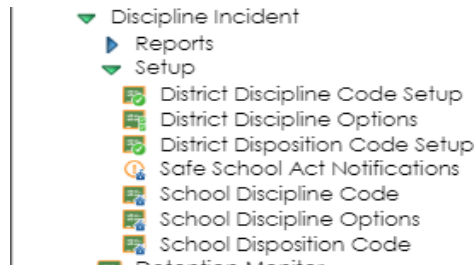


Discipline – Incident – Setup

Under the SYNERGY Tree open Discipline Incident, then open Setup. This is where you can setup the codes at the District Level, School Level, and also set the options for your Discipline information.



District / School Discipline Code Views

The District Discipline Code Setup allows the creation of your Discipline categories and violations (discipline codes with sub categories) within each category.

When you show detail on any given Discipline code you can create sub codes within the code. Please refer to the following list below to help you setup the codes correctly according to state regulations.

State Reported Incident Codes w/ Sub Categories

- 01 Alcohol**
 - 05 Possession/Use
 - 06 Solicitation/Sale
- 02 Arson**
 - 07 With Accelerant
 - 1 Considered a dangerous weapon
 - 2 Not considered a dangerous weapon
 - 08 Without Accelerant
 - 1 Considered a dangerous weapon
 - 2 Not considered a dangerous weapon
- 03 Assault (victim is required)**
 - 01 Physical Assault
 - 02 Sexual Assault
- 04 Bomb**
- 05 Bomb threat**
- 06 Controlled Substances (prescription)**
 - 05 Possession/Use
 - 06 Solicitation/Sale
- 07 Computer**
- 08 Disruptive/Disorderly/Insubordination**
- 09 Extortion**
- 10 Fighting (Requires a minimum of 2 offenders)**
- 11 Gang Activity**
- 12 Harassment (A victim is required.)**
 - 03 Sexual Harassment
 - 04 Non-sexual Harassment
- 13 Illegal Drugs**
 - 05 Possession/Use
 - 06 Solicitation/Sale
 - 01 Amphetamines
 - 02 Crack/Cocaine
 - 03 Ecstasy/MDMA
 - 04 Inhalants
 - 05 LSD/Psychedelics
 - 06 Marijuana
 - 07 Methamphetamines
 - 08 Other (If this option is used, an explanation must also be entered in Additional Text field)
- 14 Over-the-Counter Medications against school policy**

- 15 **Pyrotechnics**
 - 10 Pyrotechnics
 - 1 Considered a dangerous weapon
 - 2 Not considered a dangerous weapon
- 16 **Terroristic Threats**
- 17 **Theft**
- 18 **Threat/Intimidation**
- 19 **Tobacco**
- 20 **Vandalism/Property Related**
- 21 **Verbal Abuse**
- 22 **Weapon**
 - 1 Long Gun
 - 1 Gun was Loaded
 - 2 Gun was cased
 - 3 Gun found in trunk
 - 2 Hand Gun
 - 1 Gun was Loaded
 - 2 Gun was cased
 - 3 Gun found in trunk
 - 3 Pellet/BB/Air Gun
 - 1 Considered a dangerous weapon
 - 2 Not considered a dangerous weapon
 - 4 Paintball Gun
 - 5 Replica/Toy Gun
 - 6 Knife
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 9 Blunt Object
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 11 Pocketknife, less than 2 ½ inch blade
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 12 Pocketknife, 2 ½ inch blade or greater
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 13 Sharp Objects
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 14 Mace/Noxious Substance
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
 - 15 Stun Gun/Taser Gun
 - 1 Considered a dangerous weapon
 - 2 Considered a dangerous weapon
- 23 **Other**

- 24 Attendance
- 25 Bullying (all forms except cyber bullying) (A victim is required.)
- 26 Hazing (A victim is required.)
- 27 Cyber Bullying (A victim is required.)
- 28 Homicide (A victim is required.)
- 29 Robbery (using force) (A victim is required.)

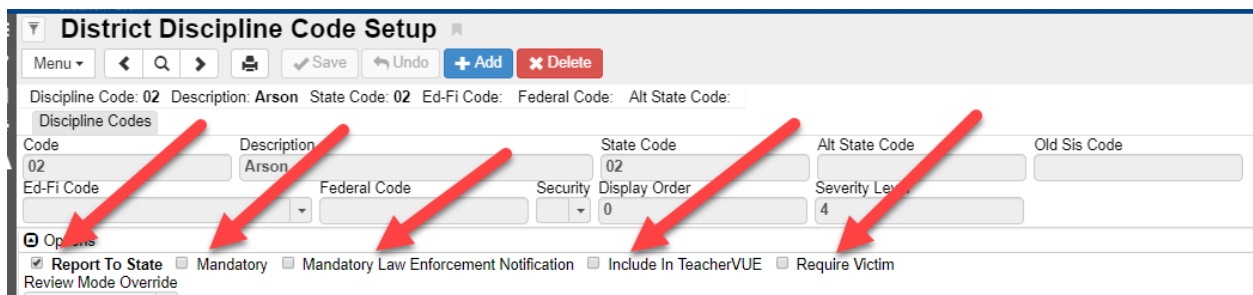
The **Mandatory** field for each Discipline category forces your schools to be opted into this category. With the Mandatory field unchecked the Schools can choose to opt into this category or not.

The **Report to State** box is checked if this category is something that you need to report to MDE.

The **Mandatory Law Enforcement** box is checked if you are required to notify law enforcement about any violations in this category. NOTE: This checkbox does not pull the incident in for DIRS.

Include in TeacherVUE box makes it available for the Teacher's to choose when they are reporting an Incident. Typically we recommend having a 'Teacher Referral' code setup and then once it goes to the appropriate Disciplinarian they can update the code to what it needs to be based on the description. It helps keep it clean for the teacher and they only have one option.

Require Victim makes it so when this code is selected before the incident can be saved, a victim must be identified. This is required to be checked on any of the State codes that require a victim to be reported, if it is not input it will impact your reporting.



Below is an example view of the School Discipline Codes that we built on the District Discipline code view. Since they were marked as 'Mandatory' at the District level, the school was automatically opted into them and cannot opt out.

School Discipline Code				
Menu ▾ Save Undo				
School name: Region 1 High School (070) School Year: 2019-2020				
School Discipline Codes				
School Discipline Codes				
44 ROWS (181ms)				
Line	Discipline Code	Description	Security	Used in Scho
1	01	Alcohol		✓
2	02	Arson		✓
3	03	Assault		✓
4	04	Bomb		✓
5	05	Bomb Threat		✓
6	06	Controlled Substances (prescription)		✓
7	07	Computer		✓

If your school wants to implement codes that you do NOT want reported to the state – we recommend identifying those codes with an asterisk (*) – we **strongly** advise not adding any codes that are similar to the state reportable codes to keep your list as clean as possible.

Teacher Referral

If you allow your teachers to input incidents, we advise you add *Teacher Referral to the list and then hide all other incidents. This allows your teachers to only see one incident code, enter the needed data and send it to the appropriate disciplinary personnel.

District/School Disposition Views

The District Disposition view allows the user to create the categories and detailed disposition codes (sub categories are allowed as well). These disposition categories and codes can be mandated for each school's use. Please see the below list of required State disposition codes.

Reportable Disposition Codes:

- 01 In- School Suspension
- 02 Out-of-school Suspension (1 day or more)
- 03 Expulsion 5 or more days
- 04 Exclusion 5 or more days
- 05 Unilateral Removal to an Alternative Educational Setting (Special Ed only - valid only if offense type is a drug, weapon, assault, fighting or homicide)
- 06 Removal by hearing officer on determination of likely injury (Special Ed only)
- 07 Administrative Transfer
- 08 Offender requested to transfer within a district
- 09 Offender requested to transfer to another district
- 10 Offender withdrew from school
- 11 No school response

DISCIPLINE-INCIDENT

Below is an example of the School Disposition Codes. The user can drill down to see more information about any code they choose.

School Disposition Code			
Menu			
School name: Region 1 High School (070) School Year: 2019-2020			
School Disposition Codes			
Calculate Disposition Days			
School Disposition Codes			
Line	Disposition Code	Description	Used In School
1	01	In-school suspension SPED	<input checked="" type="checkbox"/>
2	02	Out-of-school Suspension	<input checked="" type="checkbox"/>
3	03	Expulsion	<input checked="" type="checkbox"/>
4	04	Exclusion	<input checked="" type="checkbox"/>
5	05	In-school suspension SPED	<input checked="" type="checkbox"/>

Same as with discipline codes, your district can add non state reportable codes however we strongly recommend to keep that list limited and to not duplicate any that are already state reported codes. A common disposition that is added is Detention.

Incident View

There are two incident screens: Incidents 2019, and Student Incident 2019. The Incidents 2019 screen puts all of the fields on the Information tab in a more compact view.

Incidents 2019

Menu

Save

Undo

+ Add

✕ Delete

Information

Documents

Incident Date

Incident Time

Incident ID

Referrer First Name

Referrer Last Name

Referrer Type

Referral Date

Entered By

01/31/2019

12:03 PM

2

Amarion

User

01/31/2019

User, Amarion

Statement of Facts

Private Description

Skipping class

☐ Gang Related

☐ Hate Related

☐ Referred to Law Enforcement

Incident Cost

Incident Context Code

Incident Context Comment

State Incident Number

During School Hrs

EdFI Description

Weapons

Number Of Firearms

Number Of Non-Firearms

Locations

+ Add

Line

Location

Location Text

1

Hallway

Participant Totals

Offenders

Additional Victims

Total Victims

Total Bystanders

1

0

0

Students Involved

+ Add

Line

Photo

Student

Gender

Grade

Special Ed

Incident Role


Injuries Sustained

Violations

School Of Enrollment

Disposition Code

1



Brenning, Kortney K.

Female

12

Offender

☐

**Classroom Referral

Region 1 High School (070)

Students Involved

+ Add

Starting on the Information tab a user creates a new incident and records the following:

- Date
- Time
- Referrer's First and Last name
- Referral Date

- Staff Name assigned to this Incident (names that appear here come from the staff view- role type)

Staff

Menu

Staff Name: Braun, Kayanna Type: Teacher

General Schools SpecialEd Emergency Credentials CRDC Overrides

Last Name: Braun First Name: Kayanna Middle Name: Suffix: Gender: Female Type: Teacher [Open User Window](#)

Staff Info

Abbreviated Name: Nick Name: Social Security Number: Previous Social Security Number: File Folder #: 380375 Badge Number: 3001 Teacher / Administrator License Number: Teacher / Administrator License Prefix: Previous License Number: Licensure Check: Ed-Fi ID:

Staff Role

Role Type

- ☐ Audiology
- ☐ Conference
- ☒ Discipline
- ☐ Health
- ☐ Rater
- ☐ Transportation

- Statement of Facts (description of incident)
- Gang, Hate Related, Hazing Related, or Referred to Law Enforcement check boxes (if applicable)
 - Please note that this 'Referred to Law Enforcement' checkbox **DOES** pull in for your DIRS reporting.
- Incident Cost (if applicable)
- Incident Context Code
- Weapons (if applicable)
- Locations
- Students Involved (this is any student within the district)
- Other Involved Persons (this should only be used if the victim/offender is from another school, is a teacher, or other employee of the school, etc. No Active Student should be listed here)
- Other Schools
- Non-District Schools

Sample Incident

Incidents 2019

Menu

Incident ID: 3 Incident Date: 02/04/2019 Review Status: **Submitted For Review**

Information

Incident Date: 02/04/2019 Incident Time: 4:11 PM Incident ID: 3 Referrer First Name: Alyssa Referrer Last Name: Punier Referrer Type: Punier Referral Date: 02/04/2019 Entered By: User, Amarion

Statement of Facts

This is the statement of facts

Private Description

Private Description

☐ Gang Related ☐ Hate Related ☐ Hazing Related ☐ Referred to Law Enforcement

Incident Cost: Incident Context Code: Incident Context Comment: State Incident Number:

EdFi Description:

Weapons

Number Of Firearms: Number Of Non-Firearms:

Locations

Line	Location	Location Text
1	Hallway	

Violations

Line	Violation	Severity Level	District Severity Level	Notify Law E
1	Bullying	13		

Participant Totals

Offenders	Additional Victims	Total Victims	Total Bystanders
1		1	0

Students Involved

Line	Photo	Student	Gender	Grade	Special Ed	Incident Role	Injuries Sustained	Violations	School Of Enrollment
1		Brenning, Kortney K.	Female	12		Offender		Bullying	Region 1 High School (070)
2		Broad, Alexander	Male	12		Victim			Region 1 High School (070)

****You do not need to create a new violation if multiple students or multiple violations need to be recorded. All necessary data should be recorded on **ONE** incident for reporting purposes.**


You can add multiple violations to 1 incident. These violations would then be given to each offender involved in the incident.

Line	Violation	Severity Level	District Severity Level	Notify Law Enforcement
1	*Disrespect			<input type="checkbox"/>
2	*Inappropriate Language			<input type="checkbox"/>

Participant Totals
 Additional Victims: 0 Total Victims: 0 Total Bystanders: 0

Line	Photo	Student	Gender	Grade	Special Ed	Incident Role	Injuries Sustained	Violations	School Of Enrollment
1		Brenning, Kortney K.	Female	12		Offender	<input type="checkbox"/>	*Disrespect, *Inappropriate Language	Region 1 High School (070)

When you expand the Students Involved by clicking on the arrow, you are able to access the Disciplinary Action Form, Cost information, more details, disposition, and intervention information.

Line	Photo	Student	Gender	Grade	Incident Role	Injuries Sustained	Violations	School Of Enrollment
1		Brenning, Kortney K.	Female	12	Offender	<input type="checkbox"/>	Bullying	Region 1 High School (070)

Information Additional Information

☐ Print Discipline Report Merge Document Merge Language

☐ Print Disciplinary Action Form

☐ Student Incident Information

Cost to victim Last Change Date Last Change User

Incident Role Description

☐ Explained To Student ☐ Teacher Conference ☐ Disability Manifest

Student's Testimony Private Comment

Student Testimony Private Comment

☐ Offender Information

☐ Violations

Line	Committed Violation	Number	Severity Override	Description	None
1	Bullying	4			

☐ Disposition Information

Hearing Office Disposition Hearing Office Disposition Date

☐ Dispositions

Line	Disposition Code	Start Date	End Date	Hours	Days	Staff Name
1						

☐ Interventions

Line	Intervention	Comment
1		

The Show Detail includes Cost to Victim, Incident Role Description, Testimony, etc. You can see that the victim is also not attached to the violation as committing it. The 'Additional Information' tab also shows Injury information, Comments, and Suspension Information.

2

Broad, Alexander

Male

12

Information

Additional Information

Print Discipline Report

Print Disciplinary Action Form

Merge Document

Merge Language

Student Incident Information

Cost to victim

Last Change Date

Last Change User

Incident Role Description

Explained To Student

Teacher Conference

Disability Manifest

Student's Testimony

Private Comment

Victim Testimony

Victim Private Comment

Offender Information

Violations

+ Add

Line	Committed Violation	
1		4

Disposition Information

When you have expanded the offender by clicking on the arrow by the student picture, you can enter in the appropriate disposition code.

Dispositions	+ Add	Start Date	End Date	Hours	Days	Staff Name	ATR
Dispositions	+ Add						
Interventions	+ Add						

Student: Brenning, Kortney K.

Line	Disposition Code	Start Date	End Date	Hours	Days	Staff Name	ATR
1						User, Amaron	

Information

Disposition Date: 07/12/2019

Disposition Description

Place Moved To: Authority Code: Zero Tolerance: Transferred to Alternative School: Interim Alternative Setting Reason:

Additional Text: Comment:

Seculsion / Restraint

Line	Incident ID	Incident Date	Start Time	End Time	Duration (Mins)	Type of Seculsion	Type of Restraint	Incident Organization	Student Injured	Staff Injured
1										

Dates

Disposition Review Date: Completed

Receives Support Services: Academic Services: Behavior Services: Attendance Reason Code:

Hours: Reassignment Days: Attendance:

Assigned Start Date: Assigned End Date:

Expulsion Modified: Days Reduced: Did Return:

GFSA Modification Description:

Manifestation

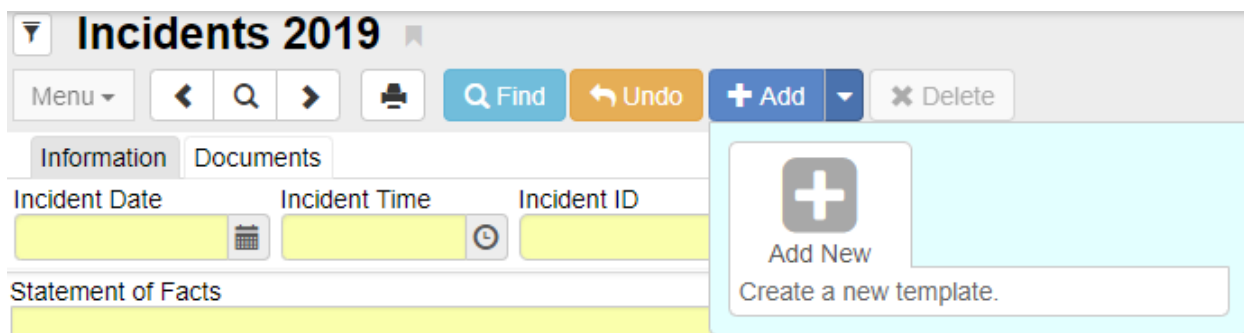
Manifestation Determination: Manifestation Meeting: Manifestation Meeting Date: AES Type:

- Disposition Code
- Start Date
- End Date
- Hours
- Days
- Staff Name
- ATR (student's attendance reason)
- AES Type (required if student is removed from classroom for 5 or more days)
 - 01 Enrollment in area learning center
 - 02 Enrollment in another district
 - 03 Homebound Instruction (at home or at a neutral site)
 - 04 Tele-teaching (electronic media, on-line teaching)
 - 05 Supervised homework (ongoing contact between teacher and student to monitor progress)
 - 06 Independent study
 - 07 Special tutoring
 - 08 District-run program for out of school suspensions
 - 09 Other
 - 10 Modified curriculum
 - 11 Modified instruction
 - 12 Instruction through electronic media
 - 13 Special Education services

Incident Templates

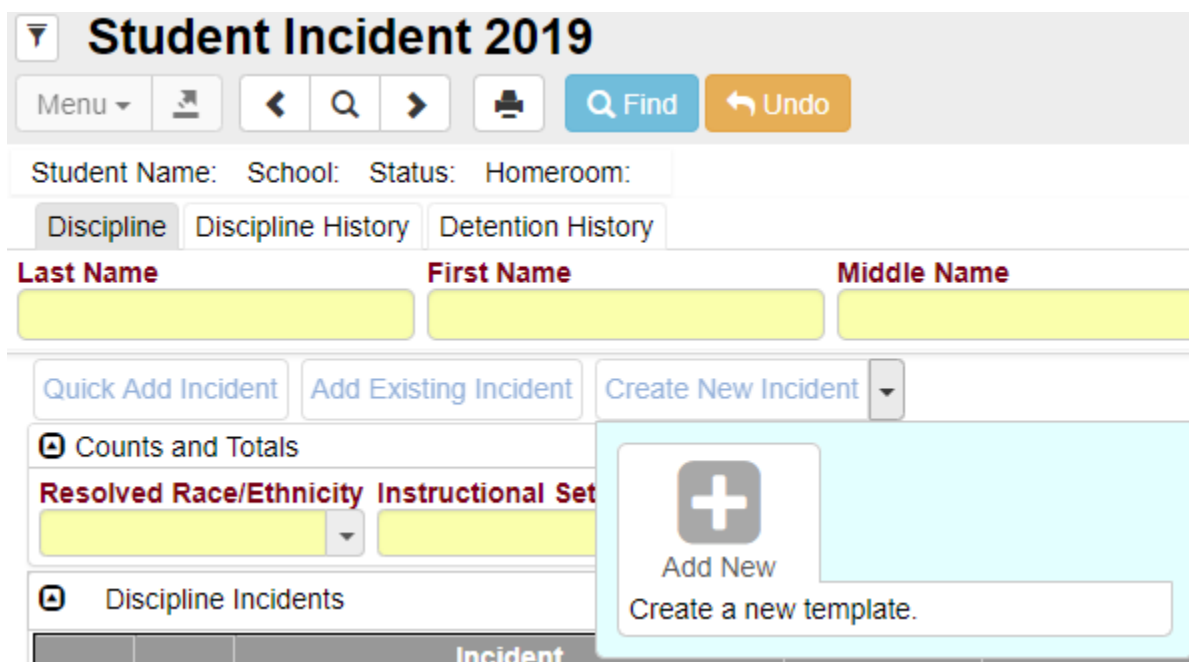
You can now create incident templates for frequently used incidents, which define the fields that are relevant for a specific type of incident and include default values. Templates can only be used on the new Incidents 2019 and Student Incident 2019 screens. Security can be set to limit the template options for certain users.

From the Incidents screen, click on the dropdown arrow next to Add to create a new template.



The screenshot shows the 'Incidents 2019' interface. At the top, there is a header bar with a dropdown arrow, the title 'Incidents 2019', and a bookmark icon. Below the header is a toolbar with buttons for 'Menu', navigation arrows, 'Find', 'Undo', 'Add' (with a dropdown arrow), and 'Delete'. The 'Add' dropdown menu is open, showing a large plus icon, the text 'Add New', and a text input field with the placeholder 'Create a new template.'. Below the toolbar, there are tabs for 'Information' and 'Documents'. The 'Information' tab is active, showing fields for 'Incident Date', 'Incident Time', and 'Incident ID'. Below these fields is a 'Statement of Facts' section.

From the Student Incident screen, click the dropdown arrow next to Create New Incident to create a new template.



The screenshot shows the 'Student Incident 2019' interface. At the top, there is a header bar with a dropdown arrow, the title 'Student Incident 2019', and a bookmark icon. Below the header is a toolbar with buttons for 'Menu', a printer icon, navigation arrows, 'Find', and 'Undo'. Below the toolbar, there are fields for 'Student Name', 'School', 'Status', and 'Homeroom'. Below these fields are tabs for 'Discipline', 'Discipline History', and 'Detention History'. The 'Discipline' tab is active, showing fields for 'Last Name', 'First Name', and 'Middle Name'. Below these fields, there are buttons for 'Quick Add Incident', 'Add Existing Incident', and 'Create New Incident' (with a dropdown arrow). The 'Create New Incident' dropdown menu is open, showing a large plus icon, the text 'Add New', and a text input field with the placeholder 'Create a new template.'. Below the buttons, there is a section for 'Counts and Totals' with a dropdown for 'Resolved Race/Ethnicity' and a text input for 'Instructional Set'. Below this is a section for 'Discipline Incidents' with a table header 'Incident'.

Both screens bring you to the same Template screen.

Incidents 2019

Save Close

Information

Template Details

Title* Template Description School Type Notes:

Icon Elementary School

Color Middle School

High School

Special School

Incident Date* Incident Time* Incident ID Referrer First Name* Referrer Last Name* Referrer Type Referral Date* Entered By User, Amarian

Statement of Facts Private Description

Gang Related Hate Related

Referred to Law Enforcement

Incident Cost Incident Context Code* Incident Context Comment State Incident Number

EdFi Description

Weapons

Number Of Firearms Number Of Non-Firearms

Locations Add

Line	Location	Location Text

Participant Totals

Offenders Additional Victims Total Victims Total Bystanders

Students Involved Add

Line	Photo	Student	Gender	Grade	Special Ed	Incident Role	Injuries Sustained	Violations	School Of Enrollment	Disposition Code

Students Involved Add

Other Involved Parties Add

From here, you will enter any information you want on your template. Give your template a Title and Template Description, select an icon from the options or enter 2 or 3 letters to display in a circle as the icon, choose a color for the icon, and select the school type where this template is applicable. If no School Type is selected, the template displays for all schools.

Incidents 2019

Save Close

Information

Template

Title*

Icon

Color

Notes:

- K: A constant value is similar to a default value. It will be used as-is.
- @: A Parameter will be provided from the parent view or by the user.
- \$: A Function will generate the value based on the current user and focus.

Incident Date

K \$ @

\$DATE

Current Date

Elementary School

Middle School

High School

Special School

Select the fields needed for the template. Hovering over each field reveals the available options for specifying a default value and/or giving the user the ability to select/enter a value.

After all of the necessary fields are filled in or an option is selected, save the template. You can now see it when you click the dropdown to add the incident.

The screenshot shows the 'Incidents 2019' interface. At the top, there's a header with a dropdown menu, navigation buttons (back, search, forward, print), and action buttons (Find, Undo, Add, Delete). Below the header, there are tabs for 'Information' and 'Documents'. The 'Information' tab is active, showing fields for 'Incident Date', 'Incident Time', and 'Incident ID'. A 'Statement of Facts' section is also visible. A dropdown menu is open next to the 'Add' button, showing a list of templates. The first template is 'Add New' with a plus icon. The second template is 'Phone Use in Classroom' with a purple circle icon containing 'CEL'. Below the templates, there's a text input field with the placeholder 'Create a new template.'

Hovering over a template icon reveals three icons associated with that template: Advanced Add, Edit Template, and Delete Template. These icons can be secured down for certain Users and User Groups. Advanced Add allows the user to enter information in fields not included in the template. Any time you edit a template and resave, a new template is created.

This screenshot shows a close-up of the 'Add' dropdown menu. It displays the 'Add New' option with a plus icon and the 'Phone Use in Classroom' template with a purple circle icon containing 'CEL'. Below the templates, there's a text input field with the placeholder 'Cell phone was being used in the classroom at an inappropriate time.'

To add an incident using the templates, you choose the template icon from the Add dropdown or Create New Incident dropdown, depending on your current screen.

Any fields that were filled in on the template do not show on the screen, but will automatically be filled in when the incident is added. If you selected the '@' option on a field, whether you put information in that field, or not, it will show on the screen. Any fields that had the '\$' option selected will fill in with the appropriate information.

The screenshot shows the 'Phone Use in Classroom' incident form. At the top, there's a header with a dropdown menu, navigation buttons (back, search, forward, print), and action buttons (Find, Undo, Add, Delete). Below the header, there are tabs for 'Information' and 'Documents'. The 'Information' tab is active, showing fields for 'Incident Date', 'Incident Time', and 'Incident ID'. A 'Statement of Facts' section is also visible. The form is filled with the following information:

- Incident Date: 02/01/2019
- Incident Time: 11:50 AM
- Referrer First Name*: [Redacted]
- Referrer Last Name*: [Redacted]
- Entered By: User, Amarion
- Incident Context Code*: [Redacted]
- Incident Role: Offender
- Student: [Redacted]

Selecting the '@' option on these fields at the same time fills in the information, but still displays it on the screen to be edited if needed.

Clicking the Edit Details button at the top of the screen will open the incident screen to see all fields, similar to Advanced Add. Adding an incident using the templates also places the incident in the new Incident Approval Queue.

Region 1 does not recommend using large amounts of templates. Start with only a few common incidents. Region 1 also does not recommend using the Student Incidents 2019 screen for entering incidents that involve more than one student.

Bullying ×

✓ Add

✕ Close

Edit Details

Bullying

Incident Date

02/01/2019

Statement of Facts

Incident Time

12:29 PM

Referrer First Name*

Referrer Last Name*

Entered By

User, Amarion

Gang Related

☐

Hate Related

☐

Referred to Law Enforcement

☐

Incident Context Code*

Private Description

Locations: 1

Location*

Incident Role: Offender

Student

☐

Student's Testimony

Motivation

Private Comment

Motivation Description

Incident Role: Victim

Student

☐

Student's Testimony

Injuries Sustained

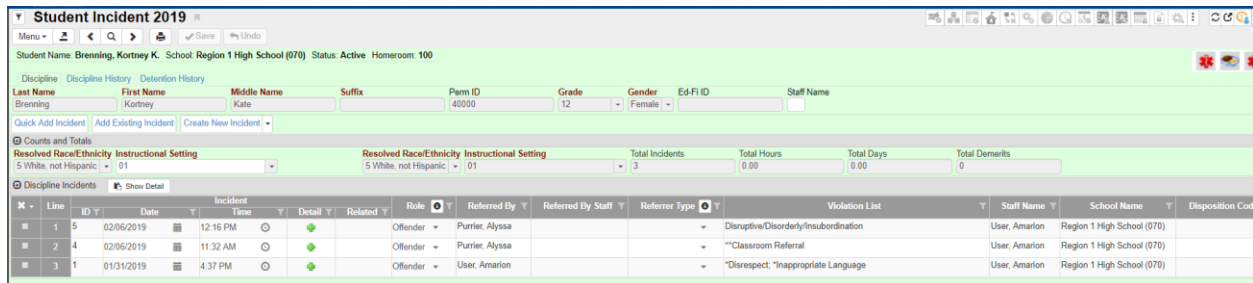
☐

Private Comment

Student Incident

Student Incident View allows you to review all incidents the student was involved in.

Under the Discipline Tab - This view allows you to add a specific student to another existing incident or create a new incident. The “Green” plus symbol allows you to see the detail about the incident.



Student Incident 2019

Menu ▾ | Save | Undo

Student Name: Brenning, Kortney K. School: Region 1 High School (070) Status: Active Homeroom: 100

Discipline | Discipline History | Detention History

Last Name: Brenning | First Name: Kortney | Middle Name: Kate | Suffix: | Perm ID: 40000 | Grade: 12 | Gender: Female | Ed-Fi ID: | Staff Name: |

Quick Add Incident | Add Existing Incident | Create New Incident ▾

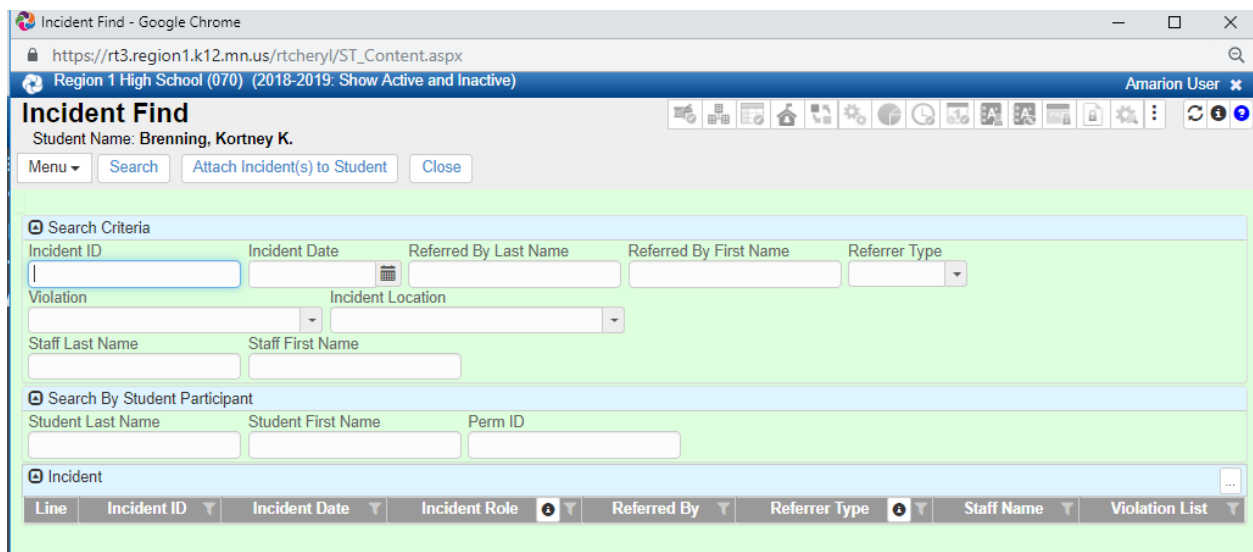
Counts and Totals

Resolved Race/Ethnicity: 5 White, not Hispanic | Instructional Setting: 01 | Resolved Race/Ethnicity: 5 White, not Hispanic | Instructional Setting: 01 | Total Incidents: 3 | Total Hours: 0.00 | Total Days: 0.00 | Total Demerits: 0

Discipline Incidents

Line	ID	Date	Time	Detail	Related	Role	Referred By	Referred By Staff	Referrer Type	Violation List	Staff Name	School Name	Disposition Code
1	5	02/05/2019	12:16 PM			Offender	Purrier, Alyssa			Disruptive/Disorderly/Insubordination	User, Amaron	Region 1 High School (070)	
2	4	02/05/2019	11:32 AM			Offender	Purrier, Alyssa			Classroom Referral	User, Amaron	Region 1 High School (070)	
3	1	01/31/2019	4:37 PM			Offender	User, Amaron			Disrespect, Inappropriate Language	User, Amaron	Region 1 High School (070)	

When adding a student to an existing incident, use the search criteria to find the incident.



Incident Find - Google Chrome

https://rt3.region1.k12.mn.us/rtcheryl/ST_Content.aspx

Region 1 High School (070) (2018-2019: Show Active and Inactive) | Amaron User

Incident Find

Student Name: Brenning, Kortney K.

Menu ▾ | Search | Attach Incident(s) to Student | Close

Search Criteria

Incident ID: | Incident Date: | Referred By Last Name: | Referred By First Name: | Referrer Type: ▾

Violation: | Incident Location: ▾

Staff Last Name: | Staff First Name: |

Search By Student Participant

Student Last Name: | Student First Name: | Perm ID: |

Incident

Line	Incident ID	Incident Date	Incident Role	Referred By	Referrer Type	Staff Name	Violation List
------	-------------	---------------	---------------	-------------	---------------	------------	----------------

The “Green” plus symbol allows you to see the detail about the incident by opening the Incident View.

Student Incident Show Detail

This view gives the administrator the following options:

- Print out the standard Disciplinary Action Form form or choose to use a document that has been setup as a Merge Document.
- A couple more Comment boxes (one Private) where the disposition of the incident can be explained in more detail.
- Assign additional dispositions, identify motivation, and add any additional information that may have been missed on the initial submission of this incident for this student.

Student Incident 2019

Student Name: Brenning, Kortney K. School: Region 1 High School (070) Status: Active Homeroom: 100

Discipline Discipline History Detention History

Name First Name Middle Name Suffix Perm ID Grade Gender Ed-Fi ID Staff Name

Brenning Kortney Kate 40000 12 Female

Discipline Incidents

Incident ID Incident Date Entered By Referred By Referrer Type Special Ed Indicator

5 02/06/2019 User, Amaron Purrier, Alyssa No

Incident Detail

Incident Date Incident Time Referrer Last Name Referrer First Name Referrer Type Referral Date

02/06/2019 12:16 PM Purrier Alyssa 02/06/2019

Entered By Incident Context Code State Incident Number

User, Amaron During School Hrs

Statement of Facts Private Description

Print Discipline Report

Print Disciplinary Action Form Merge Document Merge Language

Student Incident Information

Incident Role Cost to victim School of Residence Last Change Date Last Change User

Offender

Incident Role Description

Explained To Student Teacher Conference Disability Manifest Student's Testimony Private Comment

Offender Information

Discipline History tab

Lists all of the student's discipline history for all organizations/years

Student Incident 2019

Student Name: Brenning, Kortney K. School: Region 1 High School (070) Status: Active Homeroom: 100

Discipline Discipline History Detention History

Last Name First Name Middle Name Suffix Perm ID Grade Gender Ed-Fi ID Staff Name

Brenning Kortney Kate 40000 12 Female

Discipline Incidents

Line	Incident Date	Incident Time	Violations	Referred By	Referrer Type	Staff Name	School Name	School
1	02/06/2019	11:32 AM	Classroom Referral	Purrier, Alyssa		User, Amaron	Region 1 High School (070)	2018-2019
2	02/06/2019	12:16 PM	Disruptive/Disorderly/Insubordination	Purrier, Alyssa		User, Amaron	Region 1 High School (070)	2018-2019
3	01/31/2019	4:37 PM	Disrespect, Inappropriate Language	User, Amaron		User, Amaron	Region 1 High School (070)	2018-2019

Detention History –

Will give a snapshot view of the Detention Totals, Hours, Served, and if any hours are remaining. This requires a separate setup to be able to be used. We can assist to setup however most do not use this.

Student Incident 2019

Student Name: Brenning, Kortney K. School: Region 1 High School (070) Status: Active Homeroom: 100

Discipline Discipline History Detention History

Last Name First Name Middle Name Suffix Perm ID Grade Gender Ed-Fi ID Staff Name

Brenning Kortney Kate 40000 12 Female

Detention Totals

0.00 Hours 0.00 Served 0.00 Remaining

Detention Served

Line Check in Date and Time Hours

Incident Approval Queue

You can now queue discipline incident referrals for acceptance or denial by an administrator. Accepted incident referrals are attached to the offending student.

When Tasks are enabled, incident referrals from teachers through TeacherVUE can be directed to user groups assigned to the task of accepting or denying incidents. Incident queue administrators can access the Incident Approval Queue screen directly using the PAD Tree, or by selecting an incident task.

In District Discipline Options, there is a new field for Incident Review Mode. To turn on the ability to accept or deny referrals, you need to set this field to Review All Incidents.

District Discipline Options

Menu

Save

Undo

Add

Delete

Discipline Options

Summary Report Options

Discipline Type: Incident

Incident Discipline Options

Incident ID Numbering

Unique number across all year types which resets at the beginning of the year (Default)

Disposition Add Option

Link added dispositions to student violations not already associated with a disposition. (Default)

Incident Violation Display

Entire Violation

Show Severity Level as Lookup

Incident Location

Require locations for incidents

Incident Participant

An incident can be added without entering participants

Show Referred By Staff As Foreign Key

Icon to use for Special Educator

Incident Review Mode

Review All Incidents

Incident Date Validation

When there is an incident that is pending approval, it will show up as a pending incident on the Incident Approval Queue.

Incident Approval Queue

Menu

Save

Undo

Queue

History

Pending Incidents

Line	Offender	Incident			Violations	Description	Action
		ID	Date	Time			
1	Brenning, Kortney K.	1	01/31/2019	4:37 PM	*Disrespect, *Inappropriate Language	She was being naughty	

Queue

History

Pending Incidents

Line	Offender	Incident			Violations	Description	Action
		ID	Date	Time			
1	Brenning, Kortney K.	1	01/31/2019	4:37 PM	*Disrespect, *Inappropriate Language	She was being naughty	<div><div></div><div></div></div>

Pending Incidents

✓ Accept

✗ Deny

Once the incident has been reviewed, choose Accept or Deny from the Action menu.
After an incident has been accepted or denied, it is moved to the History tab.

QueueHistory

Processed Incidents

Line	Offender	Review Status	Incident		Violations	Organization Name	Description
1	Brenning, Kortney K.	Accepted	1	01/31/2019 4:37 PM	*Disrespect, *Inappropriate Language	Region 1 High School (070)	She was being naughty

**Please note that if you 'deny' an incident from the queue it is not deleted, if the incident is not valid you will need to go through the process to delete the incident in its entirety.

Standard Disciplinary Action Form


**Secondary
Disciplinary Action Form**
School Phone Number: 218-687-2236

Year: 2009-2010
Report: IDS801

Student Information

Last Name: Solum	First Name: Cheryl	Middle Name:	Gender: Female	Grade: 10	Birth Date: 09/10/1993
Perm ID: 7126		Extension:	Home Room:	Home Room Teacher:	

Custodial Information

Mother Solum, Mary	Type:	Phone:	Extension:
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Disciplinary Incident

Incident Date: 07/10/2009	Incident Time: 8:30 AM	Entered By: User, Admin	Referred By: Kunde, Michael
Violations: Vandalism			
Description: This is a sample incident			
Location: Restroom		Location Text: Graffiti on the stall walls	

Action Taken

Disposition Date	End Date	Disposition Code	Days	Hours	Staff Name
09/09/2009	09/15/2009	In School Suspension (Special Ed)	5.00	0	User, Admin

Dear Parent,


From time to time, part of a child's growing process involves making mistakes at school. The purpose of this report is to inform you of action taken by the school staff to help your child correct his/her mistakes. You are encouraged to discuss this action with your child and to support the action. Please sign this copy and return it to school.

Signatures

Principal/Designee _____	
<input type="checkbox"/> The charges were explained to the student. The student was given the opportunity to explain his/her involvement or non-involvement.	Parent/Guardian _____ <small>(signature acknowledges receipt of form only)</small>
	Student _____

Reports

Student Discipline Profile report – IDS201 - This report will print out discipline information for an individual student per incident.



Secondary Student Discipline Profile

Year: 2009-2010
 Report: IDS201

Solum, Cheryl


Student Information					
Student Name Solum, Cheryl		Perm ID 7126		Gender F	Address
Last Name Goes By		Nick Name		Birth Date 09/10/1993	123 Sesame St Moorhead, MN 56560
Phone	Home Language 11 English		Race	Enter Date 09/08/2009	Leave Date

Custodial Information				
Mother Solum, Mary	Phone Type	Phone	Extension	
<input checked="" type="checkbox"/> Contact Allowed <input checked="" type="checkbox"/> Has Custody <input checked="" type="checkbox"/> Lives With <input checked="" type="checkbox"/> Ed. Rights <input type="checkbox"/> Mailings Allowed				

Incident Information				
Incident Date 07/10/2009	Incident Role Offender	Demerits 0	Hours 0	Organization Name Secondary
Violations Vandalism				

Dispositions				
Disposition Date 09/09/2009	Code 01	Description In School Suspension (Special Ed only)		
End Date 09/15/2009	Days 5.00	Hours		Completed N
Additional Text Placed on ISS for 5 days				
Violations: Vandalism				

Student Discipline List – IDS401 – Displays a list of students and a summary of their discipline records, including the date, violation, and disposition code.



Secondary Student Discipline Listing

Year: 2009-2010
 Report: IDS401

Student Name	Perm ID	Grade	Gender
Solum, Cheryl	7126	10	Female
<div style="display: flex; justify-content: space-between;"> <div> Incident Date 1 07/10/2009 </div> <div> Violations Vandalism </div> </div>			

Student Demerit List – IDS402 – Displays the number of discipline incidents and demerits for a student



Secondary Student Demerit List

Year: 2009-2010
Report: IDS402

Student Name	Perm ID	Grd	Gen	Relation	Parent Name	Type	Phone	Extn	Incident	Demerits
Solum, Cheryl	7126	10	F	Mother	Solum, Mary				1	0

Student Disposition List – IDS403 – Sorts student discipline information by disposition



Secondary Discipline Disposition List

Year: 2009-2010
Report: IDS403

Disposition Code	Grade	Student Name	Start Date	Perm ID	Gender	School
01 In School Suspension (Special Ed)	10	Solum, Cheryl	09/09/2009	7126	Female	Secondary

Discipline Summary by Grade – IDS601 – Lists all discipline codes and the total number of discipline records in each code.



Secondary Discipline Summary by Grade 07/01/2009 - 07/10/2009

Year: 2009-2010
Report: IDS601

Description	07			08			09			10			11			12			Total
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	
Vandalism (010)										1		1							1
Totals	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1

Discipline Summary by Ethnic Code – IDS602 – Displays all discipline incidents and shows totals by ethnic code and gender.



Secondary Discipline Summary by Ethnic Code 07/09/2009 - 07/01/2010

Year: 2009-2010
Report: IDS602

Description	Gender	1 Am Indian/Alaskan	2 Asian/Pacific Islander	3 Hispanic	4 Black, not Hispanic	5 White, not Hispanic	6 Native Hawaiian/Pacific	Other	Total
Vandalism (010)	Female	0	0	0	0	0	0	1	1
	Male	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	1	1
Total	Female	0	0	0	0	0	0	1	1
	Male	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	1	1

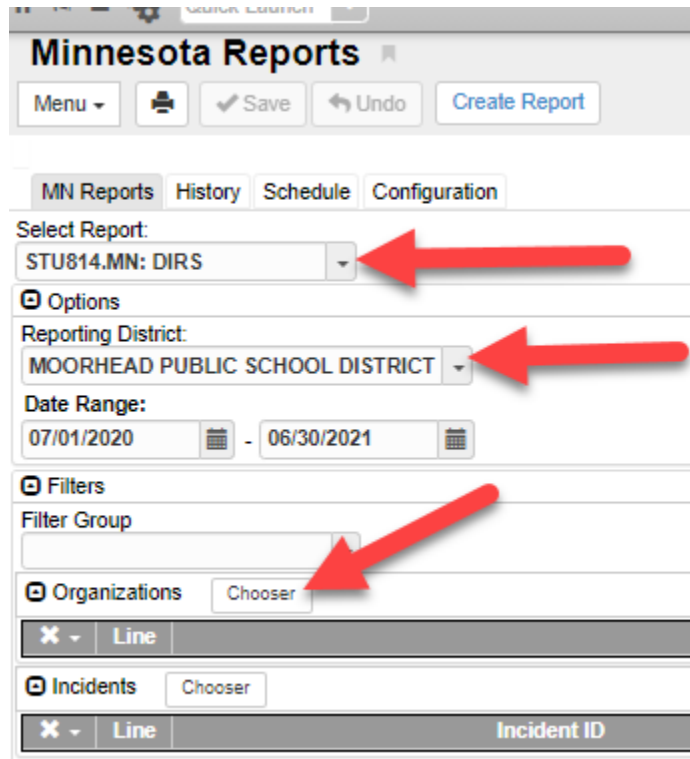
DIRS Extract – There are two ways to pull your DIRS extract. We highly recommend using the Minnesota Reports screen you can find it in your Tree under Synergy SIS > MN > Minnesota Reports, or by typing ‘Minnesota Reports’ into your Quick Launch bar.

The second option is the original way shown below- Located in the MN Folder→DIRS→Reports→STU814.MN-DIRS – Extract either by school or for the entire district. Both ways are shown below, as stated previously, we highly recommend using the Minnesota Reports screen as it is easier and cleaner to run and the original DIRS screen will be phased out.

MN→Minnesota Reports

Select the report you would like to run (STU814.MN: DIRS) from the dropdown. Then select your District from the Reporting District drop down. You do not need to adjust your Date Range.

If you would like to run this report for a specific school instead of your district, click on the Filters line, then the Chooser button on the Organizations grid, and select your specific school there.

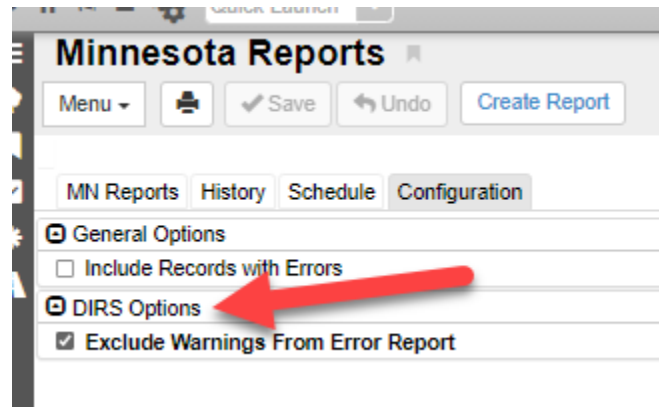


The screenshot shows the 'Minnesota Reports' interface. At the top, there are buttons for 'Menu', 'Save', 'Undo', and 'Create Report'. Below these are tabs for 'MN Reports', 'History', 'Schedule', and 'Configuration'. The 'Select Report:' dropdown is set to 'STU814.MN: DIRS'. Under the 'Options' section, the 'Reporting District:' dropdown is set to 'MOORHEAD PUBLIC SCHOOL DISTRICT'. The 'Date Range:' is set from '07/01/2020' to '06/30/2021'. Under the 'Filters' section, there is a 'Filter Group' dropdown. Below that, the 'Organizations' section has a 'Chooser' button. At the bottom, there is an 'Incidents' section with a 'Chooser' button. Red arrows point to the 'Select Report' dropdown, the 'Reporting District' dropdown, and the 'Organizations Chooser' button.

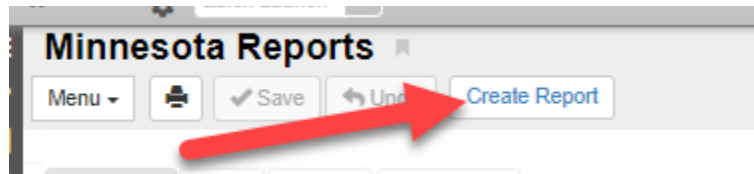
* -	Line	Incident ID

DISCIPLINE-INCIDENT

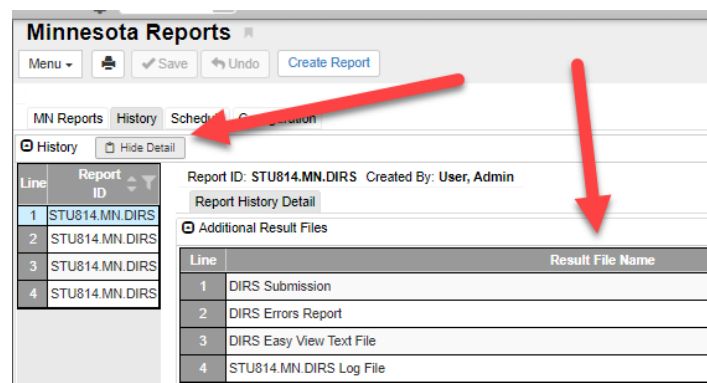
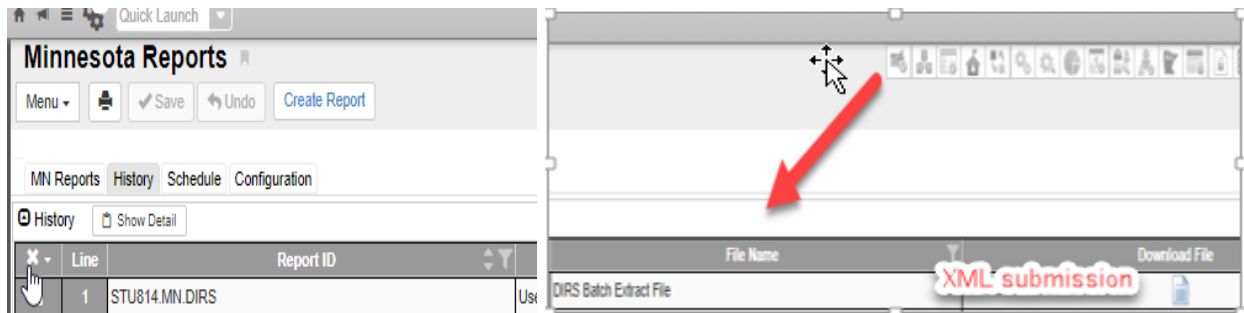
On the Configuration tab, you can check the 'Exclude Warnings from Error Report' so you then only need to see the Errors that require your review.



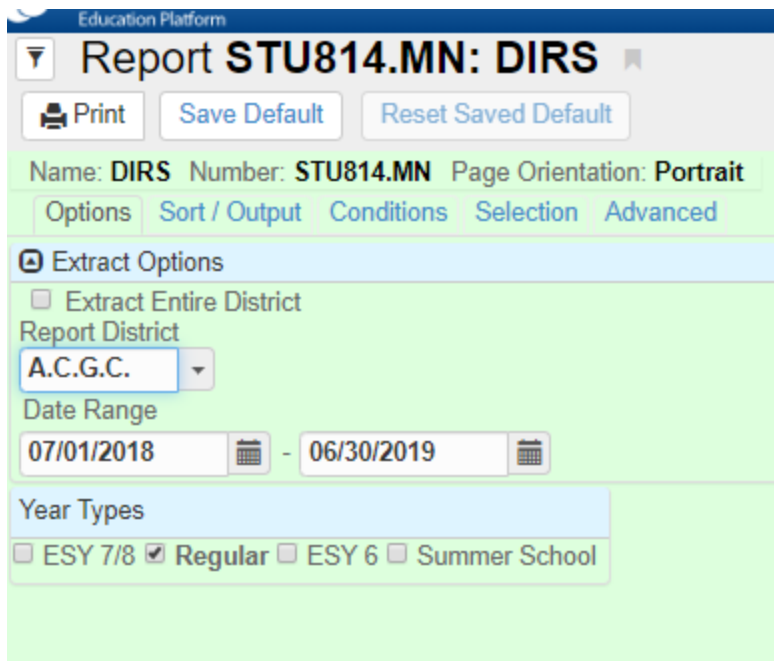
Click 'Create Report'. This will generate the files needed to review your errors, submission, xml, etc.



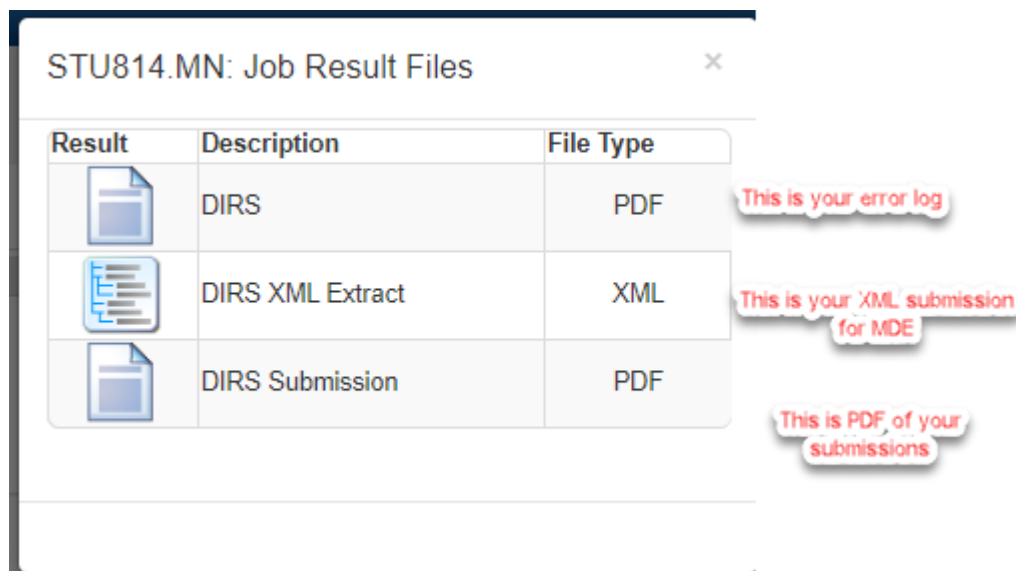
On the History tab you can always download, reference, or review any of the files that have been generated for this report - Clicking on Show Detail will show you all files, as the Batch Extract is the only file showing on the line without clicking this button.






MN→DIRS→Reports→ STU814.MN-DIRS



The job creates 3 files- Error PDF, XML (this is used for reporting to the state), PDF of Submission to the state.



Result	Description	File Type
	DIRS	PDF
	DIRS XML Extract	XML
	DIRS Submission	PDF

This is your error log

This is your XML submission for MDE

This is PDF of your submissions

You will want to review the Error report and fix any errors prior to completing your submission for the state.

Save the XML file to your desktop. Submit to the DIRS website using the Upload Batch Process. If you need directions for the Batch Upload Process follow this link on the MN Dept. of Education.

http://education.state.mn.us/MDE/Learning_Support/School_Technology/Data_SIG/index.html

Look for the handout “How to Use Batch Upload Process”.

Helpful Reference Guide from MDE is located on their site

(<https://education.mn.gov/MDE/dse/datasub/DiscIncReport/>) – this user guide also provides description of violations/dispositions.



m DEPARTMENT OF EDUCATION

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Disciplinary Incident Reporting System

The Disciplinary Incident Reporting System (DIRS) enables both the Minnesota Department of Education (MDE) and school districts to comply with state and federal reporting requirements for suspensions, expulsions, special education and dangerous weapons. DIRS is a web-based, password-protected system where all public school districts must report disciplinary incidents that result in suspension or expulsion.

State law requires us to annually report on disciplinary incidents and incidents involving dangerous weapons that occur in Minnesota public schools ([Minn. Stat. § 121A.06, subd. 3](#)). Data for this report is obtained from DIRS. Copies of past reports are available below.

DIRS is open for online data entry for the 2018-19 school year.
Batch data submission is open for the 2018-19 school year.

Deadlines

- Principals must complete reports by **July 1**.
- Superintendents must certify district data by **July 31**.

[2018-19 DIRS Update Memo](#)

Due to changes in federal reporting requirements all in-school suspensions and school-related arrests must be reported in DIRS, effective for the 2018-19 school year. Read the memo above for a detailed description of the 2018-19 updates to DIRS.

> [Enter the Disciplinary Incident Reporting System \(DIRS\)](#)

Technical Support

- [Technical assistance with DIRS processing](#) including approvals and set-up: Ann Iwerlebor - 651-582-8352
- DIRS system problems and passwords: [MDE Helpdesk Support](#)
- [Clarification of statutes and legal requirements](#): 651-582-8689
- [DIRS batch set-up or support issues](#)

[Disciplinary Incident Reporting System \(DIRS\) Guide - 11/21/17](#)
Helpful information to complete required incident reporting

Search **Search**

School Districts Must Comply with State and Federal Reporting Requirements for Suspensions, Expulsions, Special Education and Dangerous Weapons

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