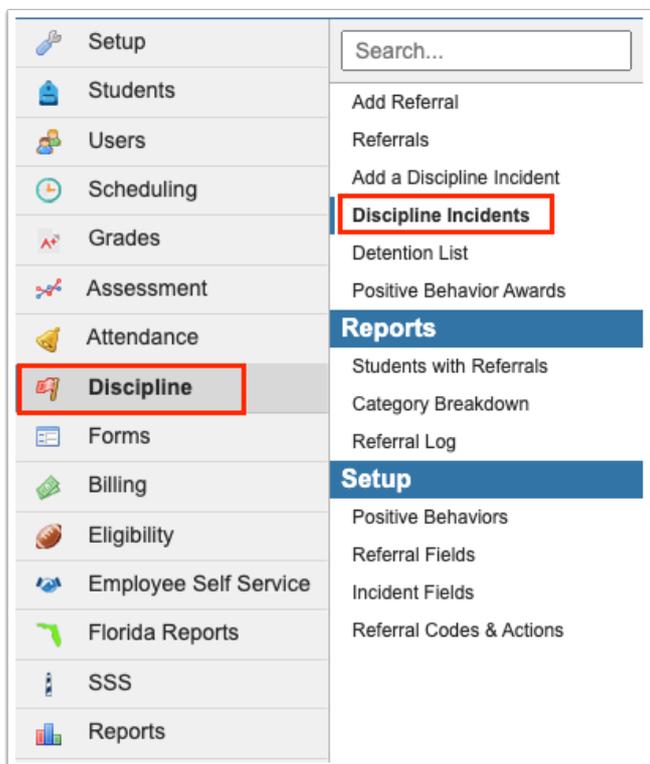


# Discipline Incidents

The Discipline Incidents screen displays a list of all discipline incidents that have been entered for the school or district.

## Viewing and Editing Discipline Incidents

1. In the **Discipline** menu, click **Discipline Incidents**.



A list of discipline incidents at the school is displayed. Scroll to the right to view the discipline incident fields.

2. Select the **View All Schools** check box at the top-left of the screen to view a list of discipline incidents from all district schools.

 The View All Schools check box is only available if you have the "View All Schools" profile permission for Discipline Incidents in Users > [Profiles](#).

View All Schools

5 Incidents

Customize Columns Filters: OFF Search

ID	School	Year	Incident, Basis-Religion	Incident, Basis-Sexual Orientation	Incident, Hazing-Related	Victims of Homicide	Weapon, Discharged	Incident Date	Location	Incident Type	Involvement Type	Incident Context	Drug Related	Drug Description	Alcohol Related	Gang Related	Weapon Related	Weapon Description	Hate Crime Related	Bulh Relat
<a href="#">78201</a>	Focus High School - 0041	2022	X - Other Religion	N - The bullying or harassment incident was not on the basis of sexual orientation.	N - No	Z - Not Applicable.	Z - Not Applicable.	Oct 11, 2022	School Grounds/On Campus	Threat/Intimidation	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]
<a href="#">78202</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Aug 11, 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]
<a href="#">78204</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No	Z - Not Applicable.	Z - Not Applicable.	Aug 28, 2023	School Grounds/On Campus	Alcohol Possession and/or Use	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	Yes [Y]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	No, ti incident is not bully-relate [N]
<a href="#">78205</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Aug 25, 2023	School Grounds/On Campus	Bullying	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	No, ti incident is not bully-relate [N]
<a href="#">78206</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Oct 2, 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]

3. Click the **ID** link to view the discipline incident form for the selected incident.

View All Schools

5 Incidents

Customize Columns Filters: OFF Search

ID	School	Year	Incident, Basis-Religion	Incident, Basis-Sexual Orientation	Incident, Hazing-Related	Victims of Homicide	Weapon, Discharged	Incident Date	Location	Incident Type	Involvement Type	Incident Context	Drug Related	Drug Description	Alcohol Related	Gang Related	Weapon Related	Weapon Description	Hate Crime Related	Bulh Relat
<a href="#">78201</a>	Focus High School - 0041	2022	X - Other Religion	N - The bullying or harassment incident was not on the basis of sexual orientation.	N - No	Z - Not Applicable.	Z - Not Applicable.	Oct 11, 2022	School Grounds/On Campus	Threat/Intimidation	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]
<a href="#">78202</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Aug 11, 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]
<a href="#">78204</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No	Z - Not Applicable.	Z - Not Applicable.	Aug 28, 2023	School Grounds/On Campus	Alcohol Possession and/or Use	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	Yes [Y]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	No, ti incident is not bully-relate [N]
<a href="#">78205</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Aug 25, 2023	School Grounds/On Campus	Bullying	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	No, ti incident is not bully-relate [N]
<a href="#">78206</a>	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Oct 2, 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]	No, the incident was not Weapon-Related	Not Applicable	No [N]	Yes, incident is bul relate [Y]

4. Once the discipline incident is opened, add or edit any incident fields as needed. Click **Save** when finished.

 The district determines which fields on the discipline incident form are required. The required fields are marked with an asterisk on the form, and are listed as errors in the Errors list on the right side of the screen if not completed. As required fields are completed, they are removed from the Errors list. Fields that do not pass the validation rules are also included in the Errors list. Hovering over the field in the Errors list or the field on the form displays a tool-tip with information about why the field is in error. Clicking the field in the Errors list will bring you directly to that field on the form.

Save

Focus High School - 0041

2022

\* School

\* Year

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.	▼
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.	▼
* Incident, Hazing-Related	N - No	▼
Victims of Homicide		▼
Weapon, Discharged	Z - Not Applicable.	▼
* Incident Date	10/02/2023	
* Location	School Grounds/On Campus	▼
* Incident Type		▼
* Involvement Type	Student	▼
* Incident Context	During school hours	▼
? Drug Related	No [N]	▼
* Drug Description	Not Applicable. No drugs were involved in this incident.	▼
🔗 Alcohol Related	No [N]	▼
Gang Related	No [N]	▼
Weapon Related	No, the Incident was not Weapon-Related	▼

✖ If Type code is HAZ, then Incident, Hazing-Related code must be Y.

Fields with a question mark icon have a description. Hover the mouse over the icon to view the description. Fields with a link icon have a link to a website. Click the icon to open the website in a new tab or window. Field descriptions and links are set up in Discipline > [Incident Fields](#).

	involvement type	Student	▼
Select whether this incident is related to a drug offense.			
	Context	During school hours	▼
	Drug Related	No [N]	▼
	* Drug Description	Not Applicable. No drugs were involved in this incident.	▼
	Alcohol Related	Yes [Y]	▼

## Deleting a Discipline Incident

Discipline incidents linked to a referral cannot be deleted. The Delete option is grayed-out. You must first [unlink the referral](#).

1. On the discipline incident you want to delete, click the green gear icon at the top of the screen.

Focus High School - 0041 2022  
 \* School \* Year

Save [Print] [Settings]

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	10/02/2023
* Location	School Grounds/On Campus
Incident Type	Bullying

## 2. Click **Delete**.

Focus High School - 0041 2022  
 \* School \* Year

Save [Print] [Settings]

Delete [Trash Icon]

Link Referral [Link Icon]

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.

## 3. In the confirmation pop-up window, click **Delete**.

**Are you sure you want to delete this incident?**

Delete
Cancel

# Viewing a Linked Referral

## 1. At the top of the discipline incident, click the green gear icon.

Focus High School - 0041 2022  
 \* School \* Year

Save [Print] [Settings]

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	10/02/2023
* Location	School Grounds/On Campus
Incident Type	Bullying

## 2. Click Link Referral.

The screenshot shows a form for a discipline incident. At the top, there are fields for 'School' (Focus High School - 0041) and 'Year' (2022). Below these are several incident categories with dropdown menus: 'Incident, Basis-Religion' (Z - Not reported as a bullying or harassment incident.), 'Incident, Basis-Sexual Orientation' (Z - Not reported as a bullying or harassment incident.), 'Incident, Hazing-Related' (N - No), 'Victims of Homicide', and 'Weapon, Discharged' (Z - Not Applicable.). On the right side, there is a pop-up menu with three options: 'Delete', 'Link Referral', and a share icon. The 'Link Referral' option is highlighted with a red box and a mouse cursor.

In the pop-up window, the linked referral(s) are listed under the Linked section.

## 3. Click the referral ID number to view the linked referral.

The screenshot shows a 'Linked' section with a table of referrals. The table has columns: Referral, Student, Reporter, Incident Date, Submission Date, Closed, Reviewed By Admin, Teacher Code, and Minor Infract. One row is highlighted with a red box around the Referral ID '1056559'.

Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher Code	Minor Infract
1056559	Aguilar, Emily Dickinson	Weiss, Ashley	08/28/2023	08/28/2023 11:46 am				

## Unlinking a Linked Referral

1. At the top of the discipline incident, click the green gear icon.

Save  

Focus High School - 0041   
 \* School \* Year

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	10/02/2023
* Location	School Grounds/On Campus
Incident Type	Bullying

## 2. Click **Link Referral**.

Save  

Focus High School - 0041   
 \* School \* Year

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.

Delete 

**Link Referral** 

3. In the pop-up window in the Linked section, select the referral to unlink from the discipline incident.

4. Click **Unlink**.

**Linked**

Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher Code	Minor Infrac
<input checked="" type="checkbox"/>	1056559	Aguilar, Emily Dickinson	Weiss, Ashley	08/28/2023	08/28/2023 11:46 am				

**Available**

All Schools

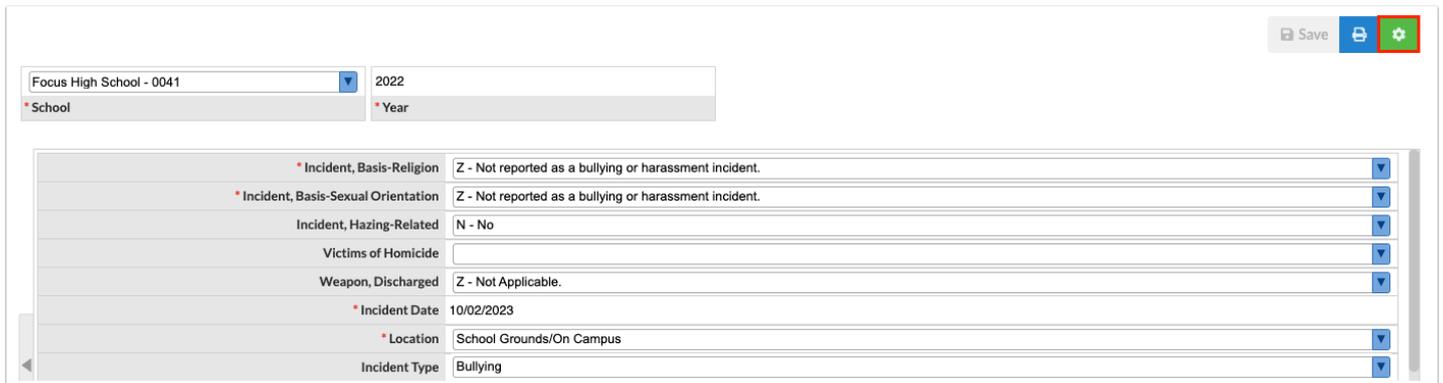
Page: 1 / 2 Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher Code
<input type="checkbox"/>	1056511	Acosta, Dexter D	Roxy, Fridda Lizette	08/25/2022	08/25/2022 01:48 pm		Y	Profanity (admin)
<input type="checkbox"/>	1056512	Anthony, Gabriel Marquez	Roxy, Fridda Lizette	08/25/2022	08/25/2022 01:54 pm		Y	Disruption (minor)
<input type="checkbox"/>	1056513	Acosta, Dexter D	Weiss, Ashley	09/16/2022	09/16/2022 11:35 am			
<input type="checkbox"/>	1056529	Breaux, William Hampton	Weiss, Ashley	10/11/2022	10/11/2022 02:58 pm			
<input type="checkbox"/>	1056530	Barron, Debbie	Roxy, Fridda Lizette	11/30/2022	11/30/2022 03:14 pm			Profanity (admin)
<input type="checkbox"/>	1056531	Ahrens, Edgar Allan	Roxy, Fridda Lizette	11/30/2022	11/30/2022 03:21 pm			Disruption (minor)
<input type="checkbox"/>	1056532	Ballesteros, Kevin Bradon	Weiss, Ashley	12/01/2022	12/01/2022 02:56 pm		Y	
<input type="checkbox"/>	1056533	Ferrer, Alvina Lyn	Angulo, Charlotte York	12/01/2022	12/01/2022 03:01 pm		Y	
<input type="checkbox"/>	1056534	Bell, Willie Xaiver	Weiss, Ashley	12/01/2022	12/01/2022 03:08 pm		Y	
<input type="checkbox"/>	1056535	Frazier, Linda Immanuel	Weiss, Ashley	12/01/2022	12/01/2022 03:13 pm		Y	
<input type="checkbox"/>	1056536	Quinones, Dina Charlotte	Weiss, Ashley	12/01/2022	12/01/2022 03:21 pm			
<input type="checkbox"/>	1056537	Nicholson, Brian Thomas	Weiss, Ashley	12/01/2022	12/01/2022 03:26 pm		Y	
<input type="checkbox"/>	1056538	Baker, Lucie	Abernathy, Nora Robin	05/03/2023	05/03/2023 10:21 am			Disruption (minor)
<input type="checkbox"/>	1056539	Alonso, Mary Shelley	Abernathy, Nora Robin	05/15/2023	05/15/2023 03:06 pm			
<input type="checkbox"/>	1056540	Alonso, Mary Shelley	Badillo, Rafael Rogelio	05/15/2023	05/15/2023 03:07 pm			

Unlink
Link

# Linking a Referral

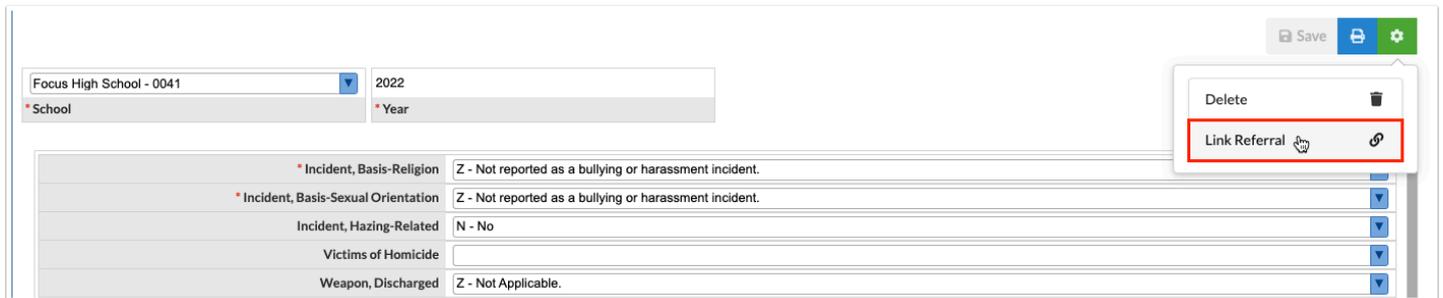
1. At the top of the discipline incident, click the green gear icon.



The screenshot shows a form for a discipline incident. At the top right, there are three icons: a grey 'Save' button, a blue printer icon, and a green gear icon (highlighted with a red box). Below these are two input fields: 'Focus High School - 0041' for the school and '2022' for the year. The main form contains several rows of data with dropdown menus:

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	10/02/2023
* Location	School Grounds/On Campus
Incident Type	Bullying

2. Click **Link Referral**.



The screenshot shows the same form as above, but with a pop-up menu open over the gear icon. The menu has two options: 'Delete' with a trash icon and 'Link Referral' with a link icon. The 'Link Referral' option is highlighted with a red box and a mouse cursor.

3. In the pop-up window in the Available section, select the referral to link to the discipline incident.

4. Click **Link**.

Available

◀ Prev Page: 2 / 2 Next ▶ Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher
<input type="checkbox"/>	1056541	Alonso, Mary Shelley	Weiss, Ashley	05/15/2023	05/15/2023 03:08 pm			
<input type="checkbox"/>	1056542	Abe, Charlie Noel	Garcia, Lizette	06/05/2023	06/05/2023 10:18 am	Y		Profani
<input type="checkbox"/>	1056543	Alvarez, Douglas Adam	Weiss, Ashley	06/14/2023	06/14/2023 10:29 am			
<input type="checkbox"/>	1056544	Acevedo, Diem Donna	Roxy, Fridda Lizette	06/30/2023	06/30/2023 09:17 am			Abusive
<input type="checkbox"/>	1056545	Abe, Charlie Noel	Garcia, Lizette	06/30/2023	06/30/2023 09:20 am			
<input type="checkbox"/>	1056546	Abe, Charlie Noel	Roxy, Fridda Lizette	06/30/2023	06/30/2023 09:49 am			Abusive
<input type="checkbox"/>	1056547	Abe, Charlie Noel	Roxy, Fridda Lizette	07/05/2023	07/05/2023 06:42 pm			Class C
<input type="checkbox"/>	1056548	Abe, Charlie Noel	Roxy, Fridda Lizette	07/05/2023	07/05/2023 06:46 pm	Y		Class C
<input type="checkbox"/>	1056549	Abe, Charlie Noel	Roxy, Fridda Lizette	07/05/2023	07/05/2023 06:48 pm			Class C
<input type="checkbox"/>	1056550	Abott-Martinez, Charlie Christopher	Roxy, Fridda Lizette	07/05/2023	07/05/2023 06:48 pm			Class C
<input type="checkbox"/>	1056551	Acevedo, Diem Donna	Roxy, Fridda Lizette	07/05/2023	07/05/2023 06:48 pm			Class C
<input type="checkbox"/>	1056554	Acosta, Dexter D	Weiss, Ashley	08/28/2023	08/28/2023 09:07 am	Y		
<input checked="" type="checkbox"/>	1056559	Aguilar, Emily Dickinson	Weiss, Ashley	08/28/2023	08/28/2023 11:46 am			
<input type="checkbox"/>	1056562	Aguilar, Emily Dickinson	Weiss, Ashley	08/28/2023	08/28/2023 12:34 pm			
<input type="checkbox"/>	1056563	Baker, Lucie	Abernathy, Nora Robin	08/28/2023	08/28/2023 01:48 pm			Disrupt

◀ Prev Page: 2 / 2 Next ▶

[Link](#)

**i** If the system preference "Enable All Schools checkbox when linking a SESIR" is enabled, the "All Schools" check box is displayed. Select the check box to display referrals from all schools.

Available

All Schools

Page: 1 / 2 Filter: OFF

Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher Code
<input type="checkbox"/> 1056511	Acosta, Dexter D	Roxy, Fridda Lizette	08/25/2022	08/25/2022 01:48 pm		Y	Profanity (admin)
<input type="checkbox"/> 1056512	Anthony, Gabriel Marquez	Roxy, Fridda Lizette	08/25/2022	08/25/2022 01:54 pm		Y	Disruption (minor)
<input type="checkbox"/> 1056513	Acosta, Dexter D	Weiss, Ashley	09/16/2022	09/16/2022 11:35 am			
<input type="checkbox"/> 1056529	Breaux, William Hampton	Weiss, Ashley	10/11/2022	10/11/2022 02:58 pm			
<input type="checkbox"/> 1056530	Barron, Debbie	Roxy, Fridda Lizette	11/30/2022	11/30/2022 03:14 pm			Profanity (admin)
<input type="checkbox"/> 1056531	Ahrens, Edgar Allan	Roxy, Fridda Lizette	11/30/2022	11/30/2022 03:21 pm			Disruption (minor)
<input type="checkbox"/> 1056532	Ballesteros, Kevin Bradon	Weiss, Ashley	12/01/2022	12/01/2022 02:56 pm		Y	
<input type="checkbox"/> 1056533	Ferrer, Alvina Lyn	Angulo, Charlotte York	12/01/2022	12/01/2022 03:01 pm		Y	
<input type="checkbox"/> 1056534	Bell, Willie Xaiver	Weiss, Ashley	12/01/2022	12/01/2022 03:08 pm		Y	
<input type="checkbox"/> 1056535	Frazier, Linda Immanuel	Weiss, Ashley	12/01/2022	12/01/2022 03:13 pm		Y	
<input type="checkbox"/> 1056536	Quinones, Dina Charlotte	Weiss, Ashley	12/01/2022	12/01/2022 03:21 pm			
<input type="checkbox"/> 1056537	Nicholson, Brian Thomas	Weiss, Ashley	12/01/2022	12/01/2022 03:26 pm		Y	
<input type="checkbox"/> 1056538	Baker, Lucie	Abernathy, Nora Robin	05/03/2023	05/03/2023 10:21 am			Disruption (minor)
<input type="checkbox"/> 1056539	Alonso, Mary Shelley	Abernathy, Nora Robin	05/15/2023	05/15/2023 03:06 pm			
<input type="checkbox"/> 1056540	Alonso, Mary Shelley	Badillo, Rafael Rogelio	05/15/2023	05/15/2023 03:07 pm			

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[Link](#)

## Printing a Discipline Incident

1. At the top of the discipline incident, click the blue print icon.

Focus High School - 0041 2022

\*School \*Year

Save  

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	10/02/2023
* Location	School Grounds/On Campus
Incident Type	Bullying

2. Follow your printer's prompts to print the discipline incident.