

Synergy SIS[©] Discipline and Conference Administrator Guide



Edupoint Educational Systems, LLC 1955 South Val Vista Road, Ste 210 Mesa, AZ 85204 Phone (877) 899-9111 Fax (800) 338-7646

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ABOUT THIS GUIDE

Document History

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CONVENTIONS USED IN THIS GUIDE

Bold Text	Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
CAUTION	Caution – Warns of potential problems. Take special care when

reading these sections.

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

Chapter One: OVERVIEW OF DISCIPLINE AND CONFERENCE

This chapter covers:

- ► Overview of the Discipline and Conference Functionality
- Implementation Considerations
- Sample Disciplinary Action Form Cover Letter

OVERVIEW OF THE DISCIPLINE AND CONFERENCE FUNCTIONALITY

Discipline and conference functionality provides a way to track student and parent conferences as well as any disciplinary action taken.

You can track discipline actions with the **Discipline** or **Discipline Incident** module.

- The **Discipline** module contains the **Student Discipline** screen, which lists all discipline records recorded for a student for the current school and year. It provides a simplified tracking method where there is one student matched to one discipline action.
- The Discipline Incident module offers more detailed methods by which to track and monitor incidents that result in disciplinary actions. Multiple students, witnesses, victims, discipline codes, and actions may be associated with an incident. The Incidents screen shows information by incident, including if multiple students are involved. The Student Incident screen shows disciplinary actions associated with a particular student for the current school and school year.

The **Student Conference** screen is used to document not only discipline-related conferences but also parent-teacher conferences and student conferences of a non-disciplinary nature. This may also include such things as phone contacts, letters or e-mail with a parent or student.

This guide covers the setup and configuration required for the **Discipline**, **Incident**, **Student Incident**, and **Student Conference** screens. It also shows how to create and customize the disciplinary action form, a letter that can be used to distribute disciplinary information to parents. The unique security options available for the discipline and conference screens are also outlined.

How view and edit data in the **Discipline**, **Incident**, **Student Incident**, and **Student Conference** screens is covered in the companion *Synergy SIS - Discipline and Conference User Guide*. The user guide also explains how to print and customize reports associated with these screens.

A Note About Navigation

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Discipline > Student Discipline**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Discipline** (if necessary to open it), and then **Student Discipline**.



If the Navigation Tree pane itself is not open, click the Tree button.



To access the **Incidents** screen, navigate to **Synergy SIS > Discipline Incident > Incidents**.

To access the **Student Incident** screen, navigate to **Synergy SIS > Discipline Incident > Student Incident**.

To access the **Student Conference** screen, navigate to **Synergy SIS > Student > Student Conference**.

Student Discipline Screen

The **Discipline** tab of the **Student Discipline** screen lists all discipline records for a student for the current school and year.

Student Dis	VStudent Discipline										
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403											
Discipline Discipline H	listory										
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gende	r				
Abbott	Billy	C		905483	12 💌	Male	*				
Counts and Totals								٨			
Resolved Race/Ethnicity Hispanic	Resolved Race/Ethnicity Instructional Setting Total Incidents Total Hours Total Days Total Dements Hispanic										
Discipline Incidents					Add	Wizard	Add	Show Detail 🔕			
X Line Incident Dat	te 🔶 Desci	iption 🔶	Incident	Time 🍦	Referred By	Ş	Staff	Name 🔶			
1 04/30/2011	Dress Standa	ard 💌	2:55 PM	Mc	Grew, Tom		McGrew, To	m 💌			
2 01/13/2011	🕞 Bus	*	3:40 PM	Bu	s Driver		Wilson, Rob	~			
		Stude	nt Discij	oline scree	en						

The **Discipline History** tab lists all discipline records for a student, including past school years and other schools.

VStudent Discipline										
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403										
Discipline History										
Last Name First Name	Middle Name	Suffix Perm ID	Grade	Gender						
Abbott Billy	C	905483	12 🗸	Male 💌						
Discipline Incidents					Show Detail					
Line Incident Date 🔶 Description	Incident Time	🔶 Referred By 🖨	Staff Name	School	🖨 School Year					
1 10/17/2011 Defiance	7:58 AM	Mr Weathers	McGrew, Tom	Hope High School	2010-2011					
2 10/13/2011 Bus	3:40 PM	Bus Driver	Wilson, Rob	Hope High School	2010-2011					
3 04/30/2011 Dress Star	idard 2:55 PM	McGrew, Tom	McGrew, Tom	Hope High School	2010-2011					
4 04/07/2010 Fighting	10:05 AM	Rob Wilson	Wilson, Rob	Hope High School	2010-2011					
5 02/19/2009 Tardies	8:30 AM	Mrs Newberry	Weathers, Renee	Hope High School	2010-2011					
6 12/11/2008 Internet/co	mput 12:10 PM	Mr Smith	Vesta, Cindy	Hope High School	2010-2011					

Discipline History tab of the Student Discipline screen

Incidents Screen

The **Information** tab of the **Incidents** screen shows details about the incident itself, including a description of the incident, the location, and what other schools in the district may have been involved.

√Incidents											
Incident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School											
Information Participants Violations Documents											
Date Time Incident ID	Time Incident ID Referrer Last Name Referrer First Name Referral Date Staff Name										
03/09/2011 📝 7:15 PM 2	Jones	David	03/10/2011	Wilson, Rob	~						
Description 🕎 📀 Private Description 🕎 📀											
Two students had an altercation before the ho game. A separate student, not involved in the was injured during the incident.	me football Altercation,										
Gang Related Hate Related											
Incident Cost Incident Context Code	Incident C	ontext Comment ቝ 📀									
Outside School Hrs, Non-se	:h Sp 🔽			-							
Weapons											
Number Of Firearms Number Of Non-Firearms											
Location					Add						
X Line Location	⊜ Locati	on Text									
Athletic Field or Playground	✓	Football field									
Other Schools					Chooser						
X Line	Organization Name		🖨 School Yea								
Kennedy High School			2010-R								
	Inc	idents screen									

The **Participants** tab lists all students and other people involved with the incident in any way, including victims and witnesses as well as offenders.

VIncidents										
Incident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School										
Information Participants Violations Documents										
Date Time Incider	nt ID Referrer L	ast Name Referrer First N	ame Referral Date Stat	f Name						
03/09/2011 📅 7:15 PM 2	Jones	David	03/10/2011 🔛 Wils	on, Rob	~					
Participant Totals	Participant Totals									
Offender Victim Bystander or With	ness									
2 1 0										
Students Involved					Show Detail	Chooser 🔇				
X Line Student Name	Gender Grade	Incident Role	Injuries Sustained	I Violation List	School Of Enrollment					
Abbott, Billy C.	M 12	Offender 🗸		Fighting	Hope High Sc	hool				
Acosta, Kathleen D.	F 11	Victim	Γ		Kennedy High	Kennedy High School				
Taggart, Jeremy M.	M 11	Offender 🗸		Fighting	Hope High Sc	hool				
Other Involved Persons					Add	Show Detail				

Participants tab of the Incidents screen

The **Violations** tab lists all of the violations associated with the incident. Unlike the Discipline screen, multiple violation types may be recorded for a single incident. For example, if a student was caught with both alcohol and drugs, only one violation code could be chosen in the Discipline screen (generally the most severe). In the Incidents screen, both codes could be used.

Slucide	ents											«
Incident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School												
Information	Participants	Violations D	ocuments									
Date	Time	Incident ID	Referrer Last	Name F	Referrer Fir	st Nam	e Referral Date	e	Staff Name			
03/09/2011	7:15 PM	2	Jones		David		03/10/2011		Wilson, Rob	~		
Violations											Add	Show Detail 🔇
X Line	Category	e e	Violation	ŧ	Detail	¢	Severity	Leve	I	Notify	Law Enfor	rcement
🔲 1 Fi	ghting					1						
🗖 2 Di	isorder Cond					1						

Violations tab of the Incidents screen

The **Documents** tab lists all of the Documents associated with the incident. For example, a Police Report from the incident can be uploaded and stored in this area.

√Incide	ents						«
Incident ID: 2	Incident Date:	03/09/2011 Refe	rred By: Jones, David	Entered By: Wilson,	Rob Organization Name: H	lope High School	
Information	Participants	Violations Do	cuments				
Date	Time	Incident ID	Referrer Last Name	e Referrer First	Name Referral Date	Staff Name	
03/09/2011	7:15 PM	2	Jones	David	03/10/2011	Wilson, Rob	*
Documents							Add 🔇
X Line	Date	♦	Category	\$	Desc	ription	🔶 Туре 🔶
1 1 3 /2	17/2011	Police Repo	ort	 Hope 	High Shcool Incident.jpg		
			Documents	tab of the Inc	cidents screen		

Student Incident Screen

The **Discipline** tab of the **Student Incident** screen shows events that require disciplinary response.

Student Incident										
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403										
Discipline Discipline History										
Last Name First Name	Middle Name Suf	ffix Perm ID	Grade	Gender						
Abbott Billy	c	905483	12 🔽	Male 🗸						
Add Existing Incident Create New Incide	ent									
Counts and Totals						٥				
Resolved Race/Ethnicity Instructional Setti	ng Total Incidents	Total Hours T	otal Days Total Deme	rits						
Hispanic 💌	2	0 0	0							
Discipline Incidents						Show Detail				
Incident	Data	Deferred Du	V-1-4			Colored Marrie				
Date Time Deta	ail	Referred by	VIOIATION LIST		Staff Name	School Name				
□ 1 04/27/2011 📅 9:00 AM 🕂	Offender 🗸	Smith, Joe	Discrimination; Cheat Cheating	ing;	McGrew, Tom	Hope High School				
2 03/09/2011 📅 7:15 PM 🔮	Offender 🗸 🗸	Jones, David	Fighting		Wilson, Rob	Hope High School				

The **Discipline History** tab shows all disciplinary incidents associated with the school, including past school years and other schools.

Student Incident												
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403												
Discipline Discipline History												
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender						
Abbott	Billy	С		905483	12	~	Male	*				
Discipline Incidents										Sho	w Detail 🛛 🕻	
X Line Incident Dat	e 🍦 Incident Time 👙	Violations	Violations			Staf	f Name		School Name	\Rightarrow	School Ye	ar
1 04/27/2011	9:00 AM	Cheating; Che	Cheating; Cheating; Discrimination			Mc	Grew, T	om	Hope High Scho	ol	2010-201	1
2 03/09/2011	7:15 PM	Fighting			Jones, David	Wils	son, Ro	<u>0</u>	Hope High Scho	ol	2010-201	1

Discipline History tab of the Student Incident screen

Student Conference Screen

The **Student Conference** tab lists all conference records for a student for the current school year and the active school.

Menu 🔻 🄇 🌒 🛞 😽 🛛 Save 🛛 Unc	Aenu 🗸 🛞 🛞 🏂 Save Undo 🚹 Status: Ready 🗟 🖓 💏 🖉									
Student Conference						(
Student Name: Abbott, Billy C. School Hope High School Status: Active Homeroom: 403										
Student Conference Conference History	Student Conference Conference History									
Last Name First Name	Middle Name Suffix	Perm ID	Grade	Gender						
Abbott Billy	C	905483	12	Male 👻						
Conference Code Parent Meeting -	Conference Code (or Hig	gher)								
Conference					Add Wizard	Add Show Detail 🔇				
X Line Description	🔶 🛛 Meeting i	Date 😂	Time 🔶	Referred By	\ominus	Staff Name 🚔				
1 Parent Meeting	10/28/2010				Vesta, Cindy	~				
2 Student Meeting	08/19/2010	P			McGrew, Tom	~				

Student Conference screen

The **Conference History** tab lists all conference records for a student, including past school years and other schools.

75	Student C	on	ference															×
Stude	ent Name: Abbo	tt, B	Billy C. School: H	lope H	ligh School Status	s: Act	tive Ho	meroor	n: 403									
Stuc	Student Conference History																	
Last Name First Name			First Name		Middle Name	Sut	ffix F	Perm	ID	Gra	ide		Gender					
Abbott Billy			Billy		С			90548	3	12		•	Male	*				
Conf	erence History																	Show Detail 🔇
Line	Desc	riptio			Meeting Date		Time		F	Referred		\Rightarrow	Staff Name			School		School Year
1	Parent Meeting	-		10/2	8/2010							2	/esta, Cino	dy		Hope High Schoo	<u>ol</u>	2010-2011
	Student Meetin	g -		08/1	9/2010							1	AcGrew, T	om		Hope High Schoo	<u>bl</u>	2010-2011
3	Course Reques	sts -		05/1	5/2009							1	Veathers,	Julia		Hope High Schoo	<u>) </u>	2010-2011
4	Meet and Greet	t Nig	ht -	11/1	4/2008							1	Veathers.	Rene	<u>e</u>	Hope High Schoo	<u>) </u>	2010-2011

Conference History tab of the Student Conference screen

IMPLEMENTATION CONSIDERATIONS

The main setup for discipline and conferences involves lists of codes to be used when entering discipline or conference information. These codes may be mandated by the state or may be used only in the district or school. The types of codes are:

• **Discipline (violation) codes** – the discipline codes categorize what rules were violated during the incident. These are often mandated by state law, and districts and schools may add their own codes in addition to the list mandated by the state.

- **Disposition codes** the disposition codes categorize the action(s) taken with regards to the incident. They may include detention or suspension, or even victim-related actions such as a counselor referral. These codes are only used by the Discipline Incident module.
- **Discipline Action (disposition) codes** the discipline action codes are the same as the disposition codes, in that they categorize the action taken with regards to the incident. However, they are only used by the Discipline module.
- Incident Location codes these codes outline the location of the incident, such as locker room, gym, classroom, etc.
- Incident Context codes these codes refer to the time in which the incident occurred. Was it before school, after school, during lunch, etc.?
- **Incident Role codes** these codes describe the role each person played in the incident. Was the person the offender, the victim or a witness?
- **Relationship to School codes** for people involved in the incident, these codes indicate their relationship to the school involved such as parent or teacher.
- **Referral Results codes** when the incident is severe enough, the student is referred to law enforcement. The referral results codes categorize the results of the law enforcement referral, such as a misdemeanor or felony charge.
- **Type of Employment codes** for people involved in the discipline incident that are employed by the district or school, these codes indicate the type of employment. For example, the staff could be certified or contracted.
- **Hearing Office Disposition** codes these codes refer to the disposition recommended or issued by the hearing office.
- **Modifications** codes if a school or district authority modified the disposition of a disciplinary incident, these codes can categorize the type of modification made.
- Authority Code codes if a disposition has been modified, these codes capture the school or district authority who made the modification.
- **AES Type** codes if an Alternative to External Suspension (AES) has been granted to the student, these codes capture the type of alternative disposition approved.

The discipline and disposition codes are year-specific, and each school year can use a different set of codes. The other codes found in the Lookup Table Definition screen are only year-specific if the Year State and End values are used. The discipline and disposition codes can be copied from year to year using the New Year Rollover process.

Some codes require notification of local law enforcement by state law. These codes may be flagged as such in Synergy SIS. When an educator selects a code requiring law enforcement notification, the software reminds the educator to contact them as shown below:

√Incide	nts			
Incident ID: 3	Incident Date: 03/12	2009 Referred By: Marin, Cl	harlie Entered By: McGrew, Tor	m Organization Name: Hope High School
Information	Participants	Violations		
Date	Time	Referrer Last Name	Referrer First Name	Referral Date
03/12/2009	12:22 PM	Marin	Charlie	03/12/2009
Staff Name				
INCGrew, Iom				
	Violation(s) associated with incid	lent require that this inc	ident be reported to police.
Description				
Billy was d during lund	caught smokin ch hour.	g marijuana in the 1	boys locker room 🔺	
			•	

Alert to Notify Law Enforcement

It is recommended that the school or district procedure for contacting law enforcement be distributed prior to activating this feature so that educators are aware of the district or school procedures to be followed for these incidents.

SAMPLE DISCIPLINARY ACTION FORM COVER LETTER

As part of the setup for the Discipline module, a disciplinary action form can be configured with an accompanying cover letter. The cover letter is a letter in Microsoft Word format that is merged with the disciplinary information in Synergy SIS for a particular student. A sample letter is included below:

Edupoint School District
March 25, 2008
To the parents of: Billy Abbott 1953 S Val Vista Dr Mesa, AZ 85234
RE: Discipline incident, School Threat, occurring on 10/07/2008 at 3:40 PM
Dear Parent(s)/Guardian(s):
After investigating the incident, I have decided to recommend to the Board of Education that Billy should be expelled from the Edupoint School District.
The student may be represented by counsel, and may testify, call witnesses, cross examine witnesses, and present evidence. Enclosed please find a notice of charges.
The Board will conduct a hearing regarding this incident, regardless of whether you or your student attend the hearing, unless the right to a hearing is waived. To waive the hearing, sign the enclosed Waiver and arrange a meeting with the superintendent or his designee to discuss the expulsion.
If you have any questions please contact our Student Services department at 555-1234.
Sincerely,
Bob Weathers
Superintendent
Edupoint Educational Systems, LLC. – Demo Merge Letter - English

Sample Disciplinary Action Form Cover Letter

Chapter Two: CODE SETUP

This chapter covers:

- District Discipline Code
- School Discipline Code (Discipline)
- District Discipline Code Setup
- District Disposition Code Setup (Discipline Incident)
- School Discipline Code (Discipline Incident)
- School Disposition Code (Discipline Incident Module)
- Conference Visitation Codes
- Other Codes
- Other Setup
- Switching to the Discipline Incident module

DISTRICT DISCIPLINE CODE

The district discipline codes categorize the violations for which student are disciplined. These codes are used to quantify problems, to help districts identify trends and report disciplinary incidents to the state. The codes in the **District Discipline Code** screen are used as the only discipline codes for the **Student Discipline** screen. They are also used as the top-level codes for the Incidents and **Student Incident** screens.

To add a district discipline code:

1. Navigate to Synergy SIS > Discipline > Setup > District Discipline Code.

♥Distric	t Discipline Code				
School Year:	2010-2011				
District Discip	oline Codes				
Discipline Co	des				Add 🔇
X Line Dis	splay Order 👙 Discipline Code	Description	Security 🍦	Mandatory 🔶	SASI III Code 🖨
🔲 1 1	01	Academic/cheat	~	V	01
🗖 2 <mark>2</mark>	02	Alcohol	*	V	02
🔲 3 3	03	Arson	~	V	03
4 4	04	Assault	~	V	04
5 5	05	Automobile	~		05
6	06	Bus	~		06
77	07	Danger Weapon	~	V	07
8 8	08	Deadly Weapon	08		
99	09	Defiance	~	V	09
10 10	10	Discrimination	~		10
🔲 11 11	11	Disorder Cond	*	V	11
12 12	12	Dress Standard	~	v	12
13 13	13	Drug/Distribution	~		13
14 14	14	Drug/possession	~		14
🔲 15 1 5	15	Fighting	~	V	15
16 16	16	Forgery	~		16
17 17	17	Gambling	~	~	17
18 18	18	Gang Act/assoc	~		18
19 19	19	Harassment	~		19
20 20	20	Internet/comput	~		20

District Discipline Code screen

2. Click the **Add** button, and a new line appears at the bottom of the list.

Y	Dist	rict Discipli	ine Code				
Scho	ool Ye	ar: 2010-2011					
Dist	rict D	iscipline Codes 📘					
Disc	ipline	Codes				(Add
X	Line	Display Order 🖨	Discipline Code 🖨	Description	Security :	😂 Mandatory 😞	SA SI III Code
	1	1	01	Academic/cheat	~		01
	2	2	02	Alcohol	~		02
	3	3	03	Arson	~		03
	4	4	04	Assault	~		04
	5	5	05	Automobile	~		05
	6	6	06	Bus	~		06
	7	7	07	Danger Weapon	~		07
	8	8	08	Deadly Weapon	~		08
	9	9	09	Defiance	~		09
	10	10	10	Discrimination	~		10
	11	11	11	Disorder Cond	~		11
	12	12	12	Dress Standard	~		12
	13	13	13	Drug/Distribution	~	I	13
Γ	14	14	14	Drug/possession	~		14
	15	15	15	Fighting	~		15
	16	16	16	Forgery	~		16
	17	17	17	Gambling	~	V	17
	18	18	18	Gang Act/assoc	~	V	18
	19	19	19	Harassment	~	V	19
	20	20	20	Internet/comput	v	V	20
	21				~		

Adding a New Code to the District Discipline Codes

- 3. Enter the internal district code to be used for the discipline code in the Discipline Code column. This does not have to be the same as the state code. In the District Discipline Code screen, the list of discipline codes is sorted by this number (or letter).
- 4. Enter the name of the code in the **Description** column.
- 5. Select the **Security** value assigned to the code. It may be Lowest, Low, Medium, High or Highest. For an explanation of how discipline and conference security operate, please see the chapter on Security in this guide.
- 6. If the code must be used at all schools in the district, check the box under **Mandatory**.
- 7. If the district is converting from a SASI III system, enter the code used in SASI III for the discipline code in the column **SASI III Code**.
- 8. Click the Save button at the top of the screen to save the changes.

To delete a code:

- 1. Click the box in the **X** column.
- 2. Click the Save button.

SCHOOL DISCIPLINE CODE (DISCIPLINE)

A school may not use all of the discipline codes that are defined at the district level. If a code has been made mandatory at the district level, it is automatically defined as "in use" at all schools in the district. For non-mandatory codes, the schools may select which ones to use. These codes are used as the primary violation codes in the Student Discipline screen.

To select the discipline codes in use at a school:

- School Discipline Code School name: Hope High School School Year: 2010-2011 School Discipline Codes School Discipline Codes 0 1 01 Academic/cheat 0 V 02 Alcohol 0 V <u>03</u> 0 Arson V <u>04</u> Assault 0 2 0 05 Automobile 6 <u>06</u> **Bus** 0 0 07 Danger Weapon <u>80</u> Deadly Weapon 0 1 <u>09</u> **Defiance** 0 V 10 Discrimination 0 1 11 Disorder Cond 0 V 0 12 Dress Standard 0 <u>13</u> Drug/Distribution 0 <u>14</u> Drug/possession V 15 Fighting 0 1 16 Forgery 0 0 17 Gambling Gang Act/assoc V 0 <u>18</u> V 0 19 Harassment 0 20 Internet/comput
- 1. Navigate to Synergy SIS > Discipline > Setup > School Discipline Code.

School Discipline Code screen

- 2. Mandatory codes are highlighted in yellow and appear at the top of the list.
- 3. To use a non-mandatory code at the school, click the checkbox in the **Used in School** column.
- 4. The **Security** level for each code is selected at the district level and cannot be changed.
- 5. If the school uses a demerits system, the default demerits accrued for a violation may be entered in the **Default Demerits** column. The demerits may be entered for both mandatory and non-mandatory codes.
- 6. Click the **Save** button at the top of the screen.

DISTRICT DISCIPLINE CODE SETUP

The District Discipline Code Setup screen defines the discipline code structure for the Discipline Incident module. It allows for three levels of definition. The levels are illustrated below:

- Level 1 Primary Discipline Code or Category
- Level 2 The Secondary Discipline Code or Violation
- Level 3 Violation Detail

An example of the levels of discipline codes is:

- Level 1 Illicit Drug
 - Level 2 Possession
 - Level 3 Cocaine
 - Level 3 Ecstasy
 - Level 3 Hallucinogen
 - o Level 2 Use
 - Level 3 Cocaine
 - Level 3 Ecstasy
 - Level 3 Hallucinogen

To add a new district discipline code, follow the steps below.

- 1. Navigate to Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup.
 - 2. Click the Add button at the top of the screen, not the one at the top of the grid.

Menu	Status: Find 🛛 🖓 🖓 🕮 🕢
VDistrict Discipline Code Setup	
Discipline Code: Description: State Code:	
Discipline Codes	
Code Description State Code	Security Old Sis Code
Display Order	Notification
Discipline Codes	Add Show Detail 📀
🗙 Line Display Order 🔤 Code 🖨 Description 😂 State Code	e \ominus Report To State \ominus Mandatory Law Enforcement Notification 🔶
District Dissipling	Codo Satur paraon

District Discipline Code Setup screen

3. Another **District Discipline Code Setup** screen opens in a new window. Enter the **Code** to be used. This does not have to be the same as the code used at the state. Refer to your state's documentation.

(«
de
1

- 4. Type the name of the code in the **Description** box.
- 5. Enter the code assigned by the state for this discipline violation in the **State Code** field.
- 6. If the state has another code for this violation, enter it in the **Alt State Code** field.
- 7. Select the **Security** level for this code. For an explanation of how discipline and conference security operate, see the chapter on *Security* in this guide.
- 8. If data will be converted from a previous student information system, enter the code number used in the old system for this discipline code in the **Old Sis Code** box.
- 9. To indicate a specific order in which the code should be displayed, enter the number of the new code's **Display Order**.
- 10. If the district assigns severity levels to violations, enter the level for this code in the **Severity Level** field.
- 11. If all schools in the district should use this code, check the box labeled **Mandatory**.
- 12. If violations assigned to this code must be reported to the state, check the box labeled **Report to State**.
- 13. If this code represents a violation that must be reported to law enforcement, check the box labeled **Mandatory Law Enforcement Notification**. A warning appears on any incident with this code to remind educators to contact law enforcement.
- 14. To display violations to classroom teachers in TeacherVUE, check the **Include in TeacherVUE** box.
- 15. Click the **Save** button to add the new code.

This creates a Level 1 code, as shown below:

∀ Dis	trict Discipline Code Set	up			(«					
Discipline	e Code: AZ10 Description: Dangerous Items	State Code: 10 Alt Stat	e Code:							
Discipline Codes										
Code	Description	State Code	Alt State Code	Security	Old Sis Code					
AZ10	Dangerous Items	10			×					
Display C	Order Severity Level									
0	· · · · · · · · · · · · · · · · · · ·									
Manda	atory 🗖 Report To State 🔽 Mandatory L	aw Enforcement No	tification 🔲 Include In Teach	erVUE						
	Level 1 d	code in District I	Discipline Code Setup							

To delete a Level 1 Code, click the **Delete** button at the top of the screen. All levels below must be deleted first, and no student discipline records may use the code.

To edit a Level 1 Code:

1. Click the **Menu** button at the top of the screen, and click **Edit DistrictDisciplineCode Data.**



2. The background of the top row of fields turns white, and these fields can now be edited.

∀Dis	District Discipline Code Setup								
Discipline	e Code: AZ10 Description: Dangerous Items Stat	e Code: 10 Alt Stat	e Code:						
Disciplin	ne Codes								
Code	Description	State Code	Alt State Code	Security	Old Sis Code				
AZ10	Dangerous Items	10		~					
Display C	Order Severity Level								
0									
Manda	atory 🔲 Report To State 🔽 Mandatory Law	Enforcement No	tification 📃 Include In Teacher	VUE					
	Editing the D	District Discip	line Code Setup screen						

3. Click the **Save** button at the top of the screen.

To enter a Level 2 code:

- 1. Find the Level 1 code for which to add another level using the Find button or the scroll buttons.
 - 2. Click the **Add** button above the grid.

Y	Dis	trict Disci	pline	Code Setup								¢
Dise	ipline	e Code: AZ10	Description: [angerous Items State Code:	10 Alt State Code:							
Dis	cipli	ne Codes										
Coc	le	Description		State	Code Alt State	e Code	Security	Old S	is Code			
AZ1	0	Dangerous Iten	ıs	10	J			×				
Dis	olay (Order Severity	/ Level									
0				×								
	/land	atory 🗖 Report	To State	Mandatory Law Enforce	ement Notification	Include In Te	eacherVUE					
Dis	ciplir	ne Codes										Add 🛛 Sow Detail 🔇
×	Line	Display Order ⇔		Description			Alt State Code		Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨	Severity Level 😂
		0	50	Firearms		50						~
	2	0	52	Other Weapons		52						*
	3	0	53	Dangerous Items		53						v
	4								Π			×
					Addir	ng a Leve	l 2 discipline	code				

- 3. Enter the internal **Code** to be used for the type of violation.
- 4. Enter a **Description** of the violation.
- 5. If this is a code that will be uploaded to the state, enter the **State Code** and check the **Report To State** checkbox.
- 6. If the state has another code for this violation, enter it in the **Alt State Code** column.
- 7. If this violation must be reported to law enforcement, check the **Mandatory Law Enforcement Notification** box.
- 8. To display violations to classroom teachers in TeacherVUE, check the **Include in TeacherVUE** box.
- 9. If the district assigns severity levels to violations, enter the level for this code in the **Severity Level** column.
- 10. Click the **Save** button at the top of the screen.

To delete a Level 2 code, check the box in the X column and click Save.

To enter a Level 3 code to a Level 2 code:

- 1. Click the **Show Detail** button above the grid.
- 2. Click the **Line** number of the Level 2 code at the left for which to insert a level 3 code. The selected code is highlighted in green.

Menu• 🖲 🕲 🕲 📁 🔤	Linda Add Dek	eter						5	tatus: Ready 🚑 🕞	.肥.		
VDistrict Discipline Code	Setup									(
Discipline Code: AZ10 Description Dangerou	s Items State Code: 10	Alt State Code:										
Discipline Codes												
Code Description	State C	ode Alt State O	ode Security Old 5	3is Code								
AZ10 Dangerous Items	10											
Display Order Seventy Level												
🗸 Mandatory 🥅 Report To State 🔽 Man	tatory Law Enforcen	nent Notification	Include In TeacherVUE									
Discipline Codes	0.0								Add Hide D	etail (
Citie Description	Discipline D	letail		10000000000								
earms	Code	Description	State Code	Alt State Code								
other Weapons	50	Firearms	50									
Dangerous Items	Display Orde	r Sevenity Level										
Simulated Firearm	0	_	~									
	Report To State - Mandatory Law Enforcement Notification - Include in TeacherVUE											
	Detail 1 Cod	les							Add	G		
	× Line	Xsplay Code C				C Report To C State	Mandatory Law Enforcement Notification	Include In TeacherVUE				
			Handown	11		C	য	E -				
	0	11	i idi nagani									
		11	Shotgun or Rifle	12		Г	17	E		~		
		11 12 15	Shotgun or Rife Starter Gun	12		r r	रा रा	E E		2 2		

3. Click the Add button above the Detail 1 Codes grid.

Men	- • • • • • • • • • • • • • • • • • • •	Add Delete]								Status: Ready 🛞	~ 興 6
VI	District Discipline Code Se	tup										4
Disc	pline Code: AZ10 Description Dangerous Items	State Code: 10	it State Code:									
Dis	cipline Codes											
Code	e Description	State Cod	e Alt State Co	de Security	Old S	is Code						
AZ1	0 Dangerous Items	10			*							
Disp	lay Order Seventy Level											
0	×											
₩ N	satory 🔽 Report To State, 🕫 Mandatory Law Enforcement Notification 🦵 include in TeacherVUE											
Disc	ipline Codes Add Hide Detail 🔾											
Ling	Description	Discipline Det	a			12202222						
_1	Firearms	Code	Description		State Code	Alt State Code						
	Other Weapons	50	Firearms		50							
	Dangerous Items	Display Order	Severity Level									
4	Simulated Firearm	0		~								
		Report To S	ate Mandatory	Law Enforcement Notificat	ion 🗍 Include	in TeacherVUE						
		Detail 1 Codes										dd bb
		X Line Dist	27 9 code 8			e State Code e		© Report To © State	Law Enforcement Notification	include in TeacherVUE	Sevenity Lev	
		Ict Discipline Code Setup (e Odd: A210 Description: bargerous home: Sola Code Sola Sola Sola Sola										
		12	Shotgun or Rifle		12		Г	F	E.	-	~	
		15	Starter Gun		15		C	1	E		~	
		0	16	Destructive device i.e. Bornt	or Grenade	16		E .	1	E.		~

Adding a Level 3 code, District Discipline Code Setup screen

4. Enter the internal **Code** to be used for the type of violation.

Dis	cipline Codes											Add	Hide Detail	0
Line	Description	Dis	cipli	ne Detail										
1	Firearms	Cod	e	Descr	ption		State Code	Alt State Code						
	Other Weapons	50		Firear	na		50							
	Dangerous items	Dist	tay (ay Order Sevently Level										
	Simulated Firearm	0	0			¥.								
		OF	lepo	t To State	Mandatory	Law Enforcement Notificat	tion Include	in TeacherVUE						
		Det	ail 1	Codes								-	Add	0
		×	Line	Display Order					Report To : State	Mandatory Law Enforcement Histification	Include In TeacherVUE	Seven		8
				0	11	Handgun		11	. C.	T	C			¥
			2	0	12	Shotgun or Rifle		12	F	.	- F			*
			3	0	15	Starter Gun		15	E .:	17	C .			~
		0		0	16	estructive device i.e. Bomt	b or Grenade	16	1	R.	E.			×
		51	5	1					- E	E	E			~

Adding a Level 3 code, District Discipline Code Setup screen

- 5. Enter a **Description** of the violation.
- 6. If this is a code that will be uploaded to the state, enter the **State Code** and check the **Report To State** box.

- 7. Enter the Alt State Code, if any.
- 8. If this violation must be reported to law enforcement, check the box titled **Mandatory Law Enforcement Notification**.
- 9. To display violations to classroom teachers in TeacherVUE, check the **Include in TeacherVUE** box.
- 10. Enter the **Severity Level**, if any.
- 11. Click the **Save** button at the top of the screen.

To delete a Level 3 code, check the box in the **X** column and click **Save**.

DISTRICT DISPOSITION CODE SETUP (DISCIPLINE INCIDENT)

The District Disposition Code Setup screen defines the disposition code structure for the Discipline Incident module. It allows for three levels of definition:

- Level 1 Primary Disposition Code
- Level 2 Secondary Disposition Code
- Level 3 Detail for the Secondary Disposition Code

To enter a new Level 1 District Disposition Code:

- 1. Navigate to Synergy SIS > Discipline Incident > Setup > District Disposition Code Setup.
 - 2. Click the **Add** button at the top of the screen.

Menu V 🛞 🛞 💭 Save Undo Add Delete		Status: Ready 没 🖓 🜉 🕢								
VDistrict Disposition Code Setup		~								
Disposition Code: AZV01 Description: Victim Related Actions State Code: Alt State Code:										
Disposition Codes										
Disposition Code Description	State Code Alt State Code	Report To State Old Sis Code								
AZV01 Victim Related Actions										
Mandatory Severity										

District Disposition Code Setup screen

3. Enter the code to be used in the **Disposition Code** box.

Save Close			
District Disposition Code Setup			«
Disposition onde Description	State Code	Report To State Old Sis Code Mandatory	
Adding a District Dispo	sition Code		

- 4. Type a description for the code in the **Description** box.
- 5. If this will be reported to the state, enter the **State Code** and check the **Report to State** box.
- 6. Enter the Alt State Code, if any.
- If disposition data will be converted from a previous student information system, enter the code used for this type of disposition in that system in the Old Sis Code box.
- 8. If all schools in the district must use this code, check the Mandatory box.
- 9. Enter the **Severity Level**, if any.
- 10. Click the Save button at the top of the screen.

To delete a Level 1 Code, click the **Delete** button at the top of the screen. All levels below must be deleted first, and no student discipline records may use the code.

To edit a Level 1 code:

1. Click the **Menu** button at the top of the screen and choose **Edit DistrictDispositionCode Data.**



2. The background of the top row of fields turns white, and these fields can now be edited.

∀Dist	rict E	Disposition Code Setup			(«					
Disposition Code: AZV01 Description: Victim Related Actions State Code: Alt State Code:										
Disposition Codes										
Disposition	n Code	Description	State Code	Alt State Code	Report To State Old Sis Code					
AZV01		Victim Related Actions								
Mandatory	Severi	ty								
	Editing the District Disposition Code Setup screen									

- 3. Click the **Save** button at the top of the screen.

To enter a Level 2 code:

- 1. Find the Level 1 code for which to add another level, using the Find button or the scroll buttons.
 - 2. Click the Add button above the Disposition Codes grid.

V)ist	trict Disp	osition Code Setup							6
Dispo	sitio	n Code: DET	Description: Detention State Code: Alt State Code:							
Disp	ositi	on Codes								
Dispo	sitio	n Code Descri	otion	State	Code Alt S	tate Code	Repo	rt To Stat	e Old Sis Cod	е
DET Detention										
Mand	aton	y Severity	v							
Disp	ositio	on Codes						Add	bhow Detail	٥
×		Disposition Code ⇔	Description		State Code	Alt State Code	¢	S	everity	⊜
		DET	After School Detention							~
	2	LDE	Lunch Detention							*

Adding a Level 2 code, District Disposition Code Setup screen

- 3. Enter the code to be in the **Disposition Code** box.
- 4. Type a description for the code in the **Description** box.
- 5. If this will be reported to the state, enter the **State Code**.
- 6. Enter the Alt State Code, if any.
- 7. Enter the **Severity Level**, if any.
- 8. Click the **Save** button at the top of the screen.

To delete a Level 2 code, check the box in the X column, and click Save.

To enter a Level 3 code:

- 1. Click the Show Detail button above the grid.
- 2. Click the **Line** number of the Level 2 code at the left for which to insert a level 3 code.

1	✓District	Dispositio	on Co	de Setup										6
۵	Disposition Cod	e: DET Descriptio	ion: Detentic	on State Code: Alt State Code:										
1	Disposition Cod	des												
۵	Disposition Cod	e Description				State Code	Alt Stat	te Code		Report To State	e Old Sis Code	Mandatory		
Ī	DET	Detention												
												Severity		
														~
	Disposition Cod	les										Add	Hide Detail	
Å	isposition	Disposition De	etail											
	Code	Disposition Cod	de Descri	ption			State (Code	Alt State (Code	Report To Stat	е		
Ŋ		DET	After S	School Detention										
	-2 LDE	Severity												
				*										
		Detail 1 Codes	S										Add	
		X Line Dispo	osition 🔶		Description			State Cod		Alt State Code				٩
		🔲 1 DET		Detention										~
		2 ETD		Entered										~

Show Detail, District Disposition Code Setup screen

3. Click the Add button above the Detail 1 Codes grid.

♥ District	Dispositi	ion Co	de Setup										(4
Disposition Cod	e: DET Descript	tion: Detentic	on State Code: Alt State Code:										
Disposition Co	des												
Disposition Cod	e Description				State Code	Alt Stat	te Code		Report To State	Old Sis Code	Mandatory		
DET	Detention												
											Severity		
													~
Disposition Cod	les										Add	Hide Detail	
Line Disposition	Disposition D	etail											
Code	Disposition Co	ode Descri	ption			State	Code	Alt State Co	de	Report To State	e		
1 DET	DET	After S	chool Detention										
2 LDE	Severity												
		`	*										
	Detail 1 Code	s										Add	
	× Line Dispo	osition ode ⇔		Description		¢	State Cod	ie 🔶 .	Alt State Code	⇔ Report To State	Sev	erity	¢
	🔲 1 DET		Detention										~
	2 ETD		Entered										~

Adding a Level 2 code, District Disposition Code Setup screen

- 4. Enter the code to be used internally in the district for this type of disposition in the **Disposition Code** box.
- 5. Type a description for the code in the **Description** box.
- 6. If this will be reported to the state, enter the **State Code** and check the **Report to State** checkbox.
- 7. Enter the Alt State Code, if any.
- 8. Enter the **Severity Level**, if any.
- 9. Click the Save button at the top of the screen.

To delete a code:

- 1. Click the box under the X column in the Detail 1 Codes grid.
- 2. Click the **Save** button at the top of the screen.

SCHOOL DISCIPLINE CODE (DISCIPLINE INCIDENT)

A school in the district may not use all of the discipline codes defined at the district level. If a code has been made mandatory at the district level, it is automatically defined as "in use" at all schools in the district. On the **School Discipline Code** screen, schools select which non-mandatory codes to use.

To select the discipline codes in use at a school:

1. Navigate to **Synergy SIS > Discipline > Setup > School Discipline Code**. Mandatory codes are highlighted in yellow and appear at the top of the list.

75	School Discipl	ine Code				(4					
Scho	ol name: Hope High S	chool School Year: 2008-2009									
Sch	nol Discipline Codes										
Scho	ol Discipline Codes										
Line	Discipline Code	Description	Security	Used in School	Default Demerits						
1	<u>01</u>	AGRESSION - Aggravated Assault		M							
2	02	AGRESSION - Assault									
3	04	AGRESSION - Endangerment		M							
4	<u>05</u>	AGRESSION - Fighting		M							
5	<u>10</u>	ALCOHOL & DRUGS - Alcohol Violation		M							
6	<u>12</u>	ALCOHOL & DRUGS - Inhalants		M							
	<u>13</u>	ALCOHOL & DRUGS - Over the Counter Drug		M							
8	14	ALCOHOL & DRUGS - Prescription Drug		M							
9	<u>16</u>	ALCOHOL & DRUGS - Illicit Drug		M							
10	<u>17</u>	ALCOHOL & DRUGS - Unknown Drug		M							
11	<u>18</u>	ALCOHOL & DRUGS - Tobacco Violation		M							
12	<u>19</u>	ARSON - Arson of an occupied structure		M							
13	20	ARSON - Arson of Structure or Property		M							
14	71	VANDALISM - Vandalism of school property		M							
	03	AGRESSION - Disorderly Conduct		V							
16	06	AGRESSION - Minor Agressive Act									
	<u>07</u>	AGRESSION - Recklessness									
18	08	AGRESSION - Verbal Provocation									
19	09	AGRESSION - Other Agressive Act									
20	<u>11</u>	ALCOHOL & DRUGS - Drug Paraphernalia									
	1234										

School Discipline Code (Incident) screen

- 2. To use a non-mandatory code at the school, check the box in the **Used in School** column.
- 3. The **Security** level for each code is selected at the district level and cannot be changed.
- 4. If the school uses a demerits system, the default demerits accrued for a violation may be entered in the **Default Demerits** column. The demerits may be entered for both mandatory and non-mandatory codes.
- 5. Click the **Save** button at the top of the screen to save the changes.

SCHOOL DISPOSITION CODE (DISCIPLINE INCIDENT MODULE)

As with the discipline codes, not all disposition codes may be required at all schools. Codes designated as mandatory at the district level show "in use" at the school, but nonmandatory codes may be selected for use as well.

To select the disposition codes in use at a school:

1. Navigate to Synergy SIS > Discipline Incident > Setup > School Disposition Code. Mandatory codes are highlighted in yellow and appear at the top of the list.

Menu	• « Q » 🖈	Save Undo	Form Status: Ready (Update	Mode) 🛞 🖓 👫							
∇S	School Disposit	tion Code		~							
Scho	School name: Hope High School School Year: 2008-2009										
Sch	School Disposition Codes										
Ca	Calculate Disposition Days										
Scho	ool Disposition Codes			<u></u>							
Line	Disposition Code	Description		Used in School							
1	<u>00</u>	No Action Taken									
2	<u>01</u>	Actions Completed In One Day									
3	<u>02</u>	Actions Completed In One Or More Days									
4	<u>07</u>	Victim Related Actions									
5	<u>04</u>	Actions within Due Process									
	<u>05</u>	Removal									
7	<u>06</u>	Other Action		V							
	School Disposition Code scroon										

- School Disposition Code screen
- 2. To use a non-mandatory code at the school, check the box in the **Used In School** column.
- 3. Click the **Save** button at the top of the screen.

CONFERENCE VISITATION CODES

For the Student Conference screen, codes to categorize the different types of conferences may be defined for reporting and tracking purposes. This information is not uploaded to the state. The codes may be numeric or alphanumeric.

To add a conference code:

1

1. Navigate to Synergy SIS > Student > Setup > Conference Visitation Codes.

Sch	ool Year: 20	010-2011										
Co	Conference Codes											
Co	Zodes Add Q											
×	Line	Conf Code	Description	Securi	v 🔶							
Г	1 00		Student Meeting	~								
Г	2 01		Parent Meeting	~								
	3 02		Emotional Issue	~								
٣	4 03		Schedule Change	~								
Г	5 04		Conduct	~								
Г	6 05		Meet and Greet Night	~								
Г	7 06		Concepts	~								
Г	8 07		Instruction	~								
1	9 08		Graduation Review	~								
Г	10 09		Course Requests	~								

2. Click the **Add** button at the top of the list of codes. A new line is added to the bottom of the list.

\mathbb{V}	Cor	ference Visitatior	n Codes		
Scho	ol Ye	ar: 2010-2011			
Cor	ferer	ice Codes			
Cod	es				Add 🕥
×	Line	Conf Code 🛛 😂	Description 🔶	Secur	ty 👙
	1	00	Student Meeting	~	
	2	01	Parent Meeting	~	
		02	Emotional Issue	~	
Γ		03	Schedule Change	~	
		04	Conduct	~	
Γ		05	Meet and Greet Night	~	
		06	Concepts	~	
Γ		07	Instruction	~	
Γ		08	Graduation Review	~	
Γ		09	Course Requests	*	
Γ		10	ASB	~	
		11	Groups	~	
		18	Sports	~	
Γ		87	Personal	*	
Γ		88	Hygiene	~	
		92	Prinicpal	~	
		93	Teacher Issues	~	
		97	School Issues	~	
Г	19	98	Bullying	~	
	20			~	

Adding a code to the Conference Visitation Codes

- 3. Enter the **Code** to be used for the conference, generally a two-digit number.
- 4. Enter the **Description** of the type of conference.
- 5. Select the **Security** to be used for this type of conference. For an explanation of how discipline and conference security operate, please see the chapter on Security in this guide.
- 6. Click the **Save** button at the top of the screen.

To delete a code, check the box in the X column, and click the Save button.

OTHER CODES

Other codes used in the Discipline and Discipline Incident modules are set up through the Lookup Table Definition screen. These are:

 Disposition codes, for actions taken as a result of incidents, available on the detail screen of Synergy SIS > Discipline > Student Discipline. See page 41 for how to configure these.

Y	student Dis	scipline										
Stud	ent Name: Abbott	Billy C. School H	ope High Schoo	Status: Active	Homercom: 403							
Disc	ipline Discipline	History										
Last Name First Name Middle Nar		lame Suffix	Perm ID	Grade	Gender							
Abbott Billy C				905483	12	Male Male	Y					
Cou	nts and Totals											Ģ
Res	lved Race/Ethnic	ity Instructional Se	tting Total Inc	idents Total H	ours Total Day	s Total Demo	erits					
Hisp	anic	4	· 0	0	0.0	0	1					
Disc	pline Incidents									Add Wizard	Add	Hide Detail 🔇
Line		Description		Description:	Bus							
1	Bus v Print Discipling Deport											a
2	Dress Standard	~		Durch (Bas	closery Arthon Form	Merge	Document	Merge Lang	uage			
3	Defiance	~		1117/15/05	POINT / 5599 17 20 11			~	~			
. 4	Fighting	*		Incident Date	Incident T	me Referred	By	Referral Date				
5	Tardies	~		10/13/2011	3.40 PM	Bus Drive	ć	6	1			
6	Internet/comput	~		Staff Name	Locat	ion		Incident Context				
				Wilson, Rob	💌 Bus			×				
				Disposition C	ode Dis	position Date	Hours D	lays Demeril	s			
				DET	10	06/2010	7 1 0	0				
				Last Change	User Last Char	nge Date						
				User, Admin	04/30/201	1 🔛						
				Comment 🕎	9			Private Comm	nent 🕎 🥥			
				Student used home from sc bus for the rer	bad language to hool. Student wa nainder of the rid	wards the bus as moved to th e.	driver on the ride e front of the	20				8
				Incident E	plained To Stu	dent						
				Disposition Add O								
				Xu	Disposition	Disposition	nDate 😩 Disp	osition End Date	Duration @	Days 🗧	Staff Nam	e S ATR S
				DE	T-Detention	10/06/2010	10/06	/2010	1	Wils	on, Rob	👻 Adr 👻
_												

Disposition code, Student Discipline screen

 Location codes found on the Information tab of Synergy SIS > Discipline Incident > Incidents and on the Incident Detail tab of the detail screen of Synergy SIS > Discipline Incident > Student Incident. See page 42 for how to configure these.



Location code, Incidents screen

Student Name: Abbott, Billy C. School Hop	High School Status: Active Honeroom: 403									
Discipline Discipline History										
Last Name First Name	Middle Name Suffix Perm ID Grade Gender									
Abbott Billy	C 905483 12 💌 Male 👻									
Add Existing Incident Create New Incid	ek.									
Counts and Totals										
Resolved Race/Ethnicity Instructional Sett	ng Total Incidents Total Hours Total Days Total Dements									
Hispanic 🖌	3 0 25.0 0									
Discipline Incidents		Hide Detail								
Incident										
Date	Student Incident Detail Incident Detail Incident Violations Addit	onal Information Enrollment Restrictions								
05/03/2011	Incident ID Incident Date Entered By Referred By									
2 04/27/2011	US/US/2011 Weathers, Julia Maloney, John	and the second								
03/09/2011	Violation(s) associated with incident require that this incident be reported to police.									
	Incident Date Incident Time Referrer Last Name Referrer Fil	st Name Referral Date								
	US/US/2011 EP [11:00 AMI Maloney John	USIO(/2011 EP								
	Westhere Julia During School Hrs									
	Description PEC									
	Bills was caught employer manuans behind the own during									
	lunch hour. He was searched and a 6 inch knife was found in									
	his jacket.									
	Drivate Description BD (3)									
	Incident Locations	Add G								
	Lucation S Lucation Text									
	Gymnasium V South East	corner of Gym								

Location code, Student Incident screen

 Incident Context Code values found on the Information tab of Synergy SIS > Discipline Incident > Incidents and on the Incident Detail tab of the detail screen of Synergy SIS > Discipline Incident > Student Incident. See page 43 for how to configure these.

♡Incidents												
Incident ID: 2 Incident Date: 09/13/2012 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School												
Information Participants Violations Documents												
Date Time Incident ID Referrer Last Name Referrer First Name Referrer Type Referra	I Date											
09/13/2012 🗊 7:15 PM 2 Jones David 💙 10/06/2	012											
Staff Name												
Wilson, Rob 🔽												
Description 🕎 🛇 Private Description 🕎 🛇												
Two students had an altercation before the home football game. A separate student, not involved in the altercation, was injured during the incident.												
Gang Related												
Incident Cost / Incident Context Code Incident Context Comment 🐺 🛇	State Incident Number											
During School Hrs 🔍												
Weapons	۵											
Number Of Firearms Number Of Non-Firearms												
1												
Location	Add 🔇											
X Location ⊖ Location Text												
🔳 🚺 Athletic Field or Playground 💌 🖤 🏵 Football field	* *											

Incluent Context Code, Incluents screen											
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231											
Discipline Discipline History											
Last Name	First Name	Middle Name St	uffix Perm II	D Grade	Gender						
Abbott	Billy	с	905483	12	Male 🖌	~					
Quick Add Incident	Add Existing Incident	Create New Ind	ident								
Counts and Totals								¢			
Resolved Race/Ethnici	ty Instructional Setting	Total Incidents To	tal Hours Tot	al Days Total Dem	erits						
Hispanic	1 🗸	1 0	0.0	0							
Discipline Incidents								Hide Detail			
Line Incident											
Date	Student Incident Detail	Incident Detail	Incident Viola	ations Intervention:	Additional I	nformatio	on Enrollme	ent Restrictions			
1 05/17/2013 📑	Incident ID Incident Da	te Entered By	Referred By Re	eferrer Type							
2 01/31/2013 📑	<u>3</u> 01/29/2013	3 Wilson, Rob	Smith, Joe								
3 01/31/2013 🕎	3 01/31/2013										
4 01/29/2013	Incident Date Incid	lent Time Referre	er Last Name	Referrer First Na	ne Referrer	Туре	Referral Dat	e			
5 01/07/2013	01/29/2013 🗗 1:15	PM Smith		Joe		*	08/21/2012				
C 12/14/2012	Entered By	Incident Co	ontext Code	State	Incident Num	ber					
0 12/14/2012	Wilson, Rob	During Sch	ool Hrs	~							

Student was in possession of a firearm on campus. Incident Context Code, Student Incident screen

12/06/2012

11/15/2012

7

7

Description 🕎 📀

 Incident Role codes seen on the Participants tab of Synergy SIS > Discipline Incident > Incidents and on the Student Incident Detail tab of the detail screen of Synergy SIS > Discipline Incident > Student Incident. See page 44 for how to configure these.

♥Incidents (
Incident ID: 2 Incident Date: 09/13/2012 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School												
Information Participants Violations Documents												
Date Time Incident ID Referrer Last Name Referrer First Name Referrer Type Referral Date												
09/13/201	2 📝 7:15 PI	VI 2		Jones	David		▼	10/06/201	12 📴			
Staff Nam	e											
Wilson, R	Wilson, Rob 🗸 🗸											
Participant Totals												
Offender	Additional Victin	ns Tota	I Victin	ns Bystander or Witness								
3												
Students	Involved							S	Show Detail	Chooser 🔇		
× Line	Student Name	Gender	Gr de	Incident Role	Injuries Sustained	Violation L	ist	Sch Enro	ool Of ollment	Disposition Code		
1	Abbott, Billy C.	М	12	Offender 🗸 🗸		Fighting; School Po	Other Violations of blicies >	of Hop Sch	e High ool	Detention		
2	Acosta, Kathleen D.	F	11	Victim				Ken Sch	nedy High ool			
3	Adams, Albert R.	м	12	Offender		Fighting; School Po	Other Violations of plicies >	of Ken Sch	inedy High ool			

Incident Role code, Incidents screen

Student Incident (≪												«	
Stud	Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231												
Disc	Discipline Discipline History												
Last	Name		First Name	Middle Name	Suffix	Perm ID	Grade	6	Gender				
Abbott Billy				С		905483	12	× 1	Male 🔽				
	Quick Add Incident		Add Existing Incident	Create New	/ Incident								Â
Cou	nts and Totals	;										٨	
Res	Resolved Race/Ethnicity Instructional Setting Total Incidents Total Hours Total Days Total Demerits												
Hisp	Hispanic 🔹 1 🔹 1 0 0.0 0												
Disc	Discipline Incidents Hide Detail												
Line	Line Incident												
Date			Student Incident Det	ail Incident De	tail Inci	dent Violations	Interventions	Addi	itional Infor	mation	Enrollment I	Restrictions	
1	05/17/2013	P	Incident ID Incident Da	ate Entered By	Referre	ed By Referrer	Туре						
2	01/31/2013	P	3 01/29/201	3 Wilson, Rot	Smith,	Joe							
3	01/31/2013	P	Violati	on(s) associat	ed with i	incident requ	ire that this	incide	nt be rep	orted t	o police.		
4	01/29/2013		Print Discipline Repo	rt								Ğ	>
5	01/07/2013			Me	rge Doci	ument	Merge Lang	guage					
	12/14/2012		Print Disciplinary Act	ion Form		~	•	*					
	12/14/2012		Concernent Million and	mation								C	5
	12/06/2012		Incident Role	Cost to vict	im Sch	ool of Resider	nce Last Char	nge Dat	te L	ast Cha	nge User		1
8	11/15/2012		Offender	×			03/01/201	1 11:29:	:00	Wilson, I	Rob		
9	09/26/2012		Incident Pole Descrip	tion MR (A)									
10	09/26/2012	P	incluent Role Descrip										

Incident Role code, Student Incident screen
- **Referral Results** codes that describe the results of a referral to law enforcement. This information can be seen on the **Student Disposition** screen, available by clicking a Detail button (green plus sign)
 - in the Disposition section of the Student Incident Detail tab on the detail screen of the Participants tab of Synergy SIS > Discipline Incident > Incidents.
 - in the Disposition section of the Student Incident Detail tab on the detail screen of Synergy SIS > Discipline Incident > Student Incident.

See page44 for how to configure these.

VStudent Disposit	tion			(
Student Name: Acosta, John A.	School Name: Hope High School Gra	ide: 11		
Information				
Disposition Number Disposition D	Date Staff Name			
3 09/20/2012	Vesta, Cindy	~		
Disposition Description				۵
Disposition Code	Sub Category 1	Sub Category 2	Place Moved To	Modification
Suspension	 Out of School Suspension 	Short Term without services	~	×
Authority Code Zero Tolerance	e Restraint Type			
▼ □	~			
Additional Text 🕎 📀	Co	mment 🕎 🥥		
	*		A	
	-		-	
Dates				٢
Manifestation				٢
Referral To Law Enforcement				Q
Hearing Review Date Referral R	esults Police Report N	Num Was Referred to Law Enf	forcement	
Misdemear	nor Charges			
				4
Associated Violations				

Referral Results code, Student Disposition screen

• **Relation To School** codes for non-students involved in discipline incidents. This can be found on the **Information** tab of the detail screen for a person on the **Participants** tab of the **Incidents** screen. See page 45 for how to configure these.

✓Incidents										
Incident ID: 55 Incident Date: 01/11/2013 Referred By: Jackson, Kathy Entered By: Williams, Welby Organization Name: Hope High School										
Information Participants Violations Documents										
Date Time Incident ID Referrer Last Name Referrer First Name Referrer Type Referral Date Staff Name										
01/11/2013 🗊 9:54 AM 55 Jackson Kathy 🛛 01/11/2013 🗊 Williams, Welby 🗸										
Participant Totals										
Offender Additional Victims Total Victims Bystander or Witness										
Students Involved Show Detail Chooser										
🗙 Line Student Name Gender Grade Incident Role Injuries Sustained Violation List School Of Enrollment Disposition Code										
Brock. Cynthia M F 12 Offender Lying, Cheating, Forgery or Plagiarism > Forgery Hope High School										
Other Involved Persons Add Show Detail 🥥										
X Line Name Gender Relation To School Incident Role Injuries Sustained										
Last Name 🗇 First Name 🗇 Middle Name 🔤 State 🗸 Kinadon ro Concor 🧳 middon ro Concor										
🔲 1 Wilson Willie M 💌 Vendor 🔽 Bystander or witness 💌 🗆										

Relation to School code, Incidents screen

• **Type Of Employment** codes for non-students involved in discipline incidents. This can be found on the **Information** tab of the detail screen for a person on the **Participants** tab of the **Incidents** screen. See page 46 for how to configure these.

∇ Ir	ncio	dent	ts														0
Incide	nt ID	: 55	Incident Date:	01/11/20	13 Ref	erred By	: Jackson, Kathy Enter	ed By: Williams, We	elby Or	ganization Name: H	lope H	ligh School					
Inform	natio	n Pa	rticipants	Viola	tions	Docur	nents										
Date			Time	Inc	ident l	D F	Referrer Last Name	Referrer First	Name	Referrer Type	e R	Referral Date	S	taff Nar	ne		
01/11	/2013	3 🕃	9:54 AM	1 55	5	ļ	Jackson	Kathy			~ (01/11/2013		Villiams	Welby		*
Parti	cipa	nt Tota	ils														4
Offen	der	Additic	onal Victim	is Total	Victim	s Byst	ander or Witness										
1				0		1											
Stud	ents	Involve	ed											Sho	w Detail	Choos	er 🔕
×	Line	Studen	nt Name	Gender	Grade	Incide	nt Role	Injuries Sustained	Violatio	n List			E	School O Enrollme	f nt	Disposit Code	ion
	1	Brock M.	<u>Cynthia</u>	F	12	Offend	der 💌		Lying, Forger	Cheating, Forg y	gery (or Plagiarism	> F	lope Hig	gh Schoo	d	
Othe	r Inv	olved I	Persons												Add	Hide De	tail 🔕
Line				Nam													
Las	t Nar	ne					Information Inci	dent Violations	Dispos	itions							
		1	Wilson				Personal Informat	ion									
							First Name	Middle Name	Last	Name		Suffix	_				
							Willie		Wils	on							
							Gender Birth Date										
							M 🖌										
							Relation To School	Relation	Fo Scho	ool Of ter Type	e Of E	Employment					
							Vendor	*		Cont	racte	ed 🗸 🗸					
							Incident Information										٢

Type Of Employment code, Incidents screen

 Hearing Office Disposition codes seen on the Student Incident Detail tab of the detail screen of a student on the Participants tab of Synergy SIS > Discipline Incident > Incidents and on the Student Incident Detail tab of the detail screen of an incident on Synergy SIS > Discipline Incident > Student Incident. See page 47 for how to configure these.

Student Incident									
Student Name: Acosta, J	John A. School: Hope I	High School Status: Active Homeroom: 106							
Discipline Discipline H	istory								
Last Name	First Name	Middle Name Suffix Perm ID Grade Gender							
Acosta	John	Alvarez 150265 11 V Male V							
Quick Add Incident	Add Existing Incident	Create New Incident							
Counts and Totals									
Resolved Race/Ethnicity	Instructional Setting	Total Incidents Total Hours Total Days Total Demerits							
Hispanic 🔽	1 💌								
Discipline Incidents		Hide Detail							
Line	ncident								
Date		Student Incident Detail Incident Detail Incident Violations Interventions Additional Information Enrollment Restriction	ns						
1 09/20/2012		Incident ID Incident Date Entered By Referred By Referrer Type							
		Z 09/20/2012 Vesta, Cindy Sample, Joe Student							
		Print Discipline Report	٢						
		Student Incident Information	٢						
		Offender Information	\bigcirc						
		Disposition Information							
		Hours Days Demerits Hearing Office Disposition Date	te						
		0 6.00 Recalculate Demerits Suspended 💙 02/04/2013 🗊							
		Disposition Add Wizard Add 📀							
		X Line Disposition Code Start Date End Date Detail Hours Days Staff Name ATR	¢						
		1 Suspension 🗸 09/20/2012 🗊 09/27/2012 🗊 🔶 6.00 Vesta, Cindy 🗸 Sus	~						

Student Incident screen, Discipline Tab, detail screen, Student Incident Detail tab

√Incidents	
Incident ID: 55 Incident Date: 01/11/2013 Referred By: Ja	ackson, Kathy Entered By: Williams, Welby Organization Name: Hope High School
Information Participants Violations Documer	nts
Date Time Incident ID Refe	errer Last Name Referrer First Name Referrer Type Referral Date Staff Name
01/11/2013 📴 9:54 AM 55 Jac	kson 🛛 🖌 Kathy 💙 01/11/2013 🗊 Williams, Welby 🔽
Participant Totals	
Offender Additional Victims Total Victims Bystand	der or Witness
0 1	
Students Involved	Hide Detail Chooser (
Line Student Name	
1 Brock, Cynthia M.	Student Incident Detail Incident Detail Incident Violations Interventions Additional Information Enrollment Restrictions
	Incident ID Incident Date Entered By Referred By Referrer Type
	55 01/11/2013 Williams, Welby Jackson, Kathy
	Print Discipline Report
	Student Incident Information
	Disposition information
	Hours Days Dements Hearing Office Disposition Hearing Office Disposition Date
	Disposition Add Wizard Add G
	🗙 Line Disposition Code \ominus Start Date \ominus End Date \ominus Detail Hours Ə Days 😔 Staff Name 👄 ATR 🗧

Incidents Screen, Participants tab, detail screen, Student Incident Detail tab

- **Modification** codes that categorize how a school or district authority modifies the disposition of a disciplinary incident. This information can be seen on the **Student Disposition** screen, available by clicking a Detail button (green plus sign)
 - in the Disposition section of the Student Incident Detail tab on the detail screen of the Participants tab of Synergy SIS > Discipline Incident > Incidents.
 - in the Disposition section of the Student Incident Detail tab on the detail screen of Synergy SIS > Discipline Incident > Student Incident.

See page 48 for how to configure these.

VStudent [Disposit	ion			
Student Name: Aco	sta, John A.	School Name: Hope High School	Grade: 11		
Information					
Disposition Number	Disposition D	ate Staff Name			
3	09/20/2012	Vesta, Cindy	~		
Disposition Descrip	tion				0
Disposition Code		Sub Category 1	Sub Category 2	Place Moved To	Modification
Suspension		Out of School Suspension	n 🛛 🖌 Short Term without se	rvices 💌	Counseling
Authority Code Ze	ro Tolerance	Restraint Type			
Notify All 🛛 👻		*			
Additional Text 🕎 🤅	3		Comment 🕎 🥥		
		· · · · · · · · · · · · · · · · · · ·		*	
			Student Dia	nonition noroon	

Student Disposition screen

- Authority Code values that identify the school or district authority who made a modification. This information can be seen on the Student Disposition screen, available by clicking a Detail button (green plus sign)
 - in the Disposition section of the Student Incident Detail tab on the detail screen of the Participants tab of Synergy SIS > Discipline Incident > Incidents.
 - in the Disposition section of the Student Incident Detail tab on the detail screen of Synergy SIS > Discipline Incident > Student Incident.

See page 49 for how to configure these.

Student Disposit	ion			(<
Student Name: Acosta, John A.	School Name: Hope High School Gra	ade: 11		
Information				
Disposition Number Disposition D	ate Staff Name			
3 09/20/2012	🔛 Vesta, Cindy	¥		
Disposition Description				Q
Disposition Code	Sub Category 1	Sub Category 2	Place Moved To	Modification
Suspension	 Out of School Suspension 	Short Term without services	~	Counseling 💙
Authority Code Avro Tolerance	Restraint Type			
Local Governir 👽 📃	~			
Additional Text 🕎 🛇	Co	mment 🕎 📀		
	A 		×	
		Student Disposition sc	reen	

- AES Type codes for Alternative to External Suspension (AES). This information can be seen on the Student Disposition screen, available by clicking a Detail button (green plus sign)
 - in the Disposition section of the Student Incident Detail tab on the detail screen of the Participants tab of Synergy SIS > Discipline Incident > Incidents.
 - in the **Disposition** section of the **Student Incident Detail** tab on the detail screen of **Synergy SIS > Discipline Incident > Student Incident**.

See page 50 for how to configure these.

✓Student Disposition	8
Student Name: Acosta, John A. School Name: Hope High School Grade: 11	
Information	
Disposition Number Disposition Date Staff Name	
3 09/20/2012 🔛 Vesta, Cindy	
Disposition Description	٢
Dates	٢
Manifestation	
Manifestation Determination Manifestation Meeting Manifestation Meeting Drue AES Type	
Long term place	
Referral To Law Enforcement	٢
Associated Violations	٢
Student Disposition screen	

Disposition Codes

To define disposition codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.DisciplineInfo to expand the list of tables.
- 3. Select the **Disposition Code** table.

Nan	ne: D	isposition (ode Names	pace: K12.DisciplineInfo Locked: N									
	Jse C	ode as the S	State Code -	all values reported to state will be	used fro	om t	the lookup	code and	not eval	luat	te to the	Cto	te Cod
Lo	okup	Values										\dd	
					Other		State 🔺	Alt	Alt				
X	Line	ListOrder 🖶	Code 😽	Description 😽	SIS		Code 🗟	Code 3 🗟	Code SIF	Þ	Year Start	YI E	ear 🔶 ind 🕀
		1	EXP	Expulsion							•	-	*
	2	2	DET	Detention							•	•	*
	3	3	TRN	Transfer							•	-	*
	4	4	SUS	Home Suspension							•	-	*
	5	5	TCK	Ticket							•	-	*
	6	6	WRN	Warning							•	•	~
		7	NON	None							•	•	*
	8	8	ALC	Alternative Learning Classroom								•	~

Disposition Codes, Lookup Table Definition screen

- 4. Click the **Add** button to add a code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the disposition in the **Code** column. This value must be unique, and can be displayed in the drop down list with the description.

- 7. Enter a description of the disposition in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. Most state reporting is done from the Discipline Incident Module.
- 10. Alt Code 3 and Alt Code SIF provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top.

- 1. Check the box in the X column.
- 2. Click the Save button.

Location Codes

To define incident location codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.Discipline to expand the list of tables.
- 3. Select the **Incident Location** table.
- 4. Click the **Add** button to add a new code.

Nan	ne: Ir	ncident Loca	ation Names	pace: K12.Discipline Locked: N all values reported to state will be	used from	the lookun	code and	not evalua	te to the	State Cod
Lo	okup	Values	iale obac				code ana	not cyalaa	A	dd
×	Line	ListOrder 🖨	Code 🖨	Description 🖨	Other SIS €	State Code 👄	Alt Code 3 🖨	Alt Code SIF	Year Start ≑	Year End ≑
		0	1	Administrative Offices					~	~
	2	0	10	Other Inside Area					~	~
	3	0	11	Athletic Field or Playground					~	~
	4	0	12	Stadium					~	~
	5	0	13	Gymnasium					~	~
	6	0	14	Bus Loading Area					~	~

Incident Location codes, Lookup Table Definition screen

- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the location in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.

- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled **Use Code as the State Code**. Then nothing needs to be entered in the **State Code** column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

- 1. Click the box in the X column.
- 2. Click the Save button.

Incident Context Codes

To define incident context codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on **K12.Discipline** to expand the list of tables
- 3. Select the Incident Context table.
- 4. Click the Add button to add a new code.

Na	Vame: Incident Context Namespace: K12.Discipline Locked: N												
	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod												
L	Lookup Values Add 📀												
						Other	Other 🔺	State 🔺	Alt 👝	Alt			
1		Line	Listurder 👳	Code 🚽	Description 🤿	SIS		Code 🔻	Code 3 🔻	SIF	Year Start	⊜	Year 🗧 End
Γ		1	1	1	During School Hrs							~	*
Γ		2	2	2	Outside School Hrs, Sch. Spons							~	~
Γ		3	3	3	Outside School Hrs, Non-sch Sp							~	~

Incident Context codes, Lookup Table Definition screen

- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the context in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.

- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the State Code column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the Save button at the top.

- 1. Click the box in the X column.
- 2. Click the Save button.

Incident Role Codes

Incident roles are "product owned," which means they are hard-coded into Synergy SIS and cannot be changed. To see the available values:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on **K12.Discipline** to expand the list of tables.
- 3. Select the Incident Roles table.

Name	Name: Incident Role Namespace: K12.Discipline Product Owned											
🗖 Us	e Code as the	e State Ci	ode - all values reporte	d to state will	be used from t	he lookup cod	le and not evalu					
Prodi colun clea i	Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: The Other SIS column for Product Owned lookups is cleared after a new installation.											
Look	up Values						۵					
Line	ListOrder 🍦	Code 🍦	Description 🔶	Other SIS 🌲	State Code 🖨	Alt Code 3 🌲	Alt Code SIF 🔶					
1	0	1	Offender									
2	1	2	∨ictim									
3	2	3	Bystander or witness									

Incident Roles codes, Lookup Table Definition screen

Referral Results Codes

To define referral results codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on **K12.Discipline** to expand the list of tables.

3. Select the **Referral Results** table.

Name: Refferal Results Namespace: K12.Discipline Locked: N														
٦U	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Codi													
Lo	Lookup Values Add 🛇													
					Other 🔺	State 🔺	Alt 👝	Alt	Sta	itus				
$^{\times}$	Line	ListOrder 🗟	Code 😽	Description 😽	sis 🔻	Code 🗟	Code 3 🗮	Code ⇒ SIF	Year Start ⊜	Year End ⊖				
	1	0	111	No Charges					~	~				
	2	0	112	Misdemeanor Charges					~	~				
	3	0	113	Felony Charges					~	~				
	4	0	114	Probation					~	~				
	5	0	115	Unknown					*	~				

Referral Results codes, Lookup Table Definition screen

- 4. Click the **Add** button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the referral result in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

To delete a code:

- 1. Click the box in the X column.
- 2. Click the Save button.

Relation To School Codes

To define relation codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on **K12.Discipline** to expand the list of tables.

- 3. Select the **Relationship to School** table.
- 4. Click the **Add** button to add a new code.

Nar	Name: Relationship To School Namespace: K12.Discipline Locked: N														
٦l	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod														
Lo	Lookup Values														
~	X Line ListOrder Code Code Description Code State Alt Code View														
Ň	X Line ListOrder Code Code Year SIS SIS Code Code SIF Year Start Find SIS SIS SIS Code														
	1	1	1	Active Student		1			~	~					
	2	2	3	Inactive Student		3			~	~					
	3	3	15	Other Student		15			~	~					
	4	4	16	Administrator		16			~	~					
		5	17	Teacher		17			~	~					
🗖 6 6 18 Substitute Teacher 18 🗸 🗸															
			Relat	ionship to School codes, Loo	kup Tabl	e Definitio	on screer	1							

- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the relationship in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

- 1. Click the box in the X column.
- 2. Click the **Save** button.

Type Of Employment Codes

To define type of employment codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on **K12.Discipline** to expand the list of tables.

3. Select the Type of Employment table.

I	Name: Type Of Employment Namespace: K12.Discipline Locked: N												
	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code												
	Lookup Values Add 📀												
	Officer State Alt Status												
	^	Line	ListOrder 😽	Code	Description 😽	sis 🔻	Code 🗮	Code 3 ₹	Code ⇒ SIF	Year Start €	Year End €		
			1	E	Employee		E			~	~		
2 2 C Contracted C V													

Type of Employment codes, Lookup Table Definition screen

- 4. Click the **Add** button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the type of employment in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

To delete a code:

- 1. Click the box in the X column.
- 2. Click the **Save** button.

Hearing Office Disposition Codes

To define hearing office disposition codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.DisciplineInfo to expand the list of tables.
- 3. Select the **Hearing Office Disposition** table.

Name: Hearing Office Disposition Namespace: K12.DisciplineInfo Locked: N																
Ľ	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code															
I	Lookup Values															
							<u> </u>	Other		State 🔥	Alt	Alt		Sta	tus	
	×	Line	ListOrder 👄	Code		Description 🗧	₹	sis 🗧	7	Code 🗦	Code 3 号	Code ⊜ SIF	Year Start	⊜	Year End	⊜
		1	1	1		Suspended			Τ					*		~
	■ 2 2 2 Expelled															

Hearing Office Disposition, Lookup Table Definition screen

- 4. Click the **Add** button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the hearing office disposition in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

- 1. Click the box in the X column.
- 2. Click the **Save** button.

Modification codes

To define modification codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.Discipline to expand the list of tables.
- 3. Select the Modifications table.

	Name: Modifications Namespace: K12.Discipline Locked: N											
		Jse C	Code as the S	State Code -	all values reported to state will be	used from	the lookup	code and	not evalua	te to the S	State Cod	
	Lo	okup	Values							Ad	d 📀	
Other of State of Alt										518	us	
	×	Line	ListOrder ⇒	Code	Description 🗧	SIS ₹	Code 🗟	Code 3 🗮	Code ⇒ SIF	Year Start ≑	Year End ⊜	
		1	1	1	Community Service					~	~	
		2	2	2	Counseling					~	~	
		3	3	3	Restitution					~	*	

Modifications, Lookup Table Definition screen

- 4. Click the **Add** button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the modification in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

- 1. Click the box in the X column.
- 2. Click the Save button.

Authority Codes

To define authority codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.DisciplineInfo to expand the list of tables.

3. Select the **Authority** table.

Name: Authority Namespace: K12.DisciplineInfo Locked: N													
٦l	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod												
Lo	Lookup Values Add												
	V Ling Lind Order Code Code Description												
	$\begin{array}{c c c c c c c c c c c c c c c c c c c $												
		1	1	Superintendent					~	~			
	2	2	2	Principal					~	~			
	🔟 3 3 Assistant Principal												
	I 4 4 Hearing Board I I												
	Authority Codes, Lookup Table Definition screen												

- 4. Click the **Add** button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the type of authority in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

To delete a code:

- 1. Click the box in the X column.
- 2. Click the Save button.

AES Type Codes

To define AES Type codes:

- 1. Navigate to Synergy SIS > System > Setup > Lookup Table Definition.
- 2. Click on K12.DisciplineInfo to expand the list of tables.

3. Select the AES Type table.

Nar	Name: Aes Type Namespace: K12.DisciplineInfo Locked: N												
Lo	Lookup Values Add												
Other State Alt Alt													
l v	Line	ListOrder 😽	Code 🖶	Description 😽	sis 🔻	Code 🔻	Code 3 🔻	Code ⇒ SIF	Year Start €	Year End ⊜			
		1	1	Community Service					~	~			
	2	2	2	Counseling					~	~			
	3	3	3	In-School Suspension					~	~			
4 4 Restitution								*	~				

AES Type Codes, Lookup Table Definition screen

- 4. Click the Add button to add a new code.
- 5. Numbers in the **ListOrder** column set the order in which values are displayed. If the numbers are the same or missing, the **Code** is used to sort the list, and then the **Description**.
- 6. Enter a code for the AES Type in the **Code** column. This value must be unique, and this shows as the option in the drop-down list.
- 7. Enter a description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. Enter the state code if assigned in the **State Code** column. This is used to upload the data to a state system. If the Code is the same as the state code, check the box above the grid titled Use Code as the State Code. Then nothing needs to be entered in the State Code column.
- 10. The **Alt Code 3** and the **Alt Code SIF** provide spaces for other codes to be used for reporting or system interoperability purposes.
- 11. If appropriate, enter a start date and end date for the code in the **Status** column to activate or deactivate the code. If a code is inactive, it shows in data already entered but is not available for selection for new records.
- 12. Click the **Save** button at the top to save the changes.

To delete a code:

- 1. Click the box in the X column.
- 2. Click the **Save** button.

OTHER SETUP

Three other areas need to be configured before the Discipline Incident and Discipline modules can be used: district discipline options, staff lists, and attendance codes.

District Discipline Options

On Synergy SIS > Discipline Incident > Setup > District Discipline Options, configure the following options:

VDistrict Discipline Options
Discipline Options
Discipline Type Incident
Incident Discipline Options
Incident ID Numbering
Unique number across all year types which resets at the beginning of the year (Default)
Disposition Add Option
Link added dispositions to student violations not already associated with a disposition. (Default)
Incident Violation Display
Entire Violation
✓ Show Severity Level as Lookup
Incident Location
Do not require locations for incidents
Incident Participant
An incident can be added without entering participants
TVUE Options
Default Incident Discipline Location
Classroom
Default Incident Context Code
During School Hrs

screen

- 1. In the **Discipline Type** list, select **Incident** to display Discipline Incident information in ParentVUE and StudentVUE, or select **Student** to display Discipline information.
- 2. In the **Incident ID Numbering** list, select how Synergy SIS assigns ID numbers to discipline incidents:
 - Unique number across all year types which resets at the beginning of the year (Default) creates a unique number for each school year but is not unique across school years. Each year, the numbers begin again with 1.
 - Unique number that never resets creates a unique incident number across all school years.
- In the Disposition Add Option list, select how dispositions are linked to violations. New dispositions can be linked with all violations, with violations that are not linked to a disposition already, or with no violations.

The 'Do not link added dispositions to student violations' option causes violations to show on the Student Disposition Add screen.

- 4. In the Incident Violation Display list, select how violations are displayed in ParentVUE and StudentVUE and on other screens. Entire Violation shows all levels of the violations (category, violation, detail) recorded for the incident, and Lowest Level Violation Only to show only the lowest violation level recorded. For example, if no detail level is selected, it shows the violation.
- 5. Check the **Show Severity Level as Lookup** box to show Severity Level as a lookup instead of a list.
- 6. In the **Incident Location** list, select whether users are permitted to add incidents without locations.
- 7. In the **Incident Participant** list, select whether users are permitted to add incidents without participants. If participants are required, each participant with an incident role of Offender must have an associated violation.
- 8. In the **Default Incident Discipline Location** list, click the location to appear by default.
- 9. In the Default Incident Context Code list, click the context to appear by default.

Staff Roles

Staff names in lists on the **Student Conference**, **Student Discipline**, **Incident**, and **Student Incident** screens come from **Synergy SIS > Staff > Staff**.

In addition, for staff members to be available in the lists, they must have the **Staff Role** of **Conference** or **Discipline** selected in their records. If the **Conference** staff role is checked, the staff member appears in the list on the **Student Conference** screen. If the **Discipline** staff role is checked, the staff member appears in lists in various discipline-related screens.



Attendance Codes

Users select attendance codes when entering, in the detail screen of a discipline record in the **Student Discipline** screen, a disposition that results in a student's absence, such as a suspension or expulsion.

Student Disc	ipline													(<
Student Name: Abel, Alb	ert R. School: Hope H	igh School	Status	Active H	omeroom: 128									
Discipline Discipline H	istory													
Last Name	First Name	Middle Na	ame	Suffix	Perm ID	Grade		Gender						
Abel	Albert	Ryan			132683	12	×	Male	~					
Counts and Totals														
Resolved Race/Ethnicity	Instructional Setting	Total Inci	idents	Total Ho	urs Total Da	ys Total Dei	nerits							
White 💌		1		0	0.0	0								
Discipline Incidents												Add Wizard	Add	Hide Detail 🔕
Line	Description		Descr	iption: As	sault									
1 Assault	~		Print	Discipline	e Report									
				Print Discipli	nary Action Forn	Merge	Docun	nent	Ме	rge Langu	lage			
					,				~		~			
			Incide	nt Date	Incident T	ime Referre	d By		Referra	I Date				
			01/11/	2013	🦻 9:30 AM	Mary Sr	nith			7				
			Staff N	lame	Loca	tion			Incident	t Context				
			Wilsor	n, Rob	*					*				
			Dispo	sition Coo	le Di	sposition Dat	e Hou	rs D	ays	Demerits	5			
							7			0				
			Last C	hange U	ser Last Cha	nge Date	_							
			Comm			13 12.42.00			Drive	ato Comm	opt MECI (A			
			Comm	ient 🕎 🔮					Prive					
									-					_
				ident Evo	lained To St	ident								
					laineu 10 Sit	luent								
			Dispo	sition	1		- D-4-	Diana	- Mars Fred	D-4- A			CA-II Norma	Add 🐼
					Home Succ	UISPOSITION	n Date : o mi		SILION End	Date 🤤 🛙 L	Juration 🖶		stall Name	
				505	-nome Susp	01/14/201	ັ	01/18/	2013			VVIIS	on, Rob	V Sus V

Show Detail, Student Discipline screen

The attendance codes are also used on the **Student Incident Detail** tab of the **Incidents** and **Student Incident** screens.

Student Incident Detai	Incident Detail	ncident Violations	Interventions	Additional Informati	on Enrollment Rest	rictions
Incident ID Incident Date	Entered By Refe	r admin	Туре			
	User, Aumin use					
Print Discipline Report						٢
Student Incident Inform	ation					4
Incident Role	Cost to victim	School of Residend	e Last Chang	e Date Last	Change User	
Offender			11/13/2012	14:15:00 User	, Admin	
Incident Role Description	n 🕎 🔇					
		~				
		~				
Explained To Studer	t 🗖 Teacher Confe	erence 🗖 Disability	Manifest			
Comment MS @		,	Private Comm	ent 🔤 🙆		
		4				
		*				
Offender Information						
onender mormation						٢
Disposition Information						<u>ې</u>
Disposition Information Hours Days	Demerits	ł	learing Office	Disposition Hea	aring Office Disposit	ion Date
Disposition Information Hours Days	Demerits 2 Reca	Iculate Demerits	learing Office	Disposition Hea	aring Office Disposit	ion Date
Disposition Information Hours Days Disposition	Demerits 2 Reca	lculate Demerits	learing Office	Disposition Hea	aring Office Disposit	ion Date
Disposition Information Hours Days Disposition	Demerits 2 Reca de 🖨 Start Date	Iculate Demerits	learing Office ⊜ Detail H	Disposition Hea	aring Office Disposit	ion Date
Disposition Information Hours Days Disposition X Line Disposition Co	Demerits 2 Reca de \Leftrightarrow Start Date 12/10/2012	Culate Demerits	Hearing Office	Disposition Heaved and the second sec	aring Office Disposit	ion Date
Disposition Information Hours Days Disposition X Line Disposition Co 2 Detention	Demerits 2 Reca de ⇔ Start Date ✓ 12/10/2012 ✓ 02/04/2013	Culate Demerits Culate Demerits End Date 12/10/2012 2/08/2013	Hearing Office	Disposition Heaved and the second sec	Add Wizard Add Add Add Add Add Add Add Add Add A	ion Date

Student Incident Detail tab, Incident and Student Incident screens

You configure attendance codes on Synergy SIS > Attendance > Setup > District Attendance Code and Synergy SIS > Attendance > Setup > School Attendance Code.

\mathbb{V}	7District Attendance Code													
Sch	ool Ye	ar: 2010	-2011											
Att	endar	ce Reas	ons											
Atte	ndan	ce Scan	ning Options										0	
The	e Defa	ult Abse	nce Type and Default Ta	rdy Type drop downs a	re based on code	s that have	e been mar	ked as ma	ndatory.					
Atte	ttendance Scan Form Default Absence Type Default Tardy Type													
Atte	ttendance Reasons													
×	Line	Code 🄶	Title 🔶	Туре 🖨	Apportionment Type Override	Report to ⇔ State	Default Dialer ≑	Default Letter 🔶	Default Report 🔶	Default TeacherVUE 🔶	Mandatory 🔶	SIS Code	¢	
	1	Nce	Ace N	School Activity 🛛 👻	~							N		
	2	Act	Activity	School Activity 🛛 👻	~							V		
	3	Alc	Alt Lm Ct	School Activity 🛛 👻	~							L		
	4	Apl	Appeal	School Activity 🛛 👻	~	V						N		
	5	Арр	Appealed	School Activity 🛛 👻	~	7						Ρ		
	6	Bus	Bus Susp	Excused 👻	~	V						В		
	7	Bsp	Bussspend	Excused 🖌	~	V						В		
	8	Adm	Couns/admi	School Activity 🛛 👻	~							С		
	9	Cou	Counseling	School Activity 🛛 👻	~							С		
	10	Pox	C-Pox	Excused 🖌	~	V						С		

District Attendance Code screen

∇S	School Attendance Code													
Schoo	ol Name: Hope I	High 9	School School	Year: 2010-2011										
Scho	ool Attendance I	Reaso	ns											
	Manufactor Conversion Ordinary													
Atter	Attendance Scanning Options													
Atten	ttendance Scan Form Default Absence Type Default Tardy Type													
Scho	ichool Attendance Reasons													
Line	Used in School	Code	Title	Туре	Include Dialer	Include Letters	Include Reports	Allowed in TeacherVUE						
1		Nce	Ace N	School Activit 💌										
2		Act	Activity	School Activit 💌										
3		Alc	Alt Lrn Ct	School Activit 🔽										
4		Apl	Appeal	School Activit 💌										
5		Арр	Appealed	School Activit 💌										
6		Bus	Bus Susp	Excused 🖌										
7	~	Bsp	Bussspend	Excused 🖌										
8		Adm	Couns/admi	School Activit 💌										
9		Cou	Counseling	School Activit 💌										
10		Pox	C-Pox	Excused 💌										

School Attendance Code screen

For details, see the Synergy SIS[®] – Attendance Administrator Guide.

SWITCHING TO THE DISCIPLINE INCIDENT MODULE

Most student information systems keep the discipline information in the Discipline module format, with only one student associated with a discipline record. Schools new to Synergy SIS need to convert this data to the Discipline Incident module format for state reporting requirements, as well as schools with existing data in the Discipline module.

To convert existing data in the Discipline module to the Discipline Incident module:

1. Start the Generic Data Conversion software.

Synergy Generic Conversion		
File Tools Help		
Web Server Connection Info User Name admin A Password	pplication Path http://localhost	Test Connection
Path to Source Data Files C:_	import	Open
General Settings School Year 2005	Debug Level Critical Errors Only	Child Data Processing Action
Standard Test Import Grade Bo	bok	
Cverwrite Student	Overwrite Course	
Cverwrite Staff	Overwrite Lookup Values	
Overwrite Street/Grid	Overwrite User	
Overwrite Section	Overwrite CSIS Staff Assignments	
Delete One Parent Only	Process Duplicate Parent Import R	ecords
Feeder School Import		
Conversion Status		
Conversion Status		
Cancel		
Go Open Log Fol	der	Apply Close

Synergy Generic Conversion

- 2. Enter the **User Name** and **Password** for a Synergy SIS user who has full access to the discipline records.
- 3. Enter the URL to the Synergy SIS web server in the Application Path box.
- 4. Enter the **School Year** of the data to be converted as a four-digit number. The School Year is the first part of the year, such as 2005 for year 2005-06. Each year of data must be converted separately.
- 5. Select the logging level to be used during the process in the **Debug Level** list. **Critical Errors Only** logs only validation errors, while **Verbose** logs every discipline record that is processed and what action was taken with the record such as skipped, inserted, or skipped because of validation error.
- 6. All other selections are ignored during the discipline records conversion process.



8. Because the incident location and incident context are required fields in the Discipline Incident module, select a Default Location, Default Context, and Default Disposition Code to be entered into the converted records. If the current text in the location field in the Discipline module is 6 or fewer characters, it is automatically added as a location during the conversion process and is used instead of the selected Default Location. To automatically opt-in a school to any missing dispositions, check the Add Disposition To School If Not Currently Opted In box.

GENESIS Disicpline Conversion	E					
Convert GENESIS Discipline to Discipline Incidents This task attempts to copy student discipline to discipline incidents. The process will run for all students in all schools for the focus year and may take a few minutes to complete.						
OK to continue?						
Defension a						
Default Location: Classroom						
Default Context: During School Hrs 🗨						
Default Disposition Code:						
Add Disposition To School If Not Currently Opted In						
Ok Canc	el					

Synergy Discipline Conversion

9. Click **OK** to convert all records for all schools in the district for the selected year.

Schools new to Synergy SIS should convert their data to the Discipline module first as part of the overall conversion process, and then the discipline data can easily be switched to the Discipline Incident module by following the steps above. For more information about the conversion process, please see the *Synergy SIS – Data Conversion Guide*.

After everything has been converted, the default screen of discipline in ParentVUE and StudentVUE also needs to be switched to the Discipline Incident module. To set these defaults:

1. Navigate to **Synergy SIS > System > Setup > District Setup**.

♥District Setup					
District Setup					
Options System Grade Setup Te	eacherVUE Labels	Auto-Sequence	Reports	Waivers	Mobile Apps
Enrollment Options					
Address Options					
Bulk Mailing					
Grading Setup					
Audit Class Options					
Other Ontions					
Discipline Type Incident	Incident Violation Di Entire Violation Badge Number Option Adult ID Update Type Fee Total Type Include fees for all org n sections ols	splay ate type ve ganizations and all	years 💌	District G All Group	roup History Filter s for the Current Year for the Current School
and the second		District Setun	scroon		

- 2. In the **Discipline Type** list, select **Incident** to display the Discipline Incident information in ParentVUE and StudentVUE, or select **Student** to display the old Discipline information.
- 3. Customize the **Incident Violation Display** by selecting either **Entire Violation** to show all levels of the violations (category, violation, detail) recorded for the incident in ParentVUE and StudentVUE, or **Lowest Level Violation Only** to show only the lowest violation level recorded. For example, if no detail level is selected, it would show the violation.
- 4. Click the Save button at the top of the screen to save the changes.



Note: Both of these options can also be set on **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.

Once everything has been switched to the Discipline Incident module, the entire Discipline folder should be removed from the Navigation (or PAD) Tree for most users by adjusting the **PAD Security** screen. For instructions on modifying security on folders, please see the *Synergy SIS – Security Administrator Guide*.

Chapter Three: DISCIPLINARY ACTION FORM

This chapter covers:

- ► Disciplinary Action Form and Cover Letter
- Cover Letter Setup

DISCIPLINARY ACTION FORM AND COVER LETTER

The Disciplinary Action Form gives educators an easy way to print a form and cover letter to send to the student's parents when a disciplinary incident occurs.

Edupoint	Edupoint	[Scho	Hope H Disciplina ool Phone N	High So I ry Actio Number: 9	chool on Form 949-555-12	212	Year: 2012-2013 Report IDS801
	Last Name:	First Name	e -	Middle	Name:	Gender:	Grade: Birth Date:
Schoel District	Abbott	Billy	~	C		Male	12 05/10/1995
	905483	###-###	####		231	Gordon,	Kim
February 5, 2013	Custodial Information						Principal
To the parents of: John Acosta	Aaron, Kathleen		Home		#	##-###-#####	Extension.
1816 S Rogers Ci Mesa, AZ 85014	Father Aaron, Phillip		Type: Cell		Pho 48	one: 80-555-6767	Extension:
	Disciplinary incident						
RE: Disoptime incluent, Denance; Disorder Cond; Drugdistributh > Other illicit Drug > Sale, Distribution, or Intent to Sale or Distribut, occurring on 09/20/2012 at 12:00 PM	05/17/2013 Incident Time 12:16 PM	: Incident ID: 9	Entered B Wilson	h: 1, Rob		Referred By: User, Ad	min
Dear Parent(s)/Guardian(s):	Aggression > Assault						
	Aggression > Disorder	ly Conduct					
After investigating the incident, I have decided to recommend to the Board of Education that John should be suspended for 3 school days. If the Board	Aggression > Fighting						
accepts this recommendation, your student will be able to return to school in 3 school days. However, if a scheduled school day is cancelled (snow day, etc.), the suspension automatically extends to the next day school is in session.	Description: Several students we	re involved i	n an alterca	ition.			
While suspended, students are not permitted to participate in school activities or events. Further, your student is not allowed to be on school property unless prior permission is given by the superintendent or designere.	Dear Parent, From time to time, part o Inform you of action taken by action with your child and to	f a child's growin y the school staff support the action	ng process invol I to help your ch on. Please sign	ives making hild correct h h this copy a	g mistakes at so his/her mistake and return it to a	chool. The purpl is. You are enco school.	ose of this report is to uraged to discuss this
If you have any questions please contact our Student Services department at 555-1234.	Signatures						
	Principal/Designee_						
Sincerely,	The charges were explain	red to Par	ent/Guardia	in			
	given the opportunity to e	was xplain		(signature	acknowledges n	receipt of form only	
Bob Weathers Superintendent	his/her involvement or non-involvement.		Studer	nt			
Edupoint Educational Systems, LLC. – Demo Merge Letter - English	Printed by Admin User at 03/01/2013	7:17 AM	Edupol	int School Dis	and		Page 1 of 1
Example Cover Letter and	Discinlinary Acti	on Fo	rm				

You can print them from any of the discipline screens.



To print a report, leave the **Merge Document** field blank, and click the **Print Disciplinary Action Form** button. To print a cover letter, select the desired letter in the **Merge Document** field, and click the **Print Disciplinary Action Form** button.

COVER LETTER SETUP

Cover letters can be created for different dispositions of incidents, such as detention or expulsion. A cover letter can be created in multiple languages, and the appropriate language selected at the time of printing based on the student's home or primary language.

You compose a cover letter in Microsoft Word and merge it with information from the discipline record, such as the student's name and address and the nature of the incident. You can customize the information pulled from the discipline record as well.

Setting up a cover letter consists of two steps.

- 1. Create the letter in Microsoft Word.
- 2. Add the letter to Synergy SIS and define it as a disciplinary action form cover letter.

To create the letter, start a new document in any version of Microsoft Word. Write the letter, and then add the fields to be used when merging the letter with the information from the discipline record. Using Word's **Insert Merge Field** command, add fields to be merged from Synergy. The field names appear between chevrons, like this:

«FieldName»

Common field names to use are: FirstName, LastName, Address, CityStateZipCode, Description (the description from the discipline code), IncidentDate, and IncidentTime.

Eclupoint School District
March 1, 2013
To the parents of: «FirstName» «LastName» «Address» «CityStateZipcode»
RE: Discipline incident, «ViolationList», occurring on «IncidentDate» at «IncidentTime»
Dear Parent(s)/Guardian(s):
After investigating the incident, I have decided to recommend to the Board of Education that <u>«FirstName»</u> should be suspended for 3 school days. If the Board accepts this recommendation, your student will be able to return to school in 3 school days. However, if a scheduled school day is cancelled (snow day, etc.), the suspension automatically extends to the next day school is in session.
If you have any questions please contact our Student Services department at 555-1234.
Sincerely,
Bob Weathers Superintendent
Dissiplinary Action Form Cover Letter

Disciplinary Action Form Cover Letter

For more information about creating a mail merge document, please refer to the chapter on Mail Merges in the *Synergy SIS – System Administration Guide*.

To add the letter to Synergy SIS and define it as a disciplinary action form cover letter:

- Navigate to Synergy SIS > System > Setup > Mail Merge Definition to set up a school-specific letter or Synergy SIS > System > Setup > Mail Merge District Definition to set up a district-wide letter.
- 2. Click the **Add** button at the top of the screen.

Menu 🔻 🛛 ≪	9 > 5	Find L	Undo Add	Delete		Status: Find) R _d 🕺	<u>5</u> 6
ƳMail N	/lerge De	finition						G
Name: Type:	Default Languag	je:						
Documents	[
Name	Ту	rpe [Default Langu	age Report N	ame 🔶 Mail M	erge Version		
		×		V		×		
Mail Merge I	Documents						Add	0
X Line	Language	Revision	🔶 Docume	ent l	Date Added	😂 User Who A	lded	
			Mail Merge	Definition				

3. Enter a **Name** for the cover letter, generally the type of action referenced in the letter such as Expulsion or Suspension.

Save Close			
Mail Merge D	efinitior	1	~
Name	Туре	Default Language Report Name 🔶 Mail Merge Version	
	A	dding a Mail Merge Definition	

- 4. In the **Type** list, click **General**.
- 5. Choose the **Default Language** to be used for the cover letter. It can be set to any language defined within Synergy SIS.
- 6. To set this letter as the disciplinary action form cover letter, the form must be defined as the report name. To select the disciplinary action form as the report name, click the gray arrow next to the **Report Name** field. The **Find: ReportDef** screen opens.
- To find the disciplinary action form used in the Discipline module, enter ADS in the Number field and click the Find button. For the form used with Discipline Incident, enter IDS. Click the Find button.

Find Close Select Clear Selection		
Find: ReportDef		
Find Criteria		6
Namespace		
Name	Number	
	ADS	
Search Results		
Find Result		٥
Line Namespace	Name	Number
1 K12.DisciplineInfo.Reports	Disciplinary Action Form	ADS801
2 K12.DisciplineInfo.Reports	Discipline Disposition List	ADS403
3 K12.DisciplineInfo.Reports	Discipline Summary by Ethnic Code	ADS602
4 K12.DisciplineInfo.Reports	Discipline Summary by Grade	ADS601
5 K12.DisciplineInfo.Reports	Student Demerit List	ADS402
6 K12.DisciplineInfo.Reports	Student Discipline Listing	ADS401
7 K12.DisciplineInfo.Reports	Student Discipline Profile	ADS201

8. A list of disciplinary-related reports appears. Select the report by clicking it in the list, and click the **Select** button. The name of the report appears in the **Report Name** field.

Save Close			
Mail Merge De	finition		«
Name	Туре	Default Language Report Name + Mail Merge Version	
Detention	General 🗸	English ADS801 - Disciplinary Action Form	
			_
	C	Completed Mail Merge Definition	

- 9. Ignore the Mail Merge Version list.
- 10. Click the **Save** button at the top of the screen.

Once the definition has been created, the letter created in the first step needs to be attached to the definition. To attach the letter:

1. Click the Add button in the Mail Merge Documents section.

	Definition				(0		
Name: Detention Type:	Varne: Detention Type: General Default Language: English						
Documents							
Name	Туре	Default Language	Report Name 🔶				
Detention	General 🛛 👻	English 🔽	ADS801 - Disciplinary Action For	m	\frown		
Mail Merge Documents					Add		
X Line Language	Revision	Document	Date Added	User Who Added			

Mail Merge Definition screen

2. Click the **Browse** button, and find and select the Word mail merge document.



3. Click the **Upload** button.

Attach document	
Steps To Upload Image: 1) Click Browse and select the file you wish to upload	
2) Click Upload	
C:\Merge\Detention.doc Browse	
Upload	

Uploading a Document

4. A new line is added to the Mail Merge Documents grid, with an icon for the attached document and the date and user name of the staff who added the document.

VMail Merge Definition							
Name: Detention Type: General Default Language: English							
Documents							
Name	Туре	Default Languag	je Report Name	e 🔶	Mail Mer	ge Version	
Detention	General	English	ADS801 - D	isciplinary Action Form	1.0	*	
Mail Merge Documents Add 🕥							
X Line Language	♦	Revision	🔶 Document	Date Added	😂 User \	Vho Added	
I English ♥ 1 02/05/2013 11:45:00 User, Admin ←							
Uploaded Document, Mail Merge Definition screen							

- 5. Select the language of the document in the Language list.
- 6. To track which version of the letter is in use, enter the **Revision** name or number.
- 7. Click the **Save** button at the top of the screen.

Multiple documents can be attached to one definition, each in a different language. To view the existing attached document, click on the Word icon in the **Document** column.

To delete a document, check the box in the **X** column and click the **Save** button. To delete the entire definition:

- 1. Delete all attached documents.
- 2. Click the **Delete** button at the top of the screen.

Chapter Four: SECURITY

This chapter covers:

- Discipline and Conference-Specific Security Settings
- ► District Discipline Code Security
- District Discipline Code Setup Security (Discipline Incident)
- District Disposition Code Setup Security
- School Discipline Code Security (Discipline Incident)
- School Disposition Code Security
- District Discipline Options Security
- Incidents and Student Incident Security
- Conference Visitation Codes Security
- ► Student Conference Security
- Discipline and Conference Reports Security

Security for each of the screens discussed in this manual is defined by **Synergy SIS** > **System** > **Security** > **PAD Security** and **Synergy SIS** > **System** > **Security** > **Security Definition**. How they work and how security is defined is covered in detail in the *Synergy SIS* – *Security Administrator Guide*. This chapter outlines where the security for each part of each discipline- and conference-related screen may be defined in the **Security Definition** screen. It also covers the unique security setup for the Conference and Discipline screens.

DISCIPLINE AND CONFERENCE-SPECIFIC SECURITY SETTINGS

In addition to the PAD Tree and Security Definition settings that are common to all modules in Synergy SIS, the Discipline and Conference modules also enable districts to set security based on individual discipline or conference codes. For example, the discipline codes for Alcohol and Drug discipline incidents might be configured so that only principals can see those incidents, but everyone can see all other discipline incidents.

Up to five levels of security can be configured for the discipline and conference codes. Each user or user group is then assigned a matching security level. The levels of security are:

- Lowest
- Low
- Medium
- High
- Highest

The levels are cumulative, meaning that a user with a Medium level of security can see all discipline codes set to Lowest, Low, or Medium.

To set the security levels for the discipline codes used in the **Student Discipline** screen, select the level in the **Security** column in **Synergy SIS > Discipline > Setup > District Discipline Code**.

chool Year: 2008-2	009				
District Discipline C	ades				
Discipline Codes					
🗙 🛛 Line Discipline G	ode Description	Security	Mandatory		
01	AGRESSION - Apgravated Assault	~	R	36	
02	AGRESSION - Assault	~	R	36	
03	AGRESSION - Disorderly Conduct	×	C	33	
4 04	AGRESSION - Endangerment	~	P	89	
6 05	AGRESSION - Fighting	×	9	34	
E 6 06	AGRESSION - Minur Agressive Act	~	0		
C 07	AGRESSION - Recklessness		C		
1 08	AGRESSION - Verbal Provocation	~	6	32	
1 9 09	AGRESSION - Other Agressive Act		C	37	
10 10	ALCOHOL & DRUGS - Alcohol Violation	~	R	55	
11 11	ALCOHOL & DRUGS - Drug Paraphemaka	~	E		
12 12	ALCOHOL & DRUGS - Inhalants	~	R.		
1 13	ALCOHOL & DRUGS - Over the Courter Drug	~	R.		
14 14	ALCOHOL & DRUGS - Prescription Drug	~	P		
15 15	ALCOHOL & DRUGS - Represented as Ilicit D	~	E		
16 16	ALCOHOL & DRUGS - Illicit Drug	~	P	41	
1 17	ALCOHOL & DRUGS - Unknown Drug	~	R		
10 10	ALCOHOL & DRUGS - Tobacco Violation	~	2		
10 19	ARSON - Arson of an occupied structure	~	R	18	
20 20	ARSON - Arson of Structure or Property	~	P		

District Discipline Code screen

To set the security levels for the discipline codes used in the **Incidents** and **Student Incident** screens, select the level in the **Security** field in the **District Discipline Code Setup** screen. Only the top level of codes may be assigned security levels.

Save Close						
District Discipline Code Setup		(«				
Code Description	State Code Security	Id Sis Code				
		× .				
Mandatory Report To State Mandatory Law Enforcement Notification						
District Discipline C	code Setup screen					

To set the security levels for the conference codes used in the **Student Conference** screen, select the level in the **Security** column in **Synergy SIS > Student > Setup > Conference Visitation Codes**.

Ме	nu▼ 🧊 Save Undo		Form Status: Ready (Update Mode) 🛛 🔊 💏				
Y	Conference Visitation Codes						
Sch	hool Year: 2008-2009						
C	onference Codes						
Co	odes		Add 🔇				
×	Line Conf Code	Description	Security				
	1 00	Student Meeting	~				
	1 2 01	Parent Meeting	×				
	1 3 02	Emotional Issue	✓				
	4 03	Schedule Change	*				
	5 04	Conduct	¥				
	6 05	Meet and Greet Night	¥				
	1 7 06	Concepts	¥				
	8 07	Instruction	¥				
	9 08	Graduation Review	¥				
	10 09	Course Requests	¥				

Conference Visitation Codes screen

Once the security levels for the individual codes have been set, each user needs to be assigned a security level. This is done either in the User Group assigned or the Individual User settings.

To assign security settings at the User Group level:

- 1. Navigate to the Synergy SIS > System > User > User Groups.
- 2. Use the Previous and Next buttons or Find button to locate the group for which you want to set security.

3. Click the Security Settings tab.

Solution Value of Solution Value of Va						
User Group Name: Role - Admin						
Members Organizations Navigation Menu Op	otions Securi	y Settings POV				
User Group Name	Name of I	iser group in LDAP (if synching with LDAP)				
Role - Admin						
Discipline	0	Conference	0			
Discipline Security Discipline Organization Securi	ity	Conference Visitation				
Highest 🛛 👻 View All - Disregard Organiza	~	Highest				
		Student Enrollment History	Ô			
		Student Enrollment Organization Security				
		Edit All - Disregard Organization Security (De 🕶				
User Groups screen						

- 4. In the **Discipline Security** list, set the level for discipline security for all users in the group.
- 5. In the Discipline Organization Security list, click an option. Current Organization Only allows the users to see discipline events in the current school only. View All - Obey Organization Security allows access based on the user's rights to other schools' information. View All - Disregard Organization Security allows the users to see all discipline incidents regardless of the school and the users' access rights to the school's data.
- 6. In the **Conference Visitation** list, set the group's security level for conferences.

To set up security for an individual user:

1. Navigate to Synergy SIS > System > User > User.

VUser											
User Name: Use	r, Admin										
Demographics	Organizations	User Groups	Navigation M	enu	Securi	ity Settings	Focus	Spell Check	POV		
Last Name	First N	lame	Middle Name	Disa	abled U	Jser Type					
User	Admir			Г		Staff 🛛 🔽					
Discipline 🔇				Conference 📀					٨		
Discipline Securi	ity			Conference Visitation							
Highest	~			Highe	est	*					
Discipline Organ	Discipline Organization Security					Student Enrollment History					
▼				Student Enrollment Organization Security							
			User s	cree	n						

- 2. Use the Previous and Next buttons or Find button to locate the group for which you want to set security.
- 3. Click the Security Settings tab.
- 4. In the **Discipline Security** list, set the level for discipline security for the user.
- 5. In the Discipline Organization Security list, click an option. Current Organization Only allows the user to see discipline events in the current school only. View All - Obey Organization Security allows access based on the user's rights to other schools' information. View All - Disregard Organization Security allows the user to see all discipline incidents regardless of the school and the user's access rights to the school's data.
- 6. In the **Conference Visitation** list, set the user's security level for conferences.

7. Click the **Save** button at the top of the screen to save the changes.

DISTRICT DISCIPLINE CODE SECURITY

The entire **Synergy SIS > Discipline > Setup > District Discipline Code** screen can be secured in Security Definition, under the K12.DisciplineInfo.Setup.DistrictDisciplineCode node:

K12.DisciplineInfo.Setup.DistrictDisciplineCode

∇	Dist	rict Discipli	ine Code				
Scho	ool Ye	ar: 2010-2011					
Dist	rict D	iscipline Codes					
Discipline Codes							
×	Line	Display Order 🖨	Discipline Code 🖨	Description 👙	Security 👙	Mandatory 🔶	SASI III Code 🍦
		1	01	Academic/cheat	~	V	01
Γ	2	2	02	Alcohol	~	V	02
	3	3	03	Arson	~		03
	4	4	04	Assault	~		04
	5	5	05	Automobile	~		05
	6	6	06	Bus	~		06
	7	7	07	Danger Weapon	~	V	07
	8	8	08	Deadly Weapon	~		08
	9	9	09	Defiance	~		09
	10	10	10	Discrimination	~	V	10
	11	11	11	Disorder Cond	~	V	11
	12	12	12	Dress Standard	~	V	12
	13	13	13	Drug/Distribution	~	V	13
	14	14	14	Drug/possession	~		14
	15	15	15	Fighting	~	v	15
	16	16	16	Forgery	~		16
Г	17	17	17	Gambling	~	V	17
Γ	18	18	18	Gang Act/assoc	~	V	18
Г	19	19	19	Harassment	~	M	19
	20	20	20	Internet/comput	~		20

District Discipline Code screen security
SCHOOL DISCIPLINE CODE SECURITY (DISCIPLINE)

The entire **Synergy SIS > Discipline > Setup > School Discipline Code** screen can be secured using the following security node:

K12. Discipline Info. Setup. School Discipline Code Grid

School Disc	ipline Code			(<
School name: Hope Hi	gh School School Year: 2008-2009			
School Discipline Cod	es			
School Discipline Cod	es			Q
Line Discipline Code	Description	Security	Used in School	Default Demerits
1 <u>01</u>	AGRESSION - Aggravated Assault	Lowest		
2 02	AGRESSION - Assault			
3 <u>04</u>	AGRESSION - Endangerment			
4 <u>05</u>	AGRESSION - Fighting			
5 <u>10</u>	ALCOHOL & DRUGS - Alcohol Violation			
6 <u>11</u>	ALCOHOL & DRUGS - Drug Paraphernalia			
7 12	ALCOHOL & DRUGS - Inhalants			
8 <u>13</u>	ALCOHOL & DRUGS - Over the Counter Drug			
9 <u>14</u>	ALCOHOL & DRUGS - Prescription Drug			
10 <u>16</u>	ALCOHOL & DRUGS - Illicit Drug			
11 <u>17</u>	ALCOHOL & DRUGS - Unknown Drug			
12 <u>18</u>	ALCOHOL & DRUGS - Tobacco Violation			
13 <u>19</u>	ARSON - Arson of an occupied structure		V	
14 <u>20</u>	ARSON - Arson of Structure or Property			
15 71	VANDALISM - Vandalism of school property		V	
	School Discipline Code scr	een security		

To control just the access to the **Security** column in the screen, use this security node:

K12.DisciplineInfo.Setup.SchoolDisciplineCode

School Discipline Code										
School name: Hope Hig	gh School School Year: 2008-2009									
School Discipline Codes										
School Discipline Code	95			(3						
Line Discipline Code	Description	Security	Used in School	Default Demerits						
1 <u>01</u>	AGRESSION - Aggravated Assault	Lowest	\checkmark							
2 02	AGRESSION - Assault		V							
3 <u>04</u>	AGRESSION - Endangerment		V							
4 <u>05</u>	AGRESSION - Fighting									
5 <u>10</u>	ALCOHOL & DRUGS - Alcohol Violation		V							
6 <u>11</u>	ALCOHOL & DRUGS - Drug Paraphernalia									
7 12	ALCOHOL & DRUGS - Inhalants		V							
8 <u>13</u>	ALCOHOL & DRUGS - Over the Counter Drug									
9 <u>14</u>	ALCOHOL & DRUGS - Prescription Drug									
10 <u>16</u>	ALCOHOL & DRUGS - Illicit Drug		V							
11 <u>17</u>	ALCOHOL & DRUGS - Unknown Drug									
12 <u>18</u>	ALCOHOL & DRUGS - Tobacco Violation		V							
13 <u>19</u>	ARSON - Arson of an occupied structure									
14 <u>20</u>	ARSON - Arson of Structure or Property		V							
15 <u>71</u>	VANDALISM - Vandalism of school property		V							
16 <mark>03</mark>	AGRESSION - Disorderly Conduct									

School Discipline Code screen, Security column

STUDENT DISCIPLINE SECURITY

The entire **Synergy SIS > Discipline > Student Discipline** screen can be secured using the following security node:

K12.DisciplineInfo.StudentDiscipline

Menu 🕶 🔇 🌖	J 🔍 🕲 🛞 🖾 Save Undo							Ready (U	odate Mode)	R. 🖇
	cipline									«
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231										
Discipline Discipline H	listory									
Last Name	First Name	Middle Name	Suffix	Perm ID	Gra	ade	Gender			
Abbott	Billy	C		905483	12		Male	~		
Counts and Totals										0
Ethnic Code	Instructional Setting T	otal Incidents T	otal Hours	Total Day	s_Total I	Demerits				
Hispanic 🛛 💌	× 1	2 1		1.0	0					
Discipline Incidents									Show [Detail 🔕
Line Incident Date	Description			Inc	ident Tim	e I	Referred By		Staff Name	
1 10/07/2008	SCHOOL THREAT -	Bomb Threat		3:4	IO PM	E	Bus Driver		Wilson, Rob	
2 10/06/2008	Trespassing			7:6	i8 AM	١	Ir Weathers	1	McGrew, Tom	1

Student Discipline screen security

To control only the **Disposition** information on the **Student Discipline** screen, use this security node:

Discipline Incidents		Add Wizard	Add Hide Detai	
Line Description	Description: SCHOOL THREAT - Bomb Threat			
1 SCHOOL THREAT - 🔽	Print Discipline Report			
2 Trespassing 💌	Print Disciplinary Action Form Merge Document Merge Langu	age		
	Incident Date Incident Time Referred By Referral D 10/07/2008 🔐 3:40 PM Bus Driver	iate IP		
	Staff Name Location Incident Co Wilson, Rob V Bus	ontext		
	Disposition Code Disposition Date Hours Days DET 10/08/2008	Demerits D		
	Last Change User Last Change Date User, Test 05/16/2009			
	Comment 🕎 📀			
	Student used bad language towards the bus driver on th home from school. Student was moved to the front of t for the remainder of the ride.	e ride he bus		
	Private Comment 🐺 📀			
	Incident Explained To Student			
	Disposition			Č
	Line Disposition Disposition Date Disposition End Date D	uration Days	Staff Name	ATR
	DET-Detention 10/08/2008 10/08/2008 1		Weathers, Renee	
	Of the Contract of the Contract of Discourse it is a second to			

K12.DisciplineInfo.StudentDisciplineDisposition

Student Discipline screen, Disposition security

The following security node does not provide a visible change in security on the screens:

K12.DisciplineInfo.StudentDisciplineUI

DISTRICT DISCIPLINE CODE SETUP SECURITY (DISCIPLINE INCIDENT)

To control the top level of codes in **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**, use the following security node:

K12.DisciplineInfo.Setup.DistrictDisciplineCode

☑ District Discipline Code Setup								
Discipline Code: AZ10 Description: Weapons & Dangerous Items State Code: 1								
	Dissiniin	no Costoo l						
	Code AZ10	Description Weapons & Dangerous Items	State Code	Security	Old Sis Code			
l	Display C 0 Ø Manda	order	aw Enforcement N	otification				
				0.1				

District Discipline Code Setup security, Level 1

To control the second level of codes in the **District Discipline Code Setup** screen, use the following security node:

K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub1

\mathbb{V}	VDistrict Discipline Code Setup											
Disc	Discipline Code: AZ10 Description: Weapons & Dangerous Items State Code: 1											
Dis	ciplin	e Codes										
Cod	е	Description			State Code	Security	Old Sis	Code				
AZ10	Z10 Weapons & Dangerous Items				1		✓ 07					
Disp	lay O	rder										
0												
₽ M	landa	tory 🗖 Report T	o State T	Mandatory Law P	Enforcement No	tification						
Disc	cipline	e Codes						[Add	Show Detail 🙆		
×	Line	Display Order	Code 🌲		scription	¢	State Code $~\Leftrightarrow~$	Report To State	Manda Enforceme	tory Law nt Notification 🗧		
	1	0	50	Firearms	irearms		Firearms		50	V		V
	2	0	52	Other Weapons			52					
	3	0	53	Dangerous Items			53 🗆			⊡		
	4											

District Discipline Code Setup security, Level 2

To control the third level of codes in the **District Discipline Code Setup** screen, use the following security node:

Y	♥District Discipline Code Setup										
Discip	Discipline Code: AZ10 Description: Weapons & Dangerous Items State Code: 1										
Disc	Discipline Codes										
Code	Description		Stat	e Code	Secu	urity	Old Sis Code				
AZ10	Weapons & Dangerous Items		1				✓ 07				
Displa	ay Order										
р											
Ma Ma	andatory 🗖 Report To State 🗖 Mandatory L	.aw E	nfor	cement	Notificati	on					
Disci	pline Codes									Add	Hide Detail 🔇
Line	Description	Dis	cipli	ine Deta	ail 🔄						
1	Firearms	Cod	е		Descripti	on		State Code			
2	Other Weapons	50			Firearms						
3	Dangerous Items	Disp	olay i	Order							
4	Simulated Firearm	0									
		F F	?epo	rt To Si	tate 🔽 M	andatory	Law Enforcement Notifica	tion			
		Uet	ail 1	Codes							Add 🐼
		×		Disp Orc	olay 🔶 ler	Code 🔶	Description		State Code	Report To ≑ State	Mandatory Law Enforcement Notification
				0		11	Handgun		11	~	
			2	0		12	Shotgun or Rifle		12	~	M
			3	0		15	Starter Gun		15	~	
			4	0		44	Destructive device i.e. Bom	h or Grenade	44	V	

K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub2

The following security node does not provide a visible change in security on the screens:

K12.DisciplineInfo.Setup.DistrictDisciplineSetupUI

District Discipline Code Setup security, Level 3

DISTRICT DISPOSITION CODE SETUP SECURITY

To control the top level of codes in **Synergy SIS > Discipline Incident > Setup > District Disposition Code Setup**, use the following security node:

K12.DisciplineInfo.Setup.DistrictDispositionCode

VDistrict Disposition Code Setup	«
Disposition Code: 00 Description: No Action Taken State Code:	
Disposition Codes	
Disposition Code Description State Code	Report To State
00 No Action Taken	
	Old Sis Code Mandatory
Disposition Codes	Add Show Detail 🔇
X Line Disposition Code Description	State Code

District Disposition Code Setup security, Level 1

To control the second level of codes in the **District Disposition Code Setup** screen, use the following security node:

K12.DisciplineInfo.Setup.DistrictDispositionCodeSub1

♥District Disposition Code Setup										
Disp	iositio	n Code: AZA1 Desci	ription: Actions Completed In One Day State Code:							
Dis	Disposition Codes									
Disposition Code Description State Code										
AZA1 Actions Completed In One Day										
Rep	ort Ta) State Old Sis Code	Mandatory							
Disposition Codes Add St										
Dis	positio	on Codes		Add	Show Detail					
Disp X	positio Line	on Codes Disposition Code	Description	Add 🖨	Show Detail 🔗 State Code 🖨					
Disp X	positio Line 1	on Codes Disposition Code 60	Description Withdrawal	Add	Show Detail 🐼 State Code 😝 60					
	Line	on Codes Disposition Code 60 61	Description Withdrawal Warning	Add	Show Detail State Code 60 61					
	Line	Disposition Code 60 61 64	Description Withdrawal Warning Student Verbal Apology	Add 🔶	Show Detail State Code 60 61 64					
	Line	Disposition Code 60 61 64 65	Description Withdrawal Warning Student Verbal Apology Student Written Apology	Add 🤤	Show Detail State Code 60 61 64 65					

District Disposition Code Setup security, Level 2

To control the third level of codes in the **District Disposition Code Setup** screen, use the following security node:

Y	VDistrict Disposition Code Setup									
Dispo	isposition Code: AZA1 Description: Actions Completed In One Day State Code:									
Disp	Disposition Codes									
Dispo	sition Code Desi	cripti	on		State Code Report To St	ate Old Sis Co	de			
AZA1	Acti	ons C	Comple	ted In One Day						
Mand:	andatory									
Disposition Codes Add Hide De										
Line	Disposition Code	Dis	spositi	on Detail						
	60	DIS	positio	n Code Descr	IT O I I I I I I I I I I I I I I I I I I	Code				
	61	184		Reterr	al To Outside Agency					
3	64	Rep	oort To) State						
4	65									
	66	De	tail 1 (Codes		A	dd 🔇			
6	84	×	Line	Disposition 🚊	Description	State Code 👙	Report To 🚔			
				Code ~		· · · · ·	State			
			1	1	Hope Counseling Center					
			2	2	Hope Drug Rehabilitation Center					

K12.DisciplineInfo.Setup.DistrictDispositionCodeSub2

District Disposition Code Setup security, Level 3

SCHOOL DISCIPLINE CODE SECURITY (DISCIPLINE INCIDENT)

The entire **Synergy SIS > Discipline Incident > Setup > School Discipline Code** screen can be secured using the following security node:

VSchool Discipline Code											
Scho	ol name: Hope High	School School Year: 2008-2009									
Scho	School Discipline Codes										
Scho	ool Discipline Codes					0					
Line	Discipline Code	Description	Security	Used in School	Default Demerits						
1	<u>01</u>	AGRESSION - Aggravated Assault	Lowest	V							
2	02	AGRESSION - Assault		V							
3	<u>04</u>	AGRESSION - Endangerment		V							
4	<u>05</u>	AGRESSION - Fighting		V							
5	<u>10</u>	ALCOHOL & DRUGS - Alcohol Violation		V							
6	<u>11</u>	ALCOHOL & DRUGS - Drug Paraphernalia		V							
7	<u>12</u>	ALCOHOL & DRUGS - Inhalants		V							
8	<u>13</u>	ALCOHOL & DRUGS - Over the Counter Drug		V							
9	<u>14</u>	ALCOHOL & DRUGS - Prescription Drug		V							
10	<u>16</u>	ALCOHOL & DRUGS - Illicit Drug		V							
11	17	ALCOHOL & DRUGS - Unknown Drug		V							
12	<u>18</u>	ALCOHOL & DRUGS - Tobacco Violation		V							
13	<u>19</u>	ARSON - Arson of an occupied structure		V							
14	20	ARSON - Arson of Structure or Property		V							
15	71	VANDALISM - Vandalism of school property		V							

K12.DisciplineInfo.Setup.SchoolDisciplineCodeGrid

School Discipline Code screen

To control just the access to the **Security** column in the screen, use this security node:

School Discipline Code										
School name: Hope Hig	h School School Year: 2008-2009									
School Discipline Codes										
School Discipline Code	S					0				
Line Discipline Code	Description		Security	Used in School	Default D	emerits				
1 <u>01</u>	AGRESSION - Aggravated Assault		Lowest	V						
2 02	AGRESSION - Assault			M						
3 <u>04</u>	AGRESSION - Endangerment			M						
4 <u>05</u>	AGRESSION - Fighting									
5 <u>10</u>	ALCOHOL & DRUGS - Alcohol Violation			M						
6 <u>11</u>	ALCOHOL & DRUGS - Drug Paraphernalia									
7 12	ALCOHOL & DRUGS - Inhalants			M						
8 <u>13</u>	ALCOHOL & DRUGS - Over the Counter Drug			M						
9 <u>14</u>	ALCOHOL & DRUGS - Prescription Drug									
10 <u>16</u>	ALCOHOL & DRUGS - Illicit Drug			M						
11 <u>17</u>	ALCOHOL & DRUGS - Unknown Drug			M						
12 <u>18</u>	ALCOHOL & DRUGS - Tobacco Violation			M						
13 <u>19</u>	ARSON - Arson of an occupied structure			M						
14 <u>20</u>	ARSON - Arson of Structure or Property			M						
15 <u>71</u>	VANDALISM - Vandalism of school property			M						
16 0 <u>3</u>	AGRESSION - Disorderly Conduct	U								

K12.DisciplineInfo.Setup.SchoolDisciplineCode

School Discipline Code, Security column

SCHOOL DISPOSITION CODE SECURITY

The entire **Synergy SIS > Discipline Incident > Setup > School Disposition Code** screen can be secured using the following security node:

K12.DisciplineInfo.Setup.SchoolDispositionCodeGrid

School Disposition	School Disposition Code								
School name: Hope High Scho	ol School Year: 2008-2009								
School Disposition Codes									
Calculate Disposition Days									
School Disposition Codes		<u>ې</u>							
Line Disposition Code	Description	Used in School							
1 00	No Action Taken								
2 <u>01</u>	Actions Completed In One Day								
3 <u>02</u>	Actions Completed In One Or More Days								
4 <u>07</u>	Victim Related Actions								
5 <u>04</u>	Actions within Due Process								
6 <u>05</u>	Removal								
7 06	Other Action	<u>N</u>							

School Disposition Code screen

The following security node does not provide a visible change in security on the screens:

• K12.DisciplineInfo.Setup.SchoolDispositionCode

DISTRICT DISCIPLINE OPTIONS SECURITY

The **Synergy SIS > System > Setup > District Discipline Options** screen is not controlled by any security node.

VDistrict Discipline Options	(
Discipline Options	
Discipline Type Incident	
Incident Discipline Options	Ç
Incident ID Numbering	
Unique number that never resets	~
Disposition Add Option	
Link added dispositions to student violations not already associated with a disposition. (Default)	~
Incident Violation Display	
Entire Violation	

District Discipline Options screen

INCIDENTS AND STUDENT INCIDENT SECURITY

Many security codes control similar areas on both Synergy SIS > Discipline Incident > Incidents and Synergy SIS > Discipline Incident > Student Incident. This security node controls the top section of the Information tab for the Incidents screen.

K12.DisciplineInfo.SchoolIncident

Incide	nts										K
ncident ID: 2	Incident Date: 03/	09/2011 Referred I	By: Jones, Dav	id Entered B	y: Wilson, Rob Organizatio	n Name: Hope High	n Scho	ool			
Information Date	Participants Time 7:15 PM	Violations Do Incident ID 2	Referrer L	ast Name	Referrer First Name	Referral Date		Staff Name Wilson, Rob	 ~		
Description 🍄] 📀			Privat	te Description 🕎 🥥						
Two students h game. A sepa was injured du	nad an altercatio rate student, no ring the incident	n before the hom t involved in the a	e football Itercation,	<				<			
Gang Relat	ted 🔲 Hate Re	elated									
ncident Cost	Incident Co	ntext Code	li li	ncident Cor	ntext Comment 🕎 🥥						
	Outside Sch	iool Hrs, Non-sch	Sp 💌								
Weapons											٢
umber Of Fi	rearms Numbe	r Of Non-Firear	ms								
Location										Add	
X Line		Location		⊜ Loo	cation Text						
L 1 Ath	letic Field or Pla	ayground	*	ABC	Football field						
Other Schools										Chooser	

Incidents screen, Information tab security

On the **Student Incident** screen, this security node controls the **Incident Detail** tab in the detail screen of the incident.

	nt										
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231											
Discipline Discipline History											
Last Name First	t Name Middle Name Suffix Perm ID Grade Gender										
Abbott Billy	y C 905483 12 💙 Male 💙										
Add Existing Incident Create N	Vew Incident										
Discipline Incidents	Hide Detail										
Incident											
Date	Student Incident Detail Incident Violations Additional Information										
1 03/12/2009	Incident ID Incident Date Entered By Referred By										
2 10/11/2008 📝	3 03/12/2009 McGrew, Tom Marin, Charlie										
	Violation(s) associated with incident require that this incident be reported to police.										
	incident Date Incident Time Referrer Last Name Referrer First Name Referral Date										
	03/12/2009 📅 12:22 PM Marin Charlie 03/12/2009 📅										
	Entered By Incident Context Code										
	McGrew, Tom 👻 Lunch 👻										
	Description 🕎 🛇										
	Billy was caught smoking marijuana in the boys locker room										
	during lunch hour.										

Student Incident screen, Incident Detail tab

The **Location** section on the **Information** tab of the **Incident** screen is controlled by the following security node:

√Incide	ents								~
Incident ID: 2	Incident Date: 03/09	0/2011 Referred I	By: Jones, David Entered E	y: Wilson, Rob Organizatio	on Name: Hope High Sc	hool			
Information	Participants	Violations Do	cuments						
Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referral Date	Staff Name			
03/09/2011	7:15 PM	2	Jones	David	03/10/2011	Wilson, Rob	~		
Description	۳ 🛇		Priva	te Description 🕎 📀					
Two students game. A sepa was injured du	had an altercation arate student, not uring the incident.	before the hom involved in the a	e football Iltercation,						
Gang Rela	ated 🔲 Hate Rel	ated							
Incident Cost	Incident Con	text Code	Incident Co	ntext Comment 🕎 🥥					
	Outside Scho	ol Hrs, Non-sch	Sp 💙						
Weapons									٨
Number Of F	irearms Number	Of Non-Firear	ms						
Location								Add	
X Line		Location	⊜ Lo	cation Text					
🔲 1 Atl	hletic Field or Play	/ground	ABC	Football field					
Other Schools	s							Chooser	

Incidents screen, Location section of the Information tab

This same security node controls the **Incident Location** section on the **Incident Detail** tab in the detail screen of the incident on the **Student Incident** screen.

(
Hide Detail 🔕
e
-
HUU O

Student Incident screen, Incident Location section of the Incident Detail tab

The **Other Schools** section of the **Information** tab on the Incidents screen is controlled by the following security node:

K12.DisciplineInfo.SchoolIncidentOrganization

√Incide	nts						(<
Incident ID: 2	Incident Date: 03/09/2011 Referred	By: Jones, David Entered I	By: Wilson, Rob Organizatio	in Name: Hope High Scl	hool		
Information	Participants Violations D Time Incident ID Image: Comparison of the second seco	Referrer Last Name	Referrer First Name	Referral Date	Staff Name Wilson, Rob	~	
Description 🖤	F 📀	Priva	ite Description 🕎 📀				
Two students h game. A sepa was injured dur	had an altercation before the hon rrate student, not involved in the ring the incident.	ne football altercation,			×		
Gang Relat	ted 🔲 Hate Related						
Incident Cost	Incident Context Code	Incident Co	ntext Comment 🕎 🥥				
	Outside School Hrs, Non-scl	h Sp 👻					
Weapons							G
Number Of Fi	irearms Number Of Non-Firea	rms					
Location							Add 🔇
X Line	Location	⊜ Lo	cation Text				
🔲 1 Ath	letic Field or Playground		Football field				
Other School	ls						Chooser 🔇
× Line		Organization Nam	e		😂 School Year		
T 1 Ken	nnedy High School				2010-R		

Incidents screen, Other Schools section of Information tab

To control the **Students Involved** section on the **Participants** tab of the **Incidents** screen, use the following security node:

VIncid	ents									(4
Incident ID: :	2 Incident Date: 03/09/201	1 Referred	By: Jon	es, David Entered B	ly: Wilson, Rob C	Organization Name: Hope	e High Scl	hool		
Information	Participants Viola	tions Do	ocumen	ts						
Date	Time In	cident ID	Refe	errer Last Name	Referrer First	Name Referral [Date	Staff Name	100	-
03/09/2011	[] ₽]7:15 PM]2		Jone	is .	David	03/10/201	1 🗗	Wilson, Rob	Y	
	Vie	plation(s)	asso	ciated with incid	lent require t	hat this incident	be repo	orted to police.		
Participant	Totals									4
Offender A	dditional Victims Total	Victims E	Bystand	ler or Witness						
2	1	ŕ	1							
A 1 1 1										
Students In	volved								Show Detail	Chooser 📀
X Line St	volved tudent Name	Gender	Grade	Incident Role		Injuries Sustained	Violatio	on List	Show Detail School Of	Chooser 🐼 Enrollment
Students In X Line St I 1	volved tudent Name bbott, Billy C.	Gender M	Grade 12	Incident Role Offender	~	Injuries Sustained	Violatio Aggre	on List ssion > Fighting	Show Detail School Of Hope Hig	Chooser 🐼 Enrollment jh School
Students In X Line St I 1 A I 2	volved tudent Name <u>bbott, Billy C.</u> costa, Kathleen D.	Gender M F	Grade 12 11	Incident Role Offender Victim	*	Injuries Sustained	Violatio Aggre	on List ssion > Fighting	Show Detail School Of Hope Hig Kennedy	Chooser 🐼 Enrollment ph School High School
Students In X Line St I 1 A I 2 I 3	volved tudent Name bbott, Billy C. costa, Kathleen D. aggart, Jeremy M.	Gender M F M	Grade 12 11 11	Incident Role Offender Victim Offender	~	Injuries Sustained	Violatio Aggre Aggre	n List ssion > Fighting ssion > Fighting	Show Detail School Of Hope Hig Kennedy Hope Hig	Chooser Chrollment School High School School
Students In X Line St 1 A 2 A 3 T Other Involu	volved ludent Name bbott, Billy C. costa, Kathleen D. aggart, Jeremy M. ved Persons	Gender M F M	Grade 12 11 11	Incident Role Offender Victim Offender	v	Injuries Sustained	Violatio Aggre Aggre	on List ssion > Fighting ssion > Fighting	Show Detail School Of Hope Hig Kennedy Hope Hig Add	Chooser Finrollment ph School High School ph School Show Detail
Students in X Line St I 1 A I 2 A I 3 I 3 Other Invol X Line	volved tudent Name <u>bbott, Billy C.</u> costa, Kathleen D. aggart, Jeremy M. ved Persons	Gender M F M Name	Grade 12 11 11 11	Incident Role Offender Victim Offender	▼ ▼ B ⊖ Gender ⊖	Injuries Sustained	Violatio Aggre Aggre ol ⊖	on List ssion > Fighting ssion > Fighting Incident Role	Show Detail School Of Hope Hig Kennedy Hope Hig Add	Chooser Enrollment gh School High School gh School Show Detail Show Detail Tries Sustained

K12.DisciplineInfo.IncidentStudentGrid

F Incidents screen, Students Involved section of Participants tab

The **Incidents Violation** tab of the detail screen of the student information, both on the **Participants** tab of the **Incidents** screen and on the detail screen of an incident on the **Student Incident** screen, is controlled by the following security node:

√Incidents («										
Incident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School										
Information Participants Violations Do	cuments									
Date Time Incident ID	Referrer Last Name	Referrer First Name	Referral Date	Staff Name						
03/09/2011 📝 7:15 PM 2	Jones	David	03/10/2011 🛛 📅	Wilson, Rob	~					
Violation(s)	associated with incid	lent require that this	incident be repo	orted to police.						
Participant Totals						٩				
Offender Additional Victims Total Victims By	/stander or Witness									
2 1 1										
Students Involved					Hide Detail	Chooser 🔇				
Line Student Name										
Abbott, Billy C.	Student Incident Deta	il Incident Detail Inc	ident Violations [Additional Informati	on Enrollme	nt Restrictions				
2 Acosta, Kathleen D.	Incident ID Incident D	ate Entered By Refe	rred By							
3 Laggart, Jeremy M.	2 03/09/201	11 Wilson, Rob Jone	es, David							
	Incident Violations					Add 🔇				
	Line Committe	d Violation Numbe	r Description							
	1	2 2	Aggression	> Fighting						
	2	5	Aggression	> Disorderly Con	duct					
Other Involved Persons					Add	Show Detail 🔇				
Name				lu sideut Dela		Curtained A				
🔨 🔲 Last Name 🔶 First N	lame 🗦 Middle Nam	e ⊜ Gender ⇒ Relat	on to School 🗧 🗟	Inclaem Role	⇒ mjuri	es sustament 🚔				
🗖 1 Jacobs Gary		M 🖌 Substit	ute Teacher 🛛 💌	Bystander or witnes	is 🔽					
lu stalsu (s		Maladana		- to - or to to to						

K12.DisciplineInfo.ViolationIncidentStudentGrid

Incidents screen, Incident Violations section on the Participants tab

VStudent Incid	dent									«
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 403										
Discipline Discipline Hi	story									
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade		Gender			
Abbott	Billy	C		905483	12	*	Male	*		
Add Existing Incident	Create New Incident									
Counts and Totals										٥
Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Ho	urs Total Days	Total Der	nerits				
Hispanic 🔽	Y	3	0	0.0	0					
Discipline Incidents									Hide D	etail 🔇
	cident									
Date		Student Incid	lent Detail	Incident Detail	Inciden	t Violat	ions Ac	dditional Information	Enrollment Rest	rictions
1 05/03/2011		Incident ID In	cident Da	te Entered By	Refer	red By	_			
2 04/27/2011		<u> 3</u> 0	5/03/201	1 Weathers, Ju	ilia Maloi	ney, Jol	าท			
3 03/09/2011		Viola	ition(s) a	ssociated with	incident	requir	e that th	his incident be re	ported to police	
		Incident Vio	lations						Add	
		Line C	ommitted '	Violation Nu	mber	Descrip	otion			
		1	V	6		Drug/p	ossessio	n > Drug /Possess	ion	
		2		8		Deadly	Weapon	ו		
		Student In	oidont	ooroon Inc	idont \	lioloti	ion toh	、 、		-

Student Incident screen, Incident Violation tab

The **Other Involved Persons** section of the **Participants** tab in the **Incidents** screen is controlled by the following security node:

K12.DisciplineInfo.StudentNonIncidentDiscipline

√Incidents						(4				
InCident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School										
Information Participants Violations Doc	uments									
Date Time Incident ID	Referrer Last Name Re	ferrer First Name	Referral Date	Staff Name						
03/09/2011 📅 7:15 PM 2	Jones Da	wid	03/10/2011 🛛 🖓	Wilson, Rob	*					
Violation(s) a	ssociated with incident	require that this i	incident be repo	orted to police.						
Participant Totals						٥				
Offender Additional Victims Total Victims By	stander or Witness									
Students Involved					Hide Detail	Chooser 🔇				
Line Student Name										
Abbott, Billy C.	Student Incident Detail	Incident Detail Incid	dent Violations 📘	Additional Informatio	n Enrollme	ent Restrictions				
2 Acosta, Kathleen D.	Incident ID Incident Date I	Entered By Refer	red By							
a <u>Laggari, Jereniy M.</u>	2 03/09/2011	Wilson, Rob Jone:	s, David							
	Incident Violations					Add 🔇				
	Line Committed Vio	lation Number	Description							
	1	2	Aggression	> Fighting						
	2	5	Aggression	> Disorderly Cond	uct					
Other Involved Persons					Add	Show Detail 🔕				
X Line Name Last Name ⇒ First Name	ame 🔤 Middle Name 🖨	Gender 🔶 Relatio	on To School 🛛 😂	Incident Role	🔶 İnjuri	ies Sustained \Leftrightarrow				
🗖 1 Jacobs Gary		M 🐱 Substitu	te Teacher 🛛 🔽 I	Bystander or witnes:	3 🗸					

Incidents screen, Other Involved Persons section of Participants tab

The **Incident Violations** tab in the detail screen of the **Other Involved Persons** section on the **Participants** tab of the **Incidents** screen is controlled by the following security node:

√Incidents				(«
Incident ID: 2 Incident Date: 03/09/2011 Re	ferred By: Jones, David Entered By	y: Wilson, Rob Organization	Name: Hope High School	
Information Particinants Violations	Documents			
Date Time Inciden	nt ID Referrer Last Name	Referrer First Name	Referral Date Staff Name	
03/09/2011 📅 7:15 PM 2	Jones	David	03/10/2011 🛛 📅 Wilson, Rob) 💌
Violatio	on(s) associated with incid	ent require that this	incident be reported to pol	ice.
Participant Totals				<u> </u>
Offender Additional Victims Total Victi	ims Bystander or Witness			
	J			
Students Involved				Hide Detail Chooser 📀
Line Student Name			1	
Accesta, Kathlaan D	Student Incident Detai	I Incident Detail Inci	dent Violations Additional Info	ormation Enrollment Restrictions
3 Taggart Jeremy M	Incident ID Incident Da	ate Entered By Refer	rea By	
raggart, coroniy in.	2 03/09/201	T WISUN, RUD JUNE:	o, Daviu	
	Incident Violations			Add 🔇
	Line Committee	l Violation Number	Description	
	1	2	Aggression > Fighting	
	2	5	Aggression > Disorderly	Conduct
Other Involved Persons				Add Hide Detail 🔕
Name				
Line Last Name	Information Incident Violatio	ons		
1 Jacobs	ncident Violations			bbA
	ine Committed Description			
	1 🗆 Aggression > Fi	ighting		
	2 🗖 Aggression > D	isorderly Conduct		

K12.DisciplineInfo.ViolationIncidentNonStudentGrid

The Violations tab of the Incidents screen is controlled by this security node:

K12.DisciplineInfo.StudentIncidentViolation

VIncidents				(«							
nCident ID: 3 Incident Date: 05/03/2011 Referred By: Maloney, John Entered By: Weathers, Julia Organization Name: Hope High School											
Information Participants Violation	s Documents										
Date Time Incide	nt ID Referrer Last Name Ref	errer First Name	Referral Date Staff Nan	ne							
05/03/2011 📴 11:00 AM 3	Maloney Joh	n	05/04/2011 IP Weathers	, Julia 😽 👻							
Viola	tion(s) associated with inciden	t require that th	his incident be reported to	police.							
Violations				Add Show Detail 🔕							
X Line Category	♦ Violation	Detail 🔶	Severity Level 🛛 🖨	Notify Law Enforcement							
Drug/possession	Drug /Possession		1	<u>N</u>							
2 Deadly Weapon			3								

Violations tab, Incidents screen

Incident Violations, Incidents screen

The **Participants** tab of the detail screen of the **Violations** tab in the **Incidents** screen is controlled by this security node:

√Incidents)								
Incident ID: 3 Incident Date: 05/03/2011 Refe	erred By: Maloney, John Entered By: Weathers, Julia Organization Name: Hope High School								
Information Participants Violations	Documents								
Date Time Incident	ID Referrer Last Name Referrer First Name Referral Date Staff Name								
05/03/2011 🕎 11:00 AM 3	Maloney John 05/04/2011 📅 Weathers, Julia 💌								
Violati	on(s) associated with incident require that this incident be reported to police.								
Violations	Add Hide Detail								
Line Category									
1 Drug/possession	Participants Violation								
2 Deadly Weapon	Number Description								
	6 Drug/possession > Drug /Possession								
	Students 🔷								
	Line Committed Name Violation								
	1 🔽 Abbott, Billy C.								
Other Participants									
	Line Committed Name								
	🔽 🗖 Smith, Duncan								

K12.DisciplineInfo.StudentIncidentViolationGrid

Participants tab, Incidents vie

The **Disposition** section on the **Student Incident Detail** tab in the detail screen of the incident on the **Student Incident** screen is controlled by the following security node:



Student Incid	lent														e
Student Name: Abbott, B	illy C. School: Hope High	School Status:	Active Homero	om: 403											
Discipline Discipline Hi	story														
Last Name	First Name Mi	ddle Name	Suffix Perr	n ID	Grade		Gender	r							
Abbott	Billy JC	<u>]</u>	905	183	12	~	Male	×							
Add Existing Incident	Create New Incident]													
Counts and Totals															<u></u>
Resolved Race/Ethnicity	Instructional Setting To	tal Incidents T	otal Hours	otal Days	Total Der	merits									
	9	P	·],		lo										
Discipline incidents	Incident													HIC	ie Detail
Line Date	помен	Stude	nt Incident D	tail Incide	ent Detail	Incide	nt Violat	tions	Additio	nal Inforn	nation E	Enrollm	nent Restriction:	3	
1 05/03/2011 🛛 🗊		Inciden	t ID Incident (Date Entere	ed By	Refer	red By	_							
2 04/27/2011 🛛 🐺		3	05/03/20	011 Weath	hers, Julia	a Malor	ney, Joh	n							
3 03/09/2011 🛛 🕎			Vio	lation(s) as	ssociate	d with i	nciden	nt requ	uire tha	at this i	ncident	be re	ported to pol	ice.	
		Print D	iscipline Rep	ort	hteres										
		Р	rint Disciplinary A	ction Form	Merge	e Docum	ent	~	Merge	Langua	ye ✓				
		Incider	it Inclaent In It Role	Cost t	to victim	Schor	n of Re	sidenc	e Lasti	Change	Date	La	est Change Lise	er.	
		Offende	er	~	to violani		51 01 110	onaorra	06/22	2/2011 15	5:16:00	U:	ser, Admin	7	
		🔽 Exp	lained To Stu	dent 🔽 Te:	acher Co	Inferenci	e								
		Comme	ent 🕎 🥥						Private	Comme	nt 🕎 📀				
			<u> </u>					*			<u> </u>				*
								-							-
		Dispos	ition Informa	tion											
		Hours	Days	Demerit	s			н	learing (Office D	isposition	1	Hearing Office	Disposit	ion Date
		0	22.00		Re	calculate D	emerits	E	Expelled			*	05/05/2011	7	
		Dispos	sition										Add Wiza	ird /	Add 🕥
		X L	ine Dispositio	n Code	Start D	ate 🤤	En	d Date		Detail Ho	ours 🌲 D)ays (⇒ Staff Na	me	⊜ ATR ⊖
			Removal	*	J5/05/201	1 🗗	06/03/	2011	7	P	2	2.00	VVilson, Rob		🖌 Sus 🖌

Disposition section, Student Incident Detail tab, Student Incident screen

The **Associated Violations** section on the **Student Disposition** screen is controlled by the following security node:



K12.DisciplineInfo.StudentDispositionViolationGrid

Associated Violations section, Student Disposition screen

The entire Student Incident screen is controlled by the following security node:

K12.DisciplineInfo.StudentIncidentGrid

∇	√Student Incident																
Stud	Student Name: Abbott, Billy C. Schoot Hope High School Status: Active Homercom: 403																
Dis	Discipline Discipline History																
Last	Last Name First Name Middle Name Suffix Perm ID Grade Gender																
Abbi	ott		Bil	ly		С	Γ	905483		12	~	Male		*			
	Add Exi	isting Incident		Create New In	cident												
Cou	nts a	nd Totals															٨
Res	olved	Race/Ethnicit	/ Ins	tructional Se	etting	Total Incidents	Тс	otal Hours Tota	l Days	Total Demeri	ts						
Hisp	panic	~			~	3	O	25.0	1	0							
Disc	ipline	e Incidents															Show Detail 🔇
	Line		Inci	dent		Bala		Deferred Du	Ificiatio	List						Stoff Nomo	Cohool Nomo
	Lille	Date		Time	Detail	Rule		Referred by		LISU						Stall Name	SCHOOLName
		05/03/2011	P	11:00 AM		Offender	~	Maloney, John	Alcohol ∀iolatio	Tobacco ani	d Ot	her D	rug	s > [Drug	Weathers, Julia	Hope High School
	2	04/27/2011	P	9:00 AM		Offender	~	Smith, Joe	Aggres	sion > Other	Agg	ressio	n			McGrew, Tom	Hope High School
	3	03/09/2011	7	7:15 PM	•	Offender	~	Jones, David	Aggres	sion > Fightir	ng					Wilson, Rob	Hope High School

Student Incident screen security

The **Student Incident Detail** screen in the detail screen of the incident on the **Student Incident** screen is controlled by the following security node:

VStudent Inci	dent									
Student Name: Abbott, I	Billy C. School: Hope I	ligh School Sta	tus: Active	Homeroom: 403						
Discipline Discipline H	listory									
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gende	r			
Abbott	Billy	C	J	905483	12	Male Nale	*			
Add Existing Incident	Create New Inciden	:								
Counts and Totals										0
Resolved Race/Ethnicity	Instructional Setting	Total Inciden	ts Total Ho	urs Total Days	s Total Deme	rits				
Hispanic 💌	×	3	0	0.0	0					
Discipline Incidents										Hide Detail 🔇
Line	Incident									
Date		Stu	dent Incide	nt Detail Incid	dent Detail I	ncident Violat	ons Additio	nal Information	Enrollment Restrictions	
1 05/03/2011		incia	ent ID Incia	ent Date Enter	thers Julia	eterred By	n			
2 04/27/2011			05/0			ith incident		é élaia in aista aust	the venerated to notice	
3 03/09/2011			• Dissipling	Dement						
			t Discipline	кероп	Merge Do	ocument	Merce	Language		`
			Print Disciplin	ary Action Form	l linerge bi	, out of the	V	×		
		Stur	lent Incider	at Information						
		Incid	lont Dolo	Cobe	I - f D i - i - i					<u></u>
				SUIC	ool of Resider	nce Last Cha	nge Date	Last Chan	ie User	
		Offer	nder		ool of Resider	05/15/20	nge Date	Last Chang	je User in	
		Offer	nder xplained To	Student VT	eacher Confe	nce Last Cha	nge Date	Last Chang User, Adm	je User in	
		Offer ⊡ E Com	nder xplained To iment (3)	Student	eacher Confe	nce Last Cha 05/15/20 rence	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment 🞯 6	je User in	
		Offer Com	nder xplained To iment 🕎 🤡	Student	eacher Confe	nce Last Cha	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment 🕎 🕻	je User in	~
		Offer Com	nder xplained To iment 🕎 🤡	o Student 🗹 Te	eacher Confe	nce Last Cha	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment 🕎 🕼	je User in	<u> </u>
		Offer Com	nder xplained To iment 🕎 🏈	Student	eacher Confe	nce Last Cha 05/15/20 rence	nge Date 11 12:20:00 Private	Last Chan User, Adm Comment 🕎 🤇	je User in	X
		Offer Com Disp	nder xplained To iment 🕎 🛇	Student I	eacher Confe	nce Last Cha	nge Date I1 12:20:00 Private	Last Chang User, Adm Comment 🕎 🕻	je User in	
		Offer Com Disp Hour	Ander xplained Tc iment P ()	Student ⊮Tr	eacher Confe	nce Last Cha	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment 🕎 🕻	in Hearing Office Di	sposition Date
		Offer Com Disp Hour	xplained To ment 🕎 🛇	o Student I Tr	eacher Confe	late Demerits	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment P C	n Hearing Office Dr	sposition Date
		Offer Com Disp Hour	xplained To iment 🕎 📀	o Student VTr	eacher Confe	loce Last Cha 05/15/20 rence	nge Date 11 12:20:00 Private	Last Chang User, Adm Comment 🕎 🤇	n Hearing Office Dir Software Software	C sposition Date
		Offer Com Disp Hour	osition Info	o Student V Tr	eacher Confe its Recalc	Ince Last Cha 05/15/20 rence Idate Demerits G End	nge Date 11 12:20:00 Private Private Hearing Expelled Date	Last Chang User, Adm Comment 🕎 🕻 Office Disposition	n Hearing Office Di → 05/05/2011 Add Wizard Doys ⊖ Staff Name	Sposition Date

K12.DisciplineInfo.StudentIncidentDiscipline

Student Incident Detail, detailed screen of the Student Incident screen

This security node also controls the **Additional Information** tab in the detail screen of the incident on the **Student Incident** screen.

Student Inci	dent						
Student Name: Abbott, I	Billy C. School: Hope H	ligh School Status: /	Active Ho	omeroom: 403			
Discipline Discipline H	listory						
Last Name	First Name	Middle Name S	Guffix A	Perm ID	Grade	Gender	
Abbott	Billy	C		905483	12	Male 🔽	
Add Existing Incident	Create New Incident						
Counts and Totals							(
Resolved Race/Ethnicity	Instructional Setting	Total Incidents T	otal Hour	rs Total Days	Total Demerits		
Hispanic 💌		3 0		25.0	0		
Discipline Incidents							Hide Detail
Line Date	cident	indent Incide Incident ID Inci 3 05 Vieta Injury Informa Injury Descript	nt Detail dent Dat /03/2011 tion(s) a ntion stained f clon 🕎 🔇	Incident Deta te Entered By Weathers, J associated wi	I Incident Viola Referred B Iulia Maloney, . In Incident rec Ily Injury	itions Additi y John juire that thi	ional Information Enrollment Restrictions
		Comments Additional Info	P 🔇			*	c

Additional Information tab, detail of the Student Incident screen

The following security nodes do not provide a visible change in security on the screens:

- K12.DisciplineInfo.DiscStuIncViol
- K12.DisciplineInfo.IncidentAddUI
- K12.DisciplineInfo.IncidentFind
- K12.DisciplineInfo.IncidentUI
- K12.DisciplineInfo.StudentIncidentDisciplineUI
- K12.DisciplineInfo.NonStudentIncidentViolationGrid
- K12.DisciplineInfo.SchoolIncidentOrganizationAdd
- K12.DisciplineInfo.SchoolIncidentViolationAdd
- K12.DisciplineInfo.StuIncDiscViolDisc
- K12.DisciplineInfo.StuIncNonViol
- K12.DisciplineInfo.StuIncVioIDiscVioI

In addition, the entire security node K12.DisciplineIncidentinfo, does not provide a visible change in security on the screens.

CONFERENCE VISITATION CODES SECURITY

The entire **Synergy SIS > Student > Setup > Conference Visitation Codes** screen can be secured using the following security node:

Conference Visita	ation Codes	(«
School Year: 2008-2009		
Conference Codes		
Codes		۵
Line Conf Code	Description	Security
1 00	Student Meeting	
2 01	Parent Meeting	
3 02	Emotional Issue	
4 03	Schedule Change	
5 04	Conduct	
6 05	Meet and Greet Night	
7 06	Concepts	
8 07	Instruction	
9 08	Graduation Review	
1009	Course Requests	
11 10	ASB	
12 11	Groups	
13 18	Sports	
14 87	Personal	
15 88	Hygiene	
16 92	Prinicpal	
1793	Teacher Issues	
18 97	School Issues	
1998	Bullying	

K12.ConferenceInfo.Setup.ConferenceVisitationCode

The following security node does not provide a visible change in security on the screens:

• K12.ConferenceInfo.Setup.ConferenceCodeYear

Conference Visitation Codes screen

STUDENT CONFERENCE SECURITY

The entire **Synergy SIS > Student > Student Conference** scree can be secured using the following security node:

K12.ConferenceInfo.StudentConference

Student Co	VStudent Conference											
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231												
Student Conference	Conference History											
Last Name	First Name	Middle Name Suffix	Perm ID	Grade	Gender							
Abbott	Billy	C	905483	12	💌 Male 💌							
Conference Code		Conference Code (or High	er)									
Conference						Show Detail 🔇						
Line Description		Meeting Date	Time	Referred By	Staff Name							
Parent Meeting		10/31/2008			McGrew, Tom	l						
		Student	Conference	screen								

The following security node does not provide a visible change in security on the screens:

• K12.ConferenceInfo.StudentConferenceUI

DISCIPLINE AND CONFERENCE REPORTS SECURITY

While report options are available on the **Security Definition** screen, it is recommended to only use the PAD tree security to control access to reports.