

# The New and Improved Discipline Module!



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# FY2000 EMIS Discipline Reporting Requirements

For FY2000, all buildings in a district are required to report detailed discipline records for students in all grade levels. The elements in this record replace Suspension and Expulsion elements that were formerly reported on the student's Demographic and Attendance record in EMIS. The data requested here is required in order to meet the reporting requirements of federal and state law for all students, including those students with disabilities.

District personnel are required to report any incident that takes place on school grounds/property. School grounds/property should include the school building and immediate grounds, school transportation (e.g. buses), stadiums, gymnasiums, and other facilities. District Boards of Education may, at their discretion, use a different, more expansive definition.

Detailed discipline records will include the following data elements:

\_ **Date of Discipline** - indicates the date for each offense or infraction and is needed for each offense or infraction by the student within the school district.

\_ **Type of Discipline** - indicates the type of discipline administered to the student as a result of an infraction

\_ **Discipline Reason** - indicates the offenses or infractions incurred. Multiple reasons are allowed for each occurrence

\_ **Total Discipline Days each occurrence** - Indicates the length in FTE of the student's discipline proceeding with the school district. Include fractional days (Example: 2.25)

\_ **Discipline modified on Per Exception Basis** - this element is only to be used when there is a combination of: A) Type of Discipline = 1 - Expulsion AND B) Discipline Reason = 06– Use, possession, sale or distribution of a firearm; **And/OR** = 08 – Use, possession, sale or distribution of any explosive, incendiary or poison gas

\_ **Referred for Alternative Program** - this element is only to be used when there is a combination of: A) Type of Discipline = 1 - Expulsion AND B) Discipline Reason NOT “06” or “08” OR C) Type of Discipline is “2-7” with any Discipline Reason

# Definition of the Elements

This section defines each element that is to be reported and indicates the valid codes to be used when reporting to EMIS. The corresponding SIS parameter, where codes will be stored for verification, is also included.

## Date of Discipline

The date field indicates the date, which the incident occurred. In the new discipline module, the date of the incident will be part of the key to the record(s). When a discipline record is entered in the new discipline module, the date of the incident is used for this field.

## Type of Discipline

The type of discipline refers to the action taken against the student as a result of the incident. While multiple actions may be entered for an incident, only one type of discipline may be reported per incident in EMIS. Because of this restriction, the most severe discipline reason will be reported to EMIS. For example, if a student receives an in-school suspension and an out of school suspension for the same incident, the out of school suspension would be the action reported for the incident.

The following codes are the only valid types of discipline to be reported in EMIS:

<b>Code - Description</b>	<b>Definition</b>
<b>1 - Expulsion</b>	The involuntary removal of a student from school by the Superintendent
<b>2 - Out of school suspension</b>	The denial of attendance at school and the suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons.
<b>3 - In school suspension</b>	The suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends school but is assigned a special placement that allows him/her to do school work but does not specifically address the behavior(s) that resulted in discipline.
<b>4 - In school alternative Discipline class/program/Building</b>	The suspension of the student's normal instructional activities by the Superintendent or a school principal due to discipline reasons. The student attends a special class, program or building that specifically addresses the behavior(s) that resulted in the discipline. This may occur within or outside of the district.
<b>6 – Emergency Removal by District</b>	
<b>7 – Removal by Hearing Officer</b>	

In the new discipline module, you may keep track of other types of discipline, such as detentions, however, they will not be reported to EMIS. Only those incidents, which resulted in one of the above types of discipline will be reported to EMIS. In SIS, Type of Discipline codes will need to be defined on the parameter P167 – Discipline Action Codes.

On this table, the code is defined as well as the description. You may use any code and description that you choose. However, if the Action is EMIS reportable, (fits one of the five actions listed above), then the description must be followed by a pipe character ( | ) and the applicable EMIS code. If it is not, the information will not get moved into EMIS.

SIS - P167 [DISPLAY]		TCCSA Test School School Control Parameters Discipline Action Codes	Sep 24, 2001 10:56 AM
	Code:	Description:	
1	1	Expulsion 1	
2	2	Out of school suspension 2	
3	3	In school suspension 3	
4	4	In school alternative 4	
5	5	Saturday school	
6	6	Emergency Removal by dist.  6	
7	7	Removal by Hearing Officer  7	
8	C	Corporal Punishment C	
9			

In the example above, the code EXP has the characters "|1" at the end of the description field. Incident records containing this code will be reported in EMIS as an expulsion. The Expulsion listed on line one will not get moved over to EMIS even though the code 1 was used. This is because it is missing the pipe character followed by the number 1 after the description.

Notice the code for corporal punishment has the "|C" at the end of the description. This will identify this code as a type to be counted as corporal punishment and will be saved to the "corporal punishment" field in EMIS when the data is moved over in June.

Type codes 1-5 are predefined in all buildings with the appropriate |code.

**You may add other codes if you wish. In either case you must remember to specify the "|X" characters at the end of the description field in order for associated incident records to be reported to EMIS. Any codes defined that do not have the pipe character ( | ) followed by a number 1- 5 or letter C defined after it will not be reported in EMIS at year end, regardless of the number used in the code column.**

## Discipline Reason

Discipline reason codes indicate the infraction that was committed by the student and resulted in a punishment. A student may have multiple reasons reported for one incident. Up to five discipline reasons may be reported for one incident. If more than five reason codes are on file for one incident, the first five reasons will be reported to EMIS. When adding discipline records, make sure to add records for the most severe reasons first. Only records with one or more of the following reason codes will be reported to EMIS:

### VALID OPTIONS (FY06)

- \*\*      **Not Applicable**
  
- 01      **Truancy**  
Truancy is unexcused absence from school.
  
- 03      **Fighting/Violence**  
Fighting/Violence is mutual participation in an incident involving physical violence.
  
- 04      **Vandalism/ Damage to School or Personal Property**  
Vandalism is the willful destruction or defacement of school or person property.
  
- 05      **Theft/Stealing Personal or School Property**  
Theft is the unlawful taking of property belonging to another person.
  
- 06      **Use, Possession, Sale or Distribution of a Firearm**  
A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.
  
- 07      **Use, Possession, Sale or Distribution of a Dangerous Weapon other Than a Firearm or Explosive, Incendiary or Poison Gas**  
A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

- 08     **Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas**  
Any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- 09     **Use, Possession, Sale or Distribution of Tobacco Products**  
This includes smokeless tobacco.
- 10     **Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages**
- 11     **Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol**  
Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies.
- 14     **False Alarms/Bomb Threat**  
Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
- 18     **Disobedient/Disruptive Behavior**  
Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).
- 19     **Harassment/Intimidation**  
Repeatedly annoying or attacking using physical, verbal, written, or electronic action which creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack(i.e., bullying, hazing, threat of harm).
- 20     **Firearm Look-a-Likes**  
Any items that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded devise or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
- 21     **Unwelcome Sexual Conduct**  
Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

In the discipline records, each incident must have at least one discipline reason code. Discipline reason codes will be verified against the parameter P163 – Discipline Infraction Codes. As with Discipline type codes, additional reason codes may be defined. In all cases, if the reason codes are to be reported to EMIS, the description field must contain the "|" character followed by the EMIS discipline reason code. A P163 table will be copied to buildings (if requested by the building) containing the codes according to EMIS. Here is an illustration of how the pipe character with the EMIS code will work.

SIS - P163 [DISPLAY]		TCCSA Test School School Control Parameters Discipline Infraction Codes	Sep 24, 2001 10:59 AM
	Code:	Description:	Demerit Value:
1	14	False Alarm/bomb threat 14	0.00
2	15	Obsolete - Other	0.00
3	16	Obsolete - Hearing Officer	0.00
4	17	Obsolete - Sale/distr./drugs	0.00
5	CB1	LOUD/DISRUPTIVE 18	0.00
6	CB2	CLASSROOM INSUBORD. 18	1.00
7	DR1	POSSESSION OF CONTROL SUB 11	50.00
8			
9			

Notice the codes on line 5 for "Loud/Disruptive|02". This indicates that any infraction records found with a discipline reason of CB1 are to be considered as EMIS code 02 –Behavioral problems and are to be reported to EMIS. Codes with no designators at the end of the description will not be reported to EMIS. In the example above, the False alarms/bomb threats on line 1 should be EMIS reportable. However, it will not get moved over to EMIS because it is missing the pipe character with a code 14 following the description. So, even though there is a "14" in the Code column, this discipline won't get moved over to EMIS unless a "|14" is added behind the description.

Currently, the demerit value field on this parameter is not being used in the new discipline module. If demerits are awarded, they must be entered on the action record.

### **Total Discipline Days Each Occurrence**

Total discipline days indicates the total number of days assigned for punishments for a particular incident. This figure should be considered an FTE so if a student was assigned a half a day suspension, the figure would be .50.

Fractional days are to be reported. If there are multiple action records for a student with days assigned to each action, this figure will represent the total of all days assigned for all actions for this incident. For example,



For one incident, if a student is assigned 5 days out of school suspension and 3.5 days in-school suspension, total discipline days reported will be 8.50 days.

### **Discipline Modified on Per Exception Basis**

This field, though mandatory on the discipline screen, is only reported to EMIS if certain conditions apply. If the conditions are not met, then it will be left blank in EMIS. A "Y" or "N" response for EMIS if the following conditions are met:

When there is a combination of: A) Type of Discipline = 1 - Expulsion AND B) Discipline Reason = 06– Use, possession, sale or distribution of a firearm;  
**And/OR** = 08 – Use, possession, sale or distribution of any explosive, incendiary or poison gas

### **Referred for Alternate Program**

This field, though mandatory on the discipline screen, is only reported to EMIS if certain conditions apply. If the conditions are not met, then it will be left blank in EMIS. A "Y" or "N" response for EMIS if the following conditions are met:

When there is a combination of: A) Type of Discipline = 1 - Expulsion AND B) Discipline Reason NOT "06" or "08" OR C) Type of Discipline is "2-7" with any Discipline Reason

**New for FY05:** A discipline sequence number has been added so that if more than one incident occurs for a student during the course of a day, you will be able to report up to five incidents for that student for that day.

Only five infractions (reasons) can be reported for each incident, and the first five in order of severity are selected. EMIS reason codes in order by severity with first (06) being the most severe:

- 06 - Use/Possession/Sale/Distribution of a firearm
- 07 - Use/Possession/Sale/Distribution of a Weapon Other Than a Firearm or Explosive
- 08 - Use/Possession/Sale/Distribution of Any Explosive Incendiary, or Poison Gas
- 03 - Fighting/Violence
- 21 - Unwelcome Sexual Conduct
- 19 - Harassment/Intimidation
- 14 - False Alarms/Bomb Threats
- 10 - Use/Possession/Sale/Distribution of Alcohol
- 11 - Use/Possession/Sale/Distribution of Drugs Other than Tobacco or Alcohol
- 09 - Use/Possession/Sale/Distribution of Tobacco
- 05 - Theft
- 04 -Vandalism
- 20 - Firearm look-a-likes
- 18 - Disobedient/Disruptive

# Additional SIS Parameters Used for Verification in the Discipline Module

The following additional parameters can be defined in SIS to store codes for some of the other fields on the discipline records, which are not reported to EMIS. When the help screens are invoked, these parameters are checked for valid codes.

## P162 - Discipline Policy Codes

Discipline policy codes are used to define the policies specific to your district. The policy record is optional on the discipline records. When defining policy codes, you may use up to six characters for the code and up to 30 characters for the description field.

Examples of policy codes:

SIS - P162 [DISPLAY]	TCCSA Test School School Control Parameters Discipline Policy Codes	Sep 27, 2000 05:28 PM
	Code:	Description:
1	5117	UNEXCUSED ABSENCES
2	5145	SEARCH OR SEIZURE
3	CB	CLASSROOM BEHAVIOR
4	DR	DRUGS
5	GEN	GENERALS
6	VA	VANDALISM/PROPERTY DAMAGE
7	WP	WEAPONS
8		
9		

### P164 - Discipline Location Codes

This table is used to define the location where the infraction was committed. Enter only locations that **are not** in the **ROOM** screen. Both P164 and the ROOM tables are checked when entering a location code on the infraction record. Enter up to four alphanumeric characters to define the room code and up to thirty characters to describe the location.

Examples of location codes:

SIS - P164 [DISPLAY]	TCCSA Test School School Control Parameters Discipline Location Codes	Sep 27, 2000 05:30 PM
	Code:	Description:
1	BATH	BATHROOM
2	BUS	BUS
3	CAF	CAFETERIA
4	CLSS	CLASSROOM
5	GROD	GROUNDS
6	GYM	GYM
7	HALL	HALL
8	INB	IN BUILDING
9	LCKR	LOCKER ROOM
10	OUTB	OUT OF BUILDING
11		
12		

### P165 - Discipline Refer Codes

This table is used to define the person who is making the referral for the infraction. Enter those persons who **are not** already defined on the **TEAC** screen. Examples would be custodians, building administrators, bus drivers, etc., which are normally not used on the master schedule. Both P165 and the TEAC table are referred to when accessing the help option for the "Referred" field.

Examples of refer codes:

SIS - P165 [DISPLAY]	TCCSA Test School School Control Parameters Discipline Refer Codes	Sep 27, 2000 05:31 PM
	Code:	Full Name:
1	ASPR	ASST. PRINCIPAL
2	ATSC	ATTENDANCE SECRETARY
3	BUS1	BUS DRIVER 1
4	BUS2	BUS DRIVER 2
5	PRIN	PRINCIPAL
6		

## P166 - Discipline Contact Types

This table is used to define the type of contact that took place with the parent/guardian following the student's incident. Enter up to four characters to define the type of contact and up to thirty characters to describe the type of contact.

Examples of contact types:

SIS - P166 [DISPLAY]	TCCSA Test School School Control Parameters Discipline Contact Types	Sep 27, 2000 05:33 PM
	Code:	Description:
1	F	FAX
2	L	LETTER
3	LAW	LAW ENFORCEMENT AUTHORITIES
4	P	PHONE
5	P/G	PARENT/GUARDIAN
6	RELI	RELIGIOUS LEADER
7	W	WRITING
8		

# DISC PROGRAM

The **DISC** program allows the entry of discipline records, with the objective of moving them into LIVE EMIS, for JUNE reporting.

## Accessing the program

The DISC program is outside of SIS, therefore, to access it, you will need to type DISC at the MENU prompt.

### MENU> DISC

After pressing 'RETURN' or 'ENTER' it will take you into the program.

```
DISC V2.8, ©2001, MCOECN, Lima
000000003 DOG,PLUTO F-12-J-CAFE TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update
UKHS 09/17/2001 HE WAS WITH MICKEY AND MINNIE 1
```

If you have access to more than one building and your logicals have not been set to a specific building it will display the last building you had accessed. You will need to set the logicals by either POISE'ing into the building you wish to access and then saying "Bye", or at the menu prompt typing in the word POISE bldg/LOG where bldg would be the building code you are wanting to access data for.

**Note:** You must have discipline privileges in order to have access to the DISC program.

# Bringing up individual students

Student ID or name can be used to display the student.

Example:

If the student id is 85, enter 85 and press the 'return' or 'enter' key.

DISC V2.8, ©2001, MCOECN, Lima	
00000085 GOOD,JOHNNIE	F-09-A-CAFE TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update	
This student has no discipline records on file	

The student name can also be used in the format of 'lastname,firstname' or 'lastname' or 'lastname,part of the first name'.

DISC V2.8, ©2001, MCOECN, Lima	
GOOD,J MOUSE,MICKEY	M-10-A-120 TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update	

DISC will bring up the first student it finds as a match. For example, if you type in SMITH it will bring up the first SMITH it finds in alphabetical order. If you type in 99 for the student id and there isn't a student with that exact id it will bring up the next student in id order.

F10 will progress to the next student. If you searched by Name it will go to the next student in order by Name. If you searched by ID it will go to the next student in order by ID.

**Note:** The name is case sensitive. If the student's name on STUD is all upper case it must be searched in all upper case. If you use both uppercase and lowercase in SIS, then you must follow the same convention here.

**New as of 11/99:** The student demographic information that is displayed in the header is as follows:

Student ID Student Name \***Sex-Grade-Status-Homeroom**\* School

# Adding Incidents

To add a new incident, bring up the student you wish to add and press the F6 key. This will automatically pull up the incident, infraction and action lines for you to enter.

Example:

```
DISC V2.8, ©2001, MCOECN, Lima
-----
000000085  GOOD, JONNIE                               F-09-A-CAFE TCCSA Test School
-----
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save
-----
Date:[ / / ] [ ] Period:[ ]
`
Infraction:[ ]
Location:[ ]
By:[ ]
`
Action:[ ]
# of Days:[ . ] From:[ / / ] To:[ / / ] Served?:[N]
Demerits:[ . ] Modified?:[N] Referred to Alt. Program?:[N]
```

## Incident Date:

This is a mandatory field. Enter the date the incident occurred. The format is MMDDYYYY but you may enter this date in one of several ways. **If you hit return it will enter the current date (this method will only work in the INCIDENT date field).** You may also type in the MMDDYY and it will automatically enter the first two digits of the year for you. For example, you may type in 091300 and it will display as 09/13/2000. Do not type the slashes.

## Description

The description is an optional field. However, we do suggest that you enter something. When you first enter a student id or name, it is this field that will display on the screen with the incident date. It would be helpful to have a brief description to identify the incident when searching to change or delete an entry.

## Period:

The period is also an optional field. Press F10 to display the valid periods for that building. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that period or it can be directly typed in. If you wish to enter nothing, leave the field blank and continue entering the Infraction and Action information.

## **Download?:**

The download is used to indicate whether or not you wish to tag this record to be downloaded for producing discipline letters to parents. The field may contain a Y, an N, or a D. Y means yes, download it the next time you produce letters. N means no, do not download it when you produce letters. D means it has already been downloaded. This field will default to Y. You may change it if you wish. If you do not intend to use the feature of downloading disciplinary data to produce letters for parents, it is still all right to have the field value set to Y; it will do no harm.

Example:

DISC V2.8, ©2001, MCOECN, Lima		
000000085	GOOD, JONNIE	F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save		
Date:[09/09/2000]	[Verbal Altercation ]	Period:[1 ]
Download?: [Y]		

**Note: If you do not know the Infraction and/or Action at the time of entry, you may move your cursor to a field in the Infraction and/or Action record and press F11 to highlight and F11 once more to delete it.**

**After the Incident/Infraction/Action have been entered and you do not want to continue, press F12 to save.**

**A blinking message 'Locked' will appear on the upper right hand side of the record anytime an existing record is being modified. This indicates that you have exclusive rights to these files.**



# Adding Infractions

```

DISC V2.8, ©2001, MCOECN, Lima
000000085  GOOD, JONNIE                F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save
Date:[09/09/2000][Verbal Altercation          ]      Period:[1 ]
Infraction:[CB2 ] CLASSROOM INSUBORD.
Location:[120 ] GENERAL CLASSROOM
By:[0001] LARRY STOUGE
    
```

## Infraction:

This is a mandatory field. Press the F10 key to display the valid infraction codes, which come from the P163 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that infraction code or it can be directly typed in.

Example:

```

          Infraction Choices
09  Use/possess of tobacco          09
10  Use/possess of alcohol         10
11  Use/possess of other drugs     11
12  Sale/distribute of weapons     12
13  Sale/distr. alcohol/drugs      13
14  False Alarm/bomb threat       14
15  Other                          15
16  Hearing Officer Removal        16
17  SKIPPING CLASSES              01
CB1 LOUD/DISRUPTIVE                02
CB2 CLASSROOM INSUBORD.            02
DR1 POSSESSION OF CONTROL SUB     11
/ ] To:[ / / ] Served?:[N]
Referred to Alt. Program?:[N]
    
```

## Location:

This is an optional field. Press the F10 key to display the valid location codes, which come from the P164 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that location code or it can be directly typed in.

**Example:**

Location Choices 120 GENERAL CLASSROOM 121 122 123 124 125 126 127 999 WAYNE COLLEGE ART AUD Auditorium BATH BATHROOM	M INSUBORD.  OGE  From:[ / / ] To:[ / / ] Served?:[N] Modified?:[N] Referred to Alt. Program?:[N]
---	--

**By:**

This is an optional field. Press the F10 key to display the valid By: options, which come from the P165 parameter and TEAC screen. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that person's code or it can be directly typed in.

**Example:**

Teacher Choices 0001 LARRY STOOGE 0003 MRS. DULL 0010 MISS SNOWDAY 0015 PLAY ALLDAY 0020 KNOW SCHOOL 0025 EARLY BIRD 0030 MISS GOSLOW 0035 HAVA PROBLEM 0050 MISS SNOOZER 0055 PATRICK SAINT 0060 CURLY STOOGE 0062 MO STOOGE	INSUBORD.  OGE  From:[ / / ] To:[ / / ] Served?:[N] Modified?:[N] Referred to Alt. Program?:[N]
---	--

If any of the options are not correct, the corresponding parameters and/or screens need to be updated within SIS.

**Note:** If you do not know the Infraction and/or Action at the time of entry, you may move your cursor to a field in the Infraction and/or Action record and press F11 to highlight and F11 once more to delete it.

After the Incident/Infraction/Action have been entered and you do not want to continue, press F12 to save.

If you want to add additional infractions for this incident hit F6, highlight 'Add Infraction' and press return. Fill in the information following the previous guidelines.

# Adding Actions

```

DISC V2.8, ©2001, MCOECN, Lima

000000085  GOOD, JONNIE                F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save

Date:[09/09/2000][Verbal Altercation]          Period:[1 ]
Infraction:[CB2 ] CLASSROOM INSUBORD.
Location:[120 ]
By:[0001] LARRY STOOGE
Action:[3 ] In school suspension              On:[10/11/2000]
# of Days:[ 3.00]          From:[10/11/2000] To:[10/13/2000] Served?:[N]
Demerits:[ . ] Modified?:[N]                Referred to Alt. Program?:[N]

```

## Action:

This is a mandatory field. Press the F10 key to display the valid action codes, which come from the P167 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that action code or it can be directly typed in.

## Example:

```

Action Choices
1  Expulsion 1
2  Out of school suspension 2
3  In school suspension 3
4  In school alternative 4 /11/2000] To:[10/13/2000] Served?:[N]
5  Saturday school 5 Referred to Alt. Program?:[N]

```

## On:

This field is used to indicate the date the action was decided upon. (The date the punishment was determined.) This field will automatically be filled in with the current date. You will only need to hand enter this date if it is different than the current date.

## Number of Days:

This is a mandatory field when adding actions, which are to be reported for EMIS. Upon initial entry, if you wish to enter 1.00, type in 1 and press 'return'. It will automatically position the numbers correctly in the field. If you wish to enter fractional days, example 1.25, enter 1.25 and press 'return'. When editing one field, what is displayed, is what will get saved.

**Date Ranges:**

These fields are optional. If entered, the From: field is the starting date of action. This date must be less than or equal to the To: date. The To: field is the ending date of the action which must be greater than or equal to the From: date. These may be entered in the MMDDYYYY format or you may type in MMDDYY and it will automatically put in the first two digits of the year for you. For example, you may type in 091300 and it will display as 09/13/2000. Do not type the slashes.

**Served: (Y or N) [N]**

This is an optional field. Enter an Y or N. N is defaulted.

**Demerits:**

This field is optional. Upon initial entry, if you wish to enter 1.00, type in 1 and press 'return'. It will automatically position the numbers correctly in the field. If you wish to enter fractional demerits, example 1.25, enter 1.25 and press 'return'. When editing one field, what is displayed, is what will get saved.

**Modified: (Y or N) [N]****Ref. Alternate Prog.: (Y or N) [N]**

These fields are optional. Enter an Y or N. N is defaulted.

**Note: If you want to add additional actions for this incident hit F6, highlight 'Add Action' and press return. Fill in the information following the previous guidelines.**

# Adding Contacts

Press the F6 key.

Example:

<table border="1"> <tr><td>—Add Options—</td></tr> <tr><td>Infraction</td></tr> <tr><td>Action</td></tr> <tr><td><b>Contact</b></td></tr> <tr><td>Note</td></tr> <tr><td>Policy</td></tr> <tr><td>Exit Add Options</td></tr> </table>	—Add Options—	Infraction	Action	<b>Contact</b>	Note	Policy	Exit Add Options	<p>CLASSROOM INSUBORD.          LARRY STOOG          In school suspension          3.00] From:[10/11/2000] To:[10/13/2000] Served?:[N]          .00] Modified?:[N] Referred to Alt. Program?:[N]</p>
—Add Options—								
Infraction								
Action								
<b>Contact</b>								
Note								
Policy								
Exit Add Options								

Use the down arrow key to highlight 'Add Contact', then press the 'RETURN' or 'ENTER' key.

```

DISC V2.8, ©2001, MCOECN, Lima
00000085 GOOD, JONNIE F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save Locked
Date:[09/09/2000][Verbal Altercation] Period:[1 ]
Contact:[P ] PHONE Date:[09/14/2000]
Administrator:[COUNSELOR ]
Contacted:[PARENTS ]
Infraction:[CB2 ] CLASSROOM INSUBORD.
Location:[120 ]
By:[0001] LARRY STOOG
Action:[3 ] In school suspension
# of Days:[ 3.00] From:[10/11/2000] To:[10/13/2000] Served?:[N]
Demerits:[ .00] Modified?:[N] Referred to Alt. Program?:[N]
    
```

## Contact:

Press the F10 key to display the valid contact codes, which come from the P166 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that contact code or it can be directly typed in.

## Date:

The contacted date may be entered in MMDDYYYY or MMDDYY format. For example, you may type in 091300 and it will display as 09/13/2000. Do not type the slashes.

**Administrator and Contacted:**

These two fields allow for any text. There are no parameters and/or screen that restrict what can or can not be entered.

**Notes: After the contact(s) have been entered and you do not want to continue, press F12 to save.**

**Contact records are not reported in EMIS therefore, the whole record is optional.**

# Adding Policy

Press the F6 key.

Example:

<table border="1"> <tr><td>—Add Options—</td></tr> <tr><td>Infraction</td></tr> <tr><td>Action</td></tr> <tr><td>Contact</td></tr> <tr><td>Note</td></tr> <tr><td><b>Policy</b></td></tr> <tr><td>Exit Add Options</td></tr> </table>	—Add Options—	Infraction	Action	Contact	Note	<b>Policy</b>	Exit Add Options	PHONE COUNSELOR ] PARENTS ] CLASSROOM INSUBORD.  LARRY STOOG In school suspension 3.00] From:[10/11/2000] To:[10/13/2000] Served?:[N]	Date:[09/14/2000]
—Add Options—									
Infraction									
Action									
Contact									
Note									
<b>Policy</b>									
Exit Add Options									

Use the down arrow key to highlight 'Add Policy', then press the 'RETURN' or 'ENTER' key.

DISC V2.8, ©2001, MCOECN, Lima		
000000085	GOOD, JONNIE	F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save		Locked
Date:[09/09/2000]	Verbal Altercation ]	Period:[1 ]
Policy:[CB ]	CLASSROOM BEHAVIOR	
Contact:[P ]	PHONE	Date:[09/14/2000]
Administrator:[COUNSELOR ]		
Contacted:[PARENTS ]		
Infraction:[CB2 ]	CLASSROOM INSUBORD.	
Location:[120 ]		
By:[0001]	LARRY STOOG	
Action:[3 ]	In school suspension	
# of Days:[ 3.00]	From:[10/11/2000] To:[10/13/2000]	Served?:[N]
Demerits:[ .00]	Modified?:[N]	Referred to Alt. Program?:[N]

## Policy:

Press the F10 key to display the valid policy codes, which come from the P162 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that policy code or it can be directly typed in.

Example:

Policy Choices		Date:[09/14/2000]
5117	UNEXCUSED ABSENCES	
5145	SEARCH OR SEIZURE	]
CB	CLASSROOM BEHAVIOR	]
DR	DRUGS	RD.
GEN	GENERALS	sion
VA	VANDALISM/PROPERTY DAMAGE	m:[10/11/2000] To:[10/13/2000] Served?:[N]
WP	WEAPONS	

**Notes: After the policy(s) have been entered and you do not want to continue, press F12 to save.**

**Policy records are not reported in EMIS therefore, the whole record is optional.**



# Adding Notes

Notes can be added as long as there is an incident record to post it too.

If you want to add a note onto an incident already on file, highlight the appropriate incident and press the F12 key. This will bring up the detailed records of the incident.

Example:

DISC V2.8, ©2001, MCOECN, Lima			
000012345	MOUSE, MICKEY	M-10-A-120	TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update			
UKHS	01/20/2000	THIS IS A NEW TEST	2
UKHS	09/21/2001	THIS MOUSE NEEDS TO LEARN A LESSON BAD!	3
UKHS	09/20/2001	gun/exp sat.school	1
UKHS	09/17/2001	HE WAS A VERY BAD MOUSE	1

Notes can be posted under any of the "Add Options". For example, to add a note under Incident use the arrow or tab key to put the cursor on that field, then press F6 and choose 'Add Note'. Notes may be added under any of the Add Options and once added will display under the last line of the Add Option you chose. For Example, when we added a note under the Incident it displayed after the line of the Incident record information. If you have your cursor on the Action and press F6 to add a note, your note will be displayed under the last line of the Action record information.

Example:

<table border="1"> <tr><td>—Add Options—</td></tr> <tr><td>Infraction</td></tr> <tr><td>Action</td></tr> <tr><td>Contact</td></tr> <tr><td><b>Note</b></td></tr> <tr><td>Policy</td></tr> <tr><td>Exit Add Options</td></tr> </table>	—Add Options—	Infraction	Action	Contact	<b>Note</b>	Policy	Exit Add Options	CLASSROOM BEHAVIOR PHONE COUNSELOR ] PARENTS ] CLASSROOM INSUBORD. LARRY STOOGE In school suspension	Date:[09/14/2000]
—Add Options—									
Infraction									
Action									
Contact									
<b>Note</b>									
Policy									
Exit Add Options									

This will then put you into the editor to type in the note. Once you press F10 to exit, it will display the note underneath that part of the record.

Example is highlighted:

DISC V2.8, ©2001, MCOECN, Lima	
000000085 GOOD, JONNIE	F-09-A-CAFE TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save	Locked
Date:[09/09/2000][Verbal Altercation ] Period:[1 ]	
Note by SHERRY on 28-SEP-2000 10:49:24.38	
This is where the note would display. You can type whatever you would like to, as many lines of text as you feel necessary.	
With blank lines for spacing in between.	
Policy:[CB ] CLASSROOM BEHAVIOR	
Contact:[P ] PHONE	Date:[09/14/2000]
Administrator:[COUNSELOR ]	
Contacted:[PARENTS ]	
Infraction:[CB2 ] CLASSROOM INSUBORD.	
Location:[120 ]	
By:[0001] LARRY STOOG	
Action:[3 ] In school suspension	
# of Days:[ 3.00] From:[10/11/2000] To:[10/13/2000] Served?:[N]	
Demerits:[ .00] Modified?:[N]	Referred to Alt. Program?:[N]

After pressing F10 to exit out of the editor, you **must** press F12 to post that note or it will not be saved.

**Notes:** Notes are not reported in EMIS therefore, the whole record is optional.

# Posting or adding the entries

To save the student's discipline records, press the F12 key. If any invalid data was found, a message will be displayed and will put your cursor on that field. Once corrected, press F12 again to post or save those changes.

If it didn't encounter any errors with the information that was entered, it will display the incident records.

## Example:

DISC V2.8, ©2001, MCOECN, Lima			
00000085	GOOD, JONNIE	F-09-A-CAFE	TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update			
UKHS	09/09/2000	Verbal Altercation	1
UKHS	09/20/2000	Verbal Altercation	2

The first four characters in the incident line represent the building the incident was added under.

### Important Note!

Multiple infractions, actions, contacts and policies can be entered per incident.

# Bringing up and/or changing existing records

After typing in the student id or name, press 'RETURN' or the 'ENTER' key; the program will then display all of the student's incident records.

If it didn't find any records for that student it will display the below message:

```
DISC V2.8, ©2001, MCOECN, Lima
000020005  DUCK,DAISEY                F-05-I-MUS  TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update
This student has no discipline records on file
```

If records were found it will list them in incident date order.

Example:

```
DISC V2.8, ©2001, MCOECN, Lima
000012345  MOUSE,MICKEY                M-10-A-120  TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update
UKHS  01/20/2000  THIS IS A NEW TEST                2
UKHS  09/21/2001  THIS MOUSE NEEDS TO LEARN A LESSON BAD!  3
UKHS  09/20/2001  gun/exp sat.school                1
UKHS  09/17/2001  HE WAS A VERY BAD MOUSE           1
```

To see detailed information on a specific incident, use the up and down arrow key to highlight the one you wish to see and press the F12 key to Save or F7 to display.

**Example:**

```

DISC V2.8, ©2001, MCOECN, Lima
000012345  MOUSE,MICKEY                M-10-A-120  TCCSA Test School
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save      Locked
Date:[09/17/2001][HE WAS A VERY BAD MOUSE                ]      Period:[1 ]
`
Policy:[VA ] VANDALISM/PROPERTY DAMAGE
`
Note by SHERRY      on 20-SEP-2001 22:03:31.56
This is a test to show where the note will display
`
Infraction:[02 ] Behavioral problems
Location:[BATH] BATHROOM
By:[0003] MRS. DULL
`
Action:[3 ] In school suspension
# of Days:[ 3.00]      From:[09/20/2001] To:[09/22/2001] Served?:[N]
Demerits:[  .00] Modified?:[N]      Referred to Alt. Program?:[N]
`
Contact:[P ] PHONE                Date:[09/23/2001]
Administrator:[ASST. PRINCIPAL      ]
Contacted:[PARENTS                  ]

```

When the existing record has been displayed, by using the F12 key, it can be modified by using the up and down arrow or tab key to move through the fields. When the cursor is on the field you wish to change, press the F10 key for valid options or type in the new code or information. After the changes have been made, re-post or save by using the F12 key.

# Deleting records

## Deleting existing records

After typing in the student id or name, press 'RETURN' or the 'ENTER' key, the program will then display all of the student's incident records.

Use the up and down arrow key to highlight the record you want to delete, press F12 to display the detailed information. Then use the up and down arrow key to put the cursor on the record you wish to delete. Press F11, this will highlight the record. Press F11 again and this will delete the record.

If you press F11 when the cursor is on the incident, all related records to that incident will be deleted.

To save these changes press the F12 key.

Then the below prompt will be displayed.

Are you certain you wish to delete the incident entirely? Yes No
--

If you do not wish to delete use the down arrow key to highlight 'No' and press the 'return' or 'enter' key.

## Deleting while adding records

If you are adding a record, use the up and down arrow key to place the cursor on the record you want to delete, then press the F11 key. This will remove the information. Once you are done adding all the information for the student, press F12 to save all the records.

## Canceling the delete

To cancel the delete, press the space bar or any key, other than the F11.

# Viewing Totals

After typing in the student id or name, press the 'Return' or 'Enter' key; the program will then display all of the student's incident records in a single line format.

DISC V2.8, ©2001, MCOECN, Lima			
000012345	MOUSE,MICKEY	M-10-A-120	TCCSA Test School
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update			
UKHS	01/20/2000	THIS IS A NEW TEST	2
UKHS	09/21/2001	THIS MOUSE NEEDS TO LEARN A LESSON BAD!	3
UKHS	09/20/2001	gun/exp sat.school	1
UKHS	09/17/2001	HE WAS A VERY BAD MOUSE	1

To view the totals, press the F11 key.

DISC V2.8, ©2001, MCOECN, Lima			
000012345	MOUSE,MICKEY	M-10-A-120	TCCSA Test School
F8-Exit F9-Export			
01/20/2000	THIS IS A NEW TEST	Period: 2	
	Fighting/Violence	By: ASST. PRINCIPAL	In: AUD
	In school suspension	Days: 3.00(01/21/2000-01/25/2000)	Sv:N
	TEST		
09/21/2001	THIS MOUSE NEEDS TO LEARN A LESSON BAD!	Period: 3	
	PRINCIPAL		
	Behavioral problems	By: MISS GOSLOW	In: LIB
	Out of school suspension	Days: 2.50(09/28/2001-10/01/2001)	Sv:N
09/20/2001	gun/exp sat.school	Period: 1	
	Truancy	By:	In:
	In school suspension	Days: 2.00(09/23/2001-09/24/2001)	Sv:N
	PRINCIPAL		
	Behavioral problems	By: CURLY STOOGIE	In: BATH
	Saturday school	Days: 3.00(09/25/2001-10/30/2001)	Sv:N
09/17/2001	HE WAS A VERY BAD MOUSE	Period: 1	
	Behavioral problems	By: MRS. DULL	In: BATH
	In school suspension	Days: 3.00(09/20/2001-09/22/2001)	Sv:N
	ASST. PRINCIPAL		
Totals			
1:	Truancy	3:	Behavioral problems
1:	Fighting/Violence		
1/	2.50:Out of school suspension	3/	8.00:In school suspension
1/	3.00:Saturday school		
1:	MRS. DULL	1:	MISS GOSLOW

This screen displays the following summarized information:

- ❖ **INCIDENT record information:** INCIDENT date, INCIDENT description and INCIDENT period.
- ❖ **INFRACTION record information:** INFRACTION description, teacher name and room number.
- ❖ **ACTION record information:** ACTION description, number of days, ACTION date range in parenthesis and whether or not it was served.
- ❖ **CONTACT record information:** administrator.

Underneath the summary information will be the totals for **INFRACTION, ACTION AND TEACHER.**



## Exiting the program

Press the F8 key to exit the program.

## F9 – Export options.

Press the F9 key to see the Export options.

Example:

```
Export Choices
Copy into DISC.TXT file
Email
Email with edit
Print to slaved printer
Print to queued printer
I changed my mind
USE NEEDS TO LEARN A LESSON BAD! 3
sat.school 1
A VERY BAD MOUSE 1
```

### Copy into DISC.TXT file

This will create a file named DISC.TXT containing all the discipline information that was displayed on the screen, when this option was chosen. This file will be in your directory.

### EMAIL

This option will send whatever information is on the screen via electronic email.

### Email with edit

This option will send whatever information is on the screen via electronic email but puts you into the editor to add in a note or make any modifications before sending the data.

### Print to a slaved printer

This feature is not yet implemented

### Print to a queued printer

This will print whatever is on the screen to your queued or shared printer.

### I changed my mind

Allows you to exit this menu.

# DISC Reports

At the present time there are three reports available from the DISC module.

They are:  
DISCRPT  
DISCALL  
DISCTOT

The report program **DISCRPT** will list students in your building who have a specified action or infraction code on a specified day or during a date range. For example, this program can give you a list of students assigned to Saturday School on a certain day. You can run it for any action code defined on P167, i.e. detentions, suspensions, expulsions, etc. or any Infraction code listed on P163. The P167 or P163 description will be used in the heading, along with the date specified, i.e. 'Saturday School list for 09/23/2000'.

The report program **DISCALL** will list all the discipline records of a single student or all students depending on how you answer the program prompts. The report will have a prompt asking If you would like to select a Specific student, All or Exit Program. If you enter "S" for a Specific student, the next prompt will be: "Enter Student ID:" where you will enter the Student ID. It will then generate a report of all discipline data for that particular student. If you enter "A" for All, the program will generate a report of ALL discipline data for your building. This report will be sorted by Student Name. If you enter "E" to Exit, the program will not process any data and will stop.

This program will print all discipline records to which you have access. For example, if you are at Building A, and this student has records that have followed him from Building B, when you display this student on your screen you will see records from both buildings listed at the display screen of DISC. **IF** you have access to **ONLY** Building A, the report DISCALL will only print records that happened in the Building A. In this situation it will also generate a message "Student has discipline data in Building B" "Contact that building for their data." to alert you to the fact that you do not have all the data printing. IF you have access to both buildings, the Building A and the Building B, DISCALL will print **all** the information on the report.

The report program **DISCTOT** will generate infraction and action totals from the data entered in the program DISC for the building your logicals point to. The program has four prompts. The first prompt asks what field you want totals by. The second prompt is whether you want Details or Summary. The third and fourth prompts are asking for the date range (that you may leave blank by hitting return through the prompts if you are looking at all dates). If you choose the option to have Totals by Grade there is an additional option/prompt - "Enter grade level, or press return for all grades:" and this will allow you to process for a single grade level or all grade levels. When you choose totals by Student, this report will sort by Student Name instead of Student ID.

To generate the report DISCRPT, type DISCRPT at the MENU prompt and press the 'RETURN' or 'ENTER' key. It is also located on the EMIS\_LCL menu option too.

**Example:**  
MENU> DISCRPT

```
D I S C R P T
©2001, Management Council of the Ohio Education Computer Network, Lima. V1.0
Process Infractions or Actions (I/A): A
(This new prompt allows you to process Infractions or Actions.)
The next prompt will depend on whether you chose Infractions or Actions on the first
prompt.
If you specified Infractions at the first prompt then it will ask you to enter the
Infraction code. If you specified Actions then it will ask you to enter the Action code.
You will use one of the codes you have defined on P167 (Action codes) or P163 (Infraction
codes).
Enter Action code: 5
(or Enter Infraction code:)
Enter Starting Action (Infraction) Date (MMDDYYYY): 08272001
Enter Ending Action (Infraction) Date (MMDDYYYY): 09302001
```

(You are now able to select a date range instead of just a specific action date. If you would like to process all dates, just press return on both prompts leaving them blank. It is important to notice here that the program prompts for ACTION dates when you request actions in the first prompt and INCIDENT dates when you request infractions in the first prompt.)

## Sample of DISCPRT Action Report

ID	Name	GR/Sex/Eth/Hmrm	Inc. Date	Days	Infraction
28-SEP-2000 11:31:02 DISCRPT V1.2 TCCSA Test School					
PAGE 1					
In school suspension list for / / - / /					
Assigned By					
000000003	DOG, PLUTO problems MRS. DULL	12 F W CAFE	09/17/2001	3.00	Behavioral
000000085	GOOD, JONNIE BEA INSUBORD. LARRY STOOG	09 F W CAFE	09/09/2000	3.00	CLASSROOM
000012345	MOUSE, MICKEY problems MRS. DULL	10 M H 120	09/17/2001	3.00	Behavioral
000012345	MOUSE, MICKEY problems CURLY STOOG	10 M H 120	09/20/2001	2.00	Truancy Behavioral
000012345	MOUSE, MICKEY ASST. PRINCIPAL	10 M H 120	01/20/2000	3.00	Fighting/Violence
000990500	MOUSE, MINNIE problems MRS. DULL	11 F W AUD	09/17/2001	3.00	Behavioral

## Sample of DISCPRT Infraction Report

ID	Name	GR/Sex/Eth/Hmrm	Inc. Date	Action
28-SEP-2000 11:47:09 DISCRPT V1.2 TCCSA Test School				
PAGE 1				
CLASSROOM INSUBORD. list for / / - / /				
Days				
000000085	GOOD, JONNIE BEA suspension 3.00	09 F W CAFE	09/09/2000	In school

To generate the report DISCALL, type DISCALL at the MENU prompt and press the 'RETURN' or 'ENTER' key.

**Example:**

MENU> DISCALL

The DISCALL program has one prompt, the student's SIS ID.

```
D I S C A L L
©2001, Management Council of the Ohio Education Computer Network, Lima. V1.0

This program will produce a report of discipline data.

Would you like to select a Specific Student, All or Exit Program?

The All option will give you a report of all discipline
data for your building. (S/A/E)? S

Enter Student ID: 12345
```

**Sample of DISCALL Report**

```
28-SEP-2000 14:11:07 DISCALL V1.2 TCCSA Test School PAGE 1

Discipline data for student JONNIE BEA GOOD

  Date:[09/09/2000][Verbal Altercation ] Period:[1 ]
  Note by SHERRY on 28-SEP-2000 10:49:24.38
This is where the note would display. You can type whatever you would like to,
as many lines of text as you feel necessary.

With blank lines for spacing in between.
  Policy:[CB ] CLASSROOM BEHAVIOR
  Contact:[P ] PHONE Date:[09/14/2000]
  Administrator:[COUNSELOR ]
  Contacted:[PARENTS ]
  Infraction:[CB2 ] CLASSROOM INSUBORD.
  Location:[120 ]
  By:[0001] LARRY STOOGIE
  Action:[3 ] In school suspension
  # of Days:[003.00] From:[10/11/2000] To:[10/13/2000] Served?:[N]
  Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]
```

To generate the report DISCTOT, type DISCTOT at the MENU prompt and press the 'RETURN' or 'ENTER' key.

**Example:**

MENU> DISCTOT

```
D I S C T O T
©2001, Management Council of the Ohio Education Computer Network, Lima. V1.0

Totals by
Student, Grade, Homeroom or Referral By (infractions only) (S/G/H/R): G

Enter grade level, or press return for all grades: 09

Print Details or Summary only (D/S): D

Enter Incident Start Date (MMDDYYYY):

Enter Incident End Date (MMDDYYYY):

Sorting...

Creating report...

Please print DISCTOT.TXT.
The report ends with Infraction and Action Grand Totals. Sub-total choices are by
Student, Grade and Homeroom for Infractions and Actions. Infraction sub-totals can be
generated based on the Referral By code.

Print Details or Summary only (D/S):

The Summary option gives sub-totals by the option selected above and grand totals. The
Detail option gives the same totals as the Summary option, but also includes detail
discipline data on the report. The detail information is sorted by infraction/action code,
incident date and student name.

Enter Incident Start Date (MMDDYYYY):

Enter Incident End Date (MMDDYYYY):

A date range can be defined. If nothing is entered, and you return through the prompts, the
program will assume all dates. It is important to note here that this is using the Incident
Date.
```

**Below is an example of a portion of the report with Details and 'totals by Grade' selected.**

28-SEP-2000 14:18:41		DISCTOT	V1.1	DISCIPLINE TOTALS	TCCSA Test School		
PAGE 1							
Incident Date range: / / - / /							
ID	Name			GR/Sex/Eth/Hmrm	Inc. Date	Infraction	
Location	Referral By						
000000003	DOG, PLUTO			12 F W	CAFE 09/17/2001	02	Behavioral
problems	BATH 0003 MRS. DULL						
ID	Name			GR/Sex/Eth/Hmrm	Inc. Date	Action	
Days	Start	End	Ser				
000000003	DOG, PLUTO			12 F W	CAFE 09/17/2001	3	In school
suspension	3.00	09/20/2001	09/22/2001	N			
GRADE 12 TOTALS							
INFRACTIONS:							
02	Behavioral problems					1	
ACTIONS:							
3	In school suspension					1	
GRAND TOTALS							
INFRACTIONS:							
02	Behavioral problems					1	
ACTIONS:							
3	In school suspension					1	

**Below is an example of a portion of the report with Details and 'totals by Student' selected.**

28-SEP-2000 14:21:23		DISCTOT	V1.1	DISCIPLINE TOTALS	TCCSA Test School		
PAGE 1							
Incident Date range: / / - / /							
ID	Name			GR/Sex/Eth/Hmrm	Inc. Date	Infraction	
Location	Referral By						
000000003	DOG, PLUTO			12 F W	CAFE 09/17/2001	02	Behavioral
problems	BATH 0003 MRS. DULL						
ID	Name			GR/Sex/Eth/Hmrm	Inc. Date	Action	
Days	Start	End	Ser				
000000003	DOG, PLUTO			12 F W	CAFE 09/17/2001	3	In school
suspension	3.00	09/20/2001	09/22/2001	N			
STUDENT TOTALS FOR DOG, PLUTO							
INFRACTIONS:							
02	Behavioral problems					1	
ACTIONS: 3							



# DISC Letters

## Discipline Letters

The program DISDT for creating Discipline Letters is ready. This program creates a file of discipline data that can be ftp'd to your machine and used to create letters.

## Creating the DISCDT file

You will need to run the program DISCDT.

Go to your menu prompt and run the program DISCDT

(example)

Menu> DISCDT

This program creates a file containing discipline and demographic data for each incident where the DISC 'Download' field = Y(es), and then changes the DISC 'Download' field on those incidents to D(one). The output file is called DISCDT.TXT. If an incident contains multiple actions, DISCDT creates one record per action.

DISCDT.TXT is a tab delimited variable record length file.

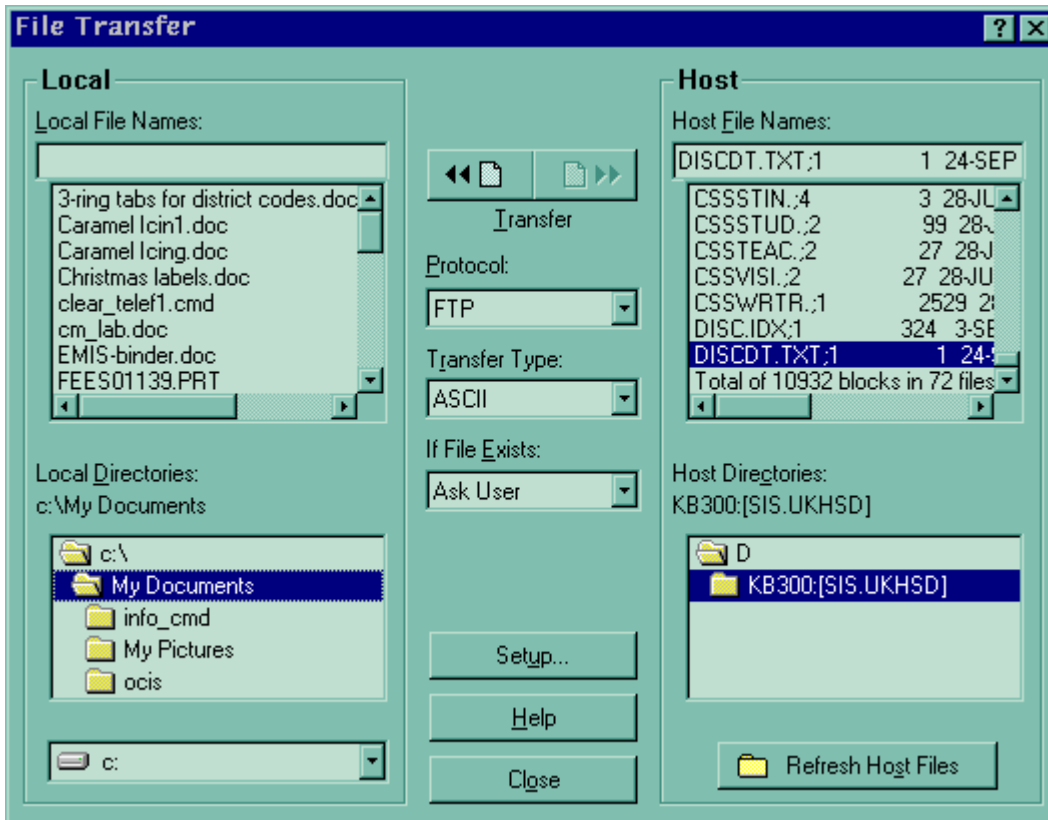
## FTP DISCDT.TXT File to Your Local Hard Drive as ASCII Type

You will need to FTP the files from your directory to your PC.

While in Reflections click on the "flying sheet of paper" along the top of your screen, or click on File and then choose the Transfer option.

It will prompt you for your username and password again, use your reflections username and password.

You will see a screen similar to below:



Make sure the protocol is FTP and the Transfer Type is ASCII. Hi-light the file or files you want to transfer to your PC, make sure the folder on your hard drive in the LOCAL section is where you would like the files to go and then click on the arrow key to transfer the data to the LOCAL (PC).

As the file(s) are transferred, you should see messages confirming the transfers (transfer completed) in the box under the two windows that show the remote and local systems.

Your files have been transferred.

## Creating the form letters in WORD using Mail Merge

**If you need to create the initial form letter, use the following instructions:**

Open Word

Click on Tools

Mail Merge

Create

Form Letters

Active Window

Get Data

Open Data Source

Check the box labeled "Select Method"

Down arrow in the box labeled Files of type:

Text Files

Open DISCDT.TXT

In the "Confirm Data Source" box, hi-light "Text Files (\*.txt)" and click OK

Click on Edit Main Document

You should now be back to your blank document with a mail merge tool bar across the top.

Begin typing letter.

At locations where you would like to use data from the DISCDT.TXT file, place your cursor in the appropriate position and click "Insert Merge Field". This will list the fields available (listed below). Click on the field you want and a token will be placed in your letter. Continue to type the letter and place tokens until the letter is finished.

Click on Mail Merge Helper (the icon on your mail merge tool bar that looks like two documents and "+" sign).

If you would like to use just specific records from the file (for example expulsions only) or sort the data, click on Query Options.

To use only specific records, select Filter Records. In the first Field, click the down arrow and select the field you want to use. Fill in the Comparison field and the Compare to value.

For example, if your letter is specific to Expulsions, define the filter as follows:

ActionCode Equal to 1

To sort the records, select the field you want to use for sorting by clicking the down arrow.

Finally click on OK.

To merge your letter and discipline data, click on Merge. I suggest you merge to new document (so you can look over the results before printing), merge All records and Don't print blank lines when data fields are empty (this keeps an empty line from printing for address line 2 if it is blank). Click Merge again. Your merged letter will be displayed on the screen. Scroll through to check it and then print.

When you click X to close out of the letters, it will ask if you want to save the file. If you've already printed the letters and/or don't have a need to save the merged letters, just say "no". If there is some reason you want to save the merged letters, say "Yes".

When you are back at the letter containing tokens, use Save As to save the document and name as you wish.

**If your form letter has already been define, use the following instructions to create letters with student discipline data:**

Create the DISCDT.TXT file as previously described.

FTP the DISCDT.TXT file as previously described.

Open Word

Click on "File"

Click on "Open"

Click on (or open) the document you wish to use.

Click on "Merge to New Document" (You will find the icon on your top menu bar. It will show two small documents with a right arrow pointing to a larger single document.)

Check and print.

The following fields are in the DISCDT.TXT file and available for use in your letter(s). Reminder – if an incident contains multiple actions, the file will contain one record per action.

<b>DISCDT Field Names</b>	<b>Description of Field Names</b>
StudentID	Student ID (POISE)
Bldg	Building from Discipline Record
LastName	Student Last Name
FirstName	Student First Name
ParentName	Parent Name
Addr1	Address Line 1
Addr2	Address Line 2
City	City
State	State
Zip	Zip code
IncidentDate	Date Incident occurred (format YYYYMMDD – example: 20010917)
IncidentDateFull	Full date incident occurred (format Month DD, YYYY)
IncidentDesc	Description of incident
InfractionCodes	Infraction codes separated by comma, up to 7
InfractionDescs	Description of infractions codes separated by comma, up to 7
InfractionTeacs	Names of those referring infraction, up to 7
ActionCode	Action code – You may want to use this field in the Filter if you have action specific letters.
ActionDesc	Description of action code
ActionDays	Number of days assigned for action
ActionStart	Full action starting date (format Month DD, YYYY)
ActionEnd	Full action ending date (format Month DD, YYYY)
PolicyDescs	Description of policies separated by comma, up to four