

Discipline Information Handout

How to Enter Discipline:

School > Incident Reporting > School Incident Detail

MUST CLICK ADD ON THIS MAIN SCREEN BEFORE STARTING AND CLICK NO TO SAVE THE INCIDENT RECORD

Enter the following under Incident Detail Screen:

Date of Incident

Time

Incident/Offense Type

(most serious first, second offense in multi and committed checked)

Incident Site

Incident Occurred Time

Reported By

Action Assigned By

Weapon Type

SAVE

Click Members Involved button

Enter the following under Members Involved Screen:

Click Add to add perpetrators

Choose type

Query and select student

*ANY INCIDENTS WITH UNKNOWN PERPETRATORS (such as bomb threats)
SHOULD BE ENTERED MANUALLY IN USDDC SITE*

Enter the following under Student Incident Details Screen:

Check Violent Act if PD (persistently dangerous) incident/offense type

Action Type

Some action types (report to law enforcement) might default, do not delete

To add more, click Other Action tab and ADD action

First Day

Length

Action Assigned By

Use Disposition tab if student allowed to return early (re-entry date)

Parent Contacted tab optional

Save (make sure this screen saves – it is temperamental)

Exit through the door

Choose role type for perpetrator

Add more perpetrators, victims, etc. if needed

How to View Discipline:

To view incidents by the school:

School > Incident Reporting > School Incident List

To view incidents by the student:

Incidents quick access button on the main screen

If you do not see the incident, you did not save an action under the perpetrator screen

*****Go to Hot Print (Suspensions/Notes/Discipline) to print a report for a single student*****

Helpful Reporting Hub Reports:

Discipline Verification for USDDC (School)

Lists everything that will be pulled from DPI extract into USDDC

Incidents With No Incident Number (School)

Use to check for errors before DPI extract

Required Incident Fields for USDDC (School)

Use to make sure all required fields are complete prior to DPI extract

Safe Schools Report (School)

Lists all information included in your report

Letters for Discipline:

School > Design Letters > Add

Enter Letter Description, Category, Letter Number, Check Log, Save

Select Letter and type letter contents.

- * A sample letter is included at the end of this file for your use.
- * You can select and copy the contents, paste into eSIS and change to suit your school's needs.
- * Everywhere you see & followed by a field name, eSIS will automatically pull that information for your letter to personalize it. For example, &PRTADRL pulls the home address for the student.
- * To have the Administrator's name show at the signature line, you can type the administrator's name on the first discipline entry screen under Badge/Case ID.

To print the letter, on the last discipline entry screen (Student Incident Details)

Click ? to display available letters, choose your letter

Click Save icon (letter will not print if you do not save)

Click Printer icon on Student Incident Details screen

Click Printer icon on Letter pop-up screen

YOUR SCHOOL NAME
Street Address
City, State Zip Code
Telephone Number

&DATE

&PARNTL
&PRTADRL

Dear &PARNTL:

I regret that it has become necessary to assign &GIVEN &LEGAL &INCLEN days of out-of-school suspension for &INCDESC on &INCDATE.

The dates covered by this out-of-school suspension are &INCFDAY through and including &INCLDAY. During the term of this out-of-school suspension your student is to remain off this and any other school campus. This includes all extracurricular and after school activities. Students not adhering to this condition of suspension will be subject to a charge of trespassing.

Our school system is committed to providing the opportunity for every person to obtain an education. If this goal is to be achieved students must be in class, teachers must be able to carry out their plans, and the classroom atmosphere must be such that learning can take place. The behavior outlined in this letter seriously hinders our reaching this goal. Suspension is intended to help the pupil toward a more positive relationship with the school. I hope that you and your student will use it for this purpose. If you have any questions concerning this out-of-school suspension, please feel free to contact the school.

&INCINVID
Administrator