



# ***Synergy SIS***®

## **Discipline and Conference User Guide**



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

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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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# ABOUT THIS MANUAL

## Document History

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## CONVENTIONS USED IN THIS MANUAL

### 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: INTRODUCTION

This chapter covers:

- ▶ Overview of Discipline and Conference Functionality
- ▶ A Note About Navigation

# OVERVIEW OF DISCIPLINE AND CONFERENCE FUNCTIONALITY

The Synergy SIS navigation tree (also known as the PAD tree) includes the following functionality related to student discipline and conferences:

- The Discipline module, which includes the **Student Discipline** screen and associated reports and setup screens
- The Discipline Incident module, which includes the **Incidents** screen, the **Student Incident** screen, and associated reports and setup screens
- The Student module, which includes the **Student Conference** screen and its related setup screen and reports

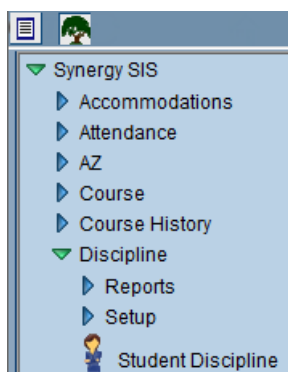
Generally a district uses the Discipline module or the Discipline Incident module, and not both. Often, the one that is not in use is hidden.

Within the Discipline Incident module, the **Discipline** screen records information regarding a single student, and the **Discipline Incident** screen records all participants in an incident, links to multiple student records, and lists the roles of various people involved.

The companion manual to this User Guide, *Synergy SIS – Discipline and Conference Administrator Guide*, covers the configuration required for the screens listed above.

## 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, click **Synergy SIS** (if necessary to open it), then **Discipline** (if necessary), and then **Student Discipline**.



*Synergy SIS Navigation Tree*

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



*Tree Button*



## **Chapter Two: DISCIPLINE RECORDS**

This chapter covers:


- ▶ Viewing Student Discipline
- ▶ Editing Student Discipline
- ▶ Adding Discipline Records
- ▶ Deleting Student Discipline Records
- ▶ Menu Options

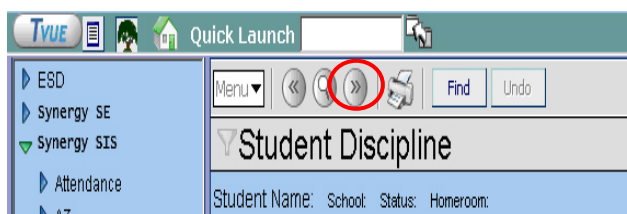
## VIEWING STUDENT DISCIPLINE

The **Student Discipline** screen is at **Synergy SIS > Discipline > Student Discipline**.

To find a student's discipline record, there are two methods: Scroll and Find.

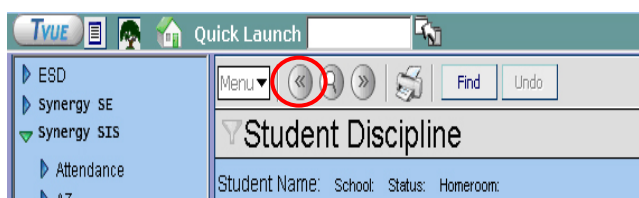
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



Next Button

2. To scroll in reverse alphabetical order, click the Previous button .



Previous Button

3. Continue clicking the buttons until the desired student record appears.

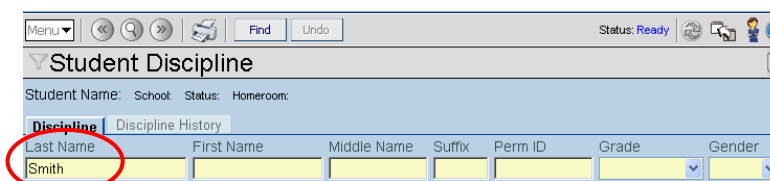
To switch to Find mode to look for the student records:

1. Click the Find Mode button .



Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.



Finding by Last Name

3. Click the Find button or press the Enter key. The first student record that matches the search criteria appears. Then use the Next button if needed to find the exact student.



**Note:** In Find Mode, you can search for students using any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria entered. To select a student, click on the name; the student record appears in the **Student Discipline** screen. Close the window after selecting the record. For more about finding students in any screen, refer to the *Synergy SIS – Student Information User Guide*.

- The **Discipline** tab of the **Student Discipline** screen lists all discipline records that have been entered for the student at the current school during the district calendar 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: **Hispanic** Instructional Setting:  Total Incidents: **0** Total Hours: **0** Total Days: **0.0** Total Demerits: **0**

**Discipline Incidents** Add Wizard Add Show Detail

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom

*Student Discipline Screen, Discipline tab*

- Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of any student-related screen, and it can be edited in the **Student** screen only. Other information displayed on this tab is specific to the **Student Discipline** screen.

**Discipline** | Discipline History

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

*Student Information Row*

- The **Counts and Totals** section shows the **Resolved Race/Ethnicity** and **Instructional Setting** for the student, as entered into the **Student** screen. It also displays the total number of incidents for the school and year, the total number of hours and days the student has been under some type of penalty such as detention or suspension, and the total number of demerits the student has accumulated.

**Counts and Totals**

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

*Counts and Totals, Student Discipline Screen*

- The **Discipline Incidents** section lists the discipline records. For each record, it displays the date and time of the incident, the person who referred the student to the disciplinary process, and the staff member who handled the disciplinary process. The **Referred By** name and **Staff Name** can be the same. The **Referred By** name can be a person who is not on the staff of the school.

**Description** is a discipline code used for submitting data to the state and for analyzing trends. It can also be the basis for automatic assignment of demerits and for setting security for the incident record. The number of demerits can be overridden in the detail screen of the incident, as shown later in this chapter. The security can be configured so that only certain staff members can see certain types of disciplinary records. The discipline codes are defined on the **District Discipline Code** and **School Discipline Code** screens.

Discipline Incidents						Add Wizard	Add	Show Detail
Line	Incident Date	Description	Incident Time	Referred By	Staff Name			
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob			
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom			

*Discipline Incidents, Student Discipline Screen*



**Reference:** For more information about the Discipline Codes, please see the companion manual *Synergy SIS – Discipline and Conference Administrator Guide*.

More detailed information can be seen in the full discipline record. To access the complete discipline record:

- Click the **Show Detail** button.

Student Discipline																											
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Homeroom: <b>403</b>																											
<div>Discipline   Discipline History</div> <div> Last Name: <b>Abbott</b> First Name: <b>Billy</b> Middle Name: <b>C</b> Suffix: <b></b> Perm ID: <b>905483</b> Grade: <b>12</b> Gender: <b>Male</b> </div>																											
<b>Counts and Totals</b> Resolved Race/Ethnicity: <b>Hispanic</b> Instructional Setting: <b></b> Total Incidents: <b>0</b> Total Hours: <b>0</b> Total Days: <b>0.0</b> Total Demerits: <b>0</b>																											
<div>Discipline Incidents</div> <div> Add Wizard Add <b>Show Detail</b> </div> <table border="1"> <thead> <tr> <th>Line</th> <th>Incident Date</th> <th>Description</th> <th>Incident Time</th> <th>Referred By</th> <th>Staff Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/13/2011</td> <td>Bus</td> <td>3:40 PM</td> <td>Bus Driver</td> <td>Wilson, Rob</td> </tr> <tr> <td>2</td> <td>04/30/2011</td> <td>Dress Standard</td> <td>2:55 PM</td> <td>McGrew, Tom</td> <td>McGrew, Tom</td> </tr> </tbody> </table>										Line	Incident Date	Description	Incident Time	Referred By	Staff Name	1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob	2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
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2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom																						

*Student Discipline Screen, Show Detail Button*

2. Select the record on the left side to display. The full discipline record shows on the right side of the screen.

**Student Discipline**  
 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	1	1.0	0

**Discipline Incidents**

Description
Bus
Unruly Standard
Defiance

**Print Discipline Report**

Print Disciplinary Action Form Merge Document Merge Language

Incident Date: 10/13/2011 Incident Time: 3:40 PM Referred By: Bus Driver Referral Date:

Staff Name: Wilson, Rob Location: Bus Incident Context:

Disposition Code: DET Disposition Date: 10/20/2010 Hours: 1 Days: 0.0 Demerits: 0

Last Change User: Admin Last Change Date: 06/07/2011

Comment: Student used bad language towards the bus driver on the ride home from school. Student was moved to the front of the bus for the remainder of the ride.

Private Comment:

☐ Incident Explained To Student

**Disposition**

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	ATR
1	DET-Detention	10/20/2010	10/20/2010	1		Wilson, Rob	Adm

*Detail screen of Student Discipline*

3. The detail screen of the disciplinary records shows the following:
  - **Print Disciplinary Action Form** button – prints either the form itself or a letter to be mailed to the parents. To print the letter, select the type of letter in the **Merge Document** list and the desired language in the **Merge Language** list. To print the form, leave both the **Merge Document** and **Merge Language** fields blank. An example form and letter are at the end of Chapter Five in this guide.
  - **Incident Date and Time** – the date and time the incident occurred.
  - **Referred By** and **Referral Date** – the person who referred the student to the disciplinary process and the date they made the referral. This person does not need to be a staff member, and the name is entered in free form text.
  - **Staff Name** – the name of the staff member who handled the disciplinary process with the student.
  - **Location** – where the incident occurred.
  - **Incident Context** – the time period in which the incident occurred, such as lunch hour or after school hours
  - **Disposition Code** and **Disposition Date** – these display-only fields show the latest date and type of action taken as a result of the incident, based on the records in the **Disposition** section below.
  - **Hours, Days, and Demerits** – the total number of hours and days and demerits this student as a result of the actions taken in response to this incident. The hours and days are calculated based on the disposition records, and the demerits can be manually entered or calculated based on the setup of the discipline code selected.

- **Last Change User** and **Last Change Date** – these display-only fields show the username of the last person who changed the disciplinary record and the date the record was changed.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
  - **Incident Explained To Student** – if checked, the incident was discussed with the student.
4. The **Disposition** section records the actions taken as a result of the incident, such as detention or suspension. There may be more than one action recorded here. Each disposition record displays the type of action such as a warning or probation, the start and end date of the disciplinary action, the duration (in hours), the number of days, the staff name of the person processing the disciplinary action, and ATR is the attendance code that is used if the action results in an absence in the student's attendance records.

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

*Disposition section, detail screen of Student Discipline screen*

5. The **Discipline History** tab of the **Student Discipline** screen displays a summary of the student's discipline records from all schools attended and all school years.

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

Line	Incident Date	Description	Incident Time	Referred By	Staff Name	School	School Year
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob	Hope High School	2010-2011
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom	Hope High School	2010-2011
3	09/29/2010	Defiance	7:58 AM	Mr Weathers	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, Student Discipline screen*

## EDITING STUDENT DISCIPLINE

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



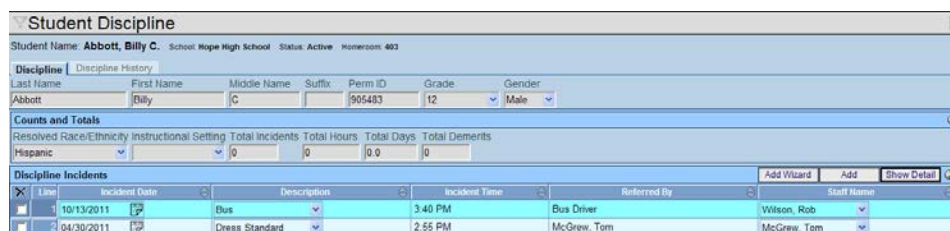
Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.



Student Discipline Screen, Show Detail Button

4. If the information that needs to be changed is not displayed on the main screen, click on the **Show Detail** button to display the detail screen of the discipline record.

**Student Discipline**

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		0	0	0.0	0

**Discipline Incidents**

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom

**Print Discipline Report**

Print Disciplinary Action Form Merge Document Merge Language

Incident Date: 10/13/2011 Incident Time: 3:40 PM Referred By: Bus Driver Referral Date:

Staff Name: Wilson, Rob Location: Bus Incident Context:

Disposition Code: DET Disposition Date: 10/06/2010 Hours: 1 Days: 0.0 Demerits: 0

Last Change User: User, Admin Last Change Date: 05/15/2011

Comment: Student used bad language towards the bus driver on the ride home from school. Student was moved to the front of the bus for the remainder of the ride.


Private Comment:

☐ Incident Explained To Student

**Disposition**

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

Student Discipline Screen, Show Detail

5. Select the discipline record to edit by clicking on the discipline record description on the left, and edit the information in the detail screen as needed.
6. To add a new disposition record, click the **Add** button in the **Disposition** section and enter the new information in the blank line at the bottom.
7. Type dates in M/D/YY format, or select using the Calendar  button.
8. Click the **Save** button at the top of the screen.

## ADDING DISCIPLINE RECORDS

There are two ways to add a discipline record. By using the **Add** button, a quick record can be created by adding a new line in the main screen of Student Discipline. However, if additional details need to be added, they would have to be added by saving the new line and then clicking the Show Detail button. The **Add Wizard** button opens a window that allows all of the information to be entered in one screen.

### Adding Discipline Records With the Add Button

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



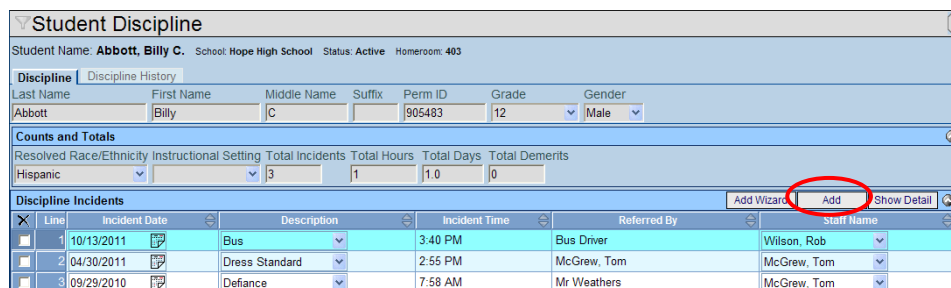
Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Click the **Add** button in the **Discipline Incidents** section.



**Student Discipline**

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 Dements
Hispanic		3	1	1.0	0

**Discipline Incidents** Add Wizard Add Show Detail

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
3	09/29/2010	Defiance	7:58 AM	Mr Weathers	McGrew, Tom

Student Discipline screen



- A new line is added to the bottom of the list of discipline incidents. Enter the **Incident Date**, and select the type of incident in the **Description** list. Type the date in M/D/YY format, or select using the Calendar button.

The screenshot shows the 'Student Discipline' screen for student Abbott, Billy C. The 'Discipline Incidents' table has three rows. The third row, dated 6/11/2011, is highlighted with a red box. The columns are: Line, Incident Date, Description, Incident Time, Referred By, and Staff Name.

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
3	6/11/2011	Defiance	7:58 AM	Mr. Weathers	McGrew, Tom

New record line, Student Discipline screen

- Enter time the incident occurred in the **Incident Time** column, and the name of the person who referred the student in the **Referred By** column.
- Select the name of the staff who is administering the disciplinary process from the **Staff Name** drop-down.
- Click the **Save** button at the top of the screen to save the new record.
- If additional information needs to be recorded, click the **Show Detail** button.

The screenshot shows the 'Student Discipline' screen for student Abbott, Billy C. The 'Show Detail' button in the top right corner of the 'Discipline Incidents' section is circled in red.

Student Discipline screen, Show Detail button

- Click on the new line that was added on the left side of the screen, and enter the information needed in the detail section on the right side of the screen.

The screenshot shows the 'Student Discipline' screen for student Abbott, Billy C. The 'Discipline Incidents' table has three rows. The first row, dated 10/13/2011, is highlighted with a red box. The 'Show Detail' button is circled in red. The detail view for the selected incident is shown on the right.

Line	Description
1	Bus
2	Dress Standard
3	Defiance

**Description: Bus**

Print Discipline Report

Incident Date: 10/13/2011 Incident Time: 3:40 PM Referred By: Bus Driver Referral Date:

Staff Name: Wilson, Rob Location: Bus Incident Context:

Disposition Code: DET Disposition Date: 10/20/2010 Hours: 1 Days: 0.0 Demerits: 0

Last Change User: Admin Last Change Date: 06/07/2011


Comment: Student used bad language towards the bus driver on the ride home from school. Student was moved to the front of the bus for the remainder of the ride.

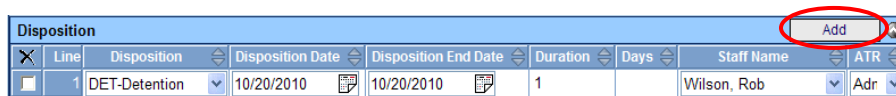
Incident Explained To Student: ☐

Disposition: DET-Detention Disposition Date: 10/20/2010 Disposition End Date: 10/20/2010 Duration: 1 Days: 0 Staff Name: Wilson, Rob ATR: Adr

Detail screen, Student Discipline screen


## 10. Additional information that can be added:

- **Referral Date** – the date the student was referred to the staff member handling the disciplinary process. Type the date in M/D/YY format, or select using the Calendar  button.
- **Location** – where the incident occurred
- **Incident Context** – the time period in which the incident occurred, such as lunch hour or after school hours
- **Demerits** – the total number of demerits assigned to this student as a result of this incident. The demerits can either be manually entered or calculated based on the setup of the discipline code selected.
- **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
- **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
- **Incident Explained to Student** – if the incident was discussed with the student, check this box
- The **Disposition** section records the actions taken as a result of the incident, such as detention or suspension. Click the **Add** button to record a disposition. There may be more than one action recorded here.



Disposition								Add
Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	ATR	
1	DET-Detention	10/20/2010	10/20/2010	1		Wilson, Rob	Adr	

Disposition section, detail screen of Student Discipline screen

- For each disposition record, select the type of action such as a warning or probation from the **Disposition** column, enter the start date of the action in the **Disposition Date** column, and enter the end date of the disciplinary action in the **Disposition End Date** column. Type dates in M/D/YY format, or select using the Calendar  button. Enter the **Duration** of the action in hours, and/or the number of days in the **Days** column. Select the **Staff Name** of the person processing the disciplinary action in the list, and select the attendance code that is used if the action results in an absence in the student's attendance records from the **ATR** drop-down list.

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

## Adding Discipline Records with the Add Wizard Button

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Edupoint  
SCHOOL DISTRICT

Hope High School  
User: Admin User  
10/20/2010 10:00 AM

Quick Launch

Lock | Sign Out | Support | Help

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Click the **Add Wizard** button in the **Discipline Incidents** section.

 A screenshot of the 'Student Discipline' application window. At the top, it shows student information for 'Abbott, Billy C.'. Below this is a 'Discipline History' section. The main area is titled 'Counts and Totals' and includes a table with columns for 'Resolved Race/Ethnicity', 'Instructional Setting', 'Total Incidents', 'Total Hours', 'Total Days', and 'Total Demerits'. Below this table is the 'Discipline Incidents' section, which contains a table with columns for 'Line', 'Incident Date', 'Description', 'Incident Time', 'Referred By', and 'Staff Name'. In the top right corner of the 'Discipline Incidents' section, the 'Add Wizard' button is circled in red.

Student Discipline screen

4. The **Student Discipline Detail Add** screen appears. The required information to add is highlighted in blue. The required fields are the **Description**, **Incident Date**, **Referred By**, and **Staff Name**.

 A screenshot of the 'Student DisciplineDetail Add' screen. It features several input fields: 'Description', 'Incident Date', 'Incident Time', 'Referred By', and 'Referral Date'. Below these are 'Staff Name', 'Location', 'Incident Context', and 'Demerits'. There are also 'Comment' and 'Private Comment' text areas. At the bottom, there is a 'Disposition' section with a table for recording dispositions. The 'Description', 'Incident Date', 'Referred By', and 'Staff Name' fields are highlighted in blue to indicate they are required.

Student Discipline Detail Add screen

5. The information that can be added is:
  - **Description** – the code assigned to the incident used for submitting data to the state and to categorize incidents for reporting and analyzing trends. This is referred to as the Discipline Code. It can also automatically assign a certain number of demerits to the student, and set security for the type of incident. The number of demerits may be overridden. The security may be configured so that only certain staff members may see certain types of disciplinary records, based on the code selected here. The codes used here are defined in the **District Discipline Code** and **School Discipline Code** screens.




**Reference:** For more information about the Discipline Codes, please see the companion manual *Synergy SIS – Discipline and Conference Administrator Guide*.

- **Incident Date** and **Incident Time** – the date and time the incident occurred. Type the date in M/D/YY format, or select using the Calendar button.
- **Referred By** and **Referral Date** – the person who referred the student to the disciplinary process and the date they made the referral. This person does not need to be a staff member, and the name is entered in free form text. Type the date in M/D/YY format, or select using the Calendar button.

- **Staff Name** – the name of the staff member who handled the disciplinary process with the student.
- **Location** – where the incident occurred.
- **Incident Context** – the time period in which the incident occurred, such as lunch hour or after school hours.
- **Demerits** – the total number of demerits assigned to this student as a result of this incident. The demerits can either be manually entered or calculated based on the setup of the discipline code selected.
- **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
- **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
- **Incident Explained to Student** – if the incident was discussed with the student, check this box.
- The **Disposition** section records the actions taken as a result of the incident, such as detention or suspension. Click the **Add** button to record a disposition. There may be more than one action recorded here.

Disposition								Add
Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	Att Reason Code	
1								

*Disposition section, Student Discipline*

- For each disposition record, select the type of action such as a warning or probation from the **Disposition** column, enter the start date of the action in the **Disposition Date** column, and enter the end date of the disciplinary action in the **Disposition End Date** column. Type dates in M/D/YY format, or select using the Calendar  button. Enter the **Duration** of the action in hours, and/or the number of days in the **Days** column. Select the **Staff Name** of the person processing the disciplinary action from the drop-down list, and select the attendance code that is used if the action results in an absence in the student's attendance records from the **Att Reason Code** list.
6. Click the **Save** button at the top of the screen.

## DELETING STUDENT DISCIPLINE RECORDS

To delete a discipline record:

1. Before deleting the record itself, all disposition records must be deleted first. To delete the disposition records, click the **Show Detail** button to see the disposition records.

The screenshot shows the 'Student Discipline' interface for a student named Abbott, Billy C. The 'Discipline Incidents' table lists three incidents: 'Bus' (10/13/2011), 'Dress Standard' (04/30/2011), and 'Defiance' (09/29/2010). The 'Show Detail' button in the top right corner of the incidents table is circled in red.

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
3	09/29/2010	Defiance	7:58 AM	Mr Weathers	McGrew, Tom

Student Discipline screen

2. Click in the **X** column of all disposition records and click **Save** to remove the disposition records.

The screenshot shows the 'Show Detail' view for the 'Bus' incident. At the bottom, the 'Disposition' table has one row: 'DET-DETention' with a duration of 1 day. The 'X' icon in the first column of this table is highlighted with a red box.

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days	Staff Name	ATR
1	DET-DETention	10/20/2010	10/20/2010	1		Wilson, Rob	Adr

Deleting Disposition Records

3. Click in the **X** column of the discipline record to delete.

The screenshot shows the main 'Student Discipline' screen. The 'X' icon in the first column of the 'Discipline Incidents' table is highlighted with a red box.

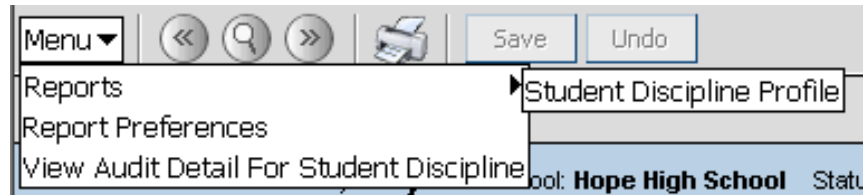
Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
3	09/29/2010	Defiance	7:58 AM	Mr Weathers	McGrew, Tom

Deleting Student Discipline Records

4. Click the **Save** button at the top of the screen to delete the record.

## MENU OPTIONS

At the top of the **Student Discipline** screen, a **Menu** button provides access to additional information regarding the student's discipline records.



*Student Discipline Screen, Menu Options*

The options available under the **Menu** button are:

- **Reports** – prints the Student Discipline Profile report for the student currently displayed.



**Tip:** To select additional options for this report or to print the report for a group of students instead of an individual student, the report should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running Discipline reports, please go to Chapter Five in this guide.

- **Report Preferences** – sets the options used when printing a student profile. It is the same **Report Preferences** option available from the **Menu** button in the **Student** screen. These preferences are covered in detail in the *Synergy SIS – Student Information User Guide*.

**User Password and Preferences**

User Name: **User, Admin**

Password Preferences Report Preferences

**Student Profile**

- ☐ Suppress Photo
- ☐ Hide Health Conditions
- ☐ Hide Parent Info
- ☐ Hide Emergency Info
- ☐ Hide Physician Info
- ☐ Hide Signature Info
- ☐ Include Health Condition History
- ☐ Show Homeroom Teacher

**Student Schedule**

- ☐ Hide All Personal Info
- ☐ Hide Perm ID

**Discipline Profile**

- ☐ Include Full History

**Student Attendance Profile**

- ☐ Hide Type Totals
- ☐ Hide Reason Code Totals
- ☐ Include Current Schedule
- ☐ Hide Parent Information
- ☐ Show All Day Reason Code Totals

**Reporting Preferences**

- ☐ Use Simple Header

**Phone Number Options**

Mask Phone Numbers

**IDS801 Preferences**

- ☐ Hide Custodial Information
- ☐ Hide Messages to Parent
- ☐ Use Custom Acknowledgement Text

Custom Acknowledgement Text:

Report Preferences Screen

The **IDS801 Preferences** section affects the Disciplinary Action Form that you can print from **Synergy SIS > Discipline > Student Incident**. For more information, see *Disciplinary Action Forms* on page 131.



- **View Audit Detail For Student Discipline** – displays the **Audit Trail History** screen, which lists all changes made to the student's discipline records, including who made the changes and when.

Audit Trail History						
Properties						Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name Date Time Stamp
1	StudentDiscipline	DispositionDate	Update	20081008	20081008	User, Admin 05/17/2009 19:45:09
2		Hours	Update	1	1	User, Admin 05/17/2009 19:45:09
3		Demerits	Update	0	0	User, Admin 05/17/2009 19:45:09
4		DispositionCode	Update	WRN	WRN	User, Admin 05/17/2009 19:45:09
5		Days	Update	0.0	0.0	User, Admin 05/17/2009 19:45:09
6	StudentDiscipline	Days	Update	0.0	0.0	User, Admin 05/17/2009 19:44:53
7		DispositionDate	Update	20081008	20081008	User, Admin 05/17/2009 19:44:53
8		Hours	Update	1	1	User, Admin 05/17/2009 19:44:53
9		Demerits	Update	0	0	User, Admin 05/17/2009 19:44:53
10		DispositionCode	Update	DET	DET	User, Admin 05/17/2009 19:44:53
11	StudentDiscipline	StudentSchoolYearGU	Update	<Link>		User, Admin 05/17/2009 16:58:35
12		Demerits	Update	0	0	User, Admin 05/17/2009 16:58:35
13		CodeDiscSchoolYearGU	Update	<Link>	<Link>	User, Admin 05/17/2009 16:58:35
14	StudentDiscipline	Demerits	Update	0	0	User, Admin 05/17/2009 16:58:12
15		StudentSchoolYearGU	Update	<Link>		User, Admin 05/17/2009 16:58:12
16		CodeDiscSchoolYearGU	Update	<Link>	<Link>	User, Admin 05/17/2009 16:58:12

*Audit Trail History for Student Discipline*

The Print Page button at the top of the screen may be used to print the information on the Student Discipline screen.



*Print Page Button*

The Print Page button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Menu	Navigation Icons	Save	Undo	Status: Ready	Help Icons
<b>Student Discipline</b>					
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Homeroom: <b>403</b>					
<b>Discipline</b>		Discipline History			
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade Gender
Abbott	Billy	C		905483	12 Male
<b>Counts and Totals</b>					
Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
Hispanic		3	1	1.0	0
<b>Discipline Incidents</b>				Add Wizard	Add Show Detail
Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	10/13/2011	Bus	3:40 PM	Bus Driver	Wilson, Rob
2	04/30/2011	Dress Standard	2:55 PM	McGrew, Tom	McGrew, Tom
3	09/29/2010	Defiance	7:58 AM	Mr Weathers	McGrew, Tom

*Printed Student Discipline Screen*



## **Chapter Three: DISCIPLINE INCIDENT RECORDS**

This chapter covers:

- ▶ Viewing Incident Records
- ▶ Adding Incident Records
- ▶ Editing Incidents
- ▶ Deleting Incident Records
- ▶ Menu Options
- ▶ Viewing Student Incidents
- ▶ Adding Student Incident Records
- ▶ Editing Student Incident Records
- ▶ Deleting Student Incident Records
- ▶ Menu Options


The Discipline Incident folder offers two screens of student discipline incidents. You can create and view records per incident, using the **Incidents** screen, or per student, using the **Student Incident** screen. The **Incidents** screen lists all incidents, and then displays the students involved in the incident. The **Student Incident** screen lists all incidents in which a particular student was involved.

## VIEWING INCIDENT RECORDS

The **Incidents** screen is at **Synergy SIS > Discipline Incident > Incidents**.

The **Student Incident** screen is at **Synergy SIS > Discipline Incident > Student Incident**.

To find an incident record, there are two methods: Scroll and Find. To scroll through the incident records to find the incident:

1. Click the Next button  at the top of the screen to advance to the first incident. Incidents are sorted by date, with the earliest incident appearing first.



*Next Button*

2. To scroll in reverse date order, click the Previous button.



*Previous button*

3. Continue clicking on the scroll buttons until the desired incident appears.

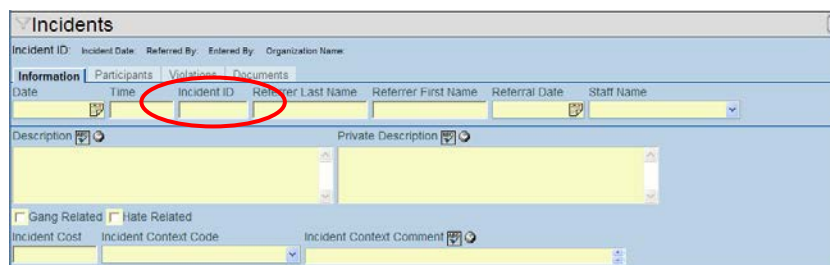
To switch to the Find mode to look for the incident:

1. Click the Find Mode button.



*Find Mode Button*

2. Enter either the **Date** or the **Incident ID**.


 A screenshot of the 'Find Incident' form. It has tabs for 'Information', 'Participants', 'Violations', and 'Documents'. The 'Information' tab is active, showing fields for 'Date', 'Time', 'Incident ID', 'Referrer Last Name', 'Referrer First Name', 'Referral Date', and 'Staff Name'. The 'Incident ID' field is circled in red. Below these are 'Description' and 'Private Description' text areas, and checkboxes for 'Gang Related' and 'Hate Related'. At the bottom are fields for 'Incident Cost', 'Incident Context Code', and 'Incident Context Comment'.

*Finding By Referrer Last Name*

- Click the **Find** button or press the Enter key. The **Results** screen appears with a list of records matching the criteria entered. Click on the record to view, and it appears in the **Incidents** screen.



**Note:** In the Find Mode, you can search for records using any of the yellow fields on the screen. For example, you can enter a first name in addition to the last name. This opens a window with a list of records matching the criteria entered. To select a record, click on it; that record appears in the screen. For more about finding records in any screen, please refer to the *Synergy SIS – Student Information User Guide*.

Once the desired record has been located, the information in the **Incidents** screen is:

- The **Information** tab shows the information about the incident itself. The information on this tab includes:

**Incidents**

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

**Information** Participants Violations Documents

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

**Description** Private Description

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

☐ Gang Related ☐ Hate Related

Incident Cost Incident Context Code Incident Context Comment

Outside School Hrs, Non-sch Sp

**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
------	-------------------	-------------

Information Tab, Incidents Screen

- Date, Time, and Incident ID** – the time and date the incident occurred, and the ID number assigned to the incident by Synergy SIS.
- Referrer Last Name, Referrer First Name, and Referral Date** – the name of the person who referred to the student to the disciplinary process, and the date it happened. This person may be anyone, and does not need to be a staff member.
- Staff Name** – the staff member who handled the disciplinary process.
- Description** – the details of the incident. This description is displayed in the ParentVUE and StudentVUE portal, where the **Private Description** is not displayed.
- Gang Related or Hate Related** – if the incident was gang-related or hate-related, these boxes are checked.
- Incident Cost** – if the cost of the incident can be quantified, such as stolen property values or damage estimates, the amount is entered here.

- **Incident Context Code** and **Incident Context Comment** – the incident context is the general timeframe, such as before school or after school. Any further details about the context are added to the **Incident Context Comment** field.
  - **Weapons** – the number of firearms and the number of weapons other than firearms
  - **Location** and **Location Text** – where the incident took place. The **Location** is a standardized list of places, such as cafeteria or locker room, and the **Location Text** can specify that location in more detail, such as which locker room.
  - **Other Schools** are schools in the district other than the current school whose students were also involved in the incident.
2. The **Participants** tab lists all people who were involved in the incident. This is divided into two groups – the students involved, and the other people involved.

**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: 09/13/2012 Time: 7:15 PM Incident ID: 2 Referrer Last Name: Jones Referrer First Name: David Referrer Type: Referral Date: 10/06/2012 Staff Name: Wilson, Rob

**Participant Totals**

Offender: 3 Additional Victims: 1 Total Victims: 1 Bystander or Witness: 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	

**Other Involved Persons**

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Sam	X			Security Staff	Offender	<input type="checkbox"/>

Participants Tab, Incidents Screen

- The information displayed for each student involved in the incident includes their **Name**, **Gender**, **Grade**, and **School of Enrollment**. It also shows the **Role** they played in the incident, such as offender or victim, the **Violation** they committed, and if they were injured the **Injuries Sustained** box is checked.
- The section at the bottom of the Participants tab, **Other Persons Involved**, lists any people other than students that are involved in the incident. It includes their **Last Name**, **First Name**, and **Middle Name**, **Gender**, and their **Relation to School** such as security staff, parent, or visitor. It also lists their role in the incident such as victim or witness in the **Incident Role** field, and if they were injured during the incident the **Injuries Sustained** box is checked.
- A summary of the number of participants and type of participants in the incident is also shown in the **Participant Totals** section. It also lists the number of **Additional Victims** for those victims not listed in the sections below.

3. To view additional information about the students listed, click the **Show Detail** button in the **Students Involved** section and click the **Line** number for the student on the left. The first tab is the **Student Incident Detail** tab. The information available on this tab includes:

**Students Involved** [Hide Detail] [Chooser]

Line	Student Name
1	Abbott, Billy C.
2	Acosta, Kathleen D.
3	Adams, Albert R.

**Student Incident Detail** | Incident Detail | Incident Violations | Interventions | Additional Information | Enrollment Restrictions

Incident ID: 2 | Incident Date: 09/13/2012 | Entered By: Wilson, Rob | Referred By: Jones, David | Referrer Type: [Blank]

**Print Disciplinary Report**

Print Disciplinary Action Form | Merge Document: [Blank] | Merge Language: [Blank]

**Student Incident Information**

Incident Role: Offender | Cost to victim: [Blank] | School of Residence: [Blank] | Last Change Date: 08/29/2012 15:11:00 | Last Change User: User, Admin

Incident Role Description: [Blank]

☐ Explained To Student ☐ Teacher Conference ☐ Disability Manifest

Comment: Two students had an altercation before the home football game.

Private Comment: [Blank]

**Offender Information**

Motivation: [Blank]

Motivation Description: [Blank]

**Disposition Information**

Hours: [Blank] | Days: [Blank] | Demerits: [Blank] | Recalculate Demerits | Hearing Office Disposition: [Blank] | Hearing Office Disposition Date: [Blank]

**Disposition** [Add Wizard] [Add]

X	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
	1	Actions Com	10/29/2012	10/29/2012				Wilson, Rob	
	2	Detention	10/29/2012	10/29/2012				Vesta, Cindy	

*Show Detail, Students Involved Section*

- **Print Disciplinary Action Form** button - this button prints either the form itself or a letter to be mailed to the parents. To print the letter, select the type of letter in the **Merge Document** list and the desired language in the **Merge Language** list. To print the form, leave both the **Merge Document** and **Merge Language** fields blank. An example form and letter are at the end of Chapter Five in this guide.
- **Incident Role** – the same field as displayed on the main screen of the Participants tab, this drop-down categorizes the role of the student in the incident.
- **Cost to Victim** – the amount of monetary damages the victim(s) incurred due to the incident.
- **School of Residence** – the school in which the student was enrolled at the time of the incident.
- **Last Change Date** and **Last Change User** – the last time the incident record was modified, and who modified it.


- **Incident Role Description** – additional details about the activity of this individual in the incident.
  - **Explained to Student and Teacher Conference** – whether the incident and its disposition have been explained to the student, and whether there has been a teacher conference regarding the incident.
  - **Disability Manifest** – indicates the need to determine whether a student's disability played a role in the behavior.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
  - **Motivation** – the reasoning behind the behavior (from lookup table **K12.Discipline > Offender Motivation**).
  - **Motivation Description** – additional details regarding motivation.
  - **Hours and Days** – the number of hours and/or days for which the action in the disposition was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
  - **Demerits and Recalculate Demerits** – the number of demerits is calculated based on the violations selected and the demerits assigned each violation when the Recalculate Demerits button is clicked, or it can be manually entered.
  - **Hearing Office Disposition and Hearing Office Disposition Date** - the result of the hearing office's investigation and the date of their decision.
4. The **Disposition** section displays all of the actions taken with regards to this student as a result of the incident. Multiple dispositions may be displayed. For each disposition, the following information is listed.

Disposition										Add Wizard	Add	
✕	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR			
	1	Suspension	03/10/2011	03/24/2011				McGrew, Tom	Unk			

*Disposition Section, Student Incident Detail tab*

- **Start Date and End Date** – the dates the disposition action starts and ends.
- **Disposition Code** – the category or type of action taken.
- **Hours and Days** – the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
- **Staff Name** – the staff member who administered the disposition.
- **ATR** – the attendance code used if the action resulted in an absence in the student's attendance records.

5. Additional details about the disposition are also available. To view the details of the disposition, click on the green plus sign in the **Detail** column.

Disposition										Add Wizard	Add	
Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR				
1	Suspension	03/10/2011	03/24/2011				McGrew, Tom	Unx				

*Disposition Records, Detail Button*

6. The **Student Disposition** screen appears. It contains the following:

**Student Disposition**

Student Name: **Abbott, Billy C.** School Name: **Hope High School** Grade: **12**

**Information**

Disposition Number: **1** Disposition Date: **10/08/2012** Staff Name: **Vesta, Cindy**

**Disposition Description**

Disposition Code: **Detention** Sub Category 1:  Place Moved To:  Modification:  Authority Code:  Zero Tolerance:  Restraint Type:

Additional Text:  Comment:

**Dates**

Start Date: **10/29/2012** End Date: **10/29/2012** Disposition Review Date Completed:  Receives Support Services: **No**

Attendance Reason Code:  Hours:  Reassignment Days:

Assigned Start Date:  Assigned End Date:

Expulsion Modified:  Days Reduced:  Did Return:

GFSA Modification Description:

**Manifestation**

Manifestation Determination:  Manifestation Meeting:  Manifestation Meeting Date:  AES Type:

**Referral To Law Enforcement**

Hearing Review Date:  Referral Results:  Police Report Num:  Was Referred to Law Enforcement:

**Associated Violations**

Line	Violation	View Order	Violation Description
1	<input checked="" type="checkbox"/>		Fighting
2	<input checked="" type="checkbox"/>		Other Violations of School Policies > Other Violation of School Policies

*Student Disposition Screen*

- **Disposition Number** – the number assigned by the system to this disposition
- **Disposition Date** – the date the action was taken.
- **Staff Name** – the staff member who administered the disposition
- **Disposition Code** – the category or type of action taken.
- **Sub Category 1** and **Sub Category 2** – if there are sub-categories selected for the disposition code, those sub-categories are displayed here.
- **Place Moved To** – if the student was taken to another location, the name of the place to which the student was moved.
- **Modification** – if a modification was made to the disposition, the type of modification made.
- **Authority Code** – if a modification was made, the code indicating under whose authority the modification was made.
- **Zero Tolerance** – indicates whether this offense is of a type that requires specific action due to its severity.

- **Restraint Type** – if restraint was necessary, an indication of the means.
- **Additional Text** – any additional information about the disposition.
- **Comment** – any comments about the disposition.
- **Start Date** and **End Date** – the start and end dates of the action taken. If the action results in an absence, the absence is recorded for this date range.
- **Disposition Review Date** – the date the disposition should be reviewed.
- **Completed** – if the disposition is complete, check this box.
- **Receives Support Services** – if the student received some type of support services, this box is checked.
- **Attendance Reason Code** – the attendance code used if the action results in an absence in the student's attendance records.
- **Hours** and **Reassignment Days** – the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
- **Assigned Start Date** and **Assigned End Date** – the original dates assigned for the disposition. These may be different than the actual start and end dates.
- **Expulsion Modified** – if the student was expelled, and the expulsion was modified from the original length, this box is checked.
- **Days Reduced** – if the expulsion was modified and the number of days reduced, this shows the number of days reduced.
- **Did Return** – this box is checked if the student returned to school.
- **GFSA Modification Description** – if the disposition varies from the requirements of the Gun Free Schools Act, it can be noted here.
- **Manifestation Determination** – if the student also receives special education services, a separate meeting or review may take place. If a determination is made, this box is checked.
- **Manifestation Meeting** and **Manifestation Meeting Date** – if a meeting occurs in conjunction with the determination, this box is checked and the date of the meeting is entered.
- **AES Type** – if an alternative to external suspension (AES) was agreed upon for the student, the type of alternative is indicated.
- **Hearing Review Date** – the date to follow up regarding the referral to law enforcement.
- **Referral Results** – the results of the referral to law enforcements, such as misdemeanor charges or no action taken.
- **Police Report Num** – the number of the police report.
- **Was Referred to Law Enforcement** – indicates whether the offender was referred to local law agency (as required for some offenses).
- **Associated Violations** - the violations associated with a particular disposition.



7. On the detail screen of the **Students Involved** section, the **Incident Detail** tab of the student detail is the same information found on the **Information** tab of the **Incidents** screen. It shows a summary of the incident and the incident location.

The screenshot shows the 'Incident Detail' tab for a student involved in an incident. The student is Billy C. Abbott. The incident details include: Incident ID 2, Incident Date 09/13/2012, Entered By Wilson, Rob, Referred By Jones, David, Referrer Type, Incident Date 09/13/2012, Incident Time 7:15 PM, Referrer Last Name Jones, Referrer First Name David, Referrer Type, Referral Date 10/06/2012, Entered By Wilson, Rob, Incident Context Code During School Hrs, State Incident Number, 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, Incident Locations: 1 Athletic Field or Playground, Location Text: Football field.

*Incident Detail tab, Student Detail*

8. On the **Incident Violations** tab, the **Committed Violation** box is checked for each violation associated with the student. If multiple students are involved in an incident, they might not all be associated with all of the violations.

The screenshot shows the 'Incident Violations' tab for a student involved in an incident. The student is Billy C. Abbott. The incident details include: Incident ID 2, Incident Date 09/13/2012, Entered By Wilson, Rob, Referred By Jones, David, Referrer Type. The Incident Violations table shows two violations: Line 1, Committed Violation checked, Number 2, Severity 1 - Highest S, Description Fighting, Weapons None; Line 2, Committed Violation checked, Number 63, Severity, Description Other Violations of School Policies > Other Violation of School Policies, Weapons None. A note at the bottom states: \* Incidents must be marked as Committed before a Severity can be assigned.

*Incident Violations tab, Student Detail*

9. The **Interventions** tab contains actions taken in response to the incident.

The screenshot shows the 'Interventions' tab for a student involved in an incident. The student is Billy C. Abbott. The incident details include: Incident ID 2, Incident Date 09/13/2012, Entered By Wilson, Rob, Referred By Jones, David, Referrer Type. The Interventions table shows one intervention: Line 1, Intervention Corrected/Warned, Comment.

*Interventions tab, Student Detail*

10. The **Additional Information** tab contains detailed information regarding injuries and suspension, if applicable.

**Students Involved** Hide Detail Chooser

Line	Student Name	Student Incident Detail	Incident Detail	Incident Violations	Interventions	Additional Information	Enrollment Restrictions
1	Abbott, Billy C.						
2	Acosta, Kathleen D.						
3	Adams, Albert R.	2	09/13/2012	Wilson, Rob	Jones, David		

**Injury Information**

☐ Injuries Sustained ☐ Serious Bodily Injury

Injury Description

**Comments**

Additional Info

**Suspension Information**

☐ Student Conference Held Prior to Suspension

Reason Conference Not Held Prior To Suspension

☐ Parent Contacted About Suspension

Method Used to Contact Parent

Efforts to Contact Parents Include

☐ Suspension Conference

Conference Date Conference Time

Reason Suspension Conference Not Held

*Additional Information tab, Student Detail*

- **Injuries Sustained** and **Serious Bodily Injury** – whether the student sustained injuries, and whether they were serious.
- **Injury Description** –a description of the injury.
- **Additional Info** – any additional information about the incident.
- **Suspension Information** – if the student was suspended, additional details about the suspension, such as details of the student conference and any contact with the parents regarding the suspension, is noted here.

11. The **Enrollment Restrictions** tab shows any restrictions on enrollment in schools within the district as a result of the disciplinary incident. The information contained on this tab is also displayed on the **Other Info** tab of the **Student** screen.

Line	Student Name
1	Abbott, Billy C.
2	Acosta, Kathleen D.
3	Adams, Albert R.

Student Incident Detail Incident Detail Incident Violations Interventions Additional Information **Enrollment Restrictions**

Incident ID Incident Date Entered By Referred By Referrer Type

2 09/13/2012 Wilson, Rob Jones, David

Enrollment Restriction Hearing Office Disposition Hearing Office Disposition Date

Alternative Placement

**School Type Enrollment Restrictions**

School Type Include/Exclude School Type

Include Elementary School Middle School High School ☒ Special School

**Organization Enrollment Restrictions** Add

Line	Organization Name	Include/Exclude
1	Continuation High School	Include

*Enrollment Restrictions tab, Student Detail*

- If the student's enrollment options are restricted, the type of **Enrollment Restriction** is shown. An attempt to transfer the student to an excluded school will be blocked with the message, "Student has an enrollment restriction and cannot be enrolled in this school."
  - If a hearing office was involved in the restrictions and/or disposition, the disposition determined by the office is shown in the **Hearing Office Disposition** field, and the date of the disposition is recorded in the **Hearing Office Disposition Date** box.
  - If the restriction is specific to a type of school, the type of school that is excluded or included is shown under **School Type Enrollment Exceptions**. The type of schools excluded or included is indicated under **School Type**.
  - Specific organizations can be included or excluded as well, as shown in the **Organization Enrollment Restrictions** section. For example, if the student has a restriction but a school is *included* in **Organization Enrollment Restrictions**, that is the only school in which the student may enroll.
12. Click the **Hide Detail** button to hide the display of the detail regarding the students.
13. To view additional information about the other persons Involved, click the **Show Detail** button in the **Other Involved Persons** section.

Other Involved Persons Add Show Detail

Line	Name			Gender	Relation To School	Incident Role	Injuries Sustained
	Last Name	First Name	Middle Name				
1	Smith	Karl		M	Security Staff	Bystander or witness	<input type="checkbox"/>

*Other Involved Persons section, Participants tab*

14. The **Information** tab of the detail screen of the **Other Involved Persons** section displays the following information:

The screenshot shows the 'Other Involved Persons' section with a table containing one entry, 'Sam'. To the right of the table is a detailed form. The form has two tabs: 'Information' (selected) and 'Dispositions'. The 'Information' tab is divided into two sections: 'Personal Information' and 'Incident Information'. The 'Personal Information' section includes fields for First Name, Middle Name, Last Name, Suffix, Gender, Birth Date, Relation To School, Relation To School Other, and Type Of Employment. The 'Incident Information' section includes checkboxes for Injuries Sustained and Serious Bodily Injury, a text area for Injury Description, a dropdown for Incident Role, a text field for Cost to victim, a text area for Incident Role Description, a text area for Offender Referrals, a text area for Additional Info, and a text area for Private Comment.

*Detail Screen, Other Involved Persons Section*

- **First Name, Middle Name, Last Name and Suffix** – the full name of the involved person.
- **Gender and Birth Date** – the gender and date of birth of the person.
- **Relation To School, Relation to School Other, and Type of Employment** – the person's relationship to the school such as type of staff or visitor or parent, and if they are employed by the school they type of employment such as certified or contracted. If the person's relationship to the school is not shown in the drop-down list, the type of relationship can be manually entered in the **Relation to School Other** box.
- **Injuries Sustained and Serious Bodily Injury** – if the person incurred any injuries or a serious injury, these boxes are checked.
- **Injury Description** –a description of the injury.
- **Incident Role** – the role this person played in the incident.
- **Cost to victim** – if this person was a victim, the cost they incurred as a result of the incident. This might include medical expenses or the replacement of a stolen or damaged item.
- **Incident Role Description** – additional details about the activity of this individual in the incident.

- **Offender Referrals** – referrals to outside agencies for an involved person who is not a student.
- **Additional Info** – any additional information about the person involved.
- **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.

15. The **Incident Violations** tab of the **Other Involved Persons** section shows any violations associated with the incident. If the other involved person was an offender, **Committed Violation** is checked.

Other Involved Persons		Add		Hide Detail	
Line	Name	Information	Incident Violations	Dispositions	
1	Sam				
Incident Violations					
Line	Committed Violation	Description			
1	<input checked="" type="checkbox"/>	Fighting			
2	<input checked="" type="checkbox"/>	Other Violations of School Policies > Other Violation of School Policies			

*Incident Violations Tab, Other Involved Persons Section*

16. The **Dispositions** tab of the **Other Involved Persons** section shows any action taken in response to this individual's involvement.

Other Involved Persons		Add		Hide Detail	
Line	Name	Information	Incident Violations	Dispositions	
1	Sam				
Dispositions					
Line	Disposition Code	Start Date	End Date	Detail	Staff Name
1	Last warning				Wilson, Rob

*Dispositions Tab, Other Involved Persons Section*

17. Click the **Hide Detail** button to hide the detail screen of the **Other Involved Persons** section.
18. Back on the **Incidents** screen, the **Violations** tab lists all violations associated with the incident. Each violation displays the category of the violations, and any subcategories and details if selected. A **Severity Level** can also be assigned to the violation. If this violation requires that the police are contacted, **Notify Law Enforcement** is checked.

Incidents									
Incident ID: 2 Incident Date: 03/09/2011 Referred By: Jones, David Entered By: Wilson, Rob Organization Name: Hope High School									
Information - Participants - Violations - Documents									
Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referral Date	Staff Name			
03/09/2011	7:15 PM	2	Jones	David	03/10/2011	Wilson, Rob			
Violations									
Line	Category	Violation	Detail	Severity Level	Notify Law Enforcement				
1	Fighting			1	<input checked="" type="checkbox"/>				
2	Disorder Cond			1	<input type="checkbox"/>				

*Violations Tab, Incidents screen*

19. To see additional information about the violation, click the **Show Detail** button in the **Violations** section. The **Committed Violation** box on the **Participants** tab is checked to indicate which students or other participants committed the violation.

The screenshot displays the 'Incidents' application interface. At the top, the 'Incidents' title bar is visible. Below it, the 'Incident ID 2' is shown, along with the incident date (03/09/2011), the referrer (Jones, David), and the staff member (Wilson, Rob). The 'Participants' tab is selected, and the 'Violations' section is expanded. The 'Violations' table lists two violations: 'Fighting' (Line 1) and 'Disorder Cond' (Line 2). The 'Participants' table shows the details for the 'Fighting' violation, including the student's name (Abbott, Billy C.) and the staff member's name (Wilson, Rob). A red circle highlights the 'Students' section of the 'Participants' table, which lists the names of the students involved in the incident: Abbott, Billy C., Acosta, Kathleen D., and Taggart, Jeremy M.

Line	Category
1	Fighting
2	Disorder Cond

Line	Participants	Violation
Number	Description	
2	Fighting	

Line	Violation	Name
1	<input checked="" type="checkbox"/>	Abbott, Billy C.
2	<input type="checkbox"/>	Acosta, Kathleen D.
3	<input checked="" type="checkbox"/>	Taggart, Jeremy M.

Line	Committed Violation	Name
1	<input type="checkbox"/>	Smith, Duncan

Participants Tab, Violation Detail

20. The **Violation** tab of the detail screen of the violation shows an expanded screen of the categories selected. If more information is needed to describe the violation, it is entered into the **Additional Text** box.

**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.**

**Violations** Add Hide Detail

Line	Category	Participants	Violation
1	Drug/possession		
2	Deadly Weapon		

Number: 6 Description: Drug/possession > Drug /Possession

Category: Drug/possession Violation: Drug /Possession Severity Level: 1

Additional Text

*Violation Tab, Violation Detail*

**Note:** When the violation category assigned to the Incident requires that law enforcement be notified, an alert appears on every tab of the Incident screen.



**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.**

*Law Enforcement Alert*

21. The **Documents** tab shows any documents that are related to the incident. Documents such as a police report can be attached here.

**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 - Hope High School

**Documents** Add

Line	Date	Category	Description	Type
1	03/17/2011	Police Report	Hope High School Incident.jpg	

*Document Tab, Incidents*

## ADDING INCIDENT RECORDS

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

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



Incidents Screen, Add Button

4. The **Incident Add** screen appears. The mandatory fields are highlighted in green.

Incident Add Screen



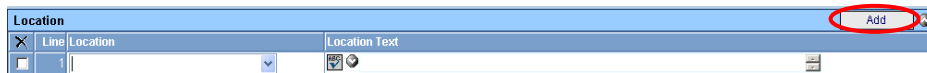
5. Enter the following information on the **Information** tab:

- **Incident Date** and **Incident Time** – the time and date the incident occurred. Enter the date in the format M/D/YY, or select by clicking the Calendar  button.
- **Referrer Last Name**, **Referrer First Name**, **Referrer Type**, and **Referral Date** – the name of the person who referred to the student to the disciplinary process, and the date they made the referral. This person may be anyone, and does not need to be a staff member since their name is manually entered and not selected from a drop-down list. Enter the date in the format M/D/YY, or select by clicking the Calendar  button.
- **Staff Name** – select the name of the staff member who handled the disciplinary process from the drop-down list.



**Note:** If the desired staff member does not appear in the list, make sure they have been added to the Staff screen for the school in focus and that the Discipline Staff Role has been checked off. For more information, see the section on Other Setup in the chapter on Code Setup in the *Synergy SIS – Discipline and Conference Administrator Guide*.

- **Description** – the details of the incident. This description shows in the ParentVUE and StudentVUE portal. Any notes reserved for staff should be entered in the **Private Description** box.
- **Gang Related** and **Hate Related** – if the incident was gang-related or hate-related, check the appropriate box.
- **Incident Cost** – if the cost of the incident can be quantified, such as stolen property values or damage estimates, enter the amount here.
- **Incident Context Code** and **Incident Context Comment** – select the context, which is the general timeframe such as before school or after school, from the drop-down list. Enter any further details about the context in the **Incident Context Comment** field.
- **State Incident Number** – if the incident is of a type that requires registration with a state agency, the reference number can be reported here.
- **Location** – to enter the location of the incident, click the **Add** button in the **Location** section to add a blank new line. Select the location in the list, and enter any further details about the location in the **Location Text** field.



Location Section, Information Tab, Incidents Screen

- **Link Organizations** – the linked organizations are schools in the district other than the current school that were involved in the incident. To add another school to the incident, enter the first part of the name of the school in the **Organization Name** field and click the **Find Organization(s)** button. Click on the line number of the school to add and click the **Add Organization(s)** button.

To remove a school from the list under **Linked Organizations**, click the **Remove Organization(s)** button.

*Link Organizations Section, Information Tab, Incidents Screen*

6. Click on the **Participants** tab to enter the people involved with the incident.

*Participants Tab, Incident Add Screen*

7. To enter students involved with the incident, click the **Chooser** button. The **Chooser** screen appears.

*Chooser Screen*

8. Enter the information known about the students involved in the **Find Criteria** section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

*Chooser Screen, Results*

9. Once the **Find** button clicked, a list of students that match the criteria appears in the **Search Results** section. Click on the name or names of the student(s) to add and click the **Add Selected Row(s)** button to add the student(s) to the **Selected Items** section. Multiple searches may be made until all students have been found and added to the **Selected Items** section. Multiple rows may be selected by holding

down the Ctrl key and clicking on all the students needed. To remove a student from the **Selected Items** section, check the box in the **X** column. To add all of the students found in the **Search Results** list to the **Selected Items** section, click the **Add All Row(s)** button.

The screenshot shows the 'Chooser' interface. At the top, there are 'Find' and 'Select' buttons. Below is the 'Find Criteria' section with input fields for Last Name, First Name, Middle Name, Perm ID, Grade, and Gender. Below this is a red circle around the 'Add Selected Row(s) >' button. The 'Search Results' section contains a table with columns: Line, Last Name, First Name, Middle Name, Perm ID, Grade, Gender, and Organization Name. The first row is highlighted in red. The 'Selected Items' section contains a table with columns: X, Line, Last Name, First Name, Middle Name, Perm ID, Grade, Gender, and Organization Name. The first row is highlighted in blue.

Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
1	Smith, Albert	Jason		961695	11	Male	Kennedy High School
2	Smith, Albert	William		873264	12	Male	Kennedy High School
3	Smith, Andrew	Lowell		874429	12	Male	Hope High School

X	Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
<input checked="" type="checkbox"/>	1	Smith, Albert	Carl		892512	11	Male	Kennedy High School

Chooser Screen, Selected Items Section

- Once all of the students involved have been selected, click the **Select** button at the top of the screen and the students are added to the **Students Involved** section of the **Participants** tab.

The screenshot shows the 'Students Involved' section. It contains a table with columns: Line, Student Name, Gender, Grade, Incident Role, Injuries Sustained, Violation List, and School Of Enrollment. The first row is highlighted in blue.

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
1	Smith, Albert C.	M	11	Offender	<input type="checkbox"/>		Kennedy High School

Students Involved Section

- Select the **Incident Role** for each student from the drop-down, and if the students were injured check the box in the column **Injuries Sustained**. The incident role is the role the student played in the incident such as offender, victim or witness. To remove a student, check in the box in the **X** column.
- If people other than students were involved in the incident, click the **Add** button in the **Other Involved Persons** section to add a blank line where the information about the other people may be added. Multiple people may be entered here by clicking the **Add** button multiple times to add enough lines.

The screenshot shows the 'Other Involved Persons' section. It contains a table with columns: Line, Name (Last Name, First Name, Middle Name), Gender, Relation To School, Incident Role, and Injuries Sustained. The first row is highlighted in blue.

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1							<input type="checkbox"/>

Other Involved Persons Section

- For each involved person, enter their **Last Name**, **First Name**, and **Middle Name** in the boxes provided. Select the **Gender**, and **Relation to School** such as security staff, parent, or visitor. Select the role in the incident, such as victim or witness, in the **Incident Role** list, and check the box **Injuries Sustained** if they were injured during the incident.
- Click the **Violations** tab to categorize the rules and laws that were violated during the incident.

Incident Add

Information | Participants | **Violations**

Incident Date: 06/11/2011 Incident Time: Referrer Last Name: Referrer First Name: Referral Date: Staff Name:

Add violation

Add To Violation List (circled) Category: ATT - Leaving School Grounds without Permission

Violation List

Line	Violation Description	Additional Text	Notify Law Enforcement
1	ATT - Leaving School Grounds without Permission		

Violations Tab, Incidents Screen

15. To add a violation, choose the appropriate violation in the **Category** list, and click the **Add to Violation List** button. Multiple violation categories may be added by repeating this step.

Add violation

Category: ATT - Leaving School Grounds without Permission

Add To Violation List (circled)

Add Violation Section, Violations Tab

16. For each violation added, an additional description of the violation may be added in the **Additional Text** column.

Violation List

Line	Violation Description	Additional Text	Notify Law Enforcement
1	ATT - Leaving School Grounds without Permission		

Violation List, Violations Tab

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

## EDITING INCIDENTS

When editing the information about an existing incident, each tab must be edited separately and all changes saved before switching to a new tab. To edit the data on the **Information** tab of the **Incidents** screen:

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.

EduPoint School District

Hope High School  
Year 2011-2012  
Year Admin View (circled)

Quick Launch Lock Sign Out Support Help

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.

Menu < > < > < > Edit (circled) Undo

Edit Button

- Click on the data to modify in the boxes with the white background and change the information as desired. Boxes with a gray background cannot be changed.

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

**Information** | Participants | Violations | Documents

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

Description: 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: 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

Information tab, Incidents screen

- To add a new **Location**, click the **Add** button in the **Location** section to add a blank new line. Select the location in the list, and enter any further details about the location in the **Location Text** field. To remove a location, check the box in the **X** column next to the location to be removed.
- To remove a school from the **Other Schools** section, check in the box in the **X** column next to the school to be removed. **Other Schools** are schools in the district other than the current school that were also involved in the incident. To add another school, click the **Chooser** button.

Find Select

**Chooser**

**Find Criteria**

Organization Name

Add Selected Row(s) > Add All Row(s) >>

**Search Results**

Find Result	Line	Organization Name	School Year	Extension

Selected Items	Line	Organization Name	School Year	Extension

Chooser Screen, Other Schools Section

- Enter the first part of the school's name in the **Organization Name** field, and click the **Find** button at the top of the screen. A list of schools matching the organization name appears in the **Search Results** section.
- Click on the line number for the school to add, and click the **Add Selected Row(s)** button. To add all the schools listed, click the **Add All Row(s)** button. Multiple rows may be selected by holding down the Ctrl key and clicking on all the schools needed. Once all the schools to be added have been listed in the **Selected Items** section, click the **Select** button at the top of the screen.
- Click the **Save** button at the top of the screen to save the changes.

To edit the information on the **Participants** tab of the **Incidents** screen:

- Click on the **Participants** tab. The **Incident Role** and **Injuries Sustained** columns for the students already listed may be edited directly on the tab. The information displayed for the records under **Other Involved Persons** may also be directly

edited on the tab. The number of any additional victims not listed can be entered in the **Additional Victims** box. Click **Save** at the top of the screen to save these changes.

**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

**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	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
1	Abbott, Billy C.	M	12	Offender		Aggression > Fighting	Hope High School
2	Acosta, Kathleen D.	F	11	Victim			Kennedy High School
3	Taggart, Jeremy M.	M	11	Offender		Aggression > Fighting	Hope High School

**Other Involved Persons**

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Jacobs	Gary		M	Substitute Teacher	Bystander or witness	

Participants Tab, Incidents Screen

- To edit additional information about the students listed, click the **Show Detail** button in the **Students Involved** section and click the **Line** number on the left. The first tab is the **Student Incident Detail** tab.

**Students Involved**

Line 1 **Abbott, Billy C.** **Student Incident Detail** Incident Detail Incident Violations Additional Information Enrollment Restrictions

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

**Print Discipline Report**

Print Disciplinary Action Form Merge Document Merge Language

**Student Incident Information**

Incident Role: Offender Cost to victim: 0 School of Residence: Hope High School Last Change Date: 06/22/2011 14:47:00 Last Change User: User, Admin

☐ Explained To Student ☐ Teacher Conference

Comment

Private Comment


**Disposition Information**

Hours: 0 Days: 3.00 Demerits: 0 Recalculate Demerits Hearing Office Disposition: Hearing Office Disposition Date:

**Disposition**

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
1	Actions within	06/13/2011	06/15/2011		3.00		User, Teacher	

Show Detail, Students Involved Section

3. The following information may be modified on the **Student Incident Detail** tab:
- **Print Disciplinary Action Form** button – prints either the form itself or a letter to be mailed to the parents. To print the letter, select the type of letter in the **Merge Document** list and the desired language in the **Merge Language** list. To print the form, leave both the **Merge Document** and **Merge Language** fields blank. An example form and letter are at the end of Chapter Five in this guide.
  - **Incident Role** – the same field as displayed on the main screen of the **Participants** tab, this drop-down categorizes the role of the student in the incident.
  - **Cost to Victim** – if this person was a victim, the cost they incurred as a result of the incident. This might include medical expenses or the replacement of a stolen or damaged item.
  - **Explained to Student and Teacher Conference** – if the incident and its accompanying disposition has been explained to the student, or if there was a teacher conference regarding the incident, check the appropriate box.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
  - **Demerits** and **Recalculate Demerits** – the number of demerits is calculated based on the violations selected and the demerits assigned each violation, or it can be manually entered. To recalculate the demerits based on the violations, click the **Recalculate Demerits** button.
  - **Hearing Office Disposition and Hearing Office Disposition Date** – if a hearing office was involved in the restrictions and/or disposition, the disposition determined by the hearing office can be selected, and the date of the disposition can be entered in M/D/YY format or selected by clicking on the Calendar  button.



**Note:** There are two ways to add a record of the disposition, or action taken, regarding the incident. The **Add** button adds a row to the grid and enables you to enter only the most basic information about the disposition. The **Add Wizard** button opens a window where you can add a disposition with much detail.


To use the **Add** button, follow steps 4-6 below. To use the **Add Wizard** button, follow steps 7-9.

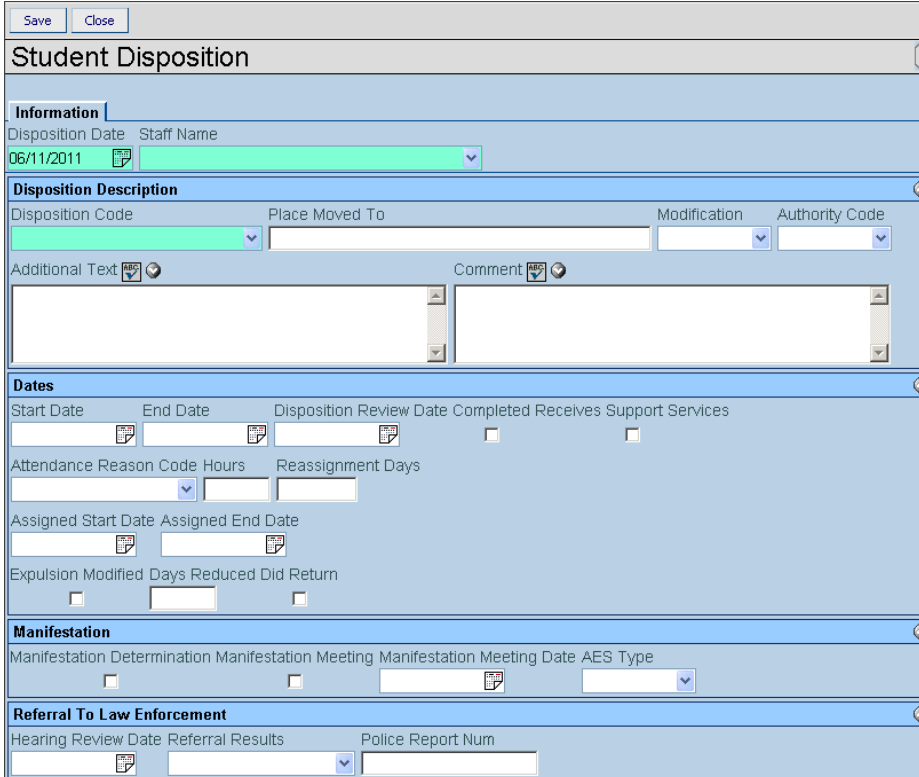
4. Click the **Add** button.




The screenshot shows a table titled "Disposition" with columns: Line, Disposition Code, Start Date, End Date, Detail, Hours, Days, Staff Name, and ATR. The "Add" button in the top right corner is circled in red.

*Adding a Disposition Record using the Add button*





5. Enter the following information for the new disposition record.
  - **Disposition Code** – the category or type of action taken.
  - **Start Date and End Date** – the starting and ending dates for the action that was taken. Type dates in M/D/YY format, or select using the Calendar  button.
  - **Hours and Days** – enter the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
  - **Staff Name** – select the staff member who administered the disposition from the drop-down list.
  - **ATR** - select the attendance code that is used if the action results in an absence in the student's attendance records.
6. Click the **Save** button at the top of the screen.
7. To add a disposition record using the wizard, click the **Add Wizard** button. The **Student Disposition** screen appears.





*Student Disposition Screen, Add Mode*

8. The fields highlighted in green are mandatory. The information that can be added to the disposition is:
  - **Disposition Date** – the date the action was taken. The date should be entered in the format M/D/YY or may be selected by clicking the Calendar  button.
  - **Staff Name** – select the staff member who administered the disposition from the drop-down list.



- **Disposition Code** – the category or type of action taken.
- **Place Moved To** – if the student was taken to another location, the name of the place to which the student was moved.
- **Modification** – if a modification was made to the disposition, the type of modification made.
- **Authority Code** – if a modification was made, the code indicating under whose authority the modification was made.
- **Zero Tolerance** – indicates whether this offense is of a type that requires specific action due to its severity.
- **Restraint Type** – if restraint was necessary, an indication of the means.
- **Additional Text** – any additional information about the disposition.
- **Comment** – any comments about the disposition.
- **Start Date** and **End Date** – the start and end dates of the action taken. Type dates in M/D/YY format, or select using the Calendar  button. If the action results in an absence, the absence is recorded for this date range.
- **Disposition Review Date** – the date the disposition should be reviewed. The date should be entered in the format M/D/YY or may be selected by clicking the Calendar  button.
- **Completed** – if the disposition is complete, check this box.
- **Receives Support Services** – if the student receives support services, check this box.
- **Attendance Reason Code** – select the attendance code that is used if the action results in an absence in the student's attendance records.
- **Hours** and **Reassignment Days** – enter the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
- **Assigned Start Date** and **End Date** – the original dates assigned for the disposition. These may be different than the actual start and end dates. Type dates in M/D/YY format, or select using the Calendar  button.
- **Expulsion Modified** – check this box if the student was expelled, and the expulsion was modified from the original length.
- **Days Reduced** – if the expulsion was modified and the number of days reduced, enter the number of days by which the original expulsion was reduced.
- **Did Return** – check this box if the student returned to school
- **Manifestation Determination** – if the student also receives special education services, a separate meeting or review may take place. If there is a determination made, check this box.
- **Manifestation Meeting** and **Manifestation Meeting Date** – if a meeting occurs in conjunction with the determination, check the box and enter the date of the meeting in the format M/D/YY or select it by clicking the Calendar  button.

- **AES Type** – if an alternative to external suspension (AES) was agreed on for the student, the type of alternative can be selected here.
  - **Hearing Review Date** – the date to follow up regarding the referral to law enforcement. Type the date in the format M/D/YY, or select it by clicking the Calendar  button.
  - **Referral Results** – the results of the referral to law enforcements, such as misdemeanor charges or no action taken.
  - **Police Report Num** – the number of the police report.
  - **Was Referred to Law Enforcement** – indicates whether the offender was referred to local law agency (as required for some offenses).
- Click the **Save** button at the top of the screen.
  - After adding the disposition through either the **Add** button or **Add Wizard**, you can edit it by clicking on the green plus sign in the **Detail** column.

Disposition										Add Wizard	Add
X	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR		
	1	Suspension	03/10/2011	03/24/2011				McGrew, Tom	Unx		

Disposition Records, Detail Button

- The **Student Disposition** screen appears. The information that can be added or changed is largely the same as in the screen that appears when you click the **Add Wizard** button. The one difference is the **Associated Violations** section. In this section, check or uncheck the box to associate the violation with a particular disposition.

Student Disposition																	
Student Name: <b>Abbott, Billy C.</b> School Name: <b>Hope High School</b> Grade: <b>12</b>																	
<b>Information</b> Disposition Number: <b>3</b> Disposition Date: <b>06/15/2011</b> Staff Name: <b>User, Teacher</b>																	
<b>Disposition Description</b> Disposition Code: <b>Disciplinary Hearing</b> Sub Category 1: <b>Disciplinary Hearing</b> Place Moved To: <b></b> Modification: <b></b> Authority Code: <b></b> Additional Text: <b></b> Comment: <b></b>																	
<b>Dates</b> Start Date: <b>03/11/2011</b> End Date: <b>03/15/2011</b> Disposition Review Date: <b></b> Completed: <b></b> Receives Support Services: <b></b> Attendance Reason Code: <b></b> Hours: <b>3.00</b> Reassignment Days: <b></b> Assigned Start Date: <b></b> Assigned End Date: <b></b> Expulsion Modified Days Reduced Did Return: <b></b>																	
<b>Manifestation</b> Manifestation Determination: <b></b> Manifestation Meeting: <b></b> Manifestation Meeting Date: <b></b> AES Type: <b></b>																	
<b>Referral To Law Enforcement</b> Hearing Review Date: <b></b> Referral Results: <b></b> Police Report Num: <b></b>																	
<b>Associated Violations</b> <table border="1"> <thead> <tr> <th>Line</th> <th>Violation</th> <th>View Order</th> <th>Violation Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>Aggression &gt; Fighting</td> </tr> </tbody> </table>										Line	Violation	View Order	Violation Description	1	<input checked="" type="checkbox"/>		Aggression > Fighting
Line	Violation	View Order	Violation Description														
1	<input checked="" type="checkbox"/>		Aggression > Fighting														

Student Disposition Screen, Edit Mode

12. The **Incident Detail** tab of the student detail is the same information found on the Information tab of the Incidents screen. It shows a summary of the incident and the incident location. After editing this information, click the **Save** button.

**Students Involved**

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

**Incident Detail**

Student Incident Detail | **Incident Detail** | Incident Violations | Additional Information | Enrollment Restrictions

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

Incident Date: 03/09/2011 Incident Time: 7:15 PM Referrer Last Name: Jones Referrer First Name: David Referral Date: 03/10/2011

Entered By: Wilson, Rob Incident Context Code: Outside School Hrs, Non-sch Sp

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:

**Incident Locations**

Line	Location	Location Text
1	Athletic Field or Playground	Football field

*Incident Detail tab, Participants tab*

13. On the **Incident Violations** tab, the student may be associated with the different violations assigned to this incident by checking or unchecking the box in the **Committed Violation** column. For example, if multiple students are involved in an incident not all of them may be associated with all of the violations. On this tab the correct violations may be associated with the student. By default, the violations are associated with all students with a role of offender.

**Students Involved**

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

**Incident Violations**

Student Incident Detail | Incident Detail | **Incident Violations** | Additional Information | Enrollment Restrictions

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

Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	2	Fighting
2	<input checked="" type="checkbox"/>	5	Disorder Cond

*Incident Violations, Student Detail*

14. The **Additional Information** tab contains detailed information regarding the student injuries and any other information. The information that can be added is:

The screenshot shows the 'Students Involved' tab with a table of students and a detailed form for the 'Additional Information' tab. The table lists three students: Abbott, Billy C., Acosta, Kathleen D., and Taggart, Jeremy M. The 'Additional Information' tab is selected and circled in red. The form includes sections for Injury Information, Comments, Suspension Information, and Enrollment Restrictions.

Line	Student Name	Student Incident Detail	Incident Detail	Incident Violation	Additional Information	Enrollment Restrictions
1	Abbott, Billy C.					
2	Acosta, Kathleen D.					
3	Taggart, Jeremy M.	2	03/09/2011	Wilson, Rob	Jones, David	

**Injury Information**

☐ Injuries Sustained ☐ Serious Bodily Injury

Injury Description

**Comments**

Additional Info

**Suspension Information**

☐ Student Conference Held Prior to Suspension

Reason Conference Not Held Prior To Suspension

☐ Parent Contacted About Suspension

Method Used to Contact Parent

Efforts to Contact Parents Include

☐ Suspension Conference

Conference Date Conference Time

Reason Suspension Conference Not Held

*Additional Information tab, Student Detail*

- **Injuries Sustained** and **Serious Bodily Injury** – if the student had any injuries or a serious injury, check the appropriate boxes.
- **Injury Description** – enter a description of the injury.
- **Additional Info** – any additional information about the incident.
- **Student Conference Held Prior to Suspension** – check this if a student conference was held regarding the student's suspension.
- **Reason Conference Not Held Prior To Suspension** – describe the reason a conference was not held.
- **Parent Contacted About Suspension** – check the box if the parent was contacted about the student's suspension.
- **Method Used to Contact Parent** – select the method used to contact the parent about the suspension, such as phone or letter.
- **Efforts to Contact Parents Include** – enter more detailed information about the methods used to contact the parents, particularly if contact was not made.
- **Suspension Conference** – check this box if a suspension conference was held,
- **Conference Date and Time** – enter the date and time the conference was held. Type dates in M/D/YY format, or select using the Calendar button.

- **Reason Suspension Conference Not Held** – describe why a suspension conference was not held.
15. The **Enrollment Restrictions** tab outlines any restrictions on the student enrolling in schools within the district as a result of the disciplinary incident. The information contained on this tab is also displayed on the **Other Info** tab of the **Student** screen. The information that can be entered here is:

*Enrollment Restrictions tab, Student Detail*

- If the student is restricted in their enrollment options, the type of **Enrollment Restriction** can be selected. When a student is enrollment restricted, a transfer to a school that is excluded is blocked with the message “Student has an enrollment restriction and cannot be enrolled in this school.”
  - If a hearing office was involved in the restrictions and/or disposition, select the disposition determined by the hearing office in the **Hearing Office Disposition** field, and enter the date of the disposition in the **Hearing Office Disposition Date** box in the format M/D/YY or select it by clicking the Calendar button.
  - If the restriction is specific to a type of school, select the type of school that is excluded or included under **School Type Exceptions**. Also check the boxes to indicate the type of schools are excluded or included under **School Type**.
  - Specific organizations can either be included or excluded as well from the enrollment restriction, as outlined in the **Organization Exceptions** section. For example, if the student has a restriction but a school is included in the **Organization Exceptions**, that is the only school in which the student may enroll. To add an organization, click the **Add** button in the **Organization Enrollment Restrictions** section and a new blank line is added. Click the gray arrow in the **Organization Name** column, and select the school on the **Find School** screen. Select whether the organization is included or excluded from the enrollment restriction in the **Include/Exclude** column.
16. The section at the bottom of the **Participants** tab, **Other Persons Involved**, lists any people other than students that are involved in the incident. On the main screen, the information that can be changed includes the **Last Name**, **First Name**, and **Middle Name**, **Gender**, and their **Relation to School** such as security staff, parent, or visitor. Choose their role in the incident such as victim or witness in the **Incident Role** list, and check the **Injuries Sustained** box if they were injured during the incident. To remove a person from the list, check the box in the **X** column.

*Other Involved Persons section, Participants tab*

17. Additional information about each person involved can be edited in the detail screen. To access the detail screen, click the **Show Detail** button in the **Other Persons Involved** section.

*Detail Screen, Other Involved Persons Section*

18. Information not included in the main screen that can be edited here is:
- **Suffix** – the suffix of the involved person's name, such as Jr or Sr.
  - **Birth Date** – the date of birth of the person.
  - **Relation to School Other** – if the person's relationship to the school is not shown in the **Relation to School** list, enter the type of relationship here.
  - **Type of Employment** – if the other person is an employee, the employment relationship with the school such as certified or contracted
  - **Serious Bodily Injury** – if the person incurred a serious injury, check this box.
  - **Injury Description** – enter a description of the injury here.
  - **Cost to Victim** – if this person was a victim, the monetary damages they incurred due to the incident. This might include medical expenses or the replacement of a stolen or damaged item.
  - **Additional Info** – any additional information about the person involved.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
19. If the other person also committed a violation, click on the **Incident Violations** tab of the **Other Involved Persons** section. To associate a violation with the person, click in the box in the **Committed Violation** column. To add an additional violation, click the **Add** button in the **Incident Violations** section.

*Incident Violations tab, Other Involved Persons Section*

20. Select the violation **Category** from the drop-down. If the category selected has a subcategory, another drop-down appears. Select the subcategory in the list, and a third violation list appears if the subcategory has a detail level below it. Select that one as well, and **Additional Text** may be added to further define the violation. If

desired, a **Severity Level** can also be assigned. Click the **Save** button to add the new violation.

*Incident Violation Screen*

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

To edit the information on the **Violations** tab of the **Incidents** screen:

1. Click on the **Violations** tab of the **Incidents** screen.

*Violations tab, Incidents screen*

2. To add a new violation, click the **Add** button in the **Violations** section. The **Incident Violation** screen appears.

*Incident Violation screen*

3. Select the **Violation Category** from the list. If the **Category** has a sub-level, another list appears. A third list appears if the subcategory selected has further detail.

*Violation Category Drop-Downs*

4. If desired, enter a **Severity Level** for the violation.



- Enter information in the **Additional Text** box if more information is needed to describe the violation.

*Additional Text, Incident Violation screen*

- Click **Save** at the top of the screen to add the new violation.

*Violations tab, Incidents screen*

- To see and enter additional information about the violation, click the **Show Detail** button in the **Violations** section. Check or uncheck the **Committed Violation** box on the **Participants** tab to indicate which students or other participants committed the violation.

*Participants tab, Violation Detail*

- The information in the **Additional Text** box can be edited or added if more information is needed to describe the violation. You can change the violation categories by selecting different values in the lists.

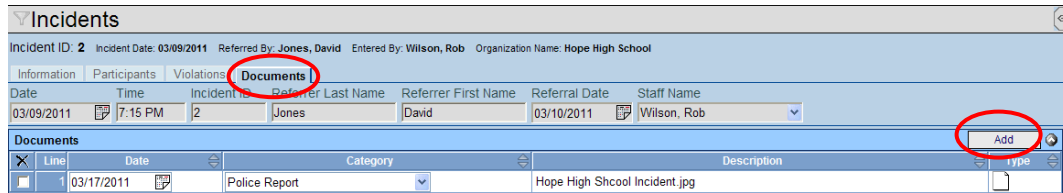
*Violation tab, Violations Detail*

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



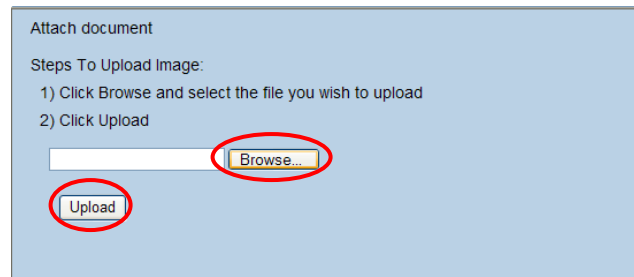
To edit the information on the **Documents** tab of the **Incidents** screen:

1. Click the **Documents** tab of the **Incidents** screen.



*Documents tab, Incidents screen*

2. To add a new document, click the **Add** button in the **Documents** section to add a new document. The **Attach Documents** box opens.



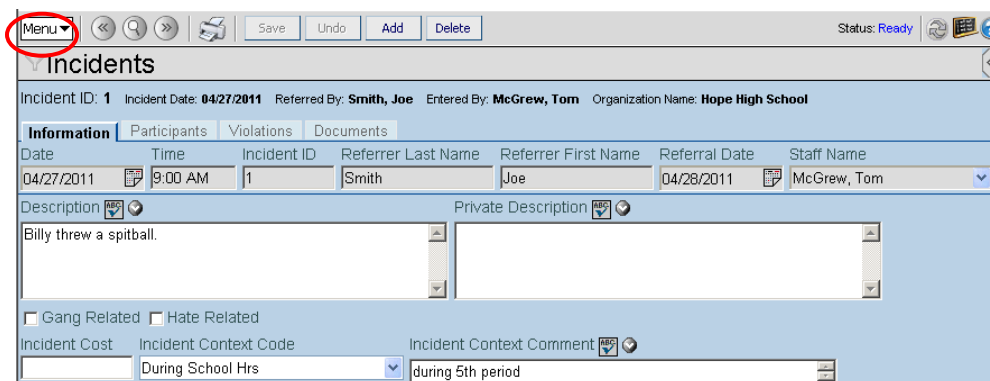
*Attach Document, Documents tab*

3. Click the **Browse** button to locate and select the document, and then click the **Upload** button to save the document.
4. Click the **Save** button at the top of the screen.

To remove a document, check the box in the **X** column next to the document to be removed, and then click the **Save** button at the top of the screen.

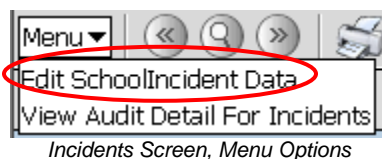
To edit the top row of information in the **Incidents** screen, including the **Date**, **Time**, **Referrer Last Name** and **Referrer First Name**, **Referral Date**, and **Staff Name**:

1. Click on the **Menu** button at the top of the screen.



*Incidents Screen, Menu Button*

2. Select **Edit School Incident Data**.



3. The boxes for the top row of information turn white. Click in the boxes and edit the text as needed.

*Incidents Screen, Editing School Incident Data*

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

## DELETING INCIDENT RECORDS

To delete an incident record completely:

1. Remove all violations recorded for the incident by clicking on the **Violations** tab and check the boxes in the **X** column for all violations. Click the **Save** button at the top of the screen to delete the records.

Violations							Add	Show Detail
X	Line	Category	Violation	Detail	Severity Level	Notify Law Enforcement		
<input checked="" type="checkbox"/>	1	AGRESSION - Fighting				<input type="checkbox"/>		

*Deleting Violations*

2. Remove the dispositions assigned to the students by clicking on the **Participants** tab, and select **Show Detail** for each student. Scroll down to the bottom of the Student Incident Detail tab, and check the box in the **X** column for all disposition records. Click the **Save** button at the top of the screen to delete the records.

Disposition										Add Wizard	Add
X	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR		
<input checked="" type="checkbox"/>	1	Actions Comj	03/16/2010	03/20/2010				McGrew, Tom	Sus		

*Deleting Dispositions*

3. Remove all participants by clicking on the **Participants** tab, and checking the boxes in the **X** column for both the students and the other persons involved. Click the **Save** button at the top of the screen to delete these records.

Students Involved									Show Detail	Chooser
X	Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment		
<input checked="" type="checkbox"/>	1	Abbott, Billy C.	M	12	Offender	<input checked="" type="checkbox"/>	AGRESSION - Fighting	Hope High School		
<input checked="" type="checkbox"/>	2	Acosta, Kathleen D.	F	11	Victim	<input checked="" type="checkbox"/>		Kennedy High School		
<input checked="" type="checkbox"/>	3	Adams, Albert R.	M	12	Offender	<input type="checkbox"/>	AGRESSION - Fighting	Kennedy High School		

Other Involved Persons								Add	Show Detail
X	Line	Name			Gender	Relation To School	Incident Role	Injuries Sustained	
		Last Name	First Name	Middle Name					
<input checked="" type="checkbox"/>	1	Smith	John		M	Security Staff	Bystander or witness	<input type="checkbox"/>	

*Deleting Participants*

- Remove all locations by clicking on the **Information** tab and checking the boxes in the **X** column for all locations. Click the **Save** button at the top of the screen to delete.

Line	Location	Location Text
1	Other Outside Area	

Deleting Locations

- Remove all other schools by clicking on the **Information** tab and checking the boxes in the **X** column for all other schools. Click the **Save** button at the top of the screen to delete the records.

Line	Organization Name	School Year
1	Kennedy High School	2008-R

Deleting Other Schools

- Click the **Delete** button at the top of the screen to delete the Incident record.

Incidents Screen, Delete button

## MENU OPTIONS

At the top of the Incidents screen, a **Menu** button provides access to additional information regarding the incident.

Incidents Screen, Menu Options

The options available under the **Menu** button are:

- Edit School Incident Data** –enables editing of the top row of data. For more information, see the section on *Editing Incidents* in on page 44.
- View Audit Detail For Incidents** – displays the **Audit Trail History** screen, which lists all changes made to the incident, including who made the changes and when.

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	SchoolIncidentOrganization	SchIncidentOrgGU	Delete		<Link>	User, Test	05/16/2009 17:47:18
2		OrganizationYearGU	Delete		<Link>	User, Test	05/16/2009 17:47:18
3		SchIncidentGU	Delete		<Link>	User, Test	05/16/2009 17:47:18
4	SchoolIncidentLocation	SchIncidentGU	Delete		<Link>	User, Test	05/16/2009 17:47:14
5		Location	Delete		11	User, Test	05/16/2009 17:47:14
6		LocationText	Delete		Football field	User, Test	05/16/2009 17:47:14
7		SchIncidentLocationGU	Delete		<Link>	User, Test	05/16/2009 17:47:14

Audit Trail History for Incidents

The Print Page button at the top of the screen may be used to print the information on the **Incidents** screen.



*Print Page Button*

The Print Page button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.


*Printed Incidents Screen*

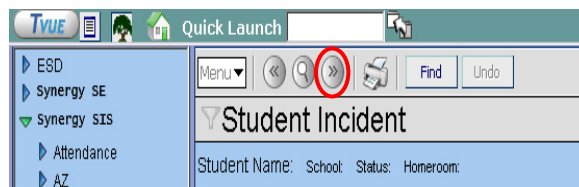
## VIEWING STUDENT INCIDENTS

The **Student Incident** screen is at **Synergy SIS > Discipline > Student Incident**.

To find a student's discipline incident records, there are two methods: Scroll and Find.

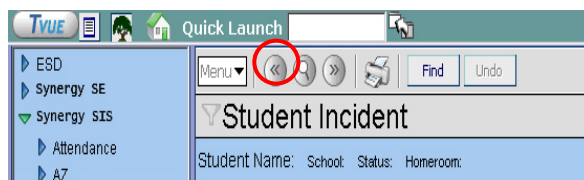
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



*Next button*

2. To scroll in reverse alphabetical order, click the Previous button.



*Previous Button*

- Continue clicking on the scroll buttons until the desired student record appears.

To switch to the Find mode to look for the student records:

- Click the Find Mode button.



- Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.

Student Incident

Student Name: School: Status: Homeroom:

Discipline Discipline History

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Add Existing Incident Create New Incident

Finding By Last Name

- Click the Find button or press the Enter key. The first student with the last name entered into the Find screen appears. Then use the Next button if needed.



**Note:** In the Find Mode, students can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one bring up a pop-up window with a list of students matching the criteria entered. To select a student, click on their name and their student record appears in the **Student Incident** screen. Close the pop-up window after selecting the record. For more about finding students in any screen, please refer to the *Synergy SIS – Student Information User Guide*.

Once the desired record has been located, the information in the **Student Incident** screen is:

- The **Discipline** tab lists all discipline incidents in which the student was listed as a participant. The student was not necessarily the offender in all incidents in the list, but may have also been a victim or witness.

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

Add Existing Incident Create New Incident

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	Time	Detail	Role	Referred By	Violation List	Staff Name	School Name
1	05/03/2011	11:00 AM		Offender	Maloney, John	Drug/possession > Drug /Possession: Deadly Weapon	Weathers, Julia	Hope High School
2	04/27/2011	9:00 AM		Offender	Smith, Joe	Discrimination: Academic/cheat > Cheating: Acad...	McGrew, Tom	Hope High School
3	03/09/2011	7:15 PM		Offender	Jones, David	Fighting: Disorder Cond	Wilson, Rob	Hope High School

Student Incident Screen

- Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade

level), and **Gender**. This information is displayed on the top of any student-related screen, and it can only be edited in the **Student** screen. Other information displayed on this tab is specific to the **Student Incident** screen.

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

*Student Information Row*

- In the **Counts and Totals** section, it shows the student's **Resolved Race/Ethnicity**, and their **Instructional Setting**. It also displays the number of **Total Incidents** for the student, and the **Total Hours**, **Total Days**, and **Total Demerits** that the student was suspended, in detention, etc.
- For each incident, the following information is displayed:

Discipline Incidents									Show Detail
Line	Date	Time	Detail	Role	Referred By	Violation List	Staff Name	School Name	
1	05/03/2011	11:00 AM	+	Offender	Maloney, John	Drug/possession > Drug /Possession; Deadly Weapon	Weathers, Julia	Hope High School	
2	04/27/2011	9:00 AM	+	Offender	Smith, Joe	Discrimination; Academic/cheat > Cheating; Acad...	McGrew, Tom	Hope High School	
3	03/09/2011	7:15 PM	+	Offender	Jones, David	Fighting; Disorder Cond	Wilson, Rob	Hope High School	

*Discipline Incidents Section, Student Incident Screen*

- Date and Time** – the date and time of the incident.
  - Role** – the role the student played in the incident, such as offender or victim.
  - Referred By** – the person who referred the student to the disciplinary process.
  - Referrer Type** – the position of the person filing this report, such as teacher or cafeteria staff.
  - Violation List** – the violations committed by the student during the incident.
  - Staff Name** – the name of the staff member who handled the disciplinary process.
  - School Name** – the name of the school in which the student was enrolled when the incident occurred.
  - Disposition Code** – short description, as defined in District Disposition Code Setup, that applies to this disposition.
- There are two ways to view more information about each incident. Click the green plus sign in the **Detail** column to open the **Incidents** screen, with details about violations. Click the **Show Detail** button to see interventions and enrollment restrictions.

The screenshot shows the 'Student Incident' screen for a student named Billy C. Abbott. At the top, there's a header with the student's name and school. Below that is a 'Discipline' section with a 'Discipline History' tab. The main area is divided into 'Counts and Totals' and 'Discipline Incidents'. The 'Counts and Totals' section shows resolved race/ethnicity (Hispanic), instructional setting, total incidents (3), total hours (0), total days (0), and total demerits (0). The 'Discipline Incidents' section is a table with columns for Line, Date, Time, Detail, Role, Referred By, Violation List, Staff Name, and School Name. The first incident is highlighted with a green plus sign in the 'Detail' column. A red circle highlights this plus sign, and another red circle highlights the 'Show Detail' button in the top right corner of the incidents table.

*Student Incident Screen, Plus Sign or Show Detail Button*

6. After you click **Show Detail**, select the incident to view by clicking the **Line** number for the incident on the left. The detail appears on the right. The first tab is **Student Incident Detail**.

**Student Incident Detail** | Incident Detail | Incident Violations | Interventions | Additional Information | Enrollment Restrictions

Incident ID: 22 | Incident Date: 11/13/2012 | Entered By: User, Admin | Referred By: user, admin | Referrer Type:

**Print Discipline Report**

Merge Document: | Merge Language: |

Print Disciplinary Action Form

**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

Incident Role Description: |

☐ Explained To Student ☐ Teacher Conference ☐ Disability Manifest

Comment: |

Private Comment: |

**Offender Information**

Motivation: |

Motivation Description: |

**Disposition Information**

Hours: | Days: | Demerits: | Recalculate Demerits | Hearing Office Disposition: | Hearing Office Disposition Date: |

**Disposition** | Add Wizard | Add

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
...	...	...	...	...	...	...	...	...

Show Detail, Student Incident Tab

- **Print Disciplinary Action Form** button - this button prints either the form itself or a letter to be mailed to the parents. To print the letter, select the type of letter in the **Merge Document** list and the desired language in the **Merge Language** list. To print the form, leave both the **Merge Document** and **Merge Language** fields blank. An example form and letter are at the end of Chapter Five in this guide.
- **Incident Role** – the same field as displayed on the main screen, this categorizes the role of the student in the incident.
- **Cost to Victim** – the amount of money the victim(s) incurred due to the incident. the amount of monetary damages the victim(s) incurred due to the incident.
- **School of Residence** – the school the student would attend, based on address.
- **Last Change Date** – the date when this incident record was last edited.

- **Last Change User** – the user who made the last edit.
  - **Incident Role Description** – additional details about the activity of this individual in the incident.
  - **Explained to Student** and **Teacher Conference** – if the incident and its accompanying disposition has been explained to the student, or if there was a teacher conference regarding the incident, the appropriate box is checked.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
  - **Motivation** – the reasoning behind the behavior (from lookup table **K12.Discipline > Offender Motivation**).
  - **Motivation Description** – additional details regarding motivation.
  - **Demerits** and **Recalculate Demerits** – you can type the number of demerits, or click **Recalculate Demerits** to have Synergy SIS calculate demerits based on the violations selected and the demerits assigned to each.
  - **Hearing Office Disposition** and **Hearing Office Disposition Date** – the result of the hearing office’s investigation and the date of their decision.
7. The **Disposition** section displays all actions taken with regard to this student as a result of the incident. For each disposition, the following information is listed.

Disposition										Add Wizard	Add	
✕	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR			
	1	Suspension	04/28/2011	05/12/2011				Weathers, Renee	Unx			

Disposition Section, Student Incident Detail tab

- **Disposition Code** – the category or type of action taken.
  - **Start Date** – the date the disposition action started
  - **End Date** – the date the disposition action ended.
  - **Hours** and **Days** – the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
  - **Staff Name** – the staff member who administered the disposition
  - **ATR** - the attendance code used if the action resulted in an absence in the student’s attendance records.
8. Additional details about the disposition are also available. To view the details of the disposition, click on the green plus sign in the **Detail** column.

Disposition										Add Wizard	Add	
✕	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR			
	1	Suspension	04/28/2011	05/12/2011				Weathers, Renee	Unx			

Disposition Records, Detail Button



9. The **Student Disposition** screen appears. It contains the following details:

**Student Disposition**

Student Name: **Abel, Albert R.** School Name: **Hope High School** Grade: **12**

**Information**

Disposition Number: **10** Disposition Date: **11/13/2012** Staff Name: **User, Admin**

**Disposition Description**

Disposition Code: **Detention** Sub Category 1:  Place Moved To:  Modification:  Authority Code:  Zero Tolerance:  Restraint Type:

Additional Text:  Comment:

**Dates**

Start Date:  End Date:  Disposition Review Date Completed:  Receives Support Services:

Attendance Reason Code Hours:  Reassignment Days:

Assigned Start Date:  Assigned End Date:

Expulsion Modified Days Reduced Did Return:

GFSA Modification Description:

**Manifestation**

Manifestation Determination:  Manifestation Meeting:  Manifestation Meeting Date:  AES Type:

**Referral To Law Enforcement**

Hearing Review Date:  Referral Results:  Police Report Num:  Was Referred to Law Enforcement:

**Associated Violations**

Line	Violation	View Order	Violation Description
1	<input checked="" type="checkbox"/>		Academic/cheat > Plagiarism
2	<input checked="" type="checkbox"/>		Defiance
3	<input checked="" type="checkbox"/>		Disorder Cond

*Student Disposition Screen*

- **Disposition Number** – the number assigned by the system to this disposition
- **Disposition Date** – the date the action was taken.
- **Staff Name** – the staff member who administered the disposition
- **Disposition Code** – the category or type of action taken.
- **Sub-Category 1** and **Sub Category 2** – if there are sub-categories selected for the disposition code, those sub-categories will be displayed here.
- **Place Moved To** – if the student was taken to another location, the name of the place to which the student was moved.
- **Modification** – if a modification was made to the disposition, the type of modification made.
- **Authority Code** – if a modification was made, the code indicating under whose authority the modification was made.
- **Zero Tolerance** – indicates whether this offense is of a type that requires specific action due to its severity.
- **Restraint Type** – if restraint was necessary, an indication of the means.
- **Additional Text** – any additional information about the disposition.
- **Comment** – any comments about the disposition.
- **Start Date** and **End Date** – the start and end dates of the action taken. If the action results in an absence, the absence is recorded for this date range.

- **Disposition Review Date** – the date the disposition should be reviewed.
- **Completed** – if the disposition is complete, check this box.
- **Receives Support Services** – if the student received some type of support services, this box is checked.
- **Attendance Reason Code** – the attendance code used if the action results in an absence in the student's attendance records.
- **Hours and Reassignment Days** – the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
- **Assigned Start Date and Assigned End Dates** – the original dates assigned for the disposition. These may be different than the actual start and end dates.
- **Expulsion Modified** – if the student was expelled, and the expulsion was modified from the original length, this box is checked.
- **Days Reduced** – if the expulsion was modified and the number of days reduced, this shows the number of days reduced.
- **Did Return** – this box is checked if the student returned to school
- **Manifestation Determination** – if the student also receives special education services, a separate meeting or review may take place. If there is a determination made, this box is checked.
- **GFSA Modification Description** – if the disposition varies from the requirements of the Gun Free Schools Act, it can be noted here.
- **Manifestation Determination** – if the student also receives special education services, a separate meeting or review may take place. If a determination is made, this box is checked.
- **Manifestation Meeting and Manifestation Meeting Date** – if a meeting occurs in conjunction with the determination, this box is checked and the date of the meeting is entered.
- **AES Type** – if an alternative to external suspension (AES) was agreed upon for the student, the type of alternative is indicated.
- **Hearing Review Date** – the date to follow up regarding the referral to law enforcement.
- **Referral Results** – the results of the referral to law enforcements, such as misdemeanor charges or no action taken.
- **Police Report Num** – the number of the police report.
- **Was Referred to Law Enforcement** – indicates whether the offender was referred to local law agency (as required for some offenses).
- **Associated Violations** - the violations associated with a particular disposition.

10. Back on the detail screen of the incident, the **Incident Detail** tab shows a summary of the incident and the incident location. The information displayed here includes:

**Student Incident**

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

**Discipline** | Discipline History

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

[Quick Add Incident](#) [Add Existing Incident](#) [Create New Incident](#)

Counts and Totals

**Discipline Incidents** [Hide Detail](#)

Line	Incident	Student Incident Detail	Incident Violations	Interventions	Additional Information	Enrollment Restrictions
1	05/17/2013	<a href="#">Incident Detail</a>				
2	01/29/2013					
3	09/13/2012					

Incident ID: **9** Incident Date: **05/17/2013** Entered By: **Wilson, Rob** Referred By: **User, Admin** Referrer Type:

Incident Date: **05/17/2013** Incident Time: **12:16 PM** Referrer Last Name: **User** Referrer First Name: **Admin** Referrer Type:  Referral Date: **05/17/2013**

Entered By: **Wilson, Rob** Incident Context Code: **During School Hrs** State Incident Number:

Description: **Several students were involved in an altercation.** Private Description:

Incident Locations [Add](#)

*Incident Detail tab, Show Detail*

- **Incident Date** and **Incident Time** – the time and date the incident occurred.
- **Referrer Last Name, Referrer First Name, Referrer Type, and Referral Date** – the name of the person who referred to the student to the disciplinary process, and the date it happened. This person may be anyone, and does not need to be a staff member.
- **Entered By** – the staff member who handled the disciplinary process.
- **Incident Context Code** – the incident context is the general timeframe such as before school or after school.
- **State Incident Number** – if the incident is of a type that requires registration with a state agency, the reference number can be reported here.
- **Description** – the details of the incident.
- **Location** and **Location Text** – where the incident took place. The **Location** is a standardized list of places such as cafeteria or locker room, and the **Location Text** can specify that location in more detail, such as which locker room.

11. On the **Incident Violations** tab, a detailed list of all violations associated with the incident is shown. If the student committed any of these violations, the box in the **Committed Violation** column is checked.

**Student Incident**

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

**Discipline** | Discipline History

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

[Quick Add Incident](#) [Add Existing Incident](#) [Create New Incident](#)

Counts and Totals

**Discipline Incidents** [Hide Detail](#)

Line	Incident	Student Incident Detail	Incident Detail	<b>Incident Violations</b>	Interventions	Additional Information	Enrollment Restrictions																								
1	05/17/2013	Incident ID	Incident Date	Entered By	Referred By	Referrer Type																									
2	01/29/2013	9	05/17/2013	Wilson, Rob	User, Admin																										
3	09/13/2012	<b>Incident Violations</b> <a href="#">Add</a> <table border="1"> <thead> <tr> <th>Line</th> <th>Committed Violation</th> <th>Number</th> <th>Severity</th> <th>Description</th> <th>Weapons</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>5</td> <td></td> <td>Aggression &gt; Disorderly Conduct</td> <td><a href="#">None</a></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>6</td> <td></td> <td>Aggression &gt; Assault</td> <td><a href="#">None</a></td> </tr> <tr> <td>3</td> <td><input checked="" type="checkbox"/></td> <td>7</td> <td></td> <td>Aggression &gt; Fighting</td> <td><a href="#">None</a></td> </tr> </tbody> </table>						Line	Committed Violation	Number	Severity	Description	Weapons	1	<input checked="" type="checkbox"/>	5		Aggression > Disorderly Conduct	<a href="#">None</a>	2	<input checked="" type="checkbox"/>	6		Aggression > Assault	<a href="#">None</a>	3	<input checked="" type="checkbox"/>	7		Aggression > Fighting	<a href="#">None</a>
Line	Committed Violation	Number	Severity	Description	Weapons																										
1	<input checked="" type="checkbox"/>	5		Aggression > Disorderly Conduct	<a href="#">None</a>																										
2	<input checked="" type="checkbox"/>	6		Aggression > Assault	<a href="#">None</a>																										
3	<input checked="" type="checkbox"/>	7		Aggression > Fighting	<a href="#">None</a>																										

\* Incidents must be marked as Committed before a Severity can be assigned.

*Incident Violations, Show Detail*

12. The **Interventions** tab lists actions taken in response to the incident.
13. The **Additional Information** tab contains detailed information regarding student injuries and suspension, if any. The information displayed is:

**Student Incident**

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

**Discipline** | Discipline History

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

[Quick Add Incident](#) [Add Existing Incident](#) [Create New Incident](#)

Counts and Totals

**Discipline Incidents** [Hide Detail](#)

Line	Incident	Student Incident Detail	Incident Detail	Incident Violations	Interventions	<b>Additional Information</b>	Enrollment Restrictions
1	05/17/2013	Incident ID	Incident Date	Entered By	Referred By	Referrer Type	
2	01/29/2013	9	05/17/2013	Wilson, Rob	User, Admin		
3	09/13/2012	<b>Injury Information</b> <p><input checked="" type="checkbox"/> Injuries Sustained <input type="checkbox"/> Serious Bodily Injury</p> <p>Injury Description <a href="#">Add</a></p> <p><a href="#">Comments</a></p> <p><a href="#">Suspension Information</a></p>					

*Additional Information tab, Show Detail*

- **Injuries Sustained** and **Serious Bodily Injury** – if the student had any injuries or a serious injury, these boxes are checked.
- **Injury Description** – a description of the injury.
- **Additional Info** – any additional information about the incident.
- **Suspension Information** – if the student was suspended, additional details about the suspension such as details of the student conference and any contact with the parents regarding the suspension.

14. The **Enrollment Restrictions** tab outlines any restrictions on the student enrolling in schools within the district as a result of the disciplinary incident. The information contained on this tab is also displayed on the **Other Info** tab of the **Student** screen. The tab displays:

Student Incident

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

Discipline | Discipline History

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

Quick Add Incident Add Existing Incident Create New Incident

Counts and Totals

Discipline Incidents

Line Incident

1 05/17/2013 Incident ID Incident Date Entered By Referred By Referrer Type

2 01/29/2013 905483 05/17/2013 Wilson, Rob User, Admin

3 09/13/2012 Enrollment Restriction Hearing Office Disposition Hearing Office Disposition Date

Alternative Placement School Type Enrollment Restrictions Organization Enrollment Restrictions Add

Enrollment Restrictions

*Enrollment Restrictions tab, Student Detail*

- If the student is restricted in their enrollment options, the type of **Enrollment Restriction** is shown. When a student is enrollment restricted, a transfer to a school that is excluded is blocked with the message “Student has an enrollment restriction and cannot be enrolled in this school.”
  - If a hearing office was involved in the restrictions and/or disposition, the disposition determined by the hearing office is shown in the **Hearing Office Disposition** field, and the date of the disposition is recorded in the **Hearing Office Disposition Date** box.
  - If the restriction is specific to a type of school, the type of school that is excluded or included is shown under **School Type Exceptions**. The type of schools are either excluded or included as indicated under **School Type**.
  - Specific organizations can either be included or excluded as well from the enrollment restriction, as outlined in the **Organization Exceptions** section. For example, if the student has a restriction but a school is included in the **Organization Exceptions**, that is the only school in which the student may enroll.
15. The **Discipline History** tab of the **Student Incident** screen displays a summary of the student’s discipline records from all schools attended and all school years.

Student Incident

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

Discipline | **Discipline History**

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

Discipline Incidents

Line	Incident Date	Incident Time	Violations	Referred By	Staff Name	School Name	School Year
1	03/12/2009	12:22 PM	ALCOHOL & DRUGS - Illicit Drug, Use, Marijuana	Marin, Charlie	McGrew, Tom	Hope High School	2008-2009
2	12/18/2008	10:40 AM	OTHER POLICY - Defiance or Disrespect, OTHER PO...	Wheeler, Cora	Wilson, Rob	Hope High School	2008-2009
3	10/11/2008	7:15 PM	AGRESSION - Fighting	Jones, David	Wilson, Rob	Hope High School	2008-2009
4	05/11/2008	7:38 AM	Technology, Improper Use Of	Smith, Joe	Weathers, Julia	Hope High School	2007-2008

*Discipline History tab, Student Incident screen*

# ADDING STUDENT INCIDENT RECORDS

From the **Student Incident** screen, you can:

- Create a complete incident record (see next paragraph)
- Quickly add a minimal incident record, to be completed later (see page 74)
- Add a student to an existing incident (see page 76)

To create a complete incident record:

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Click the **Create New Incident** button.

 A screenshot of the 'Student Incident' screen. At the top, it shows 'Student Name: Abbott, Billy C.' and 'School: Hope High School'. Below this is a 'Discipline' tab. Under the 'Discipline' tab, there are input fields for 'Last Name' (Abbott), 'First Name' (Billy), 'Middle Name' (C), 'Suffix', 'Perm ID' (905483), 'Grade' (12), and 'Gender' (Male). Below these fields are three buttons: 'Quick Add Incident', 'Add Existing Incident', and 'Create New Incident'. The 'Create New Incident' button is circled in red. Below the buttons is a 'Counts and Totals' section with a table showing 'Resolved Race/Ethnicity' (Hispanic), 'Instructional Setting' (1), 'Total Incidents' (1), 'Total Hours' (0), 'Total Days' (0.0), and 'Total Demerits' (0). At the bottom is a 'Discipline Incidents' table with columns for Line, Date, Time, Detail, Role, Referred By, Referrer Type, Violation List, Staff Name, School Name, and Disposition Code. The first row shows a line item for 05/17/2013 at 12:16 PM, with a role of 'Offender' and a violation list of 'Aggression > Disorderly Conduct; Aggression > A...'.

Student Incident Screen, Create New Incident Button

4. The **Incident Add** screen appears, with mandatory fields highlighted in green.

*Incident Add Screen*

5. Enter the following information on the **Information** tab:
- **Incident Date** and **Incident Time** – the time and date the incident occurred. Enter the date in the format M/D/YY, or select by clicking the Calendar button.
  - **Referrer Last Name**, **Referrer First Name**, **Referrer Type**, and **Referral Date** – the name of the person who referred to the student to the disciplinary process, and the date they made the referral. This person may be anyone, and does not need to be a staff member since their name is manually entered and not selected from a drop-down list. Type the date in the format M/D/YY, or select by clicking the Calendar button.
  - **Staff Name** – select the name of the staff member who handled the disciplinary process in the list.



**Note:** If the desired staff member does not appear in the list, make sure they have been added to the **Staff** screen for the school in focus and that the **Discipline Staff Role** has been checked. For more information, see the section on Other Setup in the chapter on Code Setup in the *Synergy SIS – Discipline and Conference Administrator Guide*.

- **Description** – the details of the incident. This description shows in the ParentVUE and StudentVUE portal. Any notes reserved for staff should be entered in the **Private Description** box.
- **Gang Related** and **Hate Related** – if the incident was gang-related or hate-related, check the appropriate box.
- **Incident Cost** – if the cost of the incident can be quantified, such as stolen property values or damage estimates, enter the amount here.

- **Incident Context Code** and **Incident Context Comment** – select the context, which is the general timeframe such as before school or after school, in the list. Enter any further details about the context in the **Incident Context Comment** field.
- **State Incident Number** – if the incident is of a type that requires registration with a state agency, the reference number can be reported here.
- **Location** – to enter the location of the incident, click the **Add** button in the **Location** section to add a blank new line. Select the location from the drop-down list, and enter any further details about the location in the **Location Text** field.

Location Section, Information Tab, Incidents Screen

- **Link Organizations** – the linked organizations are schools in the district other than the current school that were involved in the incident. To add another school to the incident, enter the first part of the name of the school in the **Organization Name** field and click the **Find Organization(s)** button. Click the line number of the school to add, and click the **Add Organization(s)** button. To remove a school from the list under **Linked Organizations**, click the **Remove Organization(s)** button.

Link Organizations Section, Information Tab, Incidents Screen

6. Click on the **Participants** tab to enter the people involved with the incident.

Participants Tab, Incident Add Screen

7. To enter students involved with the incident, click the **Chooser** button. The **Chooser** screen appears.

Chooser Screen



8. Enter the information known about the students involved in the **Find Criteria** section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

**Chooser**

**Find Criteria**

Last Name First Name Middle Name Perm ID Grade Gender

**Search Results**

Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
1	Smith	Albert	Carl	892512	11	Male	Kennedy High School
2	Smith	Albert	Jason	961695	11	Male	Kennedy High School
3	Smith	Albert	William	873264	12	Male	Kennedy High School

**Selected Items**

X	Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
---	------	-----------	------------	-------------	---------	-------	--------	-------------------

Chooser Screen, Results

9. When you click **Find**, a list of students that match the criteria appears in the **Search Results** section. Click on the name or names of the student(s) to add, and click the **Add Selected Row(s)** button to add the student(s) to the **Selected Items** section. Multiple searches may be made until all students have been found and added to the **Selected Items** section. Multiple rows may be selected by holding down the Ctrl key and clicking on all the students needed. To remove a student from the **Selected Items** section, check the box in the **X** column. To add all of the students in the **Search Results** list to the **Selected Items** section, click the **Add All Row(s)** button.

**Chooser**

**Find Criteria**

Last Name First Name Middle Name Perm ID Grade Gender

**Search Results**

Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
1	Smith	Albert	Jason	961695	11	Male	Kennedy High School
2	Smith	Albert	William	873264	12	Male	Kennedy High School
3	Smith	Andrew	Lowell	874429	12	Male	Hope High School

**Selected Items**

X	Line	Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Organization Name
<input type="checkbox"/>	1	Smith	Albert	Carl	892512	11	Male	Kennedy High School

Chooser Screen, Selected Items Section

10. Once all of the students involved have been selected, click the **Select** button at the top of the screen. The students are added to the **Students Involved** section of the **Participants** tab.

**Students Involved**

X	Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment
<input type="checkbox"/>	1	Smith, Albert C.	M	11	Offender	<input type="checkbox"/>		Kennedy High School

Students Involved Section

11. Select the **Incident Role** for each student from the drop-down, and if the students were injured, check the box in the column **Injuries Sustained**. The incident role is the role the student played in the incident, such as offender, victim or witness. To remove a student, check the box in the **X** column.
12. If people other than students were involved in the incident, click the **Add** button in the **Other Involved Persons** section to add a blank line where the information about the other people may be added. Multiple people may be entered here by clicking the **Add** button multiple times to add enough lines.

Other Involved Persons								
X	Line	Name			Gender	Relation To School	Incident Role	Injuries Sustained
		Last Name	First Name	Middle Name				
	1							<input type="checkbox"/>

Other Involved Persons Section

13. For each involved person, enter their **Last Name**, **First Name**, and **Middle Name** in the boxes provided. Select their **Gender** from the list, and their **Relation to School** such as security staff, parent, or visitor. Choose their role in the incident such as victim or witness from the **Incident Role** list, and check the box **Injuries Sustained** if they were injured during the incident.
14. Click on the **Violations** tab to categorize the rules and laws that were violated during the incident.

Violations Tab, Incidents Screen

15. To add a violation, choose the appropriate violation from the **Category** list, and click the **Add to Violation List** button. Multiple violation categories may be added by repeating this step.

Add Violation Section, Violations Tab

16. For each violation added, further description of the violation may be added in the **Additional Text** column.

X	Line	Violation Description	Additional Text	Notify Law Enforcement
	1	ATT - Leaving School Grounds without Permission		<input type="checkbox"/>

Violation List, Violations Tab

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

To quickly add a minimal incident record to be completed later:

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Click the **Quick Add Incident** button.

 A screenshot of the 'Student Incident' screen. The top section shows student information for 'Abbott, Billy C.' with fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below this is a 'Quick Add Incident' button circled in red, along with 'Add Existing Incident' and 'Create New Incident' buttons. The 'Counts and Totals' section shows various incident statistics. The 'Discipline Incidents' table lists a single incident on 05/17/2013.

Student Incident Screen, Quick Add Incident Button

4. The **Quick Add Incident** screen opens with mandatory fields highlighted in green.

 A screenshot of the 'Quick Add Incident' screen. The 'Information' tab is active. Fields for 'Student Name', 'SIS Number', 'Grade', 'Gender', 'Incident Date', 'Incident Time', 'Referrer Last Name', 'Referrer First Name', 'Referrer Type', 'Referral Date', and 'Staff Name' are highlighted in green. There are also fields for 'Description', 'Private Description', 'Incident Context Code', 'Incident Context Comment', 'Location', and 'Location Text'. At the bottom, there is an 'Add Violations' section with a 'Category' dropdown set to 'Dress Standard'.

Quick Add Incident Screen

5. Enter the following information on the **Information** tab:
  - **Incident Date** and **Incident Time** – the time and date the incident occurred. Enter the date in the format M/D/YY, or select by clicking the Calendar button.
  - **Referrer Last Name**, **Referrer First Name**, **Referrer Type**, and **Referral Date** – the name of the person who referred to the student to the disciplinary process, and the date they made the referral. This person may be anyone, and does not need to be a staff member since their name is manually entered and not selected from a drop-down list. The date should be entered in the format M/D/YY or may be selected by clicking the Calendar button.
  - **Staff Name** – select the name of the staff member who handled the disciplinary process from the list.



**Note:** If the desired staff member does not appear in the list, make sure they have been added to the **Staff** screen for the school in focus and that the **Discipline Staff Role** has been checked. For more information, see the section on Other Setup in the chapter on Code Setup in the *Synergy SIS – Discipline and Conference Administrator Guide*.

- **Description** – the details of the incident. This description shows in the ParentVUE and StudentVUE portal. Any notes reserved for staff should be entered in the **Private Description** box.
  - **Incident Context Code** and **Incident Context Comment** – select the context, which is the general timeframe such as before school or after school, in the list. Enter any further details about the context in the **Incident Context Comment** field.
  - **Location** and **Location Text** – where the incident occurred, with additional details if appropriate.
  - **Category** – the type of violation.
6. Click the **Save** button at the top of the screen.

To add a student to an existing incident record:

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



3. Click the **Add Existing Incident** button.

**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** | Show Detail

Line	Date	Time	Detail	Role	Referred By	Referrer Type	Violation List	Staff Name	School Name	Disposition Code
1	05/17/2013	12:16 PM		Offender	User, Admin		Aggression > Disorderly Conduct, Aggression > A...	Wilson, Rob	Hope High School	

Student Incident Screen, Create New Incident Button

4. The **Incident Find** screen appears. To find the incident in which the student participated, enter information in the criteria fields about the incident. Incidents may be located by using the following information: **Incident ID**, **Incident Date**, **Referred By Last Name**, **Referred By First Name**, **Violation**, **Incident Location**, **Staff Last Name**, **Staff First Name**, or by the first name, last name or ID of the other students involved in the incident.

The screenshot shows the 'Incident Find' screen. At the top, there is a 'Menu' dropdown, a 'Search' button, and buttons for 'Attach Incident(s) to Student' and 'Close'. The 'Form Status' is 'Ready (Update Mode)'. Below the title bar, there are two main sections: 'Search Criteria' and 'Search By Student Participant'. The 'Search Criteria' section includes fields for 'Incident ID', 'Incident Date', 'Referred By Last Name', 'Referred By First Name', 'Violation' (a dropdown), 'Incident Location' (a dropdown), 'Staff Last Name', and 'Staff First Name'. The 'Search By Student Participant' section includes fields for 'Student Last Name', 'Student First Name', and 'Perm ID'. At the bottom, there is an 'Incident' table with columns: Line, Incident ID, Incident Date, Incident Role, Referred By, Staff Name, and Violation List.

Incident Find Screen

5. When all criteria have been entered, click the **Search** button.

This screenshot is similar to the previous one, but the 'Search' button at the top is circled in red to indicate it should be clicked.

Incident Find Screen, Search Criteria

6. Click the line number for the incident in which the student was involved, and on that line select the **Incident Role** for the student.

This screenshot shows the 'Incident Find' screen after a search. The 'Incident' table at the bottom now contains one row of results. The 'Incident Role' dropdown for the first row is circled in red.

Line	Incident ID	Incident Date	Incident Role	Referred By	Staff Name	Violation List
1	4	06/13/2011	Offender	Wilson, Rob	Wilson, Rob	

Incident Find Screen, Search Results

7. Click the **Attach Incident(s) to Student** button at the top of the screen to add the student to the incident.

## EDITING STUDENT INCIDENT RECORDS

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



3. To edit the information displayed on the main screen, click on the row to modify and change the information as desired.

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	Date	Time	Detail	Role	Referred By	Referrer Type	Violation List	Staff Name	School Name	Disposition Code
1	05/17/2013	12:16 PM		Offender	User, Admin		Aggression > Disorderly Conduct, Aggression > A...	Wilson, Rob	Hope High School	

Student Incident Screen, Show Detail Button

4. If the information is not displayed on the main screen, there are two ways to edit the detail information. Either click on the **Show Detail** button, or click the green plus sign in the **Detail** column.

To edit the student detail information using the plus sign:

1. Click on the green plus sign in the **Detail** column of the incident to open the **Incidents** screen. There you can edit information as described under *Editing Incident* on page 44.
2. Click the **Save** button at the top of the screen.

To edit the student detail information using the **Show Detail** button:

1. Click the **Show Detail** button, and then click the **Line** number of the incident on the left. The first tab is the **Student Incident Detail** tab.

**Student Incident Detail** Incident Detail Incident Violations Additional Information Enrollment Restrictions

Incident ID Incident Date Entered By Referred By  
1 04/27/2011 McGrew, Tom Smith, Joe

**Print Discipline Report**

Print Disciplinary Action Form Merge Document Merge Language

**Student Incident Information**

Incident Role Cost to victim School of Residence Last Change Date Last Change User  
Offender Hope High School

☐ Explained To Student ☐ Teacher Conference

Comment Private Comment

**Disposition Information**

Hours Days Demerits Recalculate Demerits Hearing Office Disposition Hearing Office Disposition Date

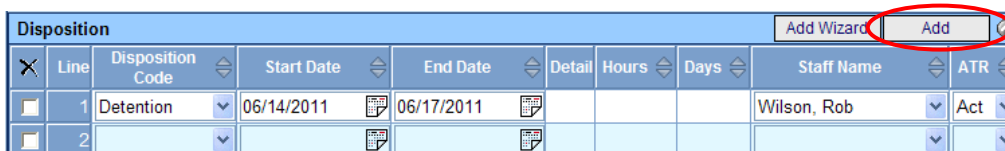
**Disposition** Add Wizard Add

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
1	Actions Com						Grayson, Nicolas	

*Show Detail, Student Incident Tab*



2. The following information may be modified on the **Student Incident Detail** tab:
  - **Print Disciplinary Action Form** button - prints either the form itself or a letter to be mailed to the parents. To print the letter, select the type of letter in the **Merge Document** list and the desired language in the **Merge Language** list. To print the form, leave both the **Merge Document** and **Merge Language** fields blank. An example form and letter are at the end of Chapter Five in this guide.
  - **Incident Role** – the same field as displayed on the main screen, this drop-down categorizes the role of the student in the incident.
  - **Cost to Victim** – the amount of monetary damages the victim(s) incurred due to the incident.
  - **Explained to Student** and **Teacher Conference** – if the incident and its accompanying disposition has been explained to the student, or if there was a teacher conference regarding the incident, check the appropriate box.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
  - **Demerits** and **Recalculate Demerits** – the number of demerits is calculated based on the violations selected and the demerits assigned each violation, or it can be manually entered. To recalculate the demerits based on the violations, click the **Recalculate Demerits** button.

3. There are two ways to add a record of the disposition, or action taken, regarding the incident – the **Add** button and the **Add Wizard** button. To add a disposition using the **Add** button, click the button to add a new blank line for each disposition. To use the **Add Wizard** button, skip to step 6.



The screenshot shows a table titled "Disposition" with columns: Line, Disposition Code, Start Date, End Date, Detail, Hours, Days, Staff Name, and ATR. The first row (Line 1) is filled with "Detention", "06/14/2011", "06/17/2011", and "Wilson, Rob". The second row (Line 2) is empty. At the top right of the table, there are two buttons: "Add Wizard" and "Add". The "Add" button is circled in red.

*Adding a Disposition Record using the Add button*

4. Enter the following information for the new disposition record.
- **Disposition Code** – the category or type of action taken.
  - **Start Date** – the date the disposition action is to start.. The date should be entered in the format M/D/YY or may be selected by clicking the Calendar  button.
  - **End Date** – the date the disposition action is to end. Enter the date in the format M/D/YY, or select by clicking the Calendar  button.
  - **Hours** and **Days** – enter the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
  - **Staff Name** – select the staff member who administered the disposition.
  - **ATR** - select the attendance code that is used if the action results in an absence in the student's attendance records.
5. Click the **Save** button at the top of the screen, and skip to step 9.







6. Click the **Add Wizard** button. The **Student Disposition** screen appears.

The screenshot shows the 'Student Disposition' screen in 'Add Mode'. The form is organized into several sections, each with a blue header and a light blue background. The 'Information' section at the top contains 'Disposition Date' (06/11/2011) and 'Staff Name' (a dropdown menu). The 'Disposition Description' section includes 'Disposition Code' (a dropdown menu), 'Place Moved To' (a text field), 'Modification' (a dropdown menu), 'Authority Code' (a dropdown menu), 'Additional Text' (a text area), and 'Comment' (a text area). The 'Dates' section contains 'Start Date', 'End Date', 'Disposition Review Date' (all with calendar icons), 'Completed' (a checkbox), 'Receives Support Services' (a checkbox), 'Attendance Reason Code' (a dropdown menu), 'Hours' (a text field), 'Reassignment Days' (a text field), 'Assigned Start Date' (with a calendar icon), 'Assigned End Date' (with a calendar icon), 'Expulsion Modified' (a checkbox), 'Days Reduced' (a text field), and 'Did Return' (a checkbox). The 'Manifestation' section includes 'Manifestation Determination' (a checkbox), 'Manifestation Meeting' (a checkbox), 'Manifestation Meeting Date' (with a calendar icon), and 'AES Type' (a dropdown menu). The 'Referral To Law Enforcement' section contains 'Hearing Review Date' (with a calendar icon), 'Referral Results' (a dropdown menu), and 'Police Report Num' (a text field). The 'Save' and 'Close' buttons are at the top left.

*Student Disposition Screen, Add Mode*

7. The fields highlighted in green are mandatory. The information that can be added to the disposition is:
- **Disposition Date** – the date the action was taken. Type the date in the format M/D/YY, or select by clicking the Calendar button.
  - **Staff Name** – select the staff member who administered the disposition.
  - **Disposition Code** – the category or type of action taken.
  - **Place Moved To** – if the student was taken to another location, the name of the place to which the student was moved.
  - **Modification** – if a modification was made to the disposition, the type of modification made.
  - **Authority Code** – if a modification was made, the code indicating under whose authority the modification was made.
  - **Additional Text** – any additional information about the disposition.
  - **Comment** – any comments about the disposition.
  - **Start Date** and **End Date** – the start and end dates of the action taken. Type dates in M/D/YY format, or select using the Calendar button. If the action results in an absence, the absence is recorded for this date range.
  - **Disposition Review Date** – the date the disposition should be reviewed. Type the date in M/D/YY format, or select using the Calendar button.

- **Completed** – if the disposition is complete, check this box.
  - **Receives Support Services** – if the student receives support services, check this box.
  - **Attendance Reason Code** – select the attendance code that is used if the action results in an absence in the student's attendance records.
  - **Hours and Reassignment Days** – enter the number of hours and/or days for which the action was taken. For example, it could be the number of hours in detention or the number of days the student was suspended.
  - **Assigned Start Date and Assigned End Date** – the original dates assigned for the disposition. These may be different than the actual start and end dates. Type dates in M/D/YY format, or select using the Calendar  button.
  - **Expulsion Modified** – check this box if the student was expelled, and the expulsion was modified from the original length.
  - **Days Reduced** – if the expulsion was modified and the number of days reduced, enter the number of days by which the original expulsion was reduced.
  - **Did Return** – check this box if the student returned to school.
  - **Manifestation Determination** – if the student also receives special education services, a separate meeting or review may take place. If there is a determination made, check this box.
  - **Manifestation Meeting and Manifestation Meeting Date** – if a meeting occurs in conjunction with the determination, check the box and enter the date of the meeting in the format M/D/YY, or select it by clicking the Calendar  button.
  - **AES Type** – if an alternative to external suspension (AES) was agreed on for the student, the type of alternative can be selected here.
  - **Hearing Review Date** – the date to follow up regarding the referral to law enforcement. Type the date in M/D/YY format, or select using the Calendar  button.
  - **Referral Results** – the results of the referral to law enforcements, such as misdemeanor charges or no action taken.
  - **Police Report Num** – the number of the police report.
- Once all the information has been added, click the **Save** button at the top of the screen.
  - After the disposition record has been added through either the **Add** button or **Add Wizard**, it may be edited by clicking on the green plus sign in the **Detail** column.

Disposition										Add Wizard	Add	
×	Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR			
	1	Detention	06/13/2011	06/14/2011				Grayson, Nicolas	E			

Disposition Records, Detail Button

10. The **Student Disposition** screen appears. The information that can be added or changed is the same as in the screen that appears when the **Add Wizard** button is clicked. The one difference is the **Associated Violations** section. In this section, check or uncheck the box to associate the violation with a particular disposition.

**Student Disposition**

Student Name: **Abbott, Billy C.** School Name: **Hope High School** Grade: **12**

**Information**

Disposition Number: **3** Disposition Date: **06/15/2011** Staff Name: **User, Teacher**

**Disposition Description**

Disposition Code: **Actions within Due Process** Sub Category 1: **Disciplinary Hearing** Place Moved To:  Modification:  Authority Code:

Additional Text:  Comment:

**Dates**

Start Date: **03/11/2011** End Date: **03/15/2011** Disposition Review Date:  Completed:  Receives Support Services:

Attendance Reason Code:  Hours: **3.00** Reassignment Days:

Assigned Start Date:  Assigned End Date:

Expulsion Modified:  Days Reduced:  Did Return:

**Manifestation**

Manifestation Determination:  Manifestation Meeting:  Manifestation Meeting Date:  AES Type:

**Referral To Law Enforcement**

Hearing Review Date:  Referral Results:  Police Report Num:

**Associated Violations**

Line	Violation	View Order	Violation Description
1	<input checked="" type="checkbox"/>		Aggression > Fighting

*Student Disposition Screen, Edit Mode*

11. The **Incident Detail** tab of the student detail is the same information found on the Information tab of the Incidents screen. It shows a summary of the incident and the incident location. After editing this information, be sure to click the **Save** button.

**Student Incident Data** **Incident Detail** Incident Violations Additional Information Enrollment Restrictions

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

Incident Date: **03/09/2011** Incident Time: **7:15 PM** Referrer Last Name: **Jones** Referrer First Name: **David** Referral Date: **03/10/2011**

Entered By: **Wilson, Rob** Incident Context Code: **Outside School Hrs, Non-sch Sp**

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:

**Incident Locations** **Add**

Line	Location	Location Text
1	<b>Athletic Field or Playground</b>	<b>Football field</b>

*Incident Detail tab, Show Detail*

12. On the **Incident Violations** tab, the student may be associated with the different violations assigned to this incident by checking or unchecking the box in the **Committed Violation** column. For example, if multiple students are involved in an incident not all of them may be associated with all of the violations. On this tab the correct violations may be associated with the student. By default, the violations are associated with all students with a role of offender.


Line	Committed Violation	Number	Description
1	<input checked="" type="checkbox"/>	2	Fighting
2	<input checked="" type="checkbox"/>	5	Disorder Cond

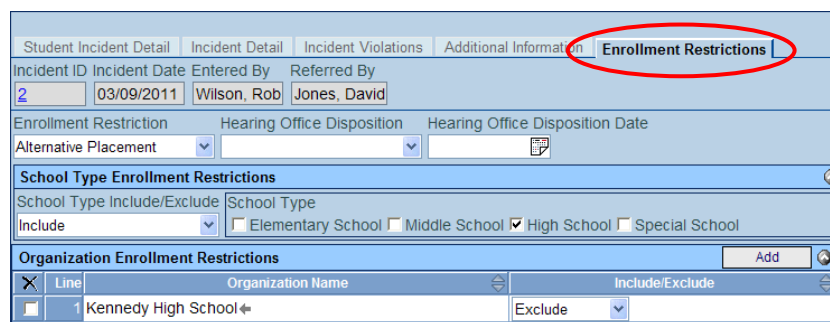
*Incident Violations, Show Detail*

13. The **Additional Information** tab contains detailed information regarding the student injuries and any other information. The information that can be added is:

*Additional Information tab, Show Detail*


- **Injuries Sustained and Serious Bodily Injury** – if the student had any injuries or a serious injury, check the appropriate boxes.
- **Injury Description** – enter a description of the injury here.
- **Additional Info** – any additional information about the incident.
- **Student Conference Held Prior to Suspension** – check this if a student conference was held regarding the student's suspension.
- **Reason Conference Not Held Prior To Suspension** – describe the reason a conference was not held.

- **Parent Contacted About Suspension** – check the box if the parent was contacted about the student's suspension.
  - **Method Used to Contact Parent** – select the method used to contact the parent about the suspension such as phone or letter.
  - **Efforts to Contact Parents Include** – enter more detailed information about the methods used to contact the parents, particularly if contact was not made.
  - **Suspension Conference** – check this box if a suspension conference was held.
  - **Conference Date** and **Conference Time** – enter the date and time the conference was held. Type the date in M/D/YY format, or select using the Calendar  button.
  - **Reason Suspension Conference Not Held** – describe why a suspension conference was not held.
14. The **Enrollment Restrictions** tab outlines any restrictions on the student enrolling in schools within the district as a result of the disciplinary incident. The information contained on this tab is also displayed on the **Other Info** tab of the **Student** screen. The information that can be entered here is:



Line	Organization Name	Include/Exclude
1	Kennedy High School	Exclude

*Enrollment Restrictions tab, Student Detail*

- If the student is restricted in their enrollment options, the type of **Enrollment Restriction** can be selected. When a student is enrollment restricted, a transfer to a school that is excluded is blocked with the message “Student has an enrollment restriction and cannot be enrolled in this school.”
- If a hearing office was involved in the restrictions and/or disposition, select the disposition determined by the hearing office in the **Hearing Office Disposition** field, and enter the date of the disposition in the **Hearing Office Disposition Date** box in the format M/D/YY, or select it by clicking the Calendar  button.
- If the restriction is specific to a type of school, select the type of school that is excluded or included under **School Type Exceptions**. Also check the boxes to indicate the type of schools are excluded or included under **School Type**.

- Specific organizations can either be included or excluded as well from the enrollment restriction, as outlined in the **Organization Exceptions** section. For example, if the student has a restriction but a school is included in the **Organization Exceptions**, that is the only school in which the student may enroll. To add an organization, click the **Add** button in the Organization Enrollment Restrictions section and a new blank line is added. Click the gray arrow in the **Organization Name** column, and select the school from the **Find School** screen. Select whether the organization is included or excluded from the enrollment restriction in the **Include/Exclude** column.

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

## DELETING STUDENT INCIDENT RECORDS

To remove an entire incident from the records, follow the instructions in the section in this chapter titled *Deleting Incident Records*. To remove a student from an incident record:

1. Delete all disposition records for the student for that incident. To delete the disposition records, click on the **Show Detail** button in the **Student Incident** screen.

The screenshot shows the 'Student Incident' screen for a student named Abbott, Billy C. The screen includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below these are buttons for 'Add Existing Incident' and 'Create New Incident'. A section titled 'Counts and Totals' shows statistics for Resolved Race/Ethnicity, Instructional Setting, Total Incidents, Total Hours, Total Days, and Total Demerits. The 'Discipline Incidents' table lists four incidents. The 'Show Detail' button at the top right of the table is circled in red.

Line	Date	Time	Role	Referred By	Violation List	Staff Name	School Name
1	06/13/2011	2:35 PM	Offender	Wilson, Rob	Vandalism > Graffiti or tagging	Wilson, Rob	Hope High School
2	05/03/2011	11:00 AM	Offender	Maloney, John	Drug/possession > Drug /Possession; Deadly Weapon	Weathers, Julia	Hope High School
3	04/27/2011	9:00 AM	Offender	Smith, Joe	Discrimination; Academic/cheat > Cheating; Acad...	McGrew, Tom	Hope High School
4	03/09/2011	7:15 PM	Offender	Jones, David	Fighting; Disorder Cond	Wilson, Rob	Hope High School

*Student Incident Screen, Show Detail Button*

2. Scroll to the bottom of the **Student Incident Detail** tab to find the disposition records. Check a box in the **X** column next to the disposition, and click the **Save** button at the top of the screen.

The screenshot shows the 'Student Incident Detail' tab for incident ID 4. It includes sections for 'Print Discipline Report', 'Student Incident Information', and 'Disposition Information'. The 'Disposition' section at the bottom shows a table with columns for Line, Disposition Code, Start Date, End Date, Detail, Hours, Days, Staff Name, and ATR. The first row has a box checked in the 'X' column next to the 'Line' header.

Line	Date	Incident
1	06/13/2011	
2	05/03/2011	
3	04/27/2011	
4	03/09/2011	

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
<input checked="" type="checkbox"/>	Removal	06/13/2011	06/14/2011		2.00		User, Teacher	E

*Student Incident Detail tab, Deleting Disposition Records*

- On the **Student Incident** screen, check the box in the **X** column next to the incident to remove from the student's records.

Line	Date	Time	Detail	Role	Referred By	Violation List	Staff Name	School Name
1	06/13/2011	2:35 PM		Offender	Wilson, Rob	Vandalism > Graffiti or tagging	Wilson, Rob	Hope High School
2	05/03/2011	11:00 AM		Offender	Maloney, John	Drug/possession > Drug /Possession; Deadly Weapon	Weathers, Julia	Hope High School
3	04/27/2011	9:00 AM		Offender	Smith, Joe	Discrimination; Academic/cheat > Cheating; Acad...	McGrew, Tom	Hope High School
4	03/09/2011	7:15 PM		Offender	Jones, David	Fighting; Disorder Cond	Wilson, Rob	Hope High School

*Deleting a Record, Student Incident Screen*

- Click the **Save** button at the top of the screen to delete the incident from the student's records.

## MENU OPTIONS

At the top of the **Student Incident** screen, a **Menu** button provides access to additional information regarding the student's discipline incidents.

*Student Incident Screen, Menu Options*

The options available under the **Menu** button are:

- Reports** – prints the Student Incident Discipline Profile report for the student currently displayed.



**Tip:** To select additional options for these reports or to print the reports for a group of students instead of an individual student, the reports should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running Discipline Incident reports, please go to Chapter Five in this guide.

- View Audit Detail For Student Incident** – displays the Audit Trail History screen, which lists all changes made to the student incident records, including who made the changes and when.



The Print Page button at the top of the screen may be used to print the information on the **Student Incident** screen.



*Print Page Button*

The Print Page button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Student Incident									
Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: 231									
<a href="#">Discipline</a>   <a href="#">Discipline History</a>									
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gen			
Abbott	Billy	C		905483	12	Ma			
<a href="#">Add Existing Incident</a>   <a href="#">Create New Incident</a>									
Discipline Incidents									
X	Line	Incident			Role	Referred By	Violation List	Staff Name	School Name
		Date	Time	Detail					
<input type="checkbox"/>	1	03/12/2009	12:22 PM		Offender	Marin, Charlie	ALCOHOL & DRUGS - Illicit Drug, Use, Marijuana	McGrew, Tom	Hope High Scho
<input type="checkbox"/>	2	12/18/2008	10:40 AM		Offender	Wheeler, Cora	OTHER POLICY - Language, Inappropriate	Wilson, Rob	Hope High Scho
<input type="checkbox"/>	3	10/11/2008	7:15 PM		Offender	Jones, David	AGGRESSION - Fighting	Wilson, Rob	Hope High Scho

*Printed Student Incident Screen*



# **Chapter Four:**

## **CONFERENCE RECORDS**

This chapter covers:

- ▶ Viewing Student Conference
- ▶ Editing Student Conference
- ▶ Adding Conference Records
- ▶ Deleting Student Conference Records
- ▶ Menu Options


## VIEWING STUDENT CONFERENCE

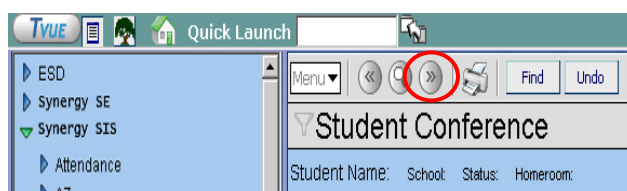
The **Student Conference** screen contains a record of all parent or student meetings and conferences. These may include meetings held by phone or e-mail.

The **Student Conference** screen is at **Synergy SIS > Student > Student Conference**.

To find a student's conference record, there are two methods: Scroll and Find.

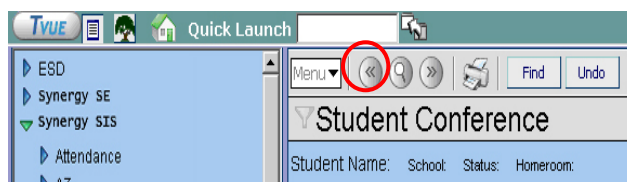
To scroll through the student records to find the student:

1. Click the Next button  at the top of the screen to advance to the first student's records. Records are sorted alphabetically by last name, so the first student to appear most likely has a last name that starts with A.



Next button

2. To scroll in reverse alphabetical order, click the Previous button.



Previous Button

3. Continue clicking on the scroll buttons until the desired student record appears.

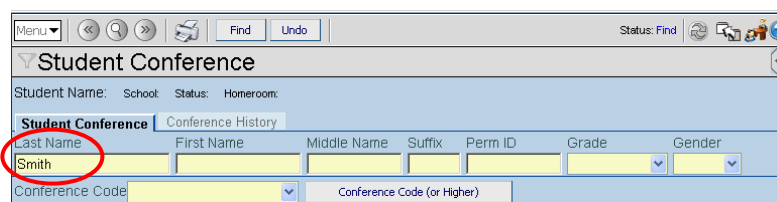
To switch to the Find mode to look for the student records:

1. Click the Find Mode button.



Find Mode Button

2. Enter either the whole last name or the first part of the last name of the student in the **Last Name** box.


 A screenshot of the 'Student Conference' window in 'Find' mode. The status bar at the top right says 'Status: Find'. The main area has a title bar with 'Menu', navigation buttons, 'Find', and 'Undo'. Below the title bar, the text 'Student Conference' is displayed. There are fields for 'Student Name:', 'School:', 'Status:', and 'Homeroom:'. Below these, there are tabs for 'Student Conference' and 'Conference History'. The 'Student Conference' tab is active. It contains a table with columns: 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. The 'Last Name' field is circled in red and contains the text 'Smith'. Below the table, there are fields for 'Conference Code' and 'Conference Code (or Higher)'.

Finding by Last Name

- Click the Find button or press the Enter key. The first student with the last name entered into the Find screen appears. Then use the Next button if needed to find the exact student.



**Note:** In Find Mode, you can search for students using any of the yellow fields on the screen. Entering anything in any box but the first one opens a window with a list of students matching the criteria entered. To select a student, click on the name; the student record appears in the **Student Conference** screen. Close the window after selecting the record. For more about finding students in any screen, please refer to the *Synergy SIS – Student Information User Guide*.

Once the record has been located, the information in the **Student Conference** screen is:

- The **Student Conference** tab of the **Student Conference** screen lists all conference records that have been entered at the current school during the current year.

Student Conference							
Student Name: <b>Abbott, Billy C.</b> School: Hope High School Status: Active Homeroom: 403							
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							
Line	Description	Meeting Date	Time	Referred By	Staff Name		
1	Parent Meeting	10/28/2010	12:00 PM		Vesta, Cindy		

*Student Conference Screen, Conference tab*

- Across the top of the tab is the student information: **Last Name**, **First Name**, **Middle Name**, **Suffix**, **Perm ID** (Synergy SIS ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of any student-related screen, and it can only be edited in the **Student** screen. Other information displayed on this tab is specific to the **Student Conference** screen.

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

*Student Information Row*

- The **Conference Code** section applies a filter to the conference records based on the security level set for the conference codes. This works if only security levels have been configured for the conference codes in the **Conference Visitation Codes** screen. When security levels have been set, the code is appended with a number in the **Conference Code** list. The numbers correspond with the security levels, with 1 being the lowest and 5 being the highest. To filter the list of conferences, select a code in the list and click the **Conference Code (or Higher)** button. All conference records with a conference code security level at least equal to the one selected are displayed. For example, if a conference code with a level of 1 is selected, all conference records with a code of 1 or higher are displayed. If a security level is not set for a code, it is a level of 0 and it would not be displayed in this example.

Conference Code	Concepts - 1	Conference Code (or Higher)
-----------------	--------------	-----------------------------

*Conference Code Filter, Student Conference Screen*



**Reference:** For more information about the Conference Visitation Codes and setting the security level on conference codes, see the companion manual *Synergy SIS – Discipline and Conference Administrator Guide*.

- The **Conference** section lists the conference records. For each record, it displays the date and time of the meeting, the person who referred the student to the meeting, and the staff who handled the conference. The **Referred By** and **Staff Name** may be the same. The **Referred By** name may not be a staff member.

Conference						Add Wizard	Add	Show Detail
Line	Description	Meeting Date	Time	Referred By	Staff Name			
1	Schedule Change	10/28/2010			Vesta, Cindy			

Conference records, Student Conference Screen

- The **Description** is a code assigned to the conference used to categorize conferences for reporting and analyzing trends. This is referred to as the Conference Code. It can also set security for the type of conferences. The security may be configured so that only certain staff members may see certain types of conference records, based on the code selected here. The codes used here are defined in the **Conference Visitation Codes** screen.



**Reference:** For more information about the Conference Codes, please see the companion manual *Synergy SIS – Discipline and Conference Administrator Guide*.

- More detailed information can be seen in the full conference record. To access the complete conference record, click the **Show Detail** button.

Student Conference									
Student Name: <b>Abbott, Billy C.</b> School: Hope High School Status: Active Homeroom: 403									
<div> <div>Student Conference</div> <div>Conference History</div> </div>									
Last Name		First Name		Middle Name	Suffix	Perm ID	Grade	Gender	
Abbott		Billy		C		905483	12	Male	
Conference Code		Schedule Change -							
		Conference Code (or Higher)							
Conference						Add Wizard	Add	Show Detail	
Line	Description	Meeting Date	Time	Referred By	Staff Name				
1	Schedule Change	10/28/2010			Vesta, Cindy				
2	Student Meeting	08/19/2010			McGrew, Tom				
3	Course Requests	05/15/2009			Weathers, Julia				
4	Meet and Greet Night	11/14/2008			Weathers, Renee				

Student Conference Screen, Show Detail Button

7. Select the record on the left side to display. The full conference record shows on the right side of the screen.

**Student Conference**

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

**Student Conference** | Conference History

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

Conference Code: **Schedule Change -** | Conference Code (or Higher):

**Conference** | Add Wizard | Add | Hide Detail

Line	Description
1	Schedule Change
2	Student Meeting
3	Course Requests
4	Meet and Greet Night

**Description: Schedule Change**

Description: **Schedule Change** | Meeting Date: **10/28/2010** | Referred By:

Staff Name: **Vesta, Cindy**

Referral Date: **11/01/2010** | Followup Date: | Notification Date:

Comment: Met to discuss current schedule. Decided to put Billy into different math class.

Private Comment:

*Detail screen of the Student Conference screen*

8. The detail screen of the conference records shows the following information:
  - **Description** - a code assigned to the conference used to categorize conferences for reporting and analyzing trends. This is referred to as the Conference Code. It can also set security for the type of conferences. The security may be configured so that only certain staff members may see certain types of conference records, based on the code selected here. The codes used here are defined in the **Conference Visitation Codes** screen.
  - **Meeting Date** – the date the conference occurred.
  - **Referred By** and **Staff Name** – the person who referred the student to the conference or meeting and the name of the staff member who handled the conference.
  - **Referral Date**, **Follow Up Date**, and **Notification Date** – the date the student was referred to the staff member who handled the conference, the date the staff member needs to follow up regarding action items from the conference, and the date the staff member needs to notify the student or parent regarding an action item from the conference.
  - **Comment** – these notes generally provide a detailed description of the conference. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.

- The **Conference History** tab of the **Student Conference** screen displays a summary of all of the student's conference records from all schools attended and all school years.

**Student Conference**

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

Student Conference | **Conference History**

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

**Conference History** Show Detail

Line	Description	Meeting Date	Time	Referred By	Staff Name	School	School Year
1	Parent Meeting -	10/31/2008			<a href="#">McGrew, Tom</a>	<a href="#">Hope High School</a>	2008-2009
2	Parent Meeting -	03/26/2007		Tom McGraw	<a href="#">Weathers, Julia</a>	<a href="#">Hope High School</a>	2007-2008

*Conference History tab, Student Conference screen*

## EDITING STUDENT CONFERENCE

- Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



*Checking Current Focus*

- Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



*Edit Button*

- To edit the information displayed on the main screen, click on the row to modify and change the information as desired.

**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: **Schedule Change -** Conference Code (or Higher)

**Conference** Add Wizard Add Show Detail

Line	Description	Meeting Date	Time	Referred By	Staff Name
1	Schedule Change	10/28/2010			<a href="#">Vesta, Cindy</a>
2	Student Meeting	08/19/2010			<a href="#">McGrew, Tom</a>
3	Course Requests	05/15/2009			<a href="#">Weathers, Julia</a>
4	Meet and Greet Night	11/14/2008			<a href="#">Weathers, Renee</a>


*Student Conference Screen, Show Detail Button*



4. If the information that needs to be changed is not displayed on the main screen, click on the **Show Detail** button to display the detail screen of the conference record.

The screenshot shows the 'Student Conference' application window. At the top, it displays student information: Student Name: Abbott, Billy C., School: Hope High School, Status: Active, Homeroom: 403. Below this is a tabbed interface with 'Student Conference' and 'Conference History'. The 'Student Conference' tab shows a list of conference records. The first record, 'Schedule Change', is highlighted with a red box. To the right of this list, the 'Show Detail' view for the 'Schedule Change' record is displayed. This view includes fields for Description (Schedule Change), Meeting Date (10/20/2010), Referred By (Vesta, Cindy), Referral Date (11/01/2010), Followup Date, and Notification Date. There are also text areas for 'Comment' and 'Private Comment'.

*Student Conference Screen, Show Detail*

5. Select the conference record to edit by clicking on its **Line** number on the left, and edit the information in the detail screen as needed.
6. Type dates in M/D/YY format, or select using the Calendar  button.
7. Click the **Save** button at the top of the screen to save the changes.

## ADDING CONFERENCE RECORDS

There are two ways to add a conference record. By using the **Add** button, a quick record can be created by adding a new line in the main screen of **Student Conference**. However, if additional details need to be added, they would have to be added by saving the new line and then clicking the **Show Detail** button. The **Add Wizard** button opens a window that allows all information to be entered at once.

## Adding Conference Records Using the Add Button

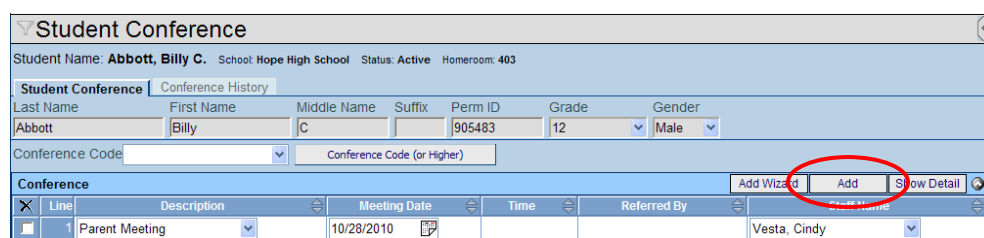
1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



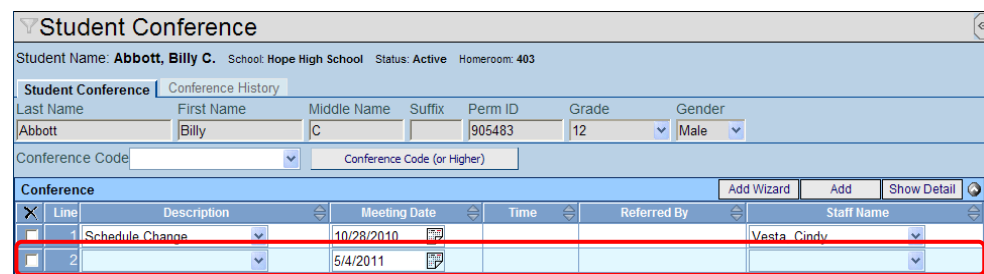
2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.




3. Click the **Add** button in the **Conference** section.



4. A new line is added to the bottom of the list of conference records. Select the type of meeting in the **Description** list.



5. Enter the **Meeting Date** by typing in the format M/D/YY or selecting with the Calendar  button.
6. Enter the time the meeting occurred in the **Time** column, and the name of the person who referred the student in the **Referred By** column.
7. Select the name of the staff who is administering the conference in the **Staff Name** list.

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

The screenshot shows the 'Student Conference' interface for a student named Abbott, Billy C. at Hope High School. The student's status is Active and their homeroom is 403. The 'Student Conference' tab is selected, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), and Gender (Male). Below these fields are 'Conference Code' and 'Conference Code (or Higher)' dropdowns. A table lists four conference lines: 1 (Schedule Change, 10/28/2010, Vesta, Cindy), 2 (Student Meeting, 08/19/2010, McGrew, Tom), 3 (Course Requests, 05/15/2009, Weathers, Julia), and 4 (Meet and Greet Night, 11/14/2008, Weathers, Renee). At the top right of the table, there are buttons for 'Add Wizard', 'Add', and 'Show Detail' (which is circled in red).

Student Conference screen, Show Detail button

9. If additional information needs to be recorded, click the **Show Detail** button.
10. On the left, click the Line number of the line that was added, and enter the information needed in the detail section on the right.

This screenshot shows the 'Detail' view for the first conference line. On the left, a list of lines is shown with line 1 ('Personal') selected and highlighted with a red box. The right side of the screen displays the details for this line. The 'Description' is 'Personal'. The 'Meeting Date' is 05/04/2011. The 'Referred By' is Wilson, Rob. There are fields for 'Referral Date', 'Followup Date', and 'Notification Date', each with a calendar icon. A 'Comment' field contains the text: 'Met to discuss Billy's problem with tardies. He will make an effort to make it to school on time.' There is also a 'Private Comment' field.

Detail screen, Student Conference screen

11. Additional information that can be added:

- **Referral Date** – the date the student was referred to the staff member handling the conference. Type the date in M/D/YY format, or select by using the Calendar button.
- **Follow Up Date** – the date on which the staff member needs to follow up regarding an action item or items discussed in the conference. Type the date in M/D/YY format, or select by using the Calendar button.
- **Notification Date** – the date on which the staff member needs to notify the parent or student regarding an action item from the conference. Type the date in M/D/YY format, or select by using the Calendar button.
- **Comment** – these notes generally provide a detailed description of the conference that occurred. This comment is displayed in ParentVUE and StudentVUE.

- **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.

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

## Adding Conference Records Using the Add Wizard Button

1. Check to make sure the current focus is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Edit Button

3. Click the **Add Wizard** button in the **Conference Incidents** section.

Student Conference screen

4. The **Student Conference Detail** screen appears. The required information to add is highlighted in green. The required fields are the **Description**, **Meeting Date**, and **Staff Name**.





Student Conference Detail screen

5. The information that can be added is:

- **Description** – the code assigned to the conference to categorize the meeting for reporting and analyzing trends. This is referred to as the Conference Code. It can also set security for the type of conference. The security may be configured so that only certain staff members may see certain types of conference records, based on the code selected here. The codes used here are defined in the **Conference Visitation Code** screen.



**Reference:** For more information about the Conference Codes, please see the companion manual *Synergy SIS – Discipline and Conference Administrator Guide*.

- **Meeting Date** – the date the conference occurred. Type the date in M/D/YY format, or select by using the Calendar  button.
  - **Referred By** and **Referral Date** – the person who referred the student to the conference and the date they made the referral. This person does not need to be a staff member. Type the date in M/D/YY format, or select by using the Calendar  button.
  - **Staff Name** – the name of the staff member who handled the disciplinary process with the student.
  - **Follow Up Date** – the date on which the staff member needs to follow up regarding an action item or items discussed in the conference. Type the date in M/D/YY format, or select by using the Calendar  button.
  - **Notification Date** – the date on which the staff member needs to notify the parent or student regarding an action item from the conference. Type the date in M/D/YY format, or select by using the Calendar  button.
  - **Comment** – these notes generally provide a detailed description of the incident that occurred. This comment is displayed in ParentVUE and StudentVUE.
  - **Private Comment** – notes placed here are not displayed in ParentVUE and StudentVUE, and are seen by staff only.
6. Click the **Save** button at the top of the screen.

## DELETING STUDENT CONFERENCE RECORDS

To delete a conference record:

1. Check the box in the **X** column.

The screenshot shows the 'Student Conference' window for a student named Abbott, Billy C. At the bottom, there is a table of conference records. The first record is highlighted with a red box around the checkbox in the 'X' column.

X	Type	Description	Meeting Date	Time	Referred By	Staff Name
<input checked="" type="checkbox"/>	Personal		05/04/2011	11:25 AM		Wilson, Rob

*Deleting Student Conference Records*

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

## MENU OPTIONS

At the top of the **Student Conference** screen, a **Menu** button provides access to additional information regarding the student's conference records.

The screenshot shows the top toolbar of the 'Student Conference' screen. The 'Menu' button is highlighted, and its dropdown menu is open, showing options: 'Reports', 'View Audit Detail For Student Conference', and 'Student Conference Profile'.

*Student Conference Screen, Menu Options*

The options available under the **Menu** button are:

- **Reports** – prints the Student Conference Profile report for the student currently displayed.



**Tip:** To select additional options for this report or to print the report for a group of students instead of an individual student, the report should be run from the Reports folder in the Synergy SIS Navigation Tree. For more information about running Conference reports, see Chapter Five in this guide.

- **View Audit Detail For Student Conference** – displays the **Audit Trail History** screen, which lists all changes made to the student's conference records, including who made the changes and when.

Audit Trail History							
Properties							Show Detail
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentConference	EnteredByGU	Delete		Vesta, Cindy	Staff	06/12/2011 09:31:10
2		ConferenceGU	Delete		<Link>	Staff	06/12/2011 09:31:10
3		PrivateComment	Delete			Staff	06/12/2011 09:31:10
4		IncidentTime	Delete			Staff	06/12/2011 09:31:10
5		Comment	Delete		Met to discuss current schedule. Decided to put Billy into different math class.	Staff	06/12/2011 09:31:10
6		StudentGU	Delete		<Link>	Staff	06/12/2011 09:31:10
7		Conf/visitation-historyGU	Delete		Schedule Change -	Staff	06/12/2011 09:31:10
8		StudentSchoolYearGU	Delete		<Link>	Staff	06/12/2011 09:31:10
9		IncidentDate	Delete		20101028	Staff	06/12/2011 09:31:10
10		ReferralDate	Delete			Staff	06/12/2011 09:31:10
11		NotificationDate	Delete			Staff	06/12/2011 09:31:10

*Audit Trail History for Student Conference*

The Print Page button at the top of the screen may be used to print the information on the **Student Conference** screen.



*Print Page Button*

The Print Page button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Menu << >> Save Undo Status: Ready

### Student Conference

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

**Student Conference** | Conference History

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

Conference Code: [Dropdown] Conference Code (or Higher): [Text]

Conference	Line	Description	Meeting Date	Time	Referred By	Staff Name
1	1	Personal	05/04/2011	11:25 AM		Wilson, Rob

Add Wizard Add Show Detail

*Printed Student Conference Screen*





# Chapter Five: REPORTS

This chapter covers:

- ▶ Available Reports
- ▶ Discipline Reports
- ▶ Discipline Incident Reports
- ▶ Conference Reports
- ▶ Disciplinary Action Forms

## AVAILABLE REPORTS

Types of reports include Individual, List, and Summary. Individual reports print information about a single student per page, but can be printed for multiple students at one time. List reports are summaries for multiple students. Summary reports present numerical report summaries.

This chapter covers only the customizations specific to each of the reports used in Discipline and Conference. The additional options available on the other tabs are explained in the *Synergy SIS – Query and Reporting Guide*.




**Reference:** This chapter covers only the customizations specific to each of the reports used in Discipline and Conference. The additional options available on the other tabs are explained in the *Synergy SIS – Query and Reporting Guide*.

## DISCIPLINE REPORTS

Discipline reports are in **Synergy SIS > Discipline > Reports**.

## ADS201 - Student Discipline Profile

The Student Discipline Profile displays the student's demographic information and a list of the discipline records and their details.



**Hope High School**  
**Student Discipline Profile**

Year: 2010-2011  
 Report: ADS201

Abbott, Billy C.

Student Information					
Student Name <b>Abbott, Billy C.</b>		Perm ID <b>905483</b>	Gender <b>M</b>	Grade <b>12</b>	Address <b>1953 S Val Vista Dr Mesa, AZ 85234</b>
Last Name Goes By		Nick Name	Birth Date <b>05/12/1993</b>		
Phone <b>800-555-1214</b>	Home Language <b>Spanish</b>	Resolved <b>Hispanic</b>	Enter Date <b>08/31/2010</b>	Leave Date	

Custodial Information				
Mother <b>Aaron, Kathleen</b>	Phone Type <b>Home</b>	Phone <b>480-555-1214</b>	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed				
Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed				

Incident Date	Discipline Code	Description	Discipline Code	Hours	Discipline Date	Demerits	School
09/29/2010	09	Defiance	ALC	0	10/04/2010	0	Hope High School
Billy was asked to go to class after the first bell rang. He swore at Mr. Weathers and was sent to the office.							
		Disposition Date	Disposition	Duration		Staff Name	
		10/04/2010	ALC - Alternative Learning			McGrew, Tom	
10/13/2011	06	Bus	DET	1	10/20/2010	0	Hope High School
Student used bad language towards the bus driver on the ride home from school. Student was moved to the front of the bus for the remainder of the ride.							
		Disposition Date	Disposition	Duration		Staff Name	
		10/20/2010	DET - Detention	1		Wilson, Rob	

*ADS201 Student Discipline Profile Report*

The report can be customized using the following options:

**Report Interface**

Name: **Student Discipline Profile** Number: **ADS201** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Perm ID: 905483 Gender: Male

Last Name: Abbott First Name: Billy Middle Name: C

Grade: -

**Discipline Info**

Disposition Code:

Minimum Incidents: 1 Minimum Demerits: 0

**Filters**

☐ Show Full History

*Student Discipline Profile Report Interface*

- An individual student or group of students can be selected by filtering on **Perm ID**, **Gender**, **Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected, the report prints an individual report for each student in grade 12. A range of grades may also be selected.
- The report can also be filtered by the **Disposition Code**, **Minimum Incidents** or **Minimum Demerits**. For example, enter the disposition code for Suspension to print profiles for students who have been suspended. Or specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.
- To include all discipline records for the student, check the **Show Full History** box. If this is not checked, the report displays the records for the current school and school year only.

## ADS401 - Student Discipline Listing

The Student Discipline Listing report displays a list of students with brief summaries of their discipline records.

# Hope High School Student Discipline Listing

Year: 2010-2011  
Report: ADS401

Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	Male
Incident Date	Discipline Code	Description	
1 09/29/2010	09	Defiance Billy was asked to go to class after the first bell rang. He swore at Mr. Weathers and was sent to the office.	
2 10/13/2011	06	Bus Student used bad language towards the bus driver on the ride home from school. Student was moved to the front of the bus for the remainder of the ride.	

ADS401 Student Discipline Listing Report

The report can be customized using the following options:

Report Interface

Name: **Student Discipline Listing** Number: **ADS401** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Student Info

Grade

-

Gender

Discipline Info

Incident Date

-


Disposition Code
Minimum Incidents

1

Minimum Demerits


0

Student Discipline Listing Report Interface

- The students included in the listing can be filtered by **Grade** or **Gender**.
- The report can also be filtered by the date of the incident by entering a date range in the **Incident Date** fields. Type dates in M/D/YY format, or select using the Calendar  button.
- The report can also be filtered by the **Disposition Code**, **Minimum Incidents** or **Minimum Demerits**. For example, enter the disposition code for Suspension to print profiles for students who have been suspended. Or specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

## ADS402 – Student Demerit List

The Student Demerit List lists all students and their parents' phone information, with total numbers of discipline incidents and total numbers of demerits accumulated.



# Hope High School

## Student Demerit List

Year: 2008-2009

Report: ADS402

Student Name	Perm ID	Grd	Gen	Relation	Parent Name	Type	Phone	Extn	Incident	Demerits
Abbott, Billy C.	905483	12	M	Mother	Aaron, Kathleen	Home	480-555-1214		2	0
				Father	Aaron, Philip	Cell	480-555-8767			
Abemethy, Anne E.	902870	10	F	Mother	Abemethy, Christina	Cell	480-555-7225		0	0
				Father	Abemethy, Willie	Home	480-555-5644			
Acovedo, Andrew	588630	11	M	Father	Acovedo, Harold	Work	602-555-2574		0	0
				Mother	Acovedo, Jean	Home	480-555-2807			
Acovedo, Ashley	901830	10	F	Father	Acovedo, Willie	Work	480-555-2574		0	0
				Mother	Acovedo, Heather	Home	480-555-2807			
Ackley, Brian R.	913946	12	M	Father	Ackley, Eugene	Home	480-555-5841		0	0
				Mother	Ackley, Paula	Cell	602-555-4377			
Acosta, Eugene A.	573921	12	M	Father	Acosta, Gregory	Work	602-555-0284	EMER	0	0
				Mother	Acosta, Heather	Work	602-555-3300			
Acosta, John A.	150255	11	M	Father	Preciado, Joshua	Home	480-555-2545		0	0
				Mother	Alvarez, Louise	Home	662-555-2252			
				Mother	Avila, Rebecca	Cell	480-555-0720			
				Father	Acosta, Donald	Home	662-555-2252			
Acuña, Kenneth O.	110412	10	M	Mother	Acuña, Tina	Home	480-555-1962		0	0
				Father	Ovante, Daniel	Work	602-555-7997			
Adair, Alan W.	571628	11	M	Father	Adair, Kevin	Work	480-555-0969		0	0
				Mother	Adair, Joan	Home	480-555-7688			
Adair, Diane N.	903912	10	F	Mother	Adair, Dorothy	Home	480-555-0635		0	0
				Father	Adair, Peter	Home	480-555-0635			
Adair, Timothy S.	588621	11	M	Mother	Adair, Katherine	Cell	602-555-0292		0	0
				Father	Adair, Clarence	Cell	602-555-4820			
Adams, Albert L.	589044	11	M	Father	Adams, Andrew	Home	480-555-4580		0	0
				Mother	Adams, Margaret	Home	480-555-1810			
Adams, Howard T.	573955	12	M	Father	Adams, Louis	Work	480-555-0633		0	0
				Mother	Adams, Rachel	Home	480-555-1964			
Adams, Larry A.	589314	11	M	Father	Adams, Steve	Work	480-555-1332	CELL	0	0
				Mother	Adams, Jacqueline	Work	480-555-4328	CELL		
Adams, Martin C.	587623	11	M	Grandfather	Adams, Jerry	Home	480-555-4633		0	0
				Mother	Adams, Katherine	Cell	480-555-9205			
Adams, Scott M.	939206	12	M	Mother	Adams, Rebecca	Home	480-555-2632		0	0
				Father	Adams, Carl	Cell	602-555-4989			
Adams, Sean B.	577340	12	M	Father	Adams, George	Cell	480-555-4529		0	0
				Mother	Adams, Rachel	Cell	480-555-1250			
Adams, Stephen J.	901622	10	M	Mother	Adams, Amanda	Home	480-555-8832		0	0
				Father	Adams, Jose	Work	480-555-4924			
Adamski, Alan M.	572035	10	M	Mother	Adamski, Wanda	Home	480-555-2630		1	0
Addington, Paula M.	571658	12	F	Father	Addington, Craig	Home	480-555-4828		0	0
				Mother	Addington, Diana	Cell	480-555-4828			
Aekvoet, Jesse J.	944233	12	M	Mother	Aekvoet, Sharon	Home	480-555-0868		0	0
				Father	Aekvoet, Robert	Work	480-555-7250			
Aguado, Bobby J.	943822	10	M	Father	Aguado, Arthur	Cell	480-555-4800		1	0
				Mother	Cuevas, Paula	Work	480-555-0631			

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ADS402 Student Demerit List Report

The report can be customized using the following options:

**Report Interface**

Name: **Student Demerit List** Number: **ADS402** Page Orientation: **Landscape**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade  
[ ] - [ ]

Gender  
[ ]

**Discipline Info**

☒ Show Full History

Date Range  
[ ] - [ ]


Minimum Incidents Minimum Demerits  
[ ] [ ]

*Student Demerit List Report Interface*

- The students included in the list can be filtered by **Grade** or **Gender**.
- To show all demerits for the entire year for each student, check the **Show Full History** box. To limit the demerits included to a specific date range, enter the **Date Range** in MM/DD/YY format, or select by clicking the Calendar button.
- The report can also be filtered by the **Minimum Incidents** or **Minimum Demerits**. For example, specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

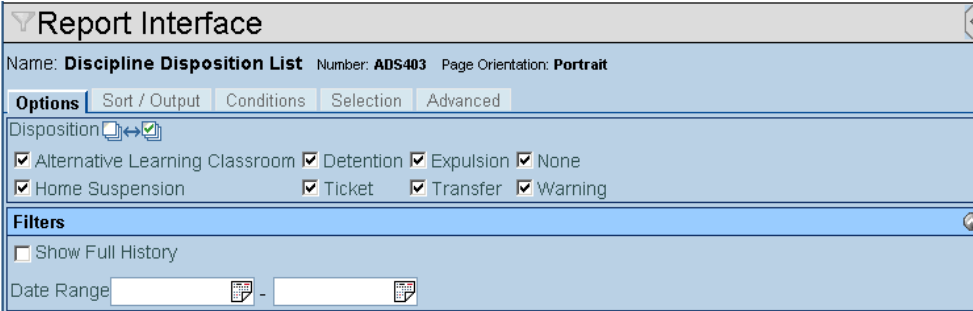
## ADS403 – Discipline Disposition List

The Discipline Disposition List lists all dispositions with the name and brief demographic summary of the student.



		Hope High School Discipline Disposition List			Year: 2008-2009 Report: ADS403	
Disposition	Grade	Student Name	Date	Perm ID	Gender	School
ALC - Alternative Learning Classroom	12	Abbott, Billy C.	10/05/2008	905483	Male	Hope High School
DET - Detention	12	Abbott, Billy C.	10/09/2008	905483	Male	Hope High School

*Discipline Disposition List Report*

The report can be customized using the following options:




*Discipline Disposition List Report Interface*

- The report can be filtered by the type of **Disposition** entered. To select which dispositions should appear on the report, check their boxes. To check or uncheck all options, use the  button.
- To show all of dispositions for students ever enrolled at the school in focus, including discipline records for past years and other schools, check the **Show Full History** box.
- The report can also be filtered by the date of the incident by entering a date range in the **Incident Date** fields. Type dates in M/D/YY format, or select using the Calendar  button.



## ADS601 – Discipline Summary by Grade

The Discipline Summary by Grade lists all discipline codes and the total number of discipline records in each code by grade and gender.

			Hope High School <b>Discipline Summary by Grade</b> 09/01/2008 - 05/11/2009												Year: 2008-2009 Report: ADS601
Description	09			10			11			12			Total		
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total			
Academic Cheating (01)															
Alcohol (02)				1		1							1		
Arson (03)															
Assault (04)															
Automobile (05)															
Bus (06)											1	1	1		
Danger Weapon (07)							1	1					1		
Defiance (09)				1	1					1	1		2		
Discrimination (10)															
Disorder Cond (11)				2	2								2		
Dress Standard (12)															
Drug/distributn (13)				1	1								1		
Drugpossession (14)				4	1	5	1	6	7	1	2	3	15		
Fighting (15)				4	7	11	7	7		1	1		15		
Forgery (16)															
Gambling (17)															
Gang Act/assoc (18)															
Harassment (19)															
Internet/comput (20)															
Lying/false Acc (21)															
Med/diet Supp (22)				1	1								1		
Robbery/extortn (23)															
Sexual Assault (24)															
Sexual Harassmt (25)										1	1		1		
Sexual Offense (26)															
Student Speech (27)															
Tardies (28)				1	1								1		
Theft (29)				1	1		1	1		1	1		3		
Threats/13-2911 (30)				2	2								2		
Tobacco (31)															
Trespassing (32)															

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*Discipline Summary by Grade*

The report can be customized using the following options:

**Report Interface**

Name: **Discipline Summary by Grade** Number: **ADS601** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

Please select at least one grade level.  
This report accepts a maximum of 7 grades.

Grade

☐ 09 ☒ 10 ☐ 11 ☐ 12

Start Date End Date Minimum Number Of Incidents

08/30/2010 06/03/2011

*Discipline Summary by Grade Report Interface*

- The report may be filtered by **Grade** level. To check or uncheck all grades, use the button.
- The report can also be filtered by the date of the incident by entering a **Start Date** and **End Date**. Type dates in M/D/YY format, or select using the Calendar button.
- The report can also be filtered by the **Minimum Number of Incidents**. For example, specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

## ADS602 – Discipline Summary by Ethnic Code

The Discipline Summary by Ethnic Code lists all discipline codes and the number of discipline records for each code by ethnic code and gender.

# Hope High School Discipline Summary by Ethnic Code 08/30/2010 - 06/03/2011

Year: 2010-2011  
Report: ADS602

Description	Gender	White	Black	Native American	Asian	Pacific Islander/Hawaiian	Declined to State	Hispanic	Two or More	Other	Total
Academic/cheat (01)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Alcohol (02)	Female	1	0	0	0	0	0	0	0	0	1
	Male	0	0	0	0	0	0	0	0	0	0
	Total	1	0	0	0	0	0	0	0	0	1
Arson (03)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Assault (04)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Automobile (05)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Bus (06)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Danger Weapon (07)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	1	0	0	0	0	0	0	0	1
	Total	0	1	0	0	0	0	0	0	0	1
Deadly Weapon (08)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Defiance (09)	Female	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	2	0	0	2
	Total	0	0	0	0	0	0	2	0	0	2

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*Discipline Summary by Ethnic Code Report*

The report can be customized using the following options:

*Discipline Summary by Ethnic Code Report Interface*


- **Ethnicity Type** – first select the ethnicity from the list, and then check the boxes for the ethnic codes to be included in the report. To check or uncheck all ethnic codes, use the button.
- To filter by the date of the incident, enter a **Start Date** and **End Date**. Type dates in M/D/YY format, or select using the Calendar button.
- The report can also be filtered by the **Minimum Number of Incidents**. For example, specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

# DISCIPLINE INCIDENT REPORTS

Discipline incident reports are in **Synergy SIS > Discipline Incident > Reports**.

## IDS201 – Student Discipline Profile

The Student Discipline Profile displays the student's demographic information and a list of the discipline incidents and their details.



**Hope High School**  
**Student Discipline Profile**

Year: 2010-2011  
 Report: IDS201

Abbott, Billy C.

Student Information					
Student Name <b>Abbott, Billy C.</b>		Perm ID <b>905483</b>	Gender <b>M</b>	Grade <b>12</b>	Address <b>1960 S Val Vista Dr Mesa, AZ 85234</b>
Last Name Goes By		Nick Name		Birth Date <b>05/12/1993</b>	
Phone <b>###-###-####</b>	Home Language <b>Spanish</b>	Resolved <b>Hispanic</b>	Enter Date <b>08/31/2010</b>	Leave Date	

Custodial Information					
Mother <b>Aaron, Kathleen</b>	Phone Type <b>Home</b>	Phone <b>###-###-####</b>	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					
Father <b>Aaron, Phillip</b>	Phone Type <b>Cell</b>	Phone <b>480-555-6767</b>	Extension		
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input checked="" type="checkbox"/> Mailings Allowed					

Incident Information					
Incident Date <b>06/13/2011</b>	Incident Role <b>Offender</b>	Incident ID <b>4</b>	Demerits <b>0</b>	Hours <b>0</b>	Organization Name <b>Hope High School</b>
Violations <b>Vandalism &gt; Graffiti or tagging</b>					
Dispositions					
Disposition Date <b>06/13/2011</b>	Code <b>AZD2</b>	Description <b>Removal</b>			
End Date <b>06/14/2011</b>	Days <b>2.00</b>	Hours			Completed <b>N</b>
Violations: <b>Vandalism &gt; Graffiti or tagging</b>					

Incident Information					
Incident Date <b>05/03/2011</b>	Incident Role <b>Offender</b>	Incident ID <b>3</b>	Demerits <b>0</b>	Hours <b>0</b>	Organization Name <b>Hope High School</b>
Violations <b>Alcohol Tobacco and Other Drugs &gt; Drug Violation &gt; Marijuana, Use, Illicit Drug</b>					
<b>Weapons &amp; Dangerous Items &gt; Other Weapons &gt; Knife with a blade length of at least 2.5 inches</b>					
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.					
Dispositions					
Disposition Date <b>05/05/2011</b>	Code <b>102</b>	Description <b>Out of School Suspension - Short Term Without Services</b>			
End Date <b>06/03/2011</b>	Days <b>22.00</b>	Hours			Completed <b>N</b>
Violations: Alcohol Tobacco and Other Drugs > Drug Violation > Marijuana, Use, Illicit Drug Weapons & Dangerous Items > Other Weapons > Knife with a blade length of at least 2.5 inches					

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Student Discipline Profile Report

The report can be customized using the following options:

**Report Interface**

Name: **Student Discipline Profile** Number: **IDS201** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Perm ID: 905483 Gender: Male

Last Name: Abbott First Name: Billy Middle Name: C

Grade: -

**Discipline Info**

Disposition Code:

Minimum Incidents: 1 Minimum Demerits: 0

**Filters**

Show Full History ☐ Show Incident Description ☐

*Student Discipline Profile Report Interface*

- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name, First Name, Middle Name**, or **Grade**.
- The report can also be filtered by the **Disposition Code, Minimum Incidents** or **Minimum Demerits**. For example, enter the disposition code for Suspension to print profiles for students who have been suspended. Or specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.
- The report includes all discipline records for the student if you check the **Show Full History** box. If this is not checked, the report displays the records for the current school and school year only.
- To show the full description of the incident on the report, check the box **Show Incident Description**.

## IDS202 – School Incident

The School Incident report shows all of the details about a specific disciplinary incident.


Edupoint School District		Hope High School School Incident		Year: 2010-2011 Report: IDS202
<b>General Information</b>				
Incident ID: <b>3</b>	Incident Date: <b>05/03/2011</b>	Incident Time: <b>11:00 AM</b>	Organization Name: <b>Hope High School</b>	
Description: <b>Billy was caught smoking marijuana behind the gym during lunch hour. He was searched and a 6 inch knife was found in his jacket.</b>				
Referred By: <b>Maloney, John</b>		Referral Date: <b>05/04/2011</b>	Staff Name: <b>Weathers, Julia</b>	
<b>Incident Detail</b>				
Incident Cost:	Gang Related: <input type="checkbox"/>	Hate Related: <input type="checkbox"/>		
Incident Context Code: <b>During School Hrs</b>				
Location		Location Text		
<b>Gymnasium</b>		<b>South East corner of Gym</b>		
<b>Student Participants</b>				
Student Name: <b>Abbott, Billy C.</b>	Perm ID: <b>905483</b>	Gender: <b>M</b>	Grade: <b>12</b>	School Of Enrollment: <b>Hope High School</b>
Incident Role: <b>1 - Offender</b>	Injuries Sustained: <input type="checkbox"/>	Violations: <b>Deadly Weapon; Drug/possession &gt; Drug /Possession</b>		
<b>Non Student Participants</b>				
Name: <b>Smith, Duncan</b>	Gender: <b>M</b>	Injuries Sustained: <input type="checkbox"/>	Incident Role: <b>3 - Bystander or witness</b>	

*School Incident Report*

The report can be customized using the following options:

Report Interface	
Name: <b>School Incident</b>	Number: IDS202 Page Orientation: Portrait
<b>Options</b>   Sort / Output   Conditions   Selection   Advanced	
Incident ID	Incident Date
<input type="text"/>	<input type="text"/> - <input type="text"/>

*School Incident Report Interface*

- Select the incident by entering the **Incident ID**.
- To print a report for each incident in a range of dates, enter the dates in the **Incident Date** fields. Type dates in M/D/YY format, or select using the Calendar  button.

## IDS401 – Student Discipline Listing

The Student Discipline Listing report displays a list of students with a brief summary of their discipline records.

Hope High School				Year: 2012-2013	
Student Discipline Listing				Report: IDS401	
Student Name	Perm ID	Grade	Gender		
Acosta, John A.	150265	11	Male		
	Incident Date	Incident Role	Violations		
1	09/20/2012	Offender	Defiance; Disorder Cond; Drug/distributn > Other Illicit Drug > Sale, Distribution, or Intent to Sale or Distribut		
			John started everything		
Adair, Diane N.	903912	10	Female		
	Incident Date	Incident Role	Violations		
1	09/20/2012	Bystander or witness			
Adair, Timothy S.	888621	11	Male		
	Incident Date	Incident Role	Violations		
1	11/08/2012	Offender	Alcohol > Use		

IDS401 Student Discipline Listing Report

The report can be customized using the following options:


Student Discipline Listing Report Interface

- The students included in the listing can be filtered by **Grade** or **Gender**.
- You can filter the report by entering a starting and end date in the **Incident Date** fields. Type dates in M/D/YY format, or select using the Calendar button.
- The report can also be filtered by the **Disposition Code**, **Incident Role**, **Minimum Incidents**, and **Minimum Demerits**. For example, the disposition code **Expulsion** prints the report for students expelled. If **Minimum Incidents** is 2, the report includes students with two or more discipline incidents on their records.



## IDS402 – Student Demerit List

The Student Demerit List lists all students and their parents' phone information, with a total of the number of discipline incidents and the total number of demerits accumulated.

		Hope High School Student Demerit List				Year: 2010-2011 Report: IDS402			
Student Name	Perm ID	Grd	Gen	Relation	Parent Name	Type	Phone	Incident	Demerits
Abernethy, Anne E.	902870	10	F	Mother	Abernethy, Christine	Cell	480-555-7225	0	0
				Father	Abernethy, Willie	Home	480-555-5844		
Acovado, Ashley	901830	10	F	Father	Acovado, Willie	Work	480-555-2574	0	0
				Mother	Acovado, Heather	Home	480-555-2807		
Acosta, Kenneth O.	110412	10	M	Mother	Acosta, Tina	Home	480-555-1962	0	0
				Father	Overton, Daniel	Work	602-555-7997		
Adair, Diane M.	903912	10	F	Mother	Adair, Dorothy	Home	480-555-0835	0	0
				Father	Adair, Peter	Home	480-555-0835		
Adams, Stephen J.	901622	10	M	Mother	Adams, Amanda	Home	480-555-6832	0	0
				Father	Adams, Jose	Work	480-555-4824		
Adamski, Alan M.	672035	10	M	Mother	Adamski, Wanda	Home	480-555-2630	0	0
Agudo, Bobby J.	943822	10	M	Father	Agudo, Arthur	Cell	480-555-4800	0	0
				Mother	Carvass, Paula	Work	480-555-0831		
Aguilar, Carolyn C.	902932	10	F	Mother	Aguilar, Wanda	Work	480-555-3472	0	0
				Father	Aguilar, Joe	Home	480-555-6733		
Ahlstrom, Linda K.	120451	10	F	Father	Ahlstrom, Terry	Cell	480-555-0203	0	0
				Mother	Ahlstrom, Janet	Cell	480-555-0203		
Aitchison, Karen L.	902995	10	F	Mother	Aitchison, Melissa	Work	480-555-6472	0	0
				Father	Aitchison, Harold	Home	480-555-0641		
Akin, Andrea E.	902875	10	F	Father	Akin, Gerald	Home	480-555-3854	0	0
				Mother	Akin, Jessica	Cell	480-555-1216		
Alarcon, Frank	669851	10	M	Mother	Alarcon, Jane	Home	480-555-2615	0	0
				Father	Alarcon, Richard	Home	480-555-2615		
Alcazar, Eugene	141695	10	M	Father	Alcazar, Peter	Cell	480-555-3236	0	0
				Mother	Megana, Bonnie	Home	480-555-6992		
Alcazar, Eugene A.	141517	10	M	Step-Mother	Lizama, Janice	Work	480-555-6833	0	0
				Mother	Megana, Maria				
Alder, Brenda L.	967569	10	F	Father	Alcazar, Frank	Work	480-555-5969		
				Mother	Alder, Thomas	Pager	602-555-9406	0	0
Alexander, Joseph J.	901628	10	M	Father	Alder, Lewis	Cell	480-555-0390		
				Mother	Alexander, Joe	Home	480-555-6841	0	0
Alger, Phyllis A.	149884	10	F	Father	Alexander, Ruby	Work	480-555-4775		
				Father	Alger, Michael	Pager	480-555-2827	0	0
Allen, Aaron L. JR	902938	10	M	Father	Allen, Richard	Cell	480-555-6225	0	0
				Grandmother	Allen, Maite	Home	480-555-2985		
Allen, Andrea	904134	10	F	Mother	Rojas, Beverly				
				Father	Allen, Brenda	Cell	480-555-2797	0	0
Allen, Diane B.	901507	10	F	Father	Allen, Christopher	Cell	480-555-4797		
				Mother	Allen, Cheryl	Home	480-555-0610	0	0
				Mother	Allen, Heather	Home	480-555-0610		
				Father	Allen, Willie	Home	480-555-0610		
Allen, Donald J.	663223	10	M	Father	Allen, Scott	Home	480-555-0610		
				Father	Allen, Benjamin	Home	480-555-8964	0	0
Allen, Jeremy S.	673216	10	M	Mother	Allen, Michelle	Cell	480-555-8241		
				Father	Allen, Rose	Home	480-555-5833	0	0
				Father	Allen, William	Home	480-555-5833		
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IDS402 Student Demerit List Report

The report can be customized using the following options:

**Report Interface**

Name: **Student Demerit List** Number: **IDS402** Page Orientation: **Landscape**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Grade  
[ ] - [ ]

Gender  
[ ]

**Discipline Info**


Minimum Incidents Minimum Demerits  
[ ] [ ]

*Student Demerit List Report Interface*

- The students included in the list can be filtered by **Grade** or **Gender**. For example, if Grades 9-10 were selected the report only includes students in those grades.
- The report can also be filtered by the **Minimum Incidents** or **Minimum Demerits**. For example, if the minimum number of incidents is 2, the listing would include all students that had 2 or more discipline incidents on their record.

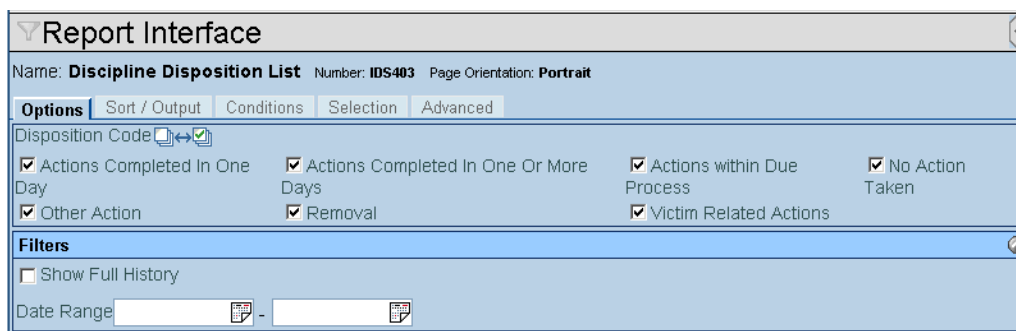
## IDS403 – Discipline Disposition List

The Discipline Disposition List lists all dispositions with the name and brief demographic summary of the student.



		Hope High School <b>Discipline Disposition List</b>				Year: 2010-2011 Report: IDS403
Disposition Code	Grade	Student Name	Start Date	Perm ID	Gender	School
DE Detention	12	Abbott, Billy C.	06/13/2011	905483	Male	Hope High School
EX Expulsion	12	Abbott, Billy C.	05/05/2011	905483	Male	Hope High School
SU Suspension	12	Abbott, Billy C.	03/10/2011	905483	Male	Hope High School

*IDS402 Discipline Disposition List*

The report can be customized using the following options:



*Discipline Disposition List Report Interface*

- The report can be filtered by the type of **Disposition Code** entered. To select which dispositions should appear on the report, check the name of the disposition. One, two or all may be selected. To check all options or uncheck all options, use the  button. Clicking in the empty box clears all checkboxes, where clicking in the box with the checkmark checks all options.
- To show all of the dispositions for students ever enrolled at the school in focus, including discipline records for past years and other schools, check the box labeled **Show Full History**.
- The report can also be filtered by the date of the incident by entering a starting and end date in the **Date Range** fields. Type dates in M/D/YY format, or select using the Calendar  button.

## IDS601 – Discipline Summary by Grade

The Discipline Summary by Grade lists all discipline codes and the total number of discipline records in each code by grade and gender.

# Hope High School Discipline Summary by Grade 08/30/2010 - 06/03/2011

Year: 2010-2011

Report: IDS601

	09	10	11	12									
Description	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Total
Sexual Assault (24)													
Arson (03)													
Alcohol (02)													
Forgery (16)													
Drug/Possession (14)										1	1	1	1
Sexual Offense (26)													
Trespassing (32)													
Gang Affiliates (18)													
Unexc Absence (33)													
Academic/Cheat (01)										2	2	2	2
Automobile (05)													
Gambling (17)													
Theft (29)													
Tardies (28)													
Disorder Cond (11)										1	1	1	1
Defiance (09)													
No Description Code In East 3 (99)													
Harassment (19)													
Threats/13-2911 (30)													
Lying/false Acc (21)													
Assault (04)													
Student Speech (27)													
Danger Weapon (07)													
Robbery/extortion (23)													
Tobacco (31)													
Discrimination (10)										1	1	1	1
Internet/comput (20)													
Drug/Distribution (13)													
Bus (06)													
Med/diet Supp (22)													
Deadly Weapon (08)										1	1	1	1

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*IDS601 Discipline Summer by Grade Report*


The report can be customized using the following options:

*Discipline Summary by Grade Report Interface*

- The report may be filtered by **Grade** level. To check or uncheck all grades, click the  button.
- The report can also be filtered by the date of the incident by entering a **Start Date** and **End Date**. Type dates in M/D/YY format, or select using the Calendar  button.
- The report can also be filtered by the **Minimum Number Of Incidents**. For example, specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

## IDS602 – Discipline Summary by Ethnic Code

The Discipline Summary by Ethnic Code lists all discipline codes and the number of discipline records for each code by ethnic code and gender.

		Hope High School <b>Discipline Summary by Ethnic Code</b> 08/30/2010 - 06/03/2011								Year: 2010-2011 Report: IDS602
Description	Gender	Hispanic	Two or More White	Black	Native American	Asian	Pacific Islander/Hawaiian	Declined to State	Other	Total
Forgery (16)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Drug/Distribution (13)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
"review Read" (35)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Student Speech (27)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Deadly Weapon (08)	Female	0	0	0	0	0	0	0	0	0
	Male	1	0	0	0	0	0	0	0	1
	Total	1	0	0	0	0	0	0	0	1
Automobile (05)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
No Description Code in Gasl 3 (99)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Medicaid Supp (22)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Vandalism (34)	Female	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Printed by Staff Staff at 05/12/2011 11:05 AM <span style="float: right;">Edupoint School District</span> <span style="float: right;">Page 1 of 5</span>										

IDS602 Discipline Summary by Ethnic Code Report

The report can be customized using the following options:

*Discipline Summary by Ethnic Code Report Interface*


- **Ethnicity Type** – first select the ethnicity from the list, and then check the boxes for the ethnic codes to be included in the report. To check or uncheck all ethnic codes, use the button.
- To filter by the date of the incident, enter a **Start Date** and **End Date**. Type dates in M/D/YY format, or select using the Calendar button.
- The report can also be filtered by the **Minimum Number of Incidents**. The report can also be filtered by the **Minimum Number of Incidents**. For example, specify a minimum of 3 incidents to print profiles of students with at least that many discipline incidents on their records.

# CONFERENCE REPORTS

Reports related to conferences are in **Synergy SIS > Student > Reports**.

## CNF201 – Student Conference Profile

The Student Conference Profile report displays the student's demographic information and a list of the student's conferences with their details.



**Hope High School**  
**Student Conference Profile**

Year: 2010-2011  
 Report: CNF201

General Information						
Student Name: <b>Abbott, Billy C.</b>		Perm ID: <b>905483</b>	Gen: <b>M</b>	Grade: <b>12</b>	Enter Date: <b>08/31/2010</b>	Leave Date:
Last Name Goes By:		Nick Name:	Birth Date: <b>05/12/1993</b>		Address: <b>1953 S Val Vista Dr Mesa, AZ 85234</b>	
Phone: <b>###-###-####</b>		Home Language: <b>Spanish</b>	Resolved <b>Hispanic</b>			

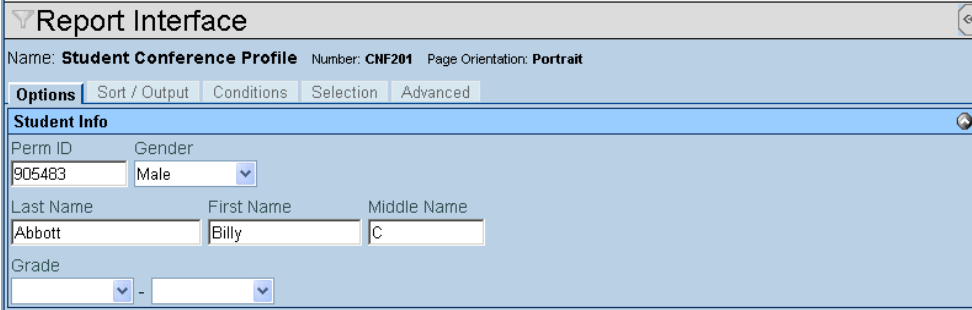
Conference Information			
Description <b>Personal</b>		Meeting Date <b>03/09/2011</b>	Referred By <b>Wilson, Rob</b>
Referral Date	Followup Date	Notification Date	
Comment <b>Met to discuss Billy's problem with tardies. He will make an effort to make it to school on time.</b>			
Description <b>Course Requests</b>		Meeting Date <b>05/03/2011</b>	Referred By <b>McGrew, Tom</b>
Referral Date	Followup Date	Notification Date	
Comment <b>Talked about Billy's course requests for next year. He would like to take a more advanced math class.</b>			
Description <b>Conduct</b>		Meeting Date <b>05/17/2011</b>	Referred By <b>Vesta, Cindy</b>
Referral Date	Followup Date	Notification Date	
Comment <b>Billy being emotional this morning. After further discussion, he admitted that his outburst was over the top.</b>			

Abbott, Billy C.

*CNF201 Student Conference Profile Report*



The report can be customized using the following options:



Report Interface

Name: **Student Conference Profile** Number: **CHF201** Page Orientation: **Portrait**

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

Perm ID: 905483 Gender: Male

Last Name: Abbott First Name: Billy Middle Name: C


Grade: -

*Student Conference Profile Report Interface*

- An individual student or group of students can be selected by filtering on the **Perm ID**, **Gender**, **Last Name**, **First Name**, **Middle Name**, or **Grade**. A range of grades may also be selected.

## CNF601 – Student Conference Summary


The Student Conference Summary lists all conference codes and the total number of conference records in each code by grade and gender.

<div>  <div> Hope High School  <b>Student Conference Summary</b>  From 08/30/2010 to 06/12/2011 </div> <div> Year: 2010-2011  Report: CNF601 </div> </div>												
Reason For Visit	09			10			11			12		
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total
ASB				25	24	53	41	34	75	23	33	56
Conduct										1	1	2
Course Requests							2	1	3	17	8	25
Emotional Issue				17	24	41	25	5	30	8	7	15
Graduation Review				14	19	33	14	13	27	21	12	33
Groups				5	1	6	1	0	1	6	4	10
Instruction				73	97	170	58	77	145	29	36	65
Meet and Greet Night				2	0	2	1	0	1			
Parent Meeting				107	123	230	130	112	242	158	123	281
Personal										0	1	1
Schedule Change				1	0	1				0	1	1
Sports				1	0	1						
Totals	0	0	0	249	288	537	282	242	524	280	228	508

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*CNF601 Student Conference Summary Report*


The report can be customized using the following options:


**Report Interface**

Name: **Student Conference Summary**    Number: CNF601    Page Orientation: Portrait



Options   Sort / Output   Conditions   Selection   Advanced

Please select at least one grade level.  
This report accepts a maximum of 7 grades.



Grade 

☒ 09   ☒ 10   ☒ 11   ☒ 12

Start Date    End Date

08/30/2010       06/12/2011   

*Student Conference Summary Report Interface*

- The report may be filtered by **Grade** level. At least one grade must be selected. To check or uncheck all grades, click the  button.
- The report can also be filtered by the date of the conference by entering a **Start Date** and **End Date**. Type dates in M/D/YY format, or select using the Calendar  button.

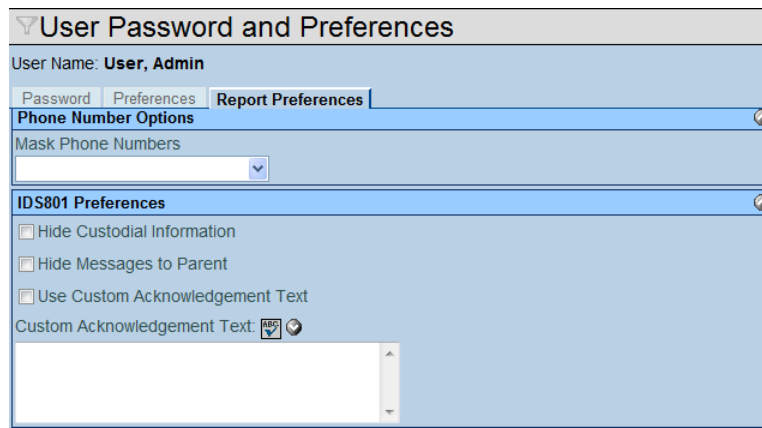
# DISCIPLINARY ACTION FORMS

## System Default Form

The Disciplinary Action Form (IDS801) is printed when no Merge Document is selected.

To set options for this form:


1. Go to **Synergy SIS > Student > Student**.
2. Click the **Menu** button, and click **Report Preferences**.
3. Click the **Report Preferences** tab.



*User Password and Preferences, Report Preferences Tab*

The options are:

- **Hide Custodial Information** – omits the custodial information from the report.
- **Hide Messages to Parent** – omits the messages to parents.
- **Use Custom Acknowledgement Text** – changes the standard text in the gray box (see the illustration on the next page) to the user defined text entered here.

		<b>Hope High School</b> <b>Disciplinary Action Form</b> School Phone Number: 949-555-1212		Year: 2008-2009 Report: IDS801	
<b>Student Information</b>					
Last Name:	First Name:	Middle Name:	Gender:	Grade:	Birth Date:
Abbott	Billy	C	Male	12	05/13/1985
Perm ID:	Home:	Extension:	Home Room:	Home Room Teacher:	
905483	480-555-1214		231	Gordon, Kim	
<b>Custodial Information</b>					
Mother:	Type:	Phone:	Extension:		
Aaron, Kathleen	Home	480-555-1214			
Father:	Type:	Phone:	Extension:		
Aaron, Phillip	Cell	480-555-6767			
<b>Disciplinary Incident</b>					
Incident Date:	Incident Time:	Entered By:	Referred By:		
03/12/2009	12:22 PM	McGrew, Tom	Marin, Charlie		
Violations:					
ALCOHOL & DRUGS - Illicit Drug, Use, Marijuana					
Description:					
Billy was caught smoking marijuana in the boys locker room during lunch hour.					
Location:		Location Text:			
Locker Room		2nd floor boys locker room			
<b>Action Taken</b>					
Disposition Date:	End Date:	Disposition Code:	Days:	Hours:	Staff Name:
03/18/2009	03/20/2009	Out of School Suspension-Short Term	4.00	0	McGrew, Tom
Dear Parent, From time to time, part of a child's growing process involves making mistakes at school. The purpose of this report is to inform you of action taken by the school staff to help your child correct his/her mistakes. You are encouraged to discuss this action with your child and to support the action. Please sign this copy and return it to school.					
<b>Signatures</b>					
Principal/Designee _____					
<input type="checkbox"/> The charges were explained to the student. The student was given the opportunity to explain teacher involvement or non-involvement.		Parent/Guardian _____ <small>(signature acknowledges receipt of form only)</small> Student _____			
Printed by Admin User at 05/18/2009 5:38 PM      Edupoint School District      Page 1 of 1					

Default Disciplinary Action form

## Sample Cover Letter



March 25, 2008

To the parents of: **Billy Abbott**  
1953 S Val Vista Dr  
Mesa, AZ 85234

RE: Discipline incident, **OTHER POLICY - Language, Inappropriate**, 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 suspended for 3 school days. If the Board accepts this recommendation, your student will be able to return to school in 3 school days. However, if a scheduled school day is cancelled (snow day, etc.), the suspension automatically extends to the next day school is in session.

While suspended, students are not permitted to participate in school activities or events. Further, your student is not allowed to be on school property unless prior permission is given by the superintendent or designee.

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 Suspension Letter*