

P E I M S Department

# 2022-2023

# DISCIPLINE AUDIT MANUAL Elementary and Secondary

# eSchoolPLUS Student Behavior Reporting Data Entry Guide

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### PEIMS DISCIPLINE AUDIT

# SUMMARY

#### **ELEMENTARY 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)

\*<u>Dangerous Codes</u> – (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.
- IV. Restraints (Section IV)

### 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)
  - <u>Mandatory Removals</u> (Use these codes for Disciplinary Action Code A07 designated for students who are removed for <u>45 days</u> to the PTP program at BAC)
     <u>R02,R04,R05,R06,R07,R08,R09,R26,R27,R28,R35,R55</u>
  - <u>Discretionary Removals</u> (Use these codes for Disciplinary Action Code A07 designated for students who are removed for <u>30 days</u> to the TAP program at BAC)

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

- <u>Mandatory Expulsions</u> (Use these codes for Disciplinary Action Code A02 designated for students who are removed to JJAEP for <u>180 days</u>)
   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
- <u>Dangerous Codes</u> (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)

#### 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*	× 1 - Hanna High School *	Non-Student Incidents
Incident Codes" Start Date" End Date*	K02 - Engages in Conduct Punishable as a Felony     K04 - Marijuana or Controlled Substance or Dangerous Drug     K06 - Abuse of a Volatile Chemical (Ab/Glue/Aerosolpaint)     K07 - Public I ewdness/Indecent Exposure     By Date     01/07/2019     By Prior Days     Today     By Date	Include Offenses 🕜 Include Victims 📄 Include Witnesses 📄 Log Statistics 🕜
▲ Filter		®
Actions	AND/OR # Area Field Name Condition V 1 *	alue
⊿ Sort		8
Actions         #	Area     Field Name     Sort Order       Incident     x     Incident Date     x     x       Incident     x     x     Incident Date     x     x	•

#### 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)
- <u>Mandatory Removals</u> 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 <u>45 days</u> to the PTP program at BAC)
- <u>Discretionary Removals</u> R01, R10, R23, R33, R34, R41, R49, R56 (Use these codes for Disciplinary Action Code A07 designated for students who are removed for <u>30 days</u> to the TAP program at BAC)
- <u>Mandatory Expulsions</u> 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 <u>JJAEP for 180 days</u>)
- <u>Discretionary Expulsions</u> (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)

# 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 Ir	Incident Detail	$\odot$
▲ Prompts		
Building*	1 - Hanna High School Print Victim Incidents 🕑	
List Incidents*	List Incidents Occurring in the Selected Building     List Incidents for Students Registered in the Selected Building	
Start Date*	By Date 01/08/2018      Include Totals	
	By Prior Days     Sort Students by Name	
End Date*	Today     By Date	
▲ Filter		8
Actions	AND/OR # Area Field Name Condition Value	
✓ Sort		8
Actions	# Area Field Name Sort Order	
0 🖻	1 Incident x v Incident Date x v Descending v	
•	2	

Note: Print only the <u>STUDENT DETAIL STATISTIC LOG</u> (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. (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. 🔘

Prompts				
Building	1 - Hanna High School	-	Attendance	
Start Date*	By Date     08/28/2017	<u> </u>	<ul> <li>All Attendance</li> </ul>	
	By Prior Days		Missing Attendance	
End Date*	Today		Attendance Not In	
	By Date	<b>#</b>	Log Statistics	
Action Codes*	* A05 - Out-Of-School Suspension	*		
Attendance	× 1st Period × 2nd Period × 3rd Period		Elementary Campuses will have the option of	
Periods*	x 4th Period x 5th Period x 6th Period	*	Homeroom AM and/or Homeroom PM	
	× 7th Period × 8th Period × 9th Period			

Note: This is the campus OSS report

Elementary Action Codes: A05

Secondary Action Codes: A25, A05

#### 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

Menu - Quick Searc	h								Tasks (0) / Reports 🔹
⊙ ∡ Stude	nt Searcl	h Simple Advanced	3						<b>B 2 0</b> 6
<b>④</b> ■ Search	Criteria -	Restraints by Buildin	g and Event	t Date					☆ 🛇
⊿ Advan	ced Search C	riteria							(3)
Actions	={#	AND/OR #	Area		Field Name	С	Condition	Value	
4 🔹	÷ ·	1	PEIMS Restr	aints 🗙 🔻	Building *	•	= × *	54	
4 0	ê 🔍	AND v 2	PEIMS Restr	aints 🗙 🔻	Event Date ×	•	>= × ×	08/20/2018	
40	ê 🔍	AND v 3	PEIMS Restr	aints 🗙 🔻	Event Date *	•	<= × *	05/30/2019	
20	ê 🗌	AND v 4		*					
Criteria G	rouping								
1 AND 2	AND 3								
∡ List Fie	eld Selection								۲
Actions	#	Area		Field Name					
O 🗊	1	Personal	× *	StateID	× ×				
•	2	Demographic	× ×	Building	× ×				
O 🗊	3	PEIMS Restraints	× *	Event Date	× ×				
O 🗊	4	PEIMS Restraints	× ×	Reason	× ×				
O 🗎	5	PEIMS Restraints	× ×	Staff Type	× ×				
0 🛍	6		v						
✓ Sort Fi	eld Selection	I							

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

▲ Search Results								
Jump to Barrera - Zarate View H ** Page 1 of 1 >> + 100 V								
4							Þ	
Student Name 🗢	Student ID	Grade	StateID	Building	Event Date	Reason	Staff Type	
Barren, Mugarille	1887-088	08 - Eighth Grade	00000000	54 - Stillman Middle School	09/20/2018	08	02	

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.

	A B C		D	E				F	G	Н		
1	Student List Report											
3	3 Student Name Student ID Grade StateID Building Event Date Reason Sta										Staff Type	
4	BUTTER, Magazine	10011000	08 - Eighth Grade			-	(fit)	dle School	09/20/2018	08	02	
5	BUTTER, HEADING	1001008	08 - Eighth Grade	1100001	10	HHIDD	1	dle School	03/07/2019	08	02	
6	THE FRANK, HER FRANKING	101108	07 - Seventh Grade	10001100	10	HHIDR	(h)	dle School	01/31/2019	08	02	
7	HINGS SERVICE	1011110	07 - Seventh Grade		10		1.01	inty J.J.A.E.P.	10/30/2018	08	02	
8	resting. Filtering Meridians	1001000	07 - Seventh Grade		100		1.61	inty J.J.A.E.P.	10/30/2018	08	02	
9	TRAINING THE OWNER WATER	1001000	08 - Eighth Grade	11100001	100	-HHHHMM	100	dle School	04/17/2019	08	02	
10	STOR MANY PRIME	1001117	07 - Seventh Grade	Intellige The	10	-HHHMM	100	dle School	10/16/2018	08	02	
11	Antip Antip provide	1001117	07 - Seventh Grade	Internation in the	100	-HHHHMM	100	dle School	04/17/2019	08	02	
12	9440101-140	1011108	08 - Eighth Grade	*******	10	-HHHMM	100	dle School	12/13/2018	08	02	
13	WHEN THE PARTICIPA	Texterior	08 - Eighth Grade		100	-HHHHMM	100	dle School	01/18/2019	08	02	
14	South Sugardinan	Tel La Cal	08 - Eighth Grade	*******	-	-Hillings	-	dle School	02/26/2019	08	02	
15												