Discipline in Skyward

Presented by:

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Objective and Agenda

Objective if this session is to ensure you have the tools to properly code attendance in Skyward for our mandatory PEIMS reporting.

- Entering Discipline Incident (Offense)
- Entering Discipline Action
- Closing out the Incident after Disciplinary Action is served
- User Defined Discipline Report
- General Education Restraints
- Special Education Restraints
- TEA Updates & Rules
- Q & A
Entering an Offense in Skyward

1. Select appropriate Action Reason
2. Select location where offense occurred
3. Date and time
4. Incident number will automatically populate
Populate Appropriate Action

1. Select appropriate Action (See https://sites.google.com/gcisd.net/gcisd-assistant-principal-guid/discipline)

2. Length of Discipline Action

3. Ordered Date – Date Assignment begins

4. Difference reason will be 00 unless action is not served as assigned

5. Actual Days served will be modified AFTER assignment is complete
Updating Action Detail

1. Go to Action Detail Screen
2. Select discipline record with appropriate dates
3. Select “Served” for each of the dates assigned

Failure to record or close the disciplinary action will cause “Fatals” in PEIMS reporting.

Fatal errors will not allow GCISD to complete the required PEIMS Submission.
Discipline Reports for Administrators

User Defined Discipline Report

Able to only choose the necessary fields on a report
Offense Referral Report

How many referrals has a teacher/staff entered
Restraints – Special Education

(Modified Child Restraint Information - Entity 044 - WS\ST\TB\SE\TB\CR - 11422 - 05.19.06.00.07 - Google Chrome)

- **School Year:** 2020
- **Date of Restraint Event:** 09/20/2019
- **Campus ID of Restraint Code:** 220-906-044
- **Restraint Instance Number:** 0
- **Instructional Setting:** 41 - RES ROOM/SER-LESS THAN 21%
- **Primary Disability:** 10 - AUTISM
- **Restraint Reason Code:** 02 - IMMEDIATE SERIOUS HARM TO OTHER
- **Restraint Staff Type:** 02 - School district police officer or school resource officer (SRO)
- **Restraint Type:** Physical

Asterisk (*) denotes a required field.
Out of School Suspension (OSS) CANNOT be a disciplinary action used for homeless students.

Students assigned OSS MUST be provided access to classroom assignments without the use of the internet.

OSS can only be assigned for three days or less.
OSS disciplinary action is not allowed for students below grade three.
Students assigned OSS may not participate in school related activities or present on school property.
Exceptions to OSS of homeless or student in grade two or below is if the conduct involves:
- Weapons,
- A violent offense under the Penal Code
- Selling, giving, possessing, delivering, using or is under the influence of drugs or alcohol
Required PEIMS Data Fields

- Student ID
- Campus ID of Enrollment
- Disciplinary Action Number
- Disciplinary Incident Number
- Discipline Reason Code
- Behavior Location Code
- Discipline Action Code
- Campus ID of Disciplinary Assignment
- Reporting Period Indicator Code
- Date of Disciplinary Action
- Campus ID of Disciplinary Responsibility
Required PEIMS Data Fields (Continued)

Behavior Locations:

- 00 - Not Applicable
- 01 - On Campus
- 02 - Off Campus, but within 300 feet of campus property line
- 03 - Off Campus, but at a school sponsored or school related activity
- 04 - Off Campus, and further than 300 feet from the campus boundary (Student was not in attendance at a school sponsored or school related activity)
- 05 - On Campus of another school district, or while in attendance at a school sponsored or school related activity of another school district
Question & Answer Time

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