \*) needs to be deleted, delete all linked Additional Student records first, then delete the Primary Student record. Then create new discipline records for the students involved.

## Incident (if YES selected for Bullying):

EDUCATION

New Behavior Record for iPass High School

Email Counselor and Student's Teachers

Is this a bullying incident? Y

Is this student an Aggressor or Target?: --Select--

Additional Targets:   
Lookup by entering last or first name characters

Incident: --Select--

Additional Incidents: +

Additional Aggressors:   
Lookup by entering last or first name characters

- ⇒ Identify the student selected as either the Aggressor or the Target of the Bullying incident.
- ⇒ If the student is the aggressor, enter name of target or targets in additional targets. Lookup additional students by entering either last or first name characters to search your student database.
- ⇒ Select Incident
- ⇒ Enter additional incidents if applicable
- ⇒ If the student is the target of the bullying incident, enter name of aggressor in Additional Aggressors or multiple aggressors if applicable. Lookup additional students by entering either last or first name characters to search your student database

## Reported By:

- ⇒ Click on the Person who reported the incident (**All teachers and staff in your school will be listed on the "Reported By" list.**)

## Reported to:

- ⇒ Click on the Administrator that the incident was reported to (**Only people with the "Job Type" that is in the "Job Group" of Administrator will be appear on the "Reported By" list. "Job Types" are assigned in iStaff Career records.**)

## Date:

- ⇒ Enter the date when the Incident occurred, not the date it was recorded. Use the down Arrows to select the Month, Day and Year

## Time:

- ⇒ The time will default to the current time on the server. Enter the time if different

**Period:**

⇒ Enter the period (optional).

**Location:**

⇒ Enter the location (optional). Locations are identified in <Administration> <School Resource> <Room Catalog> and may be expanded to include "Parking Lot", "Football Field", etc.

**Status:**

The Status will say "**Open**" until after the Discipline Record is Closed.

⇒ Click on the  **Close Behavior Record** box to check it off. After you click on the submit button the record will show "**Closed**" under status.

**Print Letter:**

⇒ You can select a letter to print for this student. After you click on the submit button the letter will go to <My Data><My Reports>. **(To write or modify a letter go to <Letter System><Write Letters>).**

**Report to DOE:**

The following information must be reported to the Massachusetts DOE for the School Safety and Discipline Report (SSDR): *(Updated for 2014-15 SSDR collection)*

- All offenses involving drug, violent, or criminal related incidents on school property and the resulting disciplinary action imposed on the student offender or offenders involved, **AND**
- All other offenses (non-drug, not-violent, non-criminal) in violation of student code resulting in a discipline action of:

| Disciplinary Action Taken Code | Description   |
|--------------------------------|---|
| 1                              | In-school suspension (1 day – either partial or full - or more) <i>*(not required to report 1/2 day or less)</i>    |
| 2                              | Out-of-school suspension (1 day – either partial or full - or more) <i>*(required to report any portion of day)</i> |
| 3                              | Expulsion   |
| 4                              | Removed by an impartial hearing officer to an alternative setting (only valid if Program Status = 2. SWD)           |
| 5                              | Removed by school personnel to an alternative setting (only valid if Program Status = 2. SWD)                       |
| 6                              | Emergency Removal (not more than 3 days, inclusive of the day or removal)   |

*Disciplinary actions not reported: After school detention and Saturday Programs*

Click on the Report to DOE box to put a check mark in it and the screen will expand to show the DOE fields needed for the Mass DOE School Safety and Discipline Report (SSDR).

Report to DOE.

**REQUIRED FOR DOE REPORT:**

|   |   |
|---|---|
| Offense Indicator: <input type="text"/>   | Discipline Indicator: <input type="text"/>                |
| Number of Victims: Student: <input type="text"/>                                | Number of Victims: School Personnel: <input type="text"/> |
| Number of Victims: Non-Sch Personnel: <input type="text"/>                      | Number of Victims: Unknown: <input type="text"/>          |
| Number of Offenders: Students: <input type="text"/>                             | Number of Offenders: Non-Student: <input type="text"/>    |
| Number of Offenders: Unknown: <input type="text"/>                              | Description For Offense Type 1: <input type="text"/>      |
| Number of School Days Missed: <input type="text"/>                              | Alternate Education Code: <input type="text"/>            |
| Program Status Code: <input type="text"/>                                       | Alternative Education Type: <input type="text"/>          |
| Bodily Injury Incident (SPED Student Only): <input checked="" type="checkbox"/> | Alternative Education Not Provided: <input type="text"/>  |
| Physical Injury: <input type="text"/>   | Appealed: <input type="text"/>                            |
| Extra Suspension Days: <input type="text"/>                                     | Incident Description: <input type="text"/>                |
| Education Services Comment: <input type="text"/>                                | Description for Offense Type 2: <input type="text"/>      |
| Description for Offense Type 3: <input type="text"/>                            | Description for Offense Type 4: <input type="text"/>      |
| Description for Offense Type 5: <input type="text"/>                            |   |

The above fields are stored in the Biographical System > Maintenance – Biographical > User Defined Data > Table = StuDiscipline.

**NOTE:** These Miscellaneous Field Names should not be changed.

**Offense Indicator: (SSDR Offense Header=OFF IND)**

Is this a drug, violent, or criminal-related offense OR a non-drug, non-violent and non-criminal offense that resulted in a consequence (discipline) of suspension, expulsion, or removal? If Yes, then the Offense Indicator must = Yes.

If the Offense Indicator = Yes, then incident (offense) information must be completed. If No, then Discipline indicator field must = Yes and the appropriate consequence (discipline) fields must be completed.

⇒ Select N for No and Y for Yes

**Discipline Indicator: (SSDR Offense Header=DISC IND)**

Is the consequence (discipline) information being reported the result of a drug, violent, or criminal-related incident AND/OR is the consequence (disciplinary action taken) an In-school suspension, Out of school suspension, Expulsion, or Removal (by hearing officer, school personnel, or emergency)? If Yes, then the Discipline Indicator field must = Yes.

If Yes, then the consequence (discipline) information must be completed. If No, then the offense field indicator must = Yes and the appropriate incident (offense) fields must be completed.

⇒ Select N for No and Y for Yes

**Helpful Hint!** The Massachusetts DOE requires you to report all non-drug, non-violent, and non-criminal offenses that result in a disciplinary action (consequence) of suspension, expulsion, or removal. These Discipline Records must have Offense Indicator = Yes and Discipline Indicator = Yes. To insure the proper State Code is exported in the MA Discipline Export file for the SSDR, set up all of your School Type Incidents to have a State Code=18 (non-drug, non-violent, non-criminal related offense).

**Number of Victims: Student: (SSDR Offense Header=VS)**

⇒ Enter the number of Student victims

**Number of Victims: School Personal: (SSDR Offense Header=VSCHP)**

⇒ Enter the number of School Personnel victims

**Number of Victims: Non-Sch Personnel: (SSDR Offense Header=VNSCHP)**

⇒ Enter the number of Non-School Personnel victims

**Number of Victims: Unknown: (SSDR Offense Header=VU)**

⇒ Enter the number of Unknown victims

**Number of Offenders: Students: (SSDR Offense Header=OFFES)**

⇒ Enter the number of Student offenders

**Number of Offenders: Non-Student: (SSDR Offense Header=OFFENS)**

⇒ Enter the number of Non-Student offenders

**Number of Offenders: Unknown: (SSDR Offense Header=OFFEU)**

⇒ Enter the number of Unknown offenders

## Description for Offense Type 1: (SSDR Offense Header=OFF DESC)

Use this text box to provide to describe the "other" offense or felony. (See reference table below for codes that require a description)

**iPASS UPDATE:** This iPASS field was previously titled "Additional Description for Offense Type". Beginning in 2014-2015 there are now separate description fields for Offense Type 1-5. All text previously entered into the Additional Description for Offense Type field can now be found in the Description for Offense Type 1 field.

**Caution:** No commas should be used in the Description or Comment text fields because the MA/DOE Discipline Export report is comma separated value format (CSV). This will cause a problem with file export/upload.

## Massachusetts DOE/SSDR Offender, Victim & Description Reference Table:

| DOE Offense (Incident)                               | State Code | Victim(s)                          | Offender(s)                    | Description for Offense Type |
|--|------------|------------------------------------|--------------------------------|------------------------------|
| Illegal substance                                    | 1a - 1i    | <i>Victims can not be reported</i> | Must have at least 1 offender  |                              |
| Other substance                                      | 1f & 1g    | <i>Victims can not be reported</i> | Must have at least 1 offender  | Must be provided             |
| Physical fight                                       | 2          | <i>Victims can not be reported</i> | Must have at least 2 offenders |                              |
| Threat of physical attack                            | 3          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Physical attack                                      | 4          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Sexual harassment                                    | 5          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Sexual assault                                       | 6          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Theft of school, staff or student property           | 7          |                                    | Must have at least 1 offender  |                              |
| Threat of robbery                                    | 8          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Robbery using force                                  | 9          | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Vandalism/destruction of property                    | 10         |                                    | Must have at least 1 offender  |                              |
| Destruction of school property due to arson          | 11         |                                    | Must have at least 1 offender  |                              |
| Kidnapping   | 12         | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Homicide   | 13         | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Weapon on school premises                            | 14a - 14d  |                                    | Must have at least 1 offender  |                              |
| Other firearm or other weapon                        | 14b4 & 14d |                                    | Must have at least 1 offender  | Must be provided             |
| Other drug, violent, or criminal related offense     | 15         |                                    | Must have at least 1 offender  | Must be provided             |
| Felony outside of school                             | 16         |                                    | Must have at least 1 offender  | Must be provided             |
| Bullying   | 17         | Must have at least 1 victim        | Must have at least 1 offender  |                              |
| Non-drug, non-violent, non-criminal related offense* | 18         |                                    | Must have at least 1 offender  |                              |

\* Use when reporting all non-drug, non-violent, non-criminal incidents (offense) resulting in consequence (discipline) of suspension, expulsion, removal.

## Number of School Days Missed: (SSDR Discipline Header=DM)

⇒ Students with Disciplinary Action (DAT) of: In-school suspension, Out of school suspension and Expulsion, enter the total number of days that the student was not in his or her original educational setting for iPASS Consequence 1.

## Alternate Education Code: (SSDR Discipline Header=AEINC)

Use this field to indicate if Education Services were offered at the time of suspension/expulsion.

⇒ Select N for No and Y for Yes

**Helpful Hint!** SSDR 2014-15: Students who were suspended or expelled for more than 10 consecutive days must be provided a list of education services that the school will provide. The school must document and report whether the student accepts the services and if so, what services.

### Program Status Code: (SSDR Discipline Header=PST)

The program code is an indication of the student's Regular or Student with Disabilities (SWD) status.

**(To make any changes to codes in this field go to <Biographical System><Biographical Maintenance><User Defined Fields>)**

⇒ Select the Program Code

| Code | Program Status  |
|------|---|
| 1    | Regular Education   |
| 2    | Students with Disabilities – student has an Individualized Education Plan |

### Alternative Education Type: (SSDR Discipline Header=AE)

The Alternative Education Type indicates the type of Education Services that were provided at the time of suspension/expulsion. If Education Services were not provided, leave blank.

**(To make any changes to codes in this field go to <Biographical System><Biographical Maintenance><User Defined Fields>)**

⇒ Select the Education Services Provided Code *(Updated for 2014-15 SSDR Collection)*

| Code | Education Services Provided  |
|------|--|
| 1    | Home Tutoring  |
| 2    | In-district education services (specify in AEX) <i>*(Use Education Services Comment field)</i>     |
| 3    | Out-of-district education services (specify in AEX) <i>*(Use Education Services Comment field)</i> |
| 4    | <b>DISCONTINUED</b> <i>(Private alternative setting)</i>   |
| 5    | <b>DISCONTINUED</b> <i>(Work/community service setting)</i>  |
| 6    | Distance learning  |
| 7    | Saturday School  |
| 8    | Other (specify in AEX) <i>*(Use Education Services Comment field)</i>                              |

**Helpful Hint!** SSDR 2014-15: Mass DOE does not require school districts to report the Alternative Education for students suspended 10 days or less. You may select "Other" and specify "not required to report."

### Bodily Injury Incident (Sped Student Only): (SSDR Discipline Header=BI OFF)

This field only applies to Students with Disabilities (SWD) that are removed from their educational setting by a hearing officer.

Is this student being disciplined as the result of an offense that caused serious bodily injury?  
Answers: Y or N. If the student being disciplined is a general education student, leave blank.

⇒ Select N for No and Y for Yes

### Alternative Education Not Provided: (SSDR Discipline Header=NAE)

The Alternative Education Not Provided indicates why the Education Services were not provided.

**(To make any changes to codes in this field go to <Biographical System><Biographical Maintenance><User Defined Fields>)**

⇒ Select the Education Services Not Provided Code (*Updated for 2014-15 SSDR Collection*)

| Code | Education Services Not Provided  |
|------|--|
| 1    | Moved / transferred  |
| 2    | <b>DISCONTINUED</b> ( <i>Refused / did not respond</i> )                                       |
| 3    | <b>DISCONTINUED</b> ( <i>Incarcerated</i> )  |
| 4    | <b>DISCONTINUED</b> ( <i>School exercised its right to not provide alternative education</i> ) |
| 5    | Refused services   |
| 6    | Did not respond to the offer of services   |
| 7    | Other (specify in AEX) <i>*(Use Education Services Comment field)</i>                          |

**Helpful Hint!** SSDR 2014-15: Mass DOE does not require school districts to report reason for Alternative Education Not Provided for students suspended 10 days or less. You may select "Other" and specify "not required to report."

### Physical Injury: (SSDR Offense Header=PHYS INJ)

The Physical Injury field indicates if the offense resulted in physical injury.

The Mass DOE SSDR requires an answer of Yes or No for the following Offense Types: Physical fight, Physical attack, Sexual assault, Robbery using force, Homicide, Felony outside of school, Bullying, and Other drug, violent or criminal related offense. All other Offense Types require an X in this field for not applicable. (*See reference table below*)

| DOE Offense (Incident)                              | State Code | Physical Injury |
|---|------------|-----------------|
| Illegal substance                                   | 1a - 1i    | X               |
| Other substance                                     | 1f & 1g    | X               |
| Physical fight                                      | 2          | Y or N          |
| Threat of physical attack                           | 3          | X               |
| Physical attack                                     | 4          | Y or N          |
| Sexual harassment                                   | 5          | X               |
| Sexual assault                                      | 6          | Y or N          |
| Theft of school, staff or student property          | 7          | X               |
| Threat of robbery                                   | 8          | X               |
| Robbery using force                                 | 9          | Y or N          |
| Vandalism/destruction of property                   | 10         | X               |
| Destruction of school property due to arson         | 11         | X               |
| Kidnapping  | 12         | Y or N          |
| Homicide  | 13         | X               |
| Weapon on school premises                           | 14a - 14d  | X               |
| Other firearm or other weapon                       | 14b4 & 14d | X               |
| Other drug, violent, or criminal related offense    | 15         | Y or N          |
| Felony outside of school                            | 16         | Y or N          |
| Bullying  | 17         | Y or N          |
| Non-drug, non-violent, non-criminal related offense | 18         | X               |

### Appealed: (SSDR Discipline Header=APPEAL)

This field only applies to students suspended or expelled for more than ten (10) days. Use this field to indicate if student appealed the decision to the superintendent. Answers: Yes or No.

⇒ Select Yes or No

### **Extra Suspension Days:** (SSDR Discipline Header=ERDX)

This field only applies to students with discipline (consequence) of Emergency Removal. If applicable, enter the number of days beyond the Emergency Removal, which are reflected in the eligible date of return.

**NOTE:** Emergency Removal is defined as not more than 3 days, inclusive of the day of removal.

### **Incident Description:** (SSDR Offense Header=INC DESC)

Enter text, if needed, to provide a general description of the incident.

**NOTE:** Text description of any "Other" Offense Types should not be entered here. It should be entered in the Description of Offense Type 1-5 fields.

**Caution:** No commas should be used in the Description or Comment text fields because the MA/DOE Discipline Export report is comma separated value format (CSV). This will cause a problem with file export/upload.

### **Education Services Comment:** (SSDR Discipline Header=AEX)

If Alternative Education Type (AE) is In-District Education Services, Out-of-District Education Services, or Other, than enter text to specify the Education Services provided at the time of suspension/expulsion.

If Alternative Education Not Provided (NAE) is Other, than enter text to specify why Education Services were not provided.

**Helpful Hint!** SSDR 2014-15: Mass DOE does not require school districts to report the Alternative Education Type or reason for Alternative Education Not Provided for students suspended 10 days or less. You may select "Other" and specify "not required to report" in the Education Services Comment field.

**Caution:** No commas should be used in the Description or Comment text fields because the MA/DOE Discipline Export report is comma separated value format (CSV). This will cause a problem with file export/upload.

### **Description for Offense Type 2:** (SSDR Offense Header=OFF DESC2)

If a second DOE-reportable "other" offense type is entered in the discipline record, enter text to describe Offense Type 2.

**Caution:** No commas should be used in the Description or Comment text fields because the MA/DOE Discipline Export report is comma separated value format (CSV). This will cause a problem with file export/upload. This is true for Description for Offense Type 3, 4 & 5 fields as well.

### **Description for Offense Type 3:** (SSDR Offense Header=OFF DESC3)

If a third DOE-reportable "other" offense type is entered in the discipline record, enter text to describe Offense Type 3.

### **Description for Offense Type 4:** (SSDR Offense Header=OFF DESC4)

If a fourth DOE-reportable "other" offense type is entered in the discipline record, enter text to describe Offense Type 4.

## Description for Offense Type 5: (SSDR Offense Header=OFF DESC5)

If a fifth DOE-reportable "other" offense type is entered in the discipline record, enter text to describe Offense Type 5.

### Comments:

This is a text box used to describe or give further detail on the incident(s)/offenses or consequence(s)/discipline being reported. These comments are not reported to the DOE.

⇒ Enter comments regarding the incident or discipline Record

### Consequence 1:

Consequence 1:

Duration:  Hours

Proposed Serve Dates:

Proposed Date Detail:

Actual Served Dates:

Actual Date Detail:

Comments:

Figure 7

⇒ Select a consequence

**(To add or modify a Consequence go to <Discipline System> <Maintenance> <Consequences>)**

### Duration:

⇒ Enter the proposed length of the consequence. The Consequences Unit will auto-fill.

### Proposed Serve Dates:

⇒ Today's date will fill in here. Change the date to the necessary Month, Day, and Year.

### Through:

⇒ Use the down Arrows to select the Month, Day, and Year.

**\*\* MASSACHUSETTS USERS PLEASE NOTE \*\***

For **In-School Suspensions Only**, the return date must be set to the first school day of attendance following the day of the In-school suspension. For example: If a student has an in-school suspension on March 27, the Proposed Serve Date (start) would be set to March 27 and the Through Date to March 28. If March 27 is a Friday, then the return date would be set to March 30, the following Monday or the first day of attendance following the in-school suspension.

Consequence 1:

Duration:  Days

Proposed Serve Dates:       First day of attendance = 03/30/15

Proposed Date Detail:     Proposed Date = 3/27/15 only

Actual Served Dates:

Actual Date Detail:     Actual (Served) Date = 3/27/15 only

**Proposed Date Detail:**

⇒ This will auto-fill with the days and the proposed duration for each day based on what is set in <Discipline System><Discipline Maintenance><Discipline Parameters>. This will include Saturdays if they are set in Discipline Parameters.

Consequence 1:

Duration:  Hours

Proposed Serve Dates:

Proposed Date Detail:

Note: In this example, Friday April 3<sup>rd</sup> is a holiday and there is no school that day.

**Figure 8**

**Actual Served Dates:**

⇒ Use the down Arrows to select the Month, Day, and Year.

**Through:**

⇒ Use the down Arrows to select the Month, Day, and Year.

**Actual Served Date Detail:**

⇒ This will auto-fill with the days based on what is set in <Discipline System><Discipline Maintenance><Discipline Parameters>. This will include Saturdays if they are set in Discipline Parameters

⇒ Enter the duration for each day that was served.

## Comments:

This is a text box used to describe the consequence.

⇒ Enter comments regarding the Consequence.

## Administrative Actions:

---

Admin Action: --Select--

Comments:

Parent Action: --Select--

Comments:

Student Response: --Select--

Comments:

**Figure 9**

⇒ Select the Administrative Action

**(To add or modify an Administrative Action go to <Discipline System>  
<Maintenance>< Administrative Actions >)**

## Comments:

This is a text box used to describe or give further detail on the Administrative Actions.

⇒ Enter comments regarding the Administrative Actions.

## Parent Actions:

⇒ Select the Parent Action

**(To add or modify a Parent Actions go to <Discipline System>  
<Maintenance>< Parent Actions >)**

## Comments:

This is a text box used to describe or give further detail on the Parent Actions.

⇒ Enter comments regarding the Parent Actions

## Student Response:

⇒ Select the Student Response

**(To add or modify a Student Response go to <Discipline System>  
<Maintenance>< Student Response >)**

## Comments:

This is a text box used to describe or give further detail on the Student response.

⇒ Enter comments regarding the Student Response

## Additional Consequences:

This will allow you the ability to add more consequences for this Discipline Record. The amount of additional consequences is set in <Discipline System><Discipline Maintenance><Discipline Parameters>.

⇒ Click on the  button to add additional Consequences that are needed for this Discipline Record. Additional Consequence boxes will open up.

Click on the  button to Submit/Save the Discipline Record

## Modify an Existing Discipline Record

» INCIDENT HISTORY

| Record Number        | Date       | Day | Incident                 | Bullying?      | Consequence            | Assigned | Served | Owed         | Reported By | Report To DOE   | School           |
|----------------------|------------|-----|--------------------------|----------------|------------------------|----------|--------|--------------|-------------|---|------------------|
| <a href="#">1615</a> | 01/14/2011 | Fri | Physical Fight           | ✓<br>Target    |                        |          |        |              | Piso, Frank |    | Pass High School |
| <a href="#">1614</a> | 01/14/2011 | Fri | Cheating                 | ✓<br>Aggressor |                        |          |        |              | Piso, Frank |    | Pass High School |
| <a href="#">1535</a> | 10/27/2010 | Wed | Fighting                 | ✓<br>Aggressor |                        |          |        |              | Piso, Frank |    | Pass High School |
| <a href="#">1529</a> | 09/15/2010 | Wed | Fighting<br>Gun<br>Knife |                |                        |          |        |              | Piso, Frank |    | Pass High School |
| <a href="#">1522</a> | 09/01/2010 | Wed | Threat of Attack         |                |                        |          |        |              | Piso, Frank |  | Pass High School |
| <a href="#">1523</a> | 09/01/2010 | Wed | Alcohol Use              |                | After School Detention | 0.0      | 0.0    | 0.0<br>Hours | Piso, Frank |  | Pass High School |

To modify an existing Discipline record click on the Student's Name or Student ID number and any existing Discipline records will be displayed. This screen will also display the total number of Hours, Demerits and Days that the student was Assigned, Served, and still owes.

Click on the Discipline Record you want to modify. If only one record exists then it will open to be modified.

## Printing an Existing Discipline Record

To print an existing Discipline Record **Click the**  **button.**

## Deleting an Existing Discipline Record

To delete an existing record open the record and click on the  **Delete discipline record** box to check it off.

⇒ **Click the**  **button to Delete the record**

**Caution:** Always be careful when deleting discipline records in which there are multiple students listed. If the Primary Student discipline record (identified with an asterisk \*) needs to be deleted, delete all linked Additional Student records first, then delete the Primary Student record. Then create new discipline records for the students involved.

Additional students involved in the incident are listed below.

| Number              | Primary | Last | First | ID   | Consequence            | Assigned | Served | Owed      |
|---------------------|---------|------|-------|------|------------------------|----------|--------|-----------|
| <a href="#">071</a> | *       | Aron | Joyce | 1044 | After School Detention | 4.0      | 4.0    | 0.0 Hours |

## Discipline Reports

Discipline reports are located under <Discipline System><Reports>

Each report has a set up screen, which allows the user to set up criteria to filter on and criteria to Sort on.

The screenshot shows a web form titled "ENTER SELECTION CRITERIA". At the top right is a "Submit" button. Below it is a green instruction: "You may use Enter/Return or Click Submit". The form contains several fields:

- Academic Year:** A dropdown menu showing "2013-2014". To its right is the text: "Highlight the year you need - Click down arrow to see more choices".
- Start Date:** A text input field containing "08/29/13". To its right is the text: "Enter Start Date / End Date for the year you need".
- End Date:** A text input field containing "06/30/14".
- Grade Level:** A dropdown menu with options "08", "09", and "10". To its right is the text: "Highlight the Grades you need, if applicable".
- Home Room:** A dropdown menu with options "#", "101", and "102". To its right is the text: "Highlight the Home Room you need, if applicable".
- Reported By:** A dropdown menu with options "Abad Charles", "Abadam Carlo", and "Adams Mary". To its right is the text: "Highlight Reported By, if applicable".
- Reported To:** A dropdown menu with options "Melvin Christa", "Opportunity Happy", and "Santos Eva". To its right is the text: "Highlight Reported To, if applicable".
- Sort By:** A dropdown menu showing "Grade Level". To its right is the text: "Select Sort By - Click down arrow to see more choices".
- To:** An empty text input field.
- CC List:** An empty text input field.
- Priority:** A dropdown menu showing "Low". To its right is the text: "Select Processor Priority level".

At the bottom right of the form is another "Submit" button with the text: "Click Submit to run the report – Report will appear in My Reports".

Figure 12

**Helpful Hint!** Most reports can be filtered by school. If you have access to more than one school, than you will have the ability to change the school you want to filter by and click on submit. Your default school will be shown in the drop down when you open the report tab. Once the submit button is clicked the report will be processed and sent to <My Data><My Reports> for you to view.

**Selection Criteria:** Selection options may be available under Enter Selection Criteria. Selections allow the user the ability to limit what information will be listed on the report. Examples: students in second grade only, courses taught by a single teacher or all special education students. If you do not make a selection in a drop down box, then all the criteria listed in that box will be included in the report.

If the option to select criteria by Student IDs is available, then type a list of student IDs separated by commas (no space between) into the box to use this feature. If no students IDs are listed then all students will be included.

Hold down the Shift-key on your keyboard to highlight the whole selection list or selections on the list in order. Use the Control-key on your keyboard to highlight selections on the list when you need to skip selections.

**Sorting:** Sorting options may be available under Enter Selection Criteria. Sorting allows the user the ability to list the information in a certain order. Examples; list students by last name, courses by teacher’s last name, or list by courses in alphabetical order. Sorting options are restricted to the list provided.

**To:** This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by semi-colons.

**CC list:** This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by semi-colons.

**Priority:** This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

## < Bullying Incidents > Report

The Bullying Incidents Report provides a list of students who have been associated with a bullying incident and have been identified as either a target or aggressor. The report output will include the incident date, student ID, student name, gender, grade level, homeroom, name of incident, role (target or aggressor), consequence, consequence units and reported by.

The screenshot shows a web form titled "ENTER SELECTION CRITERIA" with a "Submit" button at the top. Below the title, there is a green instruction: "You may use Enter/Return or Click Submit". The form contains the following fields and options:

- Academic Year: 2010-2011 (dropdown)
- Student IDs: (text input)
- Record Numbers: (text input)
- Student Lastnames: (text input)
- Start Date: 09/02/10 (calendar)
- End Date: 02/02/11 (calendar)
- Grade Level: 08, 09, 10 (dropdown)
- Home Room: 102, 103, 105 (dropdown)
- Aggressors or Targets: Both (dropdown)
- Incident Type: All, Maj, Minor (dropdown)
- Consequence Type: All, 1, 2 (dropdown)
- Minimum In-School Suspensions: (dropdown)
- Minimum Out-of-School Suspensions: (dropdown)
- Counselor: (dropdown)
- Reported By: Baker Amy, Beech Brian, Birch Peter, Chestnut Charles (dropdown)
- Reported To: Locust George, Maple Mary (dropdown)
- Report to DOE Only: No, Yes (dropdown)
- Special Needs: Both (dropdown)
- Group/Activity: (dropdown)
- Sort By: Name (dropdown)
- To: soconnort@imgsoftware.com (text input)
- CC List: (text input)
- Priority: Low (dropdown)

A "Submit" button is located at the bottom of the form.

## Sample Output:

### Student Incidents Report for iPass High School

|                |  |
|----------------|--|
| <b>User:</b>   | Sharon O'Connor                                |
| <b>Date:</b>   | 02/02/2011:09:25:33                            |
| <b>Report:</b> | Student Incidents Report for iPass High School |

|   |           |                          |          |                                       |          |
|---|-----------|--------------------------|----------|---------------------------------------|----------|
| <b>Academic Year:</b>                     | 2009-2010 | <b>Student IDs:</b>      | All      | <b>Record Numbers:</b>                | All      |
| <b>Student Lastnames:</b>                 | All       | <b>Start Date:</b>       | 08/21/09 | <b>End Date:</b>                      | 07/20/10 |
| <b>Grade Level:</b>                       | All       | <b>Home Room:</b>        | All      | <b>Aggressors or Targets:</b>         | Both     |
| <b>Incident Type:</b>                     | All       | <b>Consequence Type:</b> | All      | <b>Minimum In-School Suspensions:</b> | All      |
| <b>Minimum Out-of-School Suspensions:</b> | All       | <b>Counselor:</b>        | All      | <b>Report to DOE Only:</b>            | No       |
| <b>Special Needs:</b>                     | Both      | <b>Group/Activity:</b>   | All      | <b>Sort By:</b>                       | Name     |

| Date       | ID    | Name              | M/F | GL | HR   | Incident   | Role      | Consequence | Qty | RprtBy         |
|------------|-------|-------------------|-----|----|------|--|-----------|-------------|-----|----------------|
| 04/14/2010 | 2212  | A'bbot,Tracie     | F   | 12 | 1209 | CH: Cheating<br>SP: Shoving and pushing in hallway | Aggressor |             |     |                |
| 07/20/2010 | 2212  | A'bbot,Tracie     | F   | 12 | 1209 | 5: Sexual Harrassment                              | Aggressor |             |     |                |
| 07/20/2010 | 1831  | ABaxter,Cambridge | M   | 10 | 1205 | 1700: Fighting                                     | Target    |             |     |                |
| 07/20/2010 | 1002  | ABeeman,Courtney  | F   | 12 | 1209 | 5: Sexual Harrassment                              | Aggressor |             |     |                |
| 07/20/2010 | 10027 | Adams,Emily       | F   | 12 | 1209 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 10027 | Adams,Emily       | F   | 12 | 1209 | 14c: Explosive or Incendiary Device                | Aggressor |             |     |                |
| 08/21/2009 | 3199  | Adams ,Jennifer   | F   | 12 | 1209 | CH: Cheating                                       | Target    |             |     | Mr. TE Griffin |
| 08/21/2009 | 3199  | Adams ,Jennifer   | F   | 12 | 1209 | 1700: Fighting                                     | Target    |             |     | Mr. Piso       |
| 07/20/2010 | 3199  | Adams ,Jennifer   | F   | 12 | 1209 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 3199  | Adams ,Jennifer   | F   | 12 | 1209 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 3199  | Adams ,Jennifer   | F   | 12 | 1209 | 5: Sexual Harrassment                              | Target    |             |     |                |
| 07/20/2010 | 10029 | Armstromg,Adam    | F   | 11 | 1214 | 14c: Explosive or Incendiary Device                | Target    |             |     |                |
| 07/20/2010 | 1834  | Bouffard,Matthew  | M   | 11 | 1213 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 1834  | Bouffard,Matthew  | M   | 11 | 1213 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 1834  | Bouffard,Matthew  | M   | 11 | 1213 | 1700: Fighting                                     | Aggressor |             |     |                |
| 07/20/2010 | 2339  | Gannon,Rebecca    | F   | 11 | 1214 | 1c: Alcohol Use                                    | Target    |             |     |                |
| 07/20/2010 | 1309  | Garces,Maria Jose | F   | 11 | 1213 | LANG: Bad language/talking back                    | Aggressor |             |     |                |
| 07/20/2010 | 1666  | Gardner,Jeffrey   | M   | 11 | 1211 | LANG: Bad language/talking back                    | Aggressor |             |     |                |
| 07/20/2010 | 1288  | Gavelis,Nikolas   | M   | 11 | 1216 | LANG: Bad language/talking back                    | Aggressor |             |     |                |
| 07/20/2010 | 1288  | Gavelis,Nikolas   | M   | 11 | 1216 | 1c: Alcohol Use                                    | Target    |             |     |                |
| 07/20/2010 | 1193  | Geary,Nicole      | F   | 11 | 1213 | LANG: Bad language/talking back                    | Aggressor |             |     |                |

## < # of Consequences > Report

The Number of Consequence Report provides a list of students who have consequences assigned with their Student ID, Gender, Grade Level, and Homeroom. The report also lists the number of units Assigned, Served, and Owed.

**Selection Criteria:** Academic Year, Start Date, End Date, Grade Level, Students, Minimum, Units, Counselor.

**Sorting:** Name, Grade Level, Homeroom, Gender/Name

### Output:

| ID   | Name           | M/F | GL | HR   | Assigned | Served | Owed |
|------|----------------|-----|----|------|----------|--------|------|
| 2212 | Abbott,Jane    | F   | 12 | 03   | 2.00     | Days   | 2.00 |
| 3199 | Agostini,Shara | F   | 09 | 3202 | 3.00     | Days   | 3.00 |
| 2091 | Castro,Mychell | M   | 10 | 1203 | 1.00     | Days   | 1.00 |

## < # of Incidents > Report

The Number of Incidents Report provides a list of students who had incidents with their student ID, Grade Level, Total number of Incidents, and number for each incident type.

**Selection Criteria:** Academic Year, Start Date, End Date, Students, Grade Level, Minimum, Incident.

**Sorting:** Name, Grade Level, Homeroom.

**Output:**

| ID | Name | GL | Total | Aslt | DOE | Endanger | Fight | Harass | Ille sub | Prop | Dam | Theft |
|----|------|----|-------|------|-----|----------|-------|--------|----------|------|-----|-------|
|----|------|----|-------|------|-----|----------|-------|--------|----------|------|-----|-------|

---

|      |                 |    |   |   |   |  |  |  |  |  |  |  |
|------|-----------------|----|---|---|---|--|--|--|--|--|--|--|
| 2212 | Abbott, Jane    |    | 2 | 1 | 1 |  |  |  |  |  |  |  |
| 3199 | Agostini, Shara | 09 | 4 | 3 | 1 |  |  |  |  |  |  |  |

**<Consequence Summary> Report**

The Consequence Summary Report is a statistical report by Grade Level of the number of Consequences assigned during a period of time.

**Selection Criteria:** Academic Year, Start Date, End Date, Grade Level, Students, Homeroom, Reported By, Reported to.

**Sorting:** Grade Level, Homeroom, Reported By, Reported To, Weekday, Month, Shop, Period.

**Output:**

| Grade Level | Total | AHS | Det | ISS |
|-------------|-------|-----|-----|-----|
|-------------|-------|-----|-----|-----|

---

|       |     |    |     |   |
|-------|-----|----|-----|---|
| 09    | 130 | 12 | 118 | 1 |
| 10    | 23  | 3  | 20  |   |
| 11    | 58  | 1  | 57  |   |
| 12    | 1   | 1  |     |   |
| Total | 212 | 17 | 195 | 1 |

**< Consequence Summary w/Detail > Report**

The Consequence Summary with Detail Report is a statistical report of each Consequence type showing the total assigned and a break down of the units assigned.

**Selection Criteria:** Academic Year, Start Date, End Date, Grade Level, Homeroom, Reported By, Reported to.

**Sorting:** Consequence Type, Consequence Code.

**Output:**

| Type | Code | Description        | Total | Conseq: Count                       | Conseq: Count          |
|------|------|--------------------|-------|-------------------------------------|------------------------|
| AHS  | AHS  | At-home Suspension | 17    | 1 Days: 5<br>3 Days:4<br>10 Days: 1 | 2 Days: 1<br>5 Days: 6 |

|       |     |                      |     |  |  |
|-------|-----|----------------------|-----|--|--|
| Det   | Det | Detention            | 128 | 0 Hours: 9<br>2 Hours: 7<br>3 Hours: 1 | 1 Hours: 5<br>3 Hours: 119<br>5 Hours: 1 |
| ISS   | ISS | In-school Suspension | 1   | 2 Days: 1                              |  |
| Total |     |                      | 145 |  |  |

### < Detention/Suspension List > Report

The Detention/Suspension Report lists the Students who have had a Detention or Suspension assigned to them. Included are the Student's Name, Student ID, Grade Level, Homeroom, Date, Phone Number, Consequence, and Amount of Units Assigned, Served and Owed.

**Selection Criteria:** Academic Year, Student ID, Search By, Start Date, End Date, Grade Level, Homeroom, Incident Type, Consequence Type, Counselor, Phone Number Type, Positive Balance Only.

**Sorting:** Name, Grade Level, Homeroom, Gender/Name, Balance.

**Output:** orig/served/owed

---

|                 |                 |               |                  |
|-----------------|-----------------|---------------|------------------|
| Agostini, Shara | GL: 09 ID: 3199 | HR: 3202      |                  |
| 07/16/2002      | 4               | At-Home Suspe | 3.00/ 0.00/ 3.00 |

---

**Male: 0 Female: 1**

### < Discipline Letters > Report

The Discipline Letters report creates an individual letter for each student who has had a consequence assigned. Letters are first constructed in the <Letters System> then accessed here to generate the needed letters.

**Selection Criteria:** Letter (Choose one that was previously constructed in the <Letter System>, Student ID, Start Date, End Date, Teacher, Grade Level, Homeroom, Period, Shop Code, Offense Code (Incident Code).

**Sorting:** Name/Grade Level, Grade Level/Name, Homeroom/Name.

**Output:**

| Office Detention         |                           |                        |
|--------------------------|---------------------------|------------------------|
| User:                    |                           |                        |
| 08/13/2004 11:29 AM      |                           |                        |
| Letter: Office Detention | Student ID: All           | Start Date: 09/01/2001 |
| End Date: 08/13/2002     | Teachers: All             | Grade Levels: All      |
| Home Room: All           | Period: All               | Shop Code: All         |
| Offense Codes: All       | Sort By: Name/Grade Level |                        |
| <b>Student ID</b>        | <b>Name</b>               |                        |
| 2212                     | Abbott, Jane              |                        |
| 1831                     | Baxter, Cambridge         |                        |
| 1975                     | Bedard, Alyse             |                        |
| Count:                   |                           | 3                      |

**Sample Letter:**

08/13/2004

Jane Abbott

John & Marsha Abbott  
P.O. Box 123  
Framingham, MA 01702-0123

Dear Parent/Guardian:

This is to inform you that your son/daughter has been issued the following disciplinary action:

| Incidents:   |                             |
|--------------|-----------------------------|
| Incident:    | Misusing computer equipment |
| Date:        | 02/13/2002                  |
| Consequence: | In-school Suspension        |
| Served From: | 02/15/2002                  |
| Served To:   | 02/14/2002                  |
| Comments:    |                             |
| Incident:    | Assault                     |
| Date:        | 07/25/2002                  |
| Consequence: | Detention                   |
| Served From: | 07/25/2002                  |
| Served To:   | 07/30/2002                  |
| Comments:    | She hit Julie in the eye.   |
| Incident:    | Leaving School Grounds      |
| Date:        | 06/18/2002                  |
| Consequence: | Detention                   |
| Served From: | 06/18/2002                  |
| Served To:   | 06/18/2002                  |
| Comments:    |                             |

I should emphasize subsequent infractions could result in further and more serious disciplinary action. If you have any questions regarding this letter, please contact me for clarification or an appointment at (555)-555-5555.

Sincerely  
Dean of Students

**< Incident Summary > Report**

The Incident Summary Report is a statistical report of incidents by Grade Level showing a total and the break down for each incident type.

**Selection Criteria:** Academic Year, Start Date, End Date, Grade Level, Homeroom, Reported By, Reported To.

**Sorting:** Grade Level, Homeroom, Reported By, Reported To, Weekday, Month, Shop, Period.

**Output:**

**Academic Year:** 2001-2002  
**Start Date:** 09/05/01  
**End Date:** 07/16/02  
**Grade Level:**  
**Reported By:**  
**Reported To:**  
**Sort By:** Grade Level

| Grade Level | Total | Aslt | DOE Endang | Fight | Harass | Ille s Prop D | Theft Weapon |
|-------------|-------|------|------------|-------|--------|---------------|--------------|
|-------------|-------|------|------------|-------|--------|---------------|--------------|

|       |     |     |    |    |  |  |  |
|-------|-----|-----|----|----|--|--|--|
| 09    | 134 | 106 | 11 | 17 |  |  |  |
| 10    | 24  | 21  | 1  | 2  |  |  |  |
| 11    | 58  | 50  | 4  | 4  |  |  |  |
| 12    | 1   | 1   |    |    |  |  |  |
| Total | 217 | 178 | 16 | 23 |  |  |  |

**< Incident Summary w/Detail > Report**

The Incident Summary With Detail Report is a statistical report of incidents with a count and a breakdown of what consequences were assigned for each.

**Selection Criteria:** Academic Year, Start Date, End Date, Grade Level, Homeroom, Reported By, Reported To.

**Sorting:** Incident Type, Incident Code.

**Output:**

**Academic Year:** 2001-2002  
**Start Date:** 09/05/01  
**End Date:** 07/16/02  
**Grade Level:**  
**Homeroom:**  
**Reported By:**  
**Reported To:**  
**Sort By:** Incident Type

| Type | Code | Description | Count | OSS | Det | ISS |
|------|------|-------------|-------|-----|-----|-----|
|------|------|-------------|-------|-----|-----|-----|

|         |     |                      |            |          |            |          |
|---------|-----|----------------------|------------|----------|------------|----------|
| Asul    | 003 | Assault              | 1          | 1        |            |          |
| Mis Beh | 004 | Leaving School Groun | 6          | 2        | 4          |          |
| Cls Beh | 008 | Cheating             | 1          | 1        |            |          |
| Cls Beh | 012 | Cutting a Class      | 99         | 99       |            |          |
| Total   |     |                      | <b>107</b> | <b>3</b> | <b>104</b> | <b>0</b> |

| Incident Type | Description | Count      |
|---------------|-------------|------------|
| Asul          | Major       | 1          |
| Mis Beh       | Minor       | 6          |
| Cls Beh       | Minor       | 100        |
| Total         |             | <b>107</b> |

## < Student Discipline History > Report

The Student Discipline History Report is a list of each student's discipline records over a period of time. Listed are Date of incident, Student ID, Name, Gender, Grade Level, Homeroom, Incident, Consequence, Quantity of Units and Report By.

**Selection Criteria:** Academic Year, Student ID, Student Last Name, Start Date, End Date, Grade Level, Homeroom, Incident Type, Consequence Type, Min In Suspension, Min Out Suspension, Counselor.

**Sorting:** Name, Grade Level, Homeroom, Gender/Name.

### Output:

## Student Incidents Report

|         |                          |
|---------|--------------------------|
| User:   | Laura Patton             |
| Date:   | 08/13/2004:11:37:35      |
| Report: | Student Incidents Report |

|                    |           |                     |          |                    |     |
|--------------------|-----------|---------------------|----------|--------------------|-----|
| Academic Year:     | 2001-2002 | Student IDs:        | All      | Student Lastnames: | All |
| Start Date:        | 09/05/01  | End Date:           | 07/16/02 | Grade Level:       | All |
| Home Room:         | All       | Incident Type:      | All      | Consequence Type:  | All |
| Min In Suspension: | All       | Min Out Suspension: | All      | Counselor:         | All |
| Sort By:           | Name      |                     |          |                    |     |

| Date       | ID   | Name           | M/F | GL | HR   | Incident                         | Consequence               | Qty         | RprtBy         |
|------------|------|----------------|-----|----|------|----------------------------------|---------------------------|-------------|----------------|
| 02/13/2002 | 2212 | Abbott,Jane    | F   |    | 1203 | 010: Misusing computer equipment | ISS: In-school Suspension | 2.00 Days   | Mr. Aloisio    |
| 06/18/2002 | 2212 |                |     |    |      | 004: Leaving School Grounds      | Det : Detention           | 1.00 Hours  | Mr. Aloisio    |
| 10/23/2001 | 3199 | Agostini,Shara | F   | 09 | 3202 | 012: Cutting a Class             | Det : Detention           | 3.00 Hours  | Mrs. Van Boven |
| 11/26/2001 | 3199 |                |     |    |      | 017: Excess Cuts                 | Det : Detention           | 15.00 Hours | Mr. Parady     |

## Discipline – Maintenance

This menu option allows you to set up the drop down menus used throughout the Discipline System.

### Administrative Actions

The Action taken by the school in regards to the Discipline Record.

**Examples:** Parent conference, Letter Home, Phone Call to Parents, Meeting with Principal.

#### Delete:

⇒ Click on the box to put a check mark in it.

⇒ Click  **button to Delete the Code**

#### Admin Code:

⇒ Enter a code

#### Description:

⇒ Enter a description.

Click  **button to Submit/Save the Codes**

## Consequence Types

A Consequence Type is a general category in which Consequences can be reported.

**Examples:** Detention, Suspension, Loss of Privilege.

**Helpful Hint!** Consequence Types must be set up before Consequences.

| CONSEQUENCE TYPES         |                       |                     |
|---------------------------|-----------------------|---------------------|
| Delete                    | Consequence Type Code | Description         |
| <a href="#">Check All</a> |                       |                     |
| <a href="#">Clear All</a> |                       |                     |
| <input type="checkbox"/>  | Det                   | Detention           |
| <input type="checkbox"/>  | SUP                   | Suspension          |
| <input type="checkbox"/>  | DM                    | Demerits            |
| <input type="checkbox"/>  | Minor                 | Minor Consequence   |
| <input type="checkbox"/>  | Conf                  | Conference Required |
| <input type="checkbox"/>  | Work                  | Work Assigned       |
| <input type="checkbox"/>  | Major                 | Major Consequence   |
| <input type="checkbox"/>  | Other                 | Other Consequence   |
| <input type="checkbox"/>  | SSCH                  | Saturday School     |
| <input type="checkbox"/>  | EX                    | Exclusion           |

#### Delete:

⇒ Click on the box to put a check mark in it

⇒ Click  **button to Delete the Code**

#### Consequence Type Code:

⇒ Enter a code

**Description:**

⇒ Enter a description.

Click  **button to Submit/Save the Codes**

**Consequence Units**

A Consequence Unit is a timeframe in which a consequence will be assign for.

**Examples:** Hours, ½ Day, Days, Weeks.

| CONSEQUENCE UNITS         |                      |
|---------------------------|----------------------|
| Delete                    | Description          |
| <a href="#">Check All</a> |                      |
| <a href="#">Clear All</a> |                      |
| <input type="checkbox"/>  | Hours                |
| <input type="checkbox"/>  | Days                 |
| <input type="checkbox"/>  | Weeks                |
| <input type="checkbox"/>  | Months               |
| <input type="checkbox"/>  | Until Further Notice |
| <input type="checkbox"/>  | Demerits             |

**Delete:**

⇒ Click on the box to put a check mark in it

⇒ **Click  button to Delete the Code**

**Description:**

⇒ **Enter a description**

Click  **button to Submit/Save the Codes**

**Consequences**

A Consequence is a specific punishment given to a student related to an Incident.

**Examples:** Office Detention, Saturday Detention, After School Detention, In School Suspension, Out of School Suspension.

**Helpful Hint!** Consequence Types must be set up before Consequences.

| CONSEQUENCES              |      |   |            |                 |                      |
|---------------------------|------|---|------------|-----------------|----------------------|
| Delete                    | Code | Description                             | State Code | Type            | Unit                 |
| <a href="#">Check All</a> |      |   |            |                 |                      |
| <a href="#">Clear All</a> |      |   |            |                 |                      |
| <input type="checkbox"/>  | Det  | After School Detention                  | Det        | Detention       | Hours                |
| <input type="checkbox"/>  | 1    | In-school suspension                    | 1          | Suspension      | Days                 |
| <input type="checkbox"/>  | 2    | Out of School Suspension                | 2          | Suspension      | Days                 |
| <input type="checkbox"/>  | SSCH | Saturday School                         | SSCH       | Saturday School | Days                 |
| <input type="checkbox"/>  | 3    | Exclusion                               | 3          | Exclusion       | Days                 |
| <input type="checkbox"/>  | 4    | Removed by An Impartial Hearing Officer | 4          | Exclusion       | Until Further Notice |
| <input type="checkbox"/>  | 5    | Removal by School Personal              | 5          | Exclusion       | Until Further Notice |
| <input type="checkbox"/>  | 6    | Emergency Removal By School Personnel   | 6          | Exclusion       | Until Further Notice |
| <input type="checkbox"/>  | OD   | Office Detention                        | OD         | Detention       | Hours                |
| <input type="checkbox"/>  | Ap   | Apology                                 | Ap         | Demerits        | Demerits             |
| <input type="checkbox"/>  | DR   | Demerit                                 | DR         | Demerits        | Demerits             |

**Delete:**

⇒ Click on the box to put a check mark in it

⇒ **Click  button to Delete the Code**

**Code:**

⇒ Enter a code

**Description:**

⇒ Enter a description

**Type:**

⇒ Assign a Type

**Unit:**

⇒ Assign a Unit

**Click  button to Submit/Save the Codes**

**Discipline Statuses**

These are set up by Harris/IMG and should not be changed.

**Examples:** Open, Closed.

**Incident Types**

An Incident Type is a general category in which Incidents can be reported.

**Examples:** DOE, School

**Helpful Hint!** Incident Types must be set up before Incidents.

| INCIDENT TYPES            |                    |             |                |
|---------------------------|--------------------|-------------|----------------|
| Delete                    | Incident Type Code | Description | Report To DOE? |
| <a href="#">Check All</a> |                    |             |                |
| <a href="#">Clear All</a> |                    |             |                |
| <input type="checkbox"/>  | DOE                | DOE         | yes            |
| <input type="checkbox"/>  | SCH                | School      | no             |

**Delete:**

⇒ Click on the box to put a check mark in it

⇒ **Click  button to Delete the Code**

**Incident Type Code:**

⇒ Enter a code

**Description:**

⇒ Enter a description.

Click  **button to Submit/Save the Codes**

**Incidents**

An Incident is a specific occurrence of student behavior that necessitates a Discipline Record.

**Examples:** Class Cut, Inappropriate Bus Behavior, Inappropriate Language and for more see the DOE Incidents listed below.

**Helpful Hint!** Incident Types must be set up before Incidents.

| INCIDENTS                 |               |   |            |          |
|---------------------------|---------------|---|------------|----------|
| Delete                    | Incident Code | Description                               | State Code | Type     |
| <a href="#">Check All</a> |               |   |            |          |
| <a href="#">Clear All</a> |               |   |            |          |
| <input type="checkbox"/>  | 1f            | Possession of other illegal substances    | 1f         | DOE ▼    |
| <input type="checkbox"/>  | 1g            | Illegal use of other substances           | 1g         | DOE ▼    |
| <input type="checkbox"/>  | 2             | Physical Fight                            | 2          | DOE ▼    |
| <input type="checkbox"/>  | 3             | Threat of physical attack                 | 3          | DOE ▼    |
| <input type="checkbox"/>  | 4             | Physical attack, assault (non-sexual)     | 4          | DOE ▼    |
| <input type="checkbox"/>  | 5             | Sexual Harassment                         | 5          | DOE ▼    |
| <input type="checkbox"/>  | 6             | Sexual assault (including rape)           | 6          | DOE ▼    |
| <input type="checkbox"/>  | 7             | Theft (school, staff or student property) | 7          | DOE ▼    |
| <input type="checkbox"/>  | 8             | Threat of Robbery                         | 8          | DOE ▼    |
| <input type="checkbox"/>  | 9             | Robbery using force                       | 9          | DOE ▼    |
| <input type="checkbox"/>  | CH            | Cheating                                  | 18         | School ▼ |
| <input type="checkbox"/>  | DClass        | Disruptive in class/Sent from a class     | 18         | School ▼ |
| <input type="checkbox"/>  | LS            | Leaving School Grounds                    | 18         | School ▼ |
| <input type="checkbox"/>  | TA            | Tardy/Absent                              | 18         | School ▼ |

**Delete:**

⇒ Click on the box to put a check mark in it

⇒ Click  **button to Delete the Code**

**Incident Code:**

⇒ Enter a code

**Description:**

⇒ Enter a description.

**State Code – DOE Needed Incidents:**

Refer to your state’s current list of reportable incidents. Enter the incident types with the corresponding **State Code** to ensure accurate reporting.

**Type:**

⇒ Assign the Incident Type

⇒ **Click**  **button to Submit/Save the Codes**

**Helpful Hint!** The Massachusetts DOE requires you to report all non-drug, non-violent, and non-criminal offenses that result in a disciplinary action (consequence) of suspension, expulsion, or removal. There are 2 options for setting up student code of conduct Incidents to insure the proper State Code is exported in the MA Discipline Export file for the SDDR:

Option 1: All the School Type Incidents are set to State Code=18 (Non-drug, non-violent, non-criminal related offense). This will export the code of 18 for all offenses resulting in a disciplinary action of suspension, expulsion or removal. This is the recommended way to set up your Incidents.

| Delete                   | Incident Code | Description                               | State Code | Type   |
|--------------------------|---------------|---|------------|--------|
| <input type="checkbox"/> | 1f            | Possession of other illegal substances    | 1f         | DOE    |
| <input type="checkbox"/> | 1g            | Illegal use of other substances           | 1g         | DOE    |
| <input type="checkbox"/> | 2             | Physical Fight                            | 2          | DOE    |
| <input type="checkbox"/> | 3             | Threat of physical attack                 | 3          | DOE    |
| <input type="checkbox"/> | 4             | Physical attack, assault (non-sexual)     | 4          | DOE    |
| <input type="checkbox"/> | 5             | Sexual Harassment                         | 5          | DOE    |
| <input type="checkbox"/> | 6             | Sexual assault (including rape)           | 6          | DOE    |
| <input type="checkbox"/> | 7             | Theft (school, staff or student property) | 7          | DOE    |
| <input type="checkbox"/> | 8             | Threat of Robbery                         | 8          | DOE    |
| <input type="checkbox"/> | 9             | Robbery using force                       | 9          | DOE    |
| <input type="checkbox"/> | CH            | Cheating                                  | 18         | School |
| <input type="checkbox"/> | DClass        | Disruptive in class/Sent from a class     | 18         | School |
| <input type="checkbox"/> | LS            | Leaving School Grounds                    | 18         | School |
| <input type="checkbox"/> | TA            | Tardy/Absent                              | 18         | School |

**NOTE:** Your "School" Incident Type must be set

Option 2: A separate Incident code is set up for "Non-drug, non-violent, non-criminal related offense" with a State Code=18. This code is used to report all student code of conduct offenses resulting in a suspension, expulsion, or removal. This Incident code must be selected first in the discipline record. A second incident may be added to indicate the specific incident (ie. Disrespectful/Uncooperative).

| Delete                   | Incident Code | Description                                       | State Code | Type      |
|--------------------------|---------------|---|------------|-----------|
| <input type="checkbox"/> | 01            | Alcohol Possession                                | 1b         | DOE HS    |
| <input type="checkbox"/> | 02            | Alcohol Use                                       | 1c         | DOE HS    |
| <input type="checkbox"/> | 03            | *Cheating/Plagiarism                              | 500        | School HS |
| <input type="checkbox"/> | 04            | *Cutting Class                                    | 500        | School HS |
| <input type="checkbox"/> | 07            | Sexual Harassment                                 | 5          | DOE HS    |
| <input type="checkbox"/> | 08            | *Leaving School Grounds                           | 500        | School HS |
| <input type="checkbox"/> | 09            | Marijuana Possession                              | 1d         | DOE HS    |
| <input type="checkbox"/> | 10            | Marijuana Use                                     | 1e         | DOE HS    |
| <input type="checkbox"/> | 100           | Felony conviction outside of school               | 16         | DOE HS    |
| <input type="checkbox"/> | 101           | Homicide  | 13         | DOE HS    |
| <input type="checkbox"/> | 102           | Kidnapping  | 12         | DOE HS    |
| <input type="checkbox"/> | 103           | *Forgery  | 500        | School HS |
| <input type="checkbox"/> | 104           | *General Behavior                                 | 500        | School HS |
| <input type="checkbox"/> | 105           | Other drug, violent or criminal offense (specify) | 15         | DOE HS    |
| <input type="checkbox"/> | 107           | Bullying (DOE Defined)                            | 17         | DOE HS    |
| <input type="checkbox"/> | 108           | Non-Drug, Non-Violent or Non-Criminal-Relate      | 18         | DOE HS    |

**Incident:**

## Parental Actions

The Action taken by the Parents in regards to the Discipline Record.

**Examples:** Attended Conference, Refused to Attended Conference, Cooperated, Was Uncooperative.

### Delete:

⇒ Click on the box to put a check mark in it

⇒ Click  **button to Delete the Code**

### Parent Code:

⇒ Enter a code

### Description:

⇒ Enter a description.

| PARENT ACTIONS            |             |                               |
|---------------------------|-------------|-------------------------------|
| Delete                    | Parent Code | Description                   |
| <a href="#">Check All</a> |             |                               |
| <a href="#">Clear All</a> |             |                               |
| <input type="checkbox"/>  | 001         | Attended Meeting              |
| <input type="checkbox"/>  | 002         | Asked for a Parent Conference |
| <input type="checkbox"/>  | 003         | Called Principal              |
| <input type="checkbox"/>  | 004         | Kept Student Home             |

⇒ Click  button to Submit/Save the Codes

## Student Responses

The Action taken by the Student in regards to the Discipline Record.

**Examples:** Refused to serve, Wrote apology, Cooperated, Was Uncooperative.

### Delete:

⇒ Click on the box to put a check mark in it

⇒ Click  **button to Delete the Code**

### Response Code:

⇒ Enter a code

### Description:

⇒ Enter a description.

| STUDENT RESPONSES         |               |                     |
|---------------------------|---------------|---------------------|
| Delete                    | Response Code | Description         |
| <a href="#">Check All</a> |               |                     |
| <a href="#">Clear All</a> |               |                     |
| <input type="checkbox"/>  | 001           | Refused Consequence |
| <input type="checkbox"/>  | 002           | Called Home         |
| <input type="checkbox"/>  | 003           | Did Restitution     |
| <input type="checkbox"/>  | 004           | Wrote Apology       |

⇒ Click  button to Submit/Save the Codes