



Synergy[™]

Student Information System

Synergy SIS[©]

Discipline and Conference Administrator Guide



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First Edition, May 2009
Second Revision, March 2010
Third Revision June 2011
Fourth Revision, March 2013

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ABOUT THIS GUIDE

Document History

Date	Volume	Edition	Revision	Content
May 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
June 2011	1	1	3	Updated to include changes from the June 2011 release.
March 2013	1	1	4	Updated to include changes from the March 2013 release of Synergy version 8.0.

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 – 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.

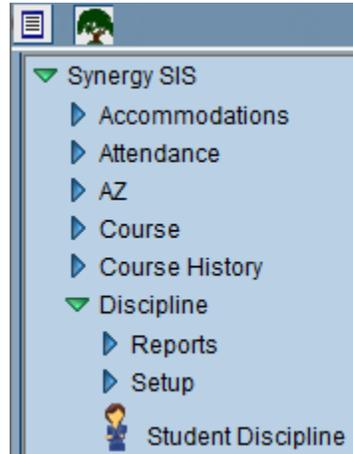
The **Student Conference** screen is used to document not only discipline-related conferences but also parent-teacher conferences and student conferences of a non-disciplinary nature. This may also include such things as phone contacts, letters or e-mail with a parent or student.

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**.



Synergy SIS Navigation Tree

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



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 Discipline

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Discipline | Discipline History

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Counts and Totals

Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
Hispanic		6	1	1.0	0

Discipline Incidents Add Wizard Add Show Detail

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
2	01/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob

Student Discipline screen

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

Student Discipline

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Discipline | **Discipline History**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

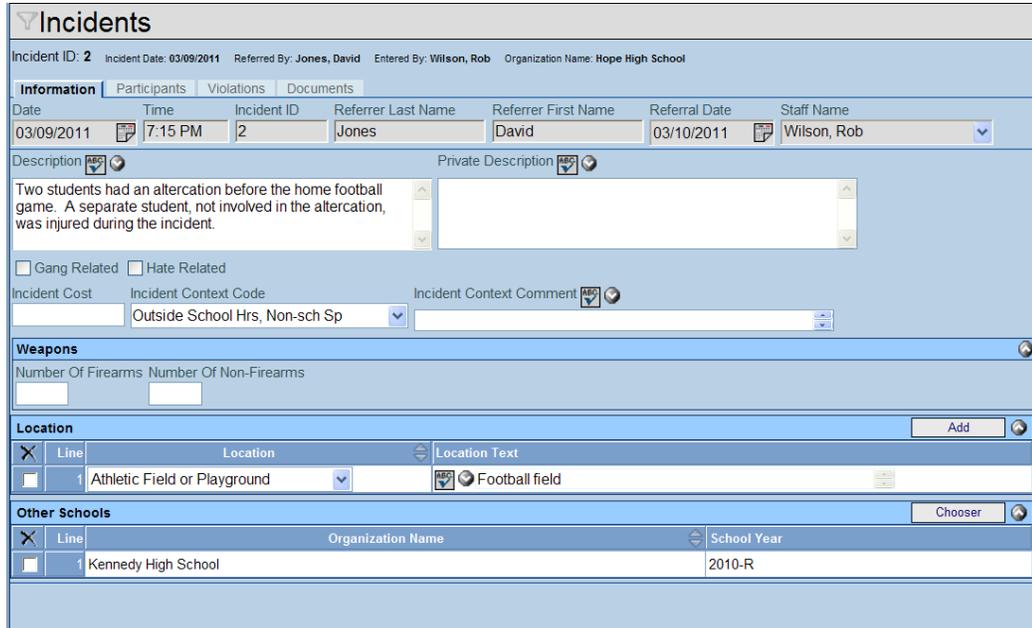
Discipline Incidents Show Detail

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 Standard	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/comput	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: 03/09/2011 Time: 7:15 PM Incident ID: 2 Referrer Last Name: Jones Referrer First Name: David Referral Date: 03/10/2011 Staff Name: Wilson, Rob

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 Hate Related

Incident Cost: Outside School Hrs, Non-sch Sp Incident Context Comment:

Weapons

Number Of Firearms: Number Of Non-Firearms:

Location

Line	Location	Location Text
1	Athletic Field or Playground	Football field

Other Schools

Line	Organization Name	School Year
1	Kennedy High School	2010-R

Incidents 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.



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: 03/09/2011 Time: 7:15 PM Incident ID: 2 Referrer Last Name: Jones Referrer First Name: David Referral Date: 03/10/2011 Staff Name: Wilson, Rob

Participant Totals

Offender: 2 Victim: 1 Bystander or Witness: 0

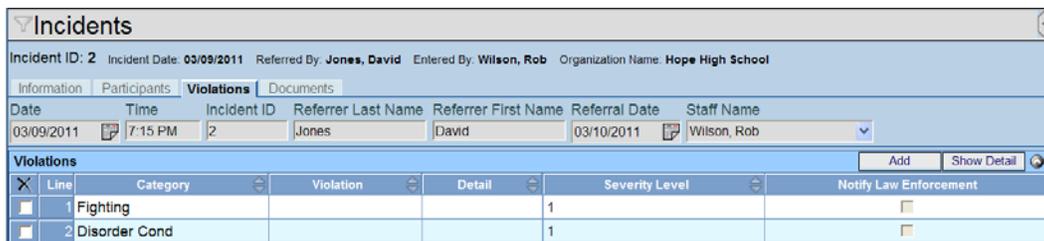
Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
1	Abbott, Billy C.	M	12	Offender	<input type="checkbox"/>	Fighting	Hope High School
2	Acosta, Kathleen D.	F	11	Victim	<input type="checkbox"/>		Kennedy High School
3	Taggart, Jeremy M.	M	11	Offender	<input type="checkbox"/>	Fighting	Hope High School

Other Involved Persons

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.



Violations tab of the Incidents screen

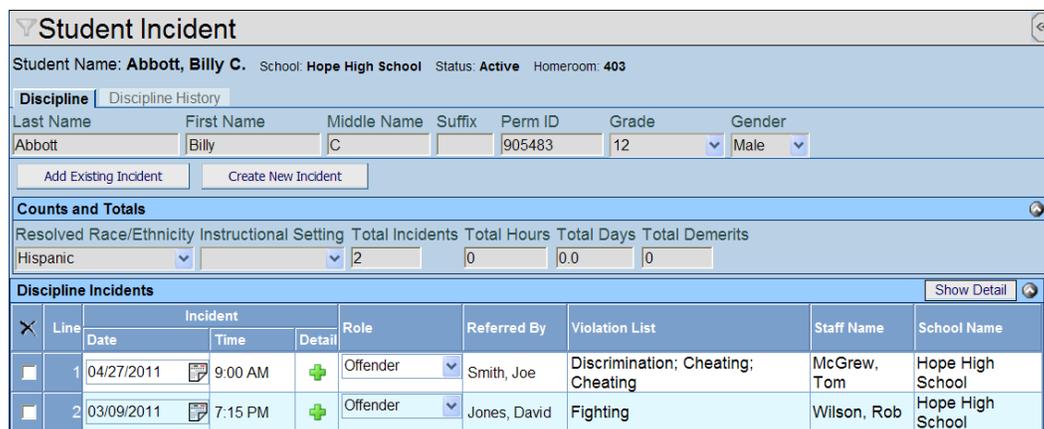
The **Documents** tab lists all of the Documents associated with the incident. For example, a Police Report from the incident can be uploaded and stored in this area.



Documents tab of the Incidents screen

Student Incident Screen

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



Student Incident screen

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: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Line	Incident Date	Incident Time	Violations	Referred By	Staff Name	School Name	School Year
1	04/27/2011	9:00 AM	Cheating; Cheating; Discrimination	Smith, Joe	McGrew, Tom	Hope High School	2010-2011
2	03/09/2011	7:15 PM	Fighting	Jones, David	Wilson, Rob	Hope High School	2010-2011

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.

Student Conference
 Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Student Conference | **Conference History**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Conference Code: **Parent Meeting -** Conference Code (or Higher):

Line	Description	Meeting Date	Time	Referred By	Staff Name
1	Parent Meeting	10/28/2010			Vesta, Cindy
2	Student Meeting	08/19/2010			McGrew, Tom

Student Conference screen

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

Student Conference
 Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **403**

Student Conference | **Conference History**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male**

Line	Description	Meeting Date	Time	Referred By	Staff Name	School	School Year
1	Parent Meeting -	10/28/2010			Vesta, Cindy	Hope High School	2010-2011
2	Student Meeting -	08/19/2010			McGrew, Tom	Hope High School	2010-2011
3	Course Requests -	05/15/2009			Weathers, Julia	Hope High School	2010-2011
4	Meet and Greet Night -	11/14/2008			Weathers, Renee	Hope High School	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:

The screenshot shows the 'Incidents' form in Synergy SIS. The form is titled 'Incidents' and contains the following information:

- Incident ID: 3
- Incident Date: 03/12/2009
- Referred By: Marin, Charlie
- Entered By: McGrew, Tom
- Organization Name: Hope High School

The form has three tabs: 'Information', 'Participants', and 'Violations'. The 'Information' tab is selected. Below the tabs, there is a table with the following columns: Date, Time, Referrer Last Name, Referrer First Name, and Referral Date. The data in the table is as follows:

Date	Time	Referrer Last Name	Referrer First Name	Referral Date
03/12/2009	12:22 PM	Marin	Charlie	03/12/2009

Below the table, there is a 'Staff Name' dropdown menu with 'IMcGrew, Tom' selected. A red box highlights a green message that reads: 'Violation(s) associated with incident require that this incident be reported to police.' Below this message, there is a 'Description' text area containing the text: 'Billy was caught smoking marijuana in the boys locker room during lunch hour.'

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:



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**.

District Discipline Code

School Year: 2010-2011

District Discipline Codes

Line	Display Order	Discipline Code	Description	Security	Mandatory	SAS I III Code
1	1	01	Academic/cheat		<input checked="" type="checkbox"/>	01
2	2	02	Alcohol		<input checked="" type="checkbox"/>	02
3	3	03	Arson		<input checked="" type="checkbox"/>	03
4	4	04	Assault		<input checked="" type="checkbox"/>	04
5	5	05	Automobile		<input checked="" type="checkbox"/>	05
6	6	06	Bus		<input checked="" type="checkbox"/>	06
7	7	07	Danger Weapon		<input checked="" type="checkbox"/>	07
8	8	08	Deadly Weapon		<input checked="" type="checkbox"/>	08
9	9	09	Defiance		<input checked="" type="checkbox"/>	09
10	10	10	Discrimination		<input checked="" type="checkbox"/>	10
11	11	11	Disorder Cond		<input checked="" type="checkbox"/>	11
12	12	12	Dress Standard		<input checked="" type="checkbox"/>	12
13	13	13	Drug/Distribution		<input checked="" type="checkbox"/>	13
14	14	14	Drug/possession		<input checked="" type="checkbox"/>	14
15	15	15	Fighting		<input checked="" type="checkbox"/>	15
16	16	16	Forgery		<input checked="" type="checkbox"/>	16
17	17	17	Gambling		<input checked="" type="checkbox"/>	17
18	18	18	Gang Act/assoc		<input checked="" type="checkbox"/>	18
19	19	19	Harassment		<input checked="" type="checkbox"/>	19
20	20	20	Internet/comput		<input checked="" type="checkbox"/>	20

District Discipline Code screen

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

District Discipline Code

School Year: 2010-2011

District Discipline Codes

Line	Display Order	Discipline Code	Description	Security	Mandatory	SAS I III Code
1	1	01	Academic/cheat		<input checked="" type="checkbox"/>	01
2	2	02	Alcohol		<input checked="" type="checkbox"/>	02
3	3	03	Arson		<input checked="" type="checkbox"/>	03
4	4	04	Assault		<input checked="" type="checkbox"/>	04
5	5	05	Automobile		<input checked="" type="checkbox"/>	05
6	6	06	Bus		<input checked="" type="checkbox"/>	06
7	7	07	Danger Weapon		<input checked="" type="checkbox"/>	07
8	8	08	Deadly Weapon		<input checked="" type="checkbox"/>	08
9	9	09	Defiance		<input checked="" type="checkbox"/>	09
10	10	10	Discrimination		<input checked="" type="checkbox"/>	10
11	11	11	Disorder Cond		<input checked="" type="checkbox"/>	11
12	12	12	Dress Standard		<input checked="" type="checkbox"/>	12
13	13	13	Drug/Distribution		<input checked="" type="checkbox"/>	13
14	14	14	Drug/possession		<input checked="" type="checkbox"/>	14
15	15	15	Fighting		<input checked="" type="checkbox"/>	15
16	16	16	Forgery		<input checked="" type="checkbox"/>	16
17	17	17	Gambling		<input checked="" type="checkbox"/>	17
18	18	18	Gang Act/assoc		<input checked="" type="checkbox"/>	18
19	19	19	Harassment		<input checked="" type="checkbox"/>	19
20	20	20	Internet/comput		<input checked="" type="checkbox"/>	20
21					<input type="checkbox"/>	

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:

1. Navigate to **Synergy SIS > Discipline > Setup > School Discipline Code**.

School Discipline Code					
School name: Hope High School School Year: 2010-2011					
School Discipline Codes					
Line	Discipline Code	Description	Security	Used in School	Default Demerits
1	01	Academic/cheat		<input checked="" type="checkbox"/>	0
2	02	Alcohol		<input checked="" type="checkbox"/>	0
3	03	Arson		<input checked="" type="checkbox"/>	0
4	04	Assault		<input checked="" type="checkbox"/>	0
5	05	Automobile		<input checked="" type="checkbox"/>	0
6	06	Bus		<input checked="" type="checkbox"/>	0
7	07	Danger Weapon		<input checked="" type="checkbox"/>	0
8	08	Deadly Weapon		<input checked="" type="checkbox"/>	0
9	09	Defiance		<input checked="" type="checkbox"/>	0
10	10	Discrimination		<input checked="" type="checkbox"/>	0
11	11	Disorder Cond		<input checked="" type="checkbox"/>	0
12	12	Dress Standard		<input checked="" type="checkbox"/>	0
13	13	Drug/Distribution		<input checked="" type="checkbox"/>	0
14	14	Drug/possession		<input checked="" type="checkbox"/>	0
15	15	Fighting		<input checked="" type="checkbox"/>	0
16	16	Forgery		<input checked="" type="checkbox"/>	0
17	17	Gambling		<input checked="" type="checkbox"/>	0
18	18	Gang Act/assoc		<input checked="" type="checkbox"/>	0
19	19	Harassment		<input checked="" type="checkbox"/>	0
20	20	Internet/comput		<input checked="" type="checkbox"/>	0

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
 - 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.

The screenshot shows the 'District Discipline Code Setup' interface. At the top, there is a toolbar with buttons for 'Menu', 'Find', 'Undo', 'Add', and 'Delete'. The 'Add' button is highlighted with a red circle. Below the toolbar, there is a form with fields for 'Discipline Code', 'Description', and 'State Code'. Underneath the form is a table with the following columns: 'Code', 'Description', 'State Code', 'Security', and 'Old Sis Code'. Below the table, there are checkboxes for 'Mandatory', 'Report To State', and 'Mandatory Law Enforcement Notification'. At the bottom right of the table, there are 'Add' and 'Show Detail' buttons.

District Discipline Code Setup screen

- 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.

The screenshot shows a web-based form titled "District Discipline Code Setup". At the top left are "Save" and "Close" buttons. Below the title bar, there are several input fields: "Code" (highlighted in green and circled in red), "Description", "State Code", "Security" (a dropdown menu), and "Old Sis Code". Below these fields is a "Display Order" input field. At the bottom, there are three checkboxes: "Mandatory" (unchecked), "Report To State" (checked), and "Mandatory Law Enforcement Notification" (unchecked).

Adding a code to the District Discipline Code Setup screen

- Type the name of the code in the **Description** box.
- Enter the code assigned by the state for this discipline violation in the **State Code** field.
- If the state has another code for this violation, enter it in the **Alt State Code** field.
- 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.
- 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.
- To indicate a specific order in which the code should be displayed, enter the number of the new code's **Display Order**.
- If the district assigns severity levels to violations, enter the level for this code in the **Severity Level** field.
- If all schools in the district should use this code, check the box labeled **Mandatory**.
- If violations assigned to this code must be reported to the state, check the box labeled **Report to State**.
- 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.
- To display violations to classroom teachers in TeacherVUE, check the **Include in TeacherVUE** box.
- Click the **Save** button to add the new code.

This creates a Level 1 code, as shown below:

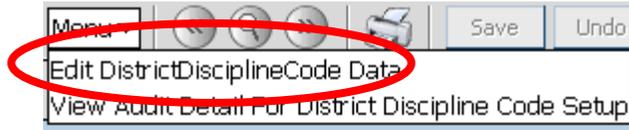
The screenshot shows the 'District Discipline Code Setup' interface. At the top, it displays 'Discipline Code: AZ10', 'Description: Dangerous Items', 'State Code: 10', and 'Alt State Code:'. Below this is a table with columns: Code, Description, State Code, Alt State Code, Security, and Old Sis Code. The first row contains 'AZ10', 'Dangerous Items', '10', an empty field, a dropdown menu, and an empty field. Under the table, there are fields for 'Display Order' (set to 0) and 'Severity Level' (a dropdown menu). At the bottom, there are four checkboxes: 'Mandatory' (checked), 'Report To State' (unchecked), 'Mandatory Law Enforcement Notification' (checked), and 'Include In TeacherVUE' (unchecked).

Level 1 code in District 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**.



District Discipline Code Menu

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

This screenshot is identical to the one above, but the top row of the table (Code, Description, State Code, Alt State Code, Security, Old Sis Code) is highlighted in white, indicating it is ready for editing.

Editing the District Discipline 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.

District Discipline Code Setup

Discipline Code: **AZ10** Description: **Dangerous Items** State Code: **10** Alt State Code:

Discipline Codes

Code: **AZ10** Description: **Dangerous Items** State Code: **10** Alt State Code: Security: **0** Old Sis Code:

Display Order: **0** Severity Level:

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes

Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level
1	0	50	Firearms	50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	0	52	Other Weapons	52		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	0	53	Dangerous Items	53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

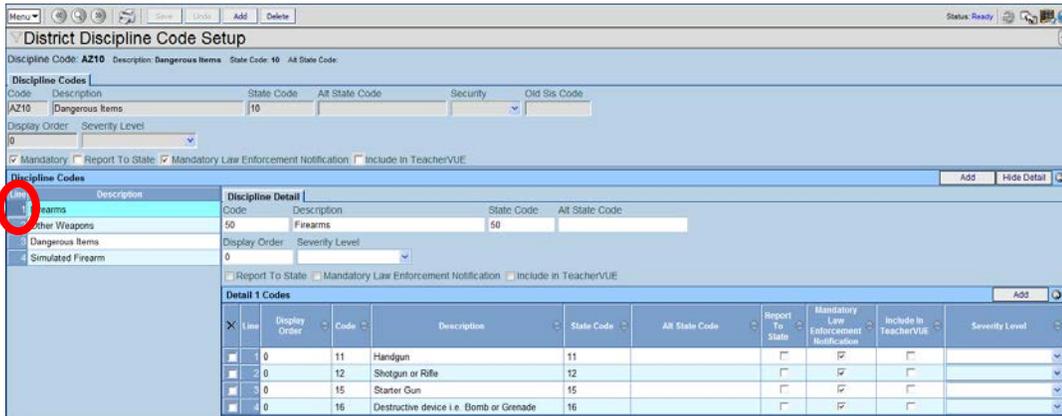
Adding a Level 2 discipline code

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**.

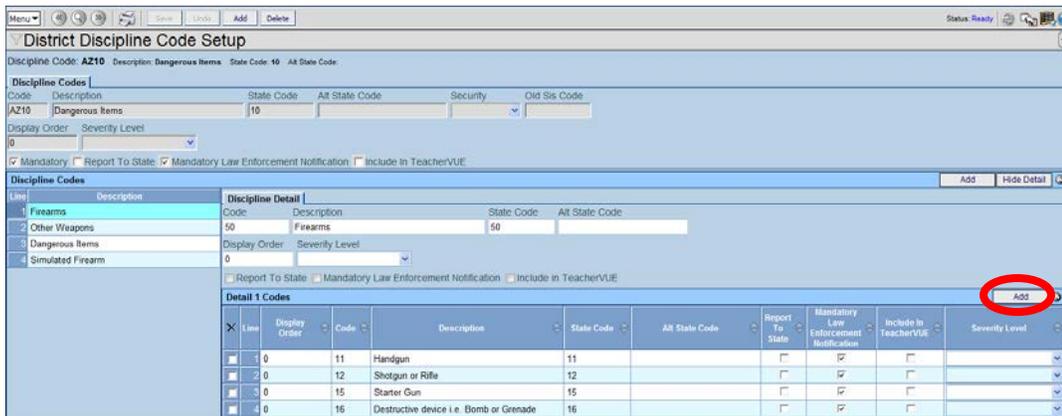
To enter a Level 3 code to a Level 2 code:

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.



Show Detail, District Discipline Code Setup screen

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



Adding a Level 3 code, District Discipline Code Setup screen

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



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.

District Disposition Code Setup screen

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

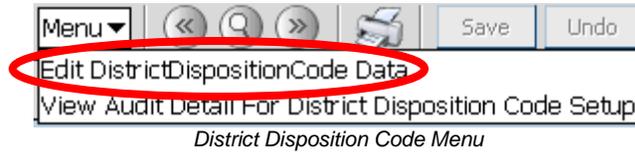
Adding a District Disposition Code

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.
7. 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.

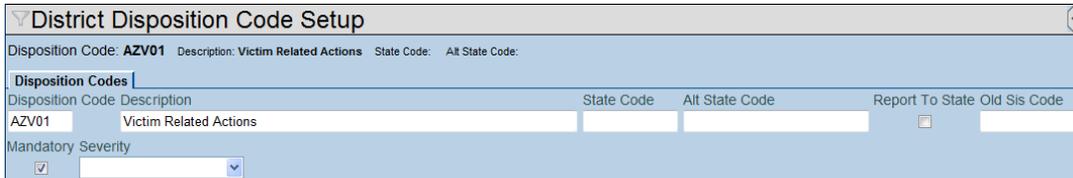
To delete a Level 1 Code, click the **Delete** button at the top of the screen. All levels below must be deleted first, and no student discipline records may use the code.

To edit a Level 1 code:

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



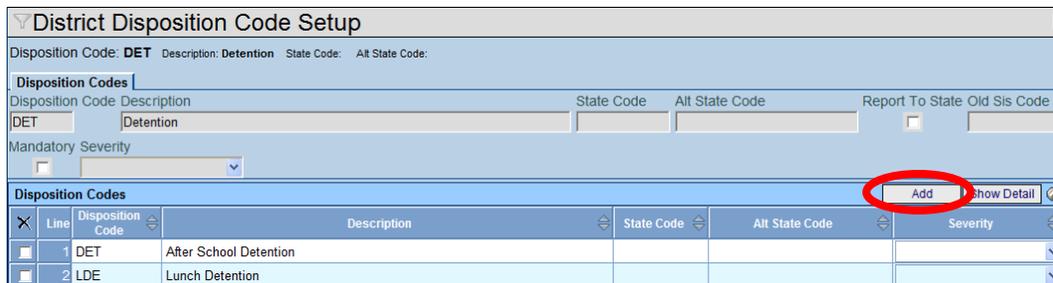
2. The background of the top row of fields turns white, and these fields can now be edited.



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.



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.

The screenshot shows the 'District Disposition Code Setup' interface. At the top, it displays 'Disposition Code: DET', 'Description: Detention', and 'State Code: All State Code:'. Below this is a 'Disposition Codes' section with a table containing one row: 'DET' with description 'Detention'. To the right of this table are fields for 'State Code', 'Alt State Code', 'Report To State' (checkbox), 'Old Sis Code', and 'Mandatory' (checkbox), along with a 'Severity' dropdown menu. Below the 'Disposition Codes' table is a 'Disposition Detail' section for the selected 'DET' code, showing 'Description: After School Detention' and 'Severity' dropdown. At the bottom is a 'Detail 1 Codes' table with columns: 'Line', 'Disposition Code', 'Description', 'State Code', 'Alt State Code', 'Report To State', and 'Severity'. It contains two rows: '1 DET Detention' and '2 ETD Entered'. The 'Add' button above the 'Detail 1 Codes' table is circled in red.

Show Detail, District Disposition Code Setup screen

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

This screenshot is identical to the previous one, but the 'Add' button above the 'Detail 1 Codes' table is circled in red, indicating the next step in the process.

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.

Line	Discipline Code	Description	Security	Used in School	Default Demerits
1	01	AGGRESSION - Aggravated Assault		<input checked="" type="checkbox"/>	
2	02	AGGRESSION - Assault		<input checked="" type="checkbox"/>	
3	04	AGGRESSION - Endangerment		<input checked="" type="checkbox"/>	
4	05	AGGRESSION - Fighting		<input checked="" type="checkbox"/>	
5	10	ALCOHOL & DRUGS - Alcohol Violation		<input checked="" type="checkbox"/>	
6	12	ALCOHOL & DRUGS - Inhalants		<input checked="" type="checkbox"/>	
7	13	ALCOHOL & DRUGS - Over the Counter Drug		<input checked="" type="checkbox"/>	
8	14	ALCOHOL & DRUGS - Prescription Drug		<input checked="" type="checkbox"/>	
9	16	ALCOHOL & DRUGS - Illicit Drug		<input checked="" type="checkbox"/>	
10	17	ALCOHOL & DRUGS - Unknown Drug		<input checked="" type="checkbox"/>	
11	18	ALCOHOL & DRUGS - Tobacco Violation		<input checked="" type="checkbox"/>	
12	19	ARSON - Arson of an occupied structure		<input checked="" type="checkbox"/>	
13	20	ARSON - Arson of Structure or Property		<input checked="" type="checkbox"/>	
14	71	VANDALISM - Vandalism of school property		<input checked="" type="checkbox"/>	
15	03	AGGRESSION - Disorderly Conduct		<input checked="" type="checkbox"/>	
16	06	AGGRESSION - Minor Aggressive Act		<input checked="" type="checkbox"/>	
17	07	AGGRESSION - Recklessness		<input type="checkbox"/>	
18	08	AGGRESSION - Verbal Provocation		<input type="checkbox"/>	
19	09	AGGRESSION - Other Aggressive Act		<input type="checkbox"/>	
20	11	ALCOHOL & DRUGS - Drug Paraphernalia		<input type="checkbox"/>	

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 non-mandatory 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.

Line	Disposition Code	Description	Used In School
1	00	No Action Taken	<input checked="" type="checkbox"/>
2	01	Actions Completed In One Day	<input checked="" type="checkbox"/>
3	02	Actions Completed In One Or More Days	<input checked="" type="checkbox"/>
4	07	Victim Related Actions	<input checked="" type="checkbox"/>
5	04	Actions within Due Process	<input checked="" type="checkbox"/>
6	05	Removal	<input type="checkbox"/>
7	06	Other Action	<input checked="" type="checkbox"/>

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

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	
10	09	Course Requests	

Conference Visitation Code screen

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

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	
10	09	Course Requests	
11	10	ASB	
12	11	Groups	
13	18	Sports	
14	87	Personal	
15	88	Hygiene	
16	92	Principal	
17	93	Teacher Issues	
18	97	School Issues	
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.

The screenshot shows the 'Student Discipline' interface for student **Abbott, Billy C.** at **Hope High School**. The incident is titled **Bus**. The disposition table at the bottom shows the following entry:

Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name
DET-Detention	10/06/2010	10/06/2010	1		Wilson, Rob

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.

Incidents

Incident ID: 3 Incident Date: 05/03/2011 Referred By: Maloney, John Entered By: Weathers, Julia Organization Name: Hope High School

Information | Participants | Violations | Documents

Date: 05/03/2011 Time: 11:00 AM Incident ID: 3 Referrer Last Name: Maloney Referrer First Name: John Referral Date: 05/04/2011 Staff Name: Weathers, Julia

Violation(s) associated with incident require that this incident be reported to police.

Description: Billy was caught smoking marijuana behind the gym during lunch hour. He was searched and a 6 inch knife was found in his jacket.

Private Description: [Empty]

Gang Related Hate Related

Incident Cost: [Empty] Incident Context Code: During School Hrs Incident Context Comment: [Empty]

Weapons

Number Of Firearms: [Empty] Number Of Non-Firearms: [Empty]

Location

Line	Location	Location Text
1	Gymnasium	South East corner of Gym

Other Schools

Line	Organization Name	School Year
------	-------------------	-------------

Location code, Incidents screen

Student Incident

Student Name: Abbott, Billy C. School: Hope High School Status: Active Honorsroom: 403

Discipline | Discipline History

Last Name: Abbott First Name: Billy Middle Name: C Suffix: [Empty] Perm ID: 905483 Grade: 12 Gender: Male

Resolved Race/Ethnicity: Hispanic Instructional Setting: 3 Total Incidents: 0 Total Hours: 25.0 Total Demerits: 0

Discipline Incidents

Line	Date	Incident
1	05/03/2011	[Icon]
2	04/27/2011	[Icon]
3	03/09/2011	[Icon]

Incident Detail

Incident ID: 3 Incident Date: 05/03/2011 Entered By: Weathers, Julia Referred By: Maloney, John

Violation(s) associated with incident require that this incident be reported to police.

Incident Date: 05/03/2011 Incident Time: 11:00 AM Referrer Last Name: Maloney Referrer First Name: John Referral Date: 05/04/2011

Entered By: Weathers, Julia Incident Context Code: During School Hrs

Description: Billy was caught smoking marijuana behind the gym during lunch hour. He was searched and a 6 inch knife was found in his jacket.

Private Description: [Empty]

Incident Location

Line	Location	Location Text
1	Gymnasium	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	Referral Date
09/13/2012	7:15 PM	2	Jones	David		10/06/2012

Staff Name: Wilson, Rob

Description: Two students had an altercation before the home football game. A separate student, not involved in the altercation, was injured during the incident.

Private Description:

Gang Related Hate Related

Incident Cost: Incident Context Code: **During School Hrs** Incident Context Comment: State Incident Number:

Weapons

Number Of Firearms: 1 Number Of Non-Firearms:

Location

Line	Location	Location Text
1	Athletic Field or Playground	Football field

Incident Context Code, Incidents screen

Student Incident

Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231

Discipline | Discipline History

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

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	1	0	0.0	0

Discipline Incidents

Line	Incident	Student Incident Detail	Incident Detail	Incident Violations	Interventions	Additional Information	Enrollment Restrictions
1	05/17/2013	Incident ID Incident Date Entered By Referred By Referrer Type					
2	01/31/2013	3 01/29/2013 Wilson, Rob Smith, Joe					
3	01/31/2013	Violation(s) associated with incident require that this incident be reported to police.					
4	01/29/2013	01/29/2013 1:15 PM Smith, Joe					
5	01/07/2013	Entered By	Incident Context Code	State Incident Number			
6	12/14/2012	Wilson, Rob	During School Hrs				
7	12/06/2012	Description					
8	11/15/2012	Student was in possession of a firearm on campus.					

Incident Context Code, Student Incident screen

- 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
09/13/2012	7:15 PM	2	Jones	David		10/06/2012

Staff Name
Wilson, Rob

Participant Totals

Offender	Additional Victims	Total Victims	Bystander or Witness
3		1	0

Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment	Disposition Code
1	Abbott, Billy C.	M	12	Offender	<input type="checkbox"/>	Fighting; Other Violations of School Policies >...	Hope High School	Detention
2	Acosta, Kathleen D.	F	11	Victim	<input type="checkbox"/>		Kennedy High School	
3	Adams, Albert R.	M	12	Offender	<input type="checkbox"/>	Fighting; Other Violations of School Policies >...	Kennedy High School	

Incident Role code, Incidents screen

Student Incident

Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231

Discipline Discipline History

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

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	1	0	0.0	0

Discipline Incidents

Line	Incident	Date	Student Incident Detail
1	05/17/2013	05/17/2013	Student Incident Detail Incident Detail Incident Violations Interventions Additional Information Enrollment Restrictions
2	01/31/2013	01/31/2013	Incident ID Incident Date Entered By Referred By Referrer Type 3 01/29/2013 Wilson, Rob Smith, Joe
3	01/31/2013	01/31/2013	Violation(s) associated with incident require that this incident be reported to police.
4	01/29/2013	01/29/2013	Print Discipline Report
5	01/07/2013	01/07/2013	Print Disciplinary Action Form Merge Document Merge Language
6	12/14/2012	12/14/2012	
7	12/06/2012	12/06/2012	Student Incident Information
8	11/15/2012	11/15/2012	Incident Role Post to victim School of Residence Last Change Date Last Change User Offender 03/01/2011 11:29:00 Wilson, Rob
9	09/26/2012	09/26/2012	
10	09/26/2012	09/26/2012	Incident Role Description

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.

The screenshot shows the 'Student Disposition' form for John A. Acosta at Hope High School, Grade 11. The 'Referral To Law Enforcement' section is expanded, showing 'Hearing Review Date', 'Referral Results' (circled in red), 'Police Report Num', and 'Was Referred to Law Enforcement'. The 'Referral Results' dropdown menu is currently set to 'Misdemeanor Charges'.

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.

The screenshot shows the 'Incidents' screen for Incident ID 55, dated 01/11/2013. The 'Other Involved Persons' table is visible, with columns for Line, Name (Last, First, Middle), Gender, Relation To School, Incident Role, and Injuries Sustained. The 'Relation To School' dropdown for the first entry is circled in red and set to 'Vendor'.

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Wilson	Willie		M	Vendor	Bystander or witness	<input type="checkbox"/>

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.

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: 01/11/2013 Time: 9:54 AM Incident ID: 55 Referrer Last Name: Jackson Referrer First Name: Kathy Referrer Type: Referral Date: 01/11/2013 Staff Name: Williams, Welby

Participant Totals

Offender: 1 Additional Victims: 0 Total Victims: 0 Bystander or Witness: 1

Students Involved

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment	Disposition Code
1	Brock, Cynthia M.	F	12	Offender	<input type="checkbox"/>	Lying, Cheating, Forgery or Plagiarism > Forgery	Hope High School	

Other Involved Persons

Line	Name
1	Wilson

Information Incident Violations Dispositions

Personal Information

First Name: Willie Middle Name: Last Name: Wilson Suffix:

Gender: M Birth Date:

Relation To School: Vendor Relation To School Other: Type Of Employment: Contracted

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.

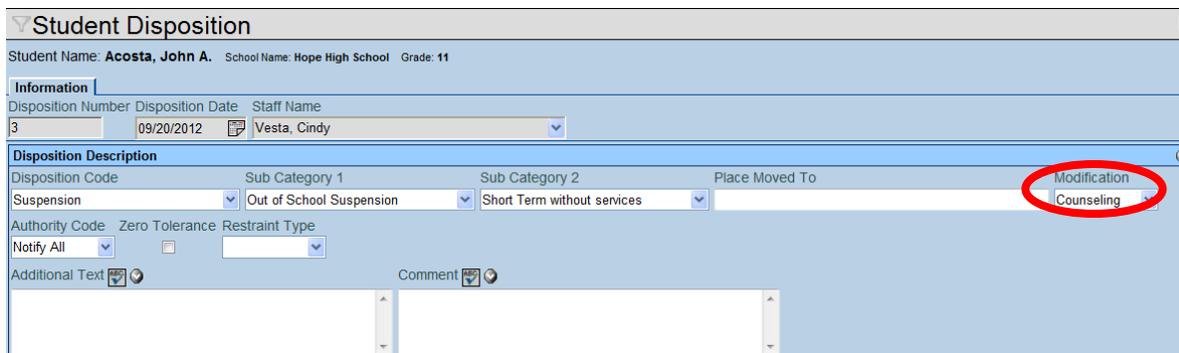
The screenshot shows the 'Student Incident' screen for John A. Acosta. The 'Disipline Incidents' table lists an incident on 09/20/2012. The 'Student Incident Detail' tab is active, showing incident information and disposition details. The 'Disposition Information' section includes a 'Hearing Office Disposition' dropdown menu, which is highlighted in red and set to 'Suspended'. Other details include 6.00 hours and a hearing office disposition date of 02/04/2013.

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

The screenshot shows the 'Incidents' screen for incident ID 55. The 'Participants' tab is active, showing details for participant Brock, Cynthia M. The 'Student Incident Detail' tab is active, showing incident information and disposition details. The 'Disposition Information' section includes a 'Hearing Office Disposition' dropdown menu, which is highlighted in red and set to 'Suspended'. Other details include 9:54 AM on 01/11/2013 and a hearing office disposition date of 02/04/2013.

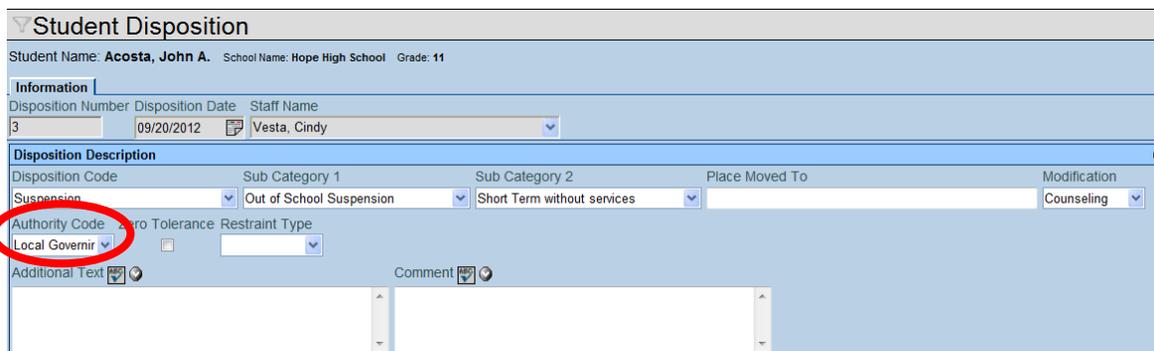
Incidents Screen, Participants tab, detail screen, Student Incident Detail tab

- **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.



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 Disposition screen

- **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.

The screenshot shows the 'Student Disposition' screen for student Acosta, John A. at Hope High School, Grade 11. The 'Information' section shows Disposition Number 3, Disposition Date 09/20/2012, and Staff Name Vesta, Cindy. The 'Manifestation' section has a dropdown menu for 'AES Type' which is circled in red and currently displays 'Long term plac'.

Student Disposition screen

Disposition Codes

To define disposition codes:

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

The screenshot shows the 'Disposition Code' lookup table definition screen. The 'Add' button is circled in red. The table below lists existing disposition codes.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Year Start	Year End
1	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	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.

To delete a code:

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.

Name: **Incident Location** 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										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Year Start	Year End
<input type="checkbox"/>	1	0	1	Administrative Offices						
<input type="checkbox"/>	2	0	10	Other Inside Area						
<input type="checkbox"/>	3	0	11	Athletic Field or Playground						
<input type="checkbox"/>	4	0	12	Stadium						
<input type="checkbox"/>	5	0	13	Gymnasium						
<input type="checkbox"/>	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.

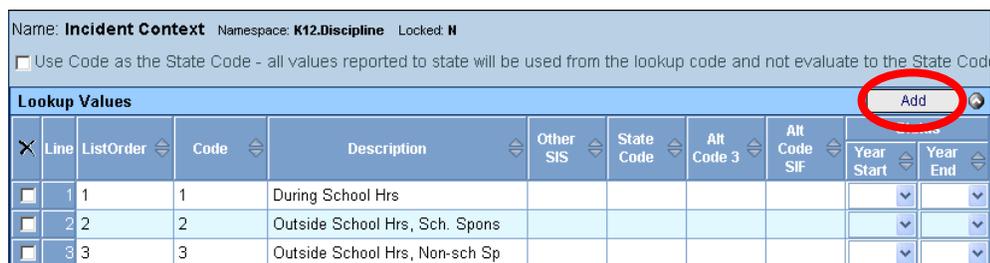
To delete a code:

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.



Name: **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 Code

Lookup Values											
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Year Start	Year End	Add
<input type="checkbox"/>	1	1	1	During School Hrs							
<input type="checkbox"/>	2	2	2	Outside School Hrs, Sch. Spons							
<input type="checkbox"/>	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.

To delete a code:

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: **Incident Role** Namespace: **K12.Discipline** Product Owned

Use Code as the State Code - all values reported to state will be used from the lookup code and not evalu

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.**

Lookup Values							
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	0	1	Offender				
2	1	2	Victim				
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: **Referral Results** 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	
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status		
									Year Start	Year End	
<input type="checkbox"/>	1	0	111	No Charges							
<input type="checkbox"/>	2	0	112	Misdemeanor Charges							
<input type="checkbox"/>	3	0	113	Felony Charges							
<input type="checkbox"/>	4	0	114	Probation							
<input type="checkbox"/>	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.

Name: **Relationship To School** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	1	Active Student		1				
<input type="checkbox"/>	2	2	3	Inactive Student		3				
<input type="checkbox"/>	3	3	15	Other Student		15				
<input type="checkbox"/>	4	4	16	Administrator		16				
<input type="checkbox"/>	5	5	17	Teacher		17				
<input type="checkbox"/>	6	6	18	Substitute Teacher		18				

Relationship to School 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 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.

To delete a code:

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.

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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	E	Employee		E				
<input type="checkbox"/>	2	2	C	Contracted		C				

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**

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										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	1	Suspended						
<input type="checkbox"/>	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.

To delete a code:

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**

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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	1	Community Service						
<input type="checkbox"/>	2	2	2	Counseling						
<input type="checkbox"/>	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.

To delete a code:

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**

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										
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	1	Superintendent						
<input type="checkbox"/>	2	2	2	Principal						
<input type="checkbox"/>	3	3	3	Assistant Principal						
<input type="checkbox"/>	4	4	4	Hearing Board						

Add

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.

Name: **Aes Type** Namespace: **K12.DisciplineInfo** 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

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Year Start	Year End
<input type="checkbox"/>	1	1	1	Community Service						
<input type="checkbox"/>	2	2	2	Counseling						
<input type="checkbox"/>	3	3	3	In-School Suspension						
<input type="checkbox"/>	4	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:

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.
3. 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.

The screenshot displays the 'Staff' screen for Patricia Abel. The 'Staff Role' section on the right is highlighted with a red box, showing the following options:

Staff Role
<input type="checkbox"/> Audiology
<input checked="" type="checkbox"/> Conference
<input checked="" type="checkbox"/> Discipline
<input type="checkbox"/> Health
<input type="checkbox"/> Rater

Staff screen

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 Discipline

Student Name: **Abel, Albert R.** School: **Hope High School** Status: **Active** Homeroom: **128**

Discipline | Discipline History

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abel	Albert	Ryan		132683	12	Male

Counts and Totals

Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
White		1	0	0.0	0

Discipline Incidents Add Wizard Add Hide Detail

Line	Description
1	Assault

Description: **Assault**

Print Discipline Report

Print Disciplinary Action Form Merge Document Merge Language

Incident Date: 01/11/2013 Incident Time: 9:30 AM Referred By: Mary Smith Referral Date:

Staff Name: Wilson, Rob Location: Incident Context:

Disposition Code: Disposition Date: Hours: Days: Demerits: 0

Last Change User: User, Admin Last Change Date: 02/01/2013 12:42:00

Comment: Private Comment:

Incident Explained To Student

Disposition Add

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	ATR
1	SUS-Home Susp	01/14/2013	01/18/2013			Wilson, Rob	Sus

Show Detail, Student Discipline screen

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

The screenshot displays the 'Student Incident Detail' tab with the following sections:

- Incident Information:** Incident ID: 22, Incident Date: 11/13/2012, Entered By: User, Admin, Referred By: user, admin.
- Student Incident Information:** Incident Role: Offender, Cost to victim, School of Residence, Last Change Date: 11/13/2012 14:15:00, Last Change User: User, Admin.
- Disposition Information:** Hours, Days, Demerits: 2, Recalculate Demerits, Hearing Office Disposition, Hearing Office Disposition Date.
- Disposition Table:**

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
1	Warning2	12/10/2012	12/10/2012				Williams, Welby	
2	Detention	02/04/2013	02/08/2013				Wilson, Rob	

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**.

District Attendance Code

School Year: 2010-2011

Attendance Reasons

Attendance Scanning Options

The Default Absence Type and Default Tardy Type drop downs are based on codes that have been marked as mandatory.

Attendance Scan Form: [Dropdown] Default Absence Type: [Dropdown] Default Tardy Type: [Dropdown]

Line	Code	Title	Type	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	Aic	Alt Lm Ct	School Activity								L
4	Apl	Appeal	School Activity								N
5	App	Appealed	School Activity								P
6	Bus	Bus Susp	Excused								B
7	Bsp	Bussuspend	Excused								B
8	Adm	Couns/admi	School Activity								C
9	Cou	Counseling	School Activity								C
10	Pox	C-Pox	Excused								C

District Attendance Code screen

School Attendance Code

School Name: **Hope High School** School Year: **2010-2011**

School Attendance Reasons

Attendance Scanning Options

Attendance Scan Form: [] Default Absence Type: [] Default Tardy Type: []

School Attendance Reasons

Line	Used in School	Code	Title	Type	Include Dialer	Include Letters	Include Reports	Allowed in TeacherVUE
1	<input type="checkbox"/>	Nce	Ace N	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	Act	Activity	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	Alc	Alt Lrn Ct	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	Apl	Appeal	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	App	Appealed	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Bus	Bus Susp	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Bsp	Bussspend	Excused	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Adm	Couns/admi	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	Cou	Counseling	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	Pox	C-Pox	Excused	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

School Attendance Code screen

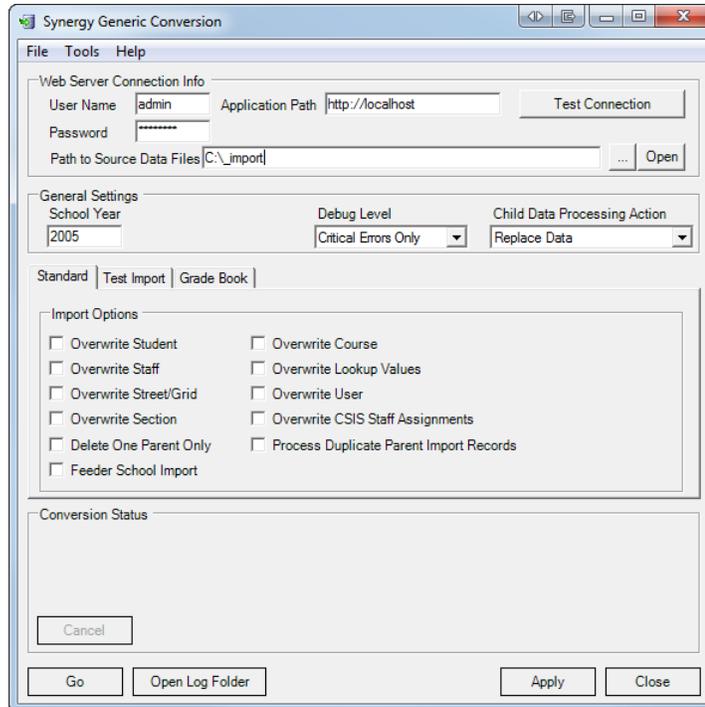
For details, see the Synergy SIS® – Attendance Administrator Guide.

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:

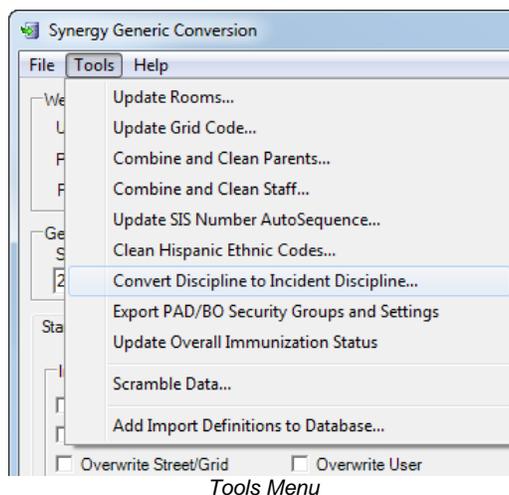
1. Start the **Generic Data Conversion** software.



Synergy Generic Conversion

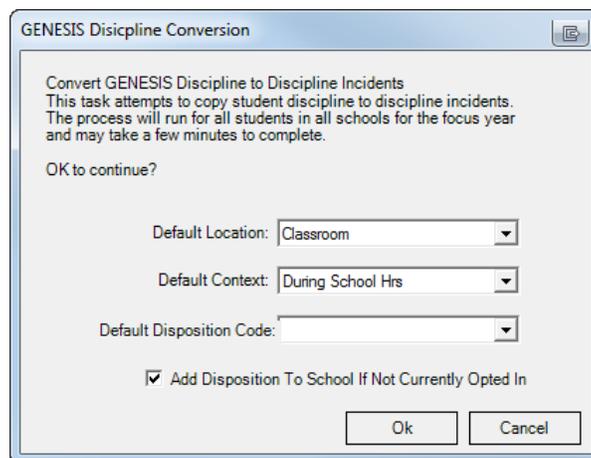
2. Enter the **User Name** and **Password** for a Synergy SIS user who has full access to the discipline records.
3. Enter the **URL** to the Synergy SIS web server in the **Application Path** box.
4. Enter the **School Year** of the data to be converted as a four-digit number. The School Year is the 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.

7. On the **Tools** menu, click **Convert Discipline to Incident Discipline**.



Tools Menu

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.



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**.

The screenshot shows the 'District Setup' screen with the following settings highlighted:

- Discipline Type:** Incident
- Incident Violation Display:** Entire Violation
- District Group History Filter:** All Groups for the Current Year for the Current School
- Student Notification:** Icon
- Disable Unique State Number
- Allow Negative Seat Totals
- Enable Announcement Dismissal
- Enable historical tracking of staff in sections
- Auto Assign District Staff To Schools
- Validate Student Classes:** Show Warning and Allow Data to be Saved if Student Classes Overlap

District Setup screen

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.

The image shows two side-by-side documents. The left document is a cover letter dated February 5, 2013, addressed to the parents of John Acosta. It explains a disciplinary incident on 09/20/2012 and recommends a 3-day suspension. The right document is a 'Disciplinary Action Form' for Hope High School, detailing student information (Billy C. Abbott), custodial information (Aaron, Phillip), and incident details (Aggression > Assault). It includes a section for signatures and a disclaimer about the report's purpose.

Example Cover Letter and Disciplinary Action Form

You can print them from any of the discipline screens.

The screenshot shows the 'Student Incident' interface. At the top, it displays student information for Billy C. Abbott. Below this is a table of 'Discipline Incidents' with columns for Line, Date, Incident ID, Incident Date, Entered By, Referred By, and Referrer Type. A red box highlights the 'Print Discipline Report' section, which includes a 'Print Disciplinary Action Form' button, a 'Merge Document' dropdown menu (set to 'Expulsion'), and a 'Merge Language' dropdown menu (set to 'Primary Lang').

Print Disciplinary Action Form Button

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.

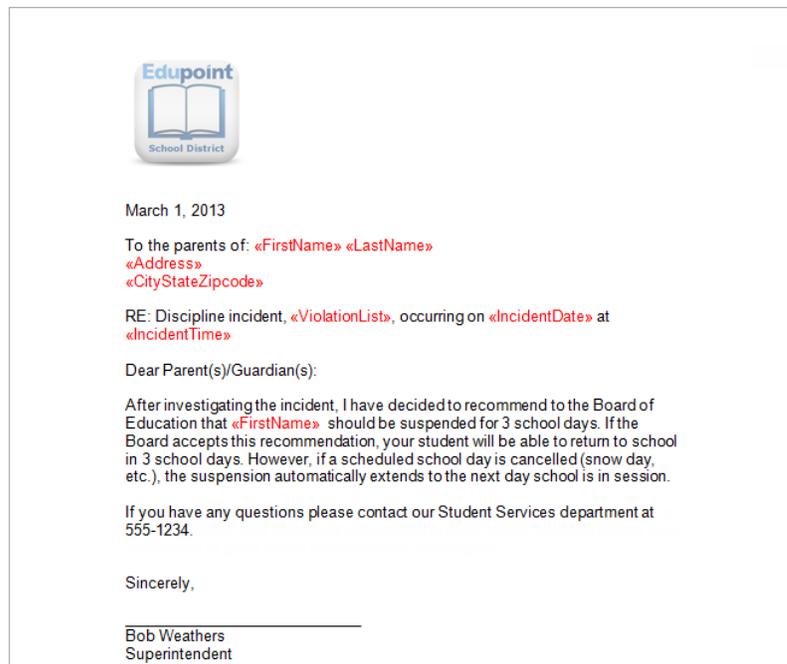
Setting up a cover letter consists of two steps.

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.

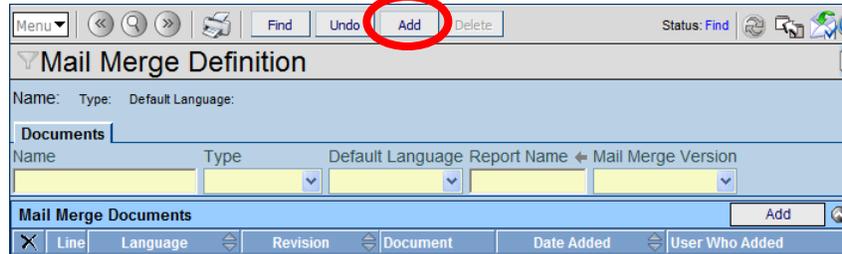


Disciplinary Action Form Cover Letter

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

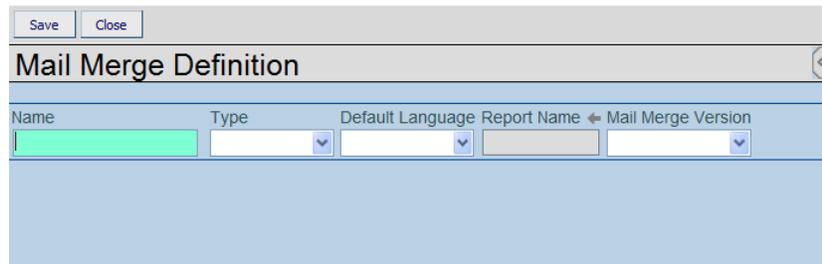
To add the letter to Synergy SIS and define it as a disciplinary action form cover letter:

1. 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.



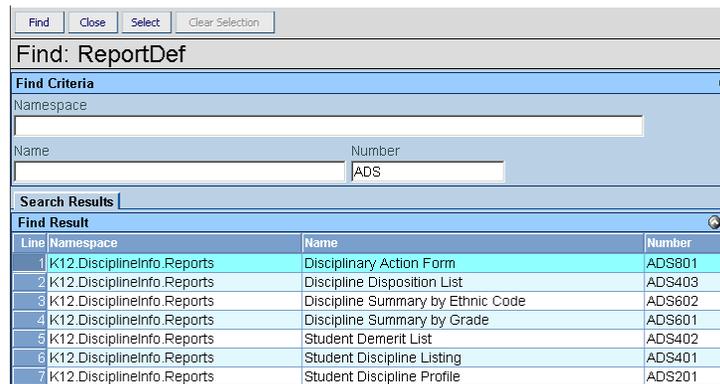
Mail Merge Definition

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



Adding 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.
7. 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.



Searching for a Report

- 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.

The screenshot shows the 'Mail Merge Definition' window. At the top are 'Save' and 'Close' buttons. Below is a header bar with the title 'Mail Merge Definition'. A table lists the definition details:

Name	Type	Default Language	Report Name	Mail Merge Version
Detention	General	English	ADS801 - Disciplinary Action Form	

Completed Mail Merge Definition

- Ignore the **Mail Merge Version** list.
- 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:

- Click the **Add** button in the **Mail Merge Documents** section.

The screenshot shows the 'Mail Merge Definition' window with the 'Documents' tab selected. The 'Add' button in the 'Mail Merge Documents' section is circled in red. The table below shows the current document list:

Name	Type	Default Language	Report Name
Detention	General	English	ADS801 - Disciplinary Action Form

Mail Merge Definition screen

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

The screenshot shows the 'Attach document' dialog box. It contains the following text:

Attach document

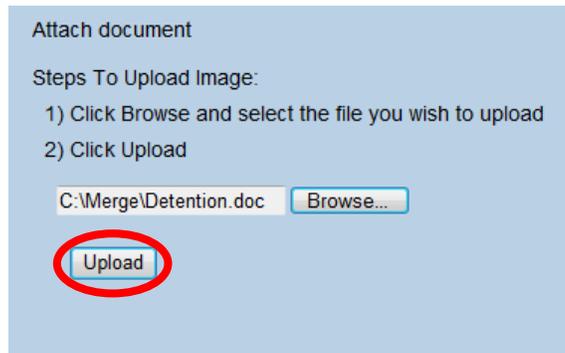
Steps To Upload Image:

- 1) Click Browse and select the file you wish to upload
- 2) Click Upload

Below the text is a text input field and a 'Browse...' button, which is circled in red. At the bottom is an 'Upload' button.

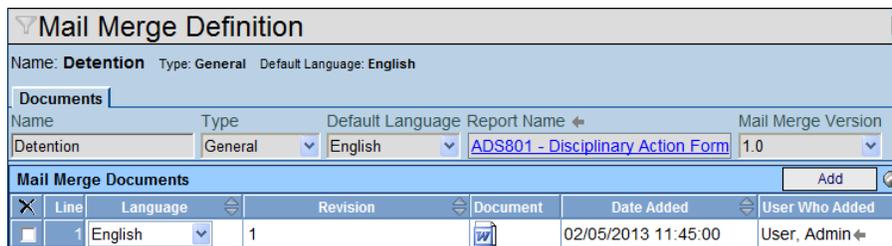
Browsing for a Document

3. Click the **Upload** button.



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.



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**.

The screenshot shows the 'District Discipline Code' screen for the school year 2008-2009. It features a table with the following columns: Line, Discipline Code, Description, Security, Mandatory, and SASD # Code. The 'Security' column is highlighted with a red box, indicating where users can set security levels for each discipline code.

Line	Discipline Code	Description	Security	Mandatory	SASD # Code
01		AGRESSION - Aggravated Assault		<input checked="" type="checkbox"/>	36
02		AGRESSION - Assault		<input checked="" type="checkbox"/>	35
03		AGRESSION - Disorderly Conduct		<input type="checkbox"/>	33
04		AGRESSION - Endangerment		<input checked="" type="checkbox"/>	69
05		AGRESSION - Fighting		<input checked="" type="checkbox"/>	34
06		AGRESSION - Minor Aggressive Act		<input type="checkbox"/>	
07		AGRESSION - Recklessness		<input type="checkbox"/>	
08		AGRESSION - Verbal Provocation		<input type="checkbox"/>	32
09		AGRESSION - Other Aggressive Act		<input type="checkbox"/>	37
10		ALCOHOL & DRUGS - Alcohol Violation		<input checked="" type="checkbox"/>	65
11		ALCOHOL & DRUGS - Drug Paraphernalia		<input type="checkbox"/>	
12		ALCOHOL & DRUGS - Inhalants		<input checked="" type="checkbox"/>	
13		ALCOHOL & DRUGS - Over the Counter Drug		<input checked="" type="checkbox"/>	
14		ALCOHOL & DRUGS - Prescription Drug		<input checked="" type="checkbox"/>	
15		ALCOHOL & DRUGS - Represented as Illicit D		<input type="checkbox"/>	
16		ALCOHOL & DRUGS - Illicit Drug		<input checked="" type="checkbox"/>	41
17		ALCOHOL & DRUGS - Unknown Drug		<input checked="" type="checkbox"/>	
18		ALCOHOL & DRUGS - Tobacco Violation		<input checked="" type="checkbox"/>	
19		ARSON - Arson of an occupied structure		<input checked="" type="checkbox"/>	18
20		ARSON - Arson of Structure or Property		<input checked="" type="checkbox"/>	

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.

The screenshot shows the 'District Discipline Code Setup' window. At the top are 'Save' and 'Close' buttons. Below is a table with columns: Code, Description, State Code, Security, and Old Sis Code. The 'Security' column has a dropdown menu, which is circled in red. Below the table are checkboxes for 'Mandatory', 'Report To State', and 'Mandatory Law Enforcement Notification'.

District Discipline 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**.

The screenshot shows the 'Conference Visitation Codes' screen. At the top are 'Menu', 'Save', and 'Undo' buttons. Below is a 'School Year: 2008-2009' label. The main area is a table titled 'Conference Codes' with an 'Add' button. The table has columns: Line, Conf Code, Description, and Security. The Security column has dropdown menus for each row.

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	
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.

- Click the **Security Settings** tab.

The screenshot shows the 'User Groups' interface. At the top, it says 'User Group Name: Role - Admin'. Below that are tabs for 'Members', 'Organizations', 'Navigation Menu', 'Options', 'Security Settings', and 'POV'. The 'Security Settings' tab is active. Underneath, there are fields for 'User Group Name' (Role - Admin) and 'Name of user group in LDAP (if syncing with LDAP)'. The main area is divided into two columns. The left column is titled 'Discipline' and contains 'Discipline Security' (set to 'Highest') and 'Discipline Organization Security' (set to 'View All - Disregard Organization Security'). The right column is titled 'Conference' and contains 'Conference Visitation' (set to 'Highest'). Below these are sections for 'Student Enrollment History' and 'Student Enrollment Organization Security'.

User Groups screen

- In the **Discipline Security** list, set the level for discipline security for all users in the group.
- 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.
- In the **Conference Visitation** list, set the group's security level for conferences.

To set up security for an individual user:

- Navigate to **Synergy SIS > System > User > User**.

The screenshot shows the 'User' interface. At the top, it says 'User Name: User, Admin'. Below that are tabs for 'Demographics', 'Organizations', 'User Groups', 'Navigation Menu', 'Security Settings', 'Focus', 'Spell Check', and 'POV'. The 'Security Settings' tab is active. Underneath, there are fields for 'Last Name' (User), 'First Name' (Admin), 'Middle Name', and 'Disabled User Type' (Staff). The main area is divided into two columns. The left column is titled 'Discipline' and contains 'Discipline Security' (set to 'Highest') and 'Discipline Organization Security'. The right column is titled 'Conference' and contains 'Conference Visitation' (set to 'Highest'). Below these are sections for 'Student Enrollment History' and 'Student Enrollment Organization Security'.

User screen

- Use the Previous and Next buttons or Find button to locate the group for which you want to set security.
- Click the **Security Settings** tab.
- In the **Discipline Security** list, set the level for discipline security for the user.
- 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.
- 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

District Discipline Code						
School Year: 2010-2011						
District Discipline Codes						
Line	Display Order	Discipline Code	Description	Security	Mandatory	SASI III Code
1	1	01	Academic/cheat		<input checked="" type="checkbox"/>	01
2	2	02	Alcohol		<input checked="" type="checkbox"/>	02
3	3	03	Arson		<input checked="" type="checkbox"/>	03
4	4	04	Assault		<input checked="" type="checkbox"/>	04
5	5	05	Automobile		<input checked="" type="checkbox"/>	05
6	6	06	Bus		<input checked="" type="checkbox"/>	06
7	7	07	Danger Weapon		<input checked="" type="checkbox"/>	07
8	8	08	Deadly Weapon		<input checked="" type="checkbox"/>	08
9	9	09	Defiance		<input checked="" type="checkbox"/>	09
10	10	10	Discrimination		<input checked="" type="checkbox"/>	10
11	11	11	Disorder Cond		<input checked="" type="checkbox"/>	11
12	12	12	Dress Standard		<input checked="" type="checkbox"/>	12
13	13	13	Drug/Distribution		<input checked="" type="checkbox"/>	13
14	14	14	Drug/possession		<input checked="" type="checkbox"/>	14
15	15	15	Fighting		<input checked="" type="checkbox"/>	15
16	16	16	Forgery		<input checked="" type="checkbox"/>	16
17	17	17	Gambling		<input checked="" type="checkbox"/>	17
18	18	18	Gang Act/assoc		<input checked="" type="checkbox"/>	18
19	19	19	Harassment		<input checked="" type="checkbox"/>	19
20	20	20	Internet/comput		<input checked="" type="checkbox"/>	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.DisciplineInfo.Setup.SchoolDisciplineCodeGrid

School name: **Hope High School** School Year: **2008-2009**

Line	Discipline Code	Description	Security	Used in School	Default Demerits
1	01	AGRESSION - Aggravated Assault	Lowest	<input checked="" type="checkbox"/>	
2	02	AGRESSION - Assault		<input checked="" type="checkbox"/>	
3	04	AGRESSION - Endangerment		<input checked="" type="checkbox"/>	
4	05	AGRESSION - Fighting		<input checked="" type="checkbox"/>	
5	10	ALCOHOL & DRUGS - Alcohol Violation		<input checked="" type="checkbox"/>	
6	11	ALCOHOL & DRUGS - Drug Paraphernalia		<input checked="" type="checkbox"/>	
7	12	ALCOHOL & DRUGS - Inhalants		<input checked="" type="checkbox"/>	
8	13	ALCOHOL & DRUGS - Over the Counter Drug		<input checked="" type="checkbox"/>	
9	14	ALCOHOL & DRUGS - Prescription Drug		<input checked="" type="checkbox"/>	
10	16	ALCOHOL & DRUGS - Illicit Drug		<input checked="" type="checkbox"/>	
11	17	ALCOHOL & DRUGS - Unknown Drug		<input checked="" type="checkbox"/>	
12	18	ALCOHOL & DRUGS - Tobacco Violation		<input checked="" type="checkbox"/>	
13	19	ARSON - Arson of an occupied structure		<input checked="" type="checkbox"/>	
14	20	ARSON - Arson of Structure or Property		<input checked="" type="checkbox"/>	
15	71	VANDALISM - Vandalism of school property		<input checked="" type="checkbox"/>	

School Discipline Code screen security

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

K12.DisciplineInfo.Setup.SchoolDisciplineCode

School name: **Hope High School** School Year: **2008-2009**

Line	Discipline Code	Description	Security	Used in School	Default Demerits
1	01	AGRESSION - Aggravated Assault	Lowest	<input checked="" type="checkbox"/>	
2	02	AGRESSION - Assault		<input checked="" type="checkbox"/>	
3	04	AGRESSION - Endangerment		<input checked="" type="checkbox"/>	
4	05	AGRESSION - Fighting		<input checked="" type="checkbox"/>	
5	10	ALCOHOL & DRUGS - Alcohol Violation		<input checked="" type="checkbox"/>	
6	11	ALCOHOL & DRUGS - Drug Paraphernalia		<input checked="" type="checkbox"/>	
7	12	ALCOHOL & DRUGS - Inhalants		<input checked="" type="checkbox"/>	
8	13	ALCOHOL & DRUGS - Over the Counter Drug		<input checked="" type="checkbox"/>	
9	14	ALCOHOL & DRUGS - Prescription Drug		<input checked="" type="checkbox"/>	
10	16	ALCOHOL & DRUGS - Illicit Drug		<input checked="" type="checkbox"/>	
11	17	ALCOHOL & DRUGS - Unknown Drug		<input checked="" type="checkbox"/>	
12	18	ALCOHOL & DRUGS - Tobacco Violation		<input checked="" type="checkbox"/>	
13	19	ARSON - Arson of an occupied structure		<input checked="" type="checkbox"/>	
14	20	ARSON - Arson of Structure or Property		<input checked="" type="checkbox"/>	
15	71	VANDALISM - Vandalism of school property		<input checked="" type="checkbox"/>	
16	03	AGRESSION - Disorderly Conduct		<input type="checkbox"/>	

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

The screenshot shows the 'Student Discipline' form for a student named **Abbott, Billy C.** at **Hope High School**. The form includes fields for student details, a 'Counts and Totals' section, and a 'Discipline Incidents' table.

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/07/2008	SCHOOL THREAT - Bomb Threat	3:40 PM	Bus Driver	Wilson, Rob
2	10/06/2008	Trespassing	7:58 AM	Mr Weathers	McGrew, Tom

Student Discipline screen security

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

K12.DisciplineInfo.StudentDisciplineDisposition

The screenshot shows the 'Discipline Incidents' screen for the incident 'SCHOOL THREAT - Bomb Threat'. It includes a 'Print Discipline Report' section, incident details, and a 'Disposition' table. A red box highlights the 'Disposition' table.

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	ATR
1	DET-Detention	10/08/2008	10/08/2008	1		Weathers, Renee	

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:

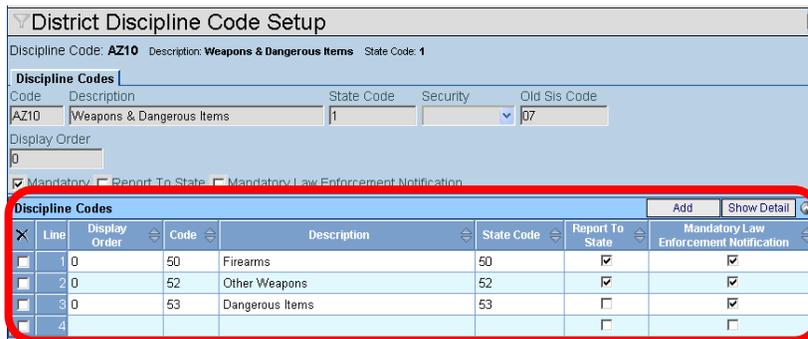
K12.DisciplineInfo.Setup.DistrictDisciplineCode



District Discipline Code Setup security, Level 1

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

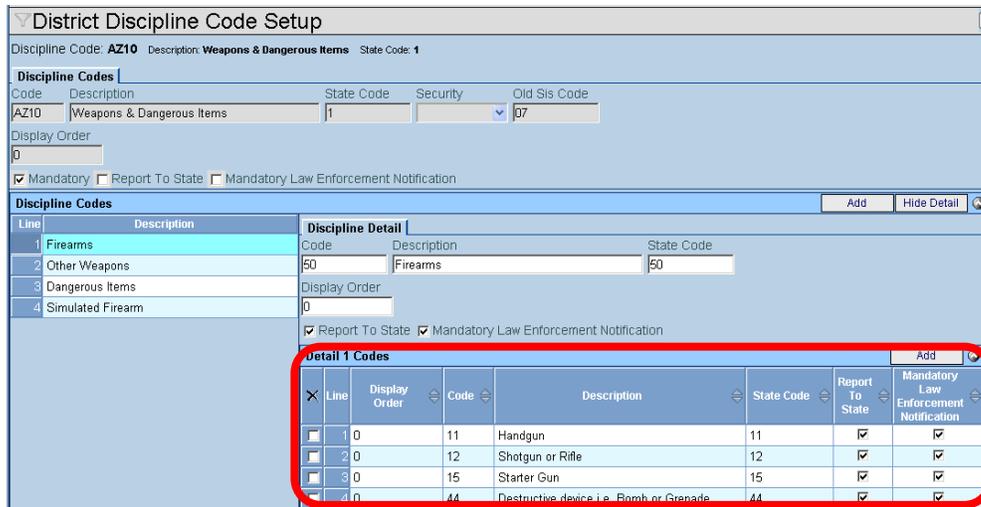
K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub1



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:

K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub2



District Discipline Code Setup security, Level 3

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

K12.DisciplineInfo.Setup.DistrictDisciplineSetupUI

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

The screenshot shows the 'District Disposition Code Setup' interface. At the top, it displays 'Disposition Code: 00', 'Description: No Action Taken', and 'State Code:'. Below this, a red box highlights the 'Disposition Codes' section, which includes a table with the following data:

Disposition Code	Description	State Code	Report To State	Old Sis Code Mandatory
00	No Action Taken		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons for 'Add' and 'Show Detail' are visible to the right of the table.

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

The screenshot shows the 'District Disposition Code Setup' interface for a sub-level code. At the top, it displays 'Disposition Code: AZA1', 'Description: Actions Completed In One Day', and 'State Code:'. Below this, a red box highlights the 'Disposition Codes' table, which lists the following sub-level codes:

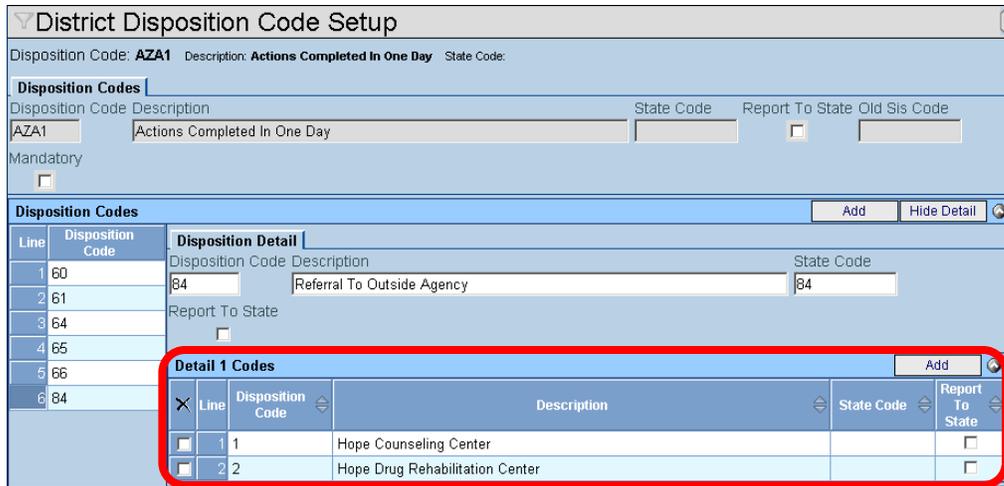
Line	Disposition Code	Description	State Code
1	60	Withdrawal	60
2	61	Warning	61
3	64	Student Verbal Apology	64
4	65	Student Written Apology	65
5	66	Student Conference	66

Buttons for 'Add' and 'Show Detail' are visible to the right of the table.

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:

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:

K12.DisciplineInfo.Setup.SchoolDisciplineCodeGrid



School Discipline Code screen

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

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

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.

District Discipline Options screen

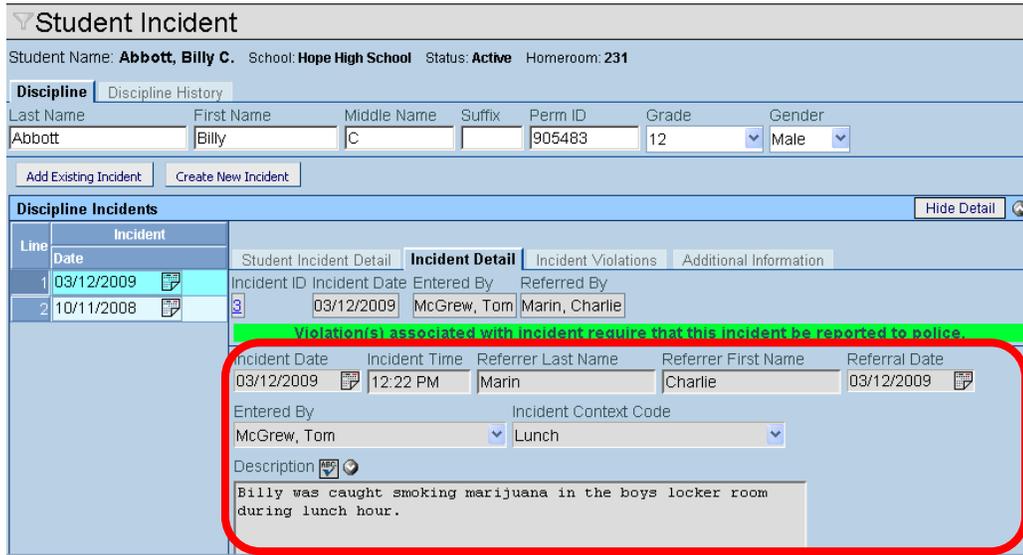
INCIDENTS AND STUDENT INCIDENT SECURITY

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

Incidents screen, Information tab security

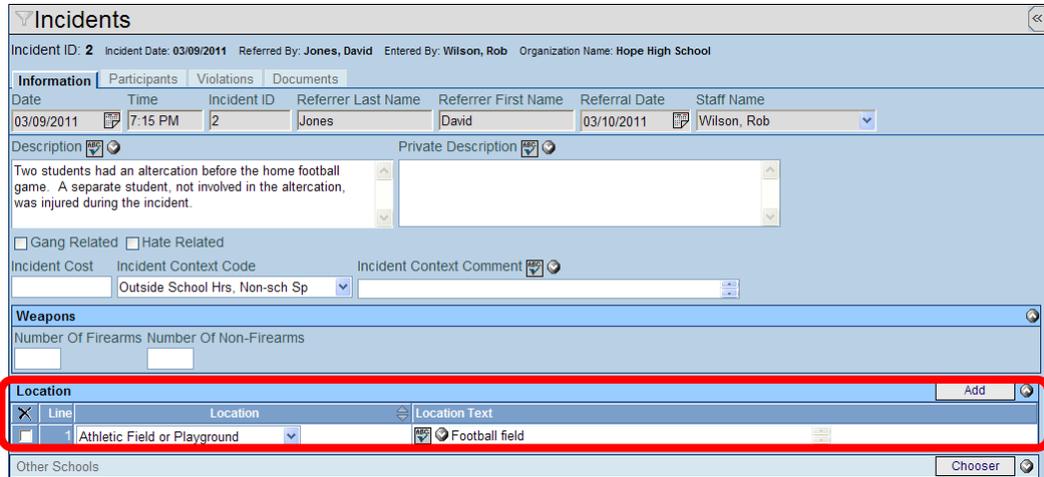
On the **Student Incident** screen, this security node controls the **Incident Detail** tab in the detail screen of the incident.



Student Incident screen, Incident Detail tab

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

K12.DisciplineInfo.SchoolIncidentLocation



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.

The screenshot shows the 'Student Incident' interface for a student named Abbott, Billy C. at Hope High School. The 'Incident Detail' tab is active, displaying a table of 'Discipline Incidents' with three entries. The details for the first incident (ID 3, dated 05/03/2011) are shown, including the incident date, time (11:00 AM), referrer (John Maloney), and a description: 'Billy was caught smoking marijuana behind the gym during lunch hour. He was searched and a 6 inch knife was found in his jacket.' The 'Incident Locations' section at the bottom is highlighted with a red box, showing one location: 'Gymnasium' with the text 'South East corner of Gym'.

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

The screenshot shows the 'Incidents' interface for Incident ID 2, dated 03/09/2011, referred by David Jones and entered by Rob Wilson at Hope High School. The 'Information' tab is active, showing details such as the incident date, time (7:15 PM), referrer (David Jones), and staff member (Rob Wilson). The description states: 'Two students had an altercation before the home football game. A separate student, not involved in the altercation, was injured during the incident.' The 'Other Schools' section at the bottom is highlighted with a red box, showing one entry: 'Kennedy High School' for the year '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:

K12.DisciplineInfo.IncidentStudentGrid

The screenshot shows the 'Incidents' screen with the 'Participants' tab selected. A green banner at the top states: 'Violation(s) associated with incident require that this incident be reported to police.' Below this is the 'Participant Totals' section with fields for Offender (2), Additional Victims (1), Total Victims (1), and Bystander or Witness (1). The 'Students Involved' section is highlighted with a red box and contains the following table:

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
1	Abbott, Billy C.	M	12	Offender	<input type="checkbox"/>	Aggression > Fighting	Hope High School
2	Acosta, Kathleen D.	F	11	Victim	<input type="checkbox"/>		Kennedy High School
3	Taggart, Jeremy M.	M	11	Offender	<input type="checkbox"/>	Aggression > Fighting	Hope High School

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:

K12.DisciplineInfo.ViolationIncidentStudentGrid

The screenshot shows the 'Incidents' screen with the 'Participants' tab selected. A green banner at the top states: 'Violation(s) associated with incident require that this incident be reported to police.' Below this is the 'Participant Totals' section. The 'Students Involved' section is visible with a 'Hide Detail' button. The 'Incident Violations' section is highlighted with a red box and contains the following table:

Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	2	Aggression > Fighting
2	<input type="checkbox"/>	5	Aggression > Disorderly Conduct

Incidents screen, Incident Violations section on the Participants tab

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	C		905483	12	Male

Counts and Totals

Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
Hispanic		3	0	0.0	0

Discipline Incidents

Line	Date	Incident
1	05/03/2011	
2	04/27/2011	
3	03/09/2011	

Incident ID: 3, Incident Date: 05/03/2011, Entered By: Weathers, Julia, Referred By: Maloney, John

Violation(s) associated with incident require that this incident be reported to police.

Incident Violations

Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	6	Drug/possession > Drug /Possession
2	<input checked="" type="checkbox"/>	8	Deadly Weapon

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

Incident ID: **2** Incident Date: **03/09/2011** Referred By: **Jones, David** Entered By: **Wilson, Rob** Organization Name: **Hope High School**

Participants | Information | Violations | Documents

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 incident require that this incident be reported to police.

Participant Totals

Offender	Additional Victims	Total Victims	Bystander or Witness
2		1	1

Students Involved

Line	Student Name
1	Abbott, Billy C.
2	Acosta, Kathleen D.
3	Taggart, Jeremy M.

Incident ID: 2, Incident Date: 03/09/2011, Entered By: Wilson, Rob, Referred By: Jones, David

Incident Violations

Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	2	Aggression > Fighting
2	<input type="checkbox"/>	5	Aggression > Disorderly Conduct

Other Involved Persons

Line	Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Jacobs, Gary	M	Substitute Teacher	Bystander or witness	<input type="checkbox"/>

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:

K12.DisciplineInfo.ViolationIncidentNonStudentGrid

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: 03/09/2011 Time: 7:15 PM Incident ID: 2 Referrer Last Name: Jones Referrer First Name: David Referral Date: 03/10/2011 Staff Name: Wilson, Rob

Violation(s) associated with incident require that this incident be reported to police.

Participant Totals

Offender: 2 Additional Victims: 1 Total Victims: 1 Bystander or Witness: 1

Students Involved

Line	Student Name	Student Incident Detail	Incident Detail	Incident Violations	Additional Information	Enrollment Restrictions
1	Abbott, Billy C.					
2	Acosta, Kathleen D.					
3	Taggart, Jeremy M.					

Incident Violations

Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	2	Aggression > Fighting
2	<input type="checkbox"/>	5	Aggression > Disorderly Conduct

Other Involved Persons

Line	Name	Last Name	Information	Incident Violations
1	Jacobs			

Incident Violations

Line	Committed Violation	Description
1	<input type="checkbox"/>	Aggression > Fighting
2	<input type="checkbox"/>	Aggression > Disorderly Conduct

Incident Violations, Incidents screen

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

K12.DisciplineInfo.StudentIncidentViolation

Incident ID: 3 Incident Date: 05/03/2011 Referred By: Maloney, John Entered By: Weathers, Julia Organization Name: Hope High School

Information Participants **Violations** Documents

Date: 05/03/2011 Time: 11:00 AM Incident ID: 3 Referrer Last Name: Maloney Referrer First Name: John Referral Date: 05/04/2011 Staff Name: Weathers, Julia

Violation(s) associated with incident require that this incident be reported to police.

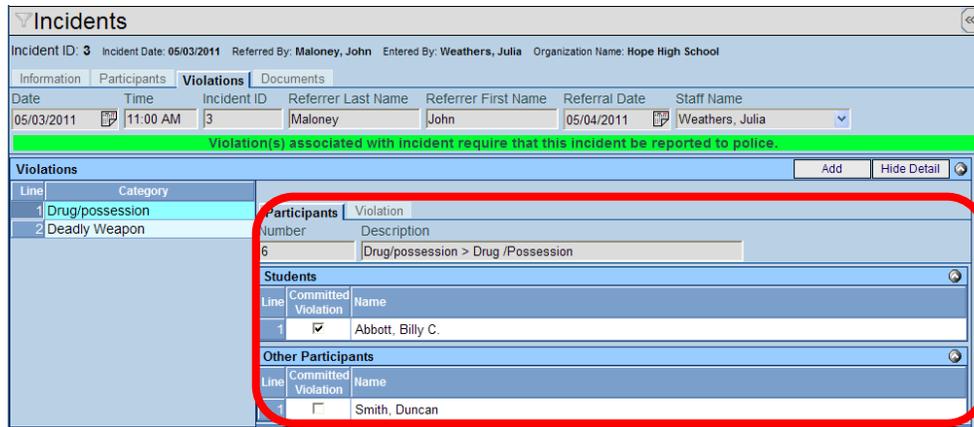
Violations

Line	Category	Violation	Detail	Severity Level	Notify Law Enforcement
1	Drug/possession	Drug /Possession		1	<input checked="" type="checkbox"/>
2	Deadly Weapon			3	<input type="checkbox"/>

Violations tab, Incidents screen

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

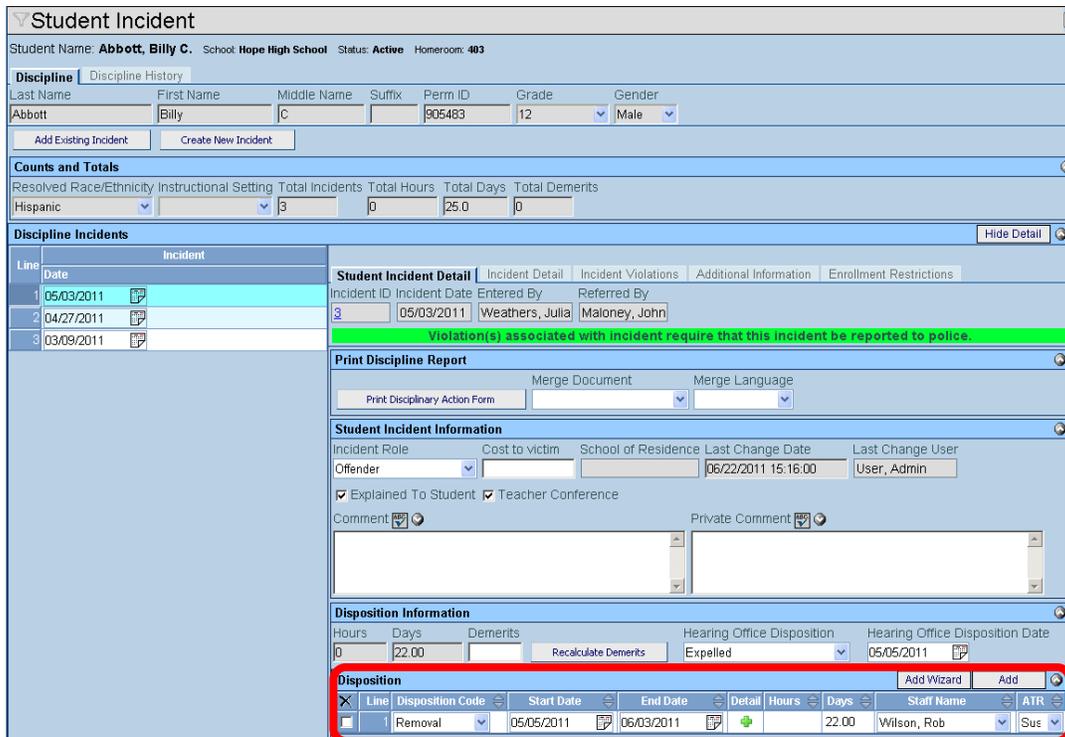
K12.DisciplineInfo.StudentIncidentViolationGrid



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:

K12.DisciplineInfo.StudentIncidentDisposition



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

The screenshot shows the 'Student Disposition' form for student Abbott, Billy C. at Hope High School, Grade 12. The 'Associated Violations' section is highlighted with a red box and contains the following data:

Line	Violation	View Order	Violation Description
1	<input checked="" type="checkbox"/>		Alcohol Tobacco and Other Drugs > Drug Violation > Marijuana Use, Illicit Drug
2	<input checked="" type="checkbox"/>		Weapons & Dangerous Items > Other Weapons > Knife with a blade length of at least 2.5 inches

Associated Violations section, Student Disposition screen

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

K12.DisciplineInfo.StudentIncidentGrid

The screenshot shows the 'Student Incident' screen for student Abbott, Billy C. It includes a 'Discipline Incidents' table with the following data:

Line	Date	Time	Detail	Role	Referred By	Violation List	Staff Name	School Name
1	05/03/2011	11:00 AM		Offender	Maloney, John	Alcohol Tobacco and Other Drugs > Drug Violatio...	Weathers, Julia	Hope High School
2	04/27/2011	9:00 AM		Offender	Smith, Joe	Aggression > Other Aggression	McGrew, Tom	Hope High School
3	03/09/2011	7:15 PM		Offender	Jones, David	Aggression > Fighting	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:

K12.DisciplineInfo.StudentIncidentDiscipline

The screenshot shows the 'Student Incident' screen for student **Abbott, Billy C.** The 'Discipline' tab is active. A table lists three incidents: 05/03/2011, 04/27/2011, and 03/09/2011. The 'Student Incident Detail' tab for the first incident is highlighted with a red box. This tab contains sections for 'Print Discipline Report', 'Student Incident Information' (with fields for Incident Role, School of Residence, Last Change Date, and Last Change User), and 'Disposition Information' (with fields for Hours, Days, Demerits, and Hearing Office Disposition).

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.

The screenshot shows the same 'Student Incident' screen, but with the 'Additional Information' tab selected and highlighted with a red box. This tab includes a green banner stating 'Violation(s) associated with incident require that this incident be reported to police.', an 'Injury Information' section with checkboxes for 'Injuries Sustained' and 'Serious Bodily Injury', and a 'Comments' section with an 'Additional Info' field.

Additional Information tab, detail of the Student Incident screen

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

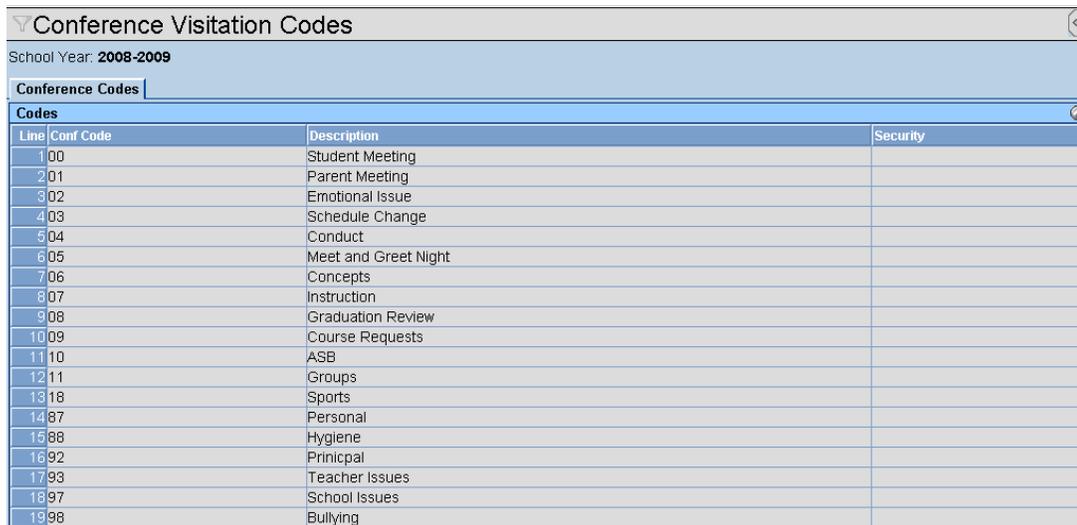
- K12.DisciplineInfo.DiscStulncViol
- K12.DisciplineInfo.IncidentAddUI
- K12.DisciplineInfo.IncidentFind
- K12.DisciplineInfo.IncidentUI
- K12.DisciplineInfo.StudentIncidentDisciplineUI
- K12.DisciplineInfo.NonStudentIncidentViolationGrid
- K12.DisciplineInfo.SchoolIncidentOrganizationAdd
- K12.DisciplineInfo.SchoolIncidentViolationAdd
- K12.DisciplineInfo.StulncDiscViolDisc
- K12.DisciplineInfo.StulncNonViol
- K12.DisciplineInfo.StulncViolDiscViol

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:

K12.ConferenceInfo.Setup.ConferenceVisitationCode



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	
10	09	Course Requests	
11	10	ASB	
12	11	Groups	
13	18	Sports	
14	87	Personal	
15	88	Hygiene	
16	92	Prinicpal	
17	93	Teacher Issues	
18	97	School Issues	
19	98	Bullying	

Conference Visitation Codes screen

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

- K12.ConferenceInfo.Setup.ConferenceCodeYear

STUDENT CONFERENCE SECURITY

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

K12.ConferenceInfo.StudentConference

Student 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 Higher):

Conference Show Detail

Line	Description	Meeting Date	Time	Referred By	Staff Name
1	Parent Meeting	10/31/2008			McGrew, Tom

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.