WSIPC Guide
to Discipline

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About This Guide

The Discipline module allows you to enter and track student discipline issues. You can track a large amount of information related to each disciplinary incident. Based on your district's business practices, each school decides how much or how little data they enter per incident. At a minimum, you must enter Discipline data that's required for State Reporting.

You can enter and retain the following information related to a discipline incident:

- The Offense that was committed
- The Action taken by your school in response to the Offense
- Whether the student was suspended or expelled
- Whether there were any victims
- Whether other students were involved in the incident

By allowing you to track historical discipline issues on students, the Discipline module also helps district personnel analyze a student's behavior. Discipline Reports help you identify discipline trends based on the discipline data of previous years.

Any staff member with the necessary security level can create a Discipline record. Typically, only someone who is specifically hired for a discipline role, such as a discipline officer or a discipline vice principal, is permitted to create Discipline records. Large schools often have several discipline officers, each assigned to manage a group of students.

Although you can designate a staff member as a Discipline Officer in Skyward's School Management System, this Guide uses the term *discipline officer* to refer to anyone in the school who is responsible for entering Discipline records.

What You Should Know Before You Start

You'll find that the Guide is much more helpful if you have experience with Student Demographics and knowledge of the Discipline policies and practices that your district already has in place.

Be Sure You're Signed In

This Guide is intended to be read while you are working in Discipline, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button in the menu bar on the left side of the screen.

Screen shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What is in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
This Guide has been updated to reflect WSIPC's March 2015 software release version 05.15.02.00.03	N/A
All dates have been updated to the 2014-2015 school year	N/A
Weapons Report has been removed	N/A
Student Behavior Report has been removed	N/A
Emergency Expulsion field added to Action Entry Table	31

Description of Change	Page #
#Days to Conversion field added to Action Entry Table	31
Spec Ed Student Receiving Services in IAES field added to Action Entry Table	31
Classroom Referral selection added to Discipline District Setup	104
Internal Comment Option added to Discipline District Setup	104
Suspension/Expulsion to Attendance Options updated	109
Behavior State Type/Severity Code Table updated	117

Understanding the Components of a Discipline Record

A Discipline record may consist of several of the following components, depending on the incident that generated the occurrence, and the amount of details you want to track for the student:

- Referral
- Offense
- Action Summary
- Action Details
- Suspension/Expulsion information

To help you understand how you can use the Discipline module, several examples of how you can track a student's Discipline are explained below.

Example 1

A basic Discipline record contains an Offense and an Action Summary (Figure 1). For example, if a student is disruptive in class and must serve lunch detention for three days, a Discipline record is created with an *Offense* of Disruptive in Class and assigned an *Action Summary* of Lunch Detention.

Offense
Disruptive in Class

Action Summary
3 Day Lunch Detention

Figure 1 - Diagram of a basic Discipline record

Example 2

The most common Discipline record structure includes a level under the Action Summary component called Action Detail records (Figure 2).

Action Detail records reflect the specific days and times when the student is expected to serve their Action.

Adding Action Details is an optional step, however, your district may want to track each instance of Action Details and record whether the students serve their assigned Action Details. Schools can easily identify which students have open Discipline Action records and can quickly reissue the students' Action Details.
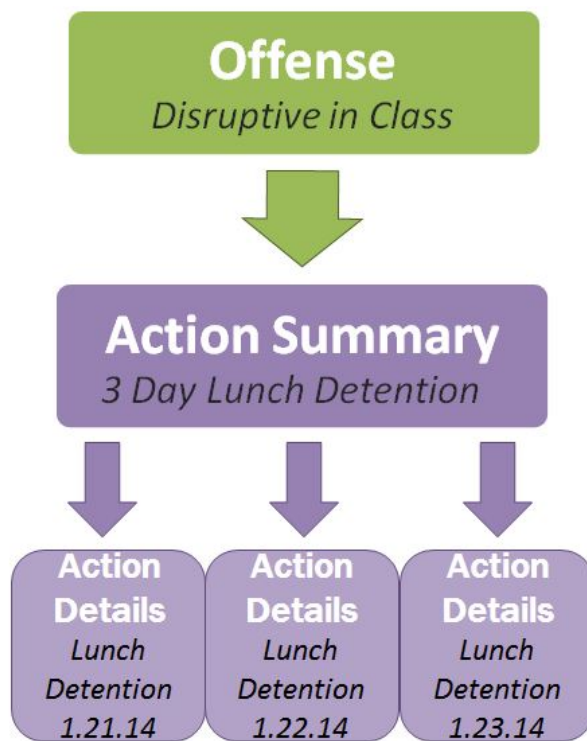
Figure 2 – A diagram of a common Discipline record structure that includes Action Details

Example 3

A single Offense record can have more than one Action Summary record attached (Figure 3), in cases where the school assigns a multi-step consequence to the student. For example, if the student has been disruptive in class many times before and the normal consequence of Lunch Detention isn't having an impact on the student, the school might decide a parent/teacher conference is also needed in addition to the Lunch Detention. Because the Parent/Teacher Conference is a single day occurrence, there is no need for Action Details.

Offense
Disruptive in Class

Action Summary
3 Day Lunch Detention

Action Summary
Parent/Teacher Conference

Action Details
Lunch Detention
1.21.14

Action Details
Lunch Detention
1.22.14

Action Details
Lunch Detention
1.23.14
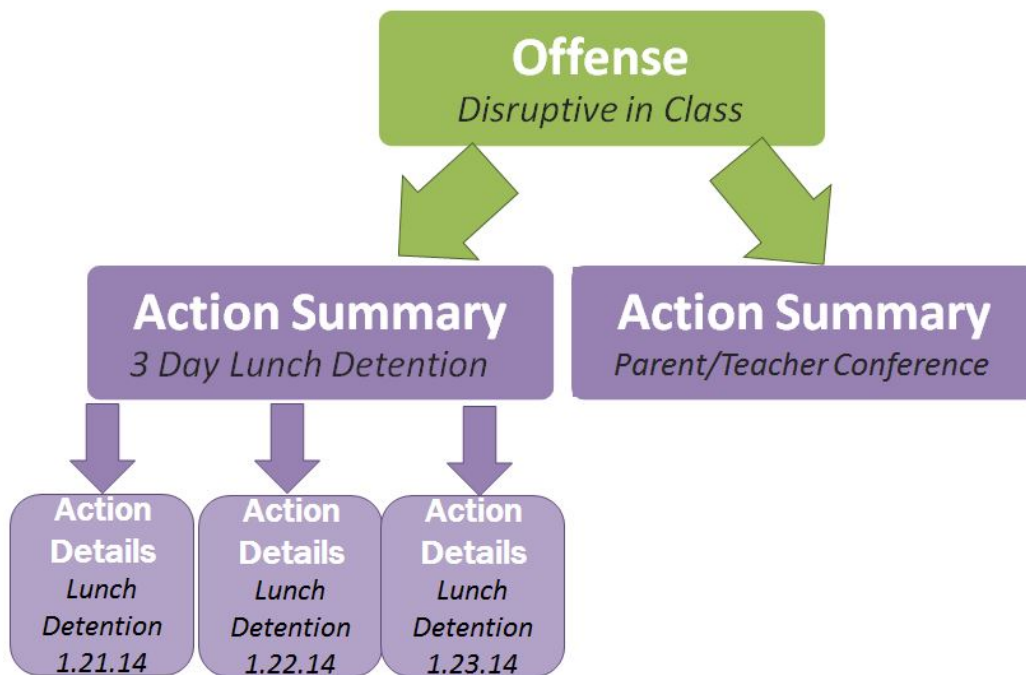
Figure 3 - A diagram of a Discipline record with two Action Summary records

Example 4
Districts or Entities may allow teachers to enter Discipline Referrals through Educator Access Plus. When a teacher creates a Discipline Referral, the discipline officer can be alerted in many different ways. The discipline officer reviews the information submitted by the teacher, decides whether or not to convert the record from a Referral to an Offense, and assigns the appropriate Action Summary (Figure 4).

To learn more about teachers entering Discipline Referrals, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors.*
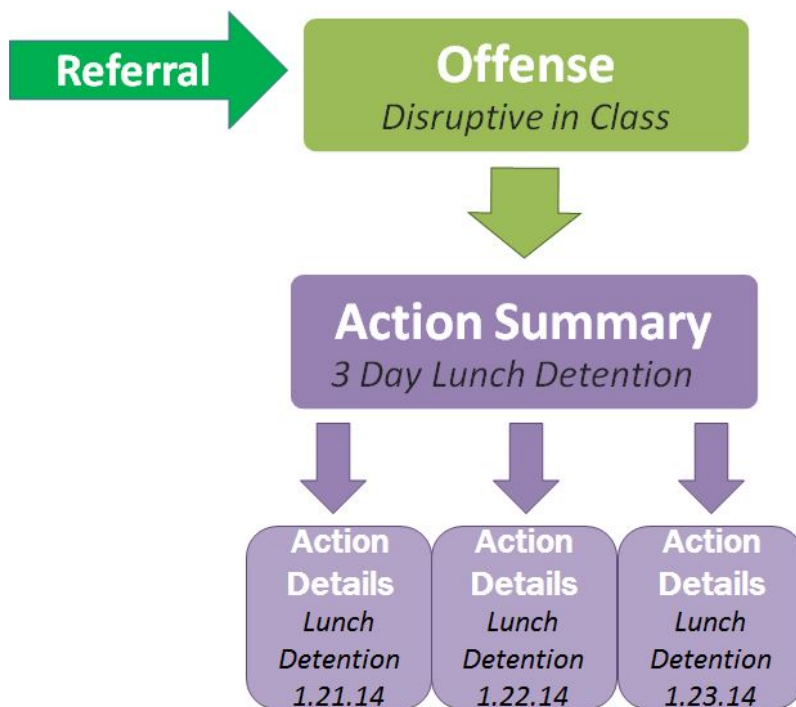
Figure 4 - A diagram of a common Discipline record with the teacher referral option used

Example 5

A Discipline record where a student is caught drinking alcohol during lunch and is suspended for five days may contain all discipline components available, depending on your district's configuration.

For example, the Discipline record (Figure 5) begins with the *Referral* which is entered by the lunch staff. The vice-principal (discipline officer) converts the *Referral* to an *Offense* of Alcohol Consumption and assigns an *Action Summary* of a five-day suspension. Five *Action Detail* records are created to represent each day of the suspension. Because the student was suspended from school, a *Suspension/Expulsion* record is recorded automatically.

You can also configure the module to automatically update the student's attendance based on the days he or she is suspended from school.
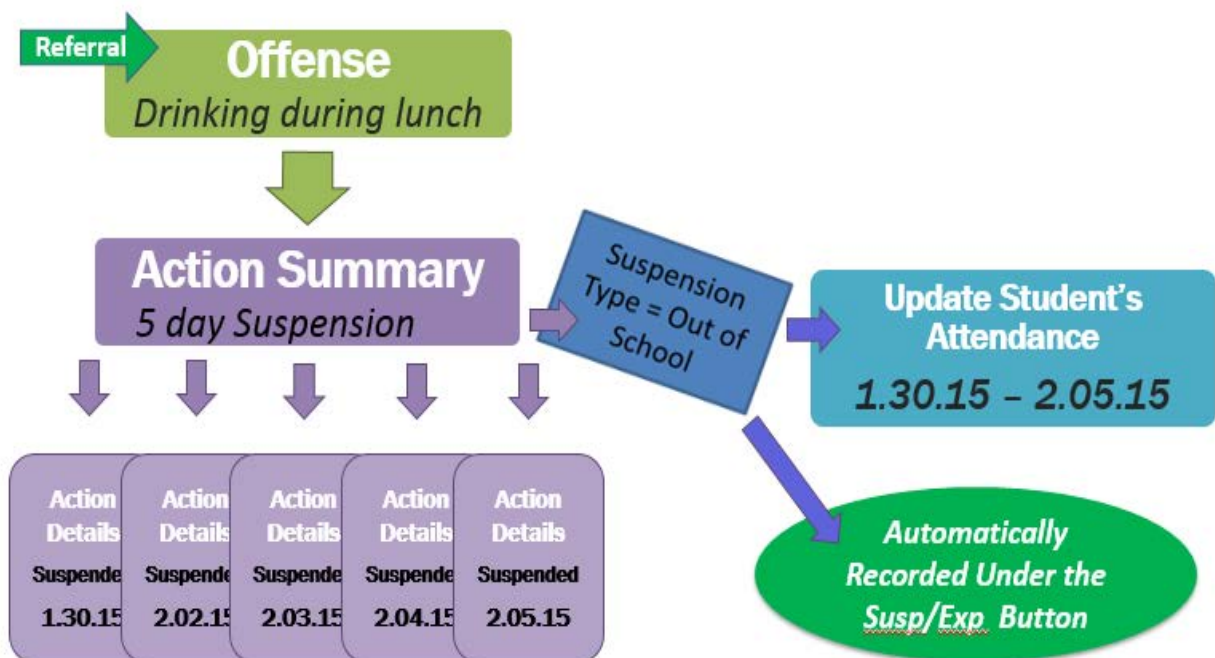
Figure 5 - A diagram of a Discipline record that contains all available discipline components

Understanding Discipline Access Points

There are many different areas, or access points, where you can view, add, edit, or delete discipline data for a student. Each access point offers a unique benefit to viewing or entering discipline data.

This section discusses four Discipline access points and describes which access point is best for viewing and entering discipline data based on your role in the district.

- Entry by Student (Student Management\Office\DI\BS)
- Entry by Officer (Student Management\Office\DI\BO)
- Student Profile Discipline tab (Student Management\Students\ST\PR)
- Entry by Incident (Student Management\Office\DI\DI)

Entry by Student

Entry by Student (Student Management\Office\DI\BS) is typically used by staff members, such as discipline secretaries, who enter discipline records on a student-by-student basis. Figure 6 shows the Entry by Student screen. See "Adding a Discipline Record" (page 18) to learn more about using Entry by Student to add a Discipline record.
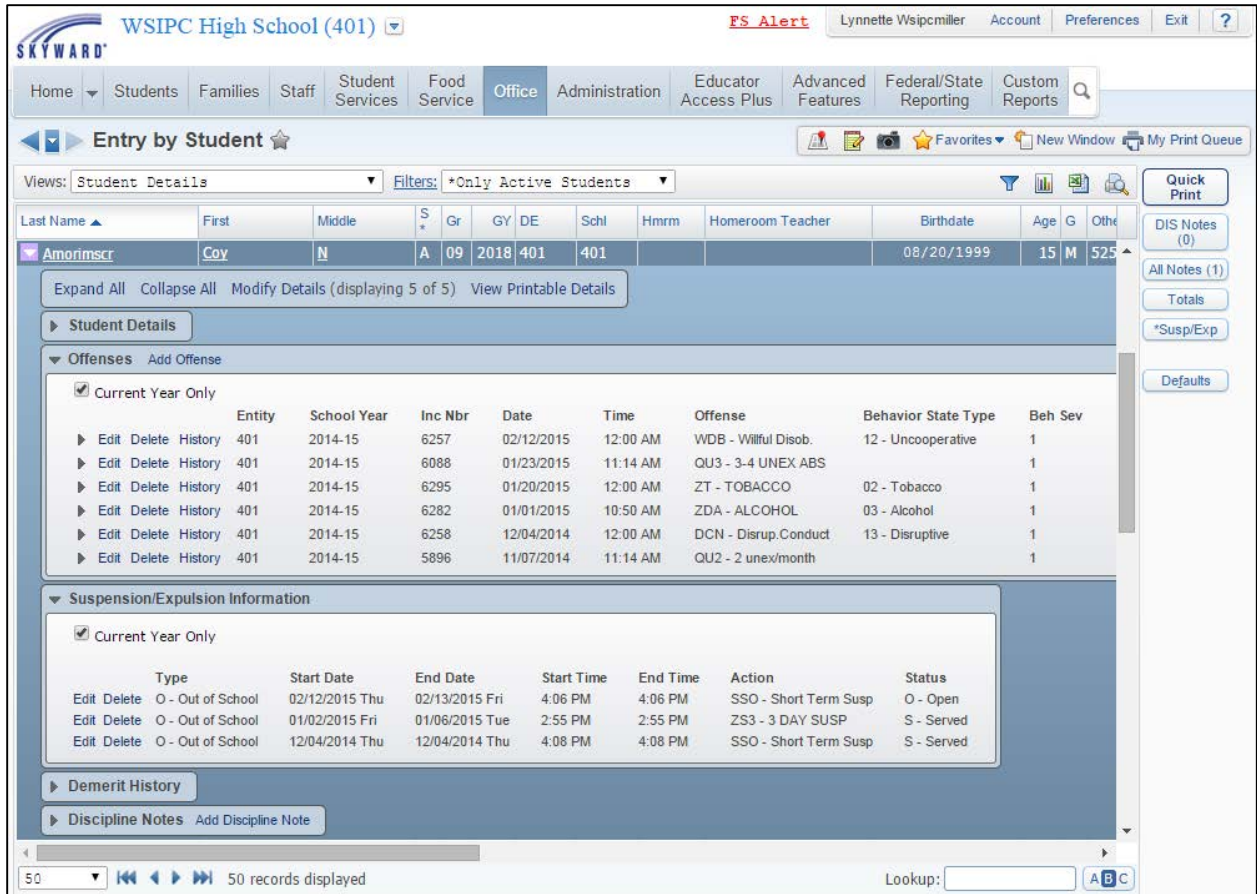
Figure 6 – Entry by Student screen with the Offenses and Suspension/Expulsion Information areas expanded

Entry by Officer

You can use Entry by Officer (Student Management\Office\DI\BO) to view or enter discipline data based on Offense date, or to only view students (and their associated Offenses) who are assigned to you as the discipline officer.

Using Entry by Officer is also helpful in large Entities with multiple discipline officers, so that each discipline officer can search Discipline records based on individual assignments. Figure 7 shows the Entry by Officer screen. See "Adding a Discipline Record" (page 18) to learn more about using Entry by Officer to add a Discipline record.

Figure 7 – Entry by Officer screen where a student's Discipline record is expanded

Student Profile Discipline Tab

Entering or viewing Discipline information using the Discipline tab in Student Profile (Student Management\Students\PR\Discipline) is useful if the majority of your data entry time is spent in Student Profile. Figure 8 shows the Offenses sub-tab on the Discipline tab in Student Profile. See "Adding a Discipline Record" (page 18) to learn more about using the Student Profile Discipline tab to add a Discipline record.

Figure 8 - The Student Profile Discipline tab Access Point with the Offenses sub-tab selected to display the student's Offenses

Entry by Incident

You can use Entry by Incident (Student Management\Office\DI\DI) when entering discipline data on an Offense occurrence at your school involving multiple students and/or multiple Offenses in the same Incident. Entry by Incident allows you to initially enter Discipline data for multiple students, offenses, and actions in a single area. After you enter and save the Incident record, you can also modify each individual student's discipline record through Entry by Student, Entry by Officer, or the Student Profile Discipline tab if additional student level data needs to be entered. To learn how to add discipline information using Entry by Incident, see "Adding Discipline Using Entry by Incident" (page 46).

Discipline records on the Entry by Incident screen (Figure 9) are listed by Incident Number. This view is helpful when you want to see all details of an incident in one area of the software.

Figure 9 – Entry by Incident screen which displays Discipline records by Incident Number

When you expand the Incident Number, all students involved with the incident are listed. You can expand each student's record to view the Offenses associated with that student for that incident (Figure 10). You can then expand each of the student's Offenses to view the Action Summary and Action Detail records.
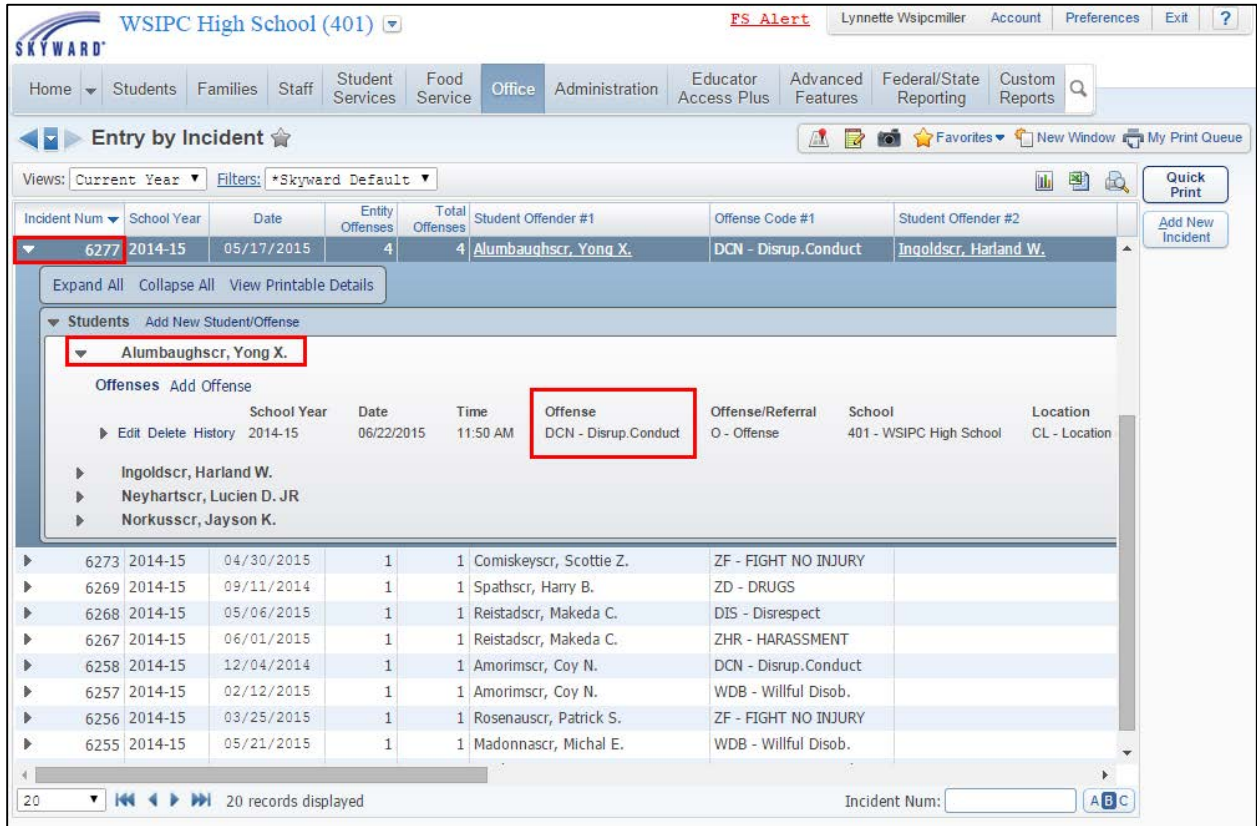
Figure 10 - Incident #6277 expanded to view all students involved. Expand a student to view Offenses for that student.

Determining the Access Point for Entering Discipline by Role

Table 1 describes each access point for entering Discipline data based on a person's staff role in the district. This chart is a guideline to assist your district in determining which access point best fits a work role.

For example, a secretary in a smaller school is typically responsible for entering data in different modules on a student-by-student basis using Student Profile. For this staff role, it is more efficient to enter discipline through the Discipline tab in Student Profile instead of using the Discipline module each time there is a Discipline record to add.

Access Point	Staff Role	Reason
Entry by Officer	Assigned to specific students or group of students: ▪ Discipline Officer ▪ Principal ▪ Vice-Principal ▪ Discipline Secretary	Filters assistant staff to only view or work with students who are assigned to the Discipline Officer.
Entry by Student	Not assigned to specific students: ▪ Principal ▪ Vice-Principal ▪ Discipline Secretary	Needs access to all students in an Entity/school.
Student Profile\Discipline tab	▪ Counselor ▪ School Secretary	Spends majority of day using Student Profile.
Entry by Incident	▪ (see Reason)	Adding Discipline records for an incident that involves multiple students and multiple offenses.

Table 1 - Determining access point for Discipline entry by role

Note	Although you can also use the Student Browse to enter a Discipline record, this Guide discusses only the four areas listed above.

Determining the Access Point by Specific Need

Table 2 describes how each access point is most efficiently used based on a specific need. For example, if you need a quick way to view all Discipline records in your school for a specific day, you can use Entry by Officer. With this access point, Discipline records are listed by Offense Date, and then Student. You can also create a custom Filter so only Discipline records entered on a particular date or date range appear in the list.

Access Point	Specific Need	Reason
Entry by Officer	Access/view all Discipline records for a specific day. Or, view Discipline records by date range.	Lists Discipline by Date, then Student.
Entry by Student or Student Profile\Discipline tab	View all Discipline records for a single student.	The only access points that allow you to search on a specific student's name.
Entry by Incident	View all students and Discipline data for a single date or a single incident.	Quickly look up by Incident Number, expand incident to view all students and Discipline records.

Table 2 – Determining access point by specific need

Adding a Discipline Record

A Discipline record begins in one of the two following ways:

- As a Referral, typically created by a teacher, that is then converted into an Offense.

- As an Offense created by a staff member designated to enter discipline data.

| Note | To learn how teachers can enter Referrals, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors*. |

Entering Discipline Information

After you navigate to a Discipline area such as Entry by Student, you can enter information related to the Discipline incident. The data entry screens are identical regardless of which access point you use.

Adding an Offense

The first step to entering a Discipline record is to add an Offense (the student's misbehavior).

To add an Offense:

1. Do one of the following:

   - *Entry by Student*- Go to Student Management\Office\DI\BS.

     a. Expand the student record.
     b. Click Add Offense.
     c. Go to step 2.

   - *Entry by Officer* - Go to Student Management\Office\DI\BO.

     a. Click Add Offense for Any Student.
     b. In the Student box, enter the student's name.
     c. Go to step 2.

   - *Discipline tab in Student Profile* - Go to Student Management\Students\ST\PR.

     a. Choose the student.
     b. Click the Discipline tab and then click the Offenses sub-tab.
     c. On the right side of the screen, click the Add button.
     d. Go to step 2.

2. Configure the Add Offense screen. Table 3 describes the options on this screen.

3. Do one of the following:

   - If you're finished and don't want to add an Action, click Save and Back.

   - To add an Action record, click Save and Add Action, and go to "[Adding an Action](#)" (page 24).

Figure 11 - Add Offense screen

Option	Description
Student	Allows you to select a student. **Note:** The Student box is only available in Entry by Officer when you click Add Offense for Any Student. It is not available from Entry by Student, as shown in Figure 11.
Offense/Referral	Identifies whether the record you add is a Referral or an Offense. **Note:** If a Referral was added in Educator Access Plus, it can be changed to an Offense when applicable.
Offense	The student's infraction.
School	School where the Offense occurred.
Location	Where the Offense took place.
Bus	Bus Code if the Offense occurred while on the bus.

Option	Description
Offense Date	Date the Offense occurred.
Offense Time	Time the Offense occurred.
Classroom Referral	Allows tracking and reporting of Referrals that originate at the classroom level regardless of how the information is entered (by teacher or other staff).
Parent Notified	Defines whether or not the parents were notified of the student's Offense.
Possible Motivation	Speculates the motivation the student had to commit the Offense.
Points	Number of negative Points/Demerits associated with the Offense. **Note:** You can assign Default Points to an Offense code. If you do this, this box may already contain a value which can be overwritten.
Override CEDARS Hierarchy	When multiple Offences exist for the same Discipline Incident, this selection allows a district to change the primary Offense reported for a student in CEDARS. **Note:** If the Incident results in a Suspension or Expulsion, the Action Summary record must be assigned to the Offense with the highest Severity value or to the Offense where the Override CEDARS Hierarchy check box is selected. To learn more about the fields used in WA State CEDARS Reporting, see the CEDARS Data Cross Reference to WESPaC Data Source in Web SkyDoc: WSIPC / CEDARS Xref.

Option	Description
Incident	Determines if the Offense is a New Incident or if the Offense is related to an Existing Incident. If you select New Incident, a unique number is assigned to the discipline record for tracking purposes and it cannot be changed. If you select Existing Incident, the Incident # box becomes available and you must enter the incident number associated with the Offense you're adding. All Offenses submitted to CEDARS must be assigned an Incident Number. To ensure each Offense has an Incident Number, select the Force an Incident Number To Be Entered For Each Offense option in Discipline District Setup. To learn more about configuring Incidents, see "Setting Up Configuration Options" in Table 15 (page 107). **Note:** If you are entering multiple Students and/or Offenses to the same Incident Number, you can use Entry by Incident which streamlines your data entry. To learn more about Entry by Incident, see "Adding Discipline Using Entry by Incident" (page 46).
Incident #	Number assigned to the Offense.
School Year	Current school year.
Cost ($)	Costs associated with the Offense. Informational only.
Disc Officer	Discipline officer assigned to the Offense. If the Discipline Officer box on the Entity Info tab (Student Management\Students\ST\PR\Entity\Entity Info) contains a Staff name, that discipline officer's name populates the Disc. Officer box when an Offense is created.
Time Comment	Further information about the time the Offense occurred. For example, you can enter Period 3 to show that the Offense occurred during 3rd period.

Option	Description
Cause Number	Court assigned Cause Number when a Becca petition is filed.
Offense Level	The level assigned to the Offense. You can assign the levels of Minor, Major, and Emergency to the Offense if the Use Offense Levels option is selected in Discipline District Setup. Offense Levels can also be assigned to Offenses under Codes (Student Management\Office\DI Setup\CO\OF), so they default in when you select the Offense. If you don't want the default Offense Level to be changed, you must clear the Allow Override of Offense Codes' default Offense Levels option in Discipline District Setup. To learn more about adding Offense Levels, see "Configuring Discipline District Setup Options" (page 103).
Include in Petition Count	Used in conjunction with the Cause Number field to report students on the State Reimbursement for Truancy Petitions Report. To learn more about the State Reimbursement for Truancy Petitions Report, see the *WSIPC Guide to Attendance*.
Referred By	Person who referred the student. If you select Other, you can assign district-defined roles. To learn more about creating district-defined roles, see "Replace Referred by Type of Other with District Defined Codes" in Table 15 (page 109).
Staff	If a staff member refers the student, enter the staff member's name. If referred by another student, enter the student's name. If referred by someone else (Other), enter that person's first and last name.
Comments	Comments specific to the details of the Offense. If your district tracks witnesses to the Offense, enter that information in the Comments box.

Option	Description
Predefined Comments	Predefined comment selected from a list of choices. To add predefined comments to the Comments box, select the comment and click Insert. To learn more about adding predefined Offense comments, see "Setting Up Discipline Codes" (page 110).
Internal Comments	Allows comments to be entered which are for internal district use and not viewable in Teacher, Family or Student Access.
Victims	People injured or victimized as a result of the Offense. The Victims button is located on the right side of the screen.
Defaults	Defines values that auto-fill when creating a new Offense and Action Detail record. To learn more about setting up Defaults, see "Setting Defaults" (page 39).
Attach	Attachments can be added to the Offense record.

Table 3 – Available options on the Add Offense screen

Adding an Action

A discipline Action specifies the consequences assigned to the student. Actions have two parts:

- Action Summary
- Action Detail

This section shows you how to add each part to an Action.

Adding Action Summary

An Action Summary record includes the Action (which is the consequence), the amount of time (measured in hours or days) of the Action, and the Points/Demerits associated with the Action. If the student will not receive the normal Action for the Offense, you can enter the reason for that as well.

The Action Summary record also includes a Suspension Type value that correlates to the selected Action Code. Some examples of Suspension Types are In School, Out of School, Expulsion, and Emergency Expulsion and can be assigned to the Action Code to default on the Action Summary record.

To add an Action Summary:

1. Do one of the following:

    - If you are continuing from the "[Adding an Offense](#)" (page 19), skip to step 2.

    - *Entry by Student* - Go to Student Management\Office\DI\BS.

        a. Expand the Student record.
        b. Expand the Offenses area.
        c. Locate the Offense record that you want to add an Action to, and expand that Offense record.
        d. Click Add next to Action Summary.
        e. Go to step 2.

    - *Entry by Officer* - Go to Student Management\Office\DI\BO.

        a. Expand the student's Offense record.
        b. Click Add Action Summary to the right of Action Summary and Detail.
        c. Go to step 2.

    - *Discipline tab in Student Profile* - Go to Student Management\Students\ST\PR

        a. Select the student.
        b. Click the Discipline tab and then click the Offenses sub-tab.
        c. Locate the Offense record that you want to add an Action to, and expand that Offense record.
        d. Click Add to the right of Action Summary.
        e. Go to step 2.

2. Configure the Add Action Summary screen (Figure 12). Table 4 describes the options on this screen, including the Action Details.

3. If default values have been set on the Action Code you select in the Action box, the following message appears:

    "Use this Action's Default Information?"

    Click Yes.

Tip	The Create Action Detail Records From The Action Detail Defaults Values You Have Saved? option saves you a significant amount of time. To learn more about this option, see Table 4 below.

4. Click Save.

Figure 12 – Add Action Summary screen

AREA	PURPOSE OF AREA
Action Summary	Area that lists information on Action Summary record.
Options in This Area	**Description of Options**
Action	Offense consequence(s).
Suspension Type	The Suspend Type associated with the Action.
Emergency Expulsion	Indicates if the original Offense record began as an Emergency Expulsion.
#Days to Conversion	Number of district business days between the Emergency Expulsion and the date the intervention was converted to the final outcome.
Spec Ed Student Receiving Services in IAES	Indicates if a special education student is receiving services in an Interim Alternative Educational Setting.
Ordered Date	Date the student starts serving the Action.
Return Date	Date the student is scheduled to return to school.
Total Time	Amount of time the Action lasts, measured in hours or days. Action Detail records can automatically be created based on the Total Time and the Ordered Date values. To learn more about automatically creating Action Detail records, see the Create Action Detail Records From The Action Detail Default Values You Have Saved? option in this table.

Options in This Area	Description of Options
Hours/Days	Determines whether the value in the Total Time box reflects Hours or Days. **Note:** If the value is set to Hours, two additional boxes appear on the screen below the Create Action Detail Records From The Action Detail Defaults Values You Have Saved? box. The boxes are titled Hours per Day and Start Time, and are used to help create Action Detail records from the Action Summary data.
Parent Notified	Indicates whether or not the parents were notified of the student's Offense.
Points	Number of positive Points/Demerits associated with the Action. In order to run Demerit Letters, students must be assigned Action Points. Points can be added to the Action Code as a default, but that value can be overwritten when the Action is added. To learn more about adding points to an Action Code, see "Setting Up Discipline Codes" (page 110).
Action Status	Determines whether the Action is Open, Served or Reissued.
Firearms Expulsion Action	Defines additional Action reasons for Firearm Expulsions.
School	School where the Action occurs.
School Year	Current school year.

Options in This Area	Description of Options
Diff. Reason	Reason the student will not receive the usual Action for the Offense. For example, students are typically suspended for two days if they are caught smoking. If you assign a less severe Action of detention for three days or a more severe Action of a five-day suspension, you can use the Diff. Reason to explain why.
Hours/Days Served	Number of Hours or Days the student has served on the Action based on the Action Detail record.
Follow Up Officer	Person who ensures that the Action is served.
Authorized By	Person who authorized the Action.
Comments	Comments specific to the details of the Action.
Predefined Comments	Predefined comment selected from a list of choices. To add predefined comments to the Comments box, select the comment and click Insert. To learn more about adding predefined Action comments, see "Setting Up Discipline Codes" (page 110).
Internal Comments	Allows comments to be entered which are for internal district use and not viewable in Teacher, Family or Student Access.

Options in This Area	Description of Options
Create Action Detail Records From The Action Detail Defaults Values You Have Saved?	Automatically creates Action Detail records for this Action Summary, based on the information found on the Action Summary record and values you've set under the Defaults button, if available. **Note:** If you select the Create Action Detail Records From The Action Detail Defaults Values You Have Saved? check box every time you create an Action Summary, you can configure the option to default as selected. To do so, select the Default Create Action Detail Records to check when adding Action Summary records option on the District Discipline Setup screen (Student Management\ Office\DI Setup\CF\DS).
Only Create Detail Records for School Days	Creates Action Detail records only on school days, per the Calendar assigned to the student.
Detail Start Date	Date the Action Detail starts.
Action Detail Location	Location where the student serves their Action.
Detail End Date	Date the Action Detail ends.

AREA	PURPOSE OF AREA
Action Details	Area that lists each Action Detail record you create.

Options in this Area	Description of Options
Date to Serve	Specific dates the student is assigned to serve their Action.

Options in this Area	Description of Options
Time	Actual time the student is assigned to serve their Action. For example, if the student is assigned after-school detention, the value in the Time box might be 3:05pm, the time after-school detention begins. The Time appears on many reports that are used for Student Check In under Action Detail Update. To learn more about Action Detail Update, see "Updating Action Detail Records" (page 58).
Status	Determines whether the Action Detail is Open, Served or Reissued. After all Action Detail records linked to an Action Summary record are marked as Served, the Action Status box on the Action Summary changes to reflect Served.
Length	Amount of time the student must serve for the specific Action Detail. For example, if the student has after-school detention for two hours, the Length would be 2.00. The Length value of all Action Details should equal the Total Time on the Action Summary. If it doesn't, a message notifies you of any differences.
Time Served	Amount of time the student has served towards the Action.
Location	Where the student will serve their Action.
Parent Notified?	Defines whether or not you notified the parents of the student's Action Detail.

Table 4 – Available options on the Add Action Summary screen, including Action Details

Adding Action Details

Action Details specify the days and times the student is to serve their Action, the location where they serve the Action, and whether the student is receiving something other than the usual Action Detail for the Action.

To add Action Details:

1. Do one of the following:

   - *Entry by Student* – Go to Student Management\Office\DI\BS.

     a. Expand the Student record.
     b. Expand the Offenses area.
     c. Locate the Offense record that you want to add an Action to, and expand that Offense record.
     d. Click Add next to Action Details.
     e. Go to step 2.

   - *Entry by Officer* – Go to Student Management\Office\DI\BO.

     a. Expand the student's Offense record.
     b. Expand the Action Summary and Detail area.
     c. Expand the Action Summary record that you want to add an Action Detail to.
     d. Click Add Action Detail.
     e. Go to step 2.

   - *Discipline tab in Student Profile* – Go to Student Management\ Students\ST\PR

     a. Select the student.
     b. Click the Discipline tab and then click the Offenses sub-tab.
     c. Locate the Offense record that you want to add an Action Detail record to, and expand the Offense record.
     d. Expand the Details area, locate the Action Summary record, and expand the Action Summary record.
     e. Click Add next to Action Detail.
     f. Go to step 2.

2. Configure the Add Action Detail screen (Figure 13). Table 5 describes the options on this screen.

3. Click Save.

Figure 13 – Add Action Detail screen

Option	Description
Detail Start Date	Date the Action Detail starts.
Detail End Date	Date the Action Detail ends.
Time to be Served	Time the student is to serve this Action Detail. For example, the student may have after-school detention, so the Time To Be Served might be 3:05pm. You can use the Time to Serve value when you update the Action Details from Open to Served using Action Detail Update.
Location	Where the student serves their Action Detail.
Length	Amount of time the student must serve for the specific Action Detail. For example, if the student has after-school detention for two hours, the Length would be 2.00. The Length value of all Action Details should equal the Total Time on the Action Summary. If it doesn't, a message notifies you of any differences.

Option	Description
Time Served	Amount of time the student has served towards the Action Detail.
Action Detail Status	Determines whether the Action Detail is Open, Served or Reissued.
Only Create Details for School Days	Date the student serves this Action Detail. **Note:** A student may have more than one Action Detail for a single day. For example, a student may have detention during lunch and after school on the same day.
Parent Notified	Defines whether or not you notified the parents of the student's Action Detail.
Follow Up Officer	Person who ensures that the Action Detail is served.
Difference Reason	Reason the student will not receive the usual Action/Action Detail for the Offense.
Comments	Comments specific to the details of the Action.
Predefined Comments	Predefined comment selected from a list of choices. To add predefined comments to the Comments box, select the comment and click Insert. For information about adding predefined Action Detail comments, see "Setting Up Discipline Codes" (page 110).
Internal Comments	Allows comments to be entered which are for internal district use and not viewable in Teacher, Family or Student Access.

Table 5 – Available options on the Add Action Detail screen

Suspension/Expulsion Information

Suspension/Expulsion information is automatically recorded for a student who is given an Action Summary record with a Suspension Type of In School, Out of School, Expulsion, or Emergency Expulsion as a Disciplinary Action. You can view all Suspension/Expulsion records for a student (see Figure 14) in lieu of running reports or having to look through all of the student's Offense and Action records. Table 6 explains the options on the Suspension/Expulsion screen.
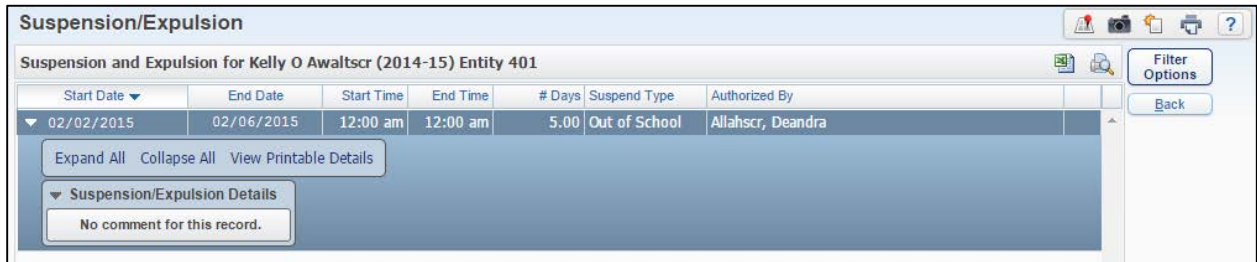
Figure 14 – Suspension/Expulsion screen

Option	Description
Start Date	Date the Suspension/Expulsion begins.
End Date	Date the Suspension/Expulsion ends.
Start Time	Time the Suspension/Expulsion begins.
End Time	Time the Suspension/Expulsion ends.
Number Of Days	Number of days for the Suspension/Expulsion based on the dates entered in the Start Date and End Date boxes.
Suspend Type	Defines whether the Offense is an In-School Suspension, Out-Of-School Suspension, Expulsion or Emergency Expulsion.
Authorized By	Person who entered the Action and Suspension/Expulsion.
Suspension/Expulsion Details	Comments about the Suspension/Expulsion.

Table 6 – Options on the Suspension/Expulsion screen

Creating a Student's Attendance Record if a Suspended or Expelled Action is Issued

If your district has configured the Suspension/Expulsion to Attendance Options, you can update attendance for students who receive a suspension or an expulsion. As you complete the procedure of adding a Suspension or Expulsion Action record for a student, the following message appears:

"The system has been set up to create attendance records from the suspension/expulsion information entered.

Would you like to create the attendance records now?"

Attendance records are then created based on the Action Ordered Date entered and the Total Time entered for the Action Summary.

To learn more about the Suspension/Expulsion to Attendance Options, see "Setting Up Suspension/Expulsion to Attendance Options" (page 108).

Using Other Discipline Features

There are other Discipline features that allow you to enter or view additional Discipline information. These areas include History, Totals, and Demerits.

Each feature is described below.

Viewing Discipline History

The History feature shows any modifications made to the Offense, Action Summary, and Action Detail.

Viewing Discipline History from Entry by Student

To view discipline history from Entry by Student (Figure 15):

1. Go to Student Management\Office\DI\BS.

2. Expand a Student record.

3. Expand the Offenses area.

4. Expand an Offense.

5. Do one of the following, depending on which type of transaction history you want to see:

- Click History next to the Offense record.
- Click History next to the Action Summary record.
- Click the arrow next to Edit below Action Summary, and click History next to the Action Detail.

Viewing Discipline History from Entry by Officer

To view discipline history from Entry by Officer:

1. Go to Student Management\Office\DI\BO.

2. Expand a student's Offense.

3. Click Expand All.

4. Do one of the following, depending on which type of transaction history you want to see:

- Click History next to Offense Details.
- Click History next to the action summary record.
- Expand the action summary record, and click History next to the Action Detail record.

Viewing Discipline History from the Discipline Tab in Student Profile

To view discipline history from the Discipline tab in Student Profile:

1. Go to Student Management\Students\ST\PR.

2. Click the Discipline tab.

3. Click the Offenses sub-tab.

4. Expand the Offense record.

5. Click Expand All.

6. Do one of the following, depending on which type of transaction history you want to see:

- Click History next to Details.
- Click History next to the action summary record.
- Expand the action summary record, and click History next to the Action Detail record.
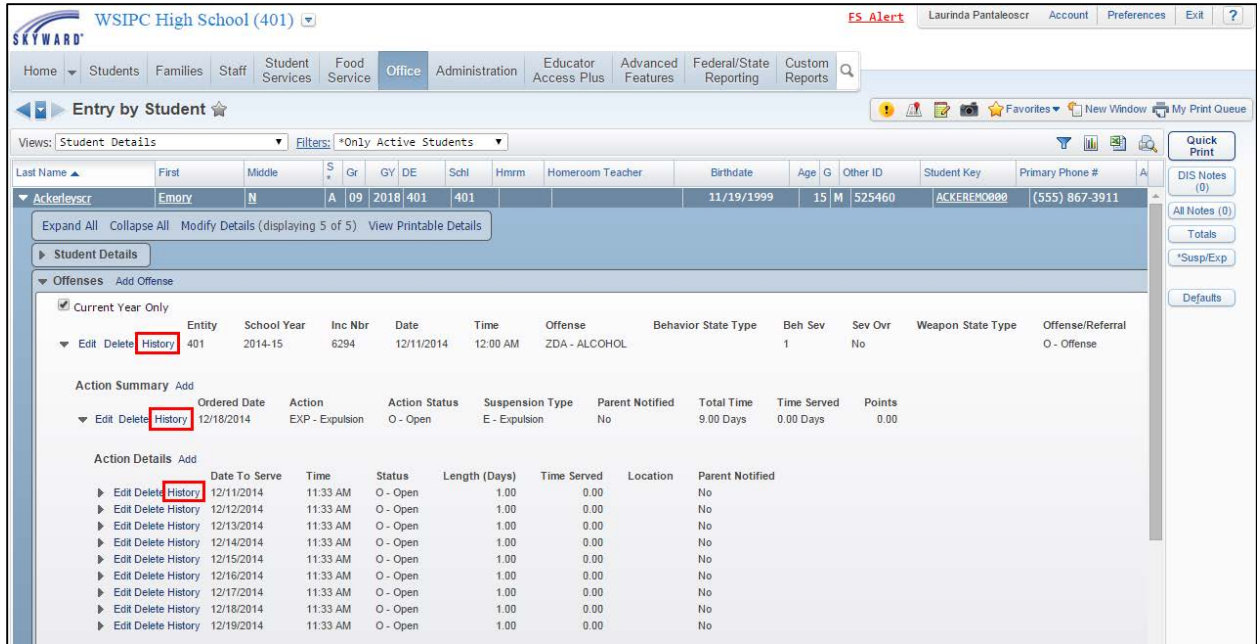
Figure 15 - The History hyperlink for Offenses, Action Summary, and Action Details on the Entry by Student screen

After you click History, the Offense Transactions screen (Figure 16) shows you transaction details. Expand the record to view details about the change. The Field Name, Old Value and New Value columns show what was changed.
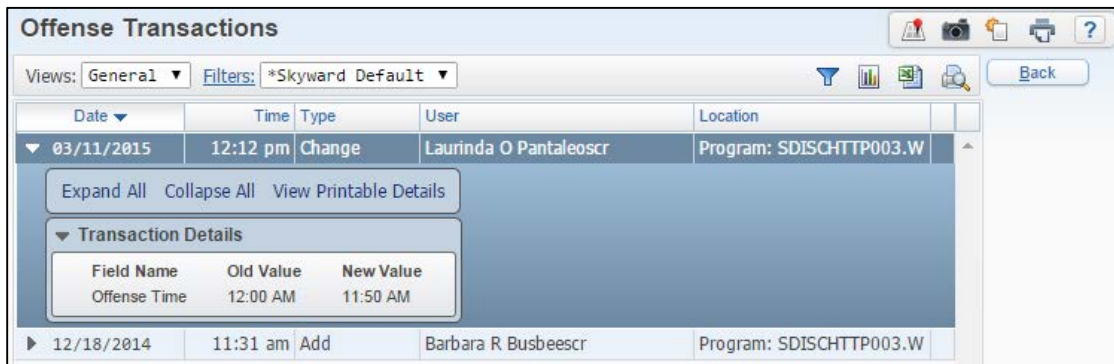
Figure 16 - An Offense record is expanded to show what was changed. In this example, the Offense Time value was changed.

Setting Defaults

You can configure default values for several Offense and Action Detail options.
Defaults save time when you enter Discipline records.

To set defaults:

1. Do one of the following:

   - *Entry by Student* - Go to Student Management\Office\DI\BS.

   - *Entry by Officer* - Go to Student Management\Office\DI\BO.

   - *Discipline tab in Student Profile* - Go to Student Management\
     Students\ST\PR.

     a. Select the student.
     b. Click the Discipline tab, and then click the Offenses sub-tab.

2. Click the Defaults button on the right side of the screen.

3. Configure the options on the Discipline Defaults screen (Figure 17). See
   Table 3 (page 24) and Table 4 (page 31) for the description of options on
   the Discipline Defaults screen.

4. Click Save.

Figure 17 - The Discipline Defaults screen can expedite the entry of Discipline information

Note	When you assign a Discipline Officer to a student on the Entity Info tab (Student Management/Students/PR/Entity/Entity Info), it overwrites the Discipline Officer entered in Discipline Defaults.

Viewing Discipline Totals

The Discipline Totals feature allows you to view the cumulative total number of Offenses, Actions, and Action Detail records by Entity for a specific student. You can also view the total Point counts as well as Days and Hours assigned to Action records.

To view Discipline Totals:

1. Do one of the following:

    ▪ *Entry by Student* - Go to Student Management\Office\DI\BS.

        a. Select the student's record.
        b. On the right side of the screen, click the Totals button.
        c. Go to step 2.

    ▪ *Entry by Officer* - Go to Student Management\Office\DI\BO.

        a. Select the student's record.
        b. On the right side of the screen, click the Totals button.
        c. Go to step 2.

    ▪ *Discipline tab in Student Profile* - Go to Student Management\Students\ST\PR.

        a. Select the student.
        b. Click the Discipline tab and click the Offenses sub-tab.
        c. On the right side of the screen, click the Totals button.
        d. Go to step 2.

2. View the Discipline Totals on the Discipline Totals screen (Figure 18). Table 7 describes several of the columns on this screen.

Figure 18 – Discipline Totals screen

Column	Description
Entity	Entity where the Totals were incurred.
Total Offenses	Total number of Offense records per Entity.
Total Actions	Total number of Action Summary records per Entity.
Total Details	Total number of Action Detail records per Entity.
Total Offense Points	Total number of Offense Points from all Offenses in the Entity.
Total Action Points	Total number of Action Points from all Actions in the Entity.
Days	The total number of days assigned to the student's Actions.
Hours	The total number of hours assigned to the student's Actions.
Points Difference	Shows the difference between Action points and Offense Points. See "Understanding Points Difference" below to learn more about this option.

Table 7 – Available columns on the Discipline Totals screen

Understanding Points Difference

The Points Difference column subtracts the number of *Action* points from the number of *Offense* points for all discipline incidents assigned to a student in a particular Entity.

Example:

Two students are caught fighting. The Offense of Fighting is assigned five Points. One student is assigned an Action of In-School Suspension which has a point value of five. This student has a Point Difference of 0.00. The other student is assigned an Action of Detention which has a point value of 1.00. This student has a Point Difference of 4.00.

You can use the Point Difference total to quickly determine whether the point value of the consequences (Action) equals the point value of the infraction (Offense). For example, a principal might want to know whether a discipline officer consistently assigns appropriate consequences, per district policies, for all students who commit an Offense. If a student has 10 Offense points and only five Action points, this may indicate that the discipline officer is too lenient when assigning consequences (Actions).

Understanding Demerits

Some schools have a Demerit program in which demerits are assigned to track the number and severity of the Discipline Actions that are being assigned to individual students. You can use the Points box on the Action Summary to track Demerits and generate a letter based on the Current Year Action Points that a Student has accumulated in the current Entity. Only Offenses with Actions that have Points greater than 0 are printed on the letter and sent to the student's guardian to notify them of the student's demerit standing.

Printing Demerit Letters

There are two ways you can print Demerit Letters. Custom Discipline Letters allow you to print Demerit Letters by Range or Individual. The Quick Print button in the Discipline areas allows you to print a Demerit Letter for a single student. You can process the Demerit Letter for the entire school year, or only for Actions assigned after any of the existing Demerit Letters for the particular student. To learn more about creating Custom Discipline letters, see "Working with Custom Discipline Letters" (page 75).

To print a Demerit Letter from the Quick Print button:

1. Do one of the following:

    - *Entry by Student* - Go to Student Management\Office\DI\BS.

        a. Select the student's record.
        b. On the right side of the screen, click the Quick Print button.
        c. Go to step 2.

    - *Entry by Officer* - Go to Student Management\Office\DI\BO.

        a. Select the student's record.
        b. On the right side of the screen, click the Quick Print button.
        c. Go to step 2.

    - *Discipline tab in Student Profile* - Go to Student Management\ Students\ST\PR.

        a. Select the student.
        b. Click the Discipline tab and then click the Offenses sub-tab.
        c. On the right side of the screen, click the Quick Print button.
        d. Go to step 2.

2. Select Demerit Letters.

3. Click the Template hyperlink.

4. Select the Demerit Letter template you want to use and click Select.

Note	Only Custom Discipline Letters that you configure with the Allow Demerit Letter Use option, appear under Template.

5. Click Run to Local Printer.

Viewing Demerit History

The Demerit History screen shows all the Demerit Letters that have been created for the student. To learn more about Demerit Letters, see "Working with Custom Discipline Letters" (page 75). Demerit History is not available in Entry by Officer.

To view Demerit History:

1. Do one of the following:

    - *Entry by Student*: Go to Student Management\Office\DI\BS.

        a. Expand the student's record.

        b. Expand the Demerit History area. Any Demerit Letters that were sent to Guardians appear.

    - *Discipline tab in Student Profile*: Go to Student Management\Students\ST\PR.

        a. Select the student.

        b. Click the Discipline tab, and then click the Demerit Hist sub-tab.

Adding Discipline Using Entry by Incident

When there is a discipline event in your school that involves multiple students and/or multiple Offenses, Entry by Incident is the quickest way to enter that information.

The following four steps are required when adding a new incident:

- Step 1: Entering General Information About the Incident
- Step 2: Adding Students to the Incident
- Step 3: Adding Offenses to Students
- Step 4: Adding Actions for Each Student Involved in an Incident

This section walks you through each step.

Step 1: Entering General Information About the Incident

When adding a new Incident, the first data you enter includes general information such as Offense Date, Location, and Comments.

To enter general information about the Incident:

1. Go to Student Management\Office\DI\DI.

2. On the right side of the screen, click Add New Incident.

3. Configure the Add New Incident screen (Figure 19). Table 8 describes the options on this screen.

4. Continue to "" (page 50).

Note	The Warning at the top of the Add New Incident screen is specific to the following State Reporting fields: Override CEDARS Hierarchy, Cause Number, and Include in Petition. You must update these fields on individual student records.

Figure 19 – Add New Incident screen with information filled out on the General Offense Information section

AREA	PURPOSE OF AREA
General Offense Information	Provides basic information about the Offense.
Options in This Area	**Description of Options**
Incident	Defaults to New Incident.
School	School where the Offense occurred.
Location	Where the Offense took place.
Bus	Bus Code if the Offense occurred while on the bus.
Offense Date	Date the Offense occurred.
Offense Time	Time the Offense occurred.
Classroom Referral	Allows tracking and reporting of Referrals that originate at the classroom level regardless of how the information is entered (by teacher or other staff).
Incident #	Number assigned to the Offense.
School Year	Current school year.
Cost ($)	Costs associated with the Offense. Informational only.
Points	Number of negative Points/Demerits associated with the Offense. You can assign Default Points to the Offense. If you do this, this box may already contain a value which you can overwrite if needed.

Options in This Area	Description of Options
Disc Officer	Discipline officer assigned to the Offense. If the Discipline Officer box on the Entity Info tab (Student Management\ Students\ ST\ PR\ Entity\ Entity Info) contains a Staff name, that discipline officer's name populates the Disc. Officer box when an Offense is created for that student.
Time Comment	Further information about the time the Offense occurred. For example, you can enter Period 3 to show that the Offense occurred during 3rd period.
Referred By	Person who referred the student. If you select Other, you can assign district-defined roles. For information about creating district-defined roles, see "Replace Referred by Type of Other with District Defined Codes" in Table 15 (page 110) under "Configuring Discipline District Setup Options."
Staff	If a staff member refers the student, enter the staff member's name. If referred by another student, enter the student's name. If referred by someone else (Other), enter that person's first and last name.
Comments	Comments specific to the details of the Offense. If your district tracks witnesses to the Offense, enter that information in the Comments box.
Predefined Comments	Predefined comment selected from a list of choices. To add predefined comments to the Comments box, select the comment and click Insert. For information about adding predefined Offense comments, see "Setting Up Discipline Codes" (page 110).
Internal Comments	Allows comments to be entered which are for internal district use and not viewable in Teacher, Family or Student Access.

Options in This Area	Description of Options
Defaults	Defines values that auto-fill when creating a new Offense and Action Detail record. To learn more about setting up Defaults, see "Setting Defaults" (page 39).

Table 8 - Available options in the General Offense Information area on the Add New Incident screen

Step 2: Adding Students to the Incident

After you enter general information about the incident, the next step is to add the students involved who are assigned an Offense as part of the incident. Students involved in the same incident can have the same Offense Code as the other students in the incident, but it is not required. Because students are assigned Offense Codes individually through Entry by Incident, students do not need to have the same number of Offense Codes.

To add students to the Incident:

1. Continuing from "Step 1: Entering General Information About the Incident," click Add/Remove Students in the lower right portion of the screen.

2. On the Individual Student Selection screen (Figure 20), enter the student's Namekey in the Student box and click Add. The student's name is added to the Selected Names list.

3. Continue adding all students involved, and click OK when finished. You are returned to the Add New Incident screen (Figure 21) where the newly added students appear in the Students area.

4. Continue to "Step 3: Adding Offenses to Students" (page 52).

Note	You can also add students to existing incidents on the Entry by Incident screen. Expand the Incident Number and click Add New Student/Offense.
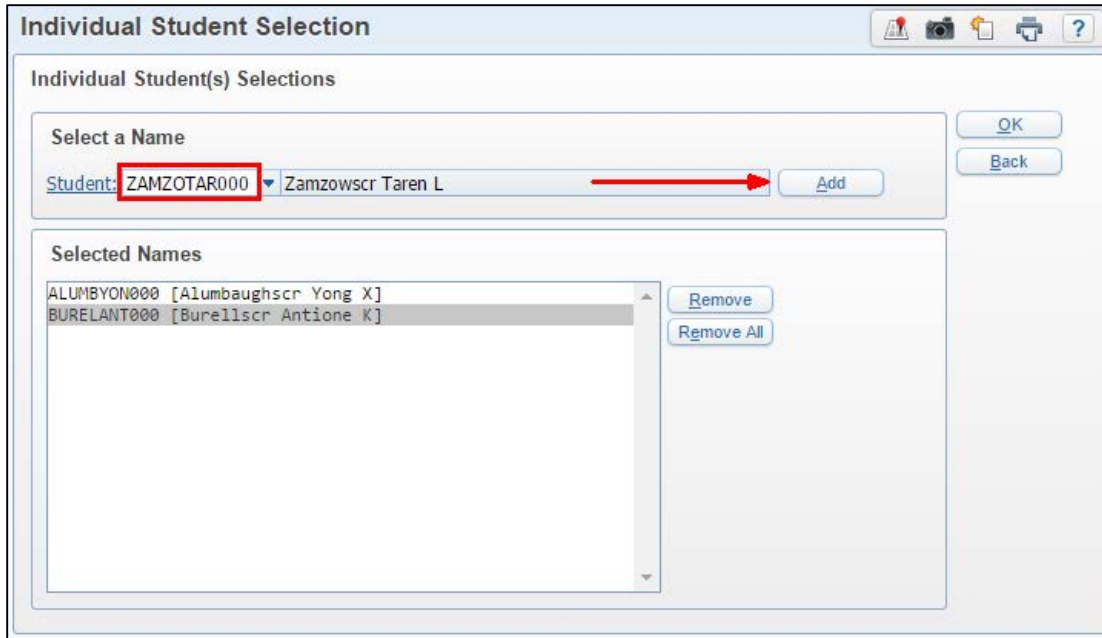
Figure 20 – The Individual Student Selection screen where two students have already been added
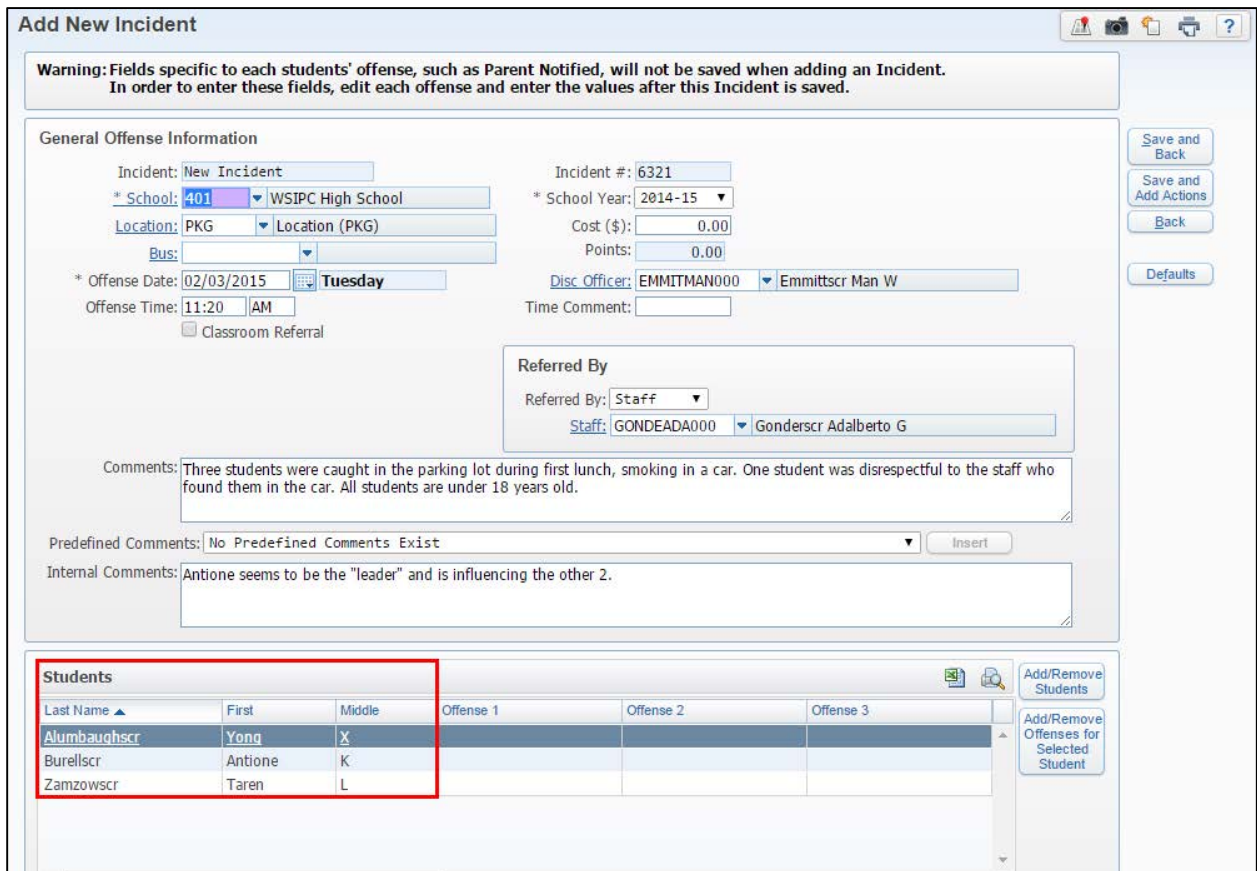
Figure 21 – Add New Incident screen after all students involved appear in the Students list

Step 3: Adding Offenses to Students

This step adds Offenses individually to each student involved in the incident. This allows you to add different Offense Codes and different quantities of Offenses for different students in the same incident.

To add Offenses to students:

1. Continuing from "Step 2: Adding Students to the Incident" above, select the student's name in the Students list, and click Add/Remove Offenses for Selected Student (Figure 22).

2. On the Offenses screen (Figure 23), select the check boxes next to the Offense(s) you want to assign to the student.

3. When all Offenses are selected, click Save.

4. Repeat steps 1 through 3 until you've assigned Offenses committed by each student.

5. Continue to "Step 4: Adding Actions for Each Student Involved in an Incident" (page 54).

Figure 22 - Select student's name and click Add/Remove Offenses for Selected Student

Figure 23 - Offenses screen where you select all Offenses pertaining to the student

Step 4: Adding Actions for Each Student Involved in an Incident

The fourth step in using Entry by Incident is assigning Action Summary and Action Details to each student's Offense record. An Action Summary record includes the Action, the amount of time (measured in hours or days) of the Action, and the Points/Demerits associated with the Action. Action Details specify the days and times the student is to serve their Action, and the location where they serve the Action.

The Action Summary record also includes a Suspension Type value that correlates to the selected Action Code. Some examples of Suspension Types are In School, Out of School, IAES, and Expulsion and can be assigned to the Action Code to default on the Action Summary record.

Multiple Actions can be assigned to a single Offense. For example, the student may be assigned an Action of Out of School Suspension for three days, plus, assigned an Action of parent conference.

Note	If a student has multiple Offenses for the same incident, it's important that you assign the Action Summary that has a Suspension Type of In School, Out of School, Expulsion, or Emergency Expulsion, to the Offense with the most severe State Behavior Type Code. This will ensure that the correct data is reported in CEDARS for the Weapons in Schools Report and Student Behavior Reports in EDS. To learn more about Offense Severity, see "Setting Up Discipline Codes" (page 110).

To add Actions for each student involved in an Incident:

1. Continuing from "Step 3: Adding Offenses to Students" above, click Save and Add Actions (Figure 24 on page 56) to add Action Summary and Action Details to student Offense records.

2. On the Offenses screen (Figure 25 on page 56), identify the records you're adding an Action Summary to and select the check box next to each student Offense record.

Note	Only records that have the same Offense Code and that will be assigned the same Action Summary Code can be selected together. In the example provided in Figure 25, all three records for Tobacco are selected because the three students are assigned the same Action.

3. Click Add Action to Selected Student Offenses.

4. On the Add Action Summary screen (Figure 26 on page 57), enter the Action Summary and Action Details to be assigned to the records selected in step 2 of this procedure. See Table 4 (page 31) for a description of the options on the Add Action Summary screen.

5. Click Save.

Note	If your district has configured the Suspension/Expulsion to Attendance Options, you can update attendance for students who receive a suspension or an expulsion. As you complete the procedure of adding a Suspension or Expulsion Action record for a student, you are prompted to create the attendance record for that student. To learn more about these attendance options, see "Setting Up Suspension/Expulsion to Attendance Options" (page 108).

6. You are returned to the Offenses screen. Repeat steps 2 through 5 until you have added an Action record on at least one Offense per student involved in the Incident.

7. When you have finished adding Action Summary and Action Detail records, click Back on the Offenses selection screen to return to the Entry by Incident screen.

Figure 24 - After students and Offenses are added, click Save and Add Action to add Action Summary and Detail records

Figure 25 - Offenses screen where three student Offense records with the Offense Code of Tobacco are selected

Figure 26 – Add Action Summary screen where an Action is added to each student Offense record selected on Offense

Updating Action Detail Records

When a student has served an action, you can update the corresponding Action Detail to reflect that it has been served. Action Detail Update (Figure 27) provides a quick way to update the Action Detail Status of several Action Detail records on one screen. This saves time because you can mark all Action Details for a day as Served.

To update Action Detail records:

1. Go to Student Management\Office\DI\AC.

2. Do one of the following:

    ▪   In the Action Detail Status column, select Open, Served, or Reissued for students and click Refresh. To see the Offense and Action Summary related to an Action Detail record, expand the Student record.

    ▪   Click Mark All Open Details As Served. The following message appears:

        "Are you sure you want to mark all Open Details as Served?"

        Click OK. All Action Detail records marked as Served are removed from the screen.

Tip	Click the Filter Options to determine what records appear on the Action Detail Update screen. By using a filter, you can request that only specific Actions and/or Actions from a specific date appear which helps to save time when you update the records.

Figure 27 – The Action Detail Update screen lets you update the Action Detail Status for one student or many students at once

Using Transaction Tracking

Discipline Transaction Tracking automatically creates a Transaction record when Discipline details are added, changed, or deleted. It also records who made the change and the date and time of the change. Transaction Tracking allows you to view the effective date when Discipline records are added and to view all changes that are made to a student's Discipline record.

Viewing Discipline Transactions by Student

Discipline Transaction Tracking by Student allows you to view and track changes to an individual student's Discipline records. The student's Discipline transactions are sorted by Offenses, Action Summary, and Action Details.

To view Discipline Transactions by student:

1. Go to Student Management\Office\DI\TT\DT.

2. Select By Student.

3. Expand the student's record.

4. Expand the Offense Transactions, Action Summary Transactions, or Detail Transactions area to view the additions, changes, or deletions.

Viewing Discipline Transactions

Discipline Transaction Tracking allows you to view and track changes made to Discipline records for a student or for a specific transaction date and student combination. The Transaction Effective Date corresponds to the date the Discipline record was added, changed, or deleted. The user who added, changed, or deleted the Discipline record is listed in the Discipline Operator column on the screen, and the type of transaction appears in the Transaction Source column.

To view Discipline Transactions by student:

1. Go to Student Management\Office\DI\TT\DT\By Student.

2. Locate the record you want by using the Lookup box to search for the student's name.

3. Expand the Student record to view Offense Transactions, Action Summary Transactions and Action Detail Transactions which detail Added, Changed or Deleted records.

To view Discipline Transactions by Transaction Effective Date:

1. Go to Student Management\Office\DI\TT\DT\By Transaction Effective Date.

2. Do one of the following:

   ▪ Locate the record you want by the Effective Date and the student's name.

   ▪ In the Trans Eff Date box, enter the Effective Date.

3. Expand the Transaction Effective Date area to view the additions, changes, or deletions made to the Discipline record for this date.

Using Discipline Office Visits

When students visit the Discipline Office, you can use the Office Visits area of the Discipline module to record the reason for the visit and track what transpires during the meeting.

If a student misses a significant amount of class time while they are in the Discipline Office, you can update their attendance directly from the Office Visits area. By updating the student's attendance, teachers and staff are made aware of the student's location.

You also have the option of generating a Hall Pass and printing it for the student to take back to the classroom.

There are two areas where you can enter Office Visits:

- Office Visits by Date
- Office Visits by Student

Student Check In is another feature that is helpful if your district has discipline secretaries or office personnel who check in students when they come to the Discipline Office. You can also use Student Check In for students to check themselves in using a computer kiosk in the waiting area.

This section discusses all of these options.

Note	You must configure Office Visit Reason Codes and Office Visit Comment Codes before you can use Office Visits. For information about configuring these codes, see "Office Visit Reason Codes" (page 119) and "Office Visit Comment Codes" (page 119).

Managing Discipline Office Visits Using Entry by Date

The Entry by Date screen in Office Visits helps you manage students who enter your discipline office throughout a single day. The names of the students who need to see you, or who have been seen by you, appear in the list (Figure 28).

Students are assigned a status of Waiting, In Office, or Released. These statuses help you determine the next step for each student.

- The Waiting status indicates that a student has checked in through Student Check In but has not yet met with a discipline officer. To learn more about Student Check In, see "Using Student Check In to Add Students to the Office Visit Entry by Date Waiting Queue" (page 64).

- The In Office status typically means the student is in the office with you at the moment, or you've met with the student but have not completed their Office Visit record.

- The Released status is assigned to students you've met with and released back to their classroom. A Released status can be assigned to the student, even if you're not finished with their Office Visit record.

Note	Students appear only for the day listed in the area heading. For example, in Figure 28, only students admitted on 02/04/2015 appear. To view records for a different date, click Filter Options.

Figure 28 – Office Visits Entry by Date screen also shows students' Status

Using Student Check In to Add Students to the Office Visit Entry by Date Waiting Queue

If your Entity has a discipline secretary who admits students as they come into the discipline office, or if students can admit themselves using a computer kiosk, the Student Check In option is helpful. Once students are added using Student Check In, they are automatically assigned a status of Waiting and are visible to the discipline officer on the Entry by Date screen.

If your Entity does not use the Student Check In option, skip to "Adding Discipline Office Visits Using Entry by Date" (page 67).

To use Student Check In to add students to the Office Visit Entry by Date waiting queue:

1. Go to Student Management\Office\DI\OV\SE.

2. Type the student's Other ID or Namekey in the Student ID/Key box.

3. Click Enter.

4. Click one or more Reasons in the large area across from the Selected Reasons area on the right side of the screen. Using the example in Figure 29, you might click Parent Conference.

5. Click Done.

Table 9 describes the options on the Student Check In screen.
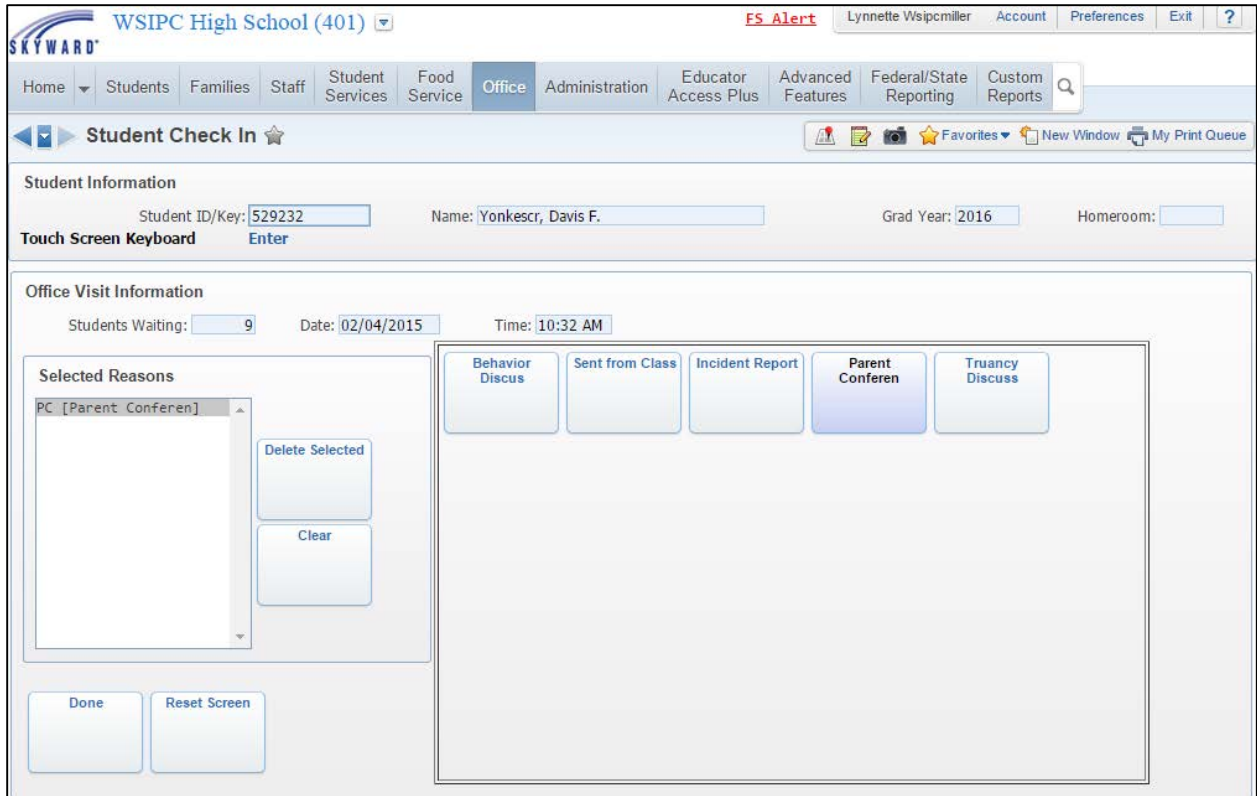
Figure 29 – Student Check In screen, where Davis Yonkescr is checking in for a Parent Conference

Option	Description
Student ID/Key	The student's Other ID or their Namekey.
Touch Screen Keyboard	Displays a keyboard on the screen, which allows the Other ID or Namekey to be typed.
Enter	Processes the student's Other ID or Namekey and locates the student's record.
Selected Reasons	Reasons that have been selected for the student's discipline office visit.

Option	Description
Office Visit Reasons	The available Office Visit Reasons appear as buttons in the large area across from the Selected Reasons list. The student or secretary can select as many Office Visit Reasons as needed. **Note**: If there are Office Visit Reasons that are missing, verify that the Office Visit Reason Code exists (Student Management\Office\ DI\OV Setup\CO\RC). If you find the Reason Code, verify that the Include All Entities option is selected and that the Exclude From Student Entry (Student Check In) option is cleared.
Delete Selected	Deletes the selected Office Visit Reason from the Selected Reasons list.
Clear	Removes all Office Visit Reasons from the Selected Reasons list.
Done	Saves selected Office Visit Reasons and places the student in the waiting list.
Reset Screen	Resets the Student Check In screen, by removing any selected Office Visit Reasons and the student's name.

Table 9 – Available options on the Student Check In screen

Adding Discipline Office Visits Using Entry by Date

If your Entity doesn't use the Student Check In feature, you'll add new discipline office visits directly into Entry by Date. (You can use this screen to add students even if your Entity uses Student Check In, though students will likely be added by the secretary or student using Student Check In.)

To add a new discipline office visit using Entry by Date:

1. Go to Student Management\Office\DI\OV\MA.

2. Click Add.

3. In the Student box, enter the student's Namekey. Configure the Add Discipline Visit screen (Figure 30). Table 10 describes several options on this screen.

4. When you finish with the student, click Save and Release Student. If you need to keep the student in your office, click Save and Keep In Office.

Figure 30 – Add Discipline Visit screen

Option	Description
Use Current Time	When selected, the software defaults the current system time as the Time Out value when the record is saved.
Time In	Time the student entered your office. You can modify this value.
Time Out	Time you released the student. If you select the Use Current Time option, you do not need to enter a value in this box.

Option	Description
Discipline Officer	Discipline Officer assigned to the Offense. If the Discipline Officer box on the Entity Info tab in Student Profile (Student Management\Students\ST\PR\Entity\ Entity Info) contains a Staff name, that discipline officer's name populates the Disc. Officer box when an Offense is created for that student.
Comment	Displays a pre-defined general comment. For example, you may have a pre-defined comment of Student Initiated which allows you to quickly indicate who called the visit/meeting.
Edit Reasons	Adds or changes the Office Visits Reasons.
Add Notes	Adds a note about the specifics of the student's office visit.
Save and Keep in Office	Saves the Office Visit record and closes the Add Discipline Visit screen. The student's status remains as In Office.
Save and Release Student	Saves the Office Visit record and closes the Add Discipline Visit screen. The student's status changes from In Office to Released.

Table 10 - Available options on the Add Discipline Visit screen

Updating a Student's Attendance from Office Visit Entry by Date

If a student has a status of In Office, you can update the student's attendance so that teachers know where the student is.

Tip	You can create an Absence Reason Code in an Entity to identify that the student is in the discipline office. To learn how to set up Absence Reason Codes, see the *WSIPC Guide to Attendance*.

To update a student's attendance from Office Visit Entry by Date:

1. Go to Student Management\Office\DI\OV\MA.

2. Select the student's name and click Upd Atnd. The student's Attendance screen from the Attendance tab appears.

3. Click Add.

4. Configure the Enter Attendance screen (Figure 31). Table 11 describes the options on this screen.

5. Click Save and Back.

Figure 31 – The Enter Attendance screen allows you to add an Attendance record for students in the discipline office

Option	Description
Periods to fill	Periods the absence covers.
Absence Type	Absence Type Code.
Absence Reason	Reason the student is absent. For example, a Reason Code of DO might be used to indicate that the student was in the discipline office.
Start Date	Start date of the absence.
End Date	End date of the absence.
Attendance boxes	Populated based on your entries in the Periods to fill, Absence Type and Absence Reason boxes.

Option	Description
Comment	Comments for this specific absence record.
Parent Notified	Indicates whether or not you notified the parents of the student's absence based on your Entity's business practice.

Table 11 - Available options on the Enter Attendance screen from the Attendance tab

Creating a Hall Pass from Entry by Date

Hall Passes are used to excuse a student from class for the time they are in the discipline office. You can print Passes for two different reasons, Hall Pass and Appointment Pass. Both Pass Types are explained below.

Printing a Hall Pass

You can print a Hall Pass for students who are returning to class after meeting with the Discipline Officer.

To print a Hall Pass:

1. Go to Student Management\Office\DI\OV\MA.

2. Select the student's Office Visit record and click Hall Pass on the right side of the screen.

3. On the Hall Pass screen (Figure 32), verify that the Pass Type of Hall Pass is selected.

4. Under Report Options, choose whether to print the pass on Standard Paper (8.5 x 11), or on Receipt Paper.

5. If you've updated the student's attendance record to reflect the time they were in the discipline office and want the Absence Code to print on the pass, select the Print the Absence Code check box.

Note	The information that appears in the Report to Classroom area is based on the values in the Date, Time, and Period boxes.

6. In the Time Allowed box in the Current Time area, enter the number of minutes you are allowing the student to return to the classroom.

Note	The values in the Date, Time and Period boxes default with the current system date and time and cannot be changed.

7. On the right side of the screen, choose one of the following options:

- To preview the pass before printing, click Preview.

- To print the pass, click Print.

Figure 32 – Example of the Hall Pass screen configured for a student

Printing an Appointment Pass

An Appointment Pass is used to excuse a student from class to meet with the Discipline Officer on a specific date and time. You can only print an Appointment Pass for a student who already has a Discipline Office record. This is useful when you need to meet with the student again.

To print an Appointment Pass:

1. Go to Student Management\Office\DI\OV\MA.

2. Select the student's Office Visit record and click Hall Pass on the right side of the screen.

3. On the Hall Pass screen (Figure 33), verify that the Pass Type of Appointment Pass is selected.

4. Under Report Options, choose whether to print the pass on Standard Paper (8.5 x 11), or on Receipt Paper.

5. If you've updated the student's attendance record *in advance* to reflect the time they are meeting with you and you want the Absence Code to print on the pass, select Print the Absence Code box.

6. In the Date and Time boxes, enter the date and time you want to meet with the student. The Period box shows which period the student is scheduled for at the time of the meeting.

> **Note** The information that appears in the Scheduled Classroom area is based on the values you enter in the Date and Time boxes.

7. In the Building, Room, and Appointment with boxes, enter where and with whom the student will meet.

8. On the right side of the screen, choose one of the following options:

   ▪ To preview the pass before printing, click Preview.

   ▪ To print the pass, click Print.

Figure 33 - Example of the Hall Pass screen configured for a student meeting with the Discipline Officer

Setting Up Defaults for Office Visits Entry by Date

Default values can save you time when you add a discipline office visit. For example, if the counselor is the same for all students, and you want the counselor to default as the Discipline Officer you can enter the counselor's name as a default. That means you no longer need to add that piece of information manually on every discipline office visit.

If you see a student in the discipline office who has a different counselor or comment from what defaults in, you can remove or change the value in those fields for that student.

To set up defaults for Office Visits Entry by Date:

1. Go to Student Management\Office\DI\OV\MA.

2. Click Defaults.

3. Select the Use Defaults When Adding Office Visits check box.

4. In the Counselor box, enter the counselor's Namekey.

5. In the Comment box, enter the pre-defined comment you enter the majority of the time.

6. Click Save.

Entering Discipline Office Visits Using Entry by Student

The Entry by Student screen allows you to enter information about a discipline office visit between you and a student. You can also use this area to track communications about a student's discipline behavior between you, the student, staff and guardians. Using Entry by Student to enter this information ensures that everyone who has access can see communication between the school and the family.

To enter a Discipline Office Visit using Entry by Student:

1. Go to Student Management\Office\DI\OV\BS.

2. Expand a Student record.

3. Click Add Office Visit.

The process for adding an Office Visit through Entry by Student is the same as the Entry by Date screen. See "Adding Discipline Office Visits Using Entry by Date" (page 66) to learn more about adding Office Visit records.

Working with Custom Discipline Letters

Custom Discipline Letters are letters, sent to guardians that contain Discipline information and other custom text, such as information about district Discipline policies.

Note	Even though Discipline Letters are intended to replace the Discipline Mail Merge Report, both features remain available. To learn more about Discipline Mail Merge, see "Discipline Mail Merge Report" (page 100).

Creating Custom Discipline Letters requires the following three steps:

- Step 1: Configuring a Custom Discipline Letter Template
- Step 2: Creating a Custom Discipline Letter
- Step 3: Adding Discipline Letter Report Templates for Entity Use

This section describes all three steps.

Step 1: Configuring a Custom Discipline Letter Template

The first step in creating a Custom Discipline Letter is to configure a master Custom Discipline Letter template. If the Discipline Letters your district sends to students with Suspensions and Expulsions are different from the Discipline Letters you send to students who receive Detention, create a master template for each type of letter. You may want to create three separate Discipline Letter templates: one for students who are suspended, one for students who are expelled, and a third template for students with Detention. If your district uses a Demerit system, you can also create a fourth master template for demerits.

To configure a Custom Discipline Letter template:

1. Go to Student Management\Office\DI\DL Setup\CF\CD.

2. Click Add.

3. Configure the Custom Discipline Letter Add screen (Figure 34). Table 12 describes the options on this screen.

4. Click Save and Edit Layout.

Figure 34 - Custom Discipline Letter Add template screen

Option	Description
Letter Name	Name that identifies the template. For example, "Daily Suspension Letters," "Expulsion Letters," "After School Detention Letters" or "Demerit Letters."
Orientation	Determines whether the discipline letter's orientation is portrait or landscape.
Allow use as Demerit Letter	Determines whether the template can also be used for Demerit Letters. If you select this option, the template is available for selection under the Quick Print button on the following screens: ▪ Offense sub-tab in Student Profile (Student Management\Students\ ST\PR\Discipline\Offenses) ▪ Entry by Student (Student Management\Office\DI\BS) ▪ Entry by Officer (Student Management\Office\DI\BO) To learn more about using Demerits, see "Understanding Demerits" (page 43).

Table 12 - Available options on the Custom Discipline Letter Add template screen

Step 2: Creating a Custom Discipline Letter

After you configure a Custom Discipline Letter template, the second step is to create the actual letter which includes written text and merge fields. You'll define exactly what text the letter contains, what kind of discipline information appears in the letter, and in what order the information appears.

As you type your letter template, you can add student demographic and discipline fields that pull information from the students' records in the database each time you run the letter.

If you have a Word document that contains the text you want to add to the Discipline Letter, you can copy and paste the text into the Custom Discipline Letter screen and then add the merge fields.

To create a custom Discipline Letter:

1. Do one of the following:

   ▪ If you're continuing from the earlier section "Step 1: Configuring a Custom Discipline Letter Template", go to step 2.

   ▪ Go to Student Management\Office\DI\DL Setup\CF\CD, select a template and click Edit.

2. Type the text of your letter on the Custom Discipline Letter screen.

Note	You can type the entire letter and then add fields, or you can add fields as you type.

3. In the text of your letter, click where you want to add a field.

4. In the upper-left menu bar, click Fields.

5. To add merge fields into your Custom Discipline Letter, do any of the following:

- To add demographic information, such as a student's name:

    a. Select the Student/Family Information field group.
    b. On the Merge Fields screen, select a field from the list and click Add.
    c. Continue adding fields or click Close.

- To add general discipline fields, such as the number of Offenses:

    a. Select the Discipline Information field group.
    b. On the Merge Fields screen, select a field from the list and click Add.
    c. Continue adding fields or click Close.

- To add specific details about a student's Discipline record, such as the Offense description:

    a. Select the Discipline Detail Area field group.

    b. Select the Include (Offense Fields/Action Summary Fields/Action Detail Fields) check box at the top of one or more columns, and then select the check box in the Select column next to any field you want to add.

    c. Use the four-pointed arrow to change the field order on the letter.

    d. Click OK.

Note	The Include Horizontal Bar to separate each Offense box in the Discipline Detail Area at the top of the screen separates each Offense field with a line.

Tip	To delete a field, click on the field and press the Delete key on your keyboard.

6. Use the formatting toolbar at the top of the screen to modify text.

   For example, you can use the icons on the toolbar to create italic font (*I*) or add a numbered list [icon]. To find out what a tool does, pause your mouse pointer over the tool and read the tool tip.

7. Use the Layout and Table menus in the upper-left corner of the screen as needed.

Note	The Table menu has two options: Clone Row and Delete Row. If you add a table using the Table tool in the toolbar, these options allow you to clone or delete rows in the table. When you clone a row, the data within that row is cloned to the new row. Once you insert a table into the letter, you can *right-click* in the table for additional formatting options.

8. Review your template to make sure the text and fields appear correctly. Figure 35 shows an example of a completed template. Figure 36 shows an example of a printed Discipline Letter using the completed template.

9. Click Save and Close.
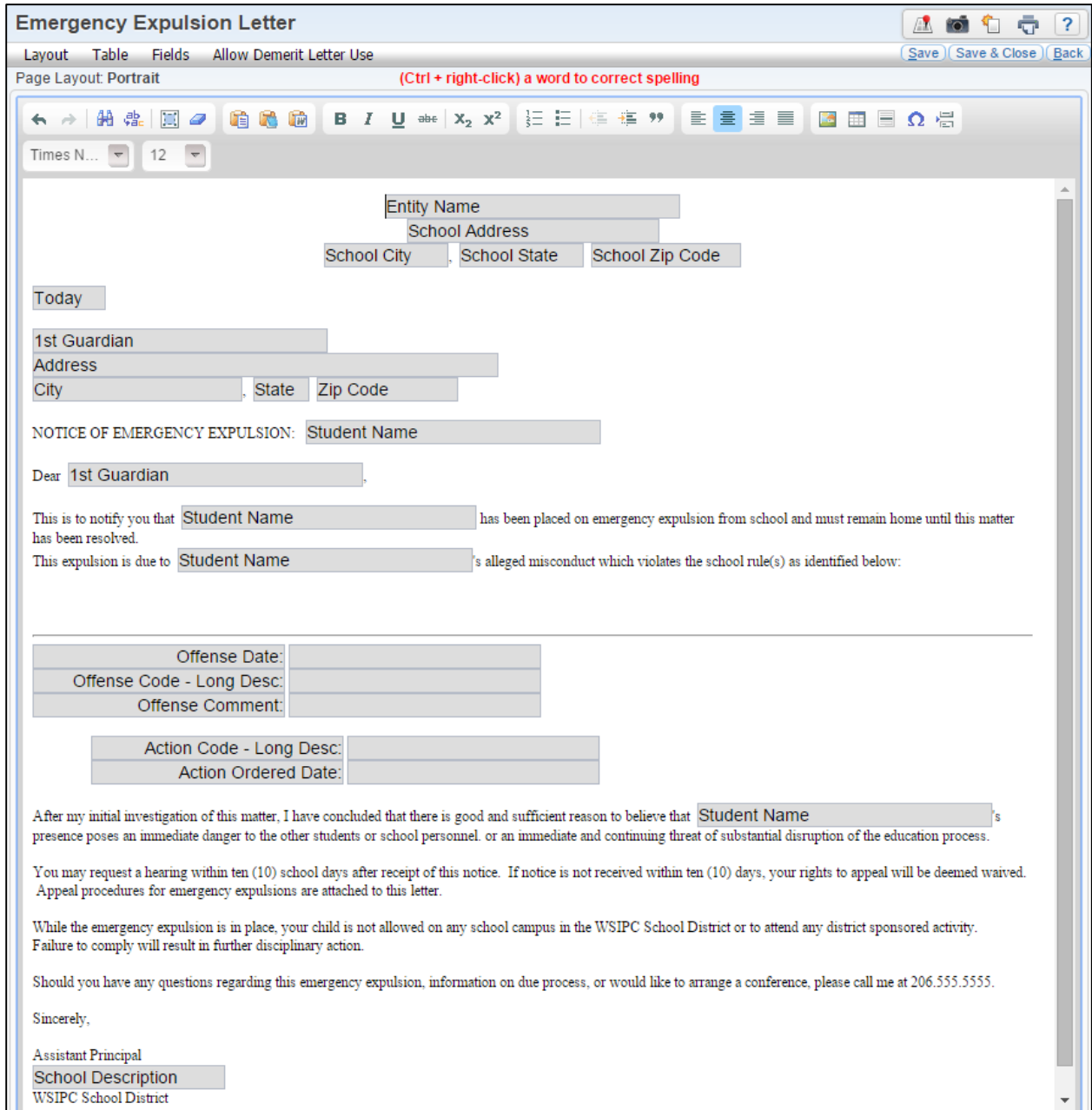
Figure 35 – Discipline Letter template containing several merge fields and customized text

WSIPC High School
2121 W CASINO RD
EVERETT, WA 98204

02/04/2015

Melissa S. Awaltscr
98 SW Scramble avenue
Scramble, WV 55555

NOTICE OF EMERGENCY EXPULSION: Kelly Awaltscr

Dear Melissa S. Awaltscr,

This is to notify you that Kelly Awaltscr has been placed on emergency expulsion from school and must remain home until this matter has been resolved.
This expulsion is due to Kelly Awaltscr's alleged misconduct which violates the school rule(s) as identified below:

Date of Offense: 02/02/2015
　　　　Offense: ZDA - ALCOHOL
　　Comment: Students reported that Kelly has bottles of liquor in her locker. I asked Kelly to open her locker and she complied. We found 2 unopened bottles of rum in her locker. Kelly said she brought them from home, but never opened either bottle up.

　　　　Action: ZE - EXPULSION/EMERG.EXPULSION
Order Date: 02/02/2015

After my initial investigation of this matter, I have concluded that there is good and sufficient reason to believe that Kelly Awaltscr's presence poses an immediate danger to the other students or school personnel. or an immediate and continuing threat of substantial disruption of the education process.

You may request a hearing within ten (10) school days after receipt of this notice. If notice is not received within ten (10) days, your rights to appeal will be deemed waived. Appeal procedures for emergency expulsions are attached to this letter.

While the emergency expulsion is in place, your child is not allowed on any school campus in the WSIPC School District or to attend any district sponsored activity.
Failure to comply will result in further disciplinary action.

Should you have any questions regarding this emergency expulsion, information on due process, or would like to arrange a conference, please call me at 206.555.5555.

Sincerely,

Assistant Principal
WSIPC High School
WSIPC School District

Figure 36 - A printed Discipline Letter using a completed template

Step 3: Adding Discipline Letter Report Templates for Entity Use

Before you can generate and print a Discipline Letter, you must add Discipline Letter Report templates for users in your district or Entity to select. This allows users in your Entity or District to select specific templates that you make available to them to generate discipline letters.

Custom Discipline Letter templates are district-wide, so you may consider including the Entity and Letter Type in the name of the template (such as, "401-Suspension Letter"). This information helps ensure that you select the correct template when generating discipline letters.

To create a Discipline Letter template for Entity use:

1. Go to Student Management\Office\DI\DL\DL.

2. Click Add.

3. Configure the Add Report Ranges screen (Figure 37). Table 13 describes the options on this screen.

4. Click Save or Save and Print if you are ready to generate letters.

Figure 37 - The Add Report Ranges screen on a Discipline Letter template for Entity Use

AREA	PURPOSE OF AREA
Template Settings	Lists template options.

Options In This Area	Description of Options
Template Description	Allows selection of a group of students by common range parameters.
Share this template with other users in Entity ###	Makes this template available to other users in the Entity.
Share this template with others users in the districts	Adds the Discipline Letter Report template to each Entity in your districts and makes it available to run without making adjustments to merge fields or report template options. **Tip:** This option is very useful if all entities use the same Discipline Letter. However, if entities have entity-specific text such as school phone number or Principal, this option cannot be used.

AREA	PURPOSE OF AREA
Student Selection	Selection of students.

Options In This Area	Description of Options
By Range	Allows selection of a group of students by common range parameters.
By Individual	Allows selection of a specific student or group of students not accommodated by using ranges.

AREA	PURPOSE OF AREA
Ranges	Year, Entity, and family ranges.

Options In This Area	Description of Options
School Year	Defines the School Year the Offense occurred in.
Discipline Entity	Defines the Entity the Offense occurred in.
Family to Notify	Defines which family or families the letter is generated for. You can select from First Only, First and Second, Second Only or Up to 5 Families.

AREA	PURPOSE OF AREA
Offense Options	Offense records that are included.

Options In This Area	Description of Options
Offense Date	Date range in which the Offense occurred.
Offense Date – Today Less Number of Days	Select to define a dynamic date. For example, enter 0 in the Today Less Number of Days box to run this report for Offenses that occurred on the current date.
Date Entered	Date range the Offense records were entered. This may not be the same date as the Offense Date.
Date Entered – Today Less Number of Days	Define a dynamic date. For example: Enter 0 in the Today Less Number of Days box to run this report for Offenses entered on the current date.
Referred By	Person who sent the student for Disciplinary Action.
Incident Number	Defines the Incident Number(s) to be included.
Points	Includes Offenses with specific Offense Points assigned.
Severity	Includes Offenses with a specific severity.

Options In This Area	Description of Options
Record Type	Determines whether Offenses and Referrals, Offenses Only or Referrals Only are included.
Classroom Referral	Determines if you want to include Classroom Referrals on the report. Options are Yes, No, or Both.
Offenses to Merge	Determines whether All Offenses in Range or Oldest Offense Only for the student are included in the letter. The Oldest Offense Only option refers to the student's most *recent* Offense.
Parent Notified	Includes Offenses with specific Parent Notified values in the letter.
Select All Offenses	Includes all Offense records. Clear and click Offenses to select specific Offenses.
Select All Motivations	Includes all Motivation records. Clear and click Motivations to select specific Motivations.
Select All Offense Levels	Includes all Offense Levels. Clear and click Levels to select specific Offense Levels.
Include Offenses with No Action Records	Prints letters for students with no Action Summary records associated with the Offense record.

AREA	PURPOSE OF AREA
Action Options	Actions that are included.

Options In This Area	Description of Options
Date Entered	Date range in which the Action is entered. Use this box to ensure that duplicate Discipline Letters aren't sent for the same student.
Date Entered – Today Less Number of Days	Defines a dynamic date. For example, enter "0" in the Today Less Number of Days box to run this report for Actions entered on the current date.

Options In This Area	Description of Options
Points	Includes Actions with specific Action Points assigned on the letter. If your district has a Demerits Policy, use this box to restrict the letter to print only for students with a specific number of Demerits (Action Points).
Use as Threshold for Total Action Points	Prints Demerits Letters for students with total Action Points that fall within the Low and High values.
Parent Notified	Includes Actions with specific Parent Notified values on the letter.
Status	Includes Actions that are Served, Open, Reissued or All.
Suspension Type	Identifies which Suspension Type the letters should be sent for. **Note**: This box allows you to match the type of letter you're sending with the Suspension Type on the Action. For example, if you're sending out Suspension Letters, select the Suspension Type value of Out of School to ensure that Actions for Expulsions, Detentions, Demerits, etc. aren't included in your letters.
Select All Actions	Includes all Action records. Clear and click Actions to select specific Actions.
Include Actions with No Action Details	Prints letters for students with no Action Detail records associated with the Action record.

AREA	PURPOSE OF AREA
Action Detail Options	Action Details that are included.

Options In This Area	Description of Options
Detail Date	Date range during which the Discipline Action is enforced. For example, the date on which a detention is/was to be served.
Parent Notified	Includes Action Details with specific Parent Notified values on the letter.
Status	Includes Action Details that are Served, Open, Reissued or All.

AREA	PURPOSE OF AREA
Letter Setup	Parent notification update and language. This is also the area where you select which template to use as the custom letter.

Options In This Area	Description of Options
Update Parent Notification Flags	Updates the Parent Notification box on the Offense, Action and Action Detail records once the letter is generated.
Print Data Labels in Spanish for Spanish Speaking Families	Generates data labels in Spanish. **Note:** This option requires that the Home Language on the Profile tab in Student Profile (Student Management\Students PR\General\Profile) is set to Spanish.
Custom Discipline Letter	Identifies the Custom Discipline Letter template to be used.

Table 13 - Description of the options on the Add Report Ranges screen in Discipline Letters

Copying a Custom Discipline Letter

There may be times when you want to copy a Custom Discipline Letter. For example, you can create a Custom Discipline Letter that contains your district's policies and requirements and format the letter to a district standard. You can then copy and paste the text from one Custom Discipline Letter to another Custom Discipline Letter and add Entity-specific information like school name, address, and school contact information.

Although there is no Clone feature for Custom Discipline Letters, it is possible to use the contents of one letter template to create another one.

To copy a Custom Discipline Letter:

1. Go to Student Management\ Office\DI\DL Setup\CF\CD.

2. Select the appropriate Custom Discipline Letter Name.

3. Click Edit.

4. Select and copy the contents of the template.

5. Click Back to close the template.

6. Click Add to create a new template.

7. Enter a Letter Name and click Save and Edit Layout.

8. Paste the contents of the first template into the new template.

9. Modify the new template as needed.

Note	If the original template you copied from contains fields from the Discipline Detail Area, after you paste the data to the new template, you must delete the detail area fields and re-add them.

10. Click Save or Save & Close.

Printing Discipline Letters

After you set up Custom Discipline Letters, you can print letters in two different ways. You can print a Discipline Letter for a single student, using the Quick Print button, or you can print Discipline Letters for a group of students, such as all students who received Detention. If your district's policy is to run Discipline Letters at the end of each day, you can create a Schedule Task to automatically run the letters daily (or on any predefined schedule you want). Figure 36 (page 81) shows an example of a printed Discipline Letter.

To print Discipline Letters for a range of students:

1. Go to Student Management\Office\DI\DL\DL.

2. Select the template you want to use.

3. Click Print.

To print a Discipline Letter for a specific student:

1. Go to one of the following discipline areas:

   - Student Profile Discipline tab (Student Management\Students\ST\ PR\ Discipline\Offenses)
   - Entry by Student (Student Management\Office\DI\BS)
   - Entry by Officer (Student Management\Office\DI\BO)

2. Click Quick Print.

3. Click Discipline Letters under Report.

4. In the Template box, select the template you want to use.

5. Click Print or Run Local Printer. If your district uses Centralized Printing and you want the letter to go to that printer, click Send to Centralized Printer.

Discipline Reports

Discipline Reports allow you to run reports on many types of discipline data. To run all reports in this section (with the exception of the Discipline Office Visits Report):

- Go to Student Management\Office\DI\RE.

Common Discipline Report Template Options

Table 14 is an alphabetical listing of options common to most of the Discipline Report and Utility templates.

Option	Description of Option
Action Sort Order	Sorts by Action Date or Action Code.
Bus	Identifies the bus on which an Offense occurred.
Classroom Referral	Determines if you want to include Classroom Referrals on the report. Options are Yes, No, or Both.
Date Entered (Action)	Date range when the Action is entered.
Date Entered – Today Less Number of Days (Action)	Defines a dynamic date to determine which Action Entered Dates to include. For example, you can enter "0" in the Today Less Number of Days box to run this report for Actions entered on the current date.
Date Entered (Offense)	Date range when the Discipline record is entered.
Date Entered – Today Less Number of Days (Offense)	Defines a dynamic date to determine which Offense Entered Dates to include. For example, you can enter "0" in the Today Less Number of Days box to run this report for Offenses entered on the current date.

Option	Description of Option
Detail Date (Action Detail)	Date range when the Discipline Action is enforced, such as the date on which a detention will be served.
Detail Date – Today Less Number of Days (Action Detail)	Defines a dynamic date to determine which Action Details to include. For example, you can enter 0 in the Today Less Number of Days box to run this report for Actions enforced on the current date.
Discipline Entity	Entity on the Discipline record.
Discipline Officer	The Discipline Officer on the Discipline record. This may differ from the Discipline Officer on the student's Entity record.
Family	Select which family you want the Head of Household name to print for. You can select between Family 1, 2, 3, 4 or 5.
Incident Number	Defines the Incident Number(s).
Include Actions With No Action Details	Prints students with no Action Detail records associated with the Action record.
Location	Location on the Discipline record defining where the Offense occurred.
Offense Date	Date range in which the Offense occurred.
Offense Date – Today Less Number of Days	Select to define a dynamic date of when the Offense occurred. For example: Enter "0" in the Today Less Number of Days box to run this report for Offenses that occurred on the current date.
Offense Sort Order	Sorts by Offense Date or Offense Code.
Page Break	Inserts a page break based on fields selected under Sort Order.
Parent Notified (Action)	Choose to include Parent Notified- Yes, No or Both.

Option	Description of Option
Parent Notified (Offense)	Choose to include Parent Notified- Yes, No or Both.
Points (Action)	Includes Discipline records with specific Action Summary points on the report.
Points (Offense)	Includes Discipline records with specific Offense points on the report.
Print Advisor	Prints Advisor in the demographic row of the report.
Print Comments (Action)	Prints comments entered on the Action record.
Print Comments (Action Detail)	Prints comments entered on the Action Detail record.
Print Comments (Offense)	Prints comments entered on the Offense record.
Print Date Entered	Prints the date the Discipline record is entered. The date entered may not be the same as the Offense Date.
Print Details (Action Detail)	Prints the Action Details.
Print Disc Notes	Prints general discipline notes entered on the student's Discipline screen.
Print Disc Officer	Prints the name of the discipline officer from the Discipline record.
Print Follow-Up (Action)	Prints the name of the Follow Up Officer from the Action record.
Print Follow-Up (Action Detail)	Prints the name of the Follow Up Officer from the Action Detail record.
Print Hd of House	Prints name of Guardian 1 for selected families.
Print Greenbar	Adds Greenbar shading to the report.

Option	Description of Option
Print Oldest Offense First	Prints Offenses oldest to newest.
Print Race	Prints Local Race in demographic row of report.
Print Referral	Includes Discipline records that are classified as a Referral.
Print Students with no Offenses	Prints students with no Offenses.
Record Type	Includes Discipline Records of Offenses and Referrals, Offenses Only, or Referrals Only.
Referred By	Person who sent the student for Disciplinary Action.
School Year	Defines the school year(s) to include.
Select All Actions	Includes all Action records. Clear and click Actions to select specific Actions.
Select All Difference Reasons (Action)	Includes all Difference Reasons from the Action Summary records. Clear and click Diff Reasons to select specific Difference Reasons.
Select All Difference Reasons (Action Detail)	Includes all Difference Reasons from the Action Detail records. Clear and click Diff Reasons to select specific Difference Reasons.
Select All Offenses	Includes all Offense records. Clear and click Offenses to select specific Offenses.
Severity	Includes Discipline records with a specific Severity range on the report.
Share this template with other users in Entity ###	Allows this template to be used by other users in this Entity.
Sort Order	Allows the report to be sorted by a variety of fields.
Status (Action)	Includes Actions that are Served, Open, Reissued or All.

Option	Description of Option
Status (Action Detail)	Includes Action Details that are Served, Open, Reissued or All.
Student Entity	Student's default Entity.
Suspension Type	Identifies the Suspension Type of All, In School, IAES, Expulsion, Out of School, Parent Conference or None.
Template Description	Name of the template.
Time Comment	Comment associated with the Offense Time on the Discipline record.

Table 14 – Description of common Discipline Report template options

Discipline Office Visits Report

The Discipline Office Visits Report shows all the students within the report ranges and their associated Office Visit information.

To access the Discipline Office Visits Report:

- Go to Student Management\Office\DI\OV\RE\OV.

Discipline Detail Report

The Discipline Detail Report generates a detailed report of students' Offenses and Actions (if selected and present). The fields on the report include Date, Location, Referred By, Discipline Officer, Points, Time and Amount Served, Difference Reasons, Offense Comments, and Action Status.

The report is very flexible and can be used for multiple purposes. For example, you can run the report to identify students who have an Offense, but no Action Summary/Detail.

Discipline Summary Report

The Discipline Summary Report summarizes students' Offenses and Actions (if selected and present). It provides a brief summary about the Offense and any details attached to the Offense.

Parent Notification Report

The Parent Notification Report generates a standardized letter informing parents and guardians of Offenses by their child and actions taken. You can add a comment, which prints on all of the notifications.

User Defined Discipline Report

The User Defined Discipline Report allows you to create your own unique report by selecting from student demographic and discipline data.

Number of Occurrences Report

The Number of Occurrences Report generates a list with the number of times any selected Offense or Action has occurred. The report shows detail information (count by student) or summary information (count totals by Offense or Action Code per grade level).

The Report Total is an unduplicated count of students, while the School Total (if selected as a sort order) may be a duplicated count if one student has multiple offenses in the school.

Offense Ranking Report

The Offense Ranking Report ranks students based on the total number of Offense points that meet your parameters.

Offense Referral Report

The Offense Referral Report sorts Offense information using the Referred By field to identify who is making Referrals. It prints the students referred as well as the grand total of students and number of Offenses. You may exclude Offenses for which no Referral source is entered.

Discipline Graphs

Discipline Graphs graphically display discipline information based on Offenses, Referrals, Actions or Offense Rate. You determine whether the data is broken down by Offense, month, school, discipline officer, grade, gender or race. Graph Types, such as Pie, Bar, or Line, determine how the data appears. Once you create the graph, you can customize it further. Discipline Graphs assist Administrators and Discipline staff in identifying trends that occur at their school.

Note	If a graph includes more than 30 unique Offense Codes, codes with less than 20 occurrences are aggregated into the "Other" category.

Multiple Discipline Graphs

Multiple Discipline Graphs allow you to combine up to five existing Discipline Graphs into a single report.

Student Discipline List

The Student Discipline List shows students who have been given the Offenses and Actions that you specify in the parameters. You can print a student signature area on the report, which allows you to use the report as a sign-in sheet for detentions. The signature line appears next to the student's name for proof of attendance. You can also print a signature line for the discipline officer who signs the sheet.

Figure 38 shows an example of the Student Discipline List that is used for detention.

```
1stdsc34.p 34-2                    WSIPC High School              02/04/15         Page:1
05.15.02.00.00                    Student Discipline List                         12:08 PM


Selected Offenses:All Offenses
Selected Actions:DET

Student Signature_____    Student Name_____    Off  Sch  Grade Grad Year  Advisor_____

_____          Ackerleyscr, Emory      2T   401  09    2018       Charita Neisenscr

_____          Alexandrascr, Andree     2T   401  09    2018       Sharmaine Vaccarezzascr

_____          Alumbaughscr, Yong       DCN  401  12    2015       Maryanna Nuckelsscr

_____          Amorimscr, Coy           2T   401  09    2018       Sharika Rellerscr

_____          Derosiascr, Merri        IAC  401  10    2017       Sharmaine Vaccarezzascr

_____          Ingoldscr, Harland       DCN  401  09    2018       Sharmaine Vaccarezzascr

_____          Kabelscr, Shirley        DCN  401  11    2016       Colton Studivantscr
```

Figure 38 – Example of the Student Discipline List

Students with No Offenses Report

The Students with No Offenses Report identifies students who did not commit a specific Offense. You can use this to reward students for good behavior.

Turn Around Time Report

The Turn Around Time Report determines the number of days that elapse between the time an Offense is *entered* and the time an accompanying discipline Action is *entered*. The report is sorted by Discipline Officer (Administrator) and shows the number of students serviced by that officer, the date the Offense is entered into the system (Received Date) and the date the Action is entered into the system (Processed Date). The report also calculates the average turnaround time for each discipline officer and includes a final calculation for all discipline officers included on the report.

Students who have an Offense without a Discipline Officer, or who do not have an Action Summary record, are not included on the report.

Figure 39 shows an example of the Turn Around Time Report by Administrator for a specific time period.

Figure 39 - Example of the Turn Around Time Report by Administrator

Student Action Details Report

The Student Action Detail Report lists information about students' Action Detail records. Fields include Student Name, Offense, Location to Serve, Status, Total (Days or Hours), Served and Detail Date and Time. This report is a great tool for personnel in charge of detention because they can see which students should report to them and how much time the students should serve. However, there is no option to print a signature line for the student and/or discipline supervisor. If you require students to sign-off on serving their Action, see "Student Discipline List" (Figure 38 on page 97).

Offense Count by Action Code/Susp Type Report

The Offense Count by Action Code/Susp Type Report counts the number of Offenses that fall under the Action Code or Suspension Type selected for the report. This allows you to see which Offenses and how many Offenses are assigned to students who are being expelled.

If you run the report counting the Offenses that are assigned to students who have a Suspension Type of Expulsion, you can ensure that minor Offenses are not assigned to students who are expelled. You can also determine the opposite of that by running the report. You can verify that major Offenses are not being assigned minimal for Actions, like detention.

Suspension/Expulsion Report

The Suspension/Expulsion Report displays students based on the records available in the Suspension/Expulsion area (Student Management\Office\DI\BS\Susp/Exp). You can include all Suspension Types or restrict the report to include only certain Suspension Types. You can run the report by date or by student. It's a great report to use to verify which students are serving In School, Out of School, Expulsions or Emergency Expulsions in your school for a particular day. You can run the report on an individual student, showing all of their Suspension/Expulsion records for the current school year.

Discipline Counts Report

The Discipline Counts Report is a flexible way to show how many Offenses or Actions have occurred. It lets you sort those counts by grade, gender, race, primary disability, LEP status or Section 504 status. There are two parts to the Discipline Counts Report: the Report Master and Reporting Groups. This setup allows you to create a single report that includes multiple sets of criteria.

Discipline Code Reports

The Discipline Code Reports show all the information contained in the Codes Table for Actions, Difference Reasons, Locations, and Offenses.

Action Codes Report

The Action Codes Report shows all the Action Codes in the ranges, along with the Descriptions, Time (hours and days), Points, Severity and Suspend Type.

Difference Reason Codes Report

The Difference Reason Codes Report shows Difference Reason Codes and their descriptions.

Location Codes Report

The Location Codes Report shows Location Codes and their descriptions.

Offense Codes

The Offense Codes Report shows Offense Codes and their descriptions. The report includes Points and Severity fields, and shows whether or not the Offense Code is related to drugs, weapons or injury threat.

Discipline Mail Merge Report

The Discipline Mail Merge Report allows you to create customized discipline letters. For example, you can create a Suspension/Expulsion letter to be sent to the guardians of suspended or expelled students.

Running Discipline Utilities

Discipline Utilities allow you to change many Discipline records at once, saving you time.

To run Discipline Utilities:

- Go to Student Management\Office\DI Setup\UT.

Purge Student Discipline Records

The Purge Student Discipline Records Utility allows you to permanently delete Discipline records. You can purge by Grad Year, School Year or Withdrawal Date. The utility allows you to select specific student and Offense ranges to purge Discipline records from.

⚠	Caution	The Purge Student Discipline Records Utility permanently deletes Discipline records. There is no way to recover deleted Discipline records. Use extreme caution when running this utility.

Action/Offense Code Merge

The Action/Offense Code Merge Utility allows you to merge either an Offense or an Action Code into a different Offense or Action Code. The utility then deletes the code entered in the Eliminate box. This prevents you from having to locate the codes you no longer want to use and modify each Discipline record to change that code to the one you want to continue to use.

Example:
Three of your Entities use three different Offense Codes to represent the same Offense. To standardize your codes within your district, use the Action/Offense Code Merge Utility to merge two of the Entities Codes into the third. After the code is merged, the code you want to eliminate is deleted from the Code Table.

Mass Assign All Actions to All Offenses

The Mass Assign All Actions to All Offense Utility links all Action Codes to all Offense Codes. You can only run this utility if you select the Only Allow Specified Actions For An Offense check box in Discipline District Setup (Student Management\Office\DI Setup\CF\DS).

Example:
Your Entity decides that any Offense related to weapons must result in an Action of Suspension or Expulsion. As a result, the only Actions available for an Offense involving weapons are Suspension and Expulsion. Later, your Entity decides they no longer want these Action restrictions for weapons Offenses or *any other Offense*. This utility removes those Action restrictions from *all* Offenses by assigning all Actions to all Offenses.

Mass Assign Offense Levels

The Mass Assign Offense Levels Utility updates the Offense Level on existing *student* Offenses with the default Offense Level on the Offense Code (Student Management\Office\DI Setup\CO\OF). Prior to running this utility, you must assign Offense Level values on all of your Offense Codes.

The Mass Assign Offense Levels Utility has an option to Overwrite existing Offense Level values for Student Offenses. If you select this option, any Offense Level values that you've updated on the students' Offense record (to be different than the default value established on the Offense Code) are changed to reflect the default Offense Level on the Offense Code.

Configuring Administrative Setup

Administrative Setup for the Discipline module consists of configuring district and Entity options, setting up Suspension/Expulsion to Attendance options, and creating Discipline Codes. This section explains each of these areas.

Configuring Discipline District Setup Options

Before you can use the Discipline module, you must configure specific district setup options.

To configure Discipline District Setup options:

1. Go to Student Management\Office\DI Setup\CF\DS.

2. Configure the Discipline District Setup screen (Figure 40). Table 15 describes each option.

3. Click Save.

Figure 40 - Discipline District Setup screen

Option	Description
Require Same Offense Code For A Single Incident Number	Forces Offenses to be the same for all Discipline records linked to a single incident number. For example, if a group of students is caught vandalizing school property, the discipline officer can link the Discipline records by assigning the same incident number to each Discipline record. If you select this option, the Offense Code for each Discipline record must be the same.
Only Allow Staff Marked As Discipline Officer To Be Assigned To An Offense/Action	Allows only staff members who are designated as a discipline officer to be assigned to the Discipline Officer box when adding an Offense or an Action.

Option	Description
Only Allow Specified Actions For An Offense	Allows you to limit the Actions that can be assigned to Offenses. When you add or edit an Offense on a student, you can only select Actions that have been linked to that specific Offense Code (Student Management\Office\DI Setup\CO\OF). See "Offense Codes" (page 113) to learn more about linking specific Actions to Offense Codes.
Force An Incident Number To Be Entered For Each Offense	Automatically assigns an Incident Number to any new Offense not marked as an existing incident. Otherwise, the system defaults the Not An Incident value in the Incident box and no incident number is assigned unless you change the value to New Incident or Existing Incident. When you select this option, a utility assigns a unique incident number to every Offense that does not have one.
Use Discipline Offense and Action Points	Allows you to enter Points when adding or editing an Offense or an Action.
Reset Incident Number To "1" Each School Year	Sets the value in the Incident Number box to 1 for the first Incident entered at the beginning of the school year.
Default Create Action Detail Records to checked when adding Action Summary records	Selects the Create Action Detail Records From The Action Detail Default Values You Have Saved check box when you add an Action Summary record. If you don't set up this option here, each time you add an Action Summary record and want to create Action Detail records, you must select the option.
Replace Referred by Type of Other with district defined codes	Creates district-defined values that can be selected from the Referred By section on the Offense when Other is selected. For example, you may want to create an Other Type Code of "PAR" to indicate that a parent referred the incident and student to the school.

Option	Description
Display Offenses for All Entities	Shows a student's Offenses in one Entity to users in other Entities. Example: ▪ If an Offense is entered on a student in Entity 300 when the student is in 8th grade, it also appears in Entity 400 when the student is enrolled in high school. ▪ Staff in one high school Entity can see any Discipline records in the other high school Entity for students who go back and forth between schools.
Force Number of Action Days to Equal Number of Action Detail Days	Makes the Total Time (Days) box on the Action Summary always equal the value in the Length (Days) box on the Action Detail. For example, if the Total Time box on the Action Summary is 3.00 days, three Action Details are created with a Length of 1.00 day each, and a fourth Action Detail is added to the student's record. The value in the Total Time box on the Action Summary automatically becomes 4.00.
Allow a Suspension Offense Action Date to come before the Offense Date	Allows the Ordered Date on an Action Summary record to be prior to the date when the Offense is *added* into the system. If you don't select this option, the Ordered Date on the Action Summary record must be on or after the date the Offense is added to the software.
Restrict Access to Prior years' Discipline records	Restricts the majority of users from accessing students' prior year Discipline records. When selected, the Users Excluded from restriction button is available, which allows you to select specific users who can still access a student's prior year Discipline records.
Use Possible Motivation field for Student Offenses	Displays the Motivation field on the Offense record being added to the student.

Option	Description
Use Offense Levels	Displays the Offense Level field on the Offense Code screen where you can select a default value of Minor, Major, or Emergency. When selected, the Offense Level field also appears on the Offense record being added to the student.
Allow Override of Offense Codes' default Offense Levels	Allows you to change the Offense Level value that defaults in on the Offense, to a different value. **Tip:** The Allow Override of Offense Codes' default Offense Levels option is only available if you select the Use Offense Levels option above it.
Enable Internal Comments for the following: Offenses, Actions, and Action Details	Allows comments to be entered which are for internal district use and not viewable in Teacher, Family, or Student Access.
Restrict Offense Time entry to quarter hour increments	Requires Offense Time to be entered in quarter hours, such as 8:15, 8:30, 8:45 or 8:00. If you enter Time outside of quarter hours, a message asks you to re-enter the time as a quarter hour.
Automatically round Offense time to closest quarter hour	When selected in combination with Restrict Offense Time entry to quarter hour increments, if Offense Time is entered outside of quarter hours (such as 8:08 am), the software automatically rounds the time to the nearest quarter hour increment (such as 8:15 am).
Use Classroom Referrals	When selected, a check box is available to indicate if the Referral or Offense originated from the classroom.
Add Validation Message for Teachers	When selected, a default message appears when the teacher saves a referral. You can define custom text to display in the message. **Note:** This option can only be configured when Use Classroom Referrals is selected.

Table 15 - Available options on the Discipline District Setup screen

Configuring Discipline Entity Setup Options

You can configure your Entity to require that a staff member's name is entered in the Discipline Officer box on every Offense.

To configure Discipline Entity Setup options:

1. Go to Student Management\Office\DI Setup\CF\ES.

2. Select the Require Discipline Officer on Offense Records check box.

Setting Up Suspension/Expulsion to Attendance Options

When a student is suspended or expelled, you can configure the software to automatically enter Attendance from the Suspension Expulsion area to indicate when the student is out of school and the length of time. When an Action is entered on a student with a Suspend Type of Expulsion, Emergency Expulsion, In-School Suspension, Out-of-School Suspension, you can choose to create Attendance records. Attendance configuration settings are at the Entity level.

To set up Suspension/Expulsion to Attendance Options:

1. Go to Student Management\Office\DI Setup\CF\SE.

2. Configure the Suspension/Expulsion to Attendance Options screen (Figure 41). Table 16 describes the options on this screen.

3. Click Save.

Figure 41 – Suspension/Expulsion to Attendance Options screen with useful Absence Types and Reasons Codes

Option	Description
Maintain Attendance For Suspension/Expulsion Records	Allows you to set up the behavior of Suspensions and Expulsions in the Attendance area.
Overwrite Existing Attendance Information	Overwrites any previous Attendance data that is within the range of the new Suspension/Expulsion entry with the Type and Reason selected on this screen.

Option	Description
Expulsions, In School Suspensions, Out of School Suspensions, Emergency Expulsion	Absence Type and Absence Reason codes define the Attendance that will be applied to the student. **Note:** If more than one Absence Type or Reason Code is associated with a Suspension\Expulsion Type, you are prompted to select one of the Absence Types and Reason Codes when creating new Attendance records for a student.

Table 16 – Available options on the Suspension/Expulsion to Attendance Options screen

Setting Up Discipline Codes

Discipline Codes are used to track discipline data for students. These codes are district tables for all Entities in the district and must be set up before you can use the Discipline module.

To set up Discipline Codes:

- Go to Student Management\Office\DI Setup\CO.

To set up Office Visit Codes:

- Go to Student Management\Office\DI\OV Setup\CO.

Best Practice	To ensure consistent data for reporting purposes, consider limiting access to users who can edit or update Discipline Codes.

Action Codes

Action Codes (Figure 42) represent the consequences assigned to the student for the Offense. Common Action Codes often include DET (Detention), EXP (Expulsion), and BP (Behavior Plan). Table 17 describes options on the Action Codes screen.

Note	You can set defaults for many of the values on the Action, but users may overwrite the default value when they add an Action Summary record to a student.

Figure 42 – The Action Codes screen where you add a new Action Code

Option	Description
Action Code	Represents the consequence assigned to the student for committing the Offense. For example, common Action Codes often include DET (Detention), BP (Behavior Plan), and EXP (Expulsion).
Short Description	Short description of the Action.
Long Description	Long description of the Action.
Action Time Hours/Days	Amount of time for the Action that you want to default in when the Action is added to a student. For example, if the amount of time for an Action of Emergency Expulsion is always 10 days, enter "10.00" in the Action Time box and select Days.

Option	Description
Suspension Type	Categorizes certain Actions into groups. Available options are: ▪ None ▪ In School ▪ Out of School ▪ Expulsion ▪ Emergency Expulsion ▪ Parental Conference Suspension Types of In School, Out of School, Emergency Expulsion, and Expulsion are used in State Reporting, so it's important that the proper Suspension Type value is assigned to all appropriate Action Codes. For example, if your district uses Action Codes EXP – Expulsion, EE – Emergency Expulsion, and ZHO – Expulsion to assign to students who are expelled, all three Action Codes must be assigned a Suspension Type of Expulsion. For Action Codes, such as DET – Detention, that don't fall into a Suspension Type category, you can leave the Suspension Type as None.
Points	Numeric value assigned to the Action. Beneficial when using Point Differences and Demerits. To learn more about Point Differences, see "Understanding Points Difference" (page 43). To learn more about Demerits, see "Understanding Demerits" (page 43).
Severity	Severity assigned to Action Code. The value is not used for Washington State Reporting.
Default Location	Sets a location to default in when an Action Code is assigned to the student. For example, if detention is always held in the Library, enter a Default Location of LIB – Library on Action Code DET – Detention. The location from the Action is then used to create Action Detail records.
Default Comments	Assigns a comment as a default when the Action Code is assigned to the student.

Option	Description
Predefined Comments	Assigns a predefined comment as a default when the Action Code is assigned to the student. Select the predefined comment from the list and click Insert.
Secure this Action Code	Action Codes can be secured so that only users in specific security groups (and system-wide users) can add the Action Code to a student's Discipline record.
Status	Determines whether or not the Action Code can be selected by a user entering a Discipline record.

Table 17 - Available options on the Action Code screen

Difference Reason Codes

Difference Reason Codes define why the normal Action for a particular Offense wasn't assigned to the student. For example, if students are usually assigned a week of detention for profanity but a discipline officer assigns only one day of detention, the officer can explain this discrepancy.

Location Codes

A Location Code represents the location where an Offense occurred and where an Action Detail is to be/was served. You can mark Location Codes as Active or Inactive. However, you can still use inactive Location Codes on an Offense or an Action Detail.

Offense Codes

Offense Codes (Figure 43) represent the Offense committed by the student. Offense Codes can have default Points, Severity, and Actions. You can use Points and Severity on standard reports to organize information, but they are not required. Table 18 describes options on the Offense Codes screen.

If the option to Only Allow Specified Actions for Each Offense Code is selected in Discipline District Setup (Student Management\Office\DI Setup\CF\DS), you must assign allowed Actions to each Offense Code. Users can select only assigned Actions when entering that Offense Code.

Figure 43 – The Offense Codes screen where you add a new Offense Code

Option	Description
Offense Code	Represents the infraction committed by the student. For example, common Offense Codes often include FIG (Fighting), DRG (Drugs), and SWE (Swearing).
Short Description	Brief description of the infraction.
Long Description	More detailed description of the infraction.
Points	Numeric value assigned to the Offense.
Severity	Allows a district to determine the hierarchical order of the Behavior State Type for CEDARS Reporting, for the entire district. See "Understanding Offense Codes' Severity" (page 117) to learn more about setting the Severity on Offense Codes. To learn more about the fields used in WA State CEDARS Reporting see the CEDARS Data Cross Reference to WESPaC Data Source under: Web SkyDoc / WSIPC / CEDARS Xref.

Option	Description
Offense Level	To group Offenses you can assign an Offense Level of Minor, Major or Emergency to further define certain sets of Offenses together. The Offense Level field is only available on the Offense Code if you select the District Setup option, Use Offense Levels (Student Management\Office\DI Setup\CF\DS).
Status	Determines whether or not the Offense Code can be selected by a user entering a discipline record.
Default Action	Determines which, if any, Actions Code defaults in when the Offense Code is added to a student. The Default Action box only appears on the Offense Codes screen if the Discipline District Setup option (Student Management\Office\DI Setup\CF\DS) Only Allow Specified Actions for Each Offense Code is not selected. You can still set a default Action for the Offense if the Only Allow Specified Actions for Each Offense Code *is* selected. You must first add and save the Offense Code. Once you are back on the Offense Codes list, select the arrow to expand the Offense Code and select the arrow to the left of Offense Actions. Locate the Action Code you want as default and click Set as Default to the right of the Action Code. If you can't find the Action Code you want to set as default, you must add it as an allowable Action first. See "Understanding Offense Codes' Severity" (page 117) to learn how to add Actions.
Drug Related Weapon Related Injury Threat	Specific Offenses can be assigned to three categories on the report are Drug Related, Weapon Related, and Injury Threat that will default in when applying the code to students. This field is used in WA State Reporting.

Option	Description
Behavior State Type	Used to cross reference district-defined Offense Codes to the Behavior State Type Code used for Washington State Reporting. For example, District A may use Offense Code ZDA – Alcohol to assign to students who are caught with alcohol while on school premises. District B may use a different Offense Code of ALC – Alcohol for the same situation. To learn more about the fields used in CEDARS Reporting, see the CEDARS Data Cross Reference to WESPaC Data Source under: Web SkyDoc / WSIPC / CEDARS Xref.
Weapon State Type	Used to cross reference district-defined Offense Codes to the Weapons State Type Code used for Washington State Reporting. **Note:** When an Offense Code is assigned a Behavior State Type Code of 08 – Possession of a Weapon, you must also assign a Weapon State Type to represent the type of weapon the student had on school premises. For example, Offense Code ZWH – Handgun would have a Behavior State Type value of 08 – Possession of a Weapon and a Weapon State Type value of HG – Handgun. To learn more about the fields used in CEDARS Reporting, see the CEDARS Data Cross Reference to WESPaC Data Source under: Web SkyDoc / WSIPC / CEDARS Xref.

Table 18 - Available options on the Offense Codes screen

Understanding Offense Codes' Severity

When a student has multiple Offenses assigned to a single discipline Incident, The Behavior State type allows a district to determine the hierarchical order of the Offenses that are reported in CEDARS.

For example, if your district's business practice is that the Behavior State Type of 01 – Bullying is more severe than Behavior State Type of 02 – Tobacco, you can change the default Severity values so that the Offense with Behavior State Type of 01 – Bullying has a higher Severity value than the Offense with Behavior State Type of 02 – Tobacco. If a student's Discipline Incident includes both a Bullying and Tobacco Offense, the Bullying Offense is selected as the more serious offense reported in CEDARS.

Districts can also override the default Severity/Hierarchy selection on the Behavior State Type by using the Override CEDARS Hierarchy option on the Offense at the student level.

Table 19 shows the *default* hierarchical order for Behavior State Types.

Behavior State Type	Severity/Hierarchy
01 – Bullying	2
02 – Tobacco	3
03 – Alcohol	4
04 – Illicit Drug (not marijuana)	5
05 – Fighting w/o Major Injury	6
06 – Violence w/ o Major Injury	7
07 – Violence with Major Injury	8
08 – Possession of a Weapon	9
09 – Other	1
10 – Serious Bodily Injury	8
11 – Marijuana	5
12 – Failure to Cooperate	1
13 – Disruptive Conduct	1

Table 19 - Default hierarchical order for Behavior State Types

Note	Behavior State Type Code of 10 – Serious Bodily Injury should only be used for students who are receiving Special Education services.

Assigning Allowable Actions to an Offense Code

If the Discipline District Setup option (Student Management\Office\DI Setup\CF\DS) Only Allow Specified Actions for Each Offense Code is selected, Action Codes must be assigned to the appropriate Offense Code or you receive an error message when adding a Discipline record to a student.

To assign allowed Action Codes to an Offense Code:

1. Go to Student Management\Office\DI Setup\CO\OF.

2. Locate the Offense Code and expand the record.

3. To the right of Offense Actions, click Add Actions.

4. Select the check box in the Select column next to each Action Code you want assigned to the Offense Code.

5. Click Save.

Tip	Once the allowed Action Codes are assigned, you can select an Action to be the default for the Offense by clicking the Set as Default link to the right of the Action Code. To deselect the Action Code as a default, click the Remove Default link to the right of the Action Code.

Offense Comment Codes

An Offense Comment Code represents a predefined comment about an Offense. When a discipline officer or a secretary adds or edits an Offense, they can manually enter a free-form comment or add predefined Offense Comment Codes.

Action Comment Codes

An Action Comment Code represents a predefined comment about an Action. When a discipline officer or a secretary adds or edits an Action, they can manually enter a free-form comment and insert predefined Action Comment Codes.

Action Detail Comment Codes

An Action Detail Comment Code represents a predefined comment about an Action Detail. When a discipline officer or a secretary adds or edits an Action Detail, they can manually enter a free-form comment and insert predefined Action Detail Comment Codes.

Motivation Codes

A Motivation Code represents the possible motivation a student has for committing an Offense. You must select the District Setup option, Use Possible Motivation field for Student Offenses, before you can add Motivation Codes.

Office Visit Reason Codes

Office Visit Reason Codes (Student Management\Office\DI\OV Setup\CO\RC) explain why a student visits the discipline office. Examples include Behavior Discussion, Parent Conference, and Student Discipline Plan.

Office Visit Comment Codes

The discipline staff can use the Office Visit Comment Codes (Student Management\ Office\DI\OV Setup\CO\CC) to show whether or not the student initiated the visit or if the discipline officer asked the student to come in.

Setting Up Discipline Auto Emails

You can set up emails so that they are automatically sent to students, guardians, teachers, and staff when Discipline records are entered for a student.

You can send an email automatically whenever a system Event Trigger occurs. Table 20 shows the Event Triggers divided into three Event Type categories.

Event Type	Event Trigger
Discipline Actions	Any Action Issued
	Any Suspension Type Issued
	In School Suspension
	Out of School Suspension
	Expulsion
	Parental Conference
	Emergency Expulsion
Discipline Offenses	Any Offense Issued
	Drug Related Offense Issued
	Injury Related Offense Issued
	Weapon Related Offense Issued
Discipline Referrals	Any Referral Issued

Table 20 – Event Triggers

An email is sent to all assigned recipients whenever an Event occurs that is configured for an automatic email. Schools determine who receives the email for each Event Trigger and what the text of the email is. You can insert pre-defined fields into the body of the email to show specific student information. You can configure automatic emails at either the Entity or district level.

To set up Discipline auto emails:

1. From Entity 000, go to Student Management\Advanced Features\AE.

2. Click Add.

3. Select an Event Type from the E-mail Event Type menu.

4. Select an Event Trigger from the Event That Triggers an E-mail menu.

Tip	You select specific Offense and Action Codes for Discipline Offenses and Discipline Actions that will trigger the email. You can also leave the code selection wide open to include all codes.

5. Verify that the Automated Event Status box is set to Active.

6. Select the e-mail recipients from the Student Contacts, General Staff and System Contacts areas.

7. Set the Priority box to High or Medium.

8. Modify the Subject and Body boxes if desired. To add additional fields, select a field in the Predefined Field box and click Insert.

9. Click Next.

10. Select Student Status.

11. To select specific Student Types, clear the All Student Types check box and click the Student Types button.

12. Click the Grade Levels button to select or clear certain Grade Levels and click Save.

13. Click the Entities button to select or clear certain Entities and click Save.

14. Click Save.