Clerical Training ED-166:DISCIPLINE Data Entry

Developed by the Department of Data Management/Systems

Initial Log Entry Page

New Log Entry ⚕

Grade: 10   **Student ID:**   **State ID:**   **DOB:**   **School:** BHS
ELL: N   **SPED:** N   **IS:** 0   **Counselor:**   **House:**   **Team:**   **Resp Admin:**   **Gender:** F

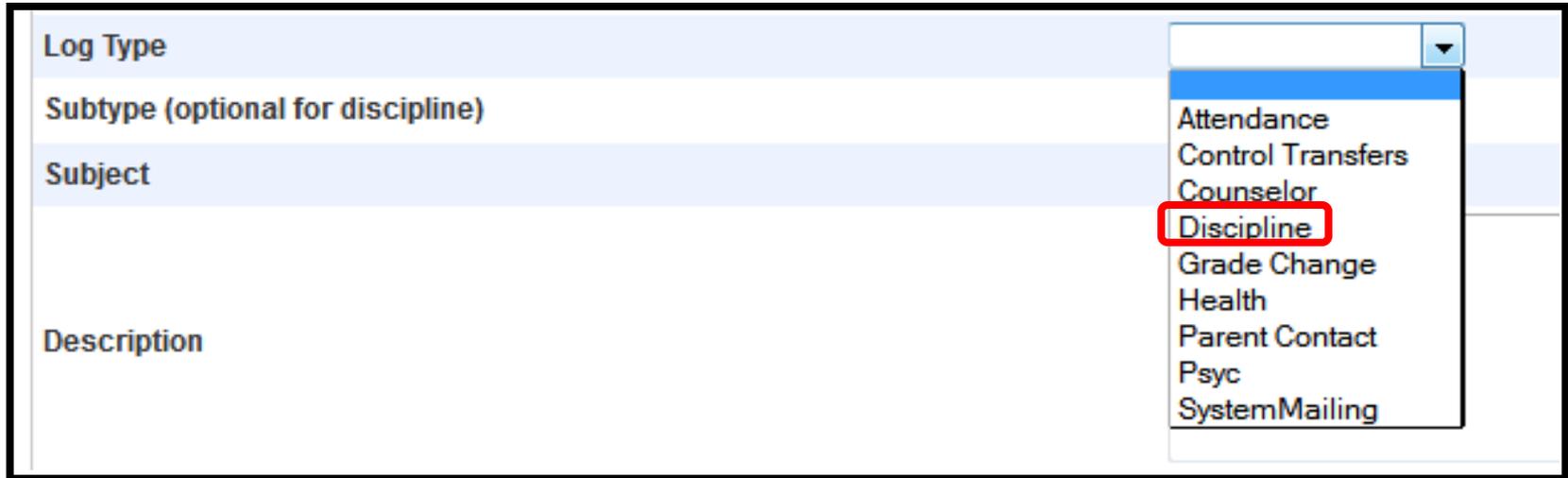|	
Date & Time	04/09/2013 🕐 01:15 PM
Author	Pagan, Alexander
Log Type	Discipline ▾
Subtype (optional for discipline)	▾
Subject	
Description	
Motivation - Only Use for Discipline	Please Select ▾
Bullying Related Incident?	Please Select ▾
Action Date (MM/DD/YYYY)	04/09/2013
Action Taken	Please Select ▾
Action Taken End Date (MM/DD/YYYY)	
Category	

Choosing Log Type

Log Type	▼
Subtype (optional for discipline)	Attendance
Subject	Control Transfers
	Counselor
	Discipline
	Grade Change
	Health
	Parent Contact
Description	Psyc
	SystemMailing

When creating a log entry, the Log Type must be chosen. When Discipline is chosen as the Log Type, the State Required information section will appear.

Keep in mind, Teachers can only create a simple log entry, they can choose a log type, enter a subject, and a description. That is all they can do.
You will come across instances where the log entry was labeled as a Discipline Log but it should have been labeled under a different category.

Entering State Required Data-1

Connecticut State Information

Include in State Reporting	[Select an Option] ▾
Local Incident Number	[ ] Generate Id
Date of Offense (MM/DD/YYYY)	10/31/2012
Time of Incident (HHMM am/pm)	[ ]

- ➢ **Include in State Reporting:** Should be marked YES
- ➢ **Local Incident Number:** Should be used when more than one student is involved in an incident, click on the GENERATE ID button and use that number for all students involved in the incident. This allows the incident to be connected and viewed as a single incident and not as multiple incidents.
- ➢ **Date of Offense:** Does not get automatically filled in. You must enter the date the incident occurred in the appropriate format of MM/DD/YYYY. Please watch the typos when entering the date, it is the most common date error.
- ➢ **Time of Incident:** Does not get automatically filled in. You must enter the time the incident occurred.

Entering State Required Data-2

Incident Type (primary)	0000 - None
Weapon Involvement	0000 - None
Substance Involvement	0000 - None

➢ **Incident Type (primary):** Must be filled in. The drop down shows all the available codes.

➢ **Weapon Involvement:** Is Conditional. Only needs to be filled in if the Incident Type is weapon related.

➢ **Substance Involvement:** Is Conditional. Only needs to be filled in if the Incident Type is Drug, Tobacco, or Alcohol related.

Entering State Required Data-3

Victim - Other Student	No ▼
Victim - Certified Staff	No ▼
Victim - Substitute Teacher	No ▼
Victim - Other Staff	No ▼
Victim - Non-School	No ▼
Was the Student Arrested?	No ▼

➤ Each incident type reported MUST have a victim identified. If it appears that none of the options listed apply then you must us Victim-Other Student.

For example, if a student is yelling out racial slurs in general and at no one in particular, the victim would be Other Student and Certified Staff as both the other students and the teacher would be affected by it.

➤ **Was the Student Arrested:** Should me marked NO for most cases unless the student was actually arrested.

This may also apply if a student is expelled for being arrested while off school grounds.

Entering State Required Data-4

Location of Offense		
Bullying Flag	No	
School Sponsored Activity	No	

Code	Location	Code	Location	Code	Location
1	Cafeteria	9	Auditorium	16	Off-Campus/ Off School Grounds
2	Hallway	10	Bus Stop	17	Office
3	Stairwell	11	On School Bus	18	Locker Room
4	Gym	12	Another School Within District	19	Other Location
5	Classroom	13	Another District	20	Unknown Location
6	Athletic Fields	14	Playground	21	Outside School Building but on School Grounds
7	Lavatory/ Restroom				
8	Parking Lot	15	Library	22	Online

➢ Location of Offense **MUST** be entered, above is the full table of locations that can be used.

➢ Bullying Flag must be filled in for every incident, if it's No, leave it at No, if it is Yes, you must choose the appropriate Yes (Protected Group or Non-Protected Group)

➢ School Sponsored Activity will be No unless the location is off School Grounds, then we need to enter whether it was a School Sponsored Activity. (i.e. an incident during a field trip)

Bullying Definition

Bullying - <u>Repeated</u> negative behaviors intended to frighten or cause discomfort. For example, verbal or written threats of physical harm. You must indicate whether a protected class was involved in the incident.

Bullying Field Responses

TABLE K: Bullying		
	Response	**Description**
01	No	This is not a bullying incident
02	Yes – Protected Class	This is a bullying incident based on one of the following protected classes: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental/physical /developmental/sensory disability, or the victim is associated with a group with one of these characteristics
03	Yes – Non-Protected Class	This is a bullying incident not based on one of the protected classes listed above.
NOTE: Socioeconomic status, academic status, and physical appearance are not protected classes.		

Entering State Required Data-5

Education Provided (primary)	[▾]
Sanction Type (primary)	0000 - None [▾]
Number of Days Sanctioned (primary) (1- 220.000)	[ ]
Number of Days Served (primary) (1-220.000)	[ ]
Number of Days to Carryover (primary) (1-220.000)	[ ]

- ➤ **Education Provided (primary): Must** be filled in for the Incident (primary). There is a code for "No Education Provided" should that be the case.
- ➤ **Sanction Type (primary): Must** be filled in for the reprimand of the incident, whether it's detention, suspension, etc. The drop down gives you all the available options, including "No Sanction Provided" which cannot be used for any serious incidents.
- ➤ **Number of Days Sanctioned (primary): Must** be filled in with the number of days the sanction requires. (i.e. 3 days for ISS would be filled in as 3)
- ➤ **Number of Days Served (primary): Must** be filled in with the number of days sanctioned that have been served.
- ➤ **Number of Days to Carryover (primary):** Should be **ZERO** unless the student is expelled or has a sanction that will cross into the next school year.

NOTE: The Number of Days Served and the Number of Days to Carryover together should equal the Number of Days Sanctioned.

Entering State Required Data-6

Incident Type (secondary)	0000 - None ▼
Education Provided (secondary)	▼

➢ **Incident Type (secondary):** This is conditional. It does not need to be filled in unless the student committed two offenses within the same incident.
For example, in a fight the student threw a chair at the other student. The student who threw the chair would have an Incident Type (primary) of Fighting, and an Incident Type (secondary) of Throwing An Object (dangerous).

➢ **Education Provided (secondary):** This is conditional, unless Incident Type (secondary) is used then this is mandatory to fill in.

Entering State Required Data-6

Sanction Type (secondary)	0000 - None ▼
Number of Days Sanctioned (secondary) (1- 220.000)	
Number of Days Served (secondary) (1-220.000)	
Number of Days to Carryover (secondary) (1-220.000)	

➤ **Sanction Type (secondary):** This is independent from Incident Type (secondary). It is optional, it can be used if a student's sanction has been elevated.
 For example, a student received 3 days of ISS for an incident, skips the ISS and it gets changed to 3 days OSS, in that case the Sanction Type (primary) would be ISS, the Sanction Type (secondary) would be OSS.
➤ **Number of Days Sanctioned (secondary):** This only needs to be filled in if the Sanction Type (secondary) is filled in. Fill in the number of days the sanction requires. (i.e. 3 days for ISS would be filled in as 3)
➤ **Number of Days Served (secondary):** This only needs to be filled in if the Sanction Type (secondary) is filled in. Fill in with the number of days sanctioned that have been served.
➤ **Number of Days to Carryover (secondary):** This only needs to be filled in if the Sanction Type (secondary) is filled in. Should be **ZERO** unless the student is expelled or has a sanction that will cross into the next school year.
NOTE: Since the system appears to auto fill the Sanction Type (secondary) field you can enter a ZERO in these fields when they do not apply to the current incident.

Entering State Required Data-7

Referring Party	▼
Party Taking Action	▼
State Incident Tracking Number	

➢ **Referring Party:** Must be filled in for all incidents. This is the party making the discipline referral, all available options are in the drop down list. (i.e. Teacher, Security Guard, etc)

➢ **Party Taking Action:** Must be filled in for all incidents. This will be the Principal or Assistant Principal most times. The only exception will be for expulsions, in the case of expulsions the Party Taking Action is the "Impartial Hearing Officer or Board".

➢ **State Incident Tracking Number:** This number you do not have to worry about. This number is generated after the incidents are submitted to the state.

ED166 STUDENT DISCIPLINARY COLLECTION Parties Allowed to Apply Sanctions ↓ Sanction Party Taking Action →	01 - Superintendent	02 - Principal	03 - Dean of Students	04 - Vice Principal	05 - Discipline Officer	06 - Board of Education	07 - Impartial Hearing Officer or Board	08 - Special Education Hearing Officer	09 - Manifestation Hearing	10 - Teacher	11 - Behavior Manager
1000 - Expelled						✓	✓	✓			
1001 - Suspended Out-of-School Pending Expulsion Hearing		✓	✓	✓	✓						
1010 - Out-of-School Suspension	✓	✓	✓	✓	✓	✓	✓	✓	✓		
1011 - Psychiatric Review	✓	✓	✓	✓	✓	✓	✓	✓			
1020 - In-School Suspension	✓	✓	✓	✓	✓						
1030 - Bus Suspension		✓	✓	✓	✓						
1035 - Bus Sanction		✓	✓	✓	✓						
1036 - Change of Bus		✓	✓	✓	✓						
1040 - Community Service		✓	✓	✓	✓						
1050 - Counseling Mandated		✓	✓	✓	✓	✓	✓	✓			
1051 - Drug Rehabilitation	✓	✓	✓	✓	✓	✓	✓	✓			
1052 - Substance Abuse Counseling	✓	✓	✓	✓	✓	✓	✓	✓			
1053 - Conflict Resolution/Anger Management	✓	✓	✓	✓	✓						
1054 - Behavior Intervention	✓	✓	✓	✓	✓						
1055 - Mediation		✓	✓	✓	✓						
1056 - Smoking Cessation Program	✓	✓	✓	✓	✓	✓	✓				
1060 - Saturday School/Detention	✓	✓	✓	✓	✓					✓	
1061 - Warning Only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1062 - Office Detention		✓	✓	✓	✓					✓	
1063 - Lunch Detention		✓	✓	✓	✓					✓	
1064 - After School Detention		✓	✓	✓	✓					✓	
1065 - Removal From Class	✓	✓	✓	✓	✓					✓	
1066 - Loss of privileges	✓	✓	✓	✓	✓					✓	
1067 - Grade Point Penalty	✓	✓	✓	✓	✓					✓	
1068 - Writing Assignment	✓	✓	✓	✓	✓					✓	
1069 - Clean-up	✓	✓	✓	✓	✓						
1070 - Student Conference	✓	✓	✓	✓	✓					✓	
1071 - Student & Parent/Guardian Conference	✓	✓	✓	✓	✓					✓	
1072 - Teacher Conference	✓	✓	✓	✓	✓					✓	
1073 - Probation	✓	✓	✓	✓		✓	✓	✓	✓	✓	
1074 - Written agreement/contract	✓	✓	✓	✓	✓					✓	
1075 - Office Referral		✓	✓	✓						✓	
1076 - Parent Contacted	✓	✓	✓	✓	✓					✓	✓
1077 - Restitution Required	✓	✓	✓	✓	✓						✓
1080 - Outplaced						✓	✓	✓	✓		
1090 - No Sanction Provided		✓	✓	✓	✓						

Entering State Required Data-8

State Incident Tracking Number ____

Memo Field (Note: Please do not put commas in the Memo Field)

Characters Left 250

Obsolete Fields (click to show)

Submit

➢ **Memo Field:** This field is optional. This is for additional notes about the incidents. When entering notes in this field please do not use commas or attempt to exceed the allowed number of characters.

➢ **Obsolete Fields:** You can just ignore this.

When the information for the incident has been entered or updated be sure to click on Submit to save the changes.