

# CIMS Discipline Maintenance and Reporting

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# Introduction

An unlimited number of incidents and actions can be assigned to a student. Incident, action, and followup codes are district wide. Schools cannot design their own codes. This will allow items to be consistent for all locations and enhance reporting ability, e.g.: suspension information would be attainable at the board office level without having to inquire at each location.

In District definitions, incident codes can be grouped for district reporting purposes, ie: Schools can ask for specific incident codes like BUL (bullying) and FIG (fighting) ... and collectively they may report on district summaries as BEH (behaviour).

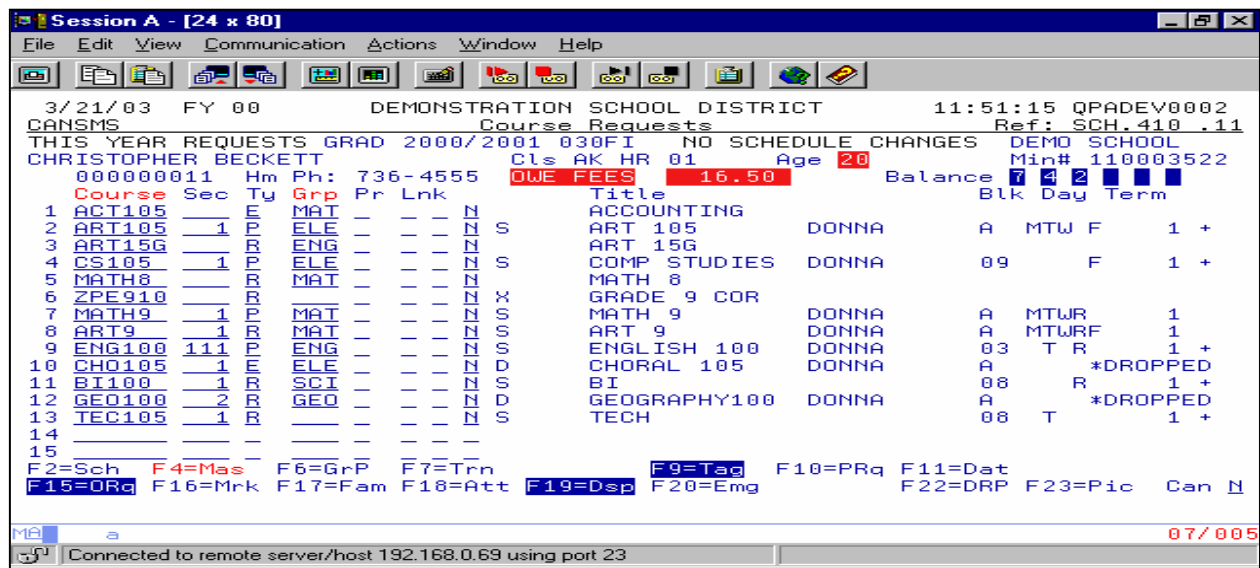
Incident information can auto-notify appropriate superintendent/department staff as well as teachers for the student. The goal is to keep all appropriate staff informed of incident/actions for students.

## Pre-Requisites to utilizing the discipline module:

- a) teacher's are defined
- b) places are defined
- c) incident, action, and followup codes are defined

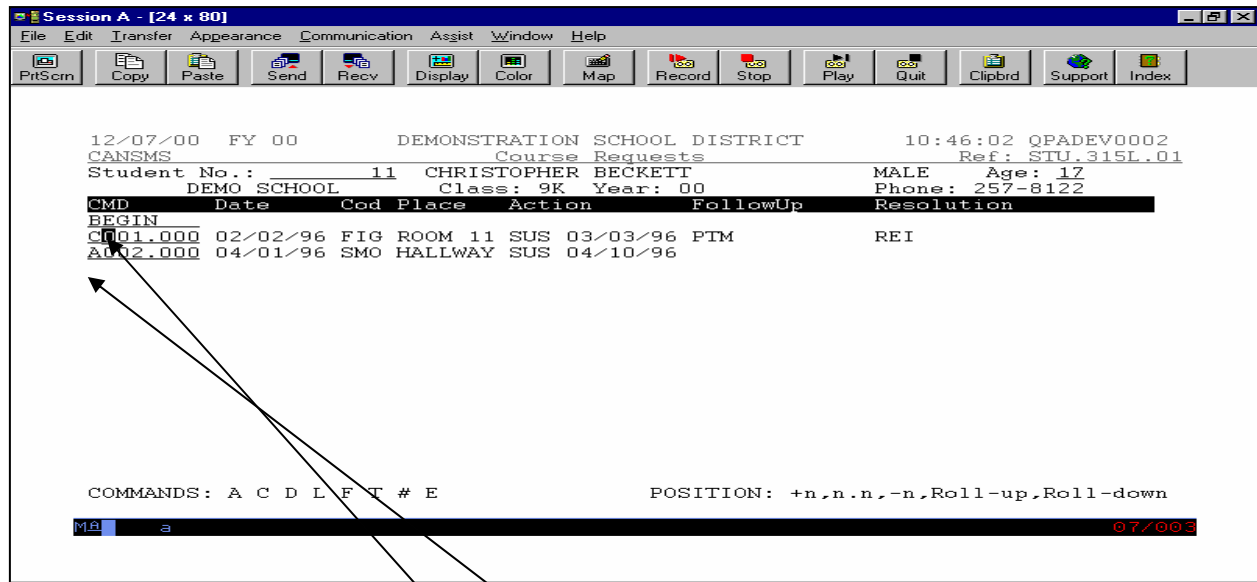
### Accessing/editing discipline information:

You can use Admin Helper, web connect, or traditional CIMS STU.301E(Access to all student information) or SCH.410 (Course requests) to maintain incident information.



- Use F19 (<shift> <F7>) to access the discipline screen. Note that for this student, F19 is highlighted which indicates incident information already exists for this student.

If incidents exist they will be displayed as shown below. If no incidents exist, the system automatically takes you into the 'A'dd operation allowing you to add an incident.

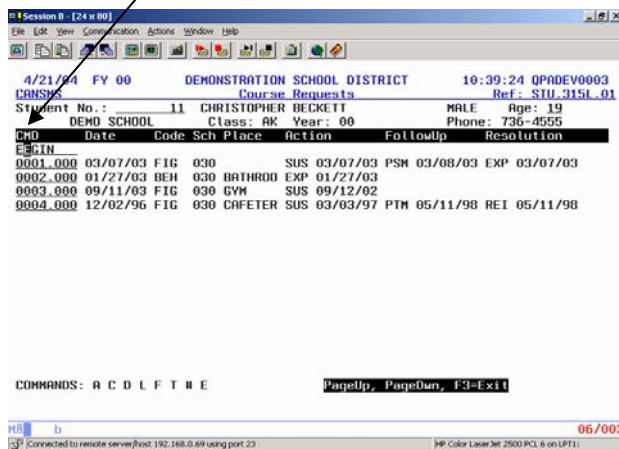


The screen above identifies that the student has two incidents, fighting and smoking. Both incidents resulted in suspensions and there was parent teacher followup in the fighting incident. Place an 'A' at the 'B'egin (to add entries newest to oldest) to add another incident. Use 'C' beside a line to see and potentially edit information for an existing incident

\*\* Order is important. The system will not automatically reorder entries. Position your 'A'dd at the beginning, end, or appropriate line according to date of incident.

\*\* Order is newest to oldest.

**When you are finished working with this student, you must 'E' to End.**



## Adding/Changing/Updating an existing incident:

Session A - [24 x 80]

File Edit View Communication Actions Window Help

2/15/08 FY 05 TAKE TWO INC. 16:15:39 QPADEV000B  
 CANSMS Course Requests Ref: STU.315L.11

Student No.: 9836337 ELAINE M. AFINOGENOV FEMALE Age: 17  
 WACHOVIA Class: 11 Year: 05 Phone: 444-5555

CMD	Date	Incident	Sch Place	Action	FollowUp	Resol
1.000	9836337 444 001 11	Place: BUS		Time (24hr): 8:00		
	Incident: BEH BEHAVIOUR	3	AGGR	Date 2/13/07	Teach: BECKS	
	Action: PAR PARENT CONTACTED			Date 2/14/07	Teach: _____	
Student was throwing various items out the bus windows at other vehicles.						
						Message Tchrs: N
						Text/Notes : N
						Print Profile: N
Guardian MDY: 0/00/00						
FollowUp: _____			Date 0/00/00		Suspension	
Resolutn: _____			Date 0/00/00		# Days _____	
				F3=Exit F4=Index F5=Reset		F12=Cancel

MA a 18/078

I902 - Session successfully started HP Color LaserJet 2500 PCL 6 on DOT4\_001

**Place:** Indicate where the incident occurred. Places can be up to 15 characters and must be defined in DSP.105 – Discipline/Places Locations. Use “F4” with your cursor on this field to get a list of valid places. (Optional)

**Time:** Indicate in 24hour format when the incident occurred. This will assist in time of day reporting. (Optional)

**Incident Code:** Required Field. Indicate an appropriate incident code. Use "F4" with your cursor at that field get a list of valid codes. Note that an incident code may consist incident name, severity, and category. In the case above Behaviour is a level 3 incident part of the Aggression group.

**Incident Date:** Enter when the incident occurred in MM/DD/YY format

**TeacherID:** Indicate what teacher reported the incident.

**Action Code:** If applicable, indicate what initial action was taken. Use 'F4' with your cursor on action code to get a list of valid codes.

**Action Date:** Input in MM/DD/YY format what date the action started at.

**TeacherID:** Indicate what teacher handled the incident and/or prescribed the action code. Reports are available by teacher Id.

**Incident Details:** Indicate further detail about the incident. In report selection you can choose to include or exclude detail. There is no spell or grammar check so be careful of what you type. This becomes public knowledge, be brief and professional in your note description.

**Guardian MDY and Text:** If necessary, indicate when guardian was contacted and if comments are needed, input in the subsequent comment area.

**Suspension Length:** If the student was suspended for the incident, use this field to indicate the number of days the student was suspended. This information will appear on all reports including summaries.

**Followup Code and Date:** If necessary, indicate appropriate followup code & date information.

**Resolution Code and Date:** If necessary, indicate appropriate resolution code & date info.

**Text/Notes:** If you have additional details, use Notes 'Y' and a notepad will appear to allow you to write unlimited amount of additional text. The front screen should be a summary of the incident. This additional notes page lets you elaborate for your own records.

**Print Profile:** Select 'Y' to automatically print an official copy of this incident complete with details and area for parent/admin signatures.

**Message Teachers Y/N:** If you indicate 'Y' then a message will be sent immediately to teacher's who teach this student in this term. Messages are sent to CIMS email not to email.

### ***Adding Incidents to multiple Students (DSP.640)***

This option allows you to assign a single incident to multiple students at once. This can be done only from CIMS green screen, ie: no available in CIMS GUI.

The screenshot shows a terminal window titled 'Session B - [24 x 80]'. The menu bar includes File, Edit, View, Communication, Actions, Window, and Help. The toolbar contains various icons for file operations and system functions. The main display area shows the following text:

```
4/21/04 FY 00 DEMONSTRATION SCHOOL DISTRICT 11:00:20 QPADEV0003
SMS Mass Assignment of Discipline Records Ref: DSP.640 .11

Incident Code: FIG FIGHTING

Place: PLAYGROUND Time (24hr): 1300
Incident Date : 042004 TeachID: DJONES
Action Code : SUS Action Date : 042104 TeachID: GRABD
Suspension Length 1 Days
Major fist fight over Vancouver's loss to Calgary in round1
of the playoffs. Took 3 teachers to break up.

FollowUp Code : FollowUp Date : 0/00/00
Resolution Code : Resolution Date : 0/00/00

Cancel? N
```

At the bottom of the terminal, there is a status bar showing 'M8 b' and '15/054'. A system tray at the very bottom indicates 'Connected to remote server/host 192.168.0.69 using port 23' and 'HP Color LaserJet 2500 PCL 6 on LPT1:'.

First describe the incident and action taken

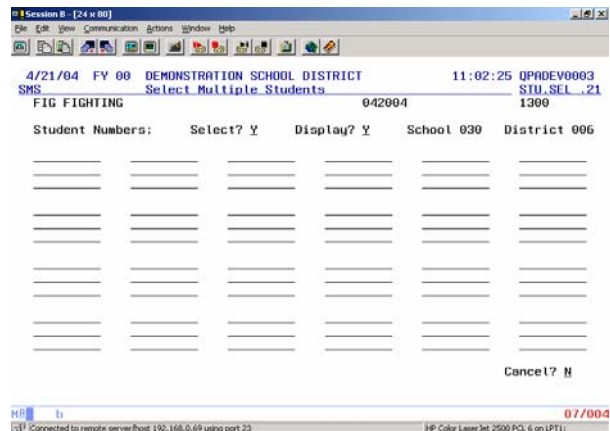
# Discipline Reporting

## DSP.512 Student Discipline Listing/Profile

Use DSP.512 for all your reporting needs. It is important to note 5 things when asking for reports, namely:

1. Use the Select to limit your report to a particular incident code, place, teacher, ....
2. Use the Sort (right side) to indicate sort order (eg: first by incident, then location (2))
3. If you want to summarize at the bottom to recognize in total how many of each incident or action - request for summary 'Y'
4. Careful about understanding/knowing when you need to include activity from other schools

Secondly select which students were involved. Ask for Select 'Y' and ENTER to select students by last name!



(eg: student profiles) and NOT (statistics). Same with Including/excluding withdrawn students.

5. Know what information you wish to print (P)rofile page per student, (F)ull details including comments for each incident, (D)etail report, one line per student indicating incident but not including comment information, else (S)tatistic only - include no individual student details.

This report "writer" will allow you to produce:

- a) Student discipline single page profiles per student showing every ounce of detail (eg: Print incident profiles for grade 12 students OR for one student)

- Select valid date range
- Select single student or class
- Select 'P'rofile
- Select incident and/or action summaries 'Y' if you wish a summary at the bottom of the report of how many of each type of incident/action occurred

- b) Student 'F'ull details (Full means includes all notes) by student or incident or action code (eg: Provide details of all students that got a suspension this year)

- Select valid date range
- Select to limit to action code 'SUS'
- Request for 'F' to see all notes etc.
- Request summaries at bottom

- You can run this same request in 'D' to get a shorter report with notes removed
  - You can limit this type of report to an incident code, action code, location or teacher.
- c) Statistical Report - Indicate in summary how of each incident and/or action has occurred. "S"tatistic implies that student information will not be shown.
- d) Statistical Reporting with selection, examples:
- Indicate Action SUS (Suspension) and summary "Y" beside both incident and Action. Exclude other schls 'Y' and Include withdrawn students 'Y'. This will show you how many suspensions there were and by how many of each incident type
  - Sort by Location, limit to BEH to resolve where most of your behaviour incidents are occurring

### ***Special Notes - Reporting and Withdrawn Students***

Students enroll in your school potentially already containing a history of incidents. If you wish to include these incidents in your report (ie: producing a Profile for a student that has been in multiple buildings during a year and you wish to show all incidents) then make sure to answer 'Exclude other school incidents' as 'Y'. **When you are running statistical reports it is critical that this is answered as 'Y' so that your incident/action statistics DO NOT include the activity that has occurred elsewhere.**

Students withdraw from your school during the year. If you wish to include the incidents that occurred at your school in your reporting (especially for statistics) even though they are no longer enrolled in your school then make sure that 'Include withdrawn students' is marked with a 'Y'. **Again for statistical reporting - it is critical to include these activities in your reporting by changing the default to 'Y'**

### ***DSP.894 District Discipline Summary Report***

This report can be run at a district or a school level. Each report provides different information and the option to build a summary file of information for easy download into Excel.

The school format provides a breakdown of incidents and actions (2 separate reports) for the specified date range by code, grade and sex. The file built provides this same information and is ideal for direct import into Excel. There are no details with this report - it simply provides total numbers of incidents and actions (not who!)

**Date Range:** Select any date range (can even go back any number of years right from current year menu selection)

**Time Range:** Useful if you are assessing in summary when incidents are occurring in your building/on your property.

**Sex, Class, Tag:** Additional Limit To's to provide additional reporting ability/breakdown for females vs. male OR run just for First Nations ... or compare my Grade 10's vs. Grade 12's.

INCIDENT		#INCIDEN	% INC	MALE	FEM	KIND	BY GRADE LEVEL #												OTHR		
							1	2	3	4	5	6	7	8	9	10	11	12			
ATT	ATTENDANCE	1	0.28	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
BEH	BEHAVIOUR	5	1.42	2	3	0	0	0	0	0	1	0	0	0	0	0	0	3	0	0	1
FIG	FIGHTING	10	2.84	6	4	0	0	0	2	0	1	0	0	0	0	0	6	0	0	1	
SMD	SMOKING	3	0.85	2	1	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	
XXX	NO LONGER VALID CDE	1	0.28	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
		20	5.68	12	8	0	0	0	2	0	2	1	0	1	1	11	0	0			2

ACTION		#ACTN	% ACTN	MALE	FEM	KIND	BY GRADE LEVEL #												OTHR		
							1	2	3	4	5	6	7	8	9	10	11	12			
EXP	EXPELLED STUDENT	1	0.28	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0		
SUS	SUSPENDED STUDENT	11	3.13	7	4	0	0	0	2	0	2	0	0	1	0	6	0	0	0		
		12	3.41	8	4	0	0	0	2	0	2	0	0	1	0	7	0	0	0		

\*\* Report/File shows total # incidents - not unique number of students, ie: when it indicates 12 male incidents - it could be the same kid 12 times or 12 unique student incidents.

## Discipline Visual Online - CIMS GUI

Within CIMS GUI an administrator can be totally 'on top' of things when it comes to incidents. Other than being used maintain discipline, an additional summary view is available to monitor behaviour.

From within GUI you can for any selected date range or tag (eg: FNS kids):

- View incident totals and by grade level
- View action totals and by grade level
- Compare incident vs. action (third table) to assist in knowing what your typical course of action has been regarding certain incident codes
- **Drill down** to view which students belong to the cell you requested details for!

The screenshot displays the CIMS GUI interface. The main window is titled 'School Discipline Summary' and shows data for 'DEMONSTRATION SCHOOL'. It includes a 'Tag' dropdown set to '9/01/00' and a 'Date Range' set to '063004'. A 'Rebuild for' button is visible. The 'Incident' table shows 10 fighting incidents (FIG) with 6 males and 4 females. The 'Action' table shows 9 suspensions (SUS) with 7 males and 2 females. A comparison table at the bottom shows 10 FIG incidents resulting in 9 SUS actions and 2 N/A actions. A 'Drill down' arrow points from the FIG cell in the incident table to a detailed 'Enrollment Information - Detail' window. This window lists student details for the selected incident, including Student#, Last Name, First Name, Class, Sex, Date, Incident, Action, and Place.

Incident	Total	KN	01	02	03	04	05	06	07	08	09	10	11	12	Other
ATT	1														
BEH	5						1						3		1
FIG	10			2			1						6		1
SMD	3									1	1	1			
N/A	1							1							
Total	20			2			2	1		1	1	11			2

Action	Total	KN	01	02	03	04	05	06	07	08	09	10	11	12	Other
EXP	1											1			
SUS	11			2			2			1		6			
N/A	8							1			1	4			2
Total	20			2			2	1		1	1	11			2

Inc/Action	Total	EXP	SUS	N/A
ATT	1		1	
BEH	5	1	2	2
FIG	10		8	2
SMD	3		1	2
N/A	1			1

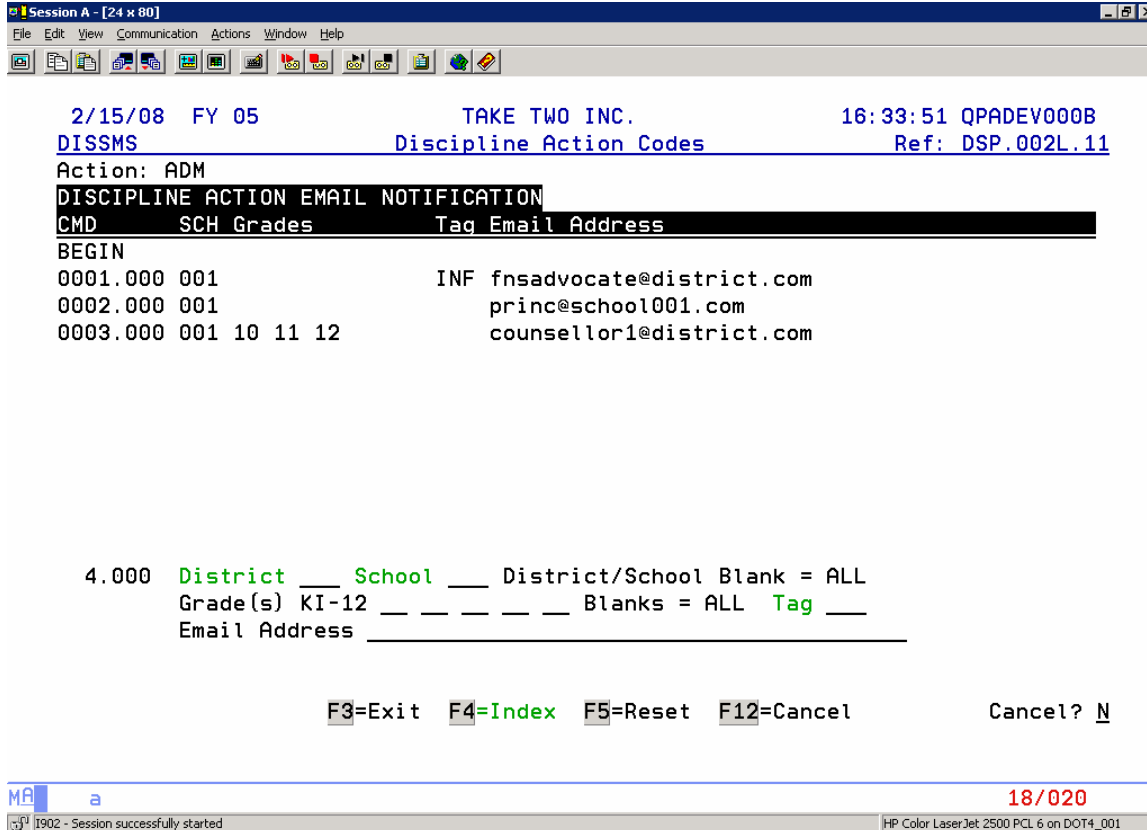
  

Student#	Last Name	First	Class	Sex	Date	Incident	Action	Place
11	BECKETT	CHRISTOP	AK	M	3/07/03	FIG	SUS	
11	BECKETT	CHRISTOP	AK	M	9/11/03	FIG	SUS	GYM
002276	ILTEENUPPIR	BEHMAN	OK	M	11/01/01	SMD	SUS	CAFETERIA
920043	LURE	THOMAS	AL	M	3/07/03	FIG	SUS	
970943	ICNDH	LAUREN	OS	F	3/07/03	BEH	SUS	GYM
970943	ICNDH	LAUREN	OS	F	9/11/02	FIG	SUS	Canteen
970944	IBBUR	BRETT	AK	M	3/07/03	BEH	SUS	GYM
970944	IBBUR	BRETT	AK	M	9/11/02	FIG	SUS	Canteen
970945	IBBUR	CORRIE	OS	F	9/11/02	FIG	SUS	Canteen

In above example 10 fighting incidents resulting in 9 suspensions and 2 nulls

# Incident Auto-Notifications

When an action code is setup, district office can determine what incident/action is serious enough to draw special attention. Inside the code, you can determine who should be emailed when a particular action is taken. Each evening, all incidents are reviewed and email(s) are generated to appropriate people based on the setup.



Notification is filtered by location, grade level, and tag. This will allow major flexibility in determining who should be properly notified.

## Downloading Incident Details for Excel Analysis

An excel template is available from Take Two that provides a school/user with drill down, graphing, and cross year comparisons for incidents. This is an excellent tool which provides summarized information visually.

1. Use DSP.555 in CIMS to prepare a file for download. You can include multi-year information
2. Open the blank DSP555.xls template
3. Load the new data to the template

Microsoft Excel - dsp555sample.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A14 = #incidents

than 5 grade levels - insert columns after 'G' to accommodate for the number of grade levels offered in your school.

To Sort Grade Columns, <click> on the grey grade column then at top bar, select <data> Sort and ENTER.

teachid	location	Spedcat	aborig	frimm	incsev	incgroup	schlyear	grade	#incidents				
ALCOHOL	4	2						11	12	10	09	Grand Total	6
ASSAULT	1		1										2
BEHAVIOUR	99	50	192										341
BULLYING		1	1										2
DRUGS	19	5	26										50
FIGHTING	9		22										31
LANGUAGE	1		5										6
SMOKING	11	4	11										26
THEFT	11	5	7										23
TRUANCY	96	89	61										246
VANDALISM			3	1									4
WEAPON	1	3											4
Grand Total	252	159	329	1									741

