



PEIMS
Department

DISCIPLINE AUDIT MANUAL

eSchoolPLUS Student Behavior Reporting Data Entry Guide

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PEIMS
DISCIPLINE AUDIT

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.

/2 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,R22,R23,R33,R34,R41,R49,R50,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,R07,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,R50,R55,R57,R58,R59
- **Truancy** – (Use these codes for students who have actually gone to Court and appeared before a judge, and the judge issued a ruling on the case.)
R42, R43, R44, R45
- **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
- IV. e t int (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. 

Incidents 

Prompts

Buildings*

Incident Codes*
 R02 - Engages in Conduct Punishable as a Felony
 R04 - Marijuana or Controlled Substance or Dangerous Drug
 R06 - Abuse of a Volatile Chemical (Ab/Glue/Aerosolpaint)
 R07 - Public Lewdness/Indecent Exposure

Start Date*
 By Date
 By Prior Days

End Date*
 Today
 By Date

Non-Student Incidents
Include Offenses
Include Victims
Include Witnesses
Log Statistics

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sort

Actions	#	Area	Field Name	Sort Order
	1	Incident	Incident Date	Ascending
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>

ELEMENTARY INCIDENT CODES

I. Student Incident Report Section (run the reports shown below)

- **Truancy** - **R42, R43, R44, R45** (Use these codes for students who have actually gone to Court and appeared before a judge, and the judge issued a ruling on the case.)
- **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, R22, R23, R33, R34, R41, R49, R50, 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 Disciplinary Action Code A04 for students who are removed to **JJAP for 180 days**)
- **Truancy** - **R42, R44, R45** (Use these codes for students who have actually gone to Court and appeared before a judge and the judge issued a ruling on the case)
- **Dangerous Codes** - **R11, R12, R13, R14, R16, 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)

eSchoolPLUS Student Behavior Reporting Data Entry Guide


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. 

Student Incident Detail 





Prompts

Building*	1 - Hanna High School	Print Victim Incidents	<input checked="" type="checkbox"/>
List Incidents*	<input checked="" type="radio"/> List Incidents Occurring in the Selected Building <input type="radio"/> List Incidents for Students Registered in the Selected Building	Print Witness Incidents	<input checked="" type="checkbox"/>
Start Date*	<input checked="" type="radio"/> By Date 01/08/2018  <input type="radio"/> By Prior Days	Include Incident Details	<input type="checkbox"/>
End Date*	<input checked="" type="radio"/> Today <input type="radio"/> By Date	Include Totals	<input checked="" type="checkbox"/>
		Sort Students by Name	<input type="checkbox"/>
		Log Statistics	<input checked="" type="checkbox"/>

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
 		1				

Sort


Actions	#	Area	Field Name	Sort Order
 	1	Incident	Incident Date	Descending
 	2			

Note: Print only the [STUDENT DETAIL STATISTIC LOG](#) (page 1 of the report) and place in the Discipline Binder. Report is for campus review and verification purposes.

eSchoolPLUS Student Behavior Reporting Data Entry Guide

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.
5. Select the Attendance Period to check.
6. Select the amount of Attendance you would like to see on the report.
7. Click Run. 

Incident Action/Attendance Verification

Prompts

Building: 1 - Hanna High School

Start Date: By Date (08/28/2017) By Prior Days

End Date: Today By Date

Action Codes: A05 - Out-Of-School Suspension

Attendance Periods: 1st Period 2nd Period 3rd Period 4th Period 5th Period 6th Period 7th Period 8th Period 9th Period

Attendance: All Attendance Missing Attendance Attendance Not In

Log Statistics:

Elementary Campuses will have the option of Homeroom AM and/or Homeroom PM

Note: This is the campus OSS report