Discipline Maintenance and Reports

Incident Detail

The Incident Detail page is used to maintain information for all disciplinary incidents. You can choose to maintain information for offenders, police actions, victims, and witnesses, as well as general notes on the incident. Information for offenders, victims, and witnesses displays in a summary format on this page.

When you save changes on this page, changes made on all five tabs are saved.

Options:

View offender information by clicking the **Offenders** tab.

View police information by clicking the **Police** tab.

View victim information by clicking the **Victims** tab.

View witness information by clicking the **Witnesses** tab.

View notes about the incident by clicking the **Notes** tab.

Add an offender, victim, witness, or note by entering information in the blank row at the bottom of the tab.

To add a new incident:

1. Select **Discipline Center > Incident Detail > New.**
2. Enter the general incident information.
3. To enter any offenders that may have been involved in the incident, click the **Offenders** tab and add general offender information in the blank row.
4. To enter any victims that may have been involved in the incident, click the **Victims** tab and add general victim information in the blank row.
5. To enter any witnesses that may have been involved in the incident, click the **Witnesses** tab and add general witness information in the blank row.
6. If the incident was reported to the police, move to the **Police** tab and enter the relevant information.
7. Move to the **Notes** tab and enter any notes on the incident.
8. Click **Save** to save the current information. The **Incident Summary** page displays.
9. To enter detailed information for an offender, victim, or witness, click on the link for the person's name.

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Incident Summary
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This page displays general information about an incident. Information displayed on the incident summary page is entered on other pages in the Discipline package. To change any information for an incident, you must click the link and go to the corresponding page.

Options:

> To display a specific tab on the Incident Detail page, click on any of the following headings: Number, Reported to Police, Offenders, Victims, Witnesses.

> To display offender information for a specific offender, click the link for the offender's name or any of the links for the offender.

> To display victim information for a specific victim, click the link for the victim's name or any of the links for the victim.

> To display witness information for a specific witness, click the link for the witness's name.

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Offender Details

Use this page to maintain detailed information for offenders in disciplinary incidents. You can maintain general offender information, offenses, actions, weapon or drug information, charges or convictions, as well as notes about the offender's involvement in the incident. When you save changes on this page, changes made on all seven tabs are saved.

Options:

> View general information by clicking **General**.

> View offense information by clicking **Offenses**.

> View action information by clicking **Actions**.

> View weapon information for the incident by clicking **Weapons.**

> View drug information for the incident by clicking **Drugs**.

> View any charges and convictions by clicking **Charges and Convictions.**

> View any notes on the offender by clicking **Notes.**

To add a new offender:
1. Select **Discipline Center > Incident Summary.**
2. Click the **Offenders** link.
3. Enter offender information in the blank row.
4. Click **Save**. The Incident Summary page displays.
5. To enter additional information for the offender, click the offender's name link. The **Offender Detail** page displays. On this page, you can enter more weapons, drugs, police action information, and actions for the offender.

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Offender Actions

Use this page to maintain detailed information for any actions taken for the offenders involved in disciplinary incidents. You can maintain all action information for an offender on this page.

To add a new action:
1. Select **Discipline Center > Incident Summary >** click the offender's name.
2. Click the **Actions** tab.
3. Click **New Action.**
4. Enter the action information.
5. Click **Save** to save the current information and return to the Offender Detail page.

Victim Detail

Use this page to maintain detailed information for victims in disciplinary incidents. You can choose to maintain general information for the victim, any injuries that may have occurred, any actions taken for the victim, as well as notes about the victim. When you save changes on this page, changes made on all four tabs are saved.

Options:

View general information by clicking **General**.

View injury information by clicking **Injuries**.

View action information by clicking **Actions**.

View notes about the incident by clicking **Notes**.

To add a new victim:
1. Select **Discipline Center > Incident Summary.**
2. Click the Victims link.
3. Enter victim information in the blank row.
4. Click **Save**. The Incident Summary page displays.
5. To enter additional information for the victim, click the victim's name link. The **Victim Detail** page displays. On this page, you can enter more injuries, notes, and actions for the victim.
6. Click **Save** to save the current information and return to the Victim Detail page.

Victim Actions

Use this page to maintain detailed information for any actions taken for the victims of disciplinary incidents. You can maintain all action information for a victim on this page.

To add a new action:
1. Select **Discipline Center > Incident Summary > c**lick the victim's name.
2. Click the **Actions** tab.
3. Click **New Action**.
4. On the Victim Action page, enter the action information.
5. Click **Save**.

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Witness Detail

Use this page to maintain detailed information for witnesses of disciplinary incidents. You can choose to maintain general information for the witness, as well as notes on the incident. When you save changes on this page, changes made on both tabs are saved.

To add a new witness:
1. Select **Discipline Center > Incident Summary**.
2. Click the **Witnesses** link.
3. Enter the witness information in the blank row.
4. Click **Save**. The Incident Summary page displays.
5. To enter additional information for the witness, click the name link of the witness. The **Witness Detail** page displays. On this page, you can enter notes and district-defined information for the witness.
6. Click **Save.**

Non-Student Detail

Use this page to maintain detailed information for non-students involved in any disciplinary incidents. You can maintain all demographic information for a non-student on this page.

To add a new non-student:
1. Select **Discipline Center > Non-Student Detail > New**
2. Enter the non-student information.
3. Click **Save** to save the current information and return to the Non-Student Detail page.

To add a new non-student while adding an incident:
You can include non-students in the Reported By, Offender, Victim, and Witness fields. This procedure describes how to add a non-student while in the process of adding an incident.

1. Select **Discipline Center > Incident Detail > New.**
2. Enter the incident information.
3. If you need to enter a non-student, click the Reported By or Student checkbox for the appropriate type (reported by, offender, victim, witness) to uncheck it.
4. Click the table help arrow to display the Non-Student search page.
5. Enter the name of the non-student.
6. If the person is not found, click **Cancel**.
7. The Non-Student Detail page displays.
8. Enter the non-student information.
9. Click **Save.** The non-student page closes and the ID is returned to the appropriate ID field for the incident.

Discipline Maintenance and Reports

Discipline Reports

The following reports will assist you in verifying discipline information.

- Average Incident Report
- Daily Action Report
- Incident Report
- Student Detail

To print the reports:
1. Select **Discipline Center > Reports > (report name)**
2. Indicate how you want to print the report by completing the appropriate sections of the page. For more information on completing a section, see the following sections:
   - Filtering Reports
   - Sorting Reports
   - Scheduling Reports
3. Click **Run**.
4. From the Home page, open the report and click to send the report to the printer.

Filtering Reports

Filters allow you to select the records to include in a report. The system compares your criteria against the corresponding fields in the records being searched and selects only those records containing data that matches.

Your filter will be saved as the default filter for the next time you run the report.

To filter a report:
1. Enter the appropriate criteria:
   Area: Select the table to search.
   Field Name: Select the field to search.
   Condition: Select the condition you want to use to search. The conditions available depend on the selected field's data type.
   Value: Enter the value on which you want to search.
2. If needed, add another line to the criteria. Select:
   And to limit records retrieved to those matching all criteria specified.
   or
   Or if records can match one line of criterion or the other.
3. Repeat Step 1 to enter the criterion.

To delete a line of search criteria:
1. Check the Delete box to the right of the search criteria line.
2. When you run the report, the line will be deleted.

To clear all criteria:
1. Click **Clear Criteria**.

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Discipline Maintenance and Reports

Sorting Reports

Sorting allows you to specify how records should be ordered in a report. You enter lines of sort criteria; the system compares your sort criteria against the corresponding fields in the records being searched and prints records in either ascending or descending order based on the sort fields.

To sort:

1. Select the appropriate sort criteria from the drop-down lists:
   Area: The table to use to sort.
   Field Name: The field to use to sort based on values.
   Sort Order: Defines how to sort values. You can sort in ascending or descending order.
2. If needed, click **Add Sort Criterion** to add another line to the sort. Repeat Step 1 to add a line of criterion.

To delete a line of sort criteria:

1. Check the Delete box to the right of the sort criteria line.
2. When you run the report, the line will be deleted.

Scheduling Reports

Scheduling a report allows you to set up how you want to run the report and then run the report in off-peak times. Some reports can be scheduled for a single time; others can be run daily, weekly, or monthly.

To schedule a report:

1. Select the appropriate option in the Schedule section of the page:
   - Now - Now runs the report immediately, rather than scheduling it.
   - Once - Use Once to set up one specific time and date.
   - Daily - Use Daily to run either once a day or once every few days.
       Time: Enter the time that the report should run.

       Interval: Enter 1 to run every day. Enter a higher number to run every *nth* day; for example, 2 to run every other day.
   - Weekly - Use Weekly to run either once a week or once every few weeks.
       Time: Enter the time that the report should run.

       Interval: Enter 1 to run every week. Enter a higher number to run every *nth* week; for example, 2 to run every other week.

       Days of the Week: Check the day of the week that the report should run on. You can check multiple days, if desired, for example, Monday and Friday.
   - Monthly - Use Monthly to run the report on a specific day each month.
       Time: Enter the time that the report should run.

       Day of the Month: Enter the day number on which the report should run.
2. When you click **Run**, your My Home page displays, listing the scheduled report task.

Discipline Maintenance and Reports

Average Incident Report

This report displays the number and type of incidents per month, as well as the average number of each incident type per day.

Daily Action Report

This report displays the number and type of offender actions for each day.

Incident Report

This report displays detailed information on incidents. You can select to include all or selected buildings, all or selected incident codes, and whether offenses, victims, and/or witnesses should be included.

Student Detail Report

This report displays information, by student, on incidents in which they were involved. You can select to include offenses where the student was a victim or witness, as well as offender. You can also choose to have either a summary or detailed format.