DISCIPLINE ENTRY FOR STATE AND LOCAL INCIDENTS 8/20/10
2010-11

STATE REPORTING	LOCAL RCSD DISCIPLINE
IF CONSEQUENCE (PUNISHMENT) IS:	**IF CONSEQUENCE (PUNISHMENT) IS:**
***Admin Discipline**	**Bus Suspension**
Alternative School	**Parent Conference**
Corporal Punishment	**Student Conference**
Expulsion	**After School Detention**
In School Detention	
Juvenile Detention Center	
Suspension	
*Admin - choose for criminal behavior that DOES NOT result in SUS, EXP, ALSCH, or CORP. Rarely will be used.	
LOG TYPE: DISCIPLINE	**LOG TYPE: RCSD DISCIPLINE**

COMPLETE FOR EITHER DISCIPLINE LOG TYPES

Date and Time - of incident
Referred by - Person referring discipline - teacher, bus driver, etc. Defaults to person logged in. Type LastName, FirstName
Log Type - Choose appropriate type, Discipline or RCSD Discipline. Make decision based on the Consequence (punishment). Critical to make correct selection. Determines whether incidents are reported to state or used for local reports.
Subtype - NOT OPTIONAL
Title - Same as Subtype
Log Entry Text - Comments. Give enough details to accurately describe the incident.
Consequence - Punishment
Incident Type (MS) - State approved Codes - Most commonly used are NCB for state reporting, PBEH for local RCSD. Pay close attention to 72 hr. codes.
Incident Type Category (MS) - Same as Incident Type (MS)
Incident Date (mm/dd/yyyy) -
Incident Context - When the incident occurred
Discipline_Incident Location - School, Bus, Off School Property
Reporter_Classification_MS - Classification of person reporting, i.e. School Personnel
Victim Type to Weapon Related - OPTIONAL: Use if appropriate - * items will be needed for yearly Office of Civil Rights (OCR) report
*Victim Type if bullying or harassment *Police Involved
Discipline Weapon Type - Firearms, Knife, Other Weapon
Money Loss Value - OPTIONAL
Discipline Start Date (mm/dd/yyyy) - Date discipline begins for SUS, ISD, EXP
Action Taken End Date (mm/dd/yyyy) - Date discipline ends for SUS, ISD, EXP
Duration - Number of days

State Reporting Information

Is the student placed in an Alternative School? YES or NO
Alt. District and School Number - Leave blank - does not apply
Reporter First Name - Administrator Firstname who handled the incident
Reporter Last Name - Administrator Lastname
State Weapon Type Code - Same as Discipline Weapon Type
Incident Description - Same as Incident Type (MS)
State Discipline Reporter - Same as Reporter_Classification_MS

SUBMIT