
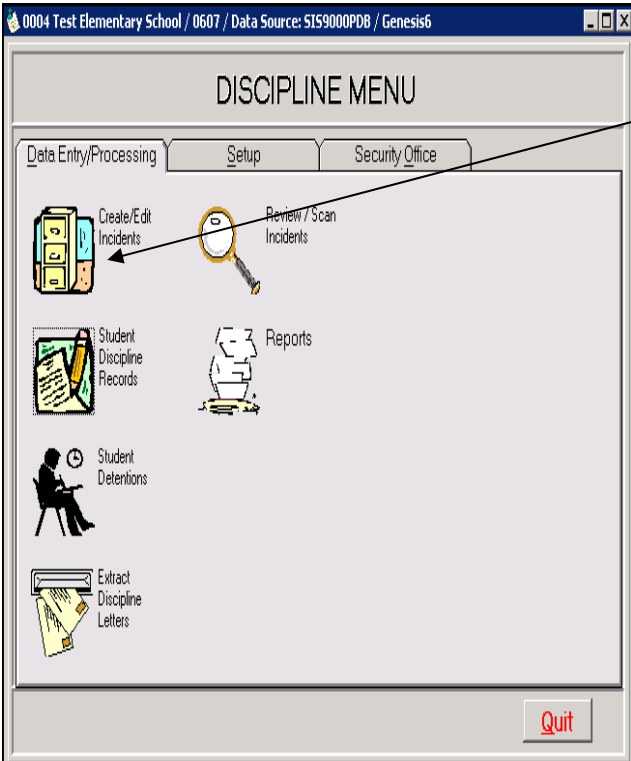
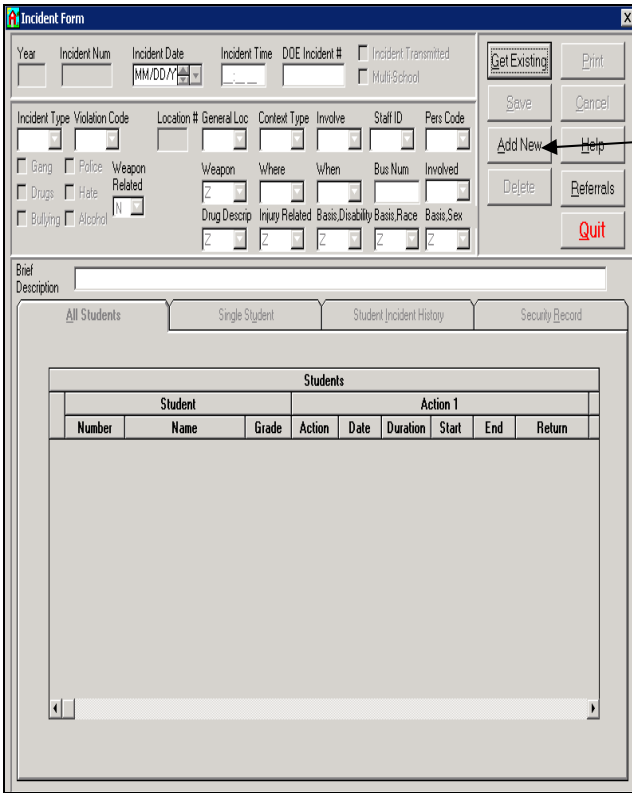
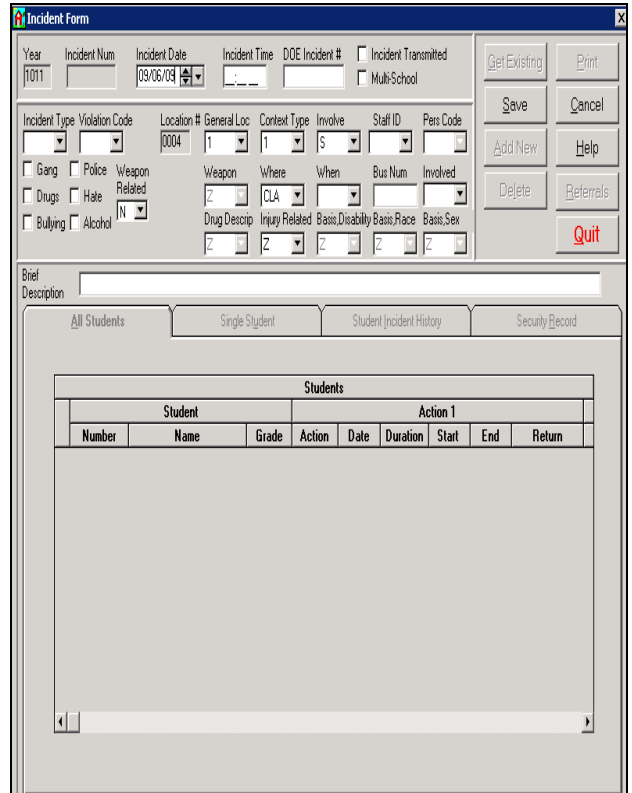


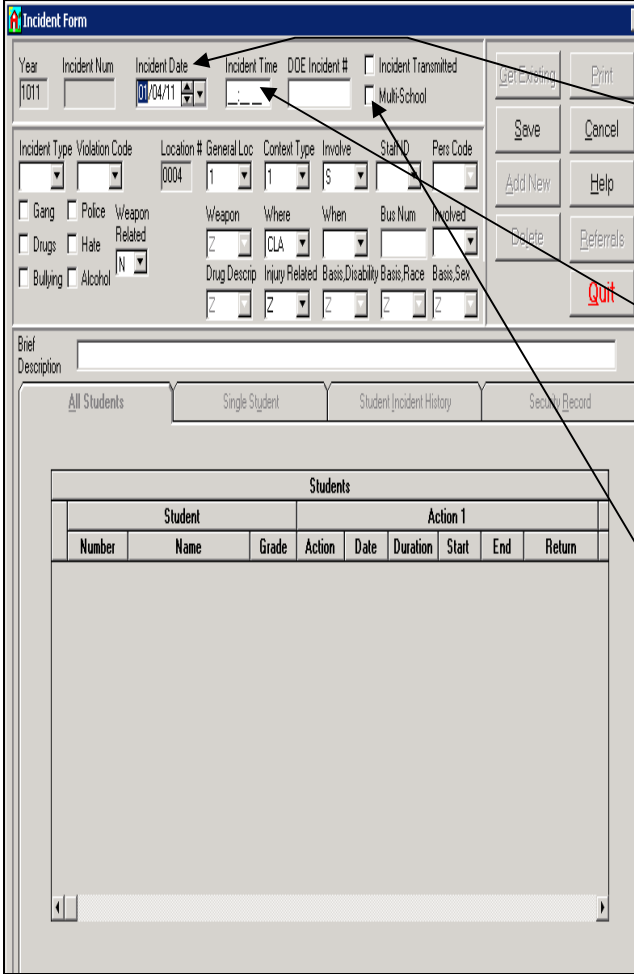
# Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<p style="text-align: center;"><b>1</b></p>		<p>After logging onto Genesis, the <b>Genesis School Menu</b> is displayed.</p> <p>Click the <b>Discipline</b> icon</p>
<p style="text-align: center;"><b>2</b></p>		<p>The <b>Discipline Menu</b> screen is displayed.</p> <p>Click the <b>Create/Edit Incidents</b> icon</p>

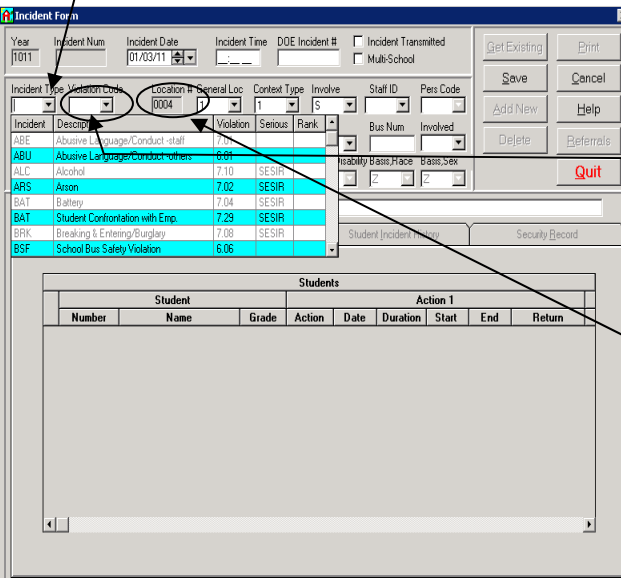
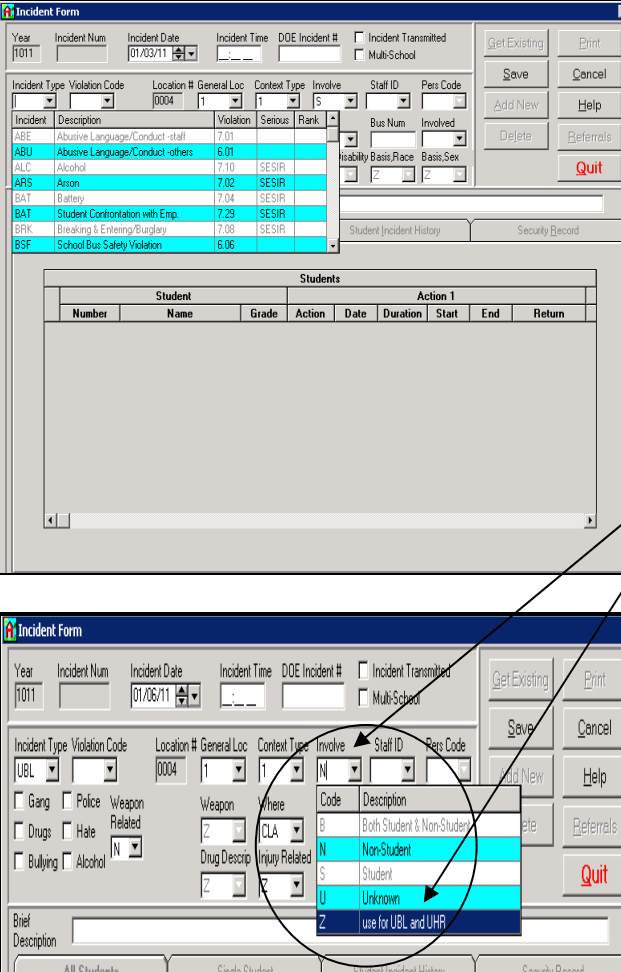
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
3		<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><u>A</u>dd New</b> button</li> </ul> <p><b><u>NOTE:</u></b> There are 2 parts to Discipline</p> <ol style="list-style-type: none"> <li>1. The Incident (What happened?)</li> <li>2. The student or student's involved (Who did it?)</li> </ol> <p><b>**Always include ALL the students who were involved in the incident</b></p>
4		<p>The <b>Incident Form</b> is displayed</p> <p>The <b>top portion</b> of this Form contains information about the incident.</p> <p><b><u>NOTE:</u></b> Some information on the <b>Incident Form</b> defaults and cannot be changed. (This information includes <b>school year, incident number, and location number.</b>) Other fields will default to the most commonly used entries and information in these fields should be changed to reflect accurate data.</p> <p>The <b>bottom portion</b> of the form will display information concerning the student(s) involved in the incident.</p> <p><b><u>REMEMBER:</u></b> Use the <b>tab key</b> to move from field to field when entering information.</p>

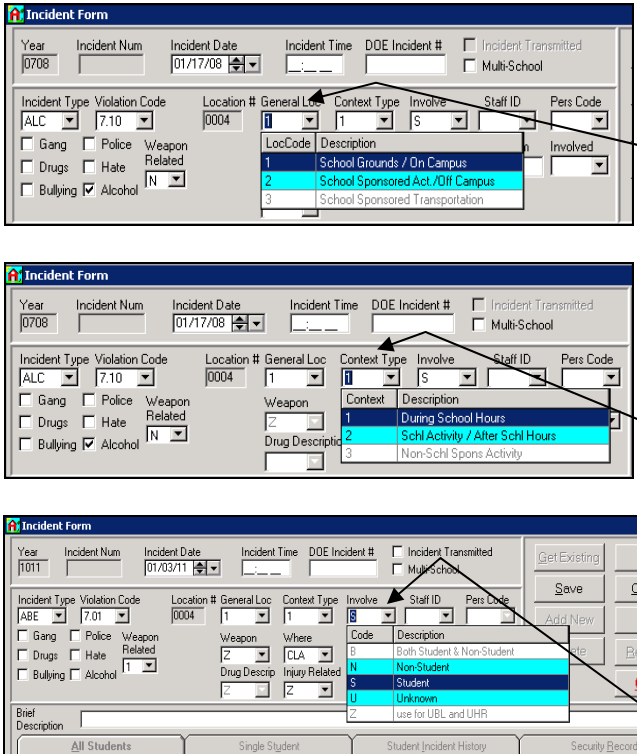
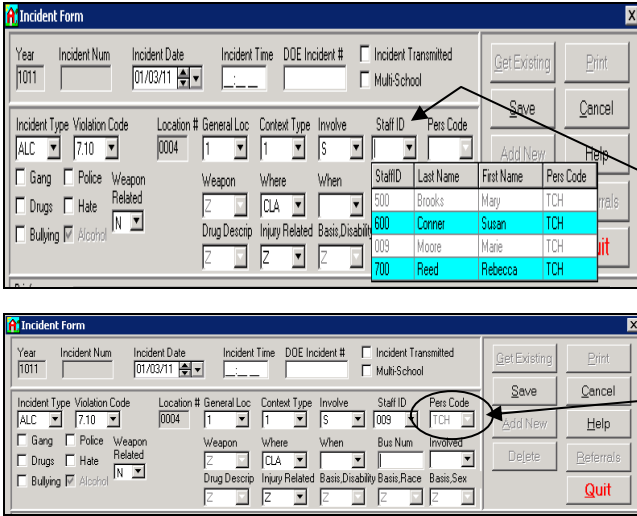
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
5		<p>The <b>Incident Date</b> will default to the Current date.</p> <p><b>To Change the Incident Date:</b></p> <ul style="list-style-type: none"> <li>• Type the date, <b>MMDDYY</b></li> <li style="text-align: center;"><b>OR</b></li> <li>• Click on the <b>drop down arrow</b> and select the <b>appropriate date</b></li> </ul> <p><b>Incident Time</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>Multi-School</b></p> <p>If students from more than one school are involved in this incident or if a student not at your school caused an incident:</p> <ul style="list-style-type: none"> <li>• Click on <b>Multi-School check box</b> to activate</li> <li style="padding-left: 20px;">*You will not be able to add students that are not enrolled at your school</li> <li>• Contact the school the student is enrolled in and give them your school number and the incident number. (If further assistance is needed please contact Marie Moore in Information Services)</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="checkbox"/> Incident Transmitted  <input type="checkbox"/> Multi-School         </div> <p><b>IMPORTANT:</b> If the <b>Incident Transmitted</b> box has been checked and changes need to be made, please contact Marie Moore in Information Services 534-7446</p>

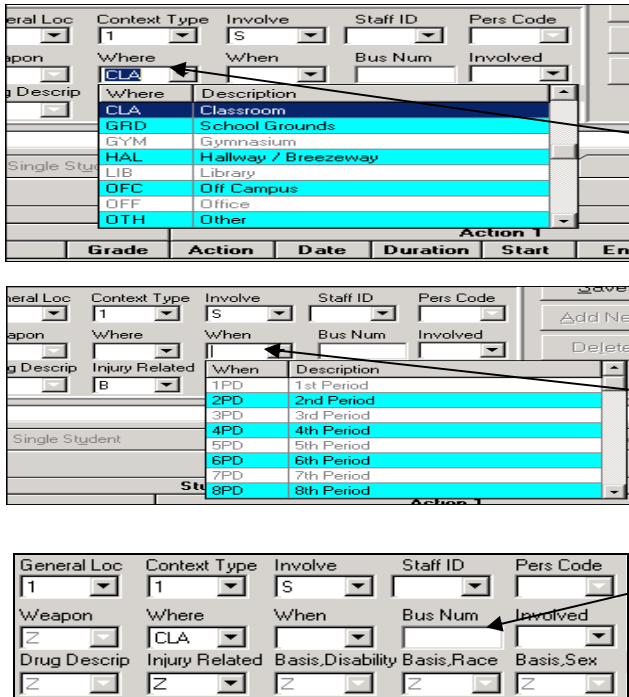
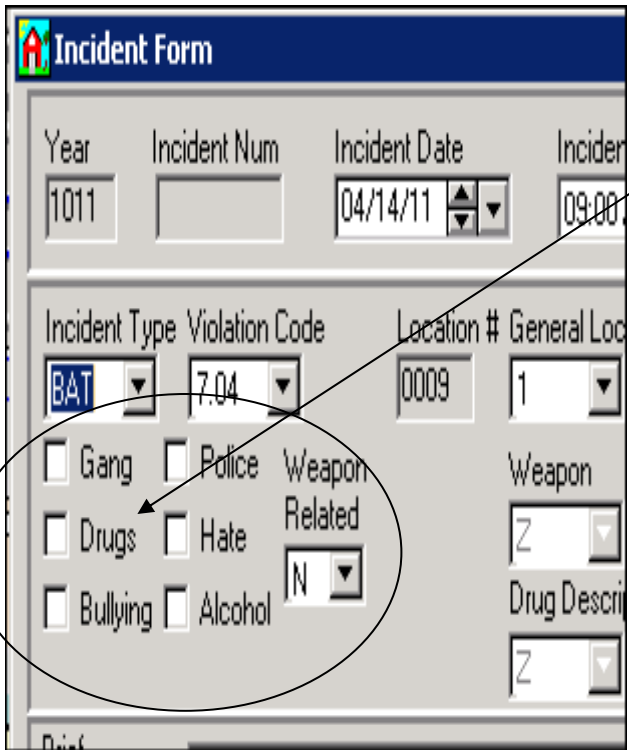
# Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
6		<p><b>Incident Type</b></p> <ul style="list-style-type: none"> <li>Click on the drop down arrow</li> <li>Select the appropriate code</li> </ul> <p><b>Violation Code</b></p> <ul style="list-style-type: none"> <li>The violation code number will default based on the Incident Type entered.</li> </ul> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px 0;">Violation Code</div> <p><b>Location Number</b></p> <ul style="list-style-type: none"> <li>The location number will default with your school's center number and cannot be changed.</li> </ul> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px 0;">Location # 0004</div>
7		<p><b>Things To Remember When Creating An Incident:</b></p> <ul style="list-style-type: none"> <li>In most cases, to be a SESIR Incident, Law Enforcement <b>must</b> be notified (*review “Things to remember document”). If the police are not called review the Locally Defined Codes. Only five SESIR Incident types do NOT require law enforcement, they are: BUL, FIT, HAR, SXH, and TBC.</li> <li>When selecting Incident types UBL or UHR, Involve type <b>MUST</b> be Z.</li> <li>When selecting incidents <b>ALC, WPO, BUL, DRU, DRD</b> a related element <b>MUST</b> be selected for the incident <b>and the student</b></li> <li><b>For Incidents:</b>  <b>WPO</b>-you must specify weapon related number <b>and</b> a weapon description  <b>DRU or DRD</b>-you must select a drug description</li> </ul>

## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
8	 <p>The first screenshot shows the 'General Loc' dropdown menu with options: 1 School Grounds / On Campus, 2 School Sponsored Act./Off Campus, and 3 School Sponsored Transportation. The second screenshot shows the 'Context Type' dropdown menu with options: 1 During School Hours, 2 Schl Activity / Alter Schl Hours, and 3 Non-Schl Spns Activity. The third screenshot shows the 'Involve' dropdown menu with options: B Both Student &amp; Non-Student, N Non-Student, S Student, U Unknown, and Z use for UBL and UHR.</p>	<p><b>General Location</b> – defaults to 1 (School Grounds, On Campus)  <b>To change:</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> <li style="text-align: center;">OR</li> <li>• Type the <b>1-digit code</b></li> </ul> <p><b>Context Type</b> – defaults to 1 (During School Hours)  <b>To change:</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> <li style="text-align: center;">OR</li> <li>• Type the <b>1-digit code</b></li> </ul> <p><b>Involve</b> – defaults to S (Student)  <b>To change:</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> <li style="text-align: center;">OR</li> <li>• Type the <b>1-letter code</b> indicating student/non-student involvement</li> </ul>
9	 <p>The first screenshot shows the 'Staff ID' dropdown menu with a list of staff members: 500 Brooks Mary TCH, 600 Conner Susan TCH, 009 Moore Marie TCH, and 700 Reed Rebecca TCH. The second screenshot shows the 'Personnel Code' dropdown menu with the value 'TCH' selected.</p>	<p><b>Staff ID:</b>  This is the staff member <b>reporting</b> the incident.</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> <li style="text-align: center;">OR</li> <li>• Type the <b>3-digit ID number</b> of the staff member</li> </ul> <p><b>Personnel Code:</b>  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>

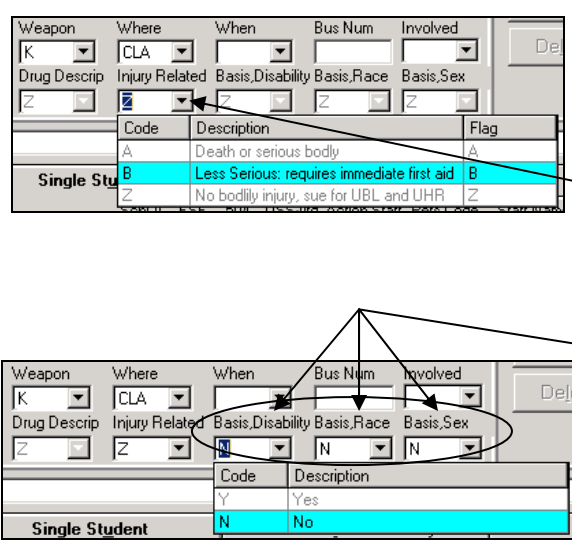
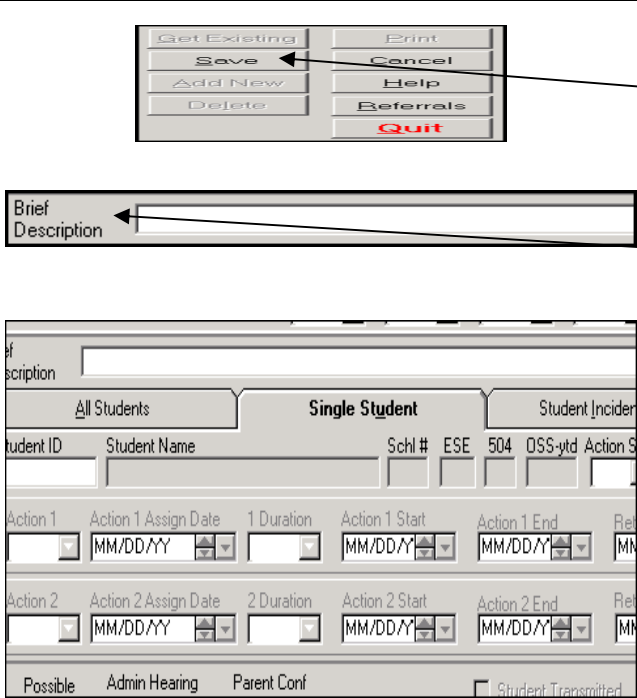
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
10		<p><b>Where:</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> <li><b>OR</b></li> <li>Type the <b>3-letter code</b> for where the incident took place</li> </ul> <p><b>When:</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> <li><b>OR</b></li> <li>Type the <b>3-character code</b> for when the incident occurred</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 for future reference</li> </ul>
11		<p><b>To Select Related Elements:</b> <b>Alcohol, Gang, Drugs, Bullying, Police and/or Hate:</b></p> <ul style="list-style-type: none"> <li>Click in all appropriate <b>check boxes</b> that are applicable to this incident</li> </ul> <p><b>REMEMBER:</b> When selecting incidents <b>ALC, WPO, BUL, DRU, &amp; DRD</b>, the corresponding related element will be flagged and <b>MUST</b> be selected for the student. You must also verify Police were notified.</p>

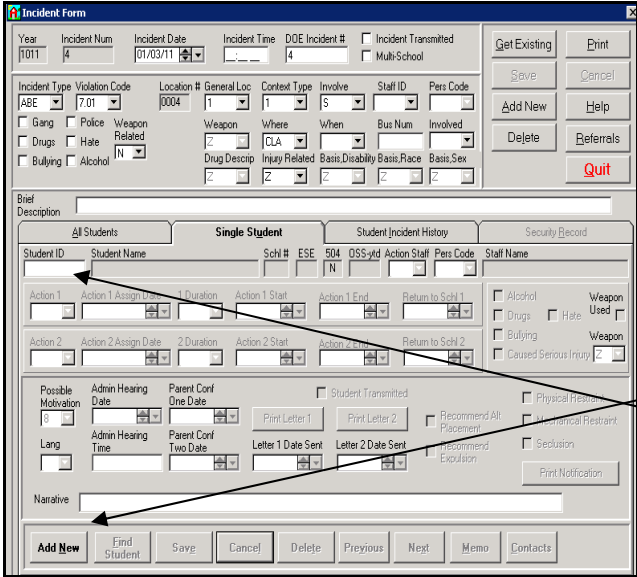
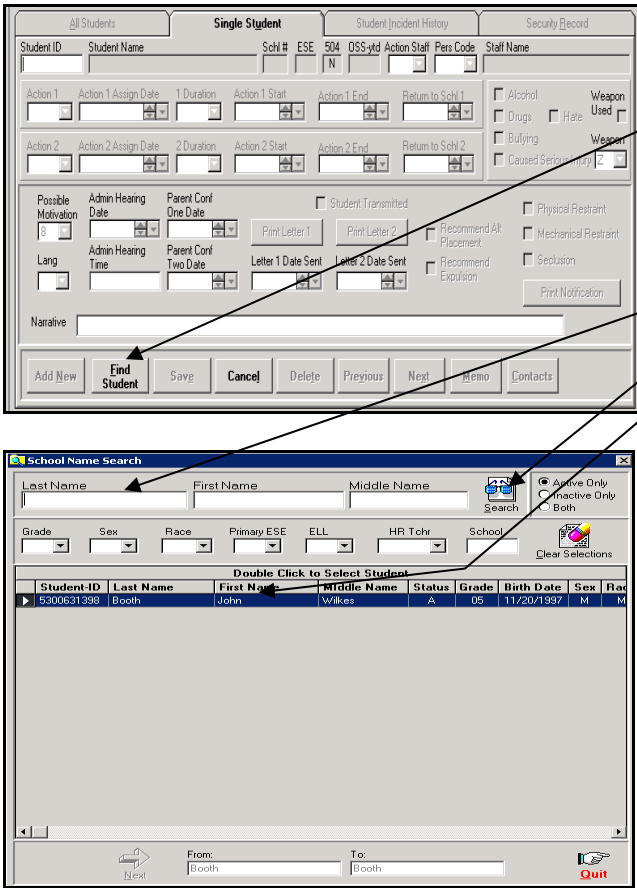
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<p><b>Cont.</b> <b>11</b></p>		<p><b>Weapon Related:</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>NOTE: Weapon Related Field</b></p> <ol style="list-style-type: none"> <li>a. 1 Yes Incident was Weapon - Related 1 Non-Firearm weapon was possessed/used</li> <li>b. 2 Yes Incident was Weapon - Related 2 or more weapons were possessed/used and non were firearms</li> <li>c. 3 Yes Incident Weapon related, at least 1 was a firearm</li> <li>d. 4 Yes Incident Weapon Related, 2 or more were firearms</li> </ol> <p><b>Weapon:</b> (defaults to Z)</p> <p><b>To change:</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 style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Type the <b>1-letter code</b> indicating type of weapon involved</li> </ul>

## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<p><b>Cont.</b> <b>11</b></p>		<p><b>Injury Related</b> <b>ARS, BAT, BRK, DOC</b> (all), <b>ROB, OMC, BUL, FIT, HAR &amp; SXH</b> – are considered Violent Incidents, you <b>MUST</b> determine if these incidents caused Death/Serious Bodily injury or Less</p> <p><b>Serious Bodily injury</b></p> <ul style="list-style-type: none"> <li>Click on the drop down arrow</li> <li>Select the appropriate code</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Type the 1-letter code indicating the injury relation</li> </ul> <p><b>Incident Basis</b> If the incident type is BUL, HAR, SXH, TRE, UBL &amp; UHR you must determine if the incident was based on the victims Disability, Race or Sex and select the appropriate box.</p> <ul style="list-style-type: none"> <li>Click on the drop down arrow</li> <li>Select the appropriate code</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Type the 1-letter code indicating the injury relation</li> </ul>
<p><b>12</b></p>		<p><b>IMPORTANT:</b> When all entries have been completed</p> <ul style="list-style-type: none"> <li>Click the <b>Save</b> button</li> </ul> <p><b>Brief Description</b></p> <ul style="list-style-type: none"> <li>Type a short <b>descriptive narrative</b> of this incident (recommended for later inquiries)</li> <li>Click <b>Save</b> button again</li> </ul> <p>The <b>Single Student</b> folder will display. Student(s) can now be added to this new incident</p>

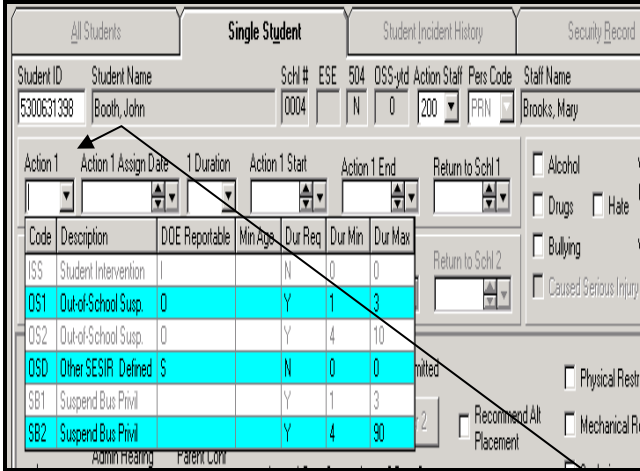
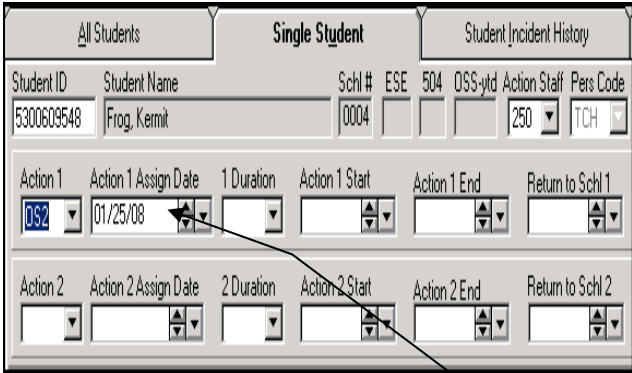
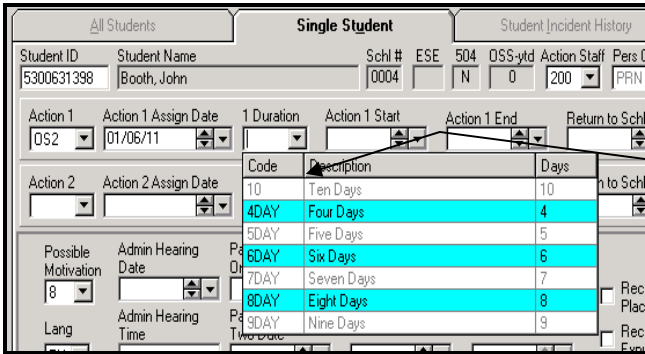
# Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
13		<p>The <b>Single Student</b> folder will display. Student(s) can now be added to this new incident.</p> <p><b>NOTE: Multiple students can be involved in a single incident. Separate incidents should not be created for each student when more than one student is involved in the same incident.</b></p> <p><b>To Add a Student to an Incident:</b></p> <ul style="list-style-type: none"> <li>• Click <b>Add New</b> button</li> <li>• Type the <b>6 digit Student ID #</b></li> <li>• Press <b>Enter</b> button on keyboard, the student name and school number will display</li> </ul> <p style="text-align: center;"><b>OR</b></p>
14		<p><b>To Search for a Student:</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Find Student</b> button</li> </ul> <p><b>Student Name Search</b> screen 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>• Double click on the <b>row</b> of the student to be added to the discipline incident.</li> </ul>

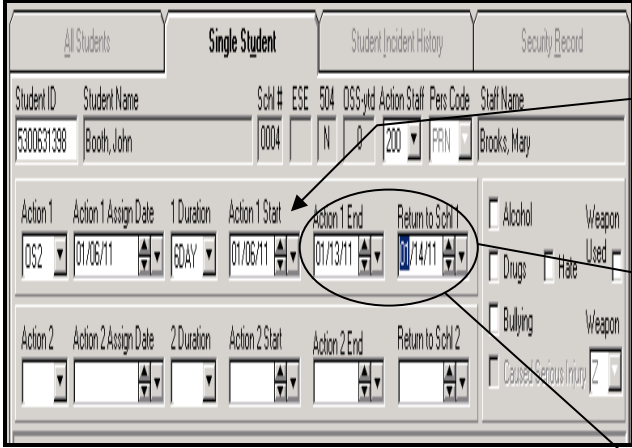
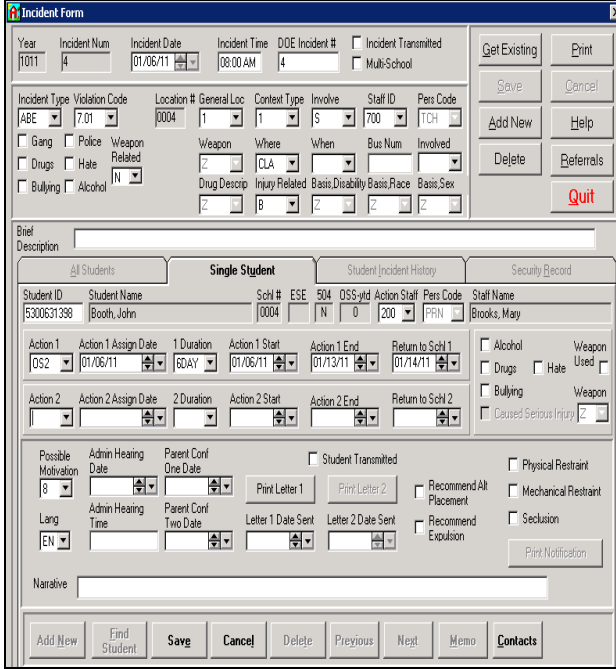
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
15		<p>The selected <b>Student ID</b> will appear in the Student ID field.</p> <ul style="list-style-type: none"> <li>• <b>Press Tab</b></li> </ul> <p><b>NOTE:</b> The student's name and school number will display and the fields are now activated so data can be entered.</p> <ul style="list-style-type: none"> <li>• <b>ESE:</b> The appropriate code will default for ESE students.</li> <li>• <b>504:</b> The appropriate code will default for 504 students.</li> <li>• <b>OSS-ytd:</b> The number of days the student has been assigned to Out-of-School Suspension for the current school year, year-to-date will display in this field.</li> </ul>
16		<p><b>Action Staff:</b> Action Staff are staff members that <b>determine</b> the student action not the person entering the data.</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 style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Type the <b>3-digit staff ID number</b> of the staff member assigning the action to this student</li> </ul> <p><b>IMPORTANT:</b> If Action Staff field is blank, the staff record has to be specified as <b>Discipline Office staff</b>. This is done on the <b>Staff record</b> under <b>Maintain School Staff Records</b> and then the <b>Job Related</b> tab. Refer to the <b>Adding a Staff Record</b> documentation. Only Principals, Assistant Principals and Deans should be listed as "Action Staff".</p>

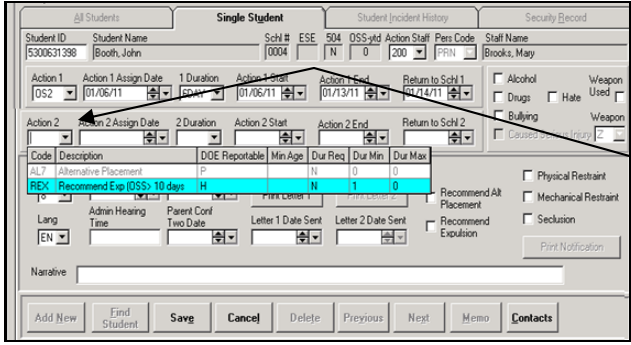
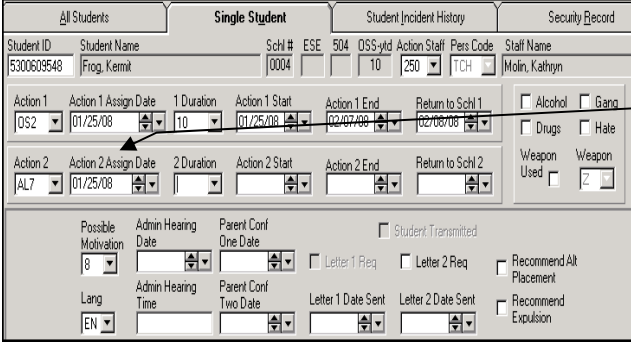
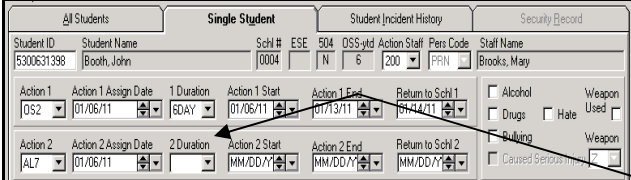
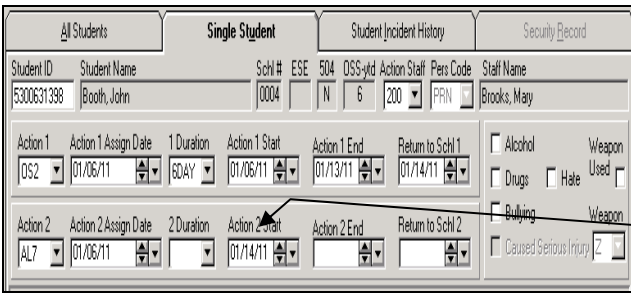
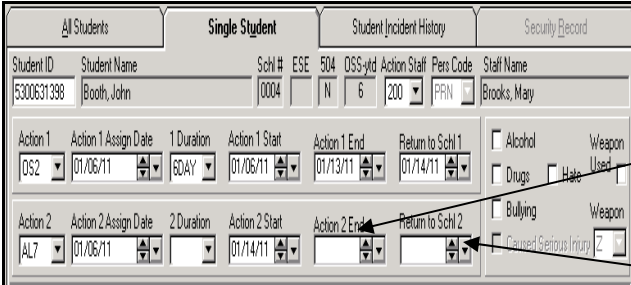
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures																																																	
17	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>DOE Reportable</th> <th>Min Age</th> <th>Dur Req</th> <th>Dur Min</th> <th>Dur Max</th> </tr> </thead> <tbody> <tr> <td>ISS</td> <td>Student Intervention</td> <td>1</td> <td></td> <td>N</td> <td>0</td> <td>0</td> </tr> <tr style="background-color: #e0ffff;"> <td>OS1</td> <td>Out-of-School Susp.</td> <td>0</td> <td></td> <td>Y</td> <td>1</td> <td>3</td> </tr> <tr style="background-color: #e0ffff;"> <td>OS2</td> <td>Out-of-School Susp.</td> <td>0</td> <td></td> <td>Y</td> <td>4</td> <td>10</td> </tr> <tr style="background-color: #e0ffff;"> <td>OSD</td> <td>Other SESIR Defined</td> <td>5</td> <td></td> <td>N</td> <td>0</td> <td>0</td> </tr> <tr> <td>SB1</td> <td>Suspend Bus Privl</td> <td></td> <td></td> <td>Y</td> <td>1</td> <td>3</td> </tr> <tr style="background-color: #e0ffff;"> <td>SB2</td> <td>Suspend Bus Privl</td> <td></td> <td></td> <td>Y</td> <td>4</td> <td>90</td> </tr> </tbody> </table>	Code	Description	DOE Reportable	Min Age	Dur Req	Dur Min	Dur Max	ISS	Student Intervention	1		N	0	0	OS1	Out-of-School Susp.	0		Y	1	3	OS2	Out-of-School Susp.	0		Y	4	10	OSD	Other SESIR Defined	5		N	0	0	SB1	Suspend Bus Privl			Y	1	3	SB2	Suspend Bus Privl			Y	4	90	<p><b>REMEMBER:</b> Data 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.</p> <p><b>Action 1:</b> Action 1 display is determined by Incident Type selected and The Code of Student Conduct. If SESIR incident was created, only SESIR actions are allowed</p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b> <b>OR</b></li> <li>• Type the <b>3-letter code</b> for the discipline action taken</li> </ul>
Code	Description	DOE Reportable	Min Age	Dur Req	Dur Min	Dur Max																																													
ISS	Student Intervention	1		N	0	0																																													
OS1	Out-of-School Susp.	0		Y	1	3																																													
OS2	Out-of-School Susp.	0		Y	4	10																																													
OSD	Other SESIR Defined	5		N	0	0																																													
SB1	Suspend Bus Privl			Y	1	3																																													
SB2	Suspend Bus Privl			Y	4	90																																													
		<p><b>Action 1 Date:</b> Use your tab key, current date will default; the date can be changed if the action was assigned on a different date.</p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate date</b> <b>OR</b></li> <li>• Type the date, <b>MMDDYY</b></li> </ul>																																																	
	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Ten Days</td> <td>10</td> </tr> <tr style="background-color: #e0ffff;"> <td>4DAY</td> <td>Four Days</td> <td>4</td> </tr> <tr> <td>5DAY</td> <td>Five Days</td> <td>5</td> </tr> <tr style="background-color: #e0ffff;"> <td>6DAY</td> <td>Six Days</td> <td>6</td> </tr> <tr> <td>7DAY</td> <td>Seven Days</td> <td>7</td> </tr> <tr style="background-color: #e0ffff;"> <td>8DAY</td> <td>Eight Days</td> <td>8</td> </tr> <tr> <td>9DAY</td> <td>Nine Days</td> <td>9</td> </tr> </tbody> </table>	Code	Description	Days	10	Ten Days	10	4DAY	Four Days	4	5DAY	Five Days	5	6DAY	Six Days	6	7DAY	Seven Days	7	8DAY	Eight Days	8	9DAY	Nine Days	9	<p><b>Action 1 Duration:</b> Duration is based on Action 1 type</p> <ul style="list-style-type: none"> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b> <b>OR</b></li> <li>• Type the duration</li> </ul>																									
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## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<p><b>Cont.</b> <b>17</b></p>		<p><b>Action 1 Start:</b></p> <p>Use tab key, 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> <li style="text-align: center;"><b>OR</b></li> <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> <ul style="list-style-type: none"> <li>• Use tab key, date will default based on duration length, start date, weekends and/or holidays.</li> </ul> <p><b>Return to School 1:</b></p> <ul style="list-style-type: none"> <li>• Use tab key, date will default to the next school day after the end date.</li> </ul>
<p><b>18</b></p>		<p><b><u>VERY IMPORTANT:</u></b></p> <p>To be able to enter an <b>Action 2</b> you must have <b>Out-of-School Susp.</b> or <b>Susp Bus Privil (SB1, SB2)</b> as your <b>Action 1</b>.</p>

## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
19	 	<p><b>Action 2:</b> Action 2 is based on Action 1 and The Code of Student Conduct.</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 style="text-align: center;"><b>OR</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>Action 2 Date:</b> Use tab key, 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>Click on the <b>drop down arrow</b></li> <li>Select the <b>appropriate date</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Type the date, <b>MMDDYY</b></li> </ul>
20	  	<p><b>Action 2 Duration:</b> At the initial creation of the incident and entry of student(s) the duration length of the Alternative Placement or Recommendation for Expulsion is unknown</p> <ul style="list-style-type: none"> <li>Leave this <b>blank</b></li> </ul> <p><b>Action 2 Start:</b> Use tab key, current date will default; the date can be changed to the "Return to Schl 1" date.</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 style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Type beginning date, <b>MMDDYY</b></li> </ul> <p><b>Action 2 End:</b> Since the duration length is initially unknown</p> <ul style="list-style-type: none"> <li>Leave this <b>blank</b></li> </ul> <p><b>Return to School 2:</b> Since the end date is initially unknown</p> <ul style="list-style-type: none"> <li>Leave this <b>blank</b></li> </ul>

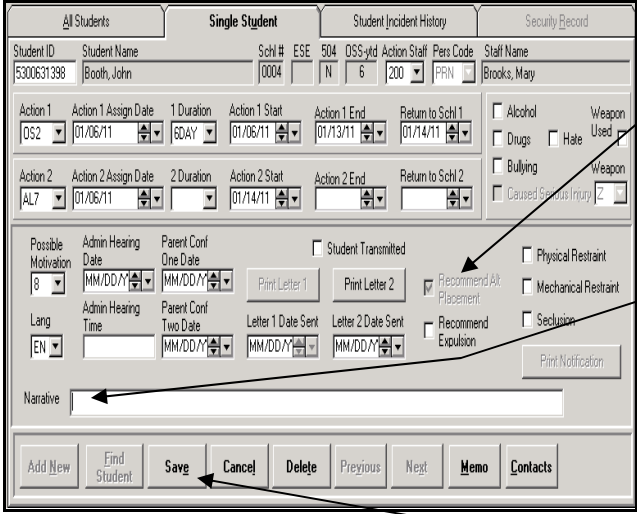
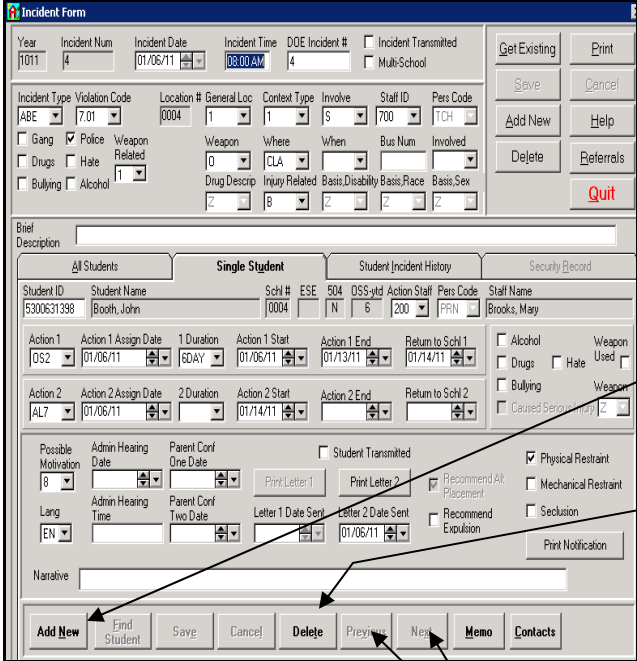
## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
21		<p><b>Alcohol, Drugs, Hate, Bullying and/or Weapon Used Check Boxes</b></p> <ul style="list-style-type: none"> <li>Click on any <b>appropriate check box(s)</b> that are applicable to this student, this <b>must</b> match related fields on incident. Weapon Used <b>MUST</b> be checked if incident type is WPO.</li> </ul> <p><b>Weapon</b> – defaults to Z (N/A), weapon description <b>MUST</b> be selected from drop down when incident type is WPO.</p> <p><b>To change:</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> <li><b>OR</b></li> <li>Type the <b>1-letter code</b> indicting type of weapon</li> </ul>
22		<p><b>NOTE:</b> 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> <li><b>OR</b></li> <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> <li><b>OR</b></li> <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> <li><b>OR</b></li> <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
23		<p><b>Language:</b></p> <ul style="list-style-type: none"> <li>Click the <b>drop-down</b> button to select the <b>language</b> that the Discipline Letter will be generated in (this information comes from the students Communication screen)</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">             Lang  <span style="border: 1px solid black; padding: 2px;">EN</span> </div> <p><b>Print Letter 1:</b> Print letter for Action 1</p> <ul style="list-style-type: none"> <li>Click <b>Print Letter 1</b> to activate, if applicable</li> </ul> <p><b>Letter 1 Date Sent:</b> Current date will default</p> <p><b>Print Letter 2:</b> Print Letter for Action 2</p> <ul style="list-style-type: none"> <li>Click <b>Print Letter 2</b> to activate, if applicable</li> </ul> <p><b>Letter 2 Date Sent:</b> Current Date will default</p> <p><b>IMPORTANT: If you have an <u>Action 1</u> and an <u>Action 2</u>, then <u>ONLY Letter 2</u> will print</b></p>
24		<p><b>Restraint / Seclusion</b> If Physical Restraint, Mechanical Restraint or Seclusion (meeting definition requirements) occurred:</p> <ul style="list-style-type: none"> <li>Click in appropriate check box</li> <li>Click Print Notification</li> </ul>

## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
25		<p><b>Recommend Alt Placement and Recommend Expulsion Check Boxes</b></p> <ul style="list-style-type: none"> <li>The appropriate <b>check box</b> will populate when REX or AL7 is selected. Check box becomes inactive at that time</li> </ul> <p><b>Narrative: (Recommended Field*)</b></p> <ul style="list-style-type: none"> <li>Type a <b>short text entry</b> regarding this student's involvement in the incident</li> </ul> <p><b><u>When all entries for this student have been completed:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Save</b> button</li> </ul>
26		<p><b><u>NOTE:</u></b> Some information can be updated after the initial entry such as length of Action 2.</p> <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></p> <ul style="list-style-type: none"> <li>Click the <b>Add New</b> button to add another student to this incident.</li> <li>Repeat Steps 11-22</li> </ul> <p><b>Delete:</b></p> <ul style="list-style-type: none"> <li>Click the <b>Delete</b> button to delete the displayed student from this incident</li> <li>At least 1 student <b>MUST</b> be attached to an incident unless the incident involves a Non-Student or an Unknown or for UHR or UBL incidents</li> </ul> <p><b>Previous or Next:</b></p> <p>If there is more than one student attached to an incident:</p> <ul style="list-style-type: none"> <li>Click the <b>Previous / Next</b> button to return to the previously listed student or go to the next listed student's record</li> </ul>

## Genesis-Discipline Create a New Incident

Steps	Screen Displayed	Procedures
<p><b>Cont.</b> <b>26</b></p>		<p><b>Memo:</b></p> <p>Click the <b>Memo</b> button to add a more lengthy text entry than the Narrative field. (When a note is added the button will display with an exclamation point “!”)</p> <p><b>Contacts:</b></p> <p>Click the <b>Contacts</b> button to see the students Family Contacts list</p>
<p><b>27</b></p>		<p><b>Things To Remember:</b> Whenever any additional information for the incident and/or the student(s) has been entered.</p> <p>Click the <b>Save</b> button <i>if</i> it is activated in the upper portion of the screen</p> <p>Click the <b>Save</b> button that is activated in the lower portion of the screen</p> <p><b>To continue adding new students:</b></p> <p>Click the <b>Add New</b> button</p> <p><b>To return to the Discipline Menu:</b></p> <p>Click the <b>Quit</b> button</p>

Also Remember to Run Your Monthly Discipline Reports:

- **DIS006** – Incidents by Code
- **DIS011** – Action Code Tally by Race
- **DIS013** – Action Code Tally by Grade
- **D-DIS00001** – Incidents without Required Flags (Bullying, Alcohol, Police, Drug/Alcohol Related **both** incident **and** student, etc.)
- **D-DIS00002** – Incidents with No Students Attached – Please check carefully. You need to delete erroneous incidents that do not have a student attached.
- **D-DIS00003** – SESIR Incidents with Non-SESIR Actions – Message should say “*No Matching Records...*” UBL and URH should **NOT** have students attached to the incident.

\*\*During Survey’s 2, 3 and 5 all SESIR Incident and SESIR Actions from the beginning of the current school year will be transmitted to DOE. It is recommended that you print and verify DIS001 for SESIR Incidents only.

Key Things to Look into on This Report Are:

1. Was Law Enforcement notified on SESIR Incidents that require notification (ALC, ARS, BAT, BRK, DOC, DRD, DRU, ROB, STL, SXO, TRE, TRS, VAN, WPO, & OMC)
2. For ALC-Alcohol Related must be checked for **both** the Incident and the Student Action
3. FOR DRD or DRU- There must be a “Drug Description” for all incidents. “Drug Related” must be checked on **both** Incident and Student Action
4. For STL- Make sure the item or items that were taken total \$300.00 or more
5. For WPO Incident types- Make sure “Police” is checked, no exceptions-make sure the student was recommended for expulsion (REX) . Weapon Related/Used and Weapon Description **must** be selected on both the Incident and the Student Action.