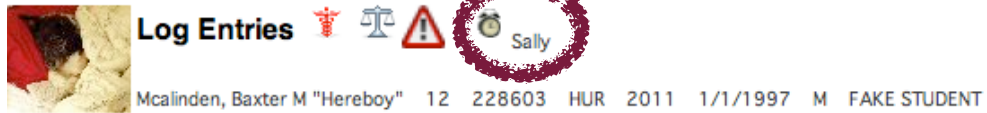






Administration

District Specific
Fee Transactions
Log Entries
Net Access
SEOP Review
Incidents

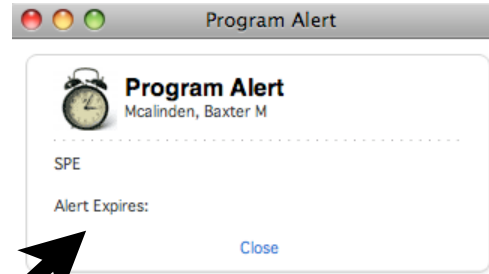
Discipline entries are made from the Log Entries link toward the bottom of the left-hand navigation menu in the Student record.

If you note that the student shows a clock icon, click that icon to see if SPE is listed. If so, the student has been flagged as special ed. If their case manager has been entered, the name will appear next to the icon.




Log Entries     Sally

Mcalinden, Baxter M "Hereboy" 12 228603 HUR 2011 1/1/1997 M FAKE STUDENT



Program Alert

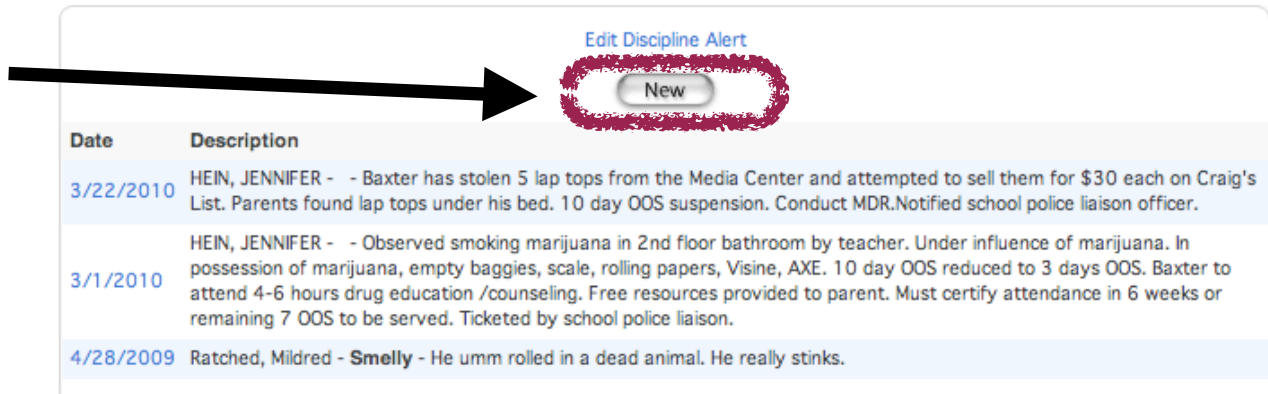
 **Program Alert**
Mcalinden, Baxter M

SPE

Alert Expires:

Close

To add a new incident, click the 'New' button.



Edit Discipline Alert

New

Date	Description
3/22/2010	HEIN, JENNIFER - - Baxter has stolen 5 lap tops from the Media Center and attempted to sell them for \$30 each on Craig's List. Parents found lap tops under his bed. 10 day OOS suspension. Conduct MDR. Notified school police liaison officer.
3/1/2010	HEIN, JENNIFER - - Observed smoking marijuana in 2nd floor bathroom by teacher. Under influence of marijuana. In possession of marijuana, empty baggies, scale, rolling papers, Visine, AXE. 10 day OOS reduced to 3 days OOS. Baxter to attend 4-6 hours drug education /counseling. Free resources provided to parent. Must certify attendance in 6 weeks or remaining 7 OOS to be served. Ticketed by school police liaison.
4/28/2009	Ratched, Mildred - Smelly - He umm rolled in a dead animal. He really stinks.

To edit an existing incident, click the blue DATE to access the record.

Fill in the details in the log screen starting with the Subtype (the primary offense) and the Primary Action (the main consequence).

Author	HEIN, JENNIFER
Log Type	Discipline
Subtype (optional for discipline)	501 (Theft)
Primary Action	Out-of-School Suspension
Log Entry Text	Baxter has stolen 5 lap tops from the Media Center and attempted to sell them for \$30 each on Craig's List. Parents found lap tops under his bed. 10 day OOS suspension. Conduct MDR. Notified school police liaison officer.
Incident Date	3/15/2010
Incident Context	During School Hours
Incident Location	School Grounds Or On Campus
Incident Loc Detail	
Reporter	Non-School Individual
Reporter ID	
Victim Type	NA

Additional fields follow for additional reporting. See the Rights & Responsibilities handbook for definitions.






Entry of dates is very important.

Only use whole numbers, no fractions or decimals, for entering duration assigned and duration actual when students with IEPS are removed from school. A partial day removed is counted as a full day!

If you have a MDR and the student returns to school, you must go back in and change the Duration and the ATTENDANCE.

Felony Flag	No
Likely Injury	No
Police Involved	Yes
Hearing Officer	No
Gang Related	No
Hate Crime	No
Alcohol Related	No
Drug Related	No
Weapon Related	No
Weapon Type	Please Select
Weapon Type Notes	
Money Loss Value (if incident results in a dollar loss amount for any party)	0
Action Date (MM/DD/YYYY)	3/22/2010
Action Taken End Date (MM/DD/YYYY)	4/2/2010
Duration (Assigned)	10
Duration (Actual)	10
Date & Time	3/22/2010 3:48 PM
Title	
	0

You must account for the students days out as you go along! You may use the Discipline Alert fields to indicate when a student has reached the 10th day of removal, decision on pattern of removal, and information about any FBA/BIP that has been generated.


Log Entries




 Sally
 Mcalinden, Baxter M "Hereboy" 12 228603 HUR 2011 1/1/1997 M FAKE STUDENT

[Edit Discipline Alert](#)
 New

Date	Description
3/22/2010	HEIN, JENNIFER - - Baxter has stolen 5 lap tops from the Media Center and attempted to sell them for \$30 each on Craig's List. Parents found lap tops under his bed. 10 day OOS suspension. Conduct MDR. Notified school police liaison officer.
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4/28/2009	Ratched, Mildred - Smelly - He umm rolled in a dead animal. He really stinks.

In the Discipline Alert Text, note date for 10th day of removal. IEP team decision on pattern of removal and providing FAPE at the 11th day should all go this text box. The Alert Expires date should be the last day of the academic school year. When you Submit, the 'scales' icon will appear.

In the FBA/BIP Alert Text, note if the student has a current FBA/BIP. The Alert Expires date can be set to never expire, or can have an expiration, if determined by the team. When you hit submit, the 'watch out' icon will appear.



Discipline Alert



Sally

Mcalinden, Baxter M "Hereboy" 12 228603 HUR 2011 1/1/1997 M FAKE STUDENT



Discipline Alert Text	10th day of suspension 3/31/10. IEP Team determined no pattern of removal. IEP Team determined homework to be emailed daily. Student will meet with social worker for 30 minutes service by phone or at school admin building. No home based tutoring necessary.
Alert Expires (date)	<input type="text" value="6/19/10"/> (0/0/0 to never expire)
Functional Behavioral Analysis / Behavior Intervention Plan	
FBA / BIP Alert Text	FBA/BIP written. Target behavior: Reduce going off limits into unsupervised areas. Follow school rules.
Alert Expires (date)	<input type="text" value="0/0/0"/> (0/0/0 to never expire)
<input type="button" value="Submit"/>	

Use Attendance and Discipline Reports to monitor days out:

- To run a report for all special ed students in building; first use the Stored Search to select the special ed students
- Go to Special Functions>Search Grades/Attendance and look for all attendance of code SUS for the school year to date for the selected group
- With the results of the Attendance Search, run Reports>Discipline Log to get a summary of the associated discipline records

Flummoxed by the reporting? Unable to see the Logs? Email ITD for help at pssupport@aaps.k12.mi.us