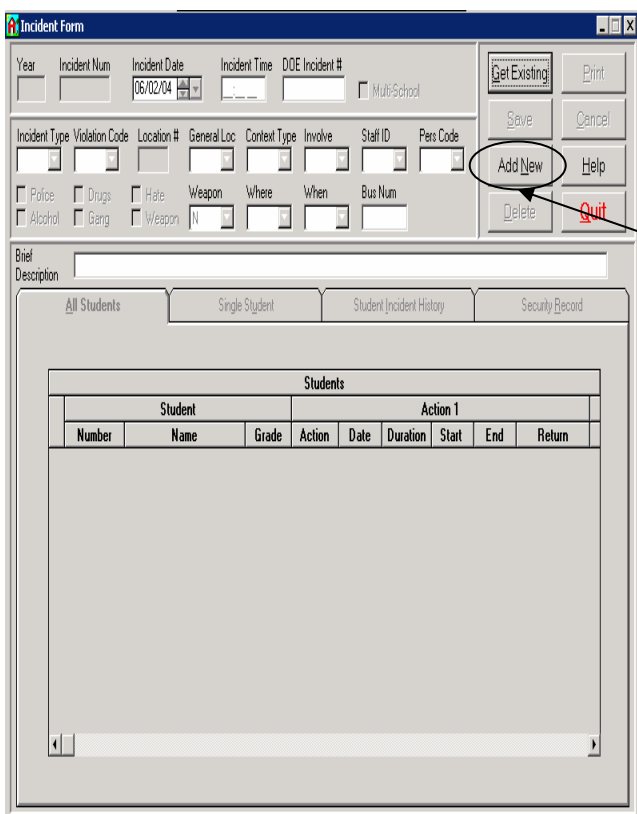
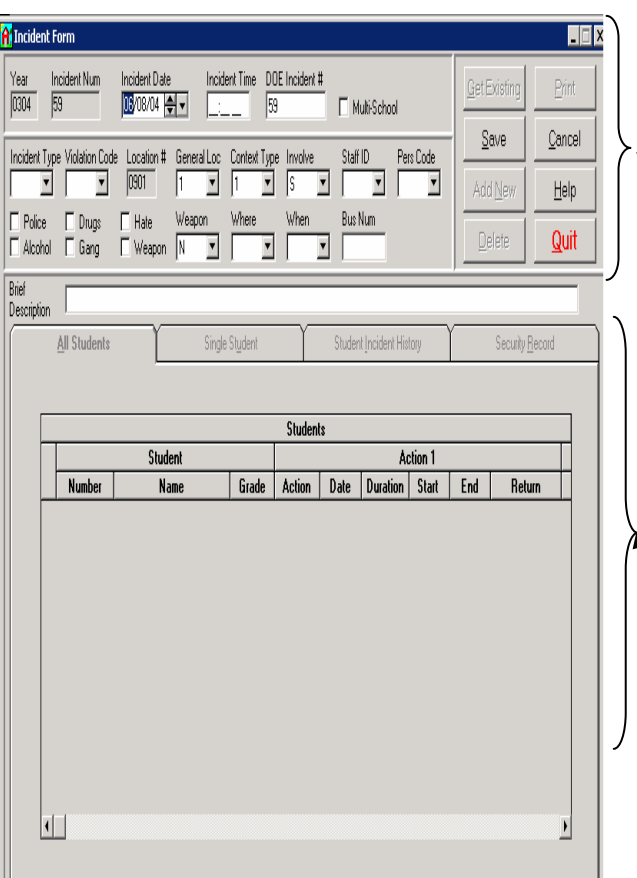


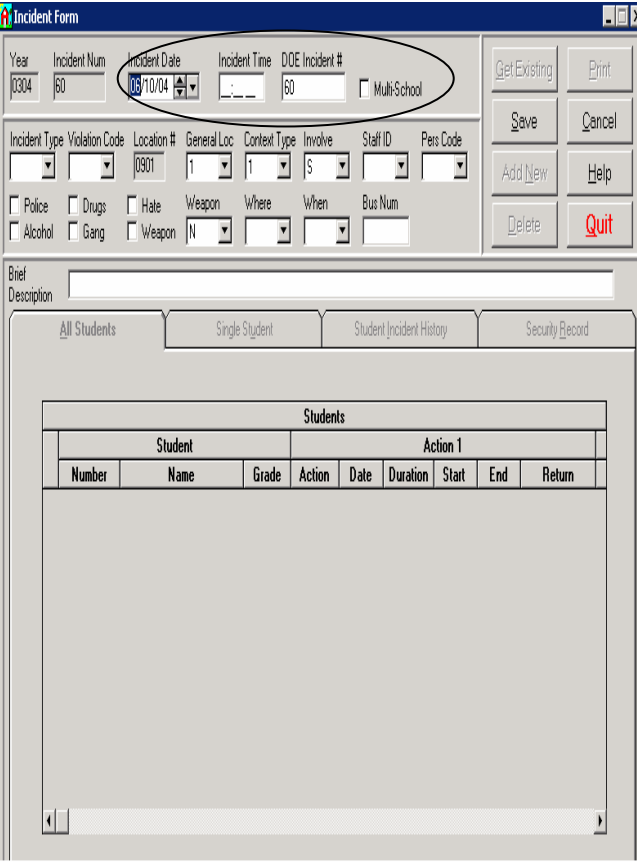
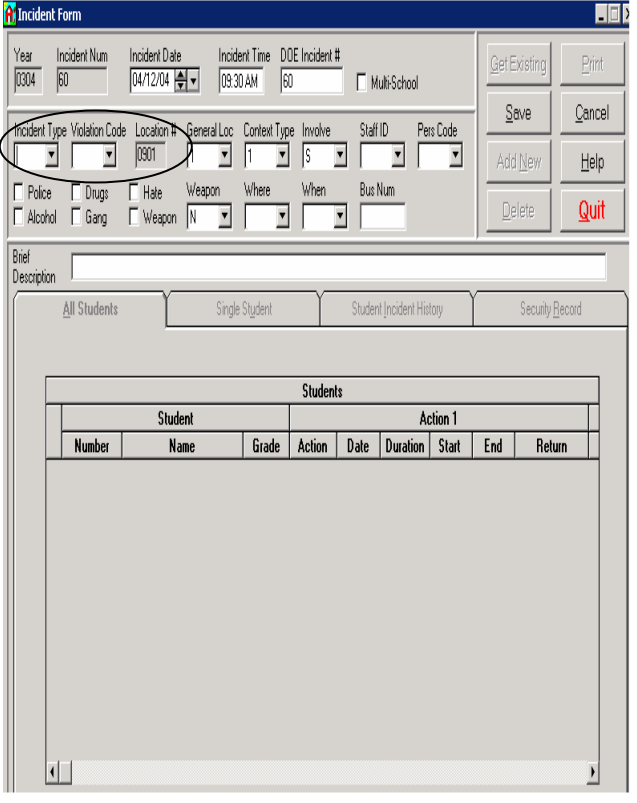
# Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the <b>Genesis School Menu</b> is displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Discipline</b> icon</li> </ul>
2		<p>The <b>Discipline Menu</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Create/Edit Incidents</b> icon</li> </ul>

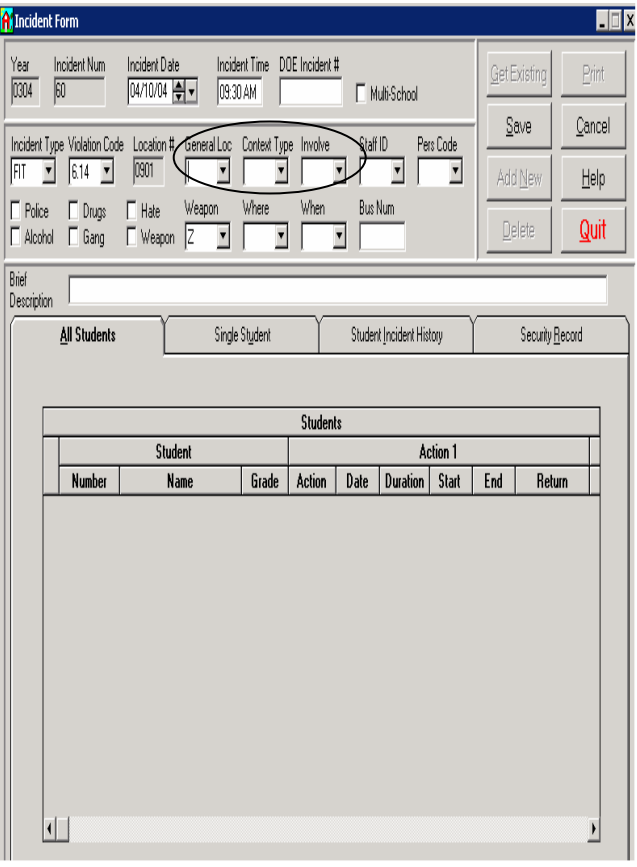
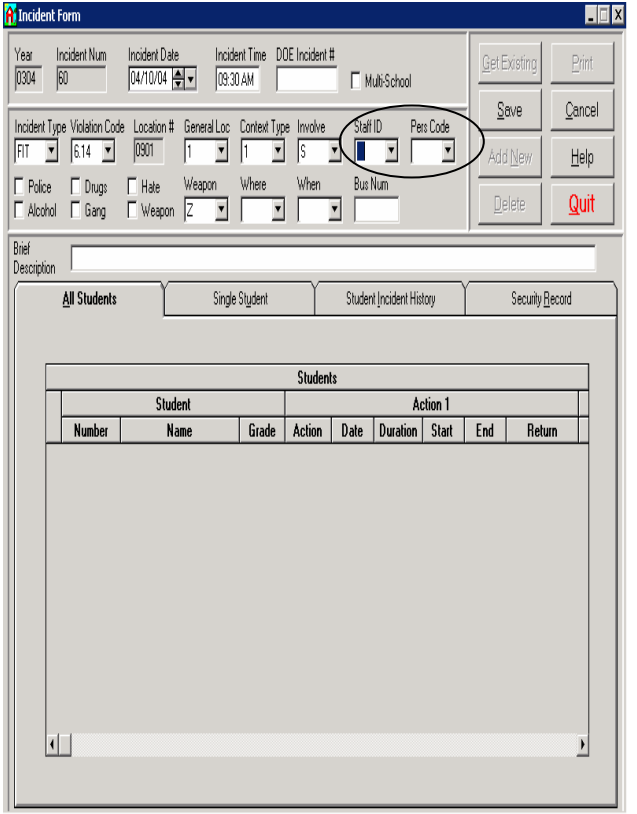
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows the 'Incident Form' window. At the top, there are input fields for Year, Incident Num, Incident Date (06/02/04), Incident Time, and DOE Incident #. Below these are dropdown menus for Incident Type, Violation Code, Location #, General Loc, Context Type, Involve, Staff ID, and Pers Code. There are also checkboxes for Police, Drugs, Hate, Alcohol, Gang, and Weapon, along with fields for Weapon, Where, When, and Bus Num. A 'Brief Description' field is present. At the bottom, there are tabs for 'All Students', 'Single Student', 'Student Incident History', and 'Security Record'. A table titled 'Students' is visible, with columns for Student (Number, Name, Grade) and Action 1 (Action, Date, Duration, Start, End, Return). The 'Add New' button is circled in red.</p>	<p>The <b>Incident Form</b> screen is displayed.</p> <p><b><u>To Add a New Discipline Incident</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Add <u>N</u>ew</b> button</li> </ul>
4	 <p>The screenshot shows the 'Incident Form' window with some fields filled in. Year is 0304, Incident Num is 59, Incident Date is 03/08/04, and DOE Incident # is 59. Incident Type is 0901, Location # is 1, General Loc is 1, Context Type is S, and Involve is S. The 'Students' table is empty.</p>	<p>The incident form will be activated and information for the new incident can be entered.</p> <p>The <b>top portion</b> of the form contains information about the incident.</p> <p>Some information in the Incident Form defaults and cannot be changed. This information includes school year, incident number, and location number.</p> <p>Other fields will default to the most commonly used entries and information in these fields can be changed if needed.</p> <p>The <b>bottom portion</b> of the form will display information concerning the student(s) involved in the incident.</p> <p>Use the <b>tab key</b> or the <b>mouse</b> to move from field to field when entering information.</p>

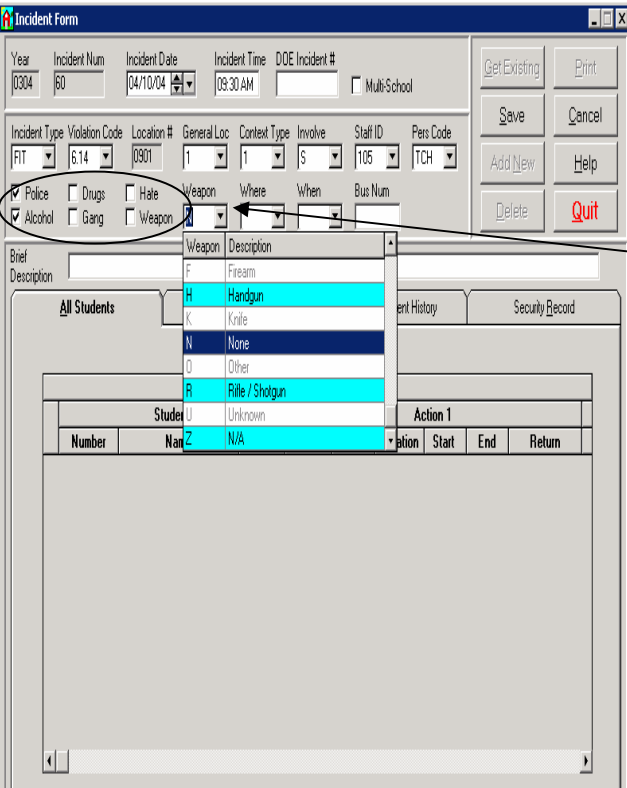
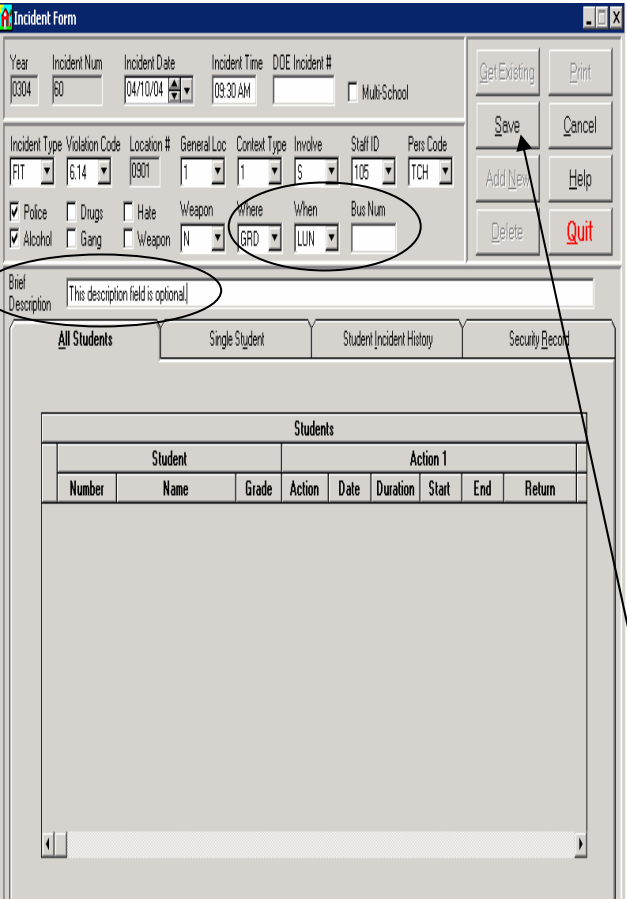
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<b>5</b>		<p><b>Incident Date</b> Current date will default, the date can be changed if the incident occurred on a different date. The cursor should be positioned on the date field.</p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> <li>OR</li> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p><b>Incident Time (*Optional field*)</b></p> <ul style="list-style-type: none"> <li>Type the <b>approximate time</b> that the incident occurred, <b>HHMM, am</b> or <b>pm</b> must be entered.</li> </ul> <p><b>DOE Incident Number</b> Automatically generated</p> <p><b>Multi-School</b> If students from more than one school are involved in this incident:</p> <ul style="list-style-type: none"> <li>Click on <b>check box</b> to activate</li> </ul>
<b>6</b>		<p><b>Incident Type</b></p> <ul style="list-style-type: none"> <li>Type the <b>3-letter code</b></li> <li>OR</li> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>Violation Code</b> The violation code number will default based on the Incident Type entered.</p> <p><b>Location Number</b> The location number will default with your school's center number and cannot be changed.</p>

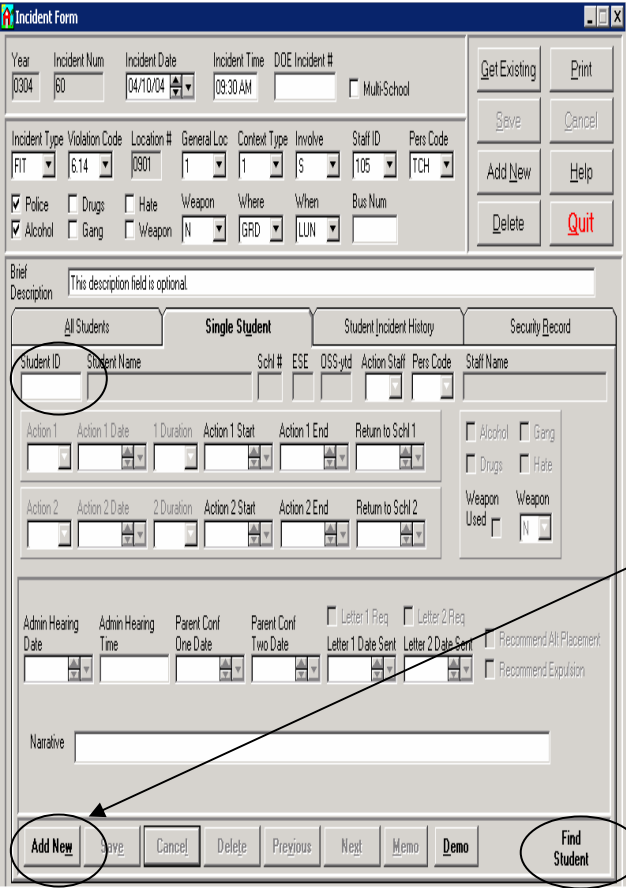
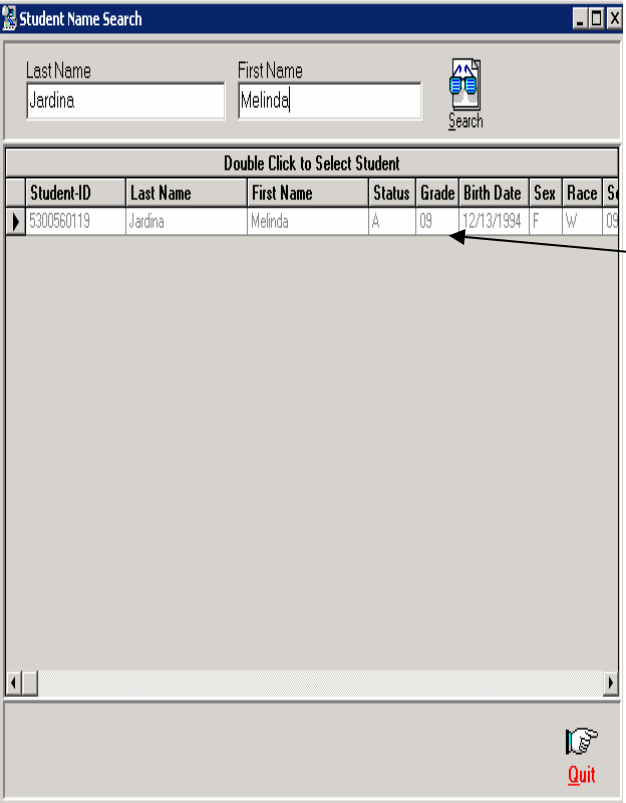
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
7		<p><b>General Location</b> – defaults to <b>1</b> (School Grounds, On Campus), to change:</p> <ul style="list-style-type: none"> <li>• Type the <b>1-digit code</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b></li> </ul> <p><b>Context Type</b> – defaults to <b>1</b> (During School Hours), to change:</p> <ul style="list-style-type: none"> <li>• Type the <b>1-digit code</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b></li> </ul> <p><b>Involve</b> – defaults to <b>S</b> (Student), to change:</p> <ul style="list-style-type: none"> <li>• Type the <b>1-letter code</b> indicating student/non-student involvement</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b></li> </ul>
8		<p><b>Staff ID</b></p> <ul style="list-style-type: none"> <li>• Type the <b>3-digit ID number</b> of the staff member reporting the incident</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate Staff ID</b> from list</li> </ul> <p><b>Personnel Code</b></p> <p>The information will default with the appropriate 3-letter code from the Staff Record when an ID number is entered in the <b>Staff ID</b> field.</p>

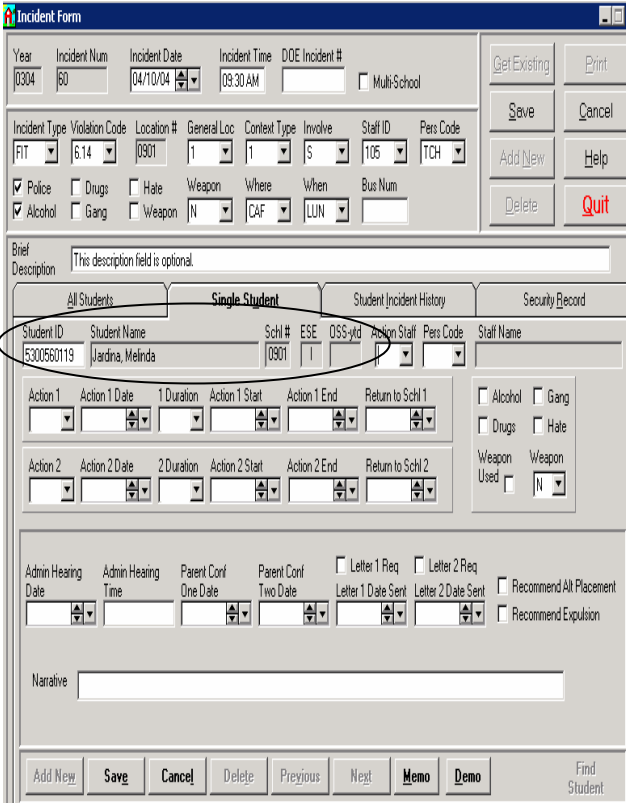
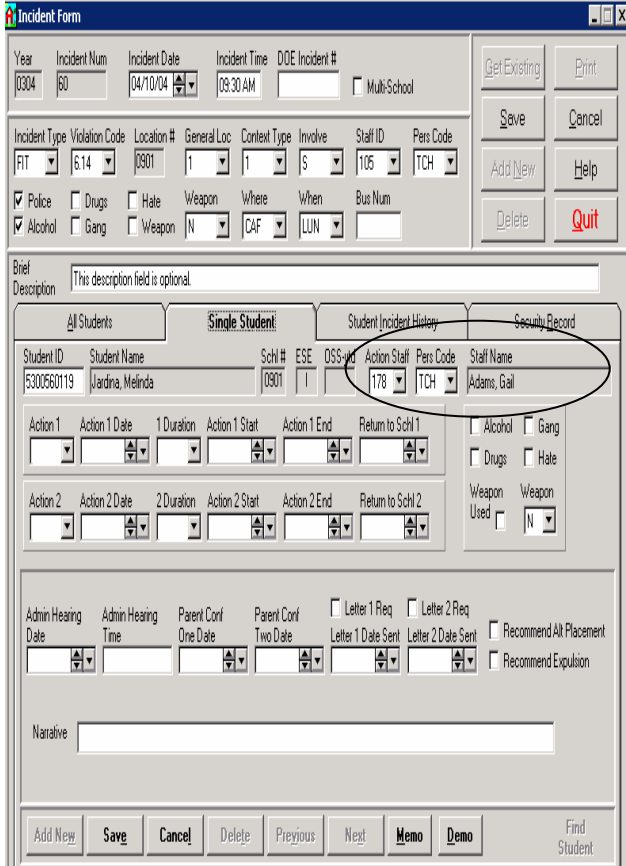
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
9		<p><b>Alcohol, Gang, Drugs, and/or Hate Check Boxes</b></p> <ul style="list-style-type: none"> <li>Click on any <b>appropriate check boxes</b> that are applicable to this incident</li> </ul> <p><b>Weapon – defaults to N (None), to change:</b></p> <ul style="list-style-type: none"> <li>Type the <b>1-letter code</b> indicating type of weapon involved</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul>
10		<p><b>Where (*Optional field*)</b></p> <ul style="list-style-type: none"> <li>Type the <b>3-letter code</b> for where the incident took place</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>When (*Optional field*)</b></p> <ul style="list-style-type: none"> <li>Type the <b>3-character code</b> for when the incident occurred</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>Bus Number</b></p> <ul style="list-style-type: none"> <li>Type the <b>Bus Number</b> involved in the incident if applicable</li> </ul> <p><b>Brief Description (*Optional field*)</b></p> <ul style="list-style-type: none"> <li>Type a short <b>descriptive narrative</b> of this incident</li> </ul> <p>When all entries have been completed:</p> <ul style="list-style-type: none"> <li>Click the <b>Save</b> button</li> </ul>

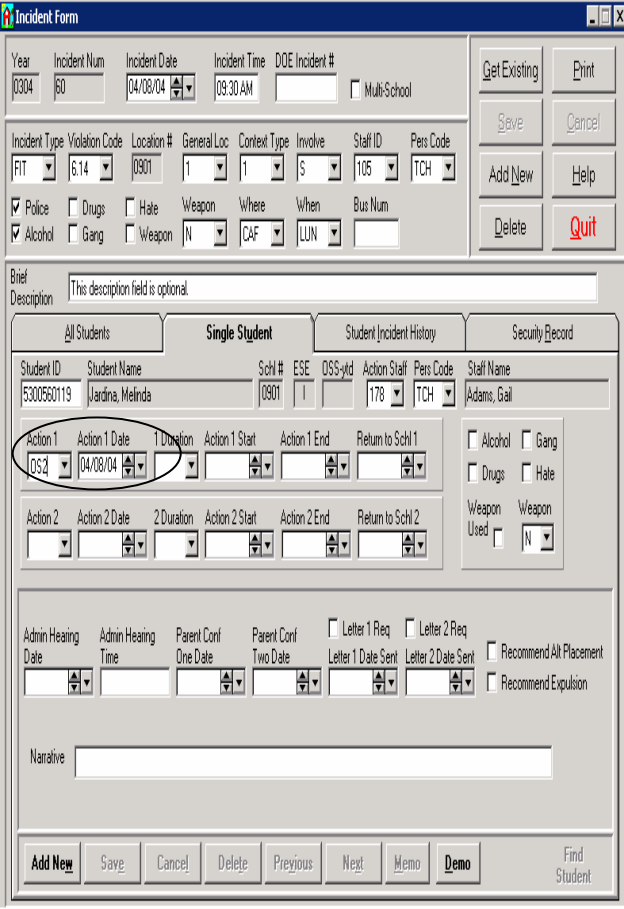
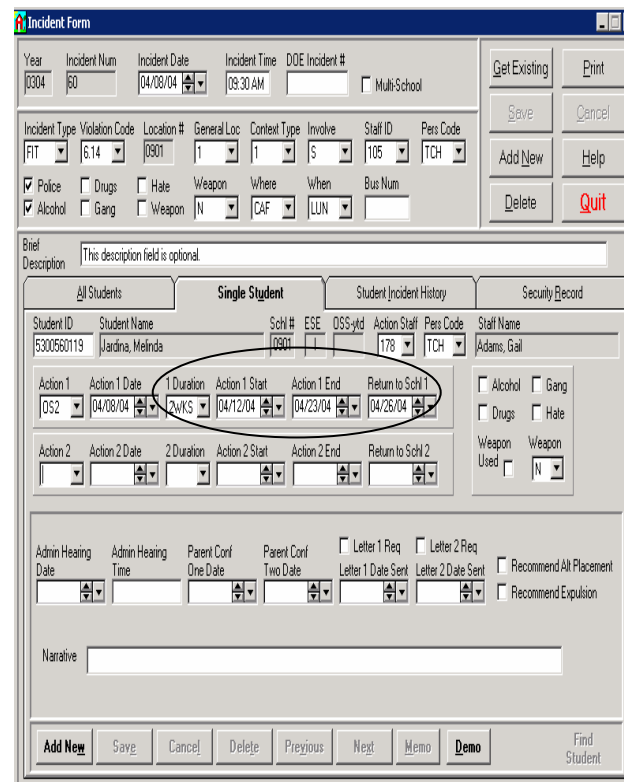
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
11		<p>The <b>Single Student</b> folder will display. Student(s) can now be added to this new incident.</p> <p><b>Remember:</b> Multiple students can be involved in a single incident. Separate incidents <u>should not</u> be created for each student whenever more than one student is involved in the same incident.</p> <p><b><u>To Add a Student to an Incident</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Add New</b> icon</li> <li>• Type the <b>Student ID</b> number, the student name and school number will display</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Click <b>Find Student</b> button to search for a student</li> </ul>
12		<p><b>Student Name Search</b> will display</p> <ul style="list-style-type: none"> <li>• Type in <b>Student Name</b> (last, first)</li> <li>• Click the <b>Search</b> icon</li> <li>• <i>Double click</i> on the <b>row</b> of the student to be added to the discipline incident.</li> </ul>

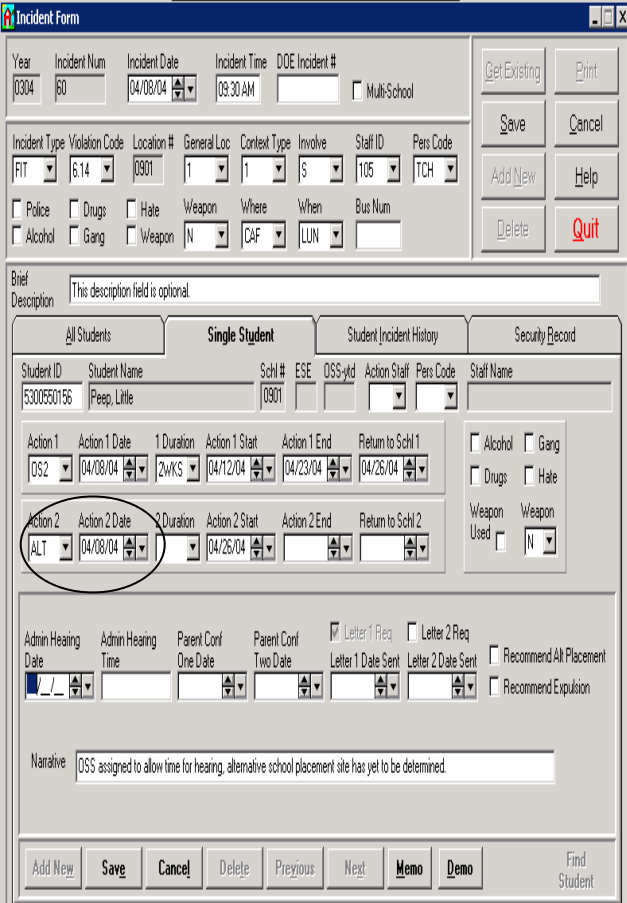
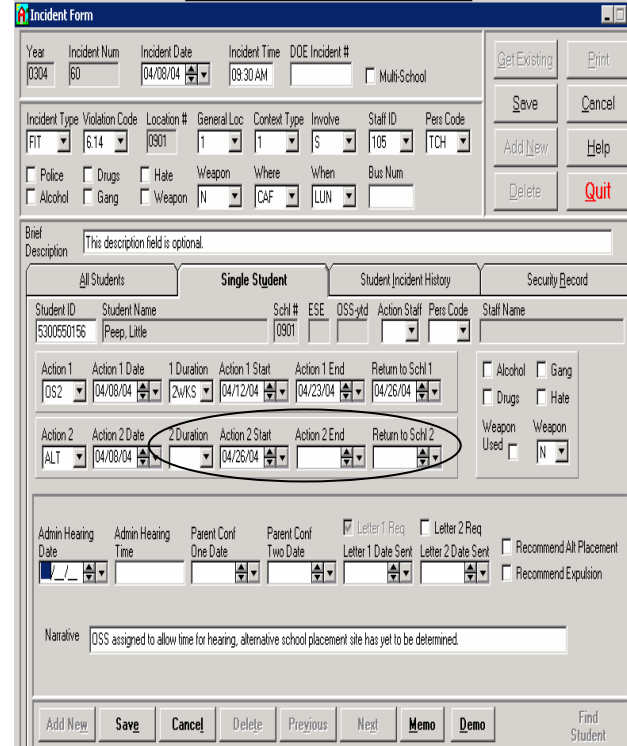
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
13		<p>The selected <b>Student ID</b> will appear in the appropriate field.</p> <ul style="list-style-type: none"> <li>• <b>Press Tab</b></li> </ul> <p>The student's name and school number will display and the fields are now activated so data can be entered.</p> <p><b>ESE</b> The appropriate code will default for ESE students.</p> <p><b>OSS-ytd</b> The number of days a student has been assigned to Out-of-School Suspension for the year-to-date will display in this field.</p>
14		<p><b>Action Staff</b></p> <ul style="list-style-type: none"> <li>• <b>Type the 3-digit staff ID number</b> of the staff member assigning the action to this student</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Click on the drop down arrow</b></li> <li>• <b>Select the appropriate Staff ID</b> from list</li> </ul> <p>In order for this to work, the staff record has to be specified as Discipline Office staff. This is done on the Staff record under the Job related tab.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Job Related</b>    Summer/F</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department Chairperson</li> <li><input type="checkbox"/> Beginning Teacher</li> <li><input type="checkbox"/> Teaching Summer School</li> <li><input type="checkbox"/> Discipline Office Staff</li> <li><input type="checkbox"/> Front Desk Staff</li> </ul> </div>

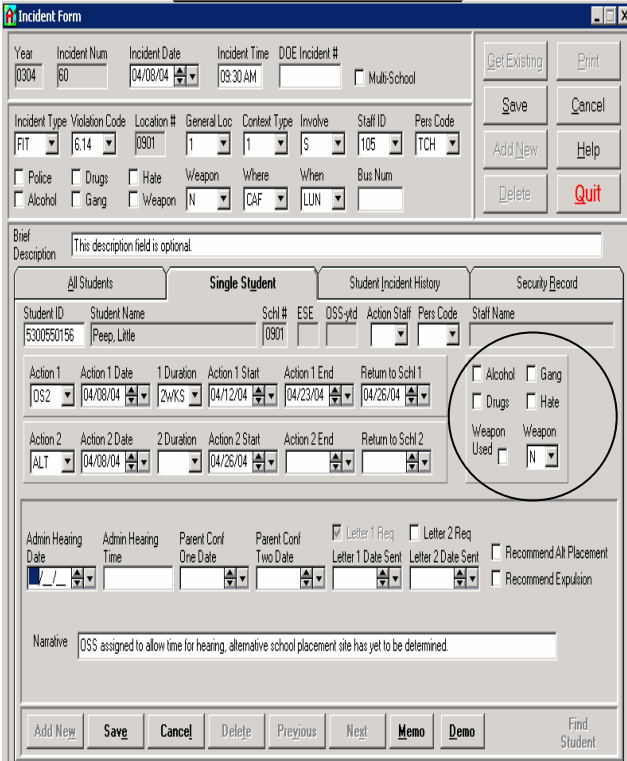
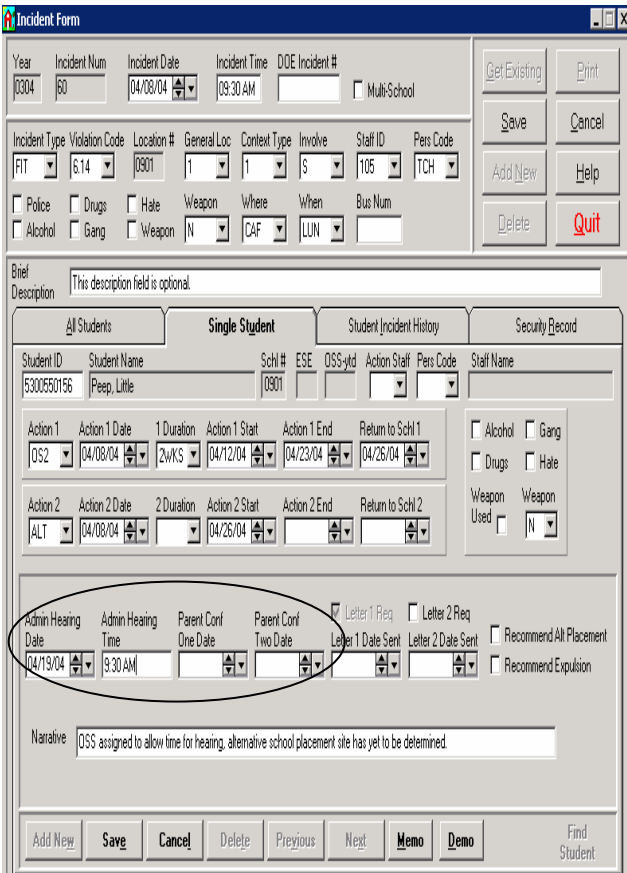
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
15		<p>Information entered on the student portion of the incident form is for the selected student only. Other students involved in the same incident can have different actions entered since actions are given on an individual basis.</p> <p>Most students will have only one action for any given incident (Action 1).</p> <p><b>Action 1</b></p> <ul style="list-style-type: none"> <li>Type the <b>3-letter code</b> for the discipline action taken</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>Action 1 Date</b></p> <p>Current date will default, the date can be changed if the action was given on a different date.</p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul>
16		<p><b>1 Duration</b></p> <ul style="list-style-type: none"> <li>Type the <b>duration length</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>Action 1 Start</b></p> <p>Current date will default, the date can be changed if the action starts on a different date.</p> <ul style="list-style-type: none"> <li>Type beginning date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p><b>Action 1 End</b></p> <p>Date will default based on duration length and start date.</p> <p><b>Return to School 1</b></p> <p>Date will default to the next school day after the end date.</p>

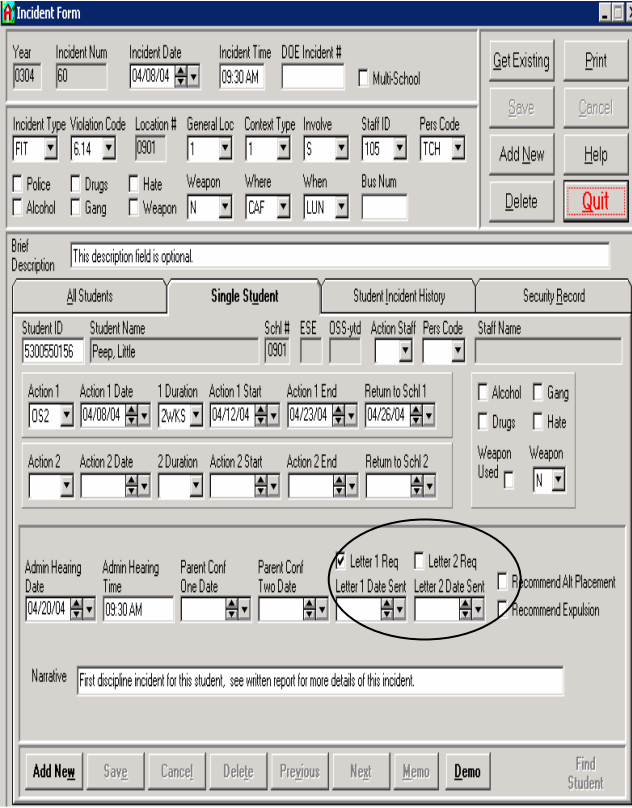
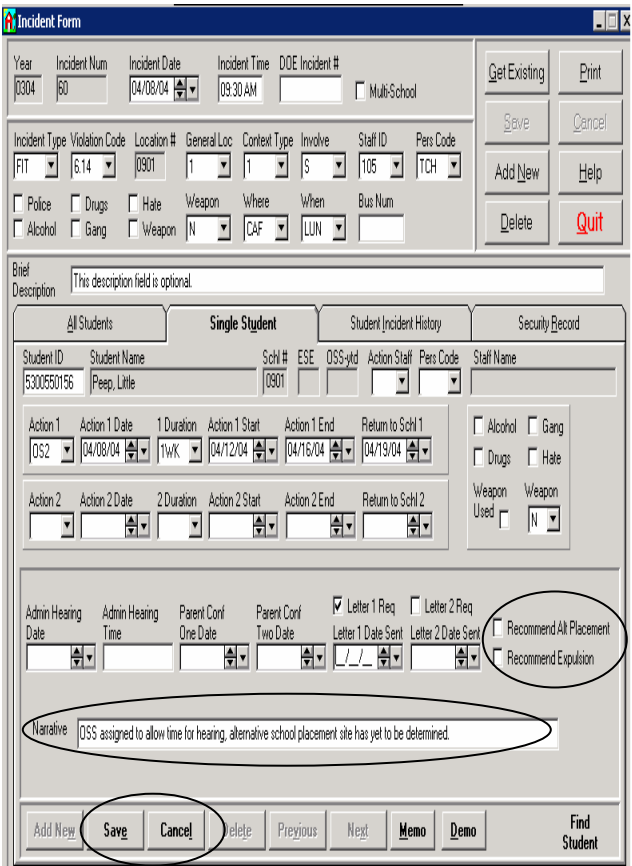
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
17		<p><b>Alternate Placement Instead of Expulsion (ALT) and Recommend Expulsion (REX)</b> are the only cases that will involve entries for both Action 1 and Action 2. In both of these situations the required Out-of-School Suspension will be entered for Action 1, and Action 2 will be either ALT or REX (the only actions listed in the drop down for Action 2).</p> <p><b>Action 2</b></p> <ul style="list-style-type: none"> <li>Type the <b>3-letter code</b> for the discipline action taken</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul> <p><b>Action 2 Date</b></p> <p>Current date will default, the date can be changed if the action was given on a different date.</p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul>
18		<p><b>2 Duration</b></p> <p>At the initial creation of the incident and entry of student(s) the duration length of the Alternative Placement or Expulsion is unknown, therefore this field should be blank.</p> <p><b>Action 2 Start</b></p> <p>Current date will default, the date can be changed if the action starts on a different date.</p> <ul style="list-style-type: none"> <li>Type beginning date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p><b>Action 2 End</b></p> <p>Since the duration length is initially unknown, the field should be blank.</p> <p><b>Return to School 2</b></p> <p>Since the end date is initially unknown, the field should be blank.</p>

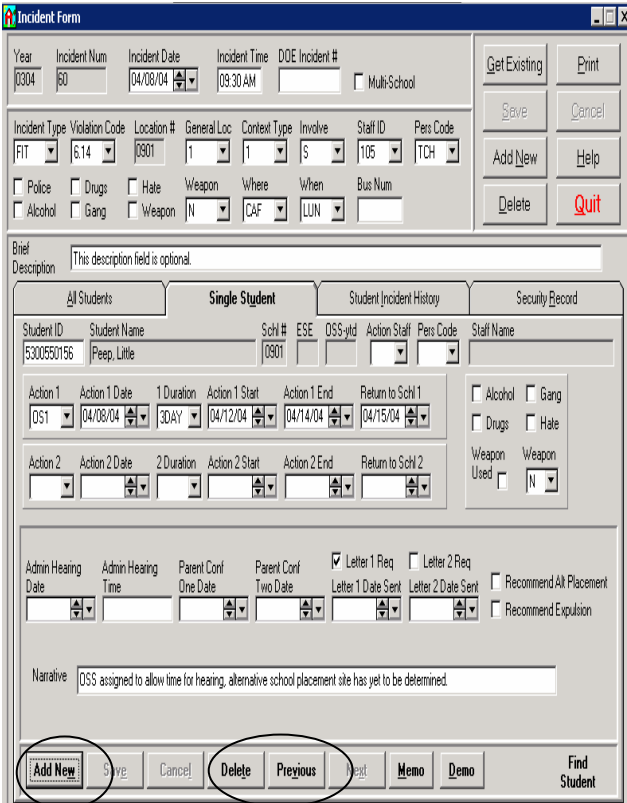
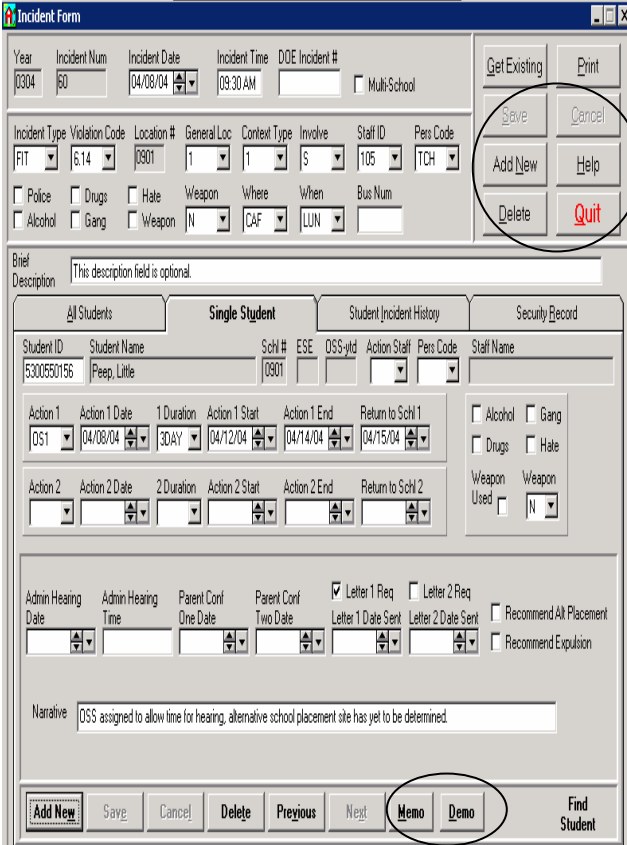
## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
19		<p><b>Alcohol, Gang, Drugs, Hate and/or Weapon Used Check Boxes</b></p> <ul style="list-style-type: none"> <li>Click on any <b>appropriate check box(es)</b> that are applicable to this student</li> </ul> <p><b>Weapon</b> – defaults to N (None), to change:</p> <ul style="list-style-type: none"> <li>Type the <b>1-letter code</b> indicating type of weapon</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate code</b></li> </ul>
20		<p>The following fields are not required for all actions but may pertain to the student depending on the action taken.</p> <p><b>Administration Hearing Date</b></p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p><b>Administration Hearing Time</b></p> <ul style="list-style-type: none"> <li>Type the <b>appropriate time</b>, include <b>am</b> or <b>pm</b></li> </ul> <p><b>Parent Conference One Date</b></p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p><b>Parent Conference Two Date</b></p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul>

## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
21		<p><b>Letter 1 Required</b></p> <ul style="list-style-type: none"> <li>Click in <b>box</b> to activate, if applicable</li> </ul> <p><b>Letter 1 Date Sent</b> Current date will default.</p> <p><b>Letter 2 Required</b> The only actions that will use this letter are <b>Alternative Placement Instead of Expulsion (ALT)</b> and <b>Recommend Expulsion (REX)</b>, the Letter 1 option will not be used for these actions.</p> <ul style="list-style-type: none"> <li>Click in <b>box</b> to activate, if applicable</li> </ul> <p><b>Letter 2 Date Sent</b> Current date will default.</p> <p>Refer to the appropriate documentation for procedures for printing a discipline letter. (Print a Discipline Letter)</p>
22		<p><b>Recommend Alt Placement and Recommend Expulsion Check Boxes</b></p> <ul style="list-style-type: none"> <li>Click on an appropriate <b>check box</b> when applicable to this student</li> </ul> <p><b>Narrative (*Optional field*)</b> This field is available for typing a short text entry regarding this student's involvement in the incident.</p> <p>When all entries for this student have been completed:</p> <ul style="list-style-type: none"> <li>Click the <b>Save</b> button</li> </ul> <p>Information can be updated after the initial entry when applicable. To undo any entries made since the last time the record was saved:</p> <ul style="list-style-type: none"> <li>Click the <b>Cancel</b> button</li> </ul>

## Genesis – Discipline Create a New Incident

Steps	Screen Displayed	Procedures
23		<p>After saving or canceling, the <b>Single Student</b> screen will display. Additional buttons at the bottom of the page are activated and available to use when needed.</p> <p><b>Add New</b> Click to add another student to this incident.</p> <p><b>Delete</b> Click to delete the displayed student from this incident.</p> <p><b>Next or Previous</b> Click to go to the next listed student's record or to return to the previously listed student if multiple students have been added to the incident.</p>
24		<p><b>Memo</b> Click to add to the displayed student record a more lengthy text entry than the <b>Narrative</b> field. When a note is added the button will display with an exclamation point “!”</p> <p style="text-align: right;"><b>Memo !</b></p> <p><b>Demo</b> Click to view residence address, birth date, parent and sibling/custody information for the student.</p> <p>Whenever any additional information for the incident and/or the student(s) has been entered:</p> <ul style="list-style-type: none"> <li>Click the <b>Save</b> button that is activated in either the top or lower portion of page.</li> </ul> <p>To continue adding new incidents</p> <ul style="list-style-type: none"> <li>Click the <b>Add New</b> button</li> </ul> <p>To return to the Discipline Menu</p> <ul style="list-style-type: none"> <li>Click the <b>Quit</b> button</li> </ul>