

# Discipline Reports

Discipline reports allow you to run reports on many types of discipline data. To run all reports in this section (with the exception of the Office Visits Report):

- Go to Student Management\Office\DI\RE.

## Common Discipline Report Template Options

Table 13 is an alphabetical listing of options common to most of the Discipline Report and Utility templates.

Option	Description of Option
Action Sort Order	Allows sort by Action Date or Action Code.
Bus	Identifies the bus on which an Offense occurred.
Date Entered (Action)	Date range identifying when the Action is entered. This may be different from the Date Ordered. The Date Entered is not visible on the Action Record.
Date Entered (Offense)	Date range the Discipline Record is entered. This may not be the same date as the Offense Date.
Detail Date	Date range the Discipline Action is enforced. For example the date on which a detention will be served.
Detail Date – Today Less Number of Days (Action)	Select to define a dynamic date. For example: Enter 0 in the Today Less Number of Days box to run this report for Actions enforced on the current date.
Discipline Entity	Entity on the Discipline Record.
Discipline Officer	The Discipline Officer on the Discipline Record. This may differ from the Discipline Officer on the student's Entity Record.
Entered Date – Today Less Number of Days (Action)	Select to define a dynamic date. For example: Enter 0 in the Today Less Number of Days box to run this report for Actions entered on the current date.
Entered Date – Today Less Number of Days (Offense)	Select to define a dynamic date. For example: Enter 0 in the Today Less Number of Days box to run this report for Offenses entered on the current date.
Family	Select which family you want the Head of Household name to print for. Select between Family 1, 2, 3, 4 or 5.

Option	Description of Option
Incident Number	Defines the Incident Number(s).
Include Actions With No Action Details	Prints students with no Action Detail Records associated with the Action Record.
Location	Location on the Discipline Record defining where the Offense occurred.
Offense Date	Date range in which the Offense occurred.
Offense Date – Today Less Number of Days	Select to define a dynamic date. For example: Enter 0 in the Today Less Number of Days box to run this report for Offenses that occurred on the current date.
Offense Sort Order	Allows sort by Offense Date or Offense Code.
Page Break	Allows a page break to be inserted based on fields selected in Sort Order.
Parent Notified (Action)	Indicates whether the parent has been notified of the disciplinary Action. Select Both, Yes or No.
Parent Notified (Offense)	Indicates whether the parent has been notified of the disciplinary Offense. Select Both, Yes or No.
Points (Action)	Allows Discipline Records with specific Action Summary points assigned to be included on the report.
Points (Offense)	Allows Discipline Records with specific Offense points assigned to be included on the report.
Print Advisor	Prints Advisor in the demographic row of the report.
Print Comments (Action)	Select to print comments entered on the Action Record.
Print Comments (Action Detail)	Select to print comments entered on the Action Detail Record.
Print Comments (Offense)	Select to print comments entered on the Offense Record.
Print Date Entered	Prints the date the Discipline Record is entered. The date entered may not be the same as the Offense Date.
Print Details (Action Detail)	Allows the Action Details to be printed.

<b>Option</b>	<b>Description of Option</b>
Print Disc Notes	Prints discipline notes entered on the Discipline Record.
Print Disc Officer	Prints the name of the discipline officer on the Discipline Record.
Print Follow-Up (Action)	Select to print name of the Follow Up Officer on the Action Record.
Print Follow-Up (Action Detail)	Select to print name of the Follow Up Officer on the Action Detail Record.
Print Hd of House	Prints name of Guardian 1 for selected families.
Print Greenbar	Select to add Greenbar to the report.
Print Oldest Offense First	Select to print Offenses oldest to newest.
Print Race	Prints Local Race in demographic row of report.
Print Referral	Includes Discipline Records that are classified as a Referral.
Print Students with no Offenses	Prints students with no Offenses.
Record Type	Select between Offenses and Referrals, Offenses Only or Referrals Only.
Referred By	Person who sent the student for Disciplinary Action.
School Year	Defines the school year(s) to include.
Select All Actions	Select to include all Action Records. Clear and click Actions to select specific Actions.
Select All Difference Reasons (Action)	Select to include all Difference Reasons on the Action Summary Record. Clear and click Diff Reasons to select specific Difference Reasons.
Select All Difference Reasons (Action Detail)	Select to include all Difference Reasons on the Action Detail Record. Clear and click Diff Reasons to select specific Difference Reasons.
Select All Offenses	Select to include all Offense Records. Clear and click Offenses to select specific Offenses.
Severity	Allows Discipline Records with a specific severity to be included on the report.

Option	Description of Option
Share this template with other users in Entity ###	Select to make this template available to other users in this Entity.
Sort Order	Allows the report to be sorted by a variety of fields.
Status (Action)	Select between Actions that are Served, Open, Reissued or All.
Status (Action Detail)	Select between Action Details that are Served, Open, Reissued or All.
Student Entity	Student's default Entity.
Suspension Type	Select a Suspension Type. Options are: All, In School, IAES, Expulsion, Out of School, Parent Conference or None.
Template Description	Name of the template.
Time Comment	Comment associated with the Offense Time on the Discipline Record.

Table 13 - Description of common Discipline report template options

## Office Visits Report

The Discipline Office Visits Report shows all the students within the report ranges and their associated Office Visit information. To access the Discipline Office Visits Report, go to Student Management\Office\DI\OV\RE\OV.

## Discipline Detail Report

The Discipline Detail Report generates a detailed report of students' Offenses and Actions (if selected and present). The fields on the report include Date, Location, Referred By, Discipline Officer, Points, Time and Amount Served, Difference Reasons, Offense Comments, and Action Status.

## Discipline Summary Report

The Discipline Summary Report summarizes students' Offenses and Actions (if selected and present). It provides a brief summary about the Offense and any details attached to the Offense.

## Parent Notification Report

The Parent Notification Report generates a standardized letter informing parents and guardians of Offenses by their child and actions taken. You can add a comment, which prints on all of the notifications.

## **User Defined Discipline Report**

The User Defined Discipline Report allows you to create your own unique report by selecting from student demographic and discipline data.

## **Number of Occurrences Report**

The Number of Occurrences Report generates a list with the number of times any selected Offense or Action has occurred. The report shows detail information (count by student) or summary information (count totals by Offense or Action Code per grade level).

## **Offense Ranking Report**

The Offense Ranking Report ranks students based on the total number of Offense points that meet your parameters.

## **Offense Referral Report**

The Offense Referral Report sorts Offense information using the Referred By field to identify who is making Referrals. It prints the students referred as well as the grand total of students and number of Offenses. You may exclude Offenses for which no Referral source is entered.

## **Discipline Graphs**

The Discipline Graphs graphically display discipline information based on Offenses, Actions or Offense Rate. You determine whether the data is broken down by Offense, month, school, discipline officer, grade, gender or race. Once you create the graph, you can customize it further. Discipline Graphs assist Administrators and Discipline staff in identifying trends that occur at their school.

## Student Discipline List

The Student Discipline List shows students who have been given the Offenses and Actions that you specify in the parameters. You can print a student signature area on the report, which helps when the report is used as a sign-in sheet for detentions. The signature line appears next to the student's name for proof of attendance. A signature line can also be printed for the discipline officer who signs the sheet.

Figure 26 shows an example of the Student Discipline List that is used for detention:

1stdsc34.p 31-2 05.12.06.00.00-10.2	WSIPC High School Student Discipline List	07/31/12	Page:1 7:55 AM
Selected Offenses:All Offenses Selected Actions:DET			
<u>Student Signature</u>	<u>Student Name</u>	<u>Sch.</u>	<u>Grade</u> <u>Grad Year</u>
_____	Ackerleyscr, Emory	401	09 2015
_____	Baldonscr, Ambrose	401	10 2014
_____	Jayescr, Cliff	401	09 2015
Discipline Supervisor: _____ Date: _____			
***** End of report *****			

Figure 26 - Example of the Student Discipline List

## Students with No Offenses Report

The Students with No Offenses Report identifies students who did not get a specific Offense. You can use this to reward students for good behavior.

## Turn Around Time Report

The Turn Around Time Report determines the number of days that elapse between the time an Offense is **entered** and the time an accompanying discipline Action is **entered**. The report is sorted by Discipline Officer (Administrator) and shows the number of students serviced by that officer, the date the Offense is entered into the system (Received Date) and the date the Action is entered into the system (Processed Date). The report also calculates the average turnaround time for each discipline officer and includes a final calculation for all discipline officers included on the report.

Students who have an Offense without a Discipline Officer, or who do not have an Action Summary Record, are not included on the report.

Figure 27 shows an example of the Turnaround Report by Administrator for a specific time period.

lqqstel7.p 03-2 05.12.06.00.00-10.2		WSIPC High School TURNAROUND REPORT FOR 01/02/12 TO 08/01/12		07/31/12	Page:1 1:33 PM
<b>Administrator</b> Adalberto G					
<b>Student</b>		<b>Received Date</b>	<b>Processed Date</b>		<b>Days</b>
Atteberryscr Harold N		06/27/12	06/27/12		0
Comiskeyscr Scottie Z		06/27/12	06/27/12		0
Cushenberryscr Akiko K		06/27/12	06/27/12		0
Kabelscr Shirley Z		06/26/12	06/26/12		0
Kuamooscr Iris X		05/01/12	05/01/12		0
Madonnascr Michal E		06/27/12	06/27/12		0
Mancinoscr Merlin U		06/27/12	06/27/12		0
Neislerscr Joaquin N		06/27/12	06/27/12		0
Reistadscr Makeda C		06/27/12	06/27/12		0
Rosenausr Patrick S		06/27/12	06/27/12		0
Stroopscr Dewayne X		06/26/12	06/26/12		0
Wahlgrenscr Bernie M		06/27/12	06/27/12		0
Average Turnaround Time		0.00	Total Referrals	12	Total Days 0

Figure 27 - Example of the Turn Around report by Administrator

## Student Action Detail Report

The Student Action Detail Report lists information about students' Action Detail Records. Fields include Student Name, Offense, Location to Serve, Status, Total (Days or Hours), Served and Detail Date and Time. This report is a great tool for personnel in charge of detention because they can see which students should report to them and how much time the students should serve. However, there is no option to print a signature line for the student and/or discipline supervisor. If you require students to sign-off on serving their Action, see the "[Student Discipline List](#)" (page 58).

## **Offense Count by Action Code/Susp Type Report**

The Offense Count by Action Code/Susp Type Report counts the number of Offenses that fall under the Action Code or Suspension Type selected for the report. This allows you to see which Offenses and how many Offenses are assigned to students who are being expelled.

If you run the report counting the Offenses that are assigned to students who have a Suspension Type of Expulsion, you can ensure that minor Offenses are not assigned to students who are expelled. You can also determine the opposite of that by running the report. You can verify that major Offenses are not being assigned minimal for Actions, like detention.

## **Suspension/Expulsion Report**

The Suspension/Expulsion Report displays students based on the records available in the Suspension/Expulsion area (Student Management\Office\DI\BS\Susp/Exp). You can include all Suspension Types or restrict the report to include only certain Suspension Types. You can run the report by date or by student. It's a great report to use to verify which students are serving In School, Out of School, Expulsions or IAES in your school for a particular day. You can run the report on an individual student, showing all of their Suspension/Expulsion Records for the current school year.

## **Discipline Counts Report**

The Discipline Counts Report is a flexible way to show how many Offenses or Actions have occurred. It lets you sort those counts by grade, gender, race, primary disability, LEP status or Section 504 status. There are two parts to the Discipline Counts Report: the Report Master and Reporting Groups. This setup allows you to create a single report that includes multiple sets of criteria.

## **Discipline Codes Report**

The Discipline Codes Report show all the information contained in the Codes table for Offenses, Actions, Locations and Difference Reasons Codes.

## **Action Codes Report**

The Action Codes Report shows all the Action Codes in the ranges, along with the Descriptions, Time (hours and days), Points, Severity and Suspend Type.

## **Difference Reason Codes Report**

The Difference Reason Codes Report shows Difference Reason Codes and their descriptions.

## **Location Codes Report**

The Location Codes Report shows Location Codes and their descriptions.



## Offense Codes

The Offense Codes Report shows Offense Codes and their descriptions. The report includes Points and Severity fields, and shows whether or not the Offense code is related to drugs, weapons or injury threat.

## Discipline Mail Merge Report

The Discipline Mail Merge Report allows you to create customized discipline letters. For example, you can create a Suspension/Expulsion letter to be sent to the guardians of suspended or expelled students.

## Attendance Truancy Report

The Attendance Truancy Report identifies students who fail to attend school. *Compulsory School Attendance and Admission* (RCW 28A.225) explains the responsibilities that schools have when students fail to regularly attend school. Under chapter 28A.225.151, individual schools must report to district superintendents who shall compile the data for all the schools in the district and prepare an annual school district report for each school year before submitting the report to the Office of Superintendent of Public Instruction (OSPI). Check the annual OSPI bulletin to determine the due date.

This report is not located in the Discipline module. It is located under State Reporting (Student Management\Federal/State Reporting\WA\RE\AR\AT).

For further information about the Attendance Truancy Report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS – Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > Attendance Reports > Attendance Truancy.

## State Reimbursement for Truancy Petitions

The State Reimbursement for Truancy Petitions Report is used to file preliminary and final claims for funding to offset costs incurred for petitions filed with juvenile court(s) because of student truancy.

A Cause Number must be assigned before a district can report a petition as being filed. When the district does contempt filings, progress reports, motions, and other such actions on one Cause Number, it is reported as one petition. Once a petition is filed it applies to the entire school year even if the student transfers to another school building or school district.

This report is not located in the Discipline module. It is located under State Reporting (Student Management\Federal/State Reporting\WA\RE\AR\SR).

For further information about the State Reimbursement for Truancy Petitions Report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS – Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > Attendance Reports > State Reimbursement for Truancy Petitions.

## Special Education Federal Suspension/Expulsion Report

Federal and State Special Education regulations require school districts to provide information regarding the numbers and types of Special Education students who were suspended or expelled during the school year. These reports cover the entire school year, and include special education students and non-special education students, aged three to 21. Data is collected at the end of each school year.

Reports count special education students who were:

- Removed to an interim alternative educational setting (IEAS) due to drug, weapon, or bodily injury Offenses.
- Removed to an interim alternative educational setting based on the ruling of an Administrative Law Judge (ALJ).
- Expelled or suspended for any type of Offense.

Counts are also reported for special education and non-special education students who were subject to expulsion.

The Federal Suspension/Expulsion Report is not located in the Discipline module. It is located under Special Education (Student Management\Student Services\SE\RE\SR\FE). This report is only available district wide, to a user with district access.

For further information about the Federal Suspension/Expulsion Report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS – Web Student Management > SS – Student Services > SE – Special Education > RE – Reports > SR – State Reports > Federal Suspension/Expulsion Report.

# Weapons Report

State and Federal law require each public school district and each approved private school to report to OSPI all known incidents involving the possession of weapons on school premises, transportation systems, or in areas of facilities while being used exclusively by public or private schools.

The Weapons Report uses information from the Discipline module to determine if a student has been involved in a weapons-related infraction.

As defined by OSPI, an incident results in the removal of one or more students from their regular school setting for at least an entire school day. A single incident may result in the suspension or expulsion of more than one student. An incident that does not remove the student for the entire school day is outside the scope of this report. However, an incident in which a student possessed or brought a firearm to school should be counted even if the expulsion is modified or no penalty is imposed.

Offense Codes (Student Management\Office\DI Setup\CO\OF) must exist for each of the Weapons categories as required by OSPI. Those categories include:

- a. Handgun
- b. Rifle or Shotgun
- c. Multiple Firearms
- d. Other Firearms
- e. Knife or Dagger
- f. Other Weapon

The Weapons Report is located in the Discipline module (Student Management\Office\DI\RE\WS\WR) and under State Reporting (Student Management\Federal/State Reporting\WA\RE\SR\WB\WR).

For further information about the Weapons Report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS – Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > Weapons and Behavior > Weapons Report.

# Student Behavior Report

State and Federal law require each public school district and each approved private school to report to OSPI all known incidents for specific types of student behaviors on school premises, transportation systems, or in areas of facilities while being used exclusively by public or private schools.

The Student Behavior Report uses information from the Discipline module to determine if a student has been involved in a behavior infraction.

As defined by OSPI, an incident results in the removal of one or more students from their regular school setting for at least an entire school day. A single incident may result in the suspension or expulsion of more than one student. An incident that does not remove the student for the entire school day is outside the scope of this report.

Offense Codes (Student Management\Office\DI Setup\CO\OF) must exist for each of the Student Behavior categories, as required by OSPI. Those categories include:

1. Bullying
2. Tobacco
3. Alcohol
4. Illicit Drug
5. Fighting without major violence
6. Violence without major injury
7. Violence with major injury

Action Codes (Student Management\Office\DI Setup\CO\AC) must exist for each of the Suspension and Expulsion values. For each Action Code used on Student Behavior Offenses, assign one of the following Suspension Types:

- Suspensions include “Out of School,” “In School,” or “IAES.”
- Expulsions include “Expulsion.”

Only students with an Action Code where the total time is greater than one day are included in the Summary Counts, unless the associated Offense has “Expulsion” for the Suspension Type.

The Student Behavior Report is located in the Discipline module (Student Management\Office\DI\RE\WS\SB) and under State Reporting (Student Management\Federal/State Reporting\WA\RE\SR\WB\SB).

For further information about the Student Behavior Report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS – Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > Weapons and Behavior > Student Behavior Report.