

Discipline, Incidents, and Referrals

[admin](#), [admin essential](#), [student records](#), [discipline](#)

Incidents and Discipline Records

Student Discipline data includes suspension and expulsion records of students. This information is required to satisfy federal requirements under the Safe and Gun-Free Schools Act to identify “persistently dangerous” schools. Non-identifiable aggregated data is also posted on the California Department of Education’s DataQuest website to provide information on the suspension and expulsion rates in California public schools.

What data must program staff provide?

Program staff must provide the following data for submission to CALPADS:

- Behavioral incidents (events) committed by students enrolled at the school, during an academic year.
- When the behavioral incident occurred. (*Incidents should be reported in the academic year in which the incident occurred, and not necessarily the date on which the disciplinary action occurred*)
- Students involved in each incident.
- Offenses committed during each incident. • Which offense committed during each incident was the most severe.
- The disciplinary action(s) taken per student, per incident.
- The duration of the disciplinary action(s) taken per student, per incident.
- Whether the incident involved weapons

In addition, program staff must provide the following data for special education students:

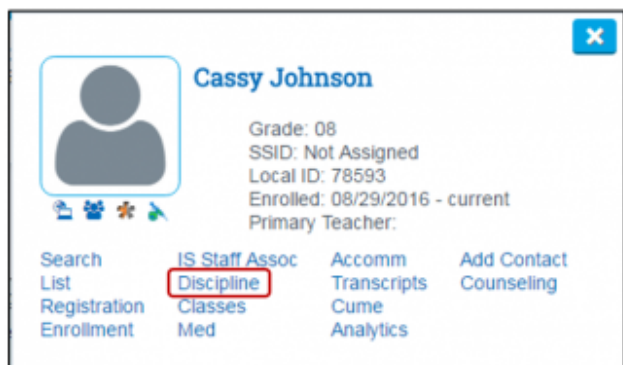
- The authority that gave the disciplinary action.
- The duration of the disciplinary action(s) taken per student, per incident.
- Whether the disciplined student received instructional support during the disciplinary action.
- Whether the student was removed to an interim alternative educational setting.



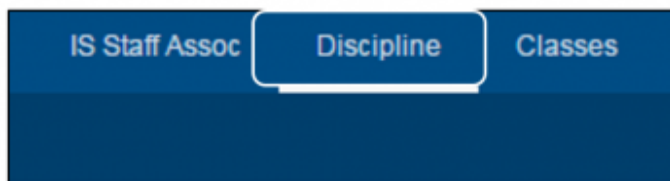
Please Note: LEAs should also submit any offenses committed by students enrolled in a summer school program, even if that school is not the school where the student is primarily enrolled during the regular school year. The LEA should create a secondary enrollment for the student and submit the disciplinary incident to CALPADS.

Creating an Incident:

- From the Student List hover over any student name and click on Discipline.
- Or
- From the Student Dashboard Click on the Discipline Tab.



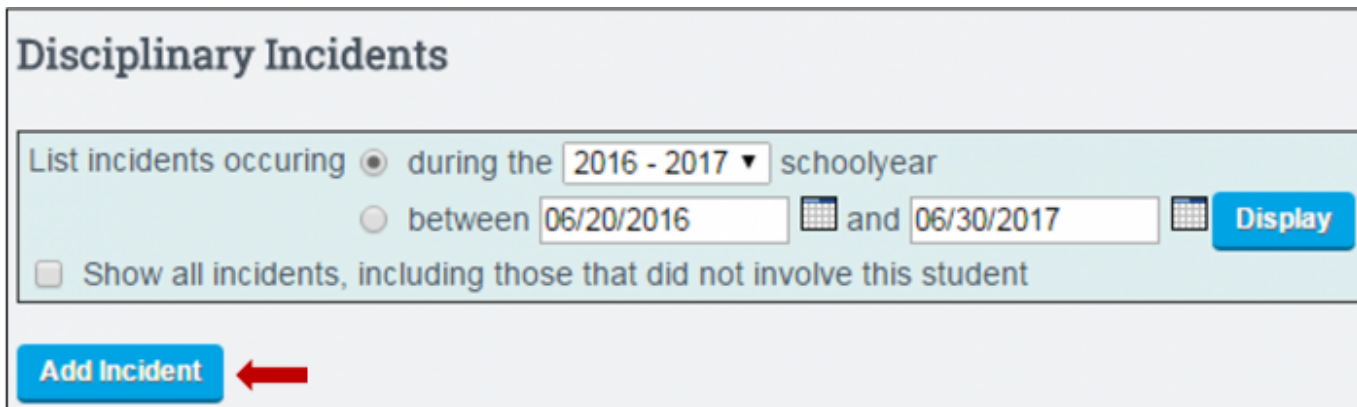
A student profile card for Cassy Johnson. It includes a placeholder for a profile picture, the name 'Cassy Johnson', and details: Grade: 08, SSID: Not Assigned, Local ID: 78593, Enrolled: 08/29/2016 - current, and Primary Teacher. Below the details is a grid of navigation links: Search List, Registration, Enrollment, IS Staff Assoc, Discipline (highlighted with a red box), Classes, Med, Accommodations, Transcripts, Cume, Analytics, and Add Contact Counseling.



A set of three blue navigation tabs: 'IS Staff Assoc', 'Discipline' (which is highlighted with a white border), and 'Classes'.

To create a Disciplinary Record you must first enter an Incident. Incidents can be created, edited and modified by Teachers, Office Personal or any Staff Member belonging to our Default Permission group of: Teachers - Discipline Incidents.

- Click the Add Incident button, or search for an existing Incident using date perimeters.



The 'Disciplinary Incidents' interface. It features a search section with a radio button selected for 'during the' followed by a dropdown menu showing '2016 - 2017' and the text 'schoolyear'. There is also an option for 'between' with date input fields for '06/20/2016' and '06/30/2017', and a 'Display' button. A checkbox is present for 'Show all incidents, including those that did not involve this student'. At the bottom left, there is a blue 'Add Incident' button with a red arrow pointing to it.

Shaded areas that have a red * Asterisk indicate any required fields that must be input before a save is made.

- Create the Incident Title *
- Select Reporting Staff Member (if applicable)
- Select the date of the Incident *
- Is this Incident Active or Inactive? (This area allows you the ability to Flag or Track an Incident Status if chose to do so, it has no bearing on the reporting status of a disciplinary record created from this incident.)
- Attach student(s) involved that will receive a disciplinary record from this incident.
- Select parent(s) from the drop down Parent Call List (Once Parent (s) have been selected, call note and date/time fields will open for entry)
- Enter the Date/Time Parent or Guardian was called. (Leave blank to indicate an unsuccessful


- call or contact)
- Enter call notes/details
- Add a full detailed description of the Incident in the white box and click on the save button to the right of the screen when finished.

Add an Incident


Incident Info (Short Description): *		Reporting Staff -- Select --	Current Status: <input type="radio"/> Active <input type="radio"/> Inactive	Students Involved: (List All) ✖ Johnson, Cassy -- Add a Student --
Parent Call List -- Add a Parent --		Date/Time Called [?]	Call Notes	
Full Description of Incident				

Cancel
Delete
Save


Type CONFIRM in the box above before clicking Delete



Please note: Behavioral Incidents should be reported within the academic year they occurred – which may not necessarily be the academic year in which disciplinary action was taken. More than one student may be associated with the same incident resulting in separate disciplinary records. If multiple offenses have occurred for a single related incident, you must indicate the most severe offense when creating the discipline record for an individual student.



Quick Tip: Look up at the Top of the Screen to find the name of the Parent or Guardian for the student you are entering an Incident for!

	Cassy Johnson - Student Disciplinary Incidents				
	999 Robb Street Graeagle, CA 96103	Grade 8	Local ID 78593	Student Statewide ID Not Assigned	Race White
Gender F	Date of Birth 07/01/2001	Hispanic or Latino? No	Enroll Start 08/29/2016	Parent(s) Mary Johnson	

Attaching the Incident to a Discipline Record

Discipline Records can be created, edited and saved by Administrator or any Staff Member belonging to our default permission group of: Discipline Records – Admins.

- Click on the Discipline Records Tab
- Locate and Click on the Edit Button of the appropriate Incident

Incidents **Discipline Records** Referrals

Cassy Johnson - Discipline Records

999 Robb Street
Graeagle, CA 86103

Grade
8

Gender
F

Date of Birth
07/01/2001

Disallow Attendance?	Edit
No	Edit
Yes (first day allowed)	Edit
No	Edit
Yes	Edit
Yes (first day allowed)	Edit
Yes (first day allowed)	Edit

Color Key
No Suspension or Expulsion
Detention
In-School Suspension
Suspension
Expulsion Ordered

Quick Reference Guide - Discipline Fields:

- Disciplinary Action - What type of action was taken? *
- Discipline Reason Code - The State Code defining the reason for disciplinary action. (Click blue code link for an expanded list of state codes) *
- Weapon Type - If the offense involved a type of weapon defined in this drop down, you must then select a valid state code combination for that weapon. Please see CALPADS Valid Code Combinations as a reference. Note: An imitation firearm is not considered a weapon. The weapon type should remain **blank** for students committing Student Offense Code 102 (Possession of an Imitation Firearm). Additionally, Student Offense Code 105 (Possession of an Explosive) **is** considered a firearm offense and the Weapon Type should be populated.
- Most Severe Offense for Incident - This field reflects the most severe offense that was committed as part of all offenses for a specific incident; this code appears on every record for every student reported in an incident, even if that specific student did not commit the most severe offense.

- Disallow Attendance - This will disallow student attendance for the **entire** disciplinary action start and finish dates
- Instructional Support - This is a required area for Special Education Students. An indicator of whether or not a student is receiving instructional support (e.g. homework) from the local educational agency during a disciplinary action. A YES would indicate that the student is receiving instructional support. NO if the student is not receiving any instructional support (a total cessation of educational services).
- Expulsion Modification - This field directly pertains to Expulsions, if an offense results in an expulsion, choose from the drop down identifying whether or not a modification was made to the expulsion.
- Disciplinary Action Start Date * / Finish Date - Indicate the Date the Disciplinary Action **started** and the date the disciplinary Action **finished**. (If currently ongoing, leave the finish date blank)
- Action Less than Full School Day - A Yes would indicate the disciplinary action was less than a full school day. (example: half-day suspension)
- Discipline Action Authority - This field indicates a coded value representing disciplinary action authority, an agency which authorizes any disciplinary action against a student.
- Removal to Interim Alternative Setting Reason - This field captures the type of removal for special education students.
- Last Day of Discipline not being a full school day - This field allows you to enter discipline duration in tenths if the last day of the discipline was not a full school day.

Red * indicated fields are required to save a discipline record. Hover over **blue titles** to receive an explanation of that field, and click on the **View All Codes** link under Discipline Reason Code to view all state codes and descriptions. When complete click **Save**

Edit Discipline Record for Johnson, Cassy			
Incident *		Disciplinary Action *	
04/03/2017 (#200) - Using inappropriate Language with others		300: No Suspension or Expulsion	
Discipline Reason Code *	Discipline Reason Code Description		Weapon Type
View All Codes			-- Choose --
-- Choose --			
Most severe offense for incident	Disallow Attendance	Instructional Support	Expulsion Modification
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No	-- Choose --
Disciplinary Action Start Date *	Disciplinary Action Finish Date [?]	Action less than full schoolday	Discipline Action Authority
04/03/2017		<input type="radio"/> Yes <input checked="" type="radio"/> No	-- Choose --
Removal to Interim Alternative Setting Reason		If last day of discipline was not a full schoolday, enter the duration here in tenths (ex: Enter .5 for half-day)	
-- Choose --			
Notes			
Cancel	Delete	Save	

Type CONFIRM in the box above before clicking Delete.

For additional reporting information please reference: 2.1.4 Student Discipline of the Calpads Data Guide; Version 8.4; 11.15.16

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