PEIMS
Department

2020-2021

DISCIPLINE AUDIT MANUAL
Elementary and Secondary

eSchoolPLUS Student Behavior Reporting Data Entry Guide

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PEIMS DISCIPLINE AUDIT

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Note: These reports need to be turned in to the PEIMS department in a binder, ==divided into four sections== by reports (shown below). The instructions to run these reports begin on the next page of this document.

  I.   Student Incident Report (Section I)

         *__Dangerous Codes__ – (These codes must be monitored closely from any other code due to the School Safety Choice Option – Methodology for Designating Persistently Dangerous Schools.) **R11,R12,R13,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48**

  II.   Student Detail Report (Section II)– Print only the statistic log. The file is for the campus to verify and update any corrections on eSchool.

  III.   Discipline / Attendance Verification – (Section III) – This is your OSS report
         Run this report with **A05** code.

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PEIMS DISCIPLINE AUDIT

SUMMARY

SECONDARY REPORTS

Note: These reports need to be turned in to the PEIMS department in a binder, divided into four sections by reports (shown below). The instructions to run these reports begin on the next page of this document.

I. Student Incident Report (Section I)

- **Mandatory Removals** – (Use these codes for **Disciplinary Action Code A07** designated for students who are removed for **45 days** to the **PTP** program at BAC)

  R02,R04,R05,R06,R07,R08,R09,R26,R27,R28,R35,R55

- **Discretionary Removals** – (Use these codes for **Disciplinary Action Code A07** designated for students who are removed for **30 days** to the **TAP** program at BAC)

  R01,R10,R23,R33,R34,R41,R49,R56

- **Mandatory Expulsions –** (Use these codes for **Disciplinary Action Code A02** designated for students who are removed to **JJAEP** for **180 days**)

  R11,R12,R13,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48,R57

- **Discretionary Expulsions** – (Use these codes for **Disciplinary Action Code A04** for students who are removed to **04 - 90 days** to the **PTP** program at BAC)

  R04,R05,R06,R08,R09,R10,R11,R12,R13,R14,R16,R17,R18,R19,R22,R23,R26,R27, R30 ,R31 ,R32,R35,R36,R37,R46,R47,R48,R49,R55,R57,R58,R59

- **Dangerous Codes** – (These codes must be monitored closely from any other code due to the School Safety Choice Option – Methodology for Designating Persistently Dangerous Schools.)

  R11,R12,R13,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48

II. Student Detail Report (Section II)– Log Only. Print only the statistic log. The file is for the campus to verify and do updates from.

III. Discipline / Attendance Verification (Section III) – This is your **OSS** report. Verify that all days assigned are correctly accounted for by class periods for attendance purposes.
Codes – **A25, A05**

IV. Restraints (Section IV)

eSchoolPLUS Student Behavior Reporting Data Entry Guide

Incidents

Interventions > All > Reports > Incidents

1. Enter Incidents in Quick Search or select Interventions, All, Reports, Incidents from the menu.
2. Select your building.
3. Select one or more Incident Codes to include.
4. Select the date range using the Start Date and End Date fields.
5. Check to Include Offense information and Log Statistics.
6. You may sort the Incidents. The sample Sort panel below will print Incidents in ascending order by date. The oldest Incidents will appear first.
7. Click Run. ▶

ELEMENTARY INCIDENT CODES

I. **Student Incident Report Section (run the reports shown below)**
- **Dangerous Codes** - **R11, R12, R13, R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48** **(These codes must be monitored closely from any other code due to the School Safety Choice Option - Methodology for Designating Persistently Dangerous Schools.)**

SECONDARY INCIDENT CODES

I. **Student Incident Report Section (run the reports shown below)**
- **Mandatory Removals** - **R02, R04, R05, R06, R07, R08, R09, R26, R27, R28, R35, R55** **(Use these codes for Disciplinary Action Code A07 designated for students who are removed for 45 days to the PTP program at BAC)**
- **Discretionary Removals** - **R01, R10, R23, R33, R34, R41, R49, R56** **(Use these codes for Disciplinary Action Code A07 designated for students who are removed for 30 days to the TAP program at BAC)**
- **Mandatory Expulsions** - **R11, R12, R13, R14, R16, R17, R18, R19, R29, R39, R31, R32, R37, R46, R47, R48, R57** **(Use these codes for Disciplary Action Code A04 for students who are removed to JJAEP for 180 days)**
- **Discretionary Expulsions** – **(Use these codes for Disciplinary Action Code A04 for students who are removed to 04 - 90 days to the PTP program at BAC)**
  R04,R05,R06,R08,R09,R10,R11,R12,R13,R14,R16,R17,R18,R19,R22,R23,R26,R27, R30 ,R31,R32,R35,R36,R37,R46,R47,R48,R49,R55,R57,R58,R59
- **Dangerous Codes** - **R11, R12, R13, R14, 16, R17, R18, R19, R29, R30, R31, R32, R37, R46, R47, R48** **(These codes must be monitored closely from any other code due to the School Safety Choice Option - Methodology for Designating Persistently Dangerous Schools)**

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Student Incident Detail

Interventions > All > Reports > Student Incident Detail

1. Enter Student Incident Detail in Quick Search or select Interventions, All, Reports, Student Incident Detail from the menu.
2. Select your building.
3. Select the Incidents to include.
4. Select a date range using the Start Date and End Date prompts. Note that you may include a range greater than a school year, if needed.
5. Select the amount of information to include using the Print Victim Incidents, Print Witness Incidents, and Include Incident Details checkboxes.
6. You may filter for one or more students, or include all students with Incidents within your selected date range.
7. You may sort the Incidents. The sample Sort shown below would sort Incidents in Descending order by date. listing the most recent Incidents first.
8. Click Run. ▶
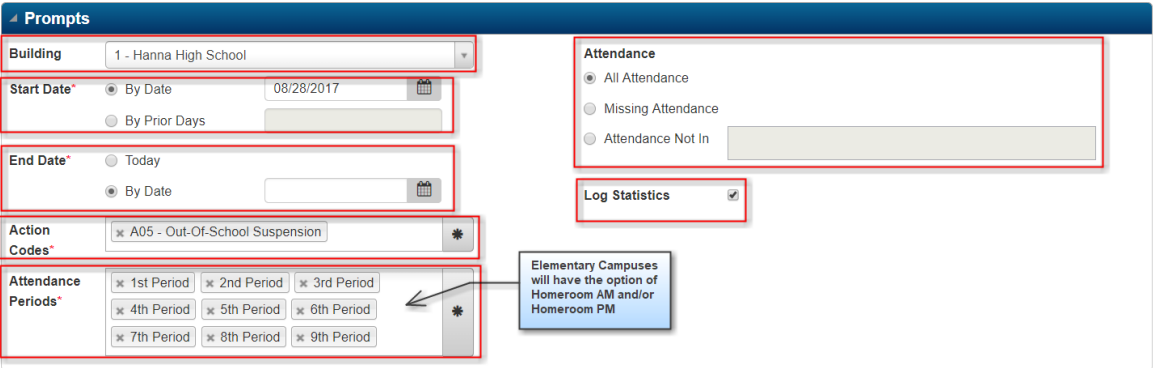
Note: Print only the <mark>STUDENT DETAIL STATISTIC LOG</mark> (page 1 of the report) and place in the Discipline Binder. Report is for campus review and verification purposes.

Incident Action/Attendance Verification

Interventions > All > Reports > Incident Action/Attendance Verification

1. Enter Incident Action/Attendance Verification in Quick Search or select Interventions, All, Reports, Incident Action/Attendance Verification from the menu.
2. Select your building.
3. Select the date range to check using the Start Date and End Date fields.
4. Select the Action Codes to evaluate. (see action codes below for elementary and secondary.
5. Select the Attendance Period to check.
6. Select the amount of Attendance you would like to see on the report.
7. Click Run.

Note: This is the campus OSS report

Elementary Action Codes: A05

Secondary Action Codes: A25, A05

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Restraints by Building and Date

1. Go to Quick Search and click on the search symbol
2. Select Student Search
3. Select ADVANCED and Search Criteria to start an advanced search for this report
4. Enter advanced search criteria as shown below for your building
5. Click Run.
6. Print Report

1. In "Search Results" click on choice of PDF or EXCEL to Print Report

Search Results. Customize title with your campus name. Verify that all information is correct and that no missing events. Insert report in Discipline Binder Restraint section. Proper restraint documentation must be on file at the campus to match this report.