



PEIMS  
Department

2023-2024

# **DISCIPLINE AUDIT MANUAL**

## **Elementary and Secondary**

# eSchoolPLUS Student Behavior Reporting Data Entry Guide

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# PEIMS DISCIPLINE AUDIT

## SUMMARY

### ELEMENTARY REPORTS

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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,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

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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)


- **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,R60**
- **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,R41,R49,R56,61**
- **Mandatory Expulsions** – (Use these codes for **Disciplinary Action Code A02** designated for students who are removed to **JJAEP** for **180 days**)  
**R11,R12,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,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,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48,57**


- 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. 

Incidents 

**Prompts**

Buildings\*  
x 1 - Hanna High School

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

Start Date\*  
By Date 01/07/2019  
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				

**Sort**

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

### ELEMENTARY INCIDENT CODES

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

- Dangerous Codes - **R11,R12,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48,57** (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,R60** (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,R41, R49, R56,R61** (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, R14, R16, R17, R18, R19, R29, R30, R31, R32, R36, R37, R46, R47, R48, R57** (Use these codes for Disciplinary 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,R14,R16,R17,R18,R19,R22,R23,R26,R27, R30 ,R31,R32,R35,R36,R37,R46,R47,R48,R49,R55,R57,R58,R59,R61**
- **Dangerous Codes R11,R12,R14,R16,R17,R18,R19,R29,R30,R31,R32,R36,R37,R46,R47,R48,57** (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




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   
☐ By Prior Days







End Date\*  
☒ Today  
☐ By Date

Print Victim Incidents ☒  
Print Witness Incidents ☒  
Include Incident Details ☐  
Include Totals ☒  
Sort Students by Name ☐  
Log Statistics ☒

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
  		1				

**Sort**


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

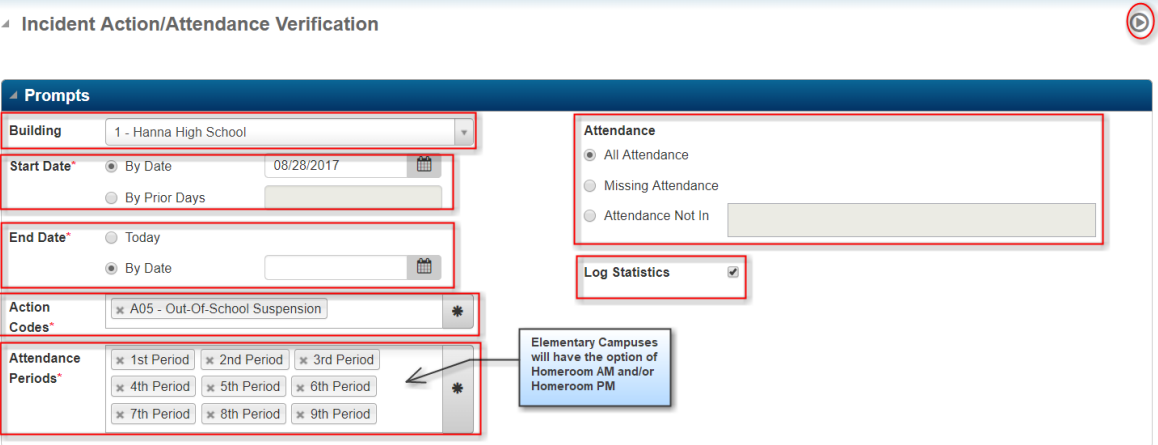
Note: Print only the STUDENT DETAIL STATISTIC LOG (page 1 of the report) and place in the Discipline Binder. Report is for campus review and verification purposes.

# 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. (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**

# eSchoolPLUS Student Behavior Reporting Data Entry Guide

## 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

The screenshot shows the 'Student Search' interface with the 'Advanced' tab selected. The 'Search Criteria' section is titled 'Restraints by Building and Event Date'. It contains a table for defining search criteria:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	PEIMS Restraints	Building	=	54
	AND	2	PEIMS Restraints	Event Date	>=	08/20/2018
	AND	3	PEIMS Restraints	Event Date	<=	05/30/2019
	AND	4				

Below the criteria table, there is a 'Criteria Grouping' section showing '1 AND 2 AND 3'. A 'List Field Selection' table is also visible:

Actions	#	Area	Field Name
	1	Personal	StateID
	2	Demographic	Building
	3	PEIMS Restraints	Event Date
	4	PEIMS Restraints	Reason
	5	PEIMS Restraints	Staff Type
	6		

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

The screenshot shows the 'Search Results' interface. At the top, there are icons for PDF and EXCEL. Below the search bar, the results are displayed in a table:

Student Name	Student ID	Grade	StateID	Building	Event Date	Reason	Staff Type
Barrera - Zarate	0011000	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	H
1	Student List Report							
3	Student Name	Student ID	Grade	StateID	Building	Event Date	Reason	Staff Type
4	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	09/20/2018	08	02
5	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	03/07/2019	08	02
6	Barrera - Zarate	0011000	07 - Seventh Grade	00000000	54 - Stillman Middle School	01/31/2019	08	02
7	Barrera - Zarate	0011000	07 - Seventh Grade	00000000	54 - Stillman Middle School	10/30/2018	08	02
8	Barrera - Zarate	0011000	07 - Seventh Grade	00000000	54 - Stillman Middle School	10/30/2018	08	02
9	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	04/17/2019	08	02
10	Barrera - Zarate	0011000	07 - Seventh Grade	00000000	54 - Stillman Middle School	10/16/2018	08	02
11	Barrera - Zarate	0011000	07 - Seventh Grade	00000000	54 - Stillman Middle School	04/17/2019	08	02
12	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	12/13/2018	08	02
13	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	01/18/2019	08	02
14	Barrera - Zarate	0011000	08 - Eighth Grade	00000000	54 - Stillman Middle School	02/26/2019	08	02
15								