# Table of Contents

Purpose and Thank You ........................................................................................................... 3  
Accessing the Discipline Module .......................................................................................... 4  
Discipline Module Home Screen .......................................................................................... 5  
Adding a New Incident ........................................................................................................... 6  
Sections for Reporting an Incident ....................................................................................... 7  
Minor & Moderate Offenses ................................................................................................. 8  
Major Offenses ..................................................................................................................... 9  
Utah Reporting ....................................................................................................................... 10  
Two Options for Adding Incident Reports .......................................................................... 10  
Printing a Suspension Form ................................................................................................. 11  
Behavior Definitions ............................................................................................................. 12-15  
Data Integrity ........................................................................................................................ 16  
Attendance Audit .................................................................................................................. 17-18  
Filtering Graph Options ....................................................................................................... 19  
  Hiding Graphs ..................................................................................................................... 20  
  Filtering Data ....................................................................................................................... 20  
  Sorting .................................................................................................................................. 21  
  Display by Counts ............................................................................................................... 21  
  Location ............................................................................................................................... 22  
  Code and Action ................................................................................................................. 23  
  Time and Month ................................................................................................................ 23  
  Grade and Graduation Year ............................................................................................... 24  
Examples of Majors .............................................................................................................. 25-26  
Information on Attendance: Compulsory Education and Truancy .................................... 27
Purpose of the Discipline Module

The discipline module was created in an effort to enter gather data effectively and efficiently. The module is a tool for you to be able to document discipline data for your school and make informed decisions for tiered interventions. This manual will provide instructions on how to use the discipline module.

The district’s goal is to have all administrators entering discipline data on the discipline module rather than in Skyward. Using the dashboard is easier and it has additional features that Skyward does not.

Thank You

Thank you to all who have made the discipline dashboard system possible. A very special thank you goes out to Jeff Murry for working tirelessly to create this system to make our discipline world more user friendly. Additionally, we would like to thank Allan Whitmore, Rob Richardson, and the Department of Legal Services for letting us pick their brains. Lastly, thank you to our District Level Hearing Officers: Steve Bailey, Christian Cowart, Doug Hallenbeck, Kelcey Kemp, Mary Lauer, Camie Lloyd, Jodi Roberts, Matt Schelble, Matt Watts and BJ Weller, who we have used as a think tank. Without all of you, this system would not have been possible.

The Department of Student Support Services
ACCESSING THE DISCIPLINE MODULE

- Log into Data Dashboard
- [https://dashboard.canyonsdistrict.org/discipline/login.cfm](https://dashboard.canyonsdistrict.org/discipline/login.cfm)
- The screen below will appear:

- Enter your login credentials
- The following screen will appear:
Once in the Discipline Module page you have several options:

- **Add New Incident** - to add new discipline record
- **Data Integrity** - to cross check incidents entered
- **Attendance Audit** - to cross check suspension and attendance records
- **Data Dashboard** - to go back to the main Dashboard page
- **Print View** - for a quick snapshot of your school’s discipline statistics
- **Show/Hide Graph Options** - allows you to select the statistics you want
**ADDING A NEW INCIDENT**

- Click the “Add New Incident” button
- The following screen will appear:
Reporting an incident has the following sections:

- **School** - your school should be set as the default
- **Name of Offender** - type the student’s first name or last name to search
- **Referral Type** - Minor, Moderate, or Major
- **Type of Offense** - choose offense depending on the referral type
- **Date of Offense** - date the offense occurred
- **Description of Event** - details of what occurred and...
- **Action** - select one action, additional actions can be added in the action comments section
- **Action Comment** - add additional actions here, since only one is allowed to be selected under action
- **Name of Victim(s)** - enter victim or victim names, if applicable
- **Where it Happened** - location of where the offense occurred
- **Possible Motivation** - identify possibly antecedents “reasons why” the student’s behavior occurred
- **Time of Offense** - time the offense occurred
- **Ordered Date** - usually same as date of offense, unless an investigation and suspension occurred at a later date than the date of offense
- **Referred by** - used if administrator is not the primary witness and referral, staff or other adult
- **Staff** - name of the person entering the offense

Sections with a red asterisk (*) are required, all but the name of victim(s) and action comment are required sections.
MINOR OFFENSES

Minors will NOT be counted as Office Discipline Referrals (ODRs) but it is important information to document. They will still populate when you run your reports, but remember that only moderate and major offenses count as ODRs.

- Attendance Notes
- General Notes

MODERATE OFFENSES

Moderates are not grounds for Out of School Suspension or for a full day of In-School Suspension, but require an action from an administrator. A moderate offense can be grounds for a habitual disruption (e.g. repeating the same behaviors even after interventions have been implemented.) If a student is in In-School Suspension for half or more of the day, it is considered a major offense since it is reportable to the State.

- Aggression
- Cheating/Lying
- Disruption
- Dress code Violation
- False Alarm
- Gang affiliation

- Insubordination
- Obscene Behavior
- Inappropriate Language
- Public Display of Affection (PDA)
- Personal Technology Violation
- School Technology Violation
MAJOR OFFENSES

Majors are reported to the State. These are offenses for which a suspension can be given. If a student is in In-School Suspension for half or more of the day, it is considered a major offense since it is reportable to the State. A red Utah Reporting box appears and each section must be filled for each major offense. This fulfills the school reporting requirement for the State.

* these offenses are considered majors due to state reporting, but no suspension is required as per Policy JK

- Alcohol Distribution/Sharing
- Alcohol Use/Possession
- Arson
- Bullying Disability
- Bullying Gender
- Bullying Other
- Bullying Race
- Controlled Substance Distribution/Sharing
- Controlled Substance Use/Possession
- Drugs/Alcohol Resorting in Car
- Fighting
- Forgery
- Harassment Disability
- Harassment Other
- Harassment Race
- Harassment Sexual
- Major Disruption
- Marijuana Distribution/Sharing
- Marijuana Use/Possession
- Out of Bounds
- Other Behavior
- Physical Assault
- Personal Technology Major
- Robbery/Theft
- Sexual Assault
- School Technology Major
- Comp Ed Court Involved
- Terroristic Threat
- Theft
- *Tobacco/E-cigarette
- Truancy Court Involved
- Threat/Intimidation
- Uncontrolled Substance Distribution/Sharing
- *Uncontrolled Substance Use/Possession
- Property Damage/Vandalism
- Weapon
• Utah Reporting Section
  
  o **Gang Related**- unknown, yes, or no
  
  o **Gang Prevention**- unknown, yes, or no
  
  o **Referred to Police**- yes or no
  
  o **Weapon**- none, looks alike, substance used as a weapon, other object used as a weapon, knife or other sharp object, other explosive device, shotgun, rifle, or handgun
  
  o **Caused Incident**- yes or no
  
  o **Injured**- yes or no
  
  o **Referred to Court**- yes or no
  
  o **Caused Serious Bodily Injury**- yes or no

➢ Two Options for Adding Incident Reports

  • **Add – Done**: this button will save the incident and return the user to the main dashboard home screen.

  • **Add – Print/Edit**: this button will save the document and return the user to the edit screen for the same incident, so that forms can be printed without having to search for the incident again.
Printing a Suspension Form

- The default form for downloading is the Multi-Tiered System of Support (MTSS) Behavioral Intervention Form

- The MTSS behavioral intervention form will populate all of the information you have previously selected when originating the incident data. Please note that anything that is not auto populated can be hand selected and/or written by the administrator before having the parent and student sign for suspension.

- A copy of the MTSS Behavioral Intervention Form must be submitted to the Department of Legal Services for each suspension.

- A copy of the Drug and Alcohol violations must be submitted to the Department of Student Support Services for each administrative action.

- If you are suspending a student to a District Level Hearing, a checklist is provided by the Department of Student Support Services to ensure that all necessary documentation is submitted.
BEHAVIOR DEFINITIONS

- **Interpersonal Issues:**

  - **Bullying:**
    - Bullying means intentionally committing an act that endangers the physical health or safety of a school employee or student and involves repeated behavior intending to cause harm or distress, existing in a relationship involving an imbalance of power.
    - Bullying may be linked to discrimination and focus on race, color, disability, national origin, gender, or religion.

  - **Defiance/Insubordination:**
    - Student refuses to follow directives.

  - **Fighting (mutual combat):**
    - Student is involved in mutual altercation with another person(s) that involves physical violence.

  - **Harassment:**
    - Harassment means repeatedly communicating to or about another individual, in an objectively demeaning or disparaging manner that contributes to a hostile learning environment for that individual.
    - Harassment may be linked to discrimination and focus on race, color, disability, national origin, gender, or religion.

  - **Obscene Behavior:**
    - Student engages in lewd or indecent behavior via language, gestures, actions, electronic means, or removal of clothing, etc.

  - **Physical Assault:**
    - Student engages in an act with unlawful force or violence (not in self-defense) that causes bodily injury to another.

  - **Threat/Intimidation:**
    - Student engages in conduct or makes statements with intention to cause fear or apprehension.
➢ **Weapon:**

- Student possesses any item capable of causing serious bodily injury or death; or a facsimile or representation of the item.

- **Bomb Threat:**
  - Student delivers a message about possible explosive materials on-campus, near campus, and/or pending explosion.

- **Gun/facsimile:**
  - Student is in possession of a firearm or a facsimile of a firearm.

- **Knife/facsimile:**
  - Student is in possession of a knife or other sharp object or a facsimile of a knife.

- **Incendiary Device/facsimile:**
  - Student is in possession of an incendiary device (lighter, fireworks, matches, etc.) or a facsimile of an incendiary device.

- **Other:**
  - Student possesses any other object capable of causing serious bodily injury or death.

➢ **Property Destruction:**

- **Arson:**
  - Student by means of fire or explosives damages school property or the property of another.

- **Property Damage/Vandalism:**
  - Student willfully defaces, cuts, mars, injures or damages school property or the property of another.

- **Robbery:**
  - A student unlawfully takes or attempts to take the personal property of another by force or fear.

- **Theft:**
  - A student obtains or exercises unauthorized control over the valuable school property or property of another with the intent to deprive.
School Norms Violation

- **Disruption:**
  - Student engages in behavior that obstructs, prevents, or interferes causing a major interruption in a class or school activity.

- **Compulsory Education Court Involved:**
  - School non-attendance for kids **ages 6-12**. The law allows the school district to “direct” (require) the student (through his or her parents) to meet with school administrators to discuss the reason the student is not attending school and also to cooperate with the school district to ensure regular attendance. The law says we must inform the parents that it is a Class B Misdemeanor for the parent to intentionally or recklessly fail to make sure their child attends school.

- **Disruption, Other:**
  - Student engages in behavior that obstructs, prevents, or interferes, causing a minor interruption in a class or school activity.

- **Dress Code Violation:**
  - Student wears clothing that does not fit within the dress code guidelines established by the school/district.

- **False Alarm:**
  - Student delivers a false message (verbally or electronically) that causes concern and disruption to the school’s operation. This includes the unwarranted activation of a fire alarm.

- **Inappropriate Language:**
  - Student delivers verbal or electronic messages that include profane, vulgar, or abusive language.

- **Inappropriate Location/Out Of Bounds:**
  - Student is in area off limits or out of school boundaries.

- **Lying/Cheating:**
  - Student delivers message in any format (verbal, electronic) that is untrue. Student does not complete schoolwork by self or misrepresents someone else’s work as his/her own.

- **Technology Violation:**
  - Student engages in inappropriate use of personal or school technology in violation of responsible use agreement.

- **Truancy/Court Involved:**
  - Student has five or more unexcused absences and interventions to improve attendance have not been successful.
Drug and Alcohol:

- Possession/Use:
  - Student had joint or individual ownership, including control, occupancy, inhalation, swallowing, injection, or group possession or use of controlled substances and the intent to exercise dominion and control over it.

- Distribution:
  - Means the actual, constructive, or attempted sale, transfer, delivery or dispensing to another of an imitation controlled substance or controlled substance.

- E-cigarette:
  - Any device, other than a cigarette or cigar, intended to deliver vapor-containing nicotine into a person's respiratory system.
DATA INTEGRITY

The Data Integrity Filter will flag documentation that does not match the action with the offense type.

- Click on “Data Integrity”:

  ![Image of Data Integrity Filter]

- Data Integrity Filters:
  - Suspension out of school - Minor Incident
  - Suspension in school - Minor Incident
  - Suspension to District Hearing - Minor Incident
  - Major Offense Type Selected - No Action Required
  - Incident Marked as Safe - School Minor Offense Type Selected
  - Major Offense Type Selected - Incident Not Marked as Safe - School
ATTENDANCE AUDIT

The Attendance Audit filter scans Skyward attendance data for suspensions. Its purpose is to check attendance records for matching discipline data. The attendance action for that date must match the administrative action of suspension. The attendance audit filter helps rectify attendance and suspension reports.

Historically, the Department of Legal Services would send out spreadsheets at the end of the year to schools that shows an audit between the suspensions in the Attendance system and incidents in the discipline module. Schools were then asked to fix/add the discipline records. A report has been created to replace this process and will allow the schools to run/fix this data anytime throughout the school year. The report tries to match every single suspension day to an action day in the discipline module. You will find below instructions, to use the attendance audit filter.

- Records to View:
  - Not Matched to Discipline Record
  - All Suspension Records

To run the data click the “Attendance Audit” at the top of the page:
This is the report for a middle school:

There are nine days that are not matched. To fix the data, click on the student ID number, all of that student's discipline records appear:

You can then edit an incident and change the action days to match the suspension records if necessary, or you might need to add a new incident. You might possibly need to change the attendance if it was coded wrong.

Some schools’ In-School Suspension could be coded wrong in the attendance module. The correct code for this is “n” code with the reason being in-school suspension. It should not be the “s” code, as this is only for Out-of-School Suspensions.
FILTERING GRAPH OPTIONS

- **Show/Hide Graphs**
  - Discipline Counts by School
  - Discipline Counts by Year
  - Discipline Counts by Type
  - Discipline Counts by Race Code
  - Discipline Counts by Gender
  - Discipline Counts by Location
  - Discipline Counts by Infraction Code
  - Discipline Counts by Action
  - Discipline Counts by Student (Warning: This feature causes a lower response time)
  - Discipline Count by Grade
  - Discipline Code by Graduation Year
  - Discipline Counts by Referred by
  - Discipline Counts by Time
  - Discipline Counts by Month

- If you hide a graph, you can always go back to click on it and show it again
- Hiding Graphs
  - Click the blue [x] at the top of each graph
  - To display it again, you would have to go into the options from the picture on the previous slide and click “Show”

- Filtering Data
  - You can filter to look at the current school year data
  - You can click on any of the bars in the graphs to look at the specifics
- **Sorting**
  - Descending, Ascending, or Alphabetical

- **Display by Counts**
  - 10, 25, 50, or 100
- Filters in effect will color coordinate with the graph’s background color

140 Major Offenses in 2016 filtered by Location, displayed in Descending order by count of 10
35 Major Offenses in 2016 filtered by **Code** and **Action** each displayed in Descending order by count of 10

35 Major Offenses in 2016 filtered by **Time** and **Month**
**Grade and Graduation Year**

Because the discipline dashboard is tracking and displaying multiple years of data, the grade for each student had to be calculated based on his or her graduation year and the year the offense occurred, the calculated grade field was not easily filtered.

This is what it looks like for a high school without filtering by year:

![Bar chart showing discipline counts by grade and graduation year](image)

It really is two different ways of looking at the data. Some of the goofy data points on the grade graph are because of data entry errors and a student’s graduation year could change (specifically to ungraded special education students).

This is what it looks like for the same high school above but for 2016:

![Bar chart showing discipline counts by grade and graduation year](image)

Notice the warning- cannot filter by grade; you have to filter by Graduation Year.
**Examples of Major Offenses**

This is not an exhaustive list, if you have any questions please call Student Support Services.

**Fighting (Mutual Combat):**
- Two or more students are engaged in continual pushing, shoving, or throwing of punches whether they make contact or not.
- One student punches another student, then both students engage in throwing punches.

**Physical Assault:**
- Student hits or attacks another student without agreement or mutual combat.

**Out of Bounds:**
- A student is found somewhere he/she should not be during or after school hours (ex. On the roof, in the electrical room, etc.)

**Personal Technology Major:**
- A student uses their own device to disrupt the CSD network, or access bluetooth devices without permission.
- A student accesses inappropriate websites or accesses restricted materials with their own devices on school grounds.

**Property Damage/Vandalism:**
- A student writes on a locker with a permanent marker.
- A student throws a rock and shatters a window on the school building.

**School Technology Major:**
- A student hacks into restricted settings making a device unusable by others until a district TECH completes repairs or renders the device inoperable completely.
- A student uses school owned device to disrupt the CSD network or access bluetooth devices without permission. A student accesses inappropriate websites or accesses restricted materials with district owned devices.
DRUG AND ALCOHOL

Possession:
- A student is searched and drugs are found in their pocket.
- A student smells strongly of marijuana. Administration searches the student and their backpack and finds drug paraphernalia.

Use:
- A student is smoking marijuana by himself or herself on school grounds.

Sharing:
- A student brings a container with alcohol in it and they were passing it around for friends to take a sip.
- A student brings prescription drugs and gives some to a friend.

Distribution:
- A student brings drugs, alcohol, prescription drugs, or any illegal substances and gives it to a student in exchange for something in return.

Suspension and Additional Action for Drug and AlcoholViolations as per
Policy JK: Student Discipline and Conduct
Use the Violation of Controlled Substance Form

• 1st offense for Possession, Use, or Sharing constitutes a three-day suspension
  o Student and parent/legal guardian are required to attend the Early Intervention Class offered at the Canyons Family Center (CFC)

• 2nd offense (within two school years) for Possession, Use, or Sharing constitutes a five-day suspension
  o A review of the students and parents documented responses from the first Early Intervention Class and a CFC Intake Referral

• 3rd offense (within two school years) for Possession, Use, or Sharing constitutes a Suspension to a District Level Hearing
  o Action as Determined by Hearing Officers

• 1st offense for Distribution constitutes a Suspension to a District Level Hearing
  o Action as Determined by Hearing Officers

• Additional offense for Distribution constitutes a Suspension to a District Level Hearing
  o Action as Determined by Hearing Officers
INFORMATION ON ATTENDANCE: COMPULSORY EDUCATION AND TRUANCY

If it is confirmed that a student is truant and/or sluffing, that information should be documented on the actual attendance record with code A-VT. This is not the same as the Truancy Court Involved under major offenses. If you have additional questions related to truancy, contact our Truancy Specialist Suzanne Ren at 801.826.5072.

Compulsory Education:
- Refers to school non-attendance of children between ages of 6-12. The law allows the school district to direct the student (though his/her parent/guardian) to meet with school administration to discuss non-attendance issues.

Truancy:
- Refers to school non-attendance of children between ages of 12-17. The law allows the school district to direct the student (though his/her parent/guardian) to meet with school administration to discuss non-attendance issues.