



## Discipline

### Entering Discipline

There are 3 options for entering discipline incidents. All options create the same type of record and be edited through View Incident List.

1. Quick Single Entry is used to enter an incident involving a single student.
2. Quick Multiple Entry is used to enter the same action and infraction for multiple students.
3. Create New Incident Record is used to enter an incident for multiple students and/or employees.

### Quick Single Entry

- The Incident Date and Incident Time are the and date and time the incident actually occurred. The default values will be the current date and time and may be changed as desired.
- The Date Reported is the date the incident was reported to the school administrator.
- The Incident Type drop down displays local incident codes entered via **Admin> Lookup Table>Discipline>Incident Type**. The Incident Type codes are not state codes and are not included in state reporting.  
Some districts have 'State Reported' or 'Local' as types. Other districts have the Incident Types and Infractions the same. That is the discretion of the district.
- The State Location drop down displays the available locations for the incident. The State Locations are entered via **Admin>Lookup Table>Discipline> Incident Locations**. These are the only locations the state approves.
- The Specific Location drop down displays any locations specified by the district/school. Specific Locations can be entered via **Admin>Discipline Admin>Discipline Options**. These options will not be reported to the state.

- The Incident Description is to record a summary of the discipline incident and should include details of what occurred. The Incident Description is required and must be entered before saving the incident.  
**Note: MSIS only accepts 255 characters per incident description. Incident descriptions over 255 will be truncated when sent to MSIS.**
- The student dropdown displays all students currently enrolled in the school so the student in the single entry incident may be selected. Selecting a Student is required to save the incident.
- The Participate Role dropdown displays the possible role the student may have in the incident. Participant, Instigator, or Other should be selected for the student for which the incident is being entered. Victim, Witness and Reporter are typically not used when entering an incident in Quick Single Entry. If a Participant Role is not selected, it will default to the first item in the list when saved.
- The Reported By dropdown displays a list of Employees with active positions for the School. Reported By is required. The incident cannot be saved if an employee is not selected in Reported By.
- The Infraction Code drop down displays the codes entered in the Discipline Infraction Maintenance. If the code in Discipline Maintenance is checked transmit to state then the incident will be included in state reports. **Note:** Some districts use lower case for Infractions not marked Transmit to State and upper case Infractions for Infractions marked to Transmit to State.
- If the Weapon Involved option is checked for the Infraction Code selected the Weapon Type will populate with the options from **Admin> Lookup Table Discipline - Weapon Type**.
- The Participant Comments text box should be used to record the student's comment regarding the incident. Participants Comments are optional.
- The Action Taken drop down displays the codes entered via **Admin>Discipline Admin>Actions Maintenance**.
- The Administered By drop down displays a list of Employees that have been marked 'Can Administer Discipline' in the Employee Folder. Administered By is required. The incident cannot be saved if an employee is not selected in Administered By.
- If Default Units to Serve and Default Demerits were entered for the selected code in **Admin>Discipline Admin>Actions Maintenance** the default values will display when the code is selected. These values may be changed as desired.  
**Note:** MSIS requires that at least 1 be entered for actions being transmitted to state.

- The Begin Date is the first day of punishment if the action is suspension, detention or expulsion. The date may be typed in or selected using the calendar icon. The standard format for date entry in all date fields in SAM Spectra is MM/DD/YYYY.
- The End Day is the last day of punishment if the action is suspension, detention, or expulsion. The date may be typed in or selected using the calendar icon. The standard format for the date entry in all date fields in SAM Spectra is MM/DD/YYYY. If the suspension or detention is for one day the Begin Date and End Date should be the same date. If you enter the number of Units to Serve and Begin Date, Save the End Date will populate when you click Save.
- Units Served may be entered after the student has served the detention or suspension. This is not a required field and may be left blank.
- Parents Notified should be checked if the student's parents have been contacted.
- Override Auto-Calculate is checked if a change has been made to Units to Serve to adjust Begin Date and End Date.
- Secluded is checked if applicable to the action.
- Time Commuted should be checked if the student will not have to serve the time indicated.
- The Action Comments allows the administrator to enter notes regarding the incident. This is not a required to save the incident.

Discipline can be edited under **View Incident List**

## Discipline Reports

- **Student Discipline Summary Report**  
To run report with Action and Infraction options, Check 'Display Only Selected School's Discipline'.
- **Student Discipline Comprehensive**  
This report can be run with Action and Infraction options. 'Check 'Display Only Selected School's Discipline'.
- **School Infraction/Action Count**  
This report will show the number of infractions with the count of actions.
- **School Incident/Infraction Count**  
This report will show the incident type with count of incidents and student infractions.
- **School Incident/Action Count**  
This report will show the incident type count and each action with count.
- **Reported Incidents by Employees**  
This report will show the employee, the incident type with count of participants and incidents.
- **School Session Infraction Count**  
This report will show infraction, race, ethnicity, and location. It has the Percent Disciplined and Session Enrollment Percentages.