

Discipline Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
5/6/20	Entire document	Review and update
1/8/20	Entire document	Review and update
12/6/19	Entire document	Review and update
1/7/19	Entire document	Updated screenshots

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Understand Discipline Code Types

Required Discipline Codes

Discipline Code Type	Description	Examples
Action Code	Disciplinary action taken by your school or district in response to any reported discipline incident(s)	<ul style="list-style-type: none">• detention• in school suspension• out of school suspension• expulsion
Infraction Type Code	Infraction committed by a student that resulted in a punishment (action)	<ul style="list-style-type: none">• bullying• assault• fighting• bomb threats• possession of weapon• vandalism
DisciplineIncidentCategory	Incident category for Civil Rights Reporting	<ul style="list-style-type: none">• bullying• religious intolerance• sexual orientation

Optional Discipline Codes

Discipline Code Type	Description	Examples
Adjudication Code	Court decision applied to a discipline incident resulting in an arrest	<ul style="list-style-type: none">• citation• conviction• fine• probation
Arrest Code	Decision whether or not to arrest a student involved in an incident and details related to any arrest	<ul style="list-style-type: none">• arrest pending• arrested for weapons violation• arrested but not for weapons violation• not arrested
Contact Type Code	Type of communication made between your school and a student's contact person(s)	<ul style="list-style-type: none">• call to guardian• letter to guardian

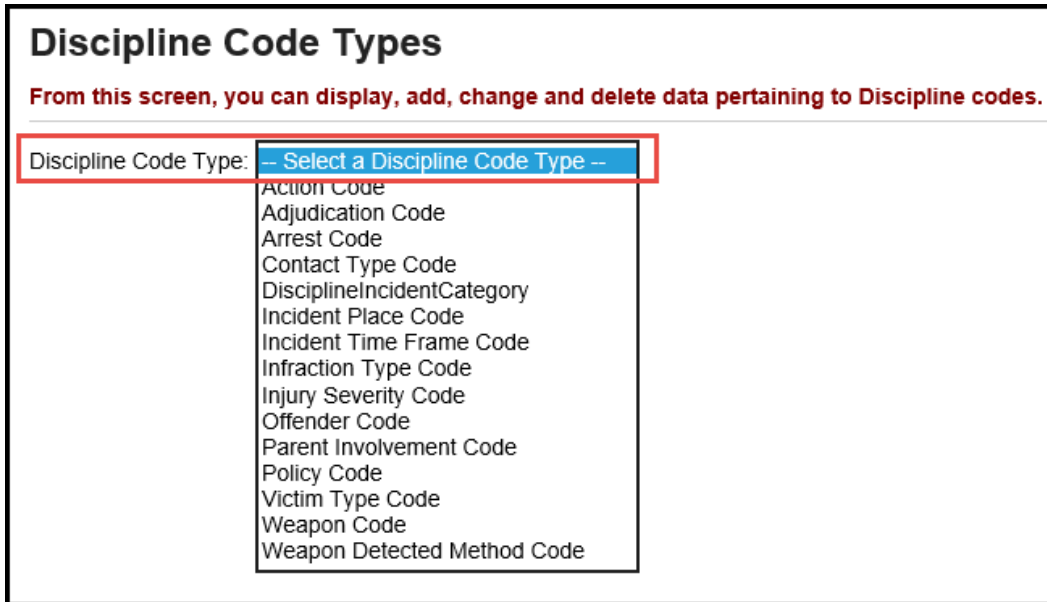
Optional Discipline Codes

Discipline Code Type	Description	Examples
Incident Place Code	Location where an incident occurred	<ul style="list-style-type: none"> • on school grounds • bus • field trip • school sponsored event • playground • athletic stadium
Incident Time Frame Code	Time of day when an incident occurred	<ul style="list-style-type: none"> • before school • during school • after school
Injury Severity Code	Seriousness of an injury sustained by any party as a result of an incident	<ul style="list-style-type: none"> • fatal injury • major injury • minor injury
Offender Code	Classification of person who committed a disciplinary offense	<ul style="list-style-type: none"> • student • adult visitor • intruder • district employee • parent
Parent Involvement Code	Method of involving a parent of a student involved in a discipline incident for purposes of information and/or remediation	<ul style="list-style-type: none"> • telephone conference • school conference • written notification • family counseling • law enforcement/legal involvement
Policy Code	Discipline policy specific to your school district that was violated in relation to a discipline incident	<ul style="list-style-type: none"> • unauthorized touching • fighting • attendance • behavior • bullying
Victim Type Code	Classification of a victim of an incident	<ul style="list-style-type: none"> • student • adult visitor • district employee • parent
Weapon Code	Type of weapon used in an incident	<ul style="list-style-type: none"> • knife • firearm • mace
Weapon Detected Method Code	How a weapon was detected	<ul style="list-style-type: none"> • scanner/security • detected by fellow student • detected by school staff

Task #1 - Add / Edit Discipline Codes

Navigation: StudentInformation – Management – School Administration – Discipline Administration – Discipline Code Types

1. On the **Discipline Code Types** screen, in the **Discipline Code Type** drop-down list, select the type of discipline code you want to add.



Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline codes.

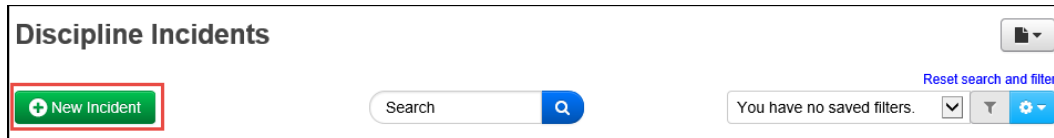
Discipline Code Type: **-- Select a Discipline Code Type --**

- Action Code
- Adjudication Code
- Arrest Code
- Contact Type Code
- DisciplineIncidentCategory
- Incident Place Code
- Incident Time Frame Code
- Infraction Type Code
- Injury Severity Code
- Offender Code
- Parent Involvement Code
- Policy Code
- Victim Type Code
- Weapon Code
- Weapon Detected Method Code

Task #2 - Add Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, click **New Incident**.
The add-edit version of the screen displays.



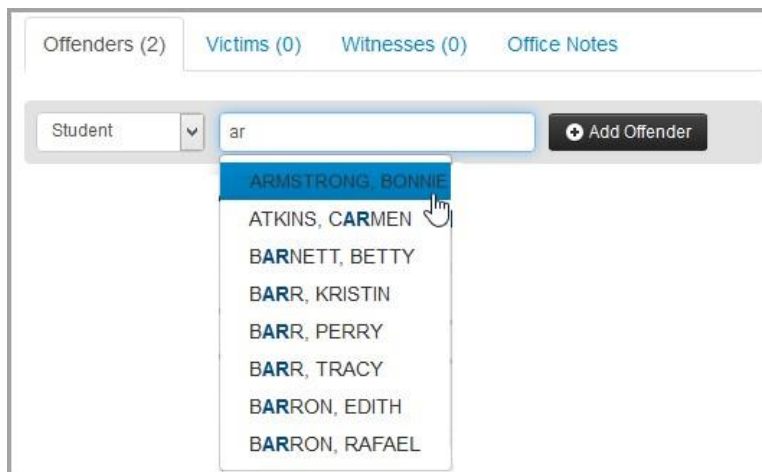
2. In the main area at the top of the screen, enter or select the following information:
 - Name you want to assign to the incident
 - Date, time and (optional) time frame during which the incident occurred (defaults to current date, current time and During school hours)
 - Optional: Description of the incident (maximum character length is 1950)
 - Optional: For Civil Rights reporting purposes, in the **Incident Category** area, select the appropriate check box(es).
 - Optional: General and specific location where the incident occurred (defaults to On School Property)
 - Optional: If the incident involved physical damage to school property, select the **Against Property** check box.
 - IRN/name of the school (defaults to building in context)
 - Optional: Person who created the referral (can be Staff, Student or Other)
3. At the bottom of the screen, click **Create Incident**.
4. StudentInformation creates the incident with an **Open** status, assigns it a number and displays a confirmation message.



Task # 3 - Add Offenders – required

You can add one or more offenders to each documented incident.

1. On the **Offenders** tab, in the drop-down list, select **Student**.
 - a. In the **Search** box, enter the first couple letters of the offender's first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct offender.
2. Click **Add Offender**.



The screenshot shows a web interface for adding offenders. At the top, there are tabs for 'Offenders (2)', 'Victims (0)', 'Witnesses (0)', and 'Office Notes'. Below this, there is a dropdown menu currently set to 'Student'. To the right of the dropdown is a search input field containing the letters 'ar'. To the right of the search field is a button labeled '+ Add Offender'. Below the search field, a list of names is displayed, with 'ARMSTRONG, BONNIE' highlighted in blue. Other names in the list include ATKINS, CARMEN; BARNETT, BETTY; BARR, KRISTIN; BARR, PERRY; BARR, TRACY; BARRON, EDITH; and BARRON, RAFAEL.

Note: To view his/her student profile, click the offender's name. To delete an offender, click on the **trash can** icon.

3. To document the district policy that was violated and the infraction that occurred:
 - a. Click on the **plus** sign to open the **Policies / Infractions** section, select the appropriate policy and infraction.
 - b. If applicable, enter the number of weapons involved in the incident, as well as any comments about this policy violation/infraction.

Note: To document additional policies/infractions, click the **plus** sign. To delete a policy/infraction, click on the **trash can** icon.

4. To document disciplinary action taken in response to the incident:
 - a. Click on the **plus** sign to open the **Disciplinary Actions** section, select the appropriate disciplinary action taken and the start date and end date of the action.
 - b. Enter the # of days covered by the disciplinary action (for example, 2 days of detention).
 - c. If applicable, enter any Demerits assigned to the offender and any comments about this action.

- d. If any of the following situations apply as a result of this action, select the appropriate check box(es):
 - **Alt Education Assigned** – Student assigned to an alternative education program
 - **Received Services** – Student received special education services
 - **Served** – Student completed the required disciplinary action (for example, served the detention or attended anger management classes)
 - e. If applicable, select whether the offender received a **Modified Expulsion**.
 - f. If the offender is in preschool through 3rd grade and received a Disciplinary Action of Expulsion or Out of School Suspension, select the applicable **PS-3 Discipline Reason**.

***Note:** To document additional disciplinary actions, click the **plus** sign. To delete a disciplinary action, click on the **trash can** icon.*
5. To document your contact with the offender’s parents/guardians:
 - a. In the **Parent Involvement** section, click the **plus** sign.
 - b. Select the name of the parent or guardian you contacted, the form of contact (such as telephone conference or written notification) and the date, as well as any additional comments.

***Note:** To document additional parental contacts, click the **plus** sign. To delete a parental contact, click the **trash can** icon.*

***Note:** If you will see (*) next to the contact name, this indicates it is inactive.*
 6. To document any injuries and whether this offender requires a discipline letter:
 - a. In the **Other** section, click the **greater than** symbol.
 - b. If you want to specify an offender type, select an offender type.
 - c. If you want to include a discipline letter for this offender in the **Discipline Letter Export**, select the **Needs Letter** check box.
 - d. If the offender was injured as a result of the incident, select the severity of the injury and who caused the injury.
 - e. In the **Offender Comments** field, enter any other notes as needed.
 7. To document your contact with police related to this incident:
 - a. In the **Law Enforcement** section, click the **greater than** symbol.
 - b. Enter the law enforcement officer’s name.
 - c. If applicable, select the type of arrest and adjudication that occurred for the incident.
 8. To document weapons involved in the incident:
 - a. In the **Weapon Involvement** section click the **greater than** symbol.
 - b. Select how the weapon(s) were detected, the type and any comments.
 9. Click **Update Incident**.

Offenders (1) Victims (0) Witnesses (0) Office Notes

Student Search... + Add Offender

NO PHOTO AVAILABLE

BARKER, DEBRA Grade Level: 12 Age: 17 Gender: F 🗑️

➕ Policies / Infractions

Select policy... Weapons Policy/Infraction Comments

➕ Disciplinary Actions

After School Detention Demerits Action Comments

01/09/2020 - 01/10/2020 # of Days Received Services Served

Alt Education Assigned Received Services Served

Modified Expulsion Received Services Served

PS-3 Discipline Reason

➕ Parent Involvement

KATHY BARKER 01/08/2020 Comments

School conference

▼ Other

Select offender type... Needs Letter Offender Comments

Select injury severity type...

▼ Law Enforcement

Law Enforcement Contact Name Select arrest type... Select adjudication type...

▼ Weapon Involvement

Select detection method... Select weapon type... Weapon Comments

Update Incident Cancel

Task #4 - Add Victims – optional

You can add one or more victims to each documented incident.

1. On the **Victims** tab, in the drop-down list, select whether the victim is a Student, Staff or Other.
2. If you selected Other, enter the victim's first and last name. If you selected Student or Staff, in the search box, search for the victim as follows:
 - a. Enter the first couple letters of the victim's first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct victim.
3. Click **Add Victim**. The victim's information displays.
Note: To delete a victim, click the **trash can** icon.
4. To document additional details about the victim:
 - a. Select a further classification (type) for the victim.
 - b. If the victim was injured as a result of the incident, select the severity of the injury.
 - c. If the injury required medical treatment, select the **Medical Treatment Required** check box.
 - d. If you referred the victim for non-medical assistance (such as counseling), select the **Student Assistance Program Referral** check box.
 - e. If applicable, enter any comments about the victim.
5. Click **Update Incident**.

The screenshot shows a web interface for adding a victim to an incident. At the top, there are tabs for 'Offenders (1)', 'Victims (1)', 'Witnesses (0)', and 'Office Notes'. Below the tabs is a search bar with a dropdown menu set to 'Student', a search input field, and a green 'Add Victim' button. The victim's details are displayed in a dark blue header: 'BUCKNER, DENNIS', 'Grade Level: 10', 'Age: 16', and 'Gender: M'. To the left of the details is a placeholder for a photo that says 'NO PHOTO AVAILABLE'. Below the photo are links for 'Schedule' and 'Contacts'. The main content area has a text box containing 'Referred to counseling'. To the right of the text box are two dropdown menus: 'Select victim type...' and 'Select injury severity type...'. Below these are two checkboxes: 'Medical Treatment Required' (unchecked) and 'Student Assistance Program Referral' (checked). At the bottom of the form are two buttons: 'Update Incident' and 'Cancel'.

Task #5 - Add Witnesses – optional

You can add one or more witnesses to each documented incident.

1. On the **Witnesses** tab, in the drop-down list, select whether the witness is a Student, Staff or Other.
2. If you selected Other, enter the witness's first and last name. If you selected Student or Staff, in the search box, search for the witness as follows:
 - a. Enter the first couple letters of the witness's first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct witness.
3. Click **Add Witness**.
*Note: To delete a witness, click the **trash can** icon.*
4. Enter any comments related to the witness.
5. Click **Update Incident**.

Offenders (1) Victims (1) Witnesses (1) Office Notes

Student Search... Add Witness

NO PHOTO AVAILABLE

DEJESUS, GLEN Grade Level: 09 Age: 15 Gender: M

Witness Comments

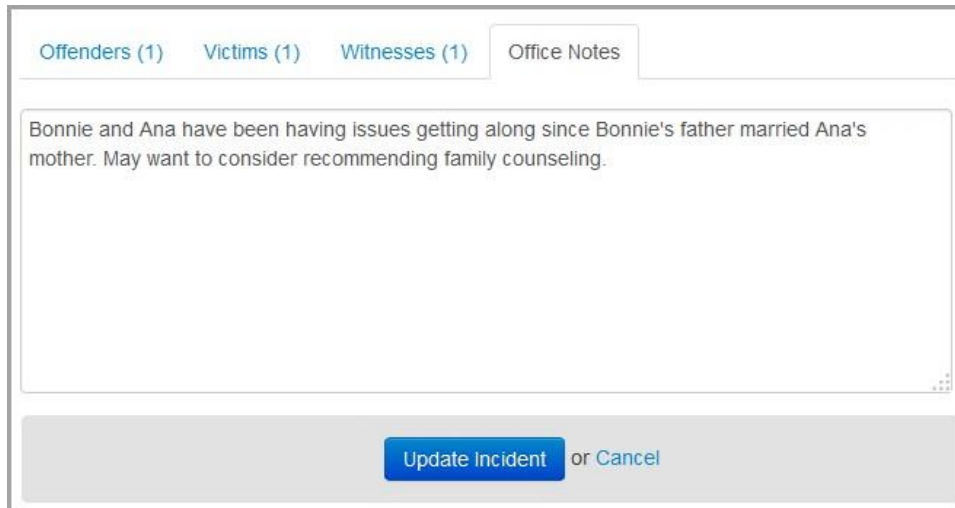
Schedule Contacts +

Update Incident Cancel

Task #6 - Add Notes – optional

You can add internal notes to each documented incident. This is to capture information that should not be shared except with school staff who have access to discipline incidents in StudentInformation.

1. On the **Office Notes** tab, enter this internal information.
2. Click **Update Incident**.



Offenders (1) Victims (1) Witnesses (1) Office Notes

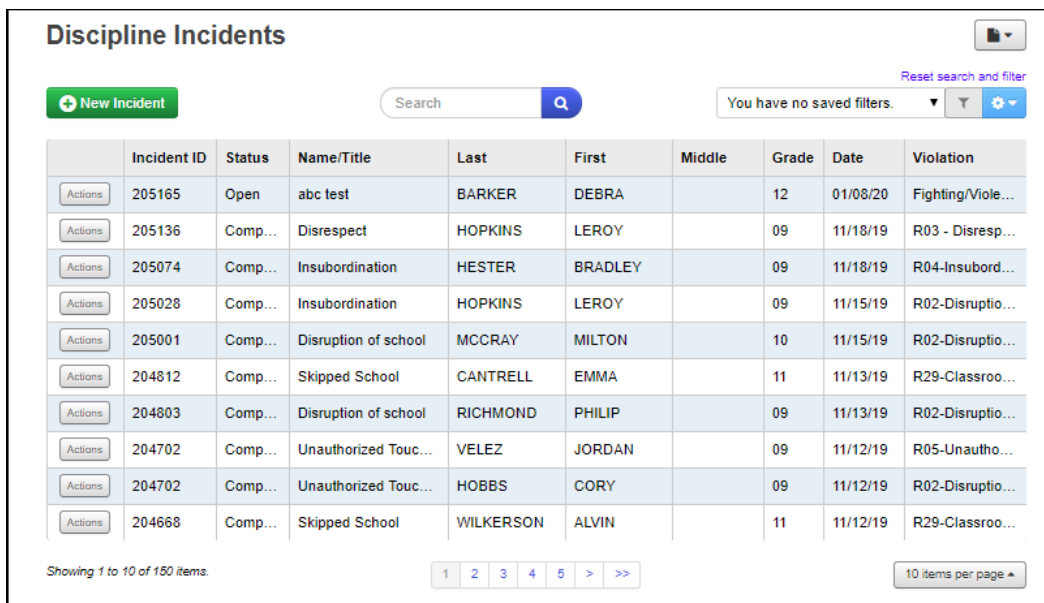
Bonnie and Ana have been having issues getting along since Bonnie's father married Ana's mother. May want to consider recommending family counseling.

Update Incident or Cancel

Task #7 - View All Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, review the list of all incidents for the building and school year in context. Incident statuses are as follows:
 - **New** – Referral created in StudentInformation or GradeBook, but not yet opened in the Discipline Incidents screen.
 - **Open** – Incident opened or created in StudentInformation; in process of being investigated.
 - **Complete** – No further action needed; case is closed; you can reopen later.
 - **Cancelled** – Not needed (for instance, in the case of a duplicate incident); you can uncancel later.



Discipline Incidents

[New Incident](#) Search [Reset search and filter](#) You have no saved filters. [Filter](#) [Settings](#)

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	205165	Open	abc test	BARKER	DEBRA		12	01/08/20	Fighting/Viole...
Actions	205136	Comp...	Disrespect	HOPKINS	LEROY		09	11/18/19	R03 - Disresp...
Actions	205074	Comp...	Insubordination	HESTER	BRADLEY		09	11/18/19	R04-Insubord...
Actions	205028	Comp...	Insubordination	HOPKINS	LEROY		09	11/15/19	R02-Disruptio...
Actions	205001	Comp...	Disruption of school	MCCRAY	MILTON		10	11/15/19	R02-Disruptio...
Actions	204812	Comp...	Skipped School	CANTRELL	EMMA		11	11/13/19	R29-Classroom...
Actions	204803	Comp...	Disruption of school	RICHMOND	PHILIP		09	11/13/19	R02-Disruptio...
Actions	204702	Comp...	Unauthorized Touc...	VELEZ	JORDAN		09	11/12/19	R05-Unautho...
Actions	204702	Comp...	Unauthorized Touc...	HOBBS	CORY		09	11/12/19	R02-Disruptio...
Actions	204668	Comp...	Skipped School	WILKERSON	ALVIN		11	11/12/19	R29-Classroom...

Showing 1 to 10 of 150 items. [1](#) [2](#) [3](#) [4](#) [5](#) [>](#) [>>](#) 10 items per page [▲](#)

2. Optional: To view additional incidents, use the options at the bottom of the screen to page through incidents or change the number of incidents that display per page.

Task #8 - View Student's Discipline Incidents

Navigation: StudentInformation – SIS – Student – View Profile

1. With a student in context on the **View Profile** screen, in the **I want to...** drop-down list, select **View A Student's Discipline Incidents**.

The screenshot shows the ProgressBook interface for a student named DEBRA BARKER. The page is titled 'BARKER, DEBRA' and includes a navigation breadcrumb: 'StudentInformation > SIS > Student > View Profile'. A dropdown menu is open, showing various options, with 'View A Student's Discipline Incidents' highlighted in red. The student's profile information is displayed in several sections:

- Address of Residence:** 626 BARKER Road, GALION, OH 44833
- Mailing Address:** 626 BARKER Road, GALION, OH 44833
- Phone Number:** Unlisted
- Student Email:** student@donoluse.com
- Primary Contact's Email:**
- Parent/Guardian:** BARKER, KATHY (H: (419) 555-9607), Barker, Bob
- Student Status:** RES A/ELSE
- Birthdate:** 1/15/2002
- Ethnicity:** CAUCASIAN
- Program:**
- Academic Locker:**
- Admission History:** 8/17/2018 - Enrolled
- EMIS Situation:** 147 – Res. foster/non-foster Court or JFS Placement elsewhere, FT
- Percent of Time:** 0%
- Report to EMIS:**
- Effective Date:** 7/1/2019

The **Discipline Incidents** screen displays with only those incidents in which the student in context is an offender.

Discipline Incidents (BARKER, DEBRA)

[Remove student filter](#)

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	205165	Open	abc test	BARKER	DEBRA		12	01/08/20	Minor-Truancy

Showing 1 to 1 of 1 items. 10 items per page

2. Optional: To view discipline incidents for all students, click **Remove student filter**.

Task #9 - Search for Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, in the Search box at the top of the screen, enter any of the following search criteria:
 - Incident ID
 - Status (For example, to search for referrals you have not yet viewed, enter New)
 - Title of the incident
 - Student offender's first name, last name or grade
 - Date of the incident
 - Violation
2. Click on the **magnifying glass** or press **<Enter>**.



Discipline Incidents

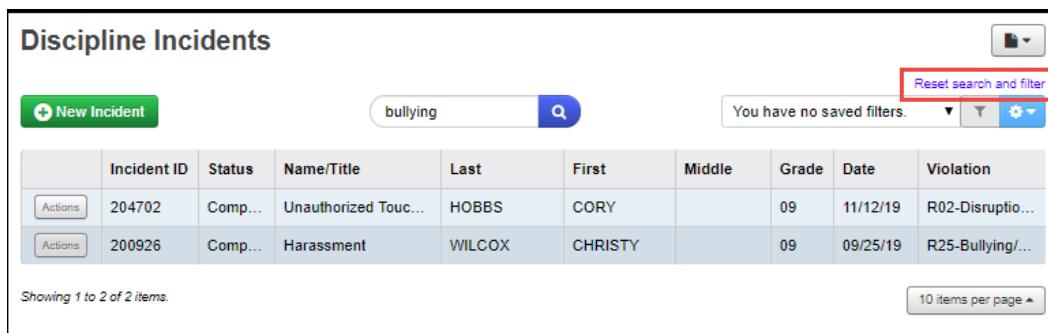
+ New Incident

bullying

Reset search and filter

You have no saved filters.

3. Optional: To clear the search criterion and return to the default view, click **Reset search and filter**.



Discipline Incidents

+ New Incident

bullying

Reset search and filter

You have no saved filters.

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	204702	Comp...	Unauthorized Touc...	HOBBS	CORY		09	11/12/19	R02-Disruptio...
Actions	200926	Comp...	Harassment	WILCOX	CHRISTY		09	09/25/19	R25-Bullying/...

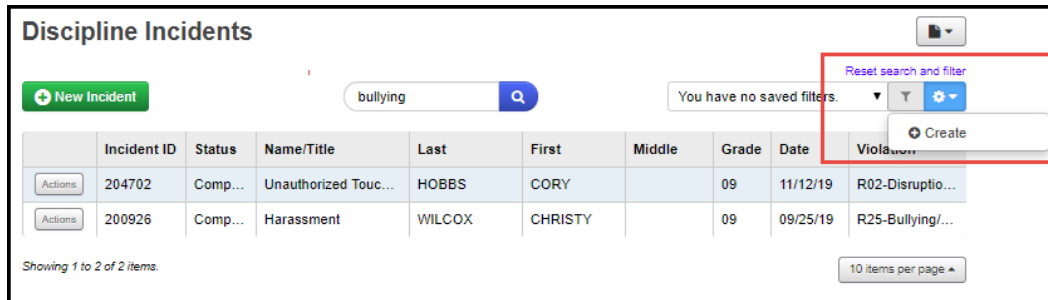
Showing 1 to 2 of 2 items.

10 items per page

Task #10 - Create Filter

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, Click the **gear** icon (Filter settings).
1. In the drop-down list, select Create.



3. On the **Create Filter** window, in the top section, enter a name for the filter.
4. Optional: If you want the customized filter/sort you are creating to default every time you access the **Discipline Incidents** screen, select the **Use as default** check box.
5. In the middle (sort) section of the window, set your sort options as follows:
 - a. Select the field on which to sort the results.
 - b. Select whether the sort should be Ascending or Descending.
6. In the lower (filter) section of the window, set your filter options as follows:
 - a. Select a column on which to filter the results.
 - b. Select the operator for the filter.
 - c. Select the criterion.
 - d. Optional: To create an additional filter:
 - i. Click the **plus** sign
 - ii. In the **And/Or** drop-down list that displays to the left of the filter section, select **And** or **Or**.
 - iii. Repeat the process of entering filter criteria.
7. Click **Submit**.

Task #11 - View Offender's Past Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

You can check to see if an offender has any past disciplinary incidents within the same school district and view details of those events.

1. Access the list of the offender's past incidents in one of the following ways:
From the main grid view of the **Discipline Incidents** screen:
 - a. In the row of the incident for the offender whose past incidents you want to view, click **Actions**.
 - b. In the drop-down list, select **View Past Incidents**.

Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
205165	Open	abc test	BARKER	DEBRA		12	01/08/20	Minor-Truancy
205004	Comp...	Disrespect	HOPKINS	LEROY		09	11/18/19	R03 - Disresp...
204812	Comp...	Insubordination	HESTER	BRADLEY		09	11/18/19	R04-Insubord...
204803	Comp...	Insubordination	HOPKINS	LEROY		09	11/15/19	R02-Disruptio...
204702	Comp...	Disruption of school	MCCRAY	MILTON		10	11/15/19	R02-Disruptio...
204702	Comp...	Skipped School	CANTRELL	EMMA		11	11/13/19	R29-Classroo...
204702	Comp...	Disruption of school	RICHMOND	PHILIP		09	11/13/19	R02-Disruptio...
204668	Comp...	Unauthorized Touc...	VELEZ	JORDAN		09	11/12/19	R05-Unautho...
204668	Comp...	Unauthorized Touc...	HOBBS	CORY		09	11/12/19	R02-Disruptio...
204668	Comp...	Skipped School	WILKERSON	ALVIN		11	11/12/19	R29-Classroo...

View Past Incidents From Grid View

- From within the incident detail view (Add/Edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Past Incidents**.

Offenders (1) Victims (0) Witnesses (0) Office Notes

Student Search... Add Offender

NO PHOTO AVAILABLE

BARKER, DEBRA Grade Level: 12 Age: 17 Gender: F

Policies / Infractions
Select policy... Weapons Policy/Infraction Comments
Minor-Truancy

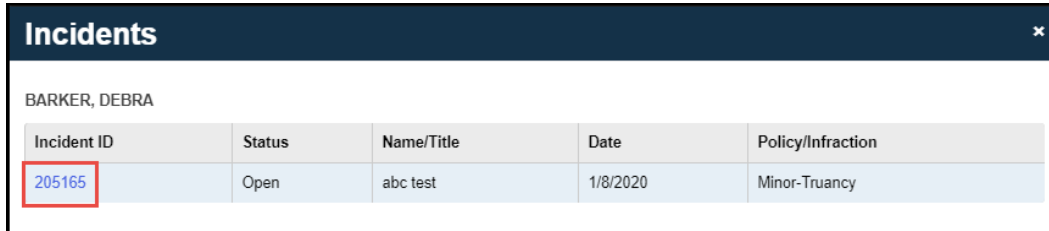
Disciplinary Actions
After School Detention Demerits Action Comments
1/9/2020 - 1/10/2020 # of Days 2
Alt Education Assigned *- Not Applicable
Modified Expulsion *- Not Applicable Received Services Served
PS-3 Discipline Reason *- Not Applicable

View Past Incidents From Incident Detail View

The **Incidents** window displays, and you can review a list of the offender's past incidents.

2. Optional: To view details of a past incident, click the **Incident ID**.

Note: The link is only enabled for incidents from the school year in context. To open an incident from a previous school year, first put that school year in context.



Incidents ×				
BARKER, DEBRA				
Incident ID	Status	Name/Title	Date	Policy/Infraction
205165	Open	abc test	1/8/2020	Minor-Truancy

List of Offender's Past Incidents

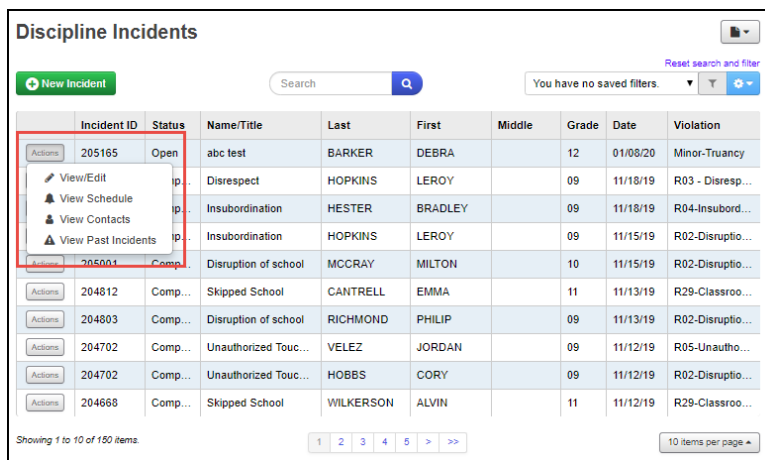
The incident detail view opens, and you can review the past incident.

Task #12 - View Offender's Schedule

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents - Add/Edit Discipline Incident

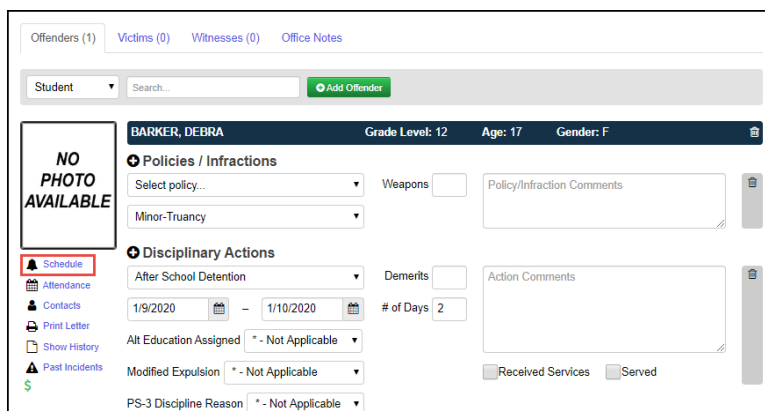
If you want to find the offender's current class location (for example, to call him/her to your office), you can look up the offender's schedule in one of the following ways:

1. From the main grid view of the **Discipline Incidents** screen:
 - a. In the row of the incident for the offender whose schedule you want to view, click **Actions**.
 - b. In the drop-down list, select **View Schedule**.



View Schedule From Grid View

- From within the incident detail view (Add/Edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Schedule**.



View Schedule From Incident Detail View

Task #13 - View Offender's Attendance Records

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents – Add/Edit Discipline Incident

1. On the Add/Edit version of the **Discipline Incident** screen, at the bottom of the screen on the **Offenders** tab, click **Attendance**.

The screenshot shows the 'Add/Edit Discipline Incident' interface for Debba Barker. The left sidebar contains several menu items: Schedule, Attendance (highlighted with a red box), Contacts, Print Letter, Show History, and Past Incidents. The main content area displays the offender's information (Grade Level: 12, Age: 17, Gender: F) and sections for Policies / Infractions and Disciplinary Actions. The Disciplinary Actions section shows 'After School Detention' for 2 days from 1/9/2020 to 1/10/2020.

- On the **Attendance** window, review the attendance records.

Attendance						
Date	Calendar	Absence Level	Absence Type	Reason	Note	Comment
12/9/2019	DFLT - HS Default	Full Absence	A - ABS/EX	A - APPT	D - DR-NOT	
11/4/2019	DFLT - HS Default	Full Absence	A - ABS/EX	O - OUT OF TOWN	N - NOTE	

Task #14 - Contact Offender's Parents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

If you want to contact the offender's parents/guardians, you can look up their contact information.

1. Access the parent contact information in one of the following ways:
From the main grid view of the **Discipline Incidents** screen:
 - a. In the row of the incident for the offender whose contacts you want to view, click **Actions**.
 - b. In the drop-down list, select **View Contacts**.

The screenshot shows the 'Discipline Incidents' screen with a table of incidents. The first row is highlighted, and the 'Actions' button is clicked, showing a dropdown menu with 'View Contacts' selected. The table contains the following data:

Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
205165	Open	abc test	BARKER	DEBRA		12	01/08/20	Minor-Truancy
205001	Comp...	Disruption of school	MCCRAY	MILTON		10	11/15/19	R02-Disruptio...
204812	Comp...	Skipped School	CANTRELL	EMMA		11	11/13/19	R29-Classroom...
204803	Comp...	Disruption of school	RICHMOND	PHILIP		09	11/13/19	R02-Disruptio...
204702	Comp...	Unauthorized Touc...	VELEZ	JORDAN		09	11/12/19	R05-Unautho...
204702	Comp...	Unauthorized Touc...	HOBBS	CORY		09	11/12/19	R02-Disruptio...
204668	Comp...	Skipped School	WILKERSON	ALVIN		11	11/12/19	R29-Classroom...

- From within the incident detail view (Add/Edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Contacts**.

The screenshot shows the 'Offenders' tab in the incident detail view for BARKER, DEBRA. The 'Contacts' button in the left sidebar is highlighted with a red box. The main content area shows the offender's details and disciplinary actions.

Offenders (1) Victims (0) Witnesses (0) Office Notes

Student Search... Add Offender

NO PHOTO AVAILABLE

BARKER, DEBRA Grade Level: 12 Age: 17 Gender: F

Policies / Infractions

Select policy... Weapons Policy/Infraction Comments

Minor-Truancy

Disciplinary Actions

After School Detention Demerits Action Comments

1/9/2020 - 1/10/2020 # of Days 2

Alt Education Assigned * - Not Applicable

Modified Expulsion * - Not Applicable Received Services Served

PS-3 Discipline Reason * - Not Applicable

The **Contacts** window displays, and you can review the parent contact information. The student's primary contact is denoted by the gold star. Any contact who should receive a copy of discipline letters is denoted by a green checkmark in the Copied On Correspondence column.

- Optional: To email the parent directly from this window, click the email address, and proceed to send the email using your preferred application.

Contacts ×				
BARKER, DEBRA				
Type	Name / Address	Phone	Email	Copied On Correspondence
Mother	KATHY BARKER ★ 626 BARKER Road GALION, OH 44833	Home: (419) 555-9607	abc@yahoo.com	✓
Father	Bob Barker 626 BARKER Road GALION, OH 44833			✓