

STIOffice AL – Discipline and SIR Reporting

Entering Discipline via Student Desktop

To enter Discipline information using Student Desktop, select **Students** in the main menu and click **Desktop**. Then perform the following steps:

- Click **Lookup** and select the student whose record is to be modified. Then click **Select**.
- In the *Student Desktop* menu, click **Discipline**.
- Click the **Insert** button, located under *Edit*.

The screenshot shows a dialog box titled "Record will be Added (Enibodi, Kuld B.)". It contains the following fields and controls:

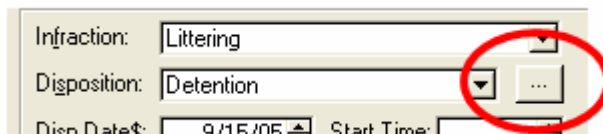
- Number: 1
- Discipline Date: 3/15/05 Thursday
- Time: 7:27AM
- Period: (empty)
- Course: (dropdown menu)
- Teacher: (dropdown menu)
- Incident: (dropdown menu)
- Location: (dropdown menu)
- Infraction: Alcohol Possession
- Dements: 0.0
- Remaining: 0.0
- Disposition: (dropdown menu)
- Admin Date: (spin box)
- Disp Date: (spin box)
- Start Time: (spin box)
- End Time: (spin box)
- Administrator: (dropdown menu)
- Conference: (spin box)
- Time: (spin box)
- Days: 0
- Hrs: 0
- Min: 0
- Alert Value: 0
- Relation: (spin box)
- Notes: (text area)
- Buttons: Post Attendance, OK, Cancel

- The Discipline *Date* and *Time* will default to the current date/time, but this information may be changed. To change the date, click the spin box in the field or simply enter the correct date with a two-digit month, two-digit day and two-digit year, and then press the *Tab* key. To change the time, enter a two-digit hour, two-digit minute and *A* for *AM* or *P* for *PM*. Alternately, four-digit military time may be entered, which will then automatically display as *AM* or *PM*.
- *Optional*: Enter the *Period* and select the *Course* during which the incident occurred. A *Location* may be selected as well. Some of this information may fill in automatically when other details are entered.
- *Optional*: Select the *Teacher* who reported the incident, if desired.

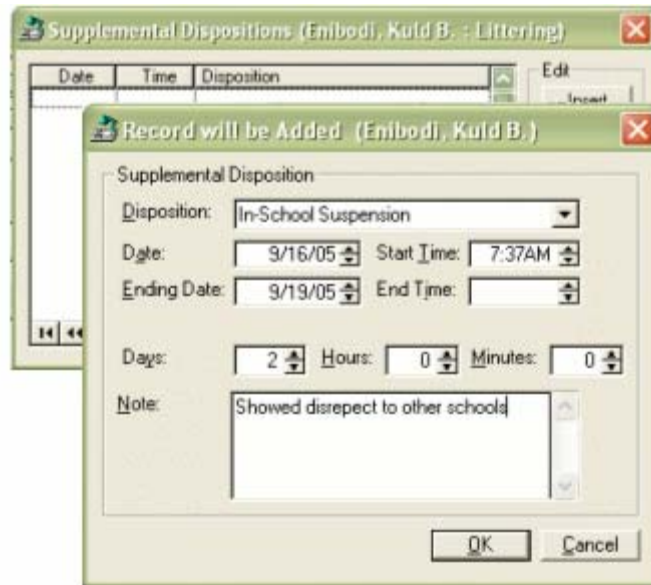
- Leave the *Incident* field blank. This will automatically populate after the incident screen identifying either law or board violation is inserted.
- Select the appropriate *Infraction*. To set a default infraction to appear for every discipline record, go to **Utilities | System Utilities | System File/Information** and select the *More* tab to choose the Discipline Infraction default.

Note: The number of *Demerits* will appear by default if infractions are set up under **Utilities | Code Maintenance | Discipline Infractions**.

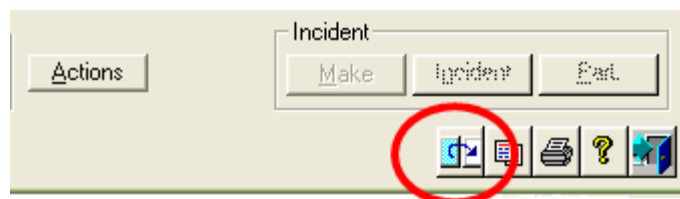
- Select the appropriate *Disposition*. To set a disposition limit for Special Education students, select **Utilities | System Utilities | System File/Information** and click the *More* tab. Choose the disposition and the maximum number of times the student can receive the chosen disposition.
- Enter the beginning and ending Disposition dates. Press the *F12* key if the beginning *Disp Date* is the same as the *Infraction Date*, and the information will automatically copy over.
- *Optional:* Enter the *Start and End Times, Hours, and Minutes*
- *Optional:* Use the spin box to select the *Relation* of the incident to an infraction. As you scroll through the infraction numbers, the name of each infraction will appear to the right of the *Relation* field.
- Enter the *Admin Date*. Press the *F12* key if the *Admin Date* is the same as the *Discipline Date*, and the information will automatically copy.
- Select the *Administrator* who is in charge of handling the current incident (i.e., the principal, assistant principal, counselor etc.).
- *Optional:* Click in the *Alert Value* box to raise or lower the level of alert, if desired.
- *Optional:* Enter any *Notes* associated with the incident.
- If applicable, click **Post Attendance** to insert the selection of the proper attendance code for full day and/or half-day absence for the student. To link attendance codes to dispositions, select **Utilities | Discipline**. When using **Post Attendance** from Discipline, only Attendance codes linked to the Disposition involved would be used.
- When all information has been entered, click **OK** to save.
- If further dispositions need to be added, highlight the discipline record and click **Change**. You will then see the **Ellipsis** button to the right of the *Disposition* field.



- Click the **Ellipsis** button and insert a *Supplemental Disposition*. Select the *Cycle* box to enter multiple Supplemental Dispositions. When finished, click the **OK** button to save, close the **Door** icon and then click the **OK** button in the *Record will be Changed* window to save changes.



- If other students are involved in this occurrence, make sure the correct infraction is highlighted and click the **Copy** button (the arrow icon in the lower right-hand corner of the *Discipline* record list window). You will then be prompted to select the other student(s). Make any necessary changes by going to the other students' discipline records, highlighting the correct item, and then clicking the **Change** button.



Note: Attendance and Action records will not copy.

- In the main *Discipline* menu, note that *Occurrence* columns (which appear onscreen as *Occ*) indicate the number of infractions and dispositions associated with the student.
- In the main *Discipline* menu, the *Total Demerits* assigned and remaining are displayed under the *Dem* column.
- With the proper infraction selected in the *Discipline* menu, click the **Actions** button to select the action taken when leading up to or following up on a disposition (examples might include *Letter Sent*, *Conference*, *Phone Call*, etc.). Possible actions must be pre-entered under **Utilities** | **Code Maintenance** | **Most Codes** | *Discipline* before they are selected here.

Note: When any *Actions* have been entered, a checkmark will appear next to the date of the infraction in the main *Discipline* menu.

Entering Discipline via Add/Edit Student Information Menu

To enter Discipline information using the Add/Edit Student Information utility, select **Students** in the main menu and click **Add/Edit Student Information**. Then perform the following steps:

- Look up and select the student in the student list, then click the **Discipline** button on the lower right side of the menu.
- Click the **Insert** button, located under *Edit*.
- The Discipline *Date* and *Time* will default to the current date/time, but this information may be changed. To change the date, click the spin box in the field or simply enter the correct date with a two-digit month, two-digit day and two-digit year, and then press the *Tab* key. To change the time, enter a two-digit hour, two-digit minute and *A* for *AM* or *P* for *PM*. Alternately, four-digit military time may be entered, which will then automatically display as *AM* or *PM*.
- *Optional*: Enter the *Period* and select the *Course* during which the incident occurred. A *Location* may be selected as well. Some of this information may fill in automatically when other details are entered.
- *Optional*: Select the *Teacher* who reported the incident, if desired.
- Leave the *Incident* field blank. This will automatically populate after the incident screen identifying either law or board violation is inserted.
- Select the appropriate *Infraction*. To set a default infraction to appear for every discipline record, select **Utilities | System Utilities | System File/Information** and click the *More* tab to select a Discipline Infraction default.

Note: The number of *Demerits* will appear by default if infractions are set up under **Utilities | Code Maintenance | Discipline Infractions**.

- Select the appropriate *Disposition*. To set a disposition limit for Special Education students, select **Utilities | System Utilities | System File/Information** and click the *More* tab. Choose the disposition and set the maximum number of times the student can receive the disposition.
- Enter the beginning and ending *Disposition* dates. Press the *F12* key if the beginning *Disp Date* is the same as the *Infraction Date*, and the information will automatically copy over.
- *Optional*: Enter the *Start* and *End Times*, *Hours*, and *Minutes*
- *Optional*: Use the spin box to select the *Relation* of the incident to an infraction. As you go scroll through the infraction numbers, the name of each infraction will appear to the right of the *Relation* field.
- Enter the *Admin Date*. Press the *F12* key if the *Admin Date* is the same as the *Discipline Date*, and the information will automatically copy.
- Select the *Administrator* who is in charge of handling the current incident (i.e., the principal, assistant principal, counselor etc.).
- *Optional*: Click in the *Alert Value* box to raise or lower the level of alert, if desired.
- *Optional*: Enter any *Notes* associated with the incident.
- If applicable, click **Post Attendance** to insert the selection of the proper attendance code for full day and/or half-day absence for the student. To link attendance codes to dispositions, select **Utilities | Discipline**. When using **Post Attendance** from Discipline, only Attendance codes linked to the Disposition involved would be used.
- When all information has been entered, click **OK** to save.

- If further dispositions need to be added, highlight the discipline record and click **Change**. You will then see the **Ellipsis** button to the right of the *Disposition* field.
- Click the **Ellipsis** button and insert a *Supplemental Disposition*. Select the *Cycle* box to enter multiple Supplemental Dispositions. When finished, click the **OK** button to save, close the **Door** icon and then click the OK button in the *Record will be Changed* window to save changes.
- If other students are involved in this occurrence, make sure the correct infraction is highlighted and click the **Copy** button (the arrow icon in the lower right-hand corner of the *Discipline* record list window). You will then be prompted to select the other student(s). Make any necessary changes by going to the other students' discipline records, highlighting the correct item, and then clicking the **Change** button. Note: Attendance and Action records will not copy.
- In the main *Discipline* menu, note that *Occurrence* columns (which appear onscreen as *Occ*) indicate the number of infractions and dispositions associated with the student.
- In the main *Discipline* menu, the *Total Demerits* assigned and remaining are displayed under the *Dem* column.
- With the proper infraction selected in the *Discipline* menu, click the **Actions** button to select the action taken when leading up to or following up on a disposition (examples might include *Letter Sent*, *Conference*, *Phone Call*, etc.). Possible actions must be pre-entered under **Utilities | Code Maintenance | Most Codes | Discipline** before they are selected here.

Note: When any *Actions* have been entered, a checkmark will appear next to the date of the infraction in the main *Discipline* menu.

School Incident Reporting (SIR- for Alabama users)

Setup

Before you enter any incidents, verify that the information below is correctly set up in the system.

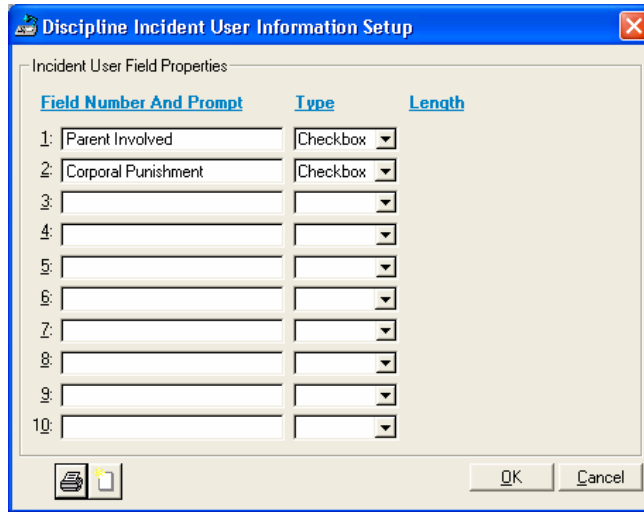
Incident Locations

In STIOffice, select **Utilities | Code Maintenance | Most Codes**. Then select *Locations* under *Incidents*. The following codes should be displayed here:

- **OFF**: Off Campus
- **ON**: On Campus
- **TRANS**: In Transport

Incident User Defined Fields

In STIOffice, select **Utilities | Discipline | Incident User Field Definition**. The following items should be displayed here:



- **Field 1:** Parent Involved; Type: Checkbox.
- **Field 2:** Corporal Punishment; Type: Checkbox.

Discipline Infractions

In STIOffice, go to **Utilities | Code Maintenance | Discipline Infractions** to view the Alabama Infraction Codes. A school may use its own Infraction Codes, but each Infraction Code must have a valid State Code attached to it. Alabama State Codes are selected from the list shown below.

Note: Until ALL Infractions have been linked to State Codes, users will be unable to record discipline.

Code	Description		Code	Description
S01	Alcohol Possession		S02	Alcohol Sale
S03	Alcohol Use		S04	Arson
S05	Assault		S06	Bomb Threat
S07	Burglary		S08	Criminal Mischief
S09	Defiance Of Authority		S10	Disobedience
S11	Disorderly Conduct		S12	Disruptive Demonst
S13	Drugs, Possession		S14	Drugs, Sale
S15	Drugs, Use		S16	Electronic Pagers
S17	Fighting		S18	Fire Alarm
S19	Gambling		S20	Harassment
S21	Homicide		S22	Inciting Others
S23	Kidnapping		S24	Larceny/Theft
S25	Motor Vehicle Theft		S26	Profanity or Vulgar

Code	Description		Code	Description
S27	Robbery		S28	Sexual Battery
S29	Sexual Harassment		S30	Sexual Offenses
S31	Threats/Intimidation		S32	Tobacco, Possession
S33	Tobacco, Sale		S34	Tobacco, Use
S35	Trespassing		S36	Truancy
S37	Handgun, Possession		S38	Handgun, Sale
S39	Handgun, Use		S40	Rifle, Possession
S41	Rifle, Sale		S42	Rifle, Use
S43	Firearm, Possession		S44	Firearm, Sale
S45	Firearm, Use		S46	Explosive, Possessio
S47	Explosive, Sale		S48	Explosive, Use
S49	Weapon, Possession		S50	Weapon, Sale
S51	Weapon, Use		S52	Knife, Possession
S53	Knife, Sale		S54	Knife, Use
S55	Other, Possession		S56	Other, Sale
S57	Other, Use		S58	Other Incidents
			S99	For Local Use Only (Not Reported to the State)

To link a Discipline Infraction Code to the State Infraction Code:

- Highlight a code and click on **Change**.
- Click on the drop-down arrow to produce the list of State Infraction Codes and then choose the appropriate code. For Discipline SIR Reporting, if you are going to use any Discipline Infraction that is linked to state codes of S1-58, you must use a valid SIR Disposition of SIR 1 through 10. Any Infraction Codes that are NOT to be reported to the state must be associated with the state code *S99-For Local Use Only (Not Reported to the State)*.

This process must be completed for all codes before any discipline records can be created.



Discipline Dispositions

In STIOffice, select **Utilities | Code Maintenance | Most Codes**. Then click *Dispositions* under *Discipline* (at the bottom of the third column of codes). The Alabama SIR Codes are pre-loaded here. You should double-click each SIR Code and make sure that *Yes* is bulleted under *Create Incident*.

- **SIR1**: Out of School Suspension
- **SIR2**: Alternative Placement
- **SIR3**: Expelled
- **SIR4**: Expelled, Services Provided
- **SIR5**: Removed by Hearing Officer to Out of School Suspension
- **SIR6**: Alternative Setting (Special Ed only)
- **SIR7**: Corporal Punishment
- **SIR8**: Permanent Expulsion
- **SIR9**: Removed by Hearing Officer to Alternative Setting
- **SIR10**: Removed by Hearing Officer to Alternative Setting (Special Ed Only)

Incidents

When a Discipline Infraction is entered for an *incident-level* disposition, the incident will be created automatically.

If the disposition is NOT *SIR7* and corporal punishment is involved, the *Corporal Punishment* box should be checked on the *Incident* screen. If the disposition IS *SIR7*, it is not necessary to check the *Corporal Punishment* box on the *Incident* screen.

Incidents may also be entered by selecting **Discipline Incidents** under the **Daily** menu. Relevant fields on the *Incident* screen include:

1. Incident Date and Time
2. Parent Involved
3. Location (must be one of the three *Incident Locations* described above; this is a **REQUIRED FIELD**).
4. School Sponsored Event
5. Law Violation

6. Board Violation
7. Call to Police
8. Infraction
9. Notes
10. Corporal Punishment

After the incident record has been created, select it in the *Discipline Incidents* menu and click the **Participants** button. Then do the following:

- Click **Insert** and enter any *Participants*, *Witnesses* and/or *Victims* in the Incident, designating each participant as *Student*, *Teacher/Staff* or *Other*. When either *Student* or *Teacher/Staff* is selected, click the **Ellipsis** button to insert the individual(s).
- *Witnesses* should consist of non-teachers reporting the incident.
- Next, click the **Students** button in the *Discipline Incidents* menu (again, make sure the newly-created incident record remains selected before clicking the button) and do the following:
- Click **Insert** and enter student perpetrators of the incident. This will create a normal Discipline Infraction that may also be viewed by clicking the **Discipline** button in either the *Student Desktop* or *Add/Edit Student Information* menus.
- The appropriate *Dispositions* listed above will need to be entered here for affected students. The *Starting / Ending Disposition Dates* will be used to determine the length of suspensions, placements or expulsions.

SIR Discipline Data Entry

To enter discipline in accordance with SIR reporting, select **Students** in the main menu and click either **Desktop** or **Add/Edit Student Information**. Then perform the following steps:

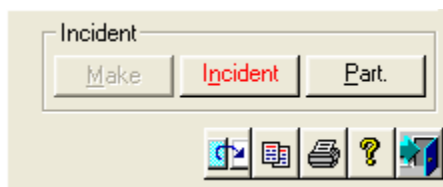
- Look up and select the student in the student list, then click the **Discipline** button on the lower right side of the menu.
- Click the **Insert** button, located under *Edit*.
- The Discipline *Date* and *Time* will default to the current date/time, but this information may be changed. To change the date, click the spin box in the field or simply enter the correct date with a two-digit month, two-digit day and two-digit year, and then press the *Tab* key. To change the time, enter a two-digit hour, two-digit minute and *A* for *AM* or *P* for *PM*. Alternately, four-digit military time may be entered, which will then automatically display as *AM* or *PM*.
- *Optional*: Enter the *Period*, and the *Course* during which the incident occurred will automatically be filled in.
- A *Location* must be selected.
- *Optional*: Select the *Teacher* who reported the incident, if desired.
- Leave the *Incident* field blank. This will automatically populate after the incident screen identifying either law or board violation is inserted.
- Select the appropriate *Infraction*. To set a default infraction to appear for every discipline record, select **Utilities | System Utilities | System File/Information** and click the *More* tab to select a Discipline Infraction default

Note: The number of *Demerits* will appear by default if infractions are set up under **Utilities | Code Maintenance | Discipline Infractions**.

- Select the appropriate *Disposition*, using one of the SIR codes (*SIR1* through *SIR10*). To set a disposition limit for Special Education students, select **Utilities | System Utilities | System File/Information** and click the *More* tab. Choose the disposition and the maximum number of times the student can receive the chosen

disposition. Only discipline infraction codes linked to state codes S01 – S58 may be used with SIR disposition codes.

- Enter the beginning and ending Disposition dates. Press the *F12* key if the beginning *Disp Date* is the same as the *Infraction Date*, and the information will automatically copy over.
- *Optional*: Enter the Start and End Times, Hours, and Minutes. Number of Days will automatically populate after you choose a date range when needed.
- Enter the *Admin Date*. Press the *F12* key if the *Admin Date* is the same as the *Discipline Date*, and the information will automatically copy.
- Select the *Administrator* or individual who administered the disposition.
- *Optional*: Click in the *Alert Value* box to raise or lower the level of alert, if desired.
- *Optional*: Enter any *Notes* associated with the incident. This may be viewed in STIClassroom if enabled in Principal's Module.
- If applicable, click **Post Attendance** to insert the selection of the proper attendance code for full day and/or half-day absence for the student. You may also post a type of *Other* for absences when they are not to be calculated in the attendance. To link attendance codes to dispositions, select **Utilities | Discipline**. When using **Post Attendance** from Discipline, only Attendance codes linked to the Disposition involved would be used.
- Click **OK** and you will be prompted to checkmark any *Results* and/or *Flags*; select a *Law* or *Board Violation*; or enter any additional *Notes*.
- Click **OK** on the popup screen.
- If further dispositions need to be added, highlight the discipline record and click **Change**. You will then see the **Ellipsis** button to the right of the *Disposition* field.
- Click the **Ellipsis** button and insert a *Supplemental Disposition*. Select the *Cycle* box to enter multiple Supplemental Dispositions. When finished, click the **OK** button to save, close the **Door** icon and then click the **OK** button in the *Record will be Changed* window to save changes.
- Click the **Participants** button to enter *Participants* (can be a teacher, student or a non-student), *Witnesses* and/or *Victims*.
- The **Incident** button (showing in red) will allow you to edit *Results*, *Flags* and *Law* or *Board Violations*; you may also enter any additional *Notes* if desired.



Note: *Corporal Punishment* should be checked in the Incident record (shown below) if it was meted out in addition to another disposition.

- If other students are involved in this occurrence, make sure the correct infraction is highlighted and click the **Copy** button (the arrow icon in the lower right-hand corner of the *Discipline* record list window). You will then be prompted to select the other student(s). Make any necessary changes by going to the other students' discipline records, highlighting the correct item, and then clicking the **Change** button. Note: Attendance and Action records will not copy.
- In the main *Discipline* menu, note that *Occurrence* columns (which appear onscreen as *Occ*) indicate the number of infractions and dispositions associated with the student.
- In the main *Discipline* menu, the *Total Demerits* assigned and remaining are displayed under the *Dem* column.
- With the proper infraction selected in the *Discipline* menu, click the **Actions** button to select the action taken when leading up to or following up on a disposition (examples might include *Letter Sent*, *Conference*, *Phone Call*, etc.). Possible actions must be pre-entered under **Utilities | Code Maintenance | Most Codes | Discipline** before they are selected here.

Note: When any *Actions* have been entered, a checkmark will appear next to the date of the infraction in the main *Discipline* menu.
