

## 4.0 DISCIPLINE BULLET HANDOUT

- Click on “Interventions” > “All” > “Office”> “Incident Detail”
- Select “Full” view
- Click on “Plus Sign” to start a NEW incident

You are on the **INCIDENT SCREEN**

- Under “**Definition**”
- Type – Use drop-down arrow to select the **incident code**
- Date – Use the calendar to avoid errors
  - **SKIP CATEGORY**
- Incident time – **Actual time**
  - **SKIP INCIDENT TIMEFRAME**
- Under “**Description**”
- Reported by
  - 1) **STAFF** – Use for everyone assigned to your campus. Type in the last name and use the drop-down arrow and find the employee for your campus. You will have access to EVERYONE so be careful. The number that appears IS THE employee’s ID number not one generated by the system.
  - 2) **Other Non-Student** – Use for bus drivers, cafeteria personnel, long-term subs and custodians. The system will generate an ID number for them which is NOT their employee ID number. Please make sure that you add your building number to that screen.
  - 3) **Student – DO NOT USE**
- Reported To: Use drop-down to select from
- Location – Use drop-down to select location
- Gang Related – Check if it applies
- Description – Holds up to 255 characters. Enter general information. If your administrator wants specific information entered regarding one of the offenders, that can be entered on the Offender Screen under Offender Notes (see below. . .the tab to the right of Actions).

## OFFENDERS

### Offense Information

- Click on the “Plus sign”
- Click on “Student”
- Student ID – Enter ID number if you have it. If you have the ID number, the Offender Name will auto-populate
- Offender Name – **If you type in the student’s name, MAKE SURE that it is your student.**  
Enter name and use drop-down arrow to find the student.
- “Is Student” will show “Yes”
- Offense – Auto populates
- Category – Used for Gang-related incidents

- Drug – If applicable, use drop-down arrow to find the drug being used/distributed
- Weapon – If applicable, use drop-down arrow to see the selection.
- Action Code – Use drop-down arrow to find the appropriate action
- Actual Duration – The number of days (can NOT be less than 1; **NEVER use .5, i.e., .5, 1.5, etc.**)
- Scheduled Duration – Enter the number of days
- Scheduled Start Date – Use calendar
- Scheduled End Date – Use calendar
- Date Determined - Normally the date of the incident OR after (not BEFORE the incident date). Only with ARDs or hearing dates will it be a different date.
  - Disposition Code – For your information only. **Not a required field.**
- Outcome Code – Use when needed. Use drop-down arrow to select outcome code.
- **Responsibility Building** – **ALWAYS populated.** Building where incident occurred
- **Assignment Building** - Your building always **UNLESS** a PLC, then use the building for elementary school placement = 107 (Adam) and secondary schools = 37 (JJAEP), 6 (ALC-E), 14 (ALC-W); **Leave blank for suspension**

#### INCIDENT NOTES

- Click on the “Plus sign”
- Note – This area is where more information is entered regarding the incident and/or offender. **This is a require field.**

#### POLICE

- This area is where you enter the information if the police were involved

#### VICTIMS – USE ONLY IF THE INCIDENT CODE IS ONE OF THE BULLYING CODES (13, 13-1-13-5; 14)

- Student ID – Enter the student ID number of victim
- Name – Will auto populate if you enter the student ID number.

#### TO SAVE – Click on the “Floppy Disk” icon.

#### OFFENDERS – You will see listed the offender(s). To add the information on how the parent was notified:

- Click on the “Page” icon – Enter the information pertaining to how the guardian was notified. Answer all areas that pertain to the offender.
- Responsible Administrator – Same as Reported By

### DELETING/SEARCHING FOR AN INCIDENT

- Click on Advanced by “Incidental Detail Search”
- **Area** – Enter “Incident”
- **Field Name** – “Incident ID”
- **Condition** – Select = (equals)
- **Value** – Enter the Incident Number (2012000XXX)
- Click on the “Refresh” button (the two arrows)
- Click on the Incident (in blue)
- **To Delete**
  - Click on the “Trash Can” icon in the upper right-hand corner. This will delete the ENTIRE incident.
  - Confirmation box – If you truly want to delete this incident, select Yes.