MOUNT PLEASANT

INDEPENDENT SCHOOL DISTRICT

DISCIPLINE MANUAL

2023-2024

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Code Table Id	Name	XML Name	Date Issued	Date Updated
C164	DISCIPLINARY-ACTION-CODE	TX-DisciplinaryActionCodeType	03/02/1998	3/1/2020
Code	**Translation**			
	The following codes apply to all students.			
01	Expulsion: Without placement in another educational setting			
02	Expulsion: With placement in a juvenile justice alternative education program (JJAEP)			
03	Expulsion: With placement in an on-campus disciplinary alternative education program (DAEP). (Do not use this code when a student has been placed in a DAEP, but not expelled)			
04	Expulsion: With placement in an off-campus DAEP. (Do not use this code when a student has been placed in a DAEP, but not expelled)			
05	Out-Of-School Suspension			
06	In-School Suspension: (For students eligible for special education and related services, this includes any setting that has not been addressed by an admission, review, and dismissal committee within the placement determination of the student's current IEP.)			
07	Placement In An On-Campus Or Off-Campus DAEP			
08	Continuation Of Other District's DAEP Placement			
09	Continuation Of Other District's Expulsion Order			
10	Continuation Of The District's DAEP Placement From The Prior School Year			
11	Continuation Of The District's Expulsion Order From The Prior School Year			
12	Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year			
13	Placement In A JJAEP By Court Order			
14	Placement In A DAEP By Court Order			
15	Continuation Of Other District's Expulsion With Placement To JJAEP			
25	Partial Day Out-Of-School Suspension			
26	Partial Day In-School Suspension			
27	Mandatory Disciplinary Action **Not** Taken By District: (This code is used when a student's behavior is determined to be linked to the student's disability in a manifestation determination hearing made in accordance with IDEA by an ARD committee.)			
28	Mandatory Disciplinary Action Not Taken By District: The mandatory disciplinary action was not taken because the district considered one or more of the TEC §37.001(a)(4) provisions.			
	The following codes apply to students with disabilities. In order to use these codes, a special education hearing officer (not a hearing officer employed or appointed by the district) must find the disciplinary action necessary to support a 20 U.S.C 1415(k)(3) hearing officer order.			
50	Expulsion Without Placement In Another Educational Setting: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			
51	Expulsion With Placement To A JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			
52	Expulsion With Placement To An On-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			
53	Expulsion With Placement To An Off-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			

Code	Translation
54	Placement In An On-Campus Or Off-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
55	Continuation Of Other District's DAEP Placement: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
56	Continuation Of Other District's Expulsion Order: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
57	Continuation Of The District's DAEP Placement From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
58	Continuation Of The District's Expulsion Order From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
59	Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
60	Placement In A JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
61	Continuation Of Other District's Expulsion With Placement To JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

This code table is used in the following data element(s):

E1005 DISCIPLINARY-ACTION-CODE

This code table is used in the following complex type(s):

44425 DisciplineActionExtension

Code Table Id	Name	XML Name	Date Issued	Date Updated
C165	DISCIPLINARY-ACTION-REASON-CODE	TX-DisciplinaryActionReasonType	03/02/1998	9/1/2021

Code	Translation
01	Permanent Removal By A Teacher From Class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(b)
02	Conduct Punishable As A Felony – TEC §37.006(a)(2)(A)
04	Possessed, Sold, Used, Or Was Under The Influence Of Marihuana Or Other Controlled Substance – TEC §§37.006(a)(2)(C) and 37.007(b)
05	Possessed, Sold, Used, Or Was Under The Influence Of An Alcoholic Beverage – TEC §§37.006(a)(2)(D) and 37.007(b)
06	Abuse Of A Volatile Chemical – TEC §37.006(a)(2)(E)
07	Public Lewdness Or Indecent Exposure – TEC §37.006(a)(2)(F)
08	Retaliation Against School Employee – TEC §§37.006(b) and 37.007(d)
09	Based On Conduct Occurring Off Campus And While The Student Is Not In Attendance At A School-Sponsored Or School-Related Activity For Felony Offenses In Title 5, Penal Code – TEC §37.006(c), TEC §37.007(b)(4), and TEC §37.0081
10	Based On Conduct Occurring Off Campus And While The Student Is Not In Attendance At A School-Sponsored Or School-Related Activity For Felony Offenses Not In Title 5, Penal Code – TEC §37.006(d) and TEC §37.007(b)(4)
11	Brought a Firearm to School - TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 - TEC 37.007(a)(1)
12	Unlawful Carrying of a Location-Restricted Knife under Penal Code 46.02 - TEC 37.007(a)(1) (Location-Restricted Knife - blade longer than 5.5 inches)
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 - TEC 37.007(a)(1)
16	Arson – TEC §37.007(a)(2)(B)
17	Murder, Capital Murder, Criminal Attempt To Commit Murder, Or Capital Murder – TEC §37.007(a)(2)(C)
18	Indecency With A Child – TEC §37.007(a)(2)(D)
19	Aggravated Kidnapping – TEC §37.007(a)(2)(E)
21	Violation Of Student Code Of Conduct Not Included Under TEC §§37.002(b), 37.006, or 37.007
22	Criminal Mischief – TEC §37.007(f)
23	Emergency Placement/Expulsion – TEC §37.019
26	Terroristic Threat – TEC §37.006(a)(1) or §37.007(b)
27	Assault Under Penal Code §22.01(a)(1) Against a school district employee or volunteer – TEC §37.007(b)(2)(C)
28	Assault Under Penal Code §22.01(a)(1) Against someone other than a school district employee or volunteer – TEC §37.006(a)(2)(B)
29	Aggravated Assault Under Penal Code §22.02 Against a school district employee or volunteer – TEC §37.007(d)
30	Aggravated Assault Under Penal Code §22.02 Against someone other than a school district employee or volunteer – TEC §37.007 (a)(2)(A)
31	Sexual Assault Under Penal Code §22.011 Or Aggravated Sexual Assault Under Penal Code §22.021 Against a school district employee or volunteer – TEC §37.007(d)
32	Sexual Assault Under Penal Code §22.011 Or Aggravated Sexual Assault Under Penal Code §22.021 Against someone other than a school district employee or volunteer – TEC §37.007(a)(2)(A)
35	False Alarm/False Report – TEC §§37.006(a)(1) and 37.007(b)
36	Felony Controlled Substance Violation – TEC §37.007(a)(3)
37	Felony Alcohol Violation – TEC §37.007(a)(3)
41	Fighting/Mutual Combat – Excludes all offenses under Penal Code §22.01
46	Aggravated Robbery – TEC §37.007(a)(2)(F), TEC §37.007(C)-(D) (HB9680)

Code	Translation
47	Manslaughter – TEC §37.007(a)(2)(G)
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)
49	Engages In Deadly Conduct – TEC §37.007(b)(3)
55	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007
56	Student Is Required To Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007
57	Continuous Sexual Abuse Of Young Child Or Disabled Individual Under §21.02 Penal Code – TEC §37.007(a)(2)(I)
58	Breach of Computer Security – TEC §37.007(a)(5) (HB1224)
59	Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)- TEC §37.007(c) defines "serious misbehavior" as: (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or (4) conduct that constitutes the offense of: (A) public lewdness under Section 21.07, Penal Code; (B) indecent exposure under Section 21.08, Penal Code; (C) criminal mischief under Section 28.03, Penal Code; (D) personal hazing under Section 37.152; or (E) harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.
60	Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) – TEC 37.006(a)(2)(G)
61	Bullying – TEC 37.0052(b)

This code table is used in the following data element(s):

E1006 DISCIPLINARY-ACTION-REASON-CODE

This code table is used in the following complex type(s):

44425 StudentDisciplineIncidentAssociationExtension

Code Table Id	Name	XML Name	Date Issued	Date Updated
C166	DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE	TX-DisciplineActionLengthDifferenceReasonType	03/02/1998	3/3/1999

Code	Translation
00	No Difference Between Official And Actual Lengths Of Disciplinary Assignments
01	Term Modified By District
02	Term Modified By Court Order
03	Term Modified By Mutual Agreement Of District, Student, And/Or Parents
04	Student Completed Term Requirements Sooner Than Expected
05	Student Incarcerated
06	Term Decreased Due To Extenuating Health-Related Circumstances
07	Student Withdrew From School
08	School Year Ended Before Completion Of Disciplinary Action Assignment
09	Continuation Of Previous Year's Disciplinary Action Assignment
10	Term Modified By Placement Program Due To Student Behavior While In The Placement
99	Other

This code table is used in the following data element(s):

E1009 DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE

This code table is used in the following complex type(s):

44425 DisciplineActionExtension

PEIMS Discipline Data - Questions and Answers

Additional PEIMS Reporting Information Regarding Disciplinary Alternative Education Program (DAEP) Conferences, Expulsion Hearings, Placement Reviews, and Other Actions

1. What is required if a student brings a firearm to school?

In accordance with federal law (20 U.S.C. Section 7151), a local educational agency (LEA), including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

(a) the superintendent or other chief administrative officer of the school district or of the other LEA, as defined by 20 U.S.C. Section 2891, may modify the length of the expulsion in the case of an individual student;

(b) the district or other LEA shall provide educational services to [the] an expelled student in an alternative education program as provided by TEC, §37.008 if the student is younger than 10 years of age on the date of expulsion; and

(c) the district or other LEA may provide educational services to an expelled student who is older than 10 years of age in an alternative education program as provided in TEC, §37.008.

TEC, §37.007(a)(1) requires that a school expel a student whose conduct contains the elements of the offense of "Unlawfully Carrying Weapons" on school property or while attending a school-sponsored or school related activity on or off school property.

2. What is a Campus Behavior Coordinator?

Under the requirements of TEC, §37.0012, each campus must have a staff person designated as the Campus Behavior Coordinator.

The person designated may be the principal of the campus or any other campus administrator selected by the principal.

The campus behavior coordinator is primarily responsible for maintaining student discipline and the implementation of this subchapter.

The campus behavior coordinator is required to promptly notify a student's parent or guardian if the student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. A campus behavior coordinator must comply with this subsection by:

1. promptly contacting the parent or guardian by telephone or in person; and
2. making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian.

If a parent or guardian entitled to notice of a student's disciplinary removal has not been reached by telephone or in person by 5 p.m. of the first business day after the day the disciplinary action is taken, the campus behavior coordinator must mail written notice of the disciplinary action to the parent or guardian at the parent's or guardian's last known address. If a Campus Behavior Coordinator is unable or not available to promptly provide the required notice to a parent or guardian of a student, the principal or other designee shall provide the notice.

3. What is required in order to send a student to a Disciplinary Alternative Education Program?

Before removing a student to a DAEP under Texas Education Code (TEC) §37.008, the appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. **If the student has been alleged to have committed an offense as described in TEC, §37.006 then the district official holding the conference meeting must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.**

4. What is required in order to expel a student?

Before a student may be expelled under TEC, §37.007, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the decision to expel a student is made by the board's designee, the decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located. If the student has been alleged to have committed an offense as described in TEC, §37.007 then a district official holding the expulsion hearing must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.

5. What is the maximum length for an out-of-school suspension placement?

In accordance with TEC, §37.005, under no circumstance may an out-of-school suspension (OSS) for a particular incident exceed (3) three school days. If a student receives OSS for a partial school day (even if for one class period), that partial day is considered one of the three total allowable out-of-school suspension days.

6. What is the minimum grade for suspending a student with an out-of-school suspension?

In accordance with TEC, §37.005(c), a student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2. conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
3. selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:

   (a) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;

   (b) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or

   (c) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

7. What is the statutory alternative to suspending a student less than grade three with an out-of-school-suspension?

In accordance with TEC, §37.0013, each school district and open-enrollment charter school may develop and implement a program, in consultation with campus behavior coordinators employed by the district or school and representatives of a regional education service center, that provides a disciplinary alternative for a student enrolled in a grade level below grade three who engages in conduct described by Section 37.005(a) and is not subject to Section 37.005(c). The program must:

1. be age-appropriate and research-based;
2. provide models for positive behavior;
3. promote a positive school environment;
4. provide alternative disciplinary courses of action that do not rely on the use of in-school suspension, out-of-school suspension, or placement in a disciplinary alternative education program to manage student behavior; and
5. provide behavior management strategies, including:
   (a) positive behavioral intervention and support;
   (b) trauma-informed practices;
   (c) social and emotional learning;
   (d) a referral for services, as necessary; and
   (e) restorative practices.

8. What is required if a student's DAEP placement will extend beyond the end of the next grading period?

If the student's **placement** in a DAEP is to extend beyond the end of the next grading period, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board of trustees of the school district or the board's designee, as provided by policy of the board of trustees of the district. Any decision of the board or the board's designee under this subsection is final and may not be appealed.

9. What is required if the student's DAEP placement will extend beyond the end of the current school year and into the next school year?

Before assigning a student to a disciplinary alternative education setting that extends beyond the end of the school year in which the initial assignment was made, the board or the board's designee must determine that:

1. the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or to another individual, **or**
2. the student has engaged in serious or persistent misbehavior that violates the district's student code of conduct.

A student placed in a DAEP under TEC, §37.002 or 37.006 shall be provided a review of the student's status, including a review of the student's academic status, by the board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parents or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus.

10. What is required regarding special education students who commit behaviors that require a disciplinary removal action?

The disciplinary placement of all students who are served in special education with an Individualized Education Program (IEP) must be determined by an Admission, Review, and Dismissal (ARD) committee. TEC, §37.004(a) Further, any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's ARD committee conducts a manifestation determination review under 20 U.S.C. Section 1415(k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulation, including laws or regulations requiring the provision of:

1. Functional behavioral assessments;
2. Positive behavioral interventions, strategies, and supports; and
3. Behavioral intervention plans. TEC, §37.004(b)

For disciplinary removals of a student, who is receiving special education and related services, from the student's current educational placement, a change of placement occurs if the removal is for more than 10 consecutive days (CFR §300.530 - §300.536). The ARD committee that deals with the change of placement must review the student's IEP to detail the special education and related services to be administered to the student while he is removed for discipline reasons. Be careful not to confuse the 10-day change of placement requirement for special education purposes with the 1-day removal requirement for reporting student disciplinary removals. The 44425 Student Discipline Interchange data is required for all students who are receiving special education and related services and are removed from their regularly scheduled classes for one day or more. A change of placement occurs when the removal is for more than 10 consecutive days, and a change of placement may occur when the removal is for more than 10 cumulative days in a school year based on factors such as the length of each removal, the total amount of the time the child is removed, and the proximity of the removals to one another. An ARD committee must be involved when the removal or series of removals constitute a change in placement.

11. What is the minimum age that a student can be placed in a Disciplinary Alternative Education Program?

Under TEC, §37.006(a), (b), (c), and (l), all students, who are at least 6 years of age on the date that an offense is committed, **must be removed to a DAEP**, for a time period that is determined by the local Student Code of Conduct, if one of the following acts are committed: on or within 300 feet of school property, or while the student is attending a school-sponsored, or school related activity, on or off of school property. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and document that belief with appropriate law enforcement officials.

12. What is the minimum age that a student can be expelled?

Under TEC, §37.007(a), (d), and (h), and §37.007(f) students who are younger than 10 years of age on the date that an offense is committed, and have committed a mandatory expellable offense other than bringing a firearm to school, **must be placed in a DAEP** for a period of time that is determined by the superintendent or their designee.

Under TEC, §37.007(e), (student brings a firearm to school), students who are younger than 10 years of age on the date that an offense is committed, **must be expelled and placed in a DAEP** for a minimum term of one year, unless the expulsion term is reduced by the superintendent or their designee.

13. What are the required procedures for using Disciplinary Action Reason Code 23 – Emergency Placement/Emergency Expulsion?

DISCIPLINARY-ACTION-REASON-CODE 23, as authorized by TEC, §37.019, allows for either emergency placement or emergency expulsion. The use of this code is limited to reasons for which placement in a DAEP or expulsion may be made on a non-emergency basis. At the time of an emergency placement or expulsion, the student shall be given oral notice of the reason for the action.

Not later than the tenth day after the date of the placement or expulsion, the student shall be accorded the appropriate due process as required until TEC, §37.009. Thus emergency action under TEC, §37.019, should not be the only/final disciplinary action taken.

For additional constraints related to a student's behavior and the use of emergency placement/expulsion, please see TEDS Data Submission>Technical Resources>PEIMS Discipline Data - Disciplinary Action Reason Codes and Definitions for DISCIPLINARY-ACTION-REASON-CODE 23.

14. What are the requirements for keeping documentation under Article 15.27, Code of Criminal Procedure received from law enforcement personnel investigating alleged criminal behaviors at/for a school?

With regards to the documentation related to "TEC, §37.017 Destruction of Certain Records" states Information received by a school district under Article 15.27, Code of Criminal Procedure, these records may not be attached to the permanent academic file of the student who is the subject of the report. The school district shall destroy the information at the end of the school year in which the report was filed. Despite the requirement to destroy information received under Article 15.27, Code of Criminal Procedure, the district must retain documentation other than the information received under Article 15.27, Code of Criminal Procedure to support the discipline data submitted through the 44425 Student Discipline Interchange data for a period of 5 years.

15. How should a school handle situations where a student(s) has committed multiple violations in the course of one disciplinary event?

Multiple violations are sometimes committed in the course of one disciplinary event. When reporting the 44425 Student Discipline Interchange data, the district should report only the violations DISCIPLINARY-ACTION-REASON-CODE(s) for which disciplinary action(s) DISCIPLINARY-ACTION-CODE(s) are taken. If actions are only taken for the most serious violation, then only one DISCIPLINARY-INCIDENT-NUMBER should be reported in the 44425 Student Discipline Interchange data when reporting the DISCIPLINARY-ACTION-REASON-CODEs and DISCIPLINARY-ACTION-CODEs.

If the district takes disciplinary action on each violation that occurred during one disciplinary event, the district should enter a new DISCIPLINARY-INCIDENT-NUMBER for each separate DISCIPLINARY-ACTION-REASON-CODE (violation) being reported.

16. What should a school do if a student attempts to withdraw from school before a disciplinary removal action has been determined for a particular incident?

If a student is involved in a reportable disciplinary incident, and the student attempts to withdraw from school before the disciplinary assignment is made, the district/school should complete the due-process proceedings that result in the required disciplinary assignment before the student is allowed to withdraw. After completion of the due process proceedings, the district/school is required to report the 44425 Student Discipline Interchange data reflecting that assignment in order to remain in compliance with TEC, §37.009.

17. What is an In-School Suspension setting?

In-school-suspension (ISS) includes any disciplinary setting other than DAEP, JJAEP, or OSS. For Special Education student's behavior management or behavior adjustment classes are not considered ISS programs as established by the ARD committee and are not considered ISS removals.

18. When is it appropriate to use Discipline Action Code 13 – Court Ordered Placement to a JJAEP and 14 – Court Ordered Placement to a DAEP?

DISCIPLINARY-ACTION-CODE 13 may only be used when a Court order requires a student to attend the JJAEP independent of any action required to be taken by the school district and described in TEC, Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 13 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 13 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

DISCIPLINARY-ACTION-CODE 14 may only be used when a Court order requires a student to attend a DAEP independent of any action required to be taken by the school district and described in TEC, Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 14 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 14 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

When reporting DISCIPLINARY-ACTION-CODEs 13 (Placement in a JJAEP by Court order) and 14 (Placement in a DAEP by Court Order), please refer to the ADMINISTRATOR ADDRESSED letter dated May 29, 2002. This letter is available on the TEA website under the Correspondence link. In order to place a student in a JJAEP or DAEP by a Court order, there must be a MOU between the court ordering the placement and the school district that will affect and make the placement. **In all circumstances of court ordered placements to a JJAEP or DAEP, the DISCIPLINARY-ACTION-REASON-CODE must be a 21 (Violation of student code of conduct not included under TEC, §§37.002(b), 37.006, or 37.007). The use of DISCIPLINARY-ACTION-REASON-CODEs 09 (Off-Campus Title 5 Felony) and 10 (Off-Campus Non-Title 5 Felony) for Court ordered placements to a JJAEP or DAEP is not acceptable because the school district has original jurisdiction and a due-process responsibility to hold a conference meeting to enforce a DAEP removal/action as required or permitted in TEC, §37.006 (c) and (d).** The provisions for these court ordered placements must also be outlined in the Local Student Code of Conduct. Any behavior that a student engages in at school or a school related activity for which they will receive disciplinary attention as provided for under either the minimum requirements of TEC, §37.006/TEC, §37.007, or the minimum standards of the Local Student Code of Conduct, must be initiated and actuated by the local school district.

In the event that a school district finds it necessary to continue a Court ordered placement to a JJAEP or a DAEP from a prior school year or a prior school district, a new 44425 Student Discipline Interchange data event must be reported with a **DISCIPLINARY-ACTION-REASON-CODE of 21** and a **DISCIPLINARY-ACTION-CODE of 13 or 14** depending on the action taken. Remember that DAEP assignments that continue into a new school year are subject to the requirements of TEC, §37.009(c) referenced on the first page of Appendix E.

19. Please explain the Discipline Action Reason Code 01 – Permanent Removal from Class by a Teacher.

Permanent removal by a teacher from class (DISCIPLINARY-ACTION-REASON-CODE 01) under TEC, §37.002(b) is limited for use in those situations where the teacher has refused re-admittance of the student to that teacher's class. Otherwise, if the teacher allows re-admittance of the student to the class, then Code 21 (other Student Code of Conduct violation) should be used.

20. What are the consequences of a school not reporting its discipline removal events through the Texas Student Data System PEIMS submission on the 44425 Student Discipline Interchange data?

Under TEC, §37.008(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision can apply to missing, inaccurate, and/or falsified information/data.

21. Which LEAs are required to participate in the county run Juvenile Justice Alternative Education Program (JJAEP)?

In counties where the population is over 125,000, state law requires that expelled students be placed in an alternative education setting of some type. Districts located in these counties may place discretionary expelled students in a DAEP operated by the district and Mandatory expelled students in a JJAEP operated by the juvenile board for the county.

22. What options exist for an LEA that expels a student in a county that does not have a JJAEP?

If a student has been expelled in a county that does not have a Juvenile Justice Alternative Education Program, the LEA may either expel the student without academic placement, or the student may be expelled with placement to the LEA Disciplinary Alternative Education Program.

23. What kind of knives require that a student be expelled from school?

House Bill 1935, 85th legislative session, revised the definition of illegal knives to be known as Location-restricted knives and defines a Location restricted knife as being a knife with a blade length greater than 5.5 inches. A student that is found in possession of a Location-restricted knife must be expelled if the possession occurs knife on school campus or off campus at a school sponsored or school related activity.

24. What is the definition of an Off-Campus DAEP?

An **off-campus** DAEP:

1. has its own **campus identification number**;
2. has its own **building** (is **not** a program on a regular campus or an at-risk alternative education campus);
3. has its own **budget**;
4. has its own **administrator**;
5. serves only students removed under the TEC, Chapter 37 (no other non-discipline program may be operated on the campus);
6. must use the services of **certified teachers** and
7. must provide for a **43,200-instructional minute school year**.

Note: If your school district or charter school has chosen to operate or participate in, through a shared services arrangement (SSA), an off-campus DAEP, your district or school must register the campus with the TEA as a DAEP instructional campus.

25. What is the definition of an On-Campus DAEP?

An **on-campus** DAEP is one that **may have its own campus identification number.** If an on-campus DAEP has its own campus identification number, then the campus must:

1. have an **administrator** (administrator can serve more than one campus);
2. have its own **budget**;
3. use the services of **certified teachers for delivering educational and behavioral instruction** to the students assigned to the on-campus DAEP;
4. provide for students who are assigned to the DAEP to be **separated from students who are not assigned to the DAEP** ("sight and sound barrier" should exist to provide adequate separation);
5. provide for a **43,200-instructional minute school year,** and;
6. **share a facility** with a non-disciplinary program.

Note: If your school district or charter school has chosen to operate or participate in, through an SSA, an on-campus DAEP your district or school must register the campus with the TEA as a DAEP instructional campus.

If an on-campus DAEP does not have its own campus number, then a student should remain enrolled at the campus at which the student was enrolled when he or she was removed while placed in the on-campus DAEP.

PEIMS Discipline Data - Disciplinary Action Reason Codes and Definitions

Discipline Action Reason Code	Translation/Definition
01	**Permanent Removal by a Teacher from Class** TEC, §37.002(c) - A teacher may permanently remove a student from the classroom (1) who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
02	**Engages in Conduct Punishable as a Felony** TEC, §37.006(a)(2)(a) - Includes all felony activities that are not otherwise more specifically defined or included as a behavior that requires a mandatory expulsion action.
04	**Non-Felony Marihuana or Controlled Substance or Dangerous Drug** TEC, §37.006(a)(2)(C) and §37.007(b)(2)(A) - sells, gives, or delivers to another person or possesses or uses or is under the influence of marihuana or a controlled substance, as defined by Health and Safety Code Chapter 481, or a dangerous drug, as defined by Health and Safety Code Chapter 483. Health and Safety Code Chapter 481 defines **marihuana** as Cannabis Sativa whether growing or not, the seeds of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include resin extracted from a part of the plant, the mature stalks of the plant or fiber produced from the stalks, oil or cake made from the seeds of the plant, the sterilized seeds of the plant or a compound, manufacture, salt, derivative, mixture, or preparations of the mature stalks, fiber, oil or cake. Health and Safety Code Chapter 481 defines a **controlled substance** as a substance, including a drug and an immediate precursor, listed in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. Possession of any amount in Penalty Groups 1 and 2 is a felony. Possession of a controlled substance in Penalty Groups 3 and 4 is a felony if the amount is more than 28 grams. It is also a felony to deliver a controlled substance to a minor. (However, this offense does not apply to minors in some circumstances.) Health and Safety Code Chapter 483 defines a **dangerous drug** as a device or a drug that is unsafe for self-medication and that is not included in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. The term includes a device or drug that bears or is required to bear the legend: (a) Caution: federal law prohibits dispensing without a prescription; or (b) Caution: federal law restricts this drug to use by or on the order of a licensed veterinarian. "Marihuana or Controlled Substance or Dangerous Drug" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct. If a violation under this category is committed at a felony level, then the student must be expelled from their regular education setting. Use Disciplinary Action Reason Code 36 for reporting when this occurs.
05	**Non-Felony Alcohol** Sells, gives, or delivers to another person an alcoholic beverage, as defined by Alcoholic Beverage Code Section 1.04 commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage. Alcoholic Beverage Code Section 1.04 defines an alcoholic beverage as alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted. "Alcohol" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct. If a violation under this category is committed at a felony level, then the student must be expelled from their regular education setting. Use Disciplinary Action Reason Code 37 for reporting when this occurs.
06	**Abuse of a Volatile Chemical** Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical (glue, aerosol paint, etc.) under Sections 485.031 through 485.034, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code. Chapter 485.031, Health and Safety Code, defines the offense abuse of a volatile chemical as when a person inhales, ingests, applies, uses, or possesses a volatile chemical with the intent to inhale, ingest, apply, or use a volatile chemical (glue, aerosol paint, etc.) in a manner contrary to the directions for use, cautions or warnings appearing on a label of a container of chemical and is designed to affect the persons central nervous system, create or induce a condition of intoxication, hallucination, or elation or change or distort or disturb the person's eyesight, thinking process, balance or coordination. "Abuse of a Volatile Chemical" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.
07	**Public Lewdness or Indecent Exposure** Engages in conduct that contains the elements of the offense of public lewdness under Penal Code Section 21.07 or indecent exposure under Section 21.08, Penal Code. Penal Code Chapter 21.07 defines public lewdness as when a person knowingly engages in any of the following acts in a public place or, if not in a public place, is reckless about whether another is present or will be offended or alarmed by: (a) an act of sexual intercourse; (b) act of deviate sexual intercourse; (c) act of sexual contact; or (d) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl. Penal Code Chapter 21.08 defines indecent exposure as an offense when a person exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended or alarmed by his act.

Discipline Action Reason Code	Translation/Definition
08	**Retaliation against School Employee** Engages in conduct that contains the elements of the offense of retaliation under Penal Code Section 36.06 against any school employee. Penal Code Section 36.06 defines the offense of retaliation as when a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime or to prevent or delay the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime. "Retaliation against School Employee" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct. If a violation under this reason is committed at a felony level, then the student must be expelled from their regular education setting.
09	**Title 5 Felony Committed Off Campus** A student who commits an off-campus felony must be removed from their regular education program and placed in a DAEP if: (a) the student receives deferred prosecution for conduct and the conduct is defined as a felony under Title 5 of the Penal Code; (b) a court or jury finds that the off-campus conduct engaged in by the student constitutes delinquent conduct and is defined as a felony under Title 5 of the Penal Code; or, (c) the superintendent or the superintendent's designee has a reasonable belief that the student engaged in conduct defined as a felony under Title 5 of the Penal Code. Title 5 felonies include: murder; capital murder; manslaughter; criminally negligent homicide; kidnapping; aggravated kidnapping; indecency with a child; felony assault; sexual assault; aggravated assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering with a consumer product. A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) (murder, capital murder, criminal attempt to commit murder or capital murder; aggravated assault under Penal Code §22.02; sexual assault under Penal Code §22.011 or aggravated sexual assault under Penal code §22.021), against another student from the same campus, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property. The provision for a discretionary expulsion under for these offenses is dependent on the local Student Code of Conduct.
10	**Non-Title 5 Felony Committed Off Campus** A student may be removed from class and placed in a DAEP under TEC §37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if: (a) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and (b) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of aggravated robbery under Penal Code §29.03, against another student from the same campus, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property. The provision for a discretionary expulsion under this offense is dependent on the local Student Code of Conduct.
11	**Firearm** Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1) 18 U.S.C. Section 921 Under 18 U.S.C. Section 921, the term "**firearm**" means: (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. Under 18 U.S.C. Section 921, antique firearms (manufactured prior to 1899) are not included in the definition of a firearm. BB and pellet guns are not considered firearms under this definition. The use, exhibition, or possession of these items, while probably prohibited by the local Student Code of Conduct, is not an acceptable reason for expelling a student.
12	**Location Restricted Knife** Unlawful Carrying of a Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location Restricted knife - blade longer than 5.5 inches). Penal Code Section 46.01(6) defines a **location-restricted knife** as a knife with a blade length longer than 5.5 inches.

Discipline Action Reason Code	Translation/Definition
14	**Prohibited Weapon** Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1). Penal Code Section 46.05 defines a **prohibited weapon** as one of the following: (a) an explosive weapon (Penal Code 46.01(2)), (b) a machine gun (Penal Code 46.01(9)), (c) a short-barrel firearm (Penal Code 46.01(10)), (d) armor-piercing ammunition (Penal Code 46.01(12)), (e) a chemical dispensing device (Penal Code 46.01(14)), (f) a zip gun (Penal Code 46.01(16)), (g) a tire deflation device (Penal Code 46.01(17)), or (h) an improvised explosive device (Penal Code 46.01(19)).
16	**Arson** Penal Code Section 28.02 defines **arson** as when a person starts a fire or causes an explosion with intent to destroy or damage any vegetation, fence, structure, open-space land, building or vehicle knowing that it is within the limits of an incorporated city or town, it is insured, it is subject to mortgage or it is located on property belonging to another.
17	**Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder** Penal Code Section 19.02 defines **murder** as when a person intentionally or knowingly causes the death of another person, intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual or commits or attempts to commit a felony, other than manslaughter, and in the course thereof he commits an act clearly dangerous to human life that causes the death of an individual. Penal Code Section 19.03 defines **capital murder** as when a person commits an offense defined under Section 19.02 and the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty, the person intentionally commits murder during the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation. A person also commits capital murder if the person commits murder for remuneration or the promise of remuneration or employs another to commit murder for remuneration. Section 15.01, Penal Code, defines **criminal attempt** as when a person if, with specific intent to commit an offense, does the act amounting to more than mere preparation but fails to effect the commission of the offense intended.
18	**Indecency with a Child** Penal Code Section 21.11 defines **indecency with a child** as when a person, with a person younger than 17 years, engages in sexual contact with student or exposes his anus or any part of his genitals knowing the student is present with intent to arouse or gratify the sexual desire of any person.
19	**Aggravated Kidnapping** Penal Code Section 20.04 defines **aggravated kidnapping** as when a person intentionally or knowingly abducts another person with intent to hold him for ransom, use him as a hostage, facilitate the commission of a felony, afflict bodily injury on him or abuse him sexually, terrorize him or a third person, or interfere with the performance of any governmental or political function.
21	**Violation of Student Code of Conduct** This category includes bullying, harassment, and making hit lists (TEC §37.001) and reasons not specifically identified in TEC Chapter 37 that are adopted by the local school board and itemized and identified in the local Student Code of Conduct.
22	**Criminal Mischief** A student may be expelled under Section 37.007(f) for conduct that contains the offense of criminal mischief **if that conduct is punishable as a felony**. Otherwise, the most severe action that may be taken would be placement in a DAEP. Penal Code Section 28.03 defines criminal mischief as when a person intentionally or knowingly damages or destroys the tangible property of the owner, intentionally or knowingly tampers with the tangible property of the owner and causes a pecuniary loss or substantial inconvenience to the owner or a third person. A felony under this section occurs when damage exceeds $1,500. For example, this section would apply to cases of graffiti if the total cost of repair and cleaning exceeds $1,500.
23	**Emergency Placement/Expulsion** The use of this code is limited to reasons for which placement in a DAEP or expulsion may be made on a non-emergency basis according to TEC, §37.019(c). Not later than the tenth day after the date of the placement or expulsion, the student shall be according the appropriate due process as required under TEC, §37.009. Emergency DAEP Placement Chapter 37 authorizes the immediate placement of a student in a DAEP if the principal or their designee reasonably believes that the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity. Emergency Expulsion Chapter 37 authorizes the immediate expulsion of a student if the principal or their designee reasonably believes that the immediate expulsion of the student is necessary to protect persons or property from imminent harm.

Discipline Action Reason Code	Translation/Definition
26	**Terroristic Threat** Under Penal Code Section 22.07, a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to: (a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or (b) place any person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation or use of a building; room; place of assemble; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or (d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service. A person who receives a terroristic threat must not only believe the threat, but also believe that the person making the threat will carry it out. "Terroristic Threat" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.
27	**Assault of School District Employee or Volunteer** Penal Code Section 22.01 (a) (1) defines **assault** as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury. If these criteria are not met, then the proper Discipline Action Reason Code would be Other Student Code of Conduct Violation (Action Reason Code 21).
28	**Assault of Someone other than School District Employee or Volunteer** Penal Code Section 22.01 (a) (1) defines **assault** as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury. Two or more students cannot assault each other. If these criteria are not met, then the proper Discipline Action Reason Code would be Other Student Code of Conduct Violation (Action Reason Code 21).
29	**Aggravated Assault against School District Employee or Volunteer** Aggravated assault against a school district employee or volunteer under Penal Code Section 22.02. Penal Code Section 22.02 defines **aggravated assault** as an offense as defined in §22.01 if the person causes serious bodily injury to another, including the person's spouse, or uses or exhibits a deadly weapon during the commission of the assault. For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.
30	**Aggravated Assault against Student** Aggravated assault against someone other than a school district employee or volunteer under Penal Code Section 22.02. Penal Code Section 22.02 defines **aggravated assault** as an offense as defined in §22.01 if the person causes serious bodily injury to another, including the person's spouse, or uses or exhibits a deadly weapon during the commission of the assault. For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.
31	**Sexual Assault/Aggravated Sexual Assault against School District Employee or Volunteer** Sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against a school district employee or volunteer. Penal Code Section 22.011 defines **sexual assault** as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor. **Sexual assault** is also defined as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor. Penal Code Section 22.021, defines **aggravated sexual assault** as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).

Discipline Action Reason Code	Translation/Definition
32	**Sexual Assault/Aggravated Sexual Assault against Student** Sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against someone other than a school district employee or volunteer. Penal Code Section 22.011 defines **sexual assault** as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor. **Sexual assault** is also defined as when a person intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor. Penal Code Section 22.021 defines **aggravated sexual assault** as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).
35	**False Alarm/False Report** A student who commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily: (a) cause action by an official or volunteer agency organized to deal with emergencies; (b) place a person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. "False Alarm/False Report" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.
36	**Felony Controlled Substance Violation** Examples would include four (4) ounces or more of marijuana, any amount of cocaine, and other controlled substances. Always get corroboration from law enforcement before using this Action Reason code.
37	**Felony Alcohol Violation** An example would be intoxication manslaughter. Always get corroboration from law enforcement before using this Action Reason code.
41	**Fighting/Mutual Combat** **Fighting** is defined as two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s).
46	**Aggravated Robbery** Penal Code §29.03 defines **aggravated robbery** as when a person commits robbery as defined in Section 29.02, and he: (1) causes serious bodily injury to another; (2) uses or exhibits a deadly weapon; or (3) causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is: (A) 65 years of age or older; or (B) a disabled person. Penal Code §29.02 defines **robbery** as a person commits an offense if, in the course of committing theft as defined in Chapter 31 and with intent to obtain or maintain control of the property, he: (1) intentionally, knowingly, or recklessly causes bodily injury to another; or (2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.
47	**Manslaughter** Penal Code §19.04 defines **manslaughter** as a person commits an offense if he recklessly causes the death of an individual.
48	**Criminally Negligent Homicide** Penal Code §19.05 defines **criminally negligent homicide** as a person commits an offense if he causes the death of an individual by criminal negligence.
49	**Deadly Conduct** Penal Code §22.05 defines **deadly conduct** as when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, or a person commits an offense if he knowingly discharges a firearm at or in the direction of: (1) one or more individuals; or (2) a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded. For purposes of this section, "building," "habitation," and "vehicle" have the meanings assigned those terms by Section 30.01. An offense under Penal Code §22.05(a) is a Class A misdemeanor. An offense under Penal Code §22.05(b) is a felony of the third degree.
55	**Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision** TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.
56	**Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision** TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.

Discipline Action Reason Code	Translation/Definition
57	**Continuous Sexual Abuse of Young Child or Disabled Individual Under §21.02 Penal Code** TEC §37.007(a)(2)(I)
58	**Breach of Computer Security Under Penal Code §33.02 – TEC 37.007** A student engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02 if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly: (i) alters, damages, or deletes school district property or information; or, (ii) commits a breach of any other computer, computer network, or computer system.
59	**Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)** TEC §37.007(c) defines **serious misbehavior** as: (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Penal Code §1.07, or (4) conduct that constitutes the offense of: (a) public lewdness under Penal Code §21.07, (b) indecent exposure under Penal Code §21.08; (c) criminal mischief under Penal Code §28.03; (d) personal hazing under Penal Code §37.152; or (e) harassment under Penal Code §42.07(a)(1), of a student or district employee.
60	**Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7)** TEC 37.006(a)(2)(G) Texas Penal Code Section 42.07(a)(1), (2), (3), and (7) defines this behavior as: A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person: (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene; (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; (4) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
61	**Bullying** TEC 37.0052(b) TEC Sec.37.0052 (b) defines **bullying** behavior as: (1) engages in bullying that encourages a student to commit or attempt to commit suicide; (2) incites violence against a student through group bullying; or (3) releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

PEIMS Discipline Data - Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsions

NOTE: This chart represents the minimum required actions and maximum allowed actions for school districts. It does not apply to charter schools except for code 11 – (Possession or use of Firearms at school or a school related activity), unless a charter school has adopted one of the other mandatory provisions into its student code of conduct.

Table Key:

* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).
■ - Not allowed by TEC Chapter 37
▒ - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct
M - Mandatory
D - Discretionary

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(c)	On campus (01)	■		D	
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	On campus (01)	M	■	■	
	TEC §37.006(a)(2)(A)	Off Campus, within 300 ft. (02)	M		■	
	TEC §37.006(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M	■	■	
	TEC §37.006(d)	Off Campus, no school related/sponsored activity (04)	■	■	D	
	TEC §37.0081	On school property, or at school related/sponsored activity, of another school district (05)	■	■	D	
04	Possessed, sold, or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b)(2)(A) for under the influence	On campus (01)	M	■	■	D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M	■	■	D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M	■	■	D
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	On campus (01)	M	■	■	D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M	■	■	D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M	■	■	D
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	On campus (01)	M	■	■	D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	Off Campus, within 300 ft. (02)	M	■	■	D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M	■	■	D
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	On campus (01)	M	■	■	
	TEC §37.006(a)(2)(F)	Off Campus, within 300 ft. (02)	M	■	■	
	TEC §37.006(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)	M	■	■	
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	On campus (01)	M	■	■	D*
	TEC §37.006(b) and 37.007(d)	Off Campus, within 300 ft. (02)	M	■	■	D*
	TEC §37.006(b) and 37.007(d)	School Related/Sponsored Activity Off Campus (03)	M	■	■	D*
	TEC §37.006(b) and 37.007(d)	Off Campus, no school related/sponsored activity (04)	M	■	■	D*
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC §37.006(c), TEC §37.007(b)(4), and TEC §37.0081	Off Campus, no school related/sponsored activity (04)	M	■	■	D

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d) and TEC §37.007(b)(4)	Off Campus, no school related/sponsored activity (04)			D	D
11	Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(B)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1) and/or 37.007(e)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
12	Unlawful Carrying of a Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location-restricted Knife - blade longer than 5.5 inches)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
16	Arson-TEC §37.007(a)(2)(B)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(C)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
18	Indecency with a child-TEC §37.007(a)(2)(D)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(D)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)	On campus (01)		M		

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(E)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(c)	Not Applicable (00)			D	
22	Criminal mischief (felony violation)- TEC §37.007(f)	Not Applicable (00)				D
23	Emergency Placement/Expulsion-TEC §37.019	Not Applicable (00)			D	D
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)(1)	On campus (01)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	On campus (01)	M			D
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	Off Campus, within 300 ft. (02)	M			D
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	School Related/Sponsored Activity Off Campus (03)	M			D
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)	On campus (01)	M			
	TEC §37.006(a)(2)(B)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M			
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)	On campus (01)		M		
	TEC §37.007(d)	Off Campus, within 300 ft. (02)		M		
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC §37.007(d)	Off Campus, no school related/sponsored activity (04)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)		M		
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)	On campus (01)		M		

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(d)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
35	False Alarm/False Report –TEC §§37.006(a)(1) and 37.007(b)(1)	On campus (01)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
36	Felony Controlled Substance Violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
37	Felony alcohol violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01	Not Applicable (00)			D	
46	Aggravated Robbery-TEC §37.007(a)(2)(F), TEC §37.006(C)-(D) (HB 9680)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
47	Manslaughter – TEC §37.007(a)(2)(G)	On campus (01)		M		
		Off Campus, within 300 ft. (02)				D

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(a)(2)(G)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(H)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
49	Engages in Deadly Conduct – TEC §37.007(b)(2)(D)	On campus (01)			D	D
	TEC §37.007(b)(2)(D)	Off Campus, within 300 ft. (02)			D	D
	TEC §37.007(b)(2)(D)	School Related/Sponsored Activity Off Campus (03)			D	D
55	Student Is Required to Register As A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007	Not Applicable (00)	M			D
56	Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007	Not Applicable (00)			D	
57	Continuous Sexual Abuse Of Young Child Or Disabled Individual Under Penal Code §21.02 - TEC §37.007(a)(2)(I)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(I)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
58	Breach of Computer Security – TEC §37.007(b)(5)	On campus (01)				D
	TEC §37.007(b)(5)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(b)(5)	School Related/Sponsored Activity Off Campus (03)				D
	TEC §37.007(b)(5)	Off Campus, no school related/sponsored activity (04)				D
	TEC §37.007(b)(5)	On school property, or at school related/sponsored activity, of another school district (05)				D
59	Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)	On campus (01)				D
60	Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) – TEC 37.006(a)(2)(G)	On campus (01)	M			
	TEC 37.006(a)(2)(G)	Off Campus, within 300 ft. (02)	M			
	TEC 37.006(a)(2)(G)	School Related/Sponsored Activity Off Campus (03)	M			

Disciplinary Action Reason Codes (C165)		Behavior Location Code (C190)	Disciplinary Action Codes (C164)			
Code and Translation		Behavior Location Code	Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
61	Bullying – TEC 37.0052(b)	Not Applicable (00)			D	D

Table Key:

* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

■ - Not allowed by TEC Chapter 37

▒ - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

M - Mandatory

D - Discretionary

Local District Incident Codes = To a 21

ABC : ASSAULT BY CONTACT

ABF : AGGRESSIVE BEHAVIOR TO FACULTY

ABT : ASSAULT BY THREAT

ALT : ALTERCATION

ANA : ASSAULT NOT MAN DAEP

ASM : ASSAULT STAFF MEMBER

ASR : ALTER REC SIGN NAME

BI : BLATANT INSUBORDINATION

BUR : BURGLARY

BUS : BUS INCIDENT

CAF : CAFETERIA INCIDENT

CEL : CELL PHONE USE ON CAMPUS

CHT : CHEATING

CLB : CLIMBING ON BUILDING

CON : CONFRONTATION

CPD : CM PERJURY SCHOOL INVESTIGATION

CRV : COM REPEAT VIOLATION

DA : DRUG ACTIVITY

DAC : DISRESP ADM & POLICE

DBC : DISRUPT BEHAVIOR CLASS

DC : DRESS CODE VIOLATION

DEF : DEFIANCE OF AUTHORITY

DFS : DISRESPECT FACULTY & STAFF

DIS : MAJOR DISTURBANCE

DLQI : DELINQUENT IMMUNIZATIONS

DOC : DISORDERLY CONDUCT

DOT : DISTRIBUTION OF TOBACCO

DRP : DRUG PARAPHERNALIA

DSE : DISRUPTION SCHOOL ENVIRONMENT

DSP : DESTRUCT SCHOOL PROPERTY

DTA : DISPLAY THREATENING ACTION

DTH : DISTRIBUTION OF THC

EAB : EXCESSIVE ABSENCES

EDE : EXCESSIVE DETENTION

EGS : EXTR GMBL POSSESSED STOLEN PROPERTY

EIS : EXHIB INAP SEX CONDT

EMR : EMERGENCY REMOVAL

ENC : ESCES NOISE CMP FACL

EWP : ELEVATOR W/O PERMISSION

FAD : FAIL COM ASGN DISCON

FCA : FAIL COM ASSIGD WORK

FCP : FILMING ON CELL PHONE

FED : FAIL FOLLOW EMERGENCY

FGR : FALSIFYING GRADE

FID : FALSE IDENTIFICATION

FIG : FIGHTING

FOR : FORGERY

FPC : FALSE PHONE CALL

FRB : FAIL REP E BODY HARM

FWH : FAIL DEL WRIT COM SH

GOC : GAMBLING ON CAMPUS

GRB : GANG RELATED BEHAVIOR

GUM : GUM FOOD DRINK VIO

HAR : HARASSMENT

HOR : HORSEPLAY

IAA : INSTIG AN ALTERCATION

IBB : INAPPR BATHROOM BEH

ICA : INTENT TO CONSUME ALCOHOL

IDA : INTENT TO DISTRIBUTE ALCOHOL

IE : INDECENT EXPOSURE

IEC : INDECENT EXP IN CLASS

IEP : INDECENT EXP ON PLAYGROUND

INB : INAPPROPIATE BEHAVIOR

INS : INSUBORDINATION

IPSM : INAPP POST ON SOCIAL MEDIA

IRE : INDECENT RACIL ETH OFF

ISA : INTERFERE SCHOOL INST

IT : INAPPROPIATE TOUCHING

ITV : INTENT TO VAPE

LAW : LOOKALIKE WEAPON

LCP : LEFT CAMPUS W/O PERM

LEA : LEAVE CLASS W/O PERM

LFI : LATE FOR ISS

LID : LANYARD OR ID BADGE

LIE : LYING

LIT : LITTER ON CAMPUS

LOT : LOITERING

MAD : MISSED AFTER SCH DETENTION

MAT : MATERIALS

MDT : MISUSE DST TECHNOLOGY

MHP : MISUSE OF HALL PASS

MI : MASK ISSUE

MIN : MINOR DISTURBANCE

MIS : MISBEHV 1 3 CAMP SUSP

MLD : MISSED LUNCH DETENTION

MLI : MATCH/LIGHT/IGNITE

MMO : MISSED MORNING DETENTION

MT : MISSED ASSIGNED TUTORIAL

NAC : NOT IN ASSIGNED CLASS

NFC : NOT FOLLOW CLASS RULES

OTD : TAKING THINGS OFF TEACHERS DESK

PDA : PUBLIC DISPLAY OF AFFECTION

PEC : POSSESS ELEC COMM DEVICE

PFA : PULLED FIRE ALARM

PFW : POSSESS FIREWORKS

PIL : NON PRESCRIP PILLS

PIN : PUBLIC INTOXICATION

PK : POSSESS KNIFE UNDER 5-1/2

PLV : PARKING LOT VIOLATION

PM : PERSISTENT MISBEHAVIOR

POA : POLICE ARREST

POE : POSSESSION OF EGGS

POM : POSSESS OBSCENE PORNO

POP : POSSESS PRESCRIP DRUG

PRO : PROFANITY

PSG : POSSESS STOLEN GOODS

PSH : PUSHING AND SHOVING

PSI : POSSESS SHARP INSTRUMENT

PUT : POSSESS/USE TOBACCO PROD

PVM : PROMOTE INT/VISUAL MATERIAL

ROC : RECKLESS DRIVING ON CAMPUS

RED : REFUSE TO GIVE UP ELEC DEVICE

REDO : REDO FAILING GRADE

REF : REFUSE TO GO TO ISS

RES : RESISTING

RFB : REMOVAL FROM BUS

RFC : REMOVAL FROM CLASS

RGC : REFUSAL TO GO TO CLASS

RPD : REFUSAL TO PUT ON DICKIE

RTW : REFUSAL TO WORK

SAT : NO SHOW SATURDAY

SEH : SEXUAL HARASSMENT

SEI : SEXUALLY EXPLICIT IT

SIT : SAFETY ISSUE TO SELF

SKC : SKIPPING CLASS

SLP : SLEEPING IN CLASS

SLR : SLEEPING IN RESTROOM

SMC : SELLING STOLEN MER W/O PERM

SOM : SMELL OF MARIJUANA

SOS : SPITTING ON STUDENT/STAFF

SPD : SPEEDING IN PARKING LOT

STE : STEALING

STI : STINK BOMBS

TAR : EXCESSIVE TARDIES

TBO : TAUNTING BULLY OTHERS

TD1 - TARDY

TEX : TALKING EXCESSIVELY

TFT : THEFT WITHOUT CHARGES

THF : THEFT WITH CHARGES

THR : THREATENING OTHERS

THW : THEFT OF A WEAPON

TI : TESTING INFRACTIONS

TOB : THROW OBJECT CAUSE BODILY INJURY

TOW : THREAT OF WEAPON

TRE : TRESPASS

TRU : TRUANCY

UCI : UNSUCCESSFUL COMPL ISS

UEA : UNACCEPTABLE EFFORT ON ASSIGNMENT

UNA : UNAUTHORIZED AREA

UPC : UNACEP PH CONT INJURY

UTO : UNWANTED TOUCHING OF OTHERS

UW : UNLAWFUL WEAPON

VAP : VAPING

VAN : VANDALISM

VPI : VIOLATION PENDING INVESTIGATION

WAB : WATER BALLOONS

WAN : WANDERING HALLS

WOW : WRITING ON WALLS

DISCIPLINE ACTION CODES

01: EXPL WO PLACE ED SET

02: EXPULSION TO JJAEP

03: EXPULSION-CAMP DAEP

04: EXPUL OFF-CAMP DAEP

OS: OUT OF SCHOOL SUSP

06: IN SCHOOL SUSPENSION

07: PLACE IN DAEP PROG

08: CONT 0TH DIST DAEP

09: CONT OTHER DIST EXP

10: CONT DAEP PRIOR YR

11: CON EXP PRIOR YR

12: CONT JJAEP PRIOR YR

13: PLACEMENT IN JJAEP

14: PLACE DAEP BY COURT

15: CONT 0TH DIST JJAEP

25: PARTIAL DAY OSS

26: PARTIAL DAY ISS

27: MAND DISP ACTION NOT TAKEN AS RESULT OF ARD MANIFESTATION

28: MAND DISP ACTION NOT TAKEN BECAUSE OF DISTRICT CODE OF CONDUCT

5O: SPED EXP W/O PLACE

51: SPED EXP JJAEP

52: SPED EXP ON CAM DAEP

53: SPED EXP OFF CAM DAEP

54: SPED PLACEMENT DAEP

55: SPED CONT Of DISTRICT DAEP

56: SPED CONT OF OTHER DISTRICT EXP

57: SPED CONT DISTRICT DAEP PRIOR YR

58: SPED CONT DISTRICT EXP FROM PRIOR YR

59: SPED CONT DISTRICT EXP TO JJAEP PRIOR YR

60: SPED PLACE JJAEP

61: CONT OTHER DIS EXP JJAEP

AFT : AFTER SCHOOL DETENTION

AIM : ACHIEVEMENT IS MANDATORY

APC : AUTOMATED PHONE CALL

APD : ACTIVITY PER DETENTION

BFP : BUS FINE PAID

BIC : BEHAVIOR INTERVENTION CLASS

BUS : BUS SUSPENSION

CDP : COOL DOWN PERIOD

CIU : CLEAN IT UP WORK

CON : STUDENT CONFERENCE

COR : CORPORAL PUNISHMENT

COU : COUNSELOR CONFERENCE

EDP : ELECTRONIC DEVICE PAID

FOC : FOCUS

HII : HOLDING IN ISS

LUN : LUNCH DETENTION

MOR : MORNING DETENTION

N21 : NO 21ST CENTURY

NOR : NO RECESS

OCB : ON CAMPUS BEHAVIOR INTERVENTION

PAR : PARENT CONFERENCE

PCO : PRINCIPAL CONFERENCE

REM : REMOVE FROM SPECIAL PROGRAM

RFB : REMOVE FROM BUS

RPP : REMOVE PLAYGROUND PRIVILEDGE

RVF : REPLACEMENT VALUE FINE

SAT : SATURDAY DETENTION

SDR : SUSP DRIVING RIGHTS ON CAMPUS

SPD : SPECIAL DUTIES

TOO : TIME OUT IN OFFICE

TUT : ASSIGNED TUTORIAL

WAR : WARNING

WRA : WRITING ASSIGNMENT

About Classroom Issues and Conduct Referrals

On this page:

- Processing Conduct-Related Issues in TAC
- Processing Conduct-Related Issues in Admin Mobile App
  - Processing Conduct-Related Issues Referred to Behavior
  - Processing Conduct-Related Issues Referred to Success Plans

Teacher Access Center (TAC) enables teachers to enter classroom and conduct-related issues that can be referred to disciplinarians or success plan coordinators in eSchoolPlus.

- If the teacher refers a behavior issue, the assigned disciplinarians can use the Behavior Referrals Page to review the issue and escalate it to a behavior incident, where applicable.
- If the teacher refers an academic issue which could require a student success plan, the assigned plan coordinator can use the Success Plan Referral Page to process the issue and where appropriate, escalate it to a student success plan reason.

Administrators who have a Staff ID can also enter conduct referrals using the eSchoolPlus Admin Mobile app.

A teacher can track the status of a referral in TAC's Conduct Referral List or Classroom Issues List page. When a referral's status changes in *eSchoolPLUS*, the change is reflected in the list page's Status field.

Processing Conduct-Related Issues in TAC

Classroom Issues apply to more routine issues tied to a course, homeroom, or activity, from missing homework and class participation to student behavioral concerns, such as talking or sleeping in class. Since these can usually be handled within the classroom environment, teachers can use TAC to enter and track issues for specific students, including any corrective actions they took. Teachers also have the option to refer more serious classroom issues to students' assigned disciplinarians or success plan coordinators, who can then administer them as conduct referrals in eSchoolPlus.

Conduct Referrals relate to issues that require the attention of disciplinarians, whether they occur in or outside of the classroom. Usi gn TAC's Conduct Referrals option, a teacher can record an issue, identify the students, detail their involvement, and refer the issue to a disciplinarian in eSchoolPlus. A conduct referral is never referred to a success plan coordinator.

After creating a referral, a teacher can no longer change the issue, unless the referral is returned by the disciplinarian or plan coordinator.

Processing Conduct-Related Issues in Admin Mobile App

Staff members can use the Discipline option in the Admin Mobile app to record conduct-related issues while they are away from their desks. The app creates a conduct referral. Then, in eSchoolPlus, the conduct referral can be reviewed by a disciplinarian and escalated to create an incident. A conduct referral is never referred to a success plan coordinator.

To use the Admin Mobile app to create conduct referrals, the staff member needs to have a staff record and eSchoolPlus security to maintain incidents.

After creating a referral in the Admin Mobile app, the staff member can no longer change the issue, unless they have security to the eSchoolPlus Behavior Referrals page.

Processing Conduct-Related Issues Referred to Behavior

For an issue referred to Behavior, the disciplinarian assigned can use the Behavior Referrals page to:

- Select a different disciplinarian, if necessary.
- Change the roles of the students identified, or add roles if none are assigned. Three roles are available: Offender, Victim, and Witness. When appropriate, the disciplinarian can also exclude a student.
- Generate a report for the students in an individual issue from the Behavior Referrals page. When necessary, the reports can be mailed to students' guardians as notifications. In addition, reports covering multiple issues can be generated from the Conduct Referral Search Page.
- Return the issue to the teacher to suggest further action or request more information. If needed, the teacher can refer the issue back to the disciplinarian with the additional input.
- Create a behavior incident for the issue. The disciplinarian will assign a Discipline Incident code and enter additional details for the students involved, whether as offenders, victims, or witnesses.
- Mark the issue as resolved, either because no infraction was found or because a resolution could be reached without creating a behavior incident.

For more information, refer to Behavior Referrals Page and Behavior Referrals Procedures.

Processing Conduct-Related Issues Referred to Success Plans

For an issue referred to Success Plan, the plan coordinator assigned can use the SSP Referral page to:

- Generate a report on the issue. When necessary, the report can be mailed to students' guardians as notifications. In addition, reports covering multiple issues can be generated from the Success Plan Referrals List page.

- Return an issue to a teacher for more information or additional action. If needed, the teacher can refer the issue back to the plan coordinator with the additional input.
- Mark the issue as resolved if the plan coordinator determines that no success plan is needed.
- Create a success plan reason and assign it to an existing or new success plan.
- Create a success plan reason without assigning it to a plan.

For more information on referrals to Success Plans, refer to Success Plan Referral Page.

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Conduct Referrals Initial Procedures

On this page:

- Administrators
- Disciplinarians
- Teachers

This topic provides the basic procedures followed by administrators and disciplinarians in setting up Behavior Referrals options in eSchoolPlus.

For daily procedures, refer to Conduct Referrals Daily Procedures.

Administrators

1. Verify that all other Behavior options have been set up and are in use.
2. If needed, update the following Discipline validation tables (**Administration > General Setup > District > Validation Tables**) to reflect your district's procedures for administering conduct referrals:
   - Incident/Offense Codes
   - Locations
   - Offense Categories
3. Set up the following Teacher Access Center tables used by teachers in recording conduct referrals and classroom issues in TAC:
   - Issue Actions (**Administration > General Setup > District > Validation Tables** > Teacher Access Center > Issue Actions)
   - Issue Locations (**Administration > General Setup > District > Validation Tables** > Teacher Access Center > Issue Locations)
4. Define the types of classroom issues and conduct referrals teachers can enter in Teacher Access Center (TAC) on the Issues Page (**Administration > TAC Setup > Setup > Issues**).
5. Set up the options in the Issues and Referrals panel in eSchoolPlus's TAC Building Configuration Page (**Administration > TAC Setup> Setup > TAC Building Configuration**).
   The panel's fields determine who can enter classroom issues and referrals, whether teachers can assign roles to the students involved in issues, and whether teachers can classify referrals by type.
6. If classroom issues can be referred for success plans, use the Plan Coordinators page to define the coordinator for the referrals.
7. Verify that disciplinarians have security access for behavior incidents and conduct referrals in the appropriate buildings.

8. If notifications should be sent to teachers when behavior referrals or success plan referrals are returned, enable the appropriate notifications using the Notifications District Setup Page and Notifications Building Setup Page.

Disciplinarians

- Set up the Behavior widget on your Home Page to display totals for the current school year for behavior incidents and conduct referrals for the buildings where you have security. In addition, the section displays today's totals for the number of students receiving suspensions and detentions. A link to the Conduct Referral Search Page is also provided.

Teachers

- If teachers want to be notified when a referral is returned, then the teacher must subscribe to the notification. Teachers can subscribe to notifications for returned behavior referrals and success plan referrals using the Notification Subscriptions Page in TAC.

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Behavior Referrals Daily Procedures

Teachers use Teacher Access Center (TAC) to record and track classroom issues and conduct referrals. For classroom issues, teachers can refer behavior issues to a student's disciplinarian and academic issues to a student's success plan coordinator.

In addition, disciplinarians can use the eSchoolPlus Home page and Behavior options to track and process the conduct referrals for their buildings.

Teachers

Use the following options in TAC to record and track classroom issues and conduct referrals:

- Classroom Issues - to enter routine student issues tied to a course, homeroom, or activity. Teachers can also record corrective actions they have taken. When needed, a teacher can refer a more serious classroom issue to a student's disciplinarian as a conduct referral in eSchoolPlus.
- Conduct Referrals - to record and refer issues that demand the attention of students' disciplinarians. Teachers can identify the students, detail their involvement, and refer issues to disciplinarians for processing in eSchoolPlus.

Disciplinarians

1. Use the Behavior widget on your Home page in eSchoolPlus to track incidents and access the Behavior Referral Search Page.
2. Use the Conduct Referral Search Page and Behavior Referrals Page to process the issues referred by teachers.
   Disciplinarians' roles include the following:
   - Review referrals - to determine the most appropriate actions.
   - Generate reports - to identify individual students involved in conduct referral issues.
   - Return referrals - to recommend follow-up actions or to request additional information from teachers in TAC. A teacher can either refer the issue back to the disciplinarian or if possible, resolve the issue at the classroom level.
   - Escalate issues - to create behavior incidents in eSchoolPlus from classroom issues filed by teachers.
   - Close issues - to indicate no further action is needed.

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Tables Used in Conduct Referrals

Conduct Referrals use many of the tables that apply to other parts of the eSchoolPlus Behavior system. Several tables are also set up in eSchoolPlus specifically for supporting the Classroom Issues and Conduct Referral options in Teacher Access Center (TAC).

To access validation tables, select **Administration > General Setup > District > Validation Tables.**

Discipline Tables

The following Discipline tables are used for conduct referrals:

- Incident/Offense Codes - Assigned to conduct referrals by disciplinarians when escalating a referral to a behavior incident. The code selected applies to all offenders in an incident and displays in the Offense fields on Behavior pages.
- Locations - Used in Location fields in eSchoolPlus. For related information, refer to TAC's Issue Locations table below.
- Offense Categories - Used in the Offense Category field in eSchoolPlus.

Teacher Access Center Tables

The following Teacher Access Center tables are used for conduct referrals:

- Issue Actions - Used in the Corrective Action field in the Teacher Actions section of TAC pages to validate the actions taken by teachers in response to classroom issues. The codes also display in this field in the Teacher panel of eSchoolPlus's Behavior Referral page. These codes do not apply to conduct referrals.
- Issue Locations - Used in the Location fields in TAC to validate the locations where issues occurred. This table is different from eSchoolPlus's Locations table. To link the two types of locations, a field is provided in the TAC table for entering eSchoolPlus behavior location codes. This enables a TAC location code to be converted to its eSchoolPlus equivalent, when an issue is referred.

TAC Setup Options

In eSchoolPlus versions prior to 4.0, the Issues table was a validation table, but this table is now part of the TAC Setup options in 4.0. To access the Issues table, select **Administration > TAC Setup > Setup > Issues.**

- Issues - Used in the Type field in TAC to validate specific types of conduct referrals and classroom issues. The use of the Type field in TAC depends on eSchoolPlus's TAC Building Configuration page.

- If the page's Conduct Referral Types May Be Set by Teachers/Substitutes checkbox is selected, then teachers can select a type from the Issues table when entering conduct referrals.
- If the box is unchecked, a default type can be selected from the table to apply to all conduct referrals entered in TAC, in which case teachers will not be able to select a type. However, they can select a type for all classroom issues, including those referred to eSchoolPlus as conduct referrals.

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Behavior Communications Process Overview

Behavior letters are used to report behavior problems to students' parents or guardians. Use the Behavior Communications options (Interventions > All > Behavior Communications) to set up letter criteria, calculate which students will receive letters, list students who meet the specified criteria to receive behavior letters, and to generate the data file which can then be merged with form letters your district has created (using Microsoft Word) to notify a student's parents or guardians. The form letters include codes that will bring together Demographics information and Behavior information when you merge the form letters with the data file.
The procedure to create behavior letters involves a number of steps that are briefly explained in the following sections.

Note: You can use the Copy Setups Page option (**Administration > Utilities > Mass Entry & Update > Copy Setups**) to copy behavior configurations and notification setups. The behavior configuration can be copied to a building. The behavior notification setups can be copied to a building, to another school year, and to/from a summer school building.

Setting Up Letters

The following steps should be done once in the beginning of the year by your system administrator. If necessary, changes can be made throughout the year using the Behavior Criteria Setup Page option. You can access this option using any of the following menu paths:

Interventions > All > Behavior Communications > Behavior Criteria Setup

Administration > Interventions Setup > At Risk > Behavior Criteria Setup

Administration > Registration Setup > Activity Eligibility Setup > Behavior Criteria Setup

1. Use the Behavior Building Configuration Page option (**Administration > Interventions Setup > Behavior > Behavior Building Configuration**) to define the following fields:
   - Use Language Templates
   - Form Letter File Name
   - List of Language Codes
   - Registration District-Defined Screen

   The values entered in the fields on the Behavior Building Configuration Page determine the name and directory expected for your primary (form letter template) files and the kinds of information to be included in the letters. For the letters program to perform correctly, the values in these fields must be selected appropriately. Your system administrator usually sets up and maintains the configuration.

2. Use the Behavior Criteria Setup Page (using any of menu paths specified in the introductory paragraph for this procedure) to define and maintain the criteria that determine which students should receive behavior letters. For each criterion you define, you must write a behavior letter. Your system administrator usually sets up and maintains the letter criteria.
3. Use Microsoft Word software to create your Behavior form letter templates.
   Each form must be stored in its own file (called a form letter or primary letter file), and a letter must be written for each letter criterion defined. If you need letters in multiple languages, you must write one letter in each language for every criterion.
   In your form letter templates, you will use merge codes to include Behavior information and information from Student Demographics. The necessary merge codes are specified in the Merging Letters manual. These files are later merged with the *disc* data file created by the Send Communications List Report Page to create your Behavior letters (refer to step 3 of the Processing Letters procedure).
   The letters can include each student's name, address, parent or guardian names, behavior information, and any other information stored in the behavior letter records.

Processing Letters

1. Use the Behavior Criteria Calculation Page option to determine which students should receive behavior letters. You can access this option from any of the following menu paths:
   Interventions > All > At Risk > Behavior Criteria Calculation
   Interventions > All > Behavior Communications > Behavior Criteria Calculation
   Registration > Entry & Reports > Eligibility Calculations > Behavior Criteria Calculation
   When you run this option, offense code and action code totals are compared with letter criteria to find any students who should receive one or more letters. This process creates records in two letter tables: *disc_ltr_header* and *disc_ltr_detail*. These records specify which letters students should receive
2. If desired, use the Generate Communication List Report Page option (**Interventions > All > Behavior Communications > Generate Communication List**) to review which students are eligible for behavior letters.
3. Use the Send Communications List Report Page option (**Interventions > All > Behavior Communications > Send Communications**) to create and sort behavior letter records and create a data file.
   When you run this option, the information created when you calculated letters is combined with applicable student and incident information to create behavior letter records. These records are stored in a data file or secondary letter file, called *disc*, which displays in the Reports section of the Tasks and Reports Page or the Recent Reports section of the **Tasks/Reports** drop-down menu.
   A separate record is created for each letter a student will receive. For example, if a student is eligible for two letters, he or she will have two records in the data file.
4. In the Reports section of the Tasks and Reports Page or the Recent Reports section of the **Tasks/Reports** drop-down menu, right-click the *disc* file, and save it to your PC.
5. Merge your form letters with the *disc* data file to create your behavior letters.
   - When you use Microsoft Word software to create letters, you merge the *disc* data file you saved to your PC in the previous step with the applicable form letters to create your behavior letters.

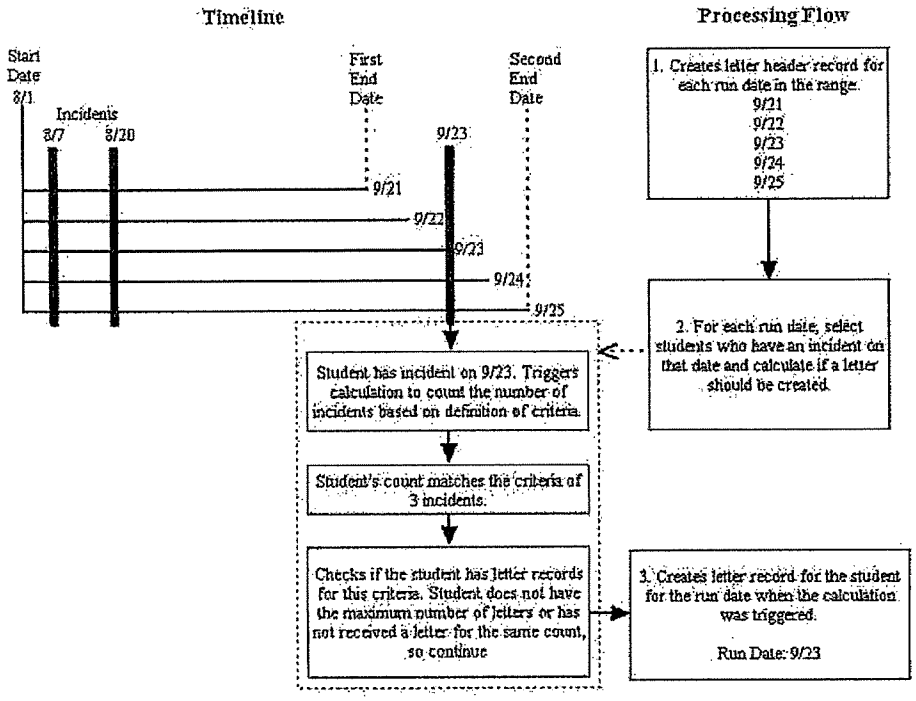
Behavior Criteria Calculation Overview

Use the Behavior Criteria Calculation Page to generate letters for students who meet criteria set up in the Behavior Criteria Setup Page.

The criteria determine whether letters should be sent based on either behavior incidents or actions; the specific incident or action codes that apply; and the number of incidents or actions needed for sending a notification. When you run the Behavior Criteria Calculation option, you can set the time period for when the incidents or actions occurred and select the students whose records should be checked.

For example, letter criteria could be set up for class disruptions with three incidents as the threshold for sending a letter. To generate letters, you would specify the Start Date for checking for incidents and the range of dates for running calculations, from End Date 1 through End Date 2. If an incident is found for a student on a calculation date, the system will search back to the Start Date looking for other incidents. If three incidents are detected, a letter will be triggered using the date of the current calculation.

The following diagram illustrates the process. A Start Date of 8/1 was set, and the first calculation ran on the First End Date, 9/21. When the calculation ran on 9/23, a new incident record was found, initiating a count of previous incidents for the student. Finding two other incident records (on 8/7 and 8/20), the system generated a letter dated for 9/23.



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Behavior Criteria Setup Page

On this page:

- View behavior criteria setups
- Add behavior criteria setups
- Change behavior criteria setups
- Delete behavior criteria setups
- Fields

Use this page to define and maintain the criteria that determine whether students involved in incidents should receive behavior letters, be made ineligible to participate in activities, and be identified as at risk students. The criteria for the behavior letters usually are set up and maintained by your system administrator at the time the system is installed.

Criteria can be based on either offense codes or actions. For example, you could set up one criterion to create a letter for smoking offenses and another for tardiness. You could also use criteria to create letters for different actions, such as detentions and in-school suspensions. To see examples of how criteria can be defined, refer to Example Behavior Criteria.

Caution

Behavior letter criteria should not be changed on a day-to-day basis. Changes in criteria may cause inaccurate records and inconsistent letter calculations. Consult your system administrator before adding, updating, or deleting letter criteria.

View behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the criterion link.

Add behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup.**
2. Click **Add.**
3. Complete fields as needed.

4. Click **Save**.

Change behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup**.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load**.
3. On the Search Results panel, click the criterion link.
4. Change values as needed.
5. Click **Save**.

Delete behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup**.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load**.
3. Select the 🗑 (Delete) box for the rows to delete.
4. Click **Yes**.

Fields

Criteria Panel

Field	Description
Building	Select the building for which the letter criterion is being entered.
Criterion	Code that identifies the criterion you are defining. Criteria do not have to be entered in numeric order; for example, you may enter criterion 1, then criterion 99. The criterion code is added to the form letter file name in the letter. Character/5
Description	Description of the criterion you are defining. Character/255

Eligibility Panel

Use this panel to select how the eligibility status should be set for students who meet this criteria.

Field	Description
Use to Determine	Checked if this criterion is used to determine eligibility for students who participate in activities. This checkbox must be checked in order to access the other fields on this panel.

Eligibility	
Eligibility Status for Criteria (Unlabeled)	Determines how the eligibility status will be set. Select: *Set Eligibility Status based on Calculation Only* - to base the student's eligibility status solely on this criteria. In this case, eligibility is determined by incident criteria and without regard for the student's current eligibility. The student's overall eligibility status is determined by the most severe status actively assigned to the student for one of the eligibility types, for example, for report cards or behavior. If you select this option, use the Ineligibility Status field to specify the status to assign when a student meets the criteria. *Eligibility Based on Current Status* - to base the student's eligibility status on both this criteria and the student's current eligibility status. For example, if a student's status is Eligible, the calculation could change this to Probationary, and if the status is already Probationary, the calculation could change it to Ineligible. The progression is set in the Current Status grid.
Ineligibility Status	The status to assign if the student meets the criteria. This field can be accessed only if the Set Eligibility Status based on Calculation Only option is selected.
Current Status Grid	Use this grid to set up the eligibility status codes to assign when students meet this criteria. The section enables the assignment of a particular code based on students' current status codes. For example, you could set up a progression where students' status can change from Eligible to Probationary and from Probationary to Ineligible. When you select a code in the Current Status field, a new row of fields displays for setting up another eligibility level. Current Status Select the eligibility codes assigned to students to define their current status. You can select multiple codes from the field's drop-down list. For example, the codes in this field could reflect that students are eligible New Status Select the eligibility code to assign when the student meets the behavior criteria and is currently assigned one of the codes displayed in the Current Status field. 🗑 (Delete) To delete a record, select the row's Delete checkbox, then click **Save**.
Duration of Status	Select the appropriate duration for the status assigned when a student meets this criteria. The duration determines the expiration date for the status.

	When the Overall Eligibility Calculation is run, the student's status will be calculated based on all eligibility records that have not expired. The status also depends on other eligibility calculations, such as the Attendance Criteria Calculation, Behavior Criteria Calculation, and Progress Calculation. Select: *(Duration Type)* - to use durations defined for your building, such as Marking Period or Quarter. In addition, the system allows future durations to be applied by appending "Next" to the beginning of these options, for example, Next Marking Period or Next Quarter. Duration Type Examples (Quarter) *Quarter* - Use this option to specify that the student is ineligible for the remainder of the current marking period. The expiration date for the ineligibility will be set to the end date of the marking period as specified in the Marking Period Weeks records. *Next Quarter* - Use this option to specify that the student is ineligible for the entire next marking period. The effective date for the ineligibility will be set to the start date of the next marking period, while the expiration date will be set to the period's end date. These dates are specified in the Marking Period Weeks records. *CD - Regular Calendar Days* - to specify that the student is ineligible for the number of calendar days entered in the Number of Days field. Calendar days do not consider whether school meets on those days. For example, if a student should be ineligible for 3 weeks, enter 21, which would include weekends and other non-membership days within the period. *SD - School Days* - to specify that the student is ineligible for the number of school (membership) days entered in the Number of Days field. For example, if a student should be ineligible for 3 weeks of school days, enter 15.
Number of Days	Indicates the number of days the student is ineligible for activities. This field can be accessed only if you selected School Days or Regular Calendar Days in the Duration of Status field.

At Risk Panel

Use this panel to define the at risk reason that should be calculated when the student meets the incident criteria.

Field	Description
Use to determine At Risk	Checked if the criteria should be used to determine a student's at risk status when the calculation is run. This checkbox must be selected to access the panel's other fields.
At Risk Reason	Select the at risk reason to create when a student meets this criteria. The field's selections are defined in Registration's Reasons table.

Duration of Status	Select the appropriate duration of the at risk reason assigned when a student meets this criteria. At the end of the period specified, the reason expires. When the at risk calculation is run, the reason will no longer display for the related factor on the student's At Risk Detail page. Select: *(Duration Type)* - to use durations defined for your building, such as Marking Period or Quarter. In addition, the system allows future durations to be applied by adding "Next" to the beginning of these options, for example, Next Marking Period or Next Quarter. Duration Type Examples (Quarter) *Quarter* - Use this option to specify that the at risk reason applies to the remainder of the current marking period. The expiration date for the reason will be set to the end date of the marking period as specified in the Marking Period Weeks records. *Next Quarter* - Use this option to specify that the at risk reason applies for the entire next marking period. The effective date for the reason will be set to the start date of the next marking period, while the expiration date will be set to the period's end date. These dates are specified in the Marking Period Weeks records. *CD - Regular Calendar Days* - to specify that the at risk reason applies for the number of calendar days entered in the Number of Days field. Calendar days do not consider whether school meets on those days. For example, if the at risk reason should apply for 4 weeks, enter 28, which would include weekends and other non-membership days within the period. *SD - School Days* - to specify that the at risk reason applies for the number of school (membership) days entered in the Number of Days field. For example, if a student should be ineligible for 4 weeks of school days, enter 20.
Number of Days	Indicates the number of days the student would be at risk for the reason selected. This field can be accessed only if you selected School Days or Regular Calendar Days in the Duration of Status field.

Calculation Panel

Field	Description
Letter Count Type	Indicates whether the letter count is based on the offense count or action count. Select: *Maximum Letter Count refers to Offenses* - if the student has an offense count within the range specified in the Minimum/Maximum Number of Offenses fields, and the student has not already received the maximum number of letters specified in the Maximum Letters field, the student will receive a letter. *Maximum Letter Count refers to Actions* - if the student has an action count within the range specified in the

	Minimum/Maximum Number of Actions fields, and the student has not already received the maximum number of letters specified in the Maximum Letters field, the student will receive a letter.
Maximum Letters	Enter the maximum number of letters a student can receive for this criterion in the period specified in the Reset Count. This field applies when the minimum and maximum values of offenses or actions are a range of numbers. For example, if your Letter Count Type is set to actions, and you have a range of 1:99 in the Minimum/Maximum Number of Actions fields, the student can get a letter for each new occurrence of the action, up to 99 letters.
Reset Count	Indicates when the letter count for this criterion should be reset to zero. Select: *N - Do not Reset* - if you never want to reset the letter count within the school year. *R - Reset Each Report Card Run* - if you want the calculation to count all incidents from the beginning of the current report card run. *T - Reset Each Term* - if you want the calculation to count all incidents from the beginning of the current semester or term.
Lines of Detail	Enter how many lines of detail you want to include in letters. This affects the following merge fields in the letter: offense details, offense and action details, offense totals, and action totals. For the offense and action detail field, each offense/action combination displays on two lines, but counts as one line of detail here. Make sure the letter file has enough room for two times the number of detail lines. Only the detail lines specified will print. For example, if you only set five lines of detail, only the first five offenses would print in the offense detail section of the letter. **Caution** If you set this to 0 (zero), no letters will be printed.
Incidents to Print	The incident details to include in the notification based on either a defined period or the year-to-date. Select: *Print Incident details for the letter Period* - to include all behavior history for the time period in which the letter was calculated. If your reset period is by report card run, incidents from prior runs will not be included. *Print Incident details for the year-to-date* - to include all behavior history for the year.
Minimum Number of Offenses	The lowest number of incident records a student can have for the selected offenses to qualify for receiving the letter. If you select more than one offense code, the count for offenses will reflect the number of times the student has been assigned any of the codes.

Maximum Number of Offenses	The highest number of records a student can have for the selected offenses to qualify for receiving the letter. If you select more than one offense code, the count for offenses will reflect the number of times the student has been assigned any of the codes.
Offense Codes to Include	Select the offense codes to include in the calculation. If you are calculating based on action, you should include all possible offenses. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Minimum Number of Actions	The lowest number of records student can have for the selected actions to qualify for receiving the letter. If you select more than one action code, the count for actions will reflect the number of times the student has been assigned any of the selected codes. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.
Maximum Number of Actions	The highest number of records the student can have for the selected actions to qualify for receiving a letter. If you select more than one action code, the count for actions will reflect the number of times the student has been assigned any of the selected codes. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.
Action Codes to Include	Select the action codes to include in the calculation. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.

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Example Behavior Criteria

Example 1: Letter for Every Suspension

Field Name	Option to Select/Information to Enter
Letter Count Type	Maximum Letter Count refers to Actions
Maximum Letters	90
Reset Count	Do not Reset
Lines of Detail	40
Incidents to Print	Print Incident details for the year-to-date
Minimum Number of Offenses	1
Maximum Number of Offenses	999
Offense Codes to Include	Select all codes
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Codes your district uses for any type of suspension, for example, ISS, OSS, and BSS.

This letter goes out whenever a student has received an action of suspension, for example ISS (In-School Suspension) or OSS (Out-of-School Suspension). All offense codes have been selected in the Offense Codes to Include field, indicating it does not matter what offense resulted in the action. The letter will be sent out with information for the entire year, and the letter count is never reset.

Example 2: Letter for Specific Number of Actions

Field Name	Option to Select/Information to Enter

Letter Count Type	Maximum Letter Count refers to Actions
Maximum Letters	3
Reset Count	Reset Each Report Card Run
Lines of Detail	3
Incidents to Print	Print Incident details for the letter Period
Minimum Number of Offenses	1
Maximum Number of Offenses	999
Offense Codes to Include	Select all codes
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Codes your district uses for any type of suspension, for example, ISS, OSS, and BSS.

This letter goes out when a student has received five actions of suspension (Bus Suspension, In-School Suspension, or Out-of-School Suspension). A maximum of three letters can be sent. The letter count starts again at the beginning of each marking period.

Example 3: Letter For Specific Offense, No Action Required

Field Name	Option to Select/Information to Enter
Letter Count Type	Maximum Letter Count refers to Offenses
Maximum Letters	90
Reset Count	Do not Reset
Lines of Detail	40
Incidents to Print	Print Incident details for the year-to-date
Minimum Number of Offenses	1

Maximum Number of Offenses	999
Offense Codes to Include	Code your district uses for a drug violation.
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Select all codes

This letter goes out when a student has received an offense code of DRUG. All action codes have been selected in the Action Codes to Include field, indicating it does not matter what action was taken. The letter will be sent out with information for the entire year, and the letter count is never reset.

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Behavior Criteria Calculation Page

Use this page to run calculations for generating behavior letters, determining eligibility for activities, and setting the status of students to at risk. The calculation is based on criteria defined on the Behavior Criteria Setup Page.

The system actually runs several calculations. First it calculates the number of offense or action codes from students' prior records, then it calculates the number of offenses or actions for each day within the current calculation period. The first calculation is defined by a Start Date and First End Date, while the current calculation period is defined by the First End Date and Second End Date.

During the calculations, offense code and action code totals are compared with letter criteria to find all students who should receive one or more letters. This process creates records in two letter tables: DISC_LTR_HEADER and DISC_LTR_DETAIL. These records specify which letters students should receive. The Calculate Discipline Letters Status log generated by running this option lists the Run Number, Run End Date, and Number of Letters Generated based on the criteria entered.

After running this option, you can use the Generate Communication List Report Page option to review which students are eligible for behavior letters or go directly to the Send Communications option to create the data file.

Calculate behavior criteria

1. Select one of the following menu options:
   Interventions > All > Behavior Communications > Behavior Criteria Calculation
   Interventions > All > At Risk > Behavior Criteria Calculation
   Registration > Entry & Reports > Eligibility Calculations > Behavior Criteria Calculation
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description

Building	Building for the students being processed by the calculation.
Start Date	Beginning of the date range for selecting the incidents to include in the calculation, usually the start of the school year. In calculating this period, the system searches for incidents from the Start Date up to but not including the First End Date. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
First End Date	The first date to use as an endpoint of calculations. Calculations always run from the specified Start Date to this date. Beginning date of the current letter calculation period. The system calculates for incidents that occur from the First End Date through the Second End Date. For example, district policy requires a letter to be sent after a student has three incidents reported for arriving late. If a student had two incidents of lateness before the current calculation period and a third lateness incident is recorded on the second day of the current calculation period, a letter file will be generated for the student. Select: *By Date* - to use a set date as the first end date. *By Prior Days* - to run the process for a set number of attendance days. Prior days count backward from the end date. For example, if the end date is Friday and you want the report to cover a full week Monday through Friday, enter 4. This option is useful if you schedule the process to run periodically. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
Second End Date	The ending date of calculations. Select: *Today* - to use today as the last date to check. This option is useful if you schedule the calculation to run periodically. *By Date* - to use a set date as the end date for the calculation. The program calculates over a range to ensure that students who did not meet the criteria by the First End Date, but would exceed the criteria by the Second End Date, will receive the appropriate letter. If you calculate letters each day, this date is the same as the First End Date. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
Criteria To Include	The notification criteria to check. Select codes from the field's drop-down list, or click (asterisk) to select all codes, then remove any that do not apply.

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Specifying Dates for Behavior Criteria Calculation

You must calculate letters on a daily basis or, if you calculate once a week, over a range of dates so that students receive the correct letters. The following examples illustrate the effects of calculating over a range versus calculating for only certain dates. Letter 1 is a warning notice sent to students who were caught fighting once, and Letter 2 is a suspension notice sent to students who were caught fighting for the second time.

Example 1: If you calculate letters daily

Letters will be calculated for each day, and students will be matched with the letter criteria. The result is that guardians of a student caught fighting once would receive Letter 1, warning that the student will be suspended if caught fighting again. The student's next behavior incident involving fighting would result in Letter 2, a suspension notice.

Example 2: If you calculate letters over a range of dates

The system will run separate calculations for each day in the range. For instance, if you calculate on a Friday for a range of dates including Monday through Friday, the system will generate five calculation runs, one for each day.

The guardians of a student caught fighting on Monday and Friday would receive two letters: the Letter 1 warning notice for the first incident and the Letter 2 suspension notice for the second incident.

However, if you ran the calculation with the First End Date and Second End Date both equal to Friday, only one suspension letter would be generated, with both incidents listed.

Example 3: If you do not calculate letters daily or over a range of dates

Letters will not be calculated for each day, making it possible for a student to be missed in the letter criteria.

For instance, if you calculate letters once a week, but for only one date, a student who had multiple incidents may not receive all of the appropriate letters. If the student was in a fight on Monday and another on Thursday, running the calculation on Friday would generate a suspension notice based on the two incidents, provided you used a Start Date on or before the first incident's date. However, in this case, a warning notice would not be generated for the first incident.

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Generate Communication List Report Page

Use this page to print a report containing the date and run number of the behavior criteria calculations, and the first and last dates included in the calculations. The listing also lists, for each criteria and date, the students who qualified for letters, the number of offenses and actions resulting in the letter, and whether the letter was printed. For more information, refer to Behavior Criteria Calculation Overview.

Generate list of students who meet behavior criteria

1. Select **Interventions > All > Behavior Communications > Generate Communication List.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report. The report displays letters generated for students enrolled in the specified building.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the date to begin checking for letter calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a letter. For example, if you run a letters calculation every Friday, for Monday to Friday, you would only need to specify the Friday date here. *By Prior Days* - to run the report for a set number of days. Enter the total days to include in the report. Prior days count backward from the end date. This option is useful if you schedule the report to run periodically.
End Date	Select:

	Today - to use today as the last date to check for letter calculations. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for letter calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a letter. For example, if you run a letters calculation every Friday, for Monday to Friday, you would only need to specify the Friday date here.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

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Send Communications Page

Use this page to create a data file containing letter records for student incident information. This data file is later combined (merged) with form letters that you create using Microsoft Word.

When you run this option, the system combines the information created when you calculated letters with the corresponding student and incident information to create a data file containing letter records. Each letter that a student or guardian should receive is stored as one record in this file. For example, if a student has two guardians and each one should receive a letter, he or she will have two records in the data file. Or, if a student has offenses or actions that meet two different criteria, the student will have two records in the data file.

Letters are only sent to a student if at least one of the contacts/student has the Discipline Letters checkbox selected. If there are no records for the student that are set to receive the mailing, no letter is sent.

If your merge file is empty, but you know some students should have received letters, review the Discipline Letters checkbox setting for guardians/students.

For more information on merging letters, refer to Mail Merge Letters. For a list of the available merge fields, refer to Behavior Letter Merge Fields.

Create merge file for letters

1. Select **Interventions > All > Behavior Communications > Send Communications.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the merge file.

Run Date	The date on which the letters you are printing were calculated. Only dates on which letters were calculated can be entered here. If you want to generate a merge file for a Run Date previously used to print letters (for example, for running re-prints), you must select the Include Printed Letters checkbox before you can access the prior date. Otherwise the list only includes dates where letters have not yet been sent.
Run Numbers to Include	Enter or select the letter runs from the specified run date that should be printed. For example, if you calculate letters on a Friday for a range of dates (Monday through Friday), five letter calculation runs will be created (for example, run numbers 1 through 5) for that one date. Select codes from the field's drop-down list, or click (asterisk) to select all codes, then remove any that do not apply.
Include Printed Letters	Checked if you want the merge file to include letters that were already printed. Unchecked if you do not want to include letters that have already been printed.
Download Letter Templates	Not implemented at the current time.

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Behavior Letter Merge Fields

The following fields are included in the Behavior merge file. The merge file is created using the Send Communication option for Behavior Communications. For more information, refer to Send Communications Page.

Merge Field	Information to Print
template_path	File name for the letter.
respond_to_email	Sender email address specified in Behavior Building Configuration for the building. When individuals select to reply to a notification email, this will be the address to which replies are sent.
building	Enrollment building.
date_run	Date that the Calculate Behavior Criteria option was run.
date_from	Date that the calculation started from.
date_thru	Date that the calculation calculated through when the letter was triggered.
incidents_this_letter	Number of incidents that meet this criterion for the reset period.
letter_reset_period	Indicator for the reset period.
student_id	Student's identification number.
student_name	Student's full name.
student_apartment	Apartment complex for student physical mailing address.
student_complex	Complex name for student physical mailing address.
student_street_number	House number for student physical mailing address.
student_street_prefix	Prefix for street name for student physical mailing address.

student_street_name	Street name for student physical mailing address.
student_street_suffix	Suffix for street name for student physical mailing address.
student_street_type	Type for street for student physical mailing address. For example, Ave or St.
student_city	City for student physical mailing address.
student_state	State for student physical mailing address.
student_zip	Zip code for student physical mailing address.
contact_name	Full name of recipient. If more than one guardian is selected to receive discipline letters, the student will have multiple letter records in the merge file.
contact_title	Title of recipient.
contact_apartment	Apartment number for recipient.
contact_complex	Complex name for recipient.
contact_street_number	House number for recipient.
contact_street_prefix	Prefix for street name for recipient.
contact_street_name	Street name for recipient.
contact_street_suffix	Suffix for street name for recipient.
contact_street_type	Type of street for recipient. For example, Ave or St.
contact_city	City for recipient.
contact_state	State for recipient.
contact_zip	Zip code for recipient.
house_team	House/team for student.
grade	Enrollment grade for student.
counselor	Staff ID for student's counselor.

counselor_name	Name for student's counselor.
counselor_phone	Phone number for student's counselor.
counselor_phone_extension	Extension for phone for student's counselor.
contact_email	Email address for recipient.
contact_email_preference	Indicator of whether the recipient has elected to receive notifications by email.
primary_homeroom_staff_ids	Staff ID numbers for the teachers assigned to the student's primary homeroom.
primary_homeroom_teacher_names	Names of the staff members for the teachers assigned to the student's primary homeroom.
primary_homeroom	Room number for the student's primary homeroom.
primary_homeroom_name	Description of the room for the student's primary homeroom.
secondary_homeroom_staff_ids	Staff ID numbers for the teachers assigned to the student's secondary homeroom.
secondary_homeroom_teacher_names	Names of the staff members for the teachers assigned to the student's secondary homeroom.
secondary_homeroom	Room number for the student's secondary homeroom.
secondary_homeroom_name	Description of the room for the student's secondary homeroom.
offense_details	For each incident included in the letter, this field lists the date of incident, offense code and description. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
offense_total_details	List of offense codes and description followed by the total number of times the student has had the offense code reported. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
offense_and_action_details	For each incident, lists the offense and action information.

	Date of incident, offense code and description on the first line. For each action assigned for the offense, lists the action date (if a date is entered) and the action description. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
action_total_details	List of action codes and description followed by the total number of times the student has had this action assigned. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
action_occurrence_dates	Occurrence dates on which actions are to be served. If your district does not track occurrences, do not use this field.
student_first_name	Student's first name.
student_last_name	Student's last name.
contact_first_name	Recipient's first name.
contact_last_name	Recipient's last name.
incident_code	Offense code for which letter was generated.
incident_subcode	Incident category for the incident.
incident_time	Time that incident occurred.
reported_by_name	Name of student, non-student, or staff member who reported the incident.
reported_to	Identifies to whom the incident was reported.
location	Location where the incident occurred.
gang_related	Text indicating if the incident was gang-related. Prints 'Gang-related'or 'Not Gang-related.'
police_notified	Text indicating if the incident was reported to the police. Prints 'Police were not notified.' or 'Police were notified.'

police_notify_date	Date the police were notified.
police_department	Police department to which the incident was reported.
complaint_number	Complaint number for the incident.
officer_name	Name of the officer who took report.
badge_number	Badge number of the officer who took report.
incident_comments	Free text comments about the incident. This text may be 1024 characters long.
offense_subcodes	Offense category for the offense.
weapons	Weapon descriptions that student had as reported for the incident. Multiple weapons are listed in a comma-delimited list with no spaces between descriptions.
drugs	Drug descriptions that student had as reported for the incident. Multiple drugs are listed in a comma-delimited list with no spaces between descriptions.
referred_to	Identifies to whom the student was referred.
police_action	Actions taken by the police.
charges_filed_by	Name of the individual who filed charges.
charges_filed_with	Name of the person with whom they filed charges.
charges	Charges filed related to the incident.
convictions	Convictions related to the incident.
action_fine_amounts	Fine amount student was charged for the incident.
action_cost_amounts	Cost student was charged for the incident.
action_court_cost_amounts	This field will not have a value.
<User defined fields>	Your district has selected the user defined fields that will display at the end of the merge file.

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Daily Action Page

The Daily Action report lists the students assigned to serve an action on a date within a specified date range. The list can be printed to verify that students served actions when assigned. The report orders action information by building, action date, and action code. For each action code, a list of students assigned to serve the action on that date will be listed.

The Behavior System allows districts to track actions by occurrence dates or by a range of dates.

- If your district tracks individual occurrence dates, the report lists students who have an action occurrence with a scheduled start date equal to the date being reported.
- If your district uses start and end dates to track action dates, the report lists students who have an action that has a start date and end date range that falls within the selected report dates. If no end date is entered for an action, the student is listed only on the start date of the action.

Run Daily Action report

1. Select **Interventions > All > Reports > Daily Action**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
Action Codes	Select the types of actions to include in the report. Select codes from the field's drop-down list, or click (asterisk) to select all codes, then remove any that do not apply.
Report Type	Select:

	Action days only - if you want the report to include only days within the selected date range on which students have been assigned to serve behavioral actions. *No-action days only* - if you want the report to include only days within the selected date range on which no students have been assigned to serve behavioral actions. *All days* - if you want the report to include all days within the selected date range.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Page break on date	Checked if you want the report to break to a new page for each date that has actions recorded.
Print Classification	Checked if you want the report to display any special education classifications the student may fall under.
Print Race	Checked if you want the report to display student race. If the student has multiple races, only the first race will be listed.
Print Offense Codes	Checked if you want the report to display the offenses for which the student was assigned this action.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Incident Action/Attendance Verification Report Page

The Incident Action/Attendance Verification report allows you to compare Behavior action information to student Attendance information to verify that the correct attendance has been entered.

The report includes incident and attendance information for students who were assigned one of the selected actions within a specific date range. This is a useful tool to identify students who have an attendance code for a date that does not correspond to the action the student was serving on that day.

Note

This report is designed for districts that track actions by duration, not by occurrence. If your district tracks actions by occurrences, the report will not be generated.

Run Incident Attendance Verification report

1. Select **Interventions > All > Reports > Incident Action/Attendance Verification.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then

	enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Action Codes	Select the types of actions to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Attendance Periods	Select the attendance periods to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Attendance	Select: *All Attendance* - to print all attendance periods on the dates between the student's scheduled start and end for the action. *Missing Attendance* - to print only attendance periods where there is no attendance information. *Attendance Not In* - to print only attendance periods where the student was not marked absent with one of the selected codes. Then select the codes that should have been assigned based on the action codes you selected. For example, if you run the report to find attendance that is not correct for ISS actions, select the attendance code that should be entered when a student serves an ISS. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Incident Averages Page

The Incident Averages report lists a breakdown of incident information for each building by month and incident type. For each month, the report includes the total number of incidents for each incident type and the average number of times that this incident type was reported per day. The average is calculated as the total number of incidents divided by the number of membership days for the month.

Additionally, the report includes a total and average for all incident types for the month, building, and report. The average for all reported buildings is calculated by summing the averages for the incident type for all buildings and then dividing this number by the number of buildings included in the report.

Run Incident Averages report

1. Select **Interventions > All > Reports > Incident Averages**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Buildings	Select the buildings of the students to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Incident Codes	Select the types of incidents to be included in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Start Date	Select the first date to include in the report.
End Date	Select the last date to include in the report.

Non-Student Incidents	Checked if you want the report to also include incidents that only involve non-students. If you leave the box unchecked, the report will only include incidents involving at least one student.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

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Incidents Page

The Incidents report lists incident information for the selected building. The report can list general incident information and offender, victim, and/or witness information, depending on the options you specify. You can also run the report to list only incidents involving non-students.

Run Incidents report

1. Select **Interventions > All > Reports > Incidents**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Buildings	Select the buildings of the students to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Incident Codes	Select the types of incidents to be included in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Non-Student Incidents	Checked if you want the report to only include incidents that involve non-students. If you leave the box unchecked, the report will include all incidents.
Include Offenses	Checked if you want the report to display offender information for the selected incidents.
Include Victims	Checked if you want the report to display victim information for the selected incidents.
Include Witnesses	Checked if you want the report to display witness information for the selected incidents.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Student Incident Detail Report Page

The Student Incident Detail report lists information for students who were involved in incidents within the selected date range. You can select the students to include by specifying criteria.

The report includes each student's grade, gender, race, and birth date, as well as information for incidents the student was involved in as an offender. Additionally, you can choose to include information about incidents where the student was a victim or witness.

- If your district tracks incidents by occurrences, a separate row is printed for each occurrence.
- If your district tracks incidents by date range, a single row is printed per action.

The report format can be configured to include both, either, or neither incident details and totals by student.

- If both the Include Incident Details checkbox and the Include Totals checkbox are checked, the total (summary) information prints after the detail information.
- If neither box is selected, a page prints per student, but no incident information is included.

Run Student Incident Detail report

1. Select **Interventions > All > Reports > Student Incident Detail.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
List Incidents	The types of incidents to include in the report. Select:

	List Incidents Occurring in the Selected Building - to include all incidents in the building, whether involving students registered in the building, students from other buildings, or non-students. *List Incidents for Students Registered in the Selected Building* - to include all incidents for students enrolled in the selected building, regardless of where they occurred.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Print Victim Incidents	Checked if you want the report to also display information for incidents where a student was a victim.
Print Witness Incidents	Checked if you want the report to also display information for incidents where a students was a witness.
Include Incident Details	Checked if you want to include the incident details, including the date of each incident, category, location, gang-related, police involvement, offense type, weapon, or drug involvement. Action information includes dates and durations.
Include Totals	Checked if you want to include the total (summary) information for each student.
Sort Students by Name	Checked if you want the report to sort students by name. Unchecked if you want the report to sort students by ID. Use the options in the Sort panel to determine how incidents are sorted per student.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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About Classroom Issues and Conduct Referrals

On this page:

- Processing Conduct-Related Issues in TAC
- Processing Conduct-Related Issues in Admin Mobile App
  - Processing Conduct-Related Issues Referred to Behavior
  - Processing Conduct-Related Issues Referred to Success Plans

Teacher Access Center (TAC) enables teachers to enter classroom and conduct-related issues that can be referred to disciplinarians or success plan coordinators in eSchoolPlus.

- If the teacher refers a behavior issue, the assigned disciplinarians can use the Behavior Referrals Page to review the issue and escalate it to a behavior incident, where applicable.
- If the teacher refers an academic issue which could require a student success plan, the assigned plan coordinator can use the Success Plan Referral Page to process the issue and where appropriate, escalate it to a student success plan reason.

Administrators who have a Staff ID can also enter conduct referrals using the eSchoolPlus Admin Mobile app.

A teacher can track the status of a referral in TAC's Conduct Referral List or Classroom Issues List page. When a referral's status changes in *eSchoolPLUS*, the change is reflected in the list page's Status field.

Processing Conduct-Related Issues in TAC

Classroom Issues apply to more routine issues tied to a course, homeroom, or activity, from missing homework and class participation to student behavioral concerns, such as talking or sleeping in class. Since these can usually be handled within the classroom environment, teachers can use TAC to enter and track issues for specific students, including any corrective actions they took. Teachers also have the option to refer more serious classroom issues to students' assigned disciplinarians or success plan coordinators, who can then administer them as conduct referrals in eSchoolPlus.

Conduct Referrals relate to issues that require the attention of disciplinarians, whether they occur in or outside of the classroom. Usi gn TAC's Conduct Referrals option, a teacher can record an issue, identify the students, detail their involvement, and refer the issue to a disciplinarian in eSchoolPlus. A conduct referral is never referred to a success plan coordinator.

After creating a referral, a teacher can no longer change the issue, unless the referral is returned by the disciplinarian or plan coordinator.

Processing Conduct-Related Issues in Admin Mobile App

Staff members can use the Discipline option in the Admin Mobile app to record conduct-related issues while they are away from their desks. The app creates a conduct referral. Then, in eSchoolPlus, the conduct referral can be reviewed by a disciplinarian and escalated to create an incident. A conduct referral is never referred to a success plan coordinator.

To use the Admin Mobile app to create conduct referrals, the staff member needs to have a staff record and eSchoolPlus security to maintain incidents.

After creating a referral in the Admin Mobile app, the staff member can no longer change the issue, unless they have security to the eSchoolPlus Behavior Referrals page.

Processing Conduct-Related Issues Referred to Behavior

For an issue referred to Behavior, the disciplinarian assigned can use the Behavior Referrals page to:

- Select a different disciplinarian, if necessary.
- Change the roles of the students identified, or add roles if none are assigned. Three roles are available: Offender, Victim, and Witness. When appropriate, the disciplinarian can also exclude a student.
- Generate a report for the students in an individual issue from the Behavior Referrals page. When necessary, the reports can be mailed to students' guardians as notifications. In addition, reports covering multiple issues can be generated from the Conduct Referral Search Page.
- Return the issue to the teacher to suggest further action or request more information. If needed, the teacher can refer the issue back to the disciplinarian with the additional input.
- Create a behavior incident for the issue. The disciplinarian will assign a Discipline Incident code and enter additional details for the students involved, whether as offenders, victims, or witnesses.
- Mark the issue as resolved, either because no infraction was found or because a resolution could be reached without creating a behavior incident.

For more information, refer to Behavior Referrals Page and Behavior Referrals Procedures.

Processing Conduct-Related Issues Referred to Success Plans

For an issue referred to Success Plan, the plan coordinator assigned can use the SSP Referral page to:

- Generate a report on the issue. When necessary, the report can be mailed to students' guardians as notifications. In addition, reports covering multiple issues can be generated from the Success Plan Referrals List page.

- Return an issue to a teacher for more information or additional action. If needed, the teacher can refer the issue back to the plan coordinator with the additional input.
- Mark the issue as resolved if the plan coordinator determines that no success plan is needed.
- Create a success plan reason and assign it to an existing or new success plan.
- Create a success plan reason without assigning it to a plan.

For more information on referrals to Success Plans, refer to Success Plan Referral Page.

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Conduct Referrals Initial Procedures

On this page:

- Administrators
- Disciplinarians
- Teachers

This topic provides the basic procedures followed by administrators and disciplinarians in setting up Behavior Referrals options in eSchoolPlus.

For daily procedures, refer to Conduct Referrals Daily Procedures.

Administrators

1. Verify that all other Behavior options have been set up and are in use.
2. If needed, update the following Discipline validation tables (**Administration > General Setup > District > Validation Tables**) to reflect your district's procedures for administering conduct referrals:
   - Incident/Offense Codes
   - Locations
   - Offense Categories
3. Set up the following Teacher Access Center tables used by teachers in recording conduct referrals and classroom issues in TAC:
   - Issue Actions (**Administration > General Setup > District > Validation Tables** > Teacher Access Center > Issue Actions)
   - Issue Locations (**Administration > General Setup > District > Validation Tables** > Teacher Access Center > Issue Locations)
4. Define the types of classroom issues and conduct referrals teachers can enter in Teacher Access Center (TAC) on the Issues Page (**Administration > TAC Setup > Setup > Issues**).
5. Set up the options in the Issues and Referrals panel in eSchoolPlus's TAC Building Configuration Page (**Administration > TAC Setup> Setup > TAC Building Configuration**).
   The panel's fields determine who can enter classroom issues and referrals, whether teachers can assign roles to the students involved in issues, and whether teachers can classify referrals by type.
6. If classroom issues can be referred for success plans, use the Plan Coordinators page to define the coordinator for the referrals.
7. Verify that disciplinarians have security access for behavior incidents and conduct referrals in the appropriate buildings.

8. If notifications should be sent to teachers when behavior referrals or success plan referrals are returned, enable the appropriate notifications using the Notifications District Setup Page and Notifications Building Setup Page.

Disciplinarians

- Set up the Behavior widget on your Home Page to display totals for the current school year for behavior incidents and conduct referrals for the buildings where you have security. In addition, the section displays today's totals for the number of students receiving suspensions and detentions. A link to the Conduct Referral Search Page is also provided.

Teachers

- If teachers want to be notified when a referral is returned, then the teacher must subscribe to the notification. Teachers can subscribe to notifications for returned behavior referrals and success plan referrals using the Notification Subscriptions Page in TAC.

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Behavior Referrals Daily Procedures

Teachers use Teacher Access Center (TAC) to record and track classroom issues and conduct referrals. For classroom issues, teachers can refer behavior issues to a student's disciplinarian and academic issues to a student's success plan coordinator.

In addition, disciplinarians can use the eSchoolPlus Home page and Behavior options to track and process the conduct referrals for their buildings.

Teachers

Use the following options in TAC to record and track classroom issues and conduct referrals:

- Classroom Issues - to enter routine student issues tied to a course, homeroom, or activity. Teachers can also record corrective actions they have taken. When needed, a teacher can refer a more serious classroom issue to a student's disciplinarian as a conduct referral in eSchoolPlus.
- Conduct Referrals - to record and refer issues that demand the attention of students' disciplinarians. Teachers can identify the students, detail their involvement, and refer issues to disciplinarians for processing in eSchoolPlus.

Disciplinarians

1. Use the Behavior widget on your Home page in eSchoolPlus to track incidents and access the Behavior Referral Search Page.
2. Use the Conduct Referral Search Page and Behavior Referrals Page to process the issues referred by teachers.
   Disciplinarians' roles include the following:
   - Review referrals - to determine the most appropriate actions.
   - Generate reports - to identify individual students involved in conduct referral issues.
   - Return referrals - to recommend follow-up actions or to request additional information from teachers in TAC. A teacher can either refer the issue back to the disciplinarian or if possible, resolve the issue at the classroom level.
   - Escalate issues - to create behavior incidents in eSchoolPlus from classroom issues filed by teachers.
   - Close issues - to indicate no further action is needed.

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Tables Used in Conduct Referrals

Conduct Referrals use many of the tables that apply to other parts of the eSchoolPlus Behavior system. Several tables are also set up in eSchoolPlus specifically for supporting the Classroom Issues and Conduct Referral options in Teacher Access Center (TAC).

To access validation tables, select **Administration > General Setup > District > Validation Tables.**

Discipline Tables

The following Discipline tables are used for conduct referrals:

- Incident/Offense Codes - Assigned to conduct referrals by disciplinarians when escalating a referral to a behavior incident. The code selected applies to all offenders in an incident and displays in the Offense fields on Behavior pages.
- Locations - Used in Location fields in eSchoolPlus. For related information, refer to TAC's Issue Locations table below.
- Offense Categories - Used in the Offense Category field in eSchoolPlus.

Teacher Access Center Tables

The following Teacher Access Center tables are used for conduct referrals:

- Issue Actions - Used in the Corrective Action field in the Teacher Actions section of TAC pages to validate the actions taken by teachers in response to classroom issues. The codes also display in this field in the Teacher panel of eSchoolPlus's Behavior Referral page. These codes do not apply to conduct referrals.
- Issue Locations - Used in the Location fields in TAC to validate the locations where issues occurred. This table is different from eSchoolPlus's Locations table. To link the two types of locations, a field is provided in the TAC table for entering eSchoolPlus behavior location codes. This enables a TAC location code to be converted to its eSchoolPlus equivalent, when an issue is referred.

TAC Setup Options

In eSchoolPlus versions prior to 4.0, the Issues table was a validation table, but this table is now part of the TAC Setup options in 4.0. To access the Issues table, select **Administration > TAC Setup > Setup > Issues.**

- Issues - Used in the Type field in TAC to validate specific types of conduct referrals and classroom issues. The use of the Type field in TAC depends on eSchoolPlus's TAC Building Configuration page.

- If the page's Conduct Referral Types May Be Set by Teachers/Substitutes checkbox is selected, then teachers can select a type from the Issues table when entering conduct referrals.
- If the box is unchecked, a default type can be selected from the table to apply to all conduct referrals entered in TAC, in which case teachers will not be able to select a type. However, they can select a type for all classroom issues, including those referred to eSchoolPlus as conduct referrals.

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Behavior Communications Process Overview

Behavior letters are used to report behavior problems to students' parents or guardians. Use the Behavior Communications options (Interventions > All > Behavior Communications) to set up letter criteria, calculate which students will receive letters, list students who meet the specified criteria to receive behavior letters, and to generate the data file which can then be merged with form letters your district has created (using Microsoft Word) to notify a student's parents or guardians. The form letters include codes that will bring together Demographics information and Behavior information when you merge the form letters with the data file.
The procedure to create behavior letters involves a number of steps that are briefly explained in the following sections.

Note: You can use the Copy Setups Page option (**Administration > Utilities > Mass Entry & Update > Copy Setups**) to copy behavior configurations and notification setups. The behavior configuration can be copied to a building. The behavior notification setups can be copied to a building, to another school year, and to/from a summer school building.

Setting Up Letters

The following steps should be done once in the beginning of the year by your system administrator. If necessary, changes can be made throughout the year using the Behavior Criteria Setup Page option. You can access this option using any of the following menu paths:

Interventions > All > Behavior Communications > Behavior Criteria Setup

Administration > Interventions Setup > At Risk > Behavior Criteria Setup

Administration > Registration Setup > Activity Eligibility Setup > Behavior Criteria Setup

1. Use the Behavior Building Configuration Page option (**Administration > Interventions Setup > Behavior > Behavior Building Configuration**) to define the following fields:
   - Use Language Templates
   - Form Letter File Name
   - List of Language Codes
   - Registration District-Defined Screen

   The values entered in the fields on the Behavior Building Configuration Page determine the name and directory expected for your primary (form letter template) files and the kinds of information to be included in the letters. For the letters program to perform correctly, the values in these fields must be selected appropriately. Your system administrator usually sets up and maintains the configuration.

2. Use the Behavior Criteria Setup Page (using any of menu paths specified in the introductory paragraph for this procedure) to define and maintain the criteria that determine which students should receive behavior letters. For each criterion you define, you must write a behavior letter. Your system administrator usually sets up and maintains the letter criteria.
3. Use Microsoft Word software to create your Behavior form letter templates.
   Each form must be stored in its own file (called a form letter or primary letter file), and a letter must be written for each letter criterion defined. If you need letters in multiple languages, you must write one letter in each language for every criterion.
   In your form letter templates, you will use merge codes to include Behavior information and information from Student Demographics. The necessary merge codes are specified in the Merging Letters manual. These files are later merged with the *disc* data file created by the Send Communications List Report Page to create your Behavior letters (refer to step 3 of the Processing Letters procedure).
   The letters can include each student's name, address, parent or guardian names, behavior information, and any other information stored in the behavior letter records.

Processing Letters

1. Use the Behavior Criteria Calculation Page option to determine which students should receive behavior letters. You can access this option from any of the following menu paths:
   Interventions > All > At Risk > Behavior Criteria Calculation
   Interventions > All > Behavior Communications > Behavior Criteria Calculation
   Registration > Entry & Reports > Eligibility Calculations > Behavior Criteria Calculation
   When you run this option, offense code and action code totals are compared with letter criteria to find any students who should receive one or more letters. This process creates records in two letter tables: *disc_ltr_header* and *disc_ltr_detail*. These records specify which letters students should receive
2. If desired, use the Generate Communication List Report Page option (**Interventions > All > Behavior Communications > Generate Communication List**) to review which students are eligible for behavior letters.
3. Use the Send Communications List Report Page option (**Interventions > All > Behavior Communications > Send Communications**) to create and sort behavior letter records and create a data file.
   When you run this option, the information created when you calculated letters is combined with applicable student and incident information to create behavior letter records. These records are stored in a data file or secondary letter file, called *disc*, which displays in the Reports section of the Tasks and Reports Page or the Recent Reports section of the **Tasks/Reports** drop-down menu.
   A separate record is created for each letter a student will receive. For example, if a student is eligible for two letters, he or she will have two records in the data file.
4. In the Reports section of the Tasks and Reports Page or the Recent Reports section of the **Tasks/Reports** drop-down menu, right-click the *disc* file, and save it to your PC.
5. Merge your form letters with the *disc* data file to create your behavior letters.
   - When you use Microsoft Word software to create letters, you merge the *disc* data file you saved to your PC in the previous step with the applicable form letters to create your behavior letters.

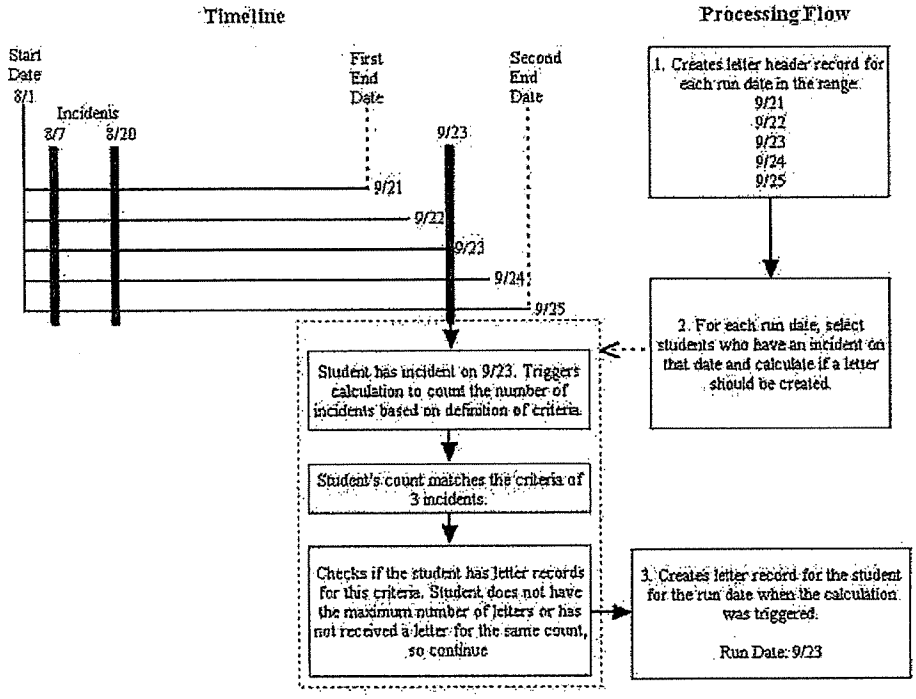
Behavior Criteria Calculation Overview

Use the Behavior Criteria Calculation Page to generate letters for students who meet criteria set up in the Behavior Criteria Setup Page.

The criteria determine whether letters should be sent based on either behavior incidents or actions; the specific incident or action codes that apply; and the number of incidents or actions needed for sending a notification. When you run the Behavior Criteria Calculation option, you can set the time period for when the incidents or actions occurred and select the students whose records should be checked.

For example, letter criteria could be set up for class disruptions with three incidents as the threshold for sending a letter. To generate letters, you would specify the Start Date for checking for incidents and the range of dates for running calculations, from End Date 1 through End Date 2. If an incident is found for a student on a calculation date, the system will search back to the Start Date looking for other incidents. If three incidents are detected, a letter will be triggered using the date of the current calculation.

The following diagram illustrates the process. A Start Date of 8/1 was set, and the first calculation ran on the First End Date, 9/21. When the calculation ran on 9/23, a new incident record was found, initiating a count of previous incidents for the student. Finding two other incident records (on 8/7 and 8/20), the system generated a letter dated for 9/23.



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Behavior Criteria Setup Page

On this page:

- View behavior criteria setups
- Add behavior criteria setups
- Change behavior criteria setups
- Delete behavior criteria setups
- Fields

Use this page to define and maintain the criteria that determine whether students involved in incidents should receive behavior letters, be made ineligible to participate in activities, and be identified as at risk students. The criteria for the behavior letters usually are set up and maintained by your system administrator at the time the system is installed.

Criteria can be based on either offense codes or actions. For example, you could set up one criterion to create a letter for smoking offenses and another for tardiness. You could also use criteria to create letters for different actions, such as detentions and in-school suspensions. To see examples of how criteria can be defined, refer to Example Behavior Criteria.

Caution

Behavior letter criteria should not be changed on a day-to-day basis. Changes in criteria may cause inaccurate records and inconsistent letter calculations. Consult your system administrator before adding, updating, or deleting letter criteria.

View behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the criterion link.

Add behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup.**
2. Click **Add.**
3. Complete fields as needed.

4. Click **Save**.

Change behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup**.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load**.
3. On the Search Results panel, click the criterion link.
4. Change values as needed.
5. Click **Save**.

Delete behavior criteria setups

1. Select **Interventions > All > Behavior Communications > Behavior Criteria Setup**.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load**.
3. Select the 🗑 (Delete) box for the rows to delete.
4. Click **Yes**.

Fields

Criteria Panel

Field	Description
Building	Select the building for which the letter criterion is being entered.
Criterion	Code that identifies the criterion you are defining. Criteria do not have to be entered in numeric order; for example, you may enter criterion 1, then criterion 99. The criterion code is added to the form letter file name in the letter. Character/5
Description	Description of the criterion you are defining. Character/255

Eligibility Panel

Use this panel to select how the eligibility status should be set for students who meet this criteria.

Field	Description
Use to Determine	Checked if this criterion is used to determine eligibility for students who participate in activities. This checkbox must be checked in order to access the other fields on this panel.

Eligibility	
Eligibility Status for Criteria (Unlabeled)	Determines how the eligibility status will be set. Select: *Set Eligibility Status based on Calculation Only* - to base the student's eligibility status solely on this criteria. In this case, eligibility is determined by incident criteria and without regard for the student's current eligibility. The student's overall eligibility status is determined by the most severe status actively assigned to the student for one of the eligibility types, for example, for report cards or behavior. If you select this option, use the Ineligibility Status field to specify the status to assign when a student meets the criteria. *Eligibility Based on Current Status* - to base the student's eligibility status on both this criteria and the student's current eligibility status. For example, if a student's status is Eligible, the calculation could change this to Probationary, and if the status is already Probationary, the calculation could change it to Ineligible. The progression is set in the Current Status grid.
Ineligibility Status	The status to assign if the student meets the criteria. This field can be accessed only if the Set Eligibility Status based on Calculation Only option is selected.
Current Status Grid	Use this grid to set up the eligibility status codes to assign when students meet this criteria. The section enables the assignment of a particular code based on students' current status codes. For example, you could set up a progression where students' status can change from Eligible to Probationary and from Probationary to Ineligible. When you select a code in the Current Status field, a new row of fields displays for setting up another eligibility level. Current Status Select the eligibility codes assigned to students to define their current status. You can select multiple codes from the field's drop-down list. For example, the codes in this field could reflect that students are eligible New Status Select the eligibility code to assign when the student meets the behavior criteria and is currently assigned one of the codes displayed in the Current Status field. 🗑 (Delete) To delete a record, select the row's Delete checkbox, then click **Save**.
Duration of Status	Select the appropriate duration for the status assigned when a student meets this criteria. The duration determines the expiration date for the status.

	When the Overall Eligibility Calculation is run, the student's status will be calculated based on all eligibility records that have not expired. The status also depends on other eligibility calculations, such as the Attendance Criteria Calculation, Behavior Criteria Calculation, and Progress Calculation. Select: *(Duration Type)* - to use durations defined for your building, such as Marking Period or Quarter. In addition, the system allows future durations to be applied by appending "Next" to the beginning of these options, for example, Next Marking Period or Next Quarter. Duration Type Examples (Quarter) *Quarter* - Use this option to specify that the student is ineligible for the remainder of the current marking period. The expiration date for the ineligibility will be set to the end date of the marking period as specified in the Marking Period Weeks records. *Next Quarter* - Use this option to specify that the student is ineligible for the entire next marking period. The effective date for the ineligibility will be set to the start date of the next marking period, while the expiration date will be set to the period's end date. These dates are specified in the Marking Period Weeks records. *CD - Regular Calendar Days* - to specify that the student is ineligible for the number of calendar days entered in the Number of Days field. Calendar days do not consider whether school meets on those days. For example, if a student should be ineligible for 3 weeks, enter 21, which would include weekends and other non-membership days within the period. *SD - School Days* - to specify that the student is ineligible for the number of school (membership) days entered in the Number of Days field. For example, if a student should be ineligible for 3 weeks of school days, enter 15.
Number of Days	Indicates the number of days the student is ineligible for activities. This field can be accessed only if you selected School Days or Regular Calendar Days in the Duration of Status field.

At Risk Panel

Use this panel to define the at risk reason that should be calculated when the student meets the incident criteria.

Field	Description
Use to determine At Risk	Checked if the criteria should be used to determine a student's at risk status when the calculation is run. This checkbox must be selected to access the panel's other fields.
At Risk Reason	Select the at risk reason to create when a student meets this criteria. The field's selections are defined in Registration's Reasons table.

Duration of Status	Select the appropriate duration of the at risk reason assigned when a student meets this criteria. At the end of the period specified, the reason expires. When the at risk calculation is run, the reason will no longer display for the related factor on the student's At Risk Detail page. Select: *(Duration Type)* - to use durations defined for your building, such as Marking Period or Quarter. In addition, the system allows future durations to be applied by adding "Next" to the beginning of these options, for example, Next Marking Period or Next Quarter. Duration Type Examples (Quarter) *Quarter* - Use this option to specify that the at risk reason applies to the remainder of the current marking period. The expiration date for the reason will be set to the end date of the marking period as specified in the Marking Period Weeks records. *Next Quarter* - Use this option to specify that the at risk reason applies for the entire next marking period. The effective date for the reason will be set to the start date of the next marking period, while the expiration date will be set to the period's end date. These dates are specified in the Marking Period Weeks records. *CD - Regular Calendar Days* - to specify that the at risk reason applies for the number of calendar days entered in the Number of Days field. Calendar days do not consider whether school meets on those days. For example, if the at risk reason should apply for 4 weeks, enter 28, which would include weekends and other non-membership days within the period. *SD - School Days* - to specify that the at risk reason applies for the number of school (membership) days entered in the Number of Days field. For example, if a student should be ineligible for 4 weeks of school days, enter 20.
Number of Days	Indicates the number of days the student would be at risk for the reason selected. This field can be accessed only if you selected School Days or Regular Calendar Days in the Duration of Status field.

Calculation Panel

Field	Description
Letter Count Type	Indicates whether the letter count is based on the offense count or action count. Select: *Maximum Letter Count refers to Offenses* - If the student has an offense count within the range specified in the Minimum/Maximum Number of Offenses fields, and the student has not already received the maximum number of letters specified in the Maximum Letters field, the student will receive a letter. *Maximum Letter Count refers to Actions* - if the student has an action count within the range specified in the

	Minimum/Maximum Number of Actions fields, and the student has not already received the maximum number of letters specified in the Maximum Letters field, the student will receive a letter.
Maximum Letters	Enter the maximum number of letters a student can receive for this criterion in the period specified in the Reset Count. This field applies when the minimum and maximum values of offenses or actions are a range of numbers. For example, if your Letter Count Type is set to actions, and you have a range of 1:99 in the Minimum/Maximum Number of Actions fields, the student can get a letter for each new occurrence of the action, up to 99 letters.
Reset Count	Indicates when the letter count for this criterion should be reset to zero. Select: *N - Do not Reset* - if you never want to reset the letter count within the school year. *R - Reset Each Report Card Run* - if you want the calculation to count all incidents from the beginning of the current report card run. *T - Reset Each Term* - if you want the calculation to count all incidents from the beginning of the current semester or term.
Lines of Detail	Enter how many lines of detail you want to include in letters. This affects the following merge fields in the letter: offense details, offense and action details, offense totals, and action totals. For the offense and action detail field, each offense/action combination displays on two lines, but counts as one line of detail here. Make sure the letter file has enough room for two times the number of detail lines. Only the detail lines specified will print. For example, if you only set five lines of detail, only the first five offenses would print in the offense detail section of the letter. **Caution** If you set this to 0 (zero), no letters will be printed.
Incidents to Print	The incident details to include in the notification based on either a defined period or the year-to-date. Select: *Print Incident details for the letter Period* - to include all behavior history for the time period in which the letter was calculated. If your reset period is by report card run, incidents from prior runs will not be included. *Print Incident details for the year-to-date* - to include all behavior history for the year.
Minimum Number of Offenses	The lowest number of incident records a student can have for the selected offenses to qualify for receiving the letter. If you select more than one offense code, the count for offenses will reflect the number of times the student has been assigned any of the codes.

Maximum Number of Offenses	The highest number of records a student can have for the selected offenses to qualify for receiving the letter. If you select more than one offense code, the count for offenses will reflect the number of times the student has been assigned any of the codes.
Offense Codes to Include	Select the offense codes to include in the calculation. If you are calculating based on action, you should include all possible offenses. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Minimum Number of Actions	The lowest number of records student can have for the selected actions to qualify for receiving the letter. If you select more than one action code, the count for actions will reflect the number of times the student has been assigned any of the selected codes. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.
Maximum Number of Actions	The highest number of records the student can have for the selected actions to qualify for receiving a letter. If you select more than one action code, the count for actions will reflect the number of times the student has been assigned any of the selected codes. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.
Action Codes to Include	Select the action codes to include in the calculation. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply. The system calculates actions by the number of times an action was assigned to incidents. For example, if a student is assigned three days of detention for a single incident, the system counts this as one action.

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Example Behavior Criteria

Example 1: Letter for Every Suspension

Field Name	Option to Select/Information to Enter
Letter Count Type	Maximum Letter Count refers to Actions
Maximum Letters	90
Reset Count	Do not Reset
Lines of Detail	40
Incidents to Print	Print Incident details for the year-to-date
Minimum Number of Offenses	1
Maximum Number of Offenses	999
Offense Codes to Include	Select all codes
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Codes your district uses for any type of suspension, for example, ISS, OSS, and BSS.

This letter goes out whenever a student has received an action of suspension, for example ISS (In-School Suspension) or OSS (Out-of-School Suspension). All offense codes have been selected in the Offense Codes to Include field, indicating it does not matter what offense resulted in the action. The letter will be sent out with information for the entire year, and the letter count is never reset.

Example 2: Letter for Specific Number of Actions

Field Name	Option to Select/Information to Enter

Letter Count Type	Maximum Letter Count refers to Actions
Maximum Letters	3
Reset Count	Reset Each Report Card Run
Lines of Detail	3
Incidents to Print	Print Incident details for the letter Period
Minimum Number of Offenses	1
Maximum Number of Offenses	999
Offense Codes to Include	Select all codes
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Codes your district uses for any type of suspension, for example, ISS, OSS, and BSS.

This letter goes out when a student has received five actions of suspension (Bus Suspension, In-School Suspension, or Out-of-School Suspension). A maximum of three letters can be sent. The letter count starts again at the beginning of each marking period.

Example 3: Letter For Specific Offense, No Action Required

Field Name	Option to Select/Information to Enter
Letter Count Type	Maximum Letter Count refers to Offenses
Maximum Letters	90
Reset Count	Do not Reset
Lines of Detail	40
Incidents to Print	Print Incident details for the year-to-date
Minimum Number of Offenses	1

Maximum Number of Offenses	999
Offense Codes to Include	Code your district uses for a drug violation.
Minimum Number of Actions	5
Maximum Number of Actions	999
Action Codes to Include	Select all codes

This letter goes out when a student has received an offense code of DRUG. All action codes have been selected in the Action Codes to Include field, indicating it does not matter what action was taken. The letter will be sent out with information for the entire year, and the letter count is never reset.

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Behavior Criteria Calculation Page

Use this page to run calculations for generating behavior letters, determining eligibility for activities, and setting the status of students to at risk. The calculation is based on criteria defined on the Behavior Criteria Setup Page.

The system actually runs several calculations. First it calculates the number of offense or action codes from students' prior records, then it calculates the number of offenses or actions for each day within the current calculation period. The first calculation is defined by a Start Date and First End Date, while the current calculation period is defined by the First End Date and Second End Date.

During the calculations, offense code and action code totals are compared with letter criteria to find all students who should receive one or more letters. This process creates records in two letter tables: DISC_LTR_HEADER and DISC_LTR_DETAIL. These records specify which letters students should receive. The Calculate Discipline Letters Status log generated by running this option lists the Run Number, Run End Date, and Number of Letters Generated based on the criteria entered.

After running this option, you can use the Generate Communication List Report Page option to review which students are eligible for behavior letters or go directly to the Send Communications option to create the data file.

Calculate behavior criteria

1. Select one of the following menu options:
   Interventions > All > Behavior Communications > Behavior Criteria Calculation
   Interventions > All > At Risk > Behavior Criteria Calculation
   Registration > Entry & Reports > Eligibility Calculations > Behavior Criteria Calculation
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description

Building	Building for the students being processed by the calculation.
Start Date	Beginning of the date range for selecting the incidents to include in the calculation, usually the start of the school year. In calculating this period, the system searches for incidents from the Start Date up to but not including the First End Date. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
First End Date	The first date to use as an endpoint of calculations. Calculations always run from the specified Start Date to this date. Beginning date of the current letter calculation period. The system calculates for incidents that occur from the First End Date through the Second End Date. For example, district policy requires a letter to be sent after a student has three incidents reported for arriving late. If a student had two incidents of lateness before the current calculation period and a third lateness incident is recorded on the second day of the current calculation period, a letter file will be generated for the student. Select: *By Date* - to use a set date as the first end date. *By Prior Days* - to run the process for a set number of attendance days. Prior days count backward from the end date. For example, if the end date is Friday and you want the report to cover a full week Monday through Friday, enter 4. This option is useful if you schedule the process to run periodically. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
Second End Date	The ending date of calculations. Select: *Today* - to use today as the last date to check. This option is useful if you schedule the calculation to run periodically. *By Date* - to use a set date as the end date for the calculation. The program calculates over a range to ensure that students who did not meet the criteria by the First End Date, but would exceed the criteria by the Second End Date, will receive the appropriate letter. If you calculate letters each day, this date is the same as the First End Date. For more information on specifying dates for this calculation, refer to Specifying Dates for Behavior Criteria Calculation.
Criteria To Include	The notification criteria to check. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.

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Specifying Dates for Behavior Criteria Calculation

You must calculate letters on a daily basis or, if you calculate once a week, over a range of dates so that students receive the correct letters. The following examples illustrate the effects of calculating over a range versus calculating for only certain dates. Letter 1 is a warning notice sent to students who were caught fighting once, and Letter 2 is a suspension notice sent to students who were caught fighting for the second time.

Example 1: If you calculate letters daily

Letters will be calculated for each day, and students will be matched with the letter criteria. The result is that guardians of a student caught fighting once would receive Letter 1, warning that the student will be suspended if caught fighting again. The student's next behavior incident involving fighting would result in Letter 2, a suspension notice.

Example 2: If you calculate letters over a range of dates

The system will run separate calculations for each day in the range. For instance, if you calculate on a Friday for a range of dates including Monday through Friday, the system will generate five calculation runs, one for each day.

The guardians of a student caught fighting on Monday and Friday would receive two letters: the Letter 1 warning notice for the first incident and the Letter 2 suspension notice for the second incident.

However, if you ran the calculation with the First End Date and Second End Date both equal to Friday, only one suspension letter would be generated, with both incidents listed.

Example 3: If you do not calculate letters daily or over a range of dates

Letters will not be calculated for each day, making it possible for a student to be missed in the letter criteria.

For instance, if you calculate letters once a week, but for only one date, a student who had multiple incidents may not receive all of the appropriate letters. If the student was in a fight on Monday and another on Thursday, running the calculation on Friday would generate a suspension notice based on the two incidents, provided you used a Start Date on or before the first incident's date. However, in this case, a warning notice would not be generated for the first incident.

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Generate Communication List Report Page

Use this page to print a report containing the date and run number of the behavior criteria calculations, and the first and last dates included in the calculations. The listing also lists, for each criteria and date, the students who qualified for letters, the number of offenses and actions resulting in the letter, and whether the letter was printed. For more information, refer to Behavior Criteria Calculation Overview.

Generate list of students who meet behavior criteria

1. Select **Interventions > All > Behavior Communications > Generate Communication List**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report. The report displays letters generated for students enrolled in the specified building.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the date to begin checking for letter calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a letter. For example, if you run a letters calculation every Friday, for Monday to Friday, you would only need to specify the Friday date here. *By Prior Days* - to run the report for a set number of days. Enter the total days to include in the report. Prior days count backward from the end date. This option is useful if you schedule the report to run periodically.
End Date	Select:

	Today - to use today as the last date to check for letter calculations. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for letter calculations. This refers to the date on which a calculation was run, not the incident date that resulted in a letter. For example, if you run a letters calculation every Friday, for Monday to Friday, you would only need to specify the Friday date here.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

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Send Communications Page

Use this page to create a data file containing letter records for student incident information. This data file is later combined (merged) with form letters that you create using Microsoft Word.

When you run this option, the system combines the information created when you calculated letters with the corresponding student and incident information to create a data file containing letter records. Each letter that a student or guardian should receive is stored as one record in this file. For example, if a student has two guardians and each one should receive a letter, he or she will have two records in the data file. Or, if a student has offenses or actions that meet two different criteria, the student will have two records in the data file.

Letters are only sent to a student if at least one of the contacts/student has the Discipline Letters checkbox selected. If there are no records for the student that are set to receive the mailing, no letter is sent.

If your merge file is empty, but you know some students should have received letters, review the Discipline Letters checkbox setting for guardians/students.

For more information on merging letters, refer to Mail Merge Letters. For a list of the available merge fields, refer to Behavior Letter Merge Fields.

Create merge file for letters

1. Select **Interventions > All > Behavior Communications > Send Communications.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the merge file.

Run Date	The date on which the letters you are printing were calculated. Only dates on which letters were calculated can be entered here. If you want to generate a merge file for a Run Date previously used to print letters (for example, for running re-prints), you must select the Include Printed Letters checkbox before you can access the prior date. Otherwise the list only includes dates where letters have not yet been sent.
Run Numbers to Include	Enter or select the letter runs from the specified run date that should be printed. For example, if you calculate letters on a Friday for a range of dates (Monday through Friday), five letter calculation runs will be created (for example, run numbers 1 through 5) for that one date. Select codes from the field's drop-down list, or click (asterisk) to select all codes, then remove any that do not apply.
Include Printed Letters	Checked if you want the merge file to include letters that were already printed. Unchecked if you do not want to include letters that have already been printed.
Download Letter Templates	Not implemented at the current time.

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Behavior Letter Merge Fields

The following fields are included in the Behavior merge file. The merge file is created using the Send Communication option for Behavior Communications. For more information, refer to Send Communications Page.

Merge Field	Information to Print
template_path	File name for the letter.
respond_to_email	Sender email address specified in Behavior Building Configuration for the building. When individuals select to reply to a notification email, this will be the address to which replies are sent.
building	Enrollment building.
date_run	Date that the Calculate Behavior Criteria option was run.
date_from	Date that the calculation started from.
date_thru	Date that the calculation calculated through when the letter was triggered.
incidents_this_letter	Number of incidents that meet this criterion for the reset period.
letter_reset_period	Indicator for the reset period.
student_id	Student's identification number.
student_name	Student's full name.
student_apartment	Apartment complex for student physical mailing address.
student_complex	Complex name for student physical mailing address.
student_street_number	House number for student physical mailing address.
student_street_prefix	Prefix for street name for student physical mailing address.

student_street_name	Street name for student physical mailing address.
student_street_suffix	Suffix for street name for student physical mailing address.
student_street_type	Type for street for student physical mailing address. For example, Ave or St.
student_city	City for student physical mailing address.
student_state	State for student physical mailing address.
student_zip	Zip code for student physical mailing address.
contact_name	Full name of recipient. If more than one guardian is selected to receive discipline letters, the student will have multiple letter records in the merge file.
contact_title	Title of recipient.
contact_apartment	Apartment number for recipient.
contact_complex	Complex name for recipient.
contact_street_number	House number for recipient.
contact_street_prefix	Prefix for street name for recipient.
contact_street_name	Street name for recipient.
contact_street_suffix	Suffix for street name for recipient.
contact_street_type	Type of street for recipient. For example, Ave or St.
contact_city	City for recipient.
contact_state	State for recipient.
contact_zip	Zip code for recipient.
house_team	House/team for student.
grade	Enrollment grade for student.
counselor	Staff ID for student's counselor.

counselor_name	Name for student's counselor.
counselor_phone	Phone number for student's counselor.
counselor_phone_extension	Extension for phone for student's counselor.
contact_email	Email address for recipient.
contact_email_preference	Indicator of whether the recipient has elected to receive notifications by email.
primary_homeroom_staff_ids	Staff ID numbers for the teachers assigned to the student's primary homeroom.
primary_homeroom_teacher_names	Names of the staff members for the teachers assigned to the student's primary homeroom.
primary_homeroom	Room number for the student's primary homeroom.
primary_homeroom_name	Description of the room for the student's primary homeroom.
secondary_homeroom_staff_ids	Staff ID numbers for the teachers assigned to the student's secondary homeroom.
secondary_homeroom_teacher_names	Names of the staff members for the teachers assigned to the student's secondary homeroom.
secondary_homeroom	Room number for the student's secondary homeroom.
secondary_homeroom_name	Description of the room for the student's secondary homeroom.
offense_details	For each incident included in the letter, this field lists the date of incident, offense code and description. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
offense_total_details	List of offense codes and description followed by the total number of times the student has had the offense code reported. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
offense_and_action_details	For each incident, lists the offense and action information.

	Date of incident, offense code and description on the first line. For each action assigned for the offense, lists the action date (if a date is entered) and the action description. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
action_total_details	List of action codes and description followed by the total number of times the student has had this action assigned. Please note that this field includes a hard return. You cannot include this field in the middle of a paragraph. It should be included below the letter text.
action_occurrence_dates	Occurrence dates on which actions are to be served. If your district does not track occurrences, do not use this field.
student_first_name	Student's first name.
student_last_name	Student's last name.
contact_first_name	Recipient's first name.
contact_last_name	Recipient's last name.
incident_code	Offense code for which letter was generated.
incident_subcode	Incident category for the incident.
incident_time	Time that incident occurred.
reported_by_name	Name of student, non-student, or staff member who reported the incident.
reported_to	Identifies to whom the incident was reported.
location	Location where the incident occurred.
gang_related	Text indicating if the incident was gang-related. Prints 'Gang-related'or 'Not Gang-related.'
police_notified	Text indicating if the incident was reported to the police. Prints 'Police were not notified.' or 'Police were notified.'

police_notify_date	Date the police were notified.
police_department	Police department to which the incident was reported.
complaint_number	Complaint number for the incident.
officer_name	Name of the officer who took report.
badge_number	Badge number of the officer who took report.
incident_comments	Free text comments about the incident. This text may be 1024 characters long.
offense_subcodes	Offense category for the offense.
weapons	Weapon descriptions that student had as reported for the incident. Multiple weapons are listed in a comma-delimited list with no spaces between descriptions.
drugs	Drug descriptions that student had as reported for the incident. Multiple drugs are listed in a comma-delimited list with no spaces between descriptions.
referred_to	Identifies to whom the student was referred.
police_action	Actions taken by the police.
charges_filed_by	Name of the individual who filed charges.
charges_filed_with	Name of the person with whom they filed charges.
charges	Charges filed related to the incident.
convictions	Convictions related to the incident.
action_fine_amounts	Fine amount student was charged for the incident.
action_cost_amounts	Cost student was charged for the incident.
action_court_cost_amounts	This field will not have a value.
<User defined fields>	Your district has selected the user defined fields that will display at the end of the merge file.

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Daily Action Page

The Daily Action report lists the students assigned to serve an action on a date within a specified date range. The list can be printed to verify that students served actions when assigned. The report orders action information by building, action date, and action code. For each action code, a list of students assigned to serve the action on that date will be listed.

The Behavior System allows districts to track actions by occurrence dates or by a range of dates.

- If your district tracks individual occurrence dates, the report lists students who have an action occurrence with a scheduled start date equal to the date being reported.
- If your district uses start and end dates to track action dates, the report lists students who have an action that has a start date and end date range that falls within the selected report dates. If no end date is entered for an action, the student is listed only on the start date of the action.

Run Daily Action report

1. Select **Interventions** > **All** > **Reports** > **Daily Action**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
Action Codes	Select the types of actions to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Report Type	Select:

	Action days only - if you want the report to include only days within the selected date range on which students have been assigned to serve behavioral actions. *No-action days only* - if you want the report to include only days within the selected date range on which no students have been assigned to serve behavioral actions. *All days* - if you want the report to include all days within the selected date range.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Page break on date	Checked if you want the report to break to a new page for each date that has actions recorded.
Print Classification	Checked if you want the report to display any special education classifications the student may fall under.
Print Race	Checked if you want the report to display student race. If the student has multiple races, only the first race will be listed.
Print Offense Codes	Checked if you want the report to display the offenses for which the student was assigned this action.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Incident Action/Attendance Verification Report Page

The Incident Action/Attendance Verification report allows you to compare Behavior action information to student Attendance information to verify that the correct attendance has been entered.

The report includes incident and attendance information for students who were assigned one of the selected actions within a specific date range. This is a useful tool to identify students who have an attendance code for a date that does not correspond to the action the student was serving on that day.

Note

This report is designed for districts that track actions by duration, not by occurrence. If your district tracks actions by occurrences, the report will not be generated.

Run Incident Attendance Verification report

1. Select **Interventions > All > Reports > Incident Action/Attendance Verification**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then

	enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Action Codes	Select the types of actions to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Attendance Periods	Select the attendance periods to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Attendance	Select: *All Attendance* - to print all attendance periods on the dates between the student's scheduled start and end for the action. *Missing Attendance* - to print only attendance periods where there is no attendance information. *Attendance Not In* - to print only attendance periods where the student was not marked absent with one of the selected codes. Then select the codes that should have been assigned based on the action codes you selected. For example, if you run the report to find attendance that is not correct for ISS actions, select the attendance code that should be entered when a student serves an ISS. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Incident Averages Page

The Incident Averages report lists a breakdown of incident information for each building by month and incident type. For each month, the report includes the total number of incidents for each incident type and the average number of times that this incident type was reported per day. The average is calculated as the total number of incidents divided by the number of membership days for the month.

Additionally, the report includes a total and average for all incident types for the month, building, and report. The average for all reported buildings is calculated by summing the averages for the incident type for all buildings and then dividing this number by the number of buildings included in the report.

Run Incident Averages report

1. Select **Interventions > All > Reports > Incident Averages**.
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Buildings	Select the buildings of the students to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Incident Codes	Select the types of incidents to be included in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Start Date	Select the first date to include in the report.
End Date	Select the last date to include in the report.

Non-Student Incidents	Checked if you want the report to also include incidents that only involve non-students. If you leave the box unchecked, the report will only include incidents involving at least one student.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

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Incidents Page

The Incidents report lists incident information for the selected building. The report can list general incident information and offender, victim, and/or witness information, depending on the options you specify. You can also run the report to list only incidents involving non-students.

Run Incidents report

1. Select **Interventions > All > Reports > Incidents.**
2. Specify the report options.
3. Click Run.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Buildings	Select the buildings of the students to include in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Incident Codes	Select the types of incidents to be included in the report. Select codes from the field's drop-down list, or click * (asterisk) to select all codes, then remove any that do not apply.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.

End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Non-Student Incidents	Checked if you want the report to only include incidents that involve non-students. If you leave the box unchecked, the report will include all incidents.
Include Offenses	Checked if you want the report to display offender information for the selected incidents.
Include Victims	Checked if you want the report to display victim information for the selected incidents.
Include Witnesses	Checked if you want the report to display witness information for the selected incidents.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Student Incident Detail Report Page

The Student Incident Detail report lists information for students who were involved in incidents within the selected date range. You can select the students to include by specifying criteria.

The report includes each student's grade, gender, race, and birth date, as well as information for incidents the student was involved in as an offender. Additionally, you can choose to include information about incidents where the student was a victim or witness.

- If your district tracks incidents by occurrences, a separate row is printed for each occurrence.
- If your district tracks incidents by date range, a single row is printed per action.

The report format can be configured to include both, either, or neither incident details and totals by student.

- If both the Include Incident Details checkbox and the Include Totals checkbox are checked, the total (summary) information prints after the detail information.
- If neither box is selected, a page prints per student, but no incident information is included.

Run Student Incident Detail report

1. Select **Interventions > All > Reports > Student Incident Detail.**
2. Specify the report options.
3. Click **Run.**
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Fields

Prompts Panel

Field	Description
Building	Select the building of the students to include in the report.
List Incidents	The types of incidents to include in the report. Select:

	List Incidents Occurring in the Selected Building - to include all incidents in the building, whether involving students registered in the building, students from other buildings, or non-students. *List Incidents for Students Registered in the Selected Building* - to include all incidents for students enrolled in the selected building, regardless of where they occurred.
Start Date	Select: *By Date* - to use a set date as your start date. Enter the first date to check for incidents. *By Prior Days* - to enter the number of days to include in the report before the End date. This option is useful if you schedule the report to run periodically. For example, for a weekly report, enter 4 as the number of prior days (Monday-Thursday), then enter Today as the End Date. Then, if you then select Weekly with Friday as the selected day and every 1 week as the interval on the Run panel, a report for the past week will run every Friday.
End Date	Select: *Today* - to use today as the last date to check. This option is useful if you schedule the report to run periodically. *By Date* - to use a set date as the end date of your report. Enter the last date to check for incidents.
Print Victim Incidents	Checked if you want the report to also display information for incidents where a student was a victim.
Print Witness Incidents	Checked if you want the report to also display information for incidents where a students was a witness.
Include Incident Details	Checked if you want to include the incident details, including the date of each incident, category, location, gang-related, police involvement, offense type, weapon, or drug involvement. Action information includes dates and durations.
Include Totals	Checked if you want to include the total (summary) information for each student.
Sort Students by Name	Checked if you want the report to sort students by name. Unchecked if you want the report to sort students by ID. Use the options in the Sort panel to determine how incidents are sorted per student.
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.

Sort Panel

Use the Sort panel 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 displays records in either ascending or descending order based on the sort fields.

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Print Behavior Referral Reports

On this page:

- Print reports for behavior referrals (from Behavior Referrals page)
- Print report for a referral that was escalated to a behavior incident
- Print report for all referrals that were escalated to behavior incidents involving a student
- Fields

Use the Referral Report window to generate printable reports for each student involved in a conduct referral or a behavior incident that originated as a conduct referral. The report provides the names of students, teachers, counselors, disciplinarians, and behavior administrators, as well as student roles, incident dates, notes, and other details.

The Referral Report window provides several options for tailoring the report to specific situations:

- You can determine whether to send the report to students' addresses or their designated contacts. The report prints in portrait format with the address line positioned for a #10 window envelope.
- You can include sections on the teacher's corrective actions (where applicable), the incident actions taken, and the incident's referral history.
- You can choose to include signature lines for parents or guardians to sign.
- You can include either issues related to the current issue; all issues for the student in the related class, homeroom, or activity; or all issues for the student in all classes. These particular options only apply to referrals that originated in TAC as classroom, as opposed to conduct, issues.
- You can include or exclude header and footer text.
- You can sort the report by either disciplinarian or student names.

Print reports for behavior referrals (from Behavior Referrals page)

1. Select **Interventions > All > Office > Behavior Referrals.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
   - To run a report for all of the referrals listed, click ⚙ (Additional options) on the Conduct Referral Search page, and then select **Printable.**

- To run a report for a specific referral, click the referral's Type link to display the Behavior Referrals page, click ⋮ (Additional options), and then select **Printable**.

3. On the Referral Report window, specify the report options. For field descriptions, refer below.
4. Click **Run**. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Print report for a referral that was escalated to a behavior incident

You can print the referral report for an incident created from a referral from the Incident Detail, Offender Detail, Victim Detail, or Witness Detail page. The report will include the referral details for all students included in the referral.

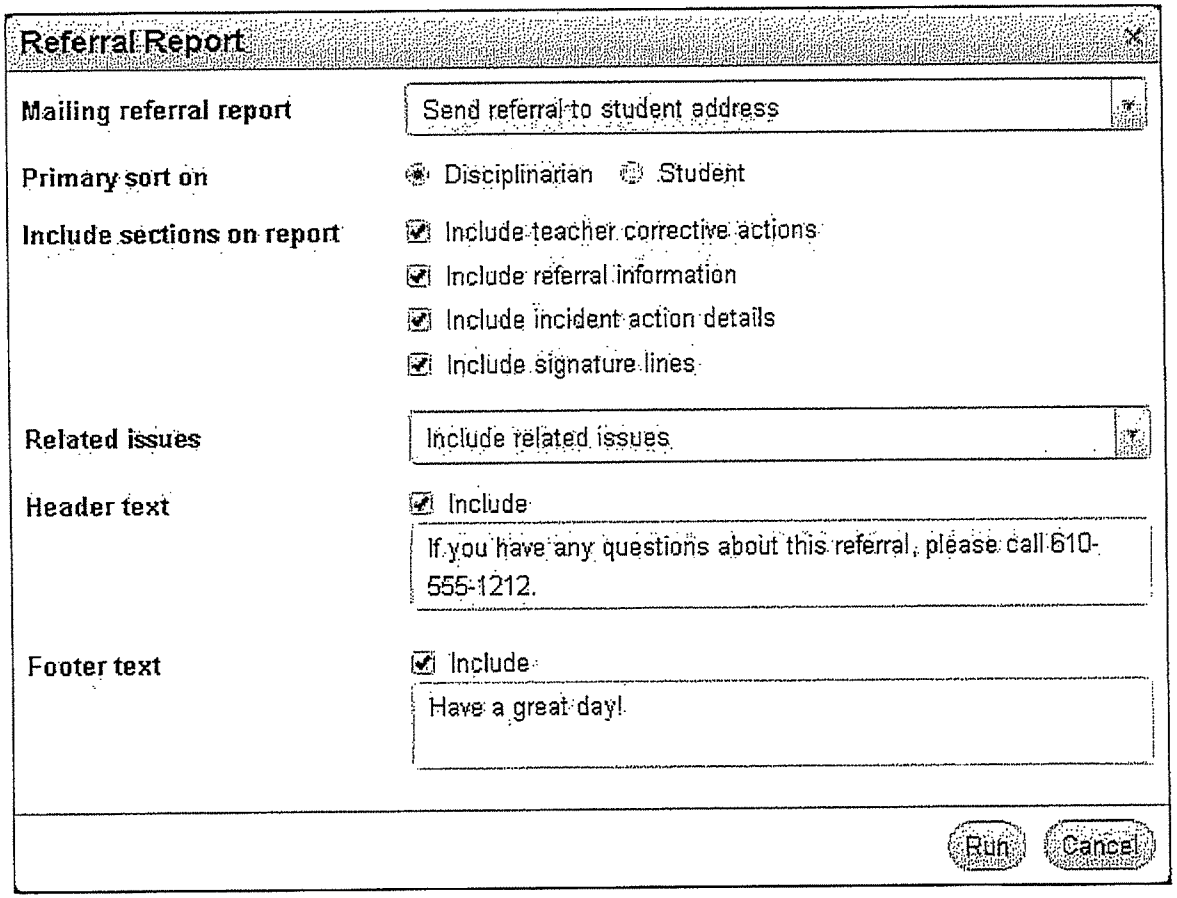
1. Select **Interventions > All > Office > Incident Detail**.
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load**.
3. On the Search Results panel, click the Incident link.
4. From any of the incident-related pages, click ⋮ (Additional options), and then select **Referral Report**. This option displays only for an incident that was created based on a conduct referral.
5. On the Referral Report window, specify the report options. For field descriptions, refer to the online help.
6. Click **Run**. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Print report for all referrals that were escalated to behavior incidents involving a student

You can print the referral report for a student to print referral information for all incidents created from referrals. The report will include the referral details for all students included in the referrals.

1. Select Interventions > All > Student > Behavior Incidents.
2. On the Student Search Page, search for the appropriate student, then click the student's name link.
3. On the Behavior Incidents Page that displays incidents related to the selected student, click ⋮ (Additional options), and then select **Referral Report**. This option displays only if at least one incident was created based on a conduct referral.
4. On the Referral Report Page, specify the report options. For field descriptions, refer to the online help.
5. Click **Run**. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

Sample Referral Report Page



Fields

Field	Description
Mailing referral report	Indicates which type of address to print for each student. Select: *Send referral to student address* - to include the student's mailing address. *Send referral to those flagged in registration* - to include mailing addresses for contacts designated for Discipline in the Contact page.
Primary	Select:

sort on	*Disciplinarian* - to sort report pages by disciplinarians' names. *Student* - to sort report pages by students' names.
Include sections on report	Checkboxes for specifying additional sections to include on each report: *Include teacher corrective actions* - Checked if a section should be included providing details on the actions taken by teachers, as recorded in TAC. *Include referral information* - Checked if a section should be included listing each issue's referral history. *Include incident action details* - Checked if a section should be included listing the action, scheduled duration and scheduled dates and times for each action assigned. Scheduled dates and times are displayed only if your district tracks actions by occurrence. No dates are displayed if your district tracks actions by duration. *Include signature lines* - Checked if a line should be included at the end of the report for the parent or guardian to sign.
Related issues	This field displays only for conduct referrals that originated in TAC as classroom issues. Select: *Do not show related issues* - to not include any related issues. *Include all issues for this student* - to include all issues on record for each student regardless of teacher. *Include issues for this student in this class* - to include all issues from the course, homeroom, or activity related to the current issue. *Include related issues* - to include previous issues selected by the teacher as related to the current issue.
Header text	Enter text to appear at top of the report, just below the student address and general information section. Character/255 A default header may display, depending on your building's Behavior Building Configuration. If needed, you can modify the default text.
Include (Header Text)	Checked if the text in the Header Text box should display on the report. Leave the checkbox unchecked to exclude the header text.
Footer text	Enter text to appear at bottom of the report, just above the signature line. Character/255 A default footer may display, depending on your building's Behavior Building Configuration. If needed, you can modify the default text.
Include (Footer Text)	Checked if the text in the Footer Text box should display on the report. Leave the checkbox unchecked to exclude the footer text.

Behavior Referrals Procedures

On this page:

- Review behavior referrals
- Create behavior incidents from referrals
- Return behavior referrals to teacher
- Resolve issues
- Print reports for behavior referrals

These tasks are completed on the Behavior Referral Search Page and the Behavior Referrals Page.

After reviewing the information in a behavior referral, you can select whether to escalate the referral to create a behavior incident, return the referral to a teacher to request more information or suggest other actions, or resolve (close) the issue without taking further action.

You can also create printable reports of single or multiple referrals. For more information, refer to Print Behavior Referral Reports.

Review behavior referrals

1. Select **Interventions > All > Office > Behavior Referrals.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the appropriate link in the Type column.
4. On the Behavior Referrals page, review the details entered in the referral.
5. If the referral originated in TAC as a classroom issue, additional panels may display on the Behavior Referrals page.
    - The Other Issues for the Student panel displays on the page for you to review additional information entered by the teacher. To select the issues to display, click ⚙ (Additional options), and then select:
      Related issues - to display all issues the teacher selected as related to the referred issue.
      All Issues for the Class - to display all issues for this student in the current class, homeroom, or activity.
      All Issues for Student - to display all issues for the current student, including those recorded by other teachers.
    - The Teacher Corrective Actions panel displays if any corrective action was entered by the teacher in TAC.
6. To update the issue, enter changes on the Behavior Referrals page, and then click **Save.**

Create behavior incidents from referrals

After reviewing a referral, you can escalate the referral to create a behavior incident.

1. Select **Interventions > All > Office > Behavior Referrals.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the appropriate link in the Type column.
4. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to I - Create Behavior Incident.
5. Enter information about the incident in the Administrative Actions and Student(s) Involved panels. Then click **Save.** The issue's Status is set to Incident Created.
6. To review the Incident Detail page for the incident created from the referral, click the Incident Created link in the Issue panel.
7. Add or change information about the incident, as needed, and then click **Save.** For field descriptions, refer to Incident Detail Page.
    - To create a printable report of the incident, click ⚙ (Additional options), and then select **Referral Report.**
    - To return to the Behavior Referral page, click ⚙ (Additional options), and then select **Referral Detail.**

Return behavior referrals to teacher

After reviewing a referral, you can return the issue to suggest other actions for the teacher to take or to request additional information. A teacher can update a returned referral in TAC and can refer it back to the disciplinarian if needed.

1. Select **Interventions > All > Office > Behavior Referrals.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the appropriate link in the Type column.
4. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to T - Return.
5. In the Notes field on the Administrative Actions panel, provide feedback as needed, or enter a request for additional details on the issue.
6. Click **Save.** The issue's Status is set to Returned.

Resolve issues

After reviewing a referral, you can close it if the issue has been resolved or if no infraction was found.

1. Select **Interventions > All > Office > Behavior Referrals.**
2. If needed, enter criteria on the search page for a Simple or Advanced Search, and then click **Load.**
3. On the Search Results panel, click the appropriate link in the Type column.
4. In the Administrative Actions panel of the Behavior Referrals page, set the Action field to R - Resolve.
5. In the Notes field on the Administrative Actions panel, provide feedback as needed.
6. Click **Save.** The issue's Status is set to No Infraction.

Behavior Referral Search Page

Use this page to review the list of conduct referrals and classroom issues referred by teachers in TAC, and to review conduct referrals entered by staff members using the eSchoolPlus Admin Mobile app. This page displays general information about each issue that was referred.

Interventions > All > Office > Behavior Referrals

Review behavior referrals

Print reports for behavior referrals

Tip

To limit results to referrals entered either as classroom issues or conduct referrals, use the Advanced Search to search on the Issue table's Issue Source field

- To find referrals created as Conduct Referrals, search for the Issue Source field with a value of R (for Referral).

To find referrals created as Classroom Issues, search for the Issue Source field with a value of C (for Classroom Issue).

Search Criteria Panel (Simple Search Mode)

This section includes basic fields that are useful in finding referrals. The search results will be limited to records matching all of the values you select in these fields.

- After you run a search, the panel collapses. To expand the panel and display the last criteria run, click ▶ (Expand) or Search Criteria (the panel's title).

Field	Description
Referral Date	Search by the date that the issue was referred.
Issue Type	Search by the issue type selected when the teacher entered the issue or conduct referral. If your building does not allow teachers to select a type for conduct referrals, all conduct referrals will have the same type.
Location	Search by the location where the issue occurred, as recorded by the staff member.

Status	Search by the overall status of the issue. The possible statuses are: *I - Incident Created* - The disciplinarian created a behavior incident for the issue. *N - No Infraction* - The disciplinarian indicated the issue was resolved, so no further action is needed. *R - Referred* - The teacher referred the issue to a disciplinarian. *T - Returned* - For an issue that was referred to a disciplinarian, indicates that the disciplinarian has returned the referral to the teacher with either a suggestion for resolving the issue or a request for more information. A teacher can update a returned referral in TAC and can refer it again to the disciplinarian as needed.

Search Results Panel

Issue Information Section (unlabeled)

Field	Description
Date	Date that the issue was referred.
Type	Issue type selected when the teacher entered the issue or conduct referral. Click this link to open the Behavior Referrals Page, which displays detailed information on the referral. You can use this page to escalate a referral to a behavior incident or return the referral to the teacher for further action. If your building does not allow teachers to select a type for conduct referrals, all conduct referrals will have the same type.
Referred By	Name of the teacher who entered the issue.
Referred To	Name of the disciplinarian to whom the issue was referred. If a referral includes multiple students who have different disciplinarians, this field will be blank until a disciplinarian updates the referral information.
Status	Indicates the overall status of the issue. The possible statuses are: *I - Incident Created* - The disciplinarian created a behavior incident for the issue. *N - No Infraction* - The disciplinarian indicated the issue was resolved, so no further action is needed. *R - Referred* - The teacher referred the issue to a disciplinarian. *T - Returned* - For an issue that was referred to a disciplinarian, indicates that the disciplinarian has returned the referral to the teacher with either a suggestion for resolving the issue or a request for more information. A teacher can update a returned referral in TAC and can refer it again to the disciplinarian as needed.

Student(s) Section

Field	Description
ID	Student ID.
Student	Student's name, displayed as a hyperlink. Clicking the link opens the student's Student Summary Page.
Grade	Grade the student is enrolled in.
Disciplinarian	Disciplinarian who is responsible for the student.
Notes	Notes entered by the teacher describing the issue.

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Behavior Referrals Page

Use this page to review the information for a conduct referral or classroom issue that a teacher entered in TAC to be referred to a disciplinarian.

The panels that display on this page depend on whether the referral originated as a conduct referral or classroom issue.

- Issue, Student(s) Involved, and Referral History panels display for both types of issues.
- Administrative Actions panel displays if the referral status is Referred.
- Referrals originated from classroom issues may also include the Teacher Corrective Actions or Other Issues for the Student panels.
- Incident History panel displays if the referral status is Referred.
  After you review the referral, you can select one of the following administrative actions:
- Create a behavior incident based on the referral information.
- Resolve the issue if no further action is needed.
- Return the referral to the teacher to request additional information or to suggest other actions for the teacher to take.

Review behavior referrals

Create behavior incidents from referrals

Return behavior referrals to teacher

Resolve issues

Print reports for behavior referrals

Fields

Issue Panel

Field	Description
Issue Type	Issue type assigned when the teacher entered the issue. Displays after the word "Issue" in the panel heading; for example, Issue - Cheating. If a building's TAC Building Configuration does not allow teachers to select a type for issues reported as conduct referrals, then all issues entered as conduct referrals are assigned the same type.

Status	Indicates the status of the issue. The possible statuses are: • *Referred* - The teacher referred the issue to a disciplinarian. • *Returned* - The disciplinarian returned the referral to the teacher. • *No Infraction* - The disciplinarian indicated the issue was resolved, so no further action is needed. • *Incident Created* - The disciplinarian created a behavior incident for the issue. Click the link to display the corresponding Incident Detail page.
Referred By	Name of the teacher or administrator who entered the issue.
Location	Location where the issue occurred, as recorded by the teacher in TAC or administrator using the Admin Mobile App. Referrals and the eSchoolPlus Discipline package use different tables for locations so this location may differ from the one in the Location field that displays in the Administrative Actions panel when a behavior incident is created from the issue. A field in TAC's Issue Locations table is used to convert the referral location to one that is stored in the eSchoolPlus Behavior package's Locations table.
Issue Date/Time	Date/Time of the issue. For a conduct referral - if entered by the teacher, the time that the issue occurred displays. For a classroom issue - the time does not display (a teacher cannot enter the time).

Administrative Actions Panel

This panel displays only when the Status is Referred. After you select the Action and save the referral record, this panel no longer displays, but the Status field in the Issue Details panel is updated with the action taken, and a row is added to the Referral History panel with the action details.

If you select the option to Create Behavior Incident, the Status field displays "Incident Created" as a hyperlink you can click to display the Incident Detail page for the incident.

Field	Description
Action	Select the action to take with the referral: *I - Create Behavior Incident* - to create a behavior incident from this referral. After you select this option, two additional fields display in the Administrative Actions panel for selecting the Incident Code and Location information; and four additional fields display in the Student(s) Involved panel for entering behavior incident information for each student selected, including Type, Category, and Drug, as well as the Include Note in Incident option. For

	more information, refer to Create behavior incidents from referrals. After you click **Save**, the referral Status will be set to "Incident Created" and you can click the hyperlink to display the Incident Detail page. *R - Resolve* - to indicate that no further action is required. After you select this option, you can enter a note in the Notes field. After you click **Save**, the referral Status is set to "No Infraction". *T - Return* - to send the referral back to the sender, for example to request additional information. After you select this option, you can enter a note in the Notes field. After you click **Save**, the referral Status will be set to "Returned".
Incident Code	Select the incident code that identifies the type of incident, as defined in Discipline's Incident Codes table. This field displays after you select Create Behavior Incident from the Action field. To escalate a referral, you must assign an incident code and select a role for at least one student.
Location	Select the location where the incident occurred. This field displays after you select Create Behavior Incident from the Action field. If the teacher identified a location, the corresponding eSchoolPlus location defaults to the field. The location entered for the referral may be not be the same as the one displayed here. A conversion table is used to translate entries from TAC's Issue Locations table to those stored in Discipline's Incident Locations table.
Notes	Text can be entered when you select Resolve or Return for the Action field. • When you select the Resolve option in the Administrative Actions panel, you can enter a note to report how the issue was resolved. After you enter notes and click Save, the Status field in the Issue details panel displays "No Infraction" and no further action is required. For a detailed procedure, refer to Resolve issues. • When you select the Return option in the Administrative Actions panel, you can enter a note requesting more information on the issue or suggesting additional actions for the teacher to take. After you enter notes and click Save, the Status field in the Issue details panel displays "Returned" and the referral is returned to the teacher. The teacher can then update the returned referral in TAC and refer it again, if needed. For a detailed procedure, refer to Return behavior referrals to teacher.

Student(s) Involved Panel

To display the student's Student Summary page, click the (Student Summary) icon.

Field	Description
Student	Name of the student.
ID	Student ID.

Birthdate	Student's birthdate.
Age	Student's age.
Phone	Student's phone number.
Counselor	Student's counselor.
Disciplinarian	Student's disciplinarian.
Notes	Text describing the issue.
Role	Role of the student in the behavior incident that will be created when you select the action I - Create Behavior Incident and then click **Save**. To create an incident for a referral, you must select an incident code and assign a role for at least one student. Teachers can only enter roles in TAC if allowed by the TAC Building Configuration. Select: *N - Not Involved* - to indicate that the student should not be included in the incident that is created. *O - Offender* *V - Victim* *W - Witness*

Referral History Panel

This section provides the history of the referral with separate records for when it was referred, returned, resolved, or escalated.

Field	Description
Referral Date	Date that an action was taken for the referral, as indicated in the Referral Status field.
Referral Status	Indicates the status of the referral. The possible statuses are: *Referred* - A teacher referred the issue to a disciplinarian. *Returned* - A disciplinarian returned the referral to the teacher. *No Infraction* - A disciplinarian indicated the issue was resolved, so no further action is needed. *Incident Created* - A disciplinarian created a behavior incident for the issue. To open the Incident Detail page and view information on the incident, click the link in the Issue panel.

Referred To	Disciplinarian who handled the referral.
Notes	Text that the teacher or disciplinarian entered for the referral.

Teacher Corrective Actions Panel

This panel, which shows the actions taken by the teacher, displays only for a classroom issue referral and, then, only if a corrective action was entered.

Field	Description
Corrective Action (Unlabeled)	Action that the teacher assigned.
From	Date that the action started.
To	Date that the action ended.
Completed	Indicates whether the teacher marked the action as completed: Yes or No.
Parent(s) Contacted	Indicates whether the teacher contacted the guardians about the action: Yes or No.
Notes	Text describing the action.

Other Issues for the Student Panel

This panel, which shows other classroom issues entered for this student, only displays if the issue you are viewing was initially recorded as a classroom issue.

You can select to display additional issues. Click ⚙ (Additional options) on the panel, and then select one of the following options:

- *Related Issues* - to display all issues the teacher selected as related to the referred issue.
- *All Issues for Class* - to display all issues for this student in the current course, homeroom, or activity.
- *All Issues for Student* - to display all class issues for the current student, including those recorded by other teachers.

Field	Description
Date (Unlabeled)	Date that the issue occurred.
Course	Indicates the course, homeroom, or activity where the issue was reported.

(Unlabeled)	
Staff Name	Name of the staff member who recorded the issue.
Issue Status	Indicates the status of the issue. • *Assigned* - The staff member recorded the issue and entered teacher actions, but has not referred the issue. • *Incident Created* - The disciplinarian created a behavior incident for the issue. Click the link to display the corresponding Incident Detail page. • *No Infraction* - The disciplinarian indicated the issue was resolved, so no further action is needed. • *Recorded* - The staff member has recorded the issue, but it has not been referred and no teacher actions have been entered. • *Referred* - The staff member referred the issue to a disciplinarian. • *Returned* - The disciplinarian returned the referral to the staff member.
Notes	Text describing the issue.

Incident History Panel

This section provides the history of incidents for each student related to the referral. The history includes incidents in which a student was involved as an offender, a victim, or a witness. To display the student's Student Summary page, click the (Student Summary) icon.

To view the history for a student, click (Expand) next to the student's name.

Field	Description
School Year	School Year when the incident occurred.
Summer School	Displays Y for Yes or N for No to indicate whether the incident occurred during Summer School.
Incident	The incident type.
Incident Category	Category of the incident, if any.
Building	Building where the incident occurred.
Location	Location where the incident occurred.

Incident Date/Time	Date and Time when the incident occurred.
Incident Role	Student's role in the incident.
Incident Role Category	Category of the incident role.
Action(s)	Displays the actions issued to the student, if any.
Action Dates	Displays the dates for executing the actions issued to the student for an incident. This field only displays if the district has selected to tracks actions by occurrence in the Behavior District Configuration. This field does not display if the district has selected to track actions by duration by unchecking the Track Occurrences checkbox on the Behavior District Configuration page.

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Behavior Non-Students Page

On this page:

- View non-students
- Add non-students
- Add non-students while adding an incident on the Incident Detail page
- Change non-students
- Delete non-students
- Fields

Use this page to enter address and demographic information for people involved in behavior incidents who are not students in your district. You can also access this page as a window by clicking Add on the Non-Student Search window when you are adding people to an incident.

If a staff member needs to be included as an offender, victim, or witness, then a non-student record needs to be added. It is not necessary to create a non-student record for staff who report incidents. The Reported By field on the Incident Detail Page provides the ability to select a staff member.

The Behavior Year End option will create a non-student detail record for a student deleted by the Registration Rollover if the student was involved in an incident that includes other students who were not deleted by the rollover. For more information, refer to Behavior Rollover Processing.

This topic also includes the procedure to add a non-student while adding an incident on the Incident Detail page.

View non-students

1. Select **Interventions > All > Office > Behavior Non-Students.**
2. On the Behavior Non-Students Search page, search for the person, and click the Name link for the non-student you want to view.

Add non-students

1. Select **Interventions > All > Office > Behavior Non-Students.**
2. On the Behavior Non-Students Search page, search for the person to determine whether a record for the non-student currently exists.

3. If no matching record exists, click **Add**.
4. Complete the fields on the Behavior Non-Students page as needed.
5. Click **Save**.

Add non-students while adding an incident on the Incident Detail page

1. Select **Interventions > All > Office > Incident Detail**.
2. On the Incident Detail Search page, click **Add**. By default, the Incident Detail page displays in Quick entry mode.
3. Enter information about the incident as needed, as well as any notes. You can enter more detailed information about the incident and the people involved, including action information, after you save the Incident Detail record.
4. Add records for non-students, as needed.
   - If the person who reported the incident is a non-student, select Other Non-Student in the Reported By field in the Description section of the Incident panel.
   - If an Offender, Victim, or Witness is a non-student, click **Add** in the Offenders, Victims, or Witnesses panel title bar, and then select Other Non-Student in the first field.
5. Enter the person's name in the Name field and click **Search**.
6. If no matching record exists for the non-student, click **Add** in the Non-Student Search window.
7. In the Non-Student Entry window, enter the non-student's information, and then click **Save**.
8. Continue adding incident information as needed on the Incident Detail page.
9. Click **Save**.

Change non-students

1. Select **Interventions > All > Office > Behavior Non-Students**.
2. On the Behavior Non-Students Search page, search for the person, and click the Name link for the non-student you want to view.
3. Change values as needed.
4. Click **Save**.

Delete non-students

If a non-student has not been an offender, victim, or witness in an incident or has not reported an incident, you can delete the non-student on the Behavior Non-Students Search page.

1. Select **Interventions > All > Office > Behavior Non-Students**.
2. On the Behavior Non-Students Search page, search for the person.
3. Select the 🗑 (Delete) checkbox for each record to delete.
4. Click **Save**.

5. Click Yes.

Fields

Person Panel

Field	Description
Non-Student ID	Unique identifier for the non-student.
First Name	Non-student's first name. Character/30
Middle Name	Non-student's middle name. Character/30
Last Name	Non-student's last name. Character/30
Generation	Generation title of the non-student, for example JR or III.
Gender	Gender of the non-student.
Birth Date	Non-student's date of birth.
Age	Non-student's age, calculated from the Birth Date entered.

Demographic Panel

Field	Description
Grade	Grade level of the non-student, if any.
District Code	Code identifying the non-student's school district, if any.
Hispanic/Latino Ethnicity	Indicates whether the non-student's ethnicity is Hispanic/Latino. If Yes is selected, 1 (one) displays in the Federal Code field. Select: *Yes* - to indicate the non-student's ethnicity is Hispanic/Latino. *No* - to indicate the non-student's ethnicity is not Hispanic/Latino. *Unanswered* - to indicate that no response was provided regarding Hispanic/Latino ethnicity.

Race	The non-student's race information. To add a row of fields for entering a race, click the section's **Add** icon. You can enter as many races as needed. To delete a race, check the box to the right of the race's fields, then click **Save** on the page's toolbar. **Order** Number indicating the priority order of the non-student's races, with 1 as primary, 2 as secondary, and so forth. **Race** The non-student's race. **%** The percentage that each race contributes. This field only displays if your district requires it. **(Delete)** Delete column. Enter a check to mark a row for deletion. Checked rows are deleted when you click **Save**.
Federal Code	Indicates the equivalent federal code for the race entered in the Race field. • If multiple races are entered, this field displays a 7 (seven). • If the value selected in the Hispanic/Latino Ethnicity field is Yes, this field displays a 1 (one), even if multiple races are entered.

Staff Panel

Field	Description
Staff Member	Checked if the non-student is a staff member.
Building	Building in which the non-student works, if he or she is a staff member.

Phone Panel

Field	Description
Phone	Non-student's phone number. Character/10
Phone Extension	Non-student's phone extension, if any. Character/5

Address Panel

Field	Description
Apartment	Apartment number at which the non-student resides, if any. Character/10
Complex	Apartment complex at which the non-student resides, if any. Character/255
Number	Number of the house at which the non-student resides, if any. Character/10
Street	Name of the street on which the non-student resides. Character/255
City	City in which the non-student resides. Character/255
State	State in which the non-student resides.
Zip	Postal code for the non-student's residence. Character/9

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