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District Level

Use the Table of Contents to access a page.

Offense Codes

Discipline > Maintenance > Tables > District Level > Offense Codes

This tab allows you to create a list of offenses that a student may commit. When a student discipline record is created, an offense code must be included in the record to indicate the nature of the offense.

Update data:

System codes are displayed at the top of the grid and cannot be changed or deleted. Scroll down to view existing **User Codes**.

☐ Click **+Add** to add an offense code.

A pop-up window opens.











Code	Type a valid offense code. <ul style="list-style-type: none"> Valid user codes are 0121-0199, 0221-0299, etc., and 1321-9998. Alphanumeric codes are not allowed. Codes cannot begin with 00. Codes ending in 00 are intended to be categories and will not display in TeacherPortal. You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the offense code, if applicable. TWEDS Data Element: DISCIPLINARY-ACTION-REASON-CODE (E1006) (Code table: C165)
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.

Include in TeacherPortal	Select if you want the offense code to be available to instructors in TeacherPortal on the Discipline Referral page. <ul style="list-style-type: none"> If selected, instructors can select the offense code when entering a discipline referral in TeacherPortal. If not selected, the code is not available for selection in TeacherPortal. This field must be selected for at least one code in order for discipline referrals to be available in TeacherPortal.
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☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an offense code that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an offense code that is used in a student discipline record.</p>
Print	<p>Print system and user offense codes.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

Offense Level

Discipline > Maintenance > Tables > District Level > Offense Level

This tab allows you to create a customized list of offense levels that indicate the extent of the discipline actions taken for an offense action, such as I, II, III or instructor, administrator, and central office intervention.

Update data:

☐ Click **+Add** to add a level.




A pop-up window opens.

Code	Type a one-digit code to indicate the severity level of the offense. You cannot use a special character.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.

☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an offense level that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an offense level that is used in a student discipline record.</p>


Print [Print offense level codes.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Action Codes

Discipline > Maintenance > Tables > District Level > Action Codes

This tab allows you to create a list of actions taken by school officials in response to a student discipline offense. When a student discipline record is created or changed, an action code can be included in the record to indicate the steps taken by school officials.

Update data:

System codes are displayed in the top grid and cannot be changed or deleted.

☐ In the **User Codes** (bottom) grid, click **+Add** to add an action code.


A pop-up window opens.

Action	Type a valid two-character action code. <ul style="list-style-type: none"> Codes can begin with any letter after D. You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the action code, if applicable.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.


☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	Edit a record. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes. For the current year, you cannot edit an action code that is used in a student discipline record.
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**Delete a row.**


1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.


You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).


For the current year, you cannot delete an action code that is used in a student discipline record.

Print **Print system and user action codes.****Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.


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Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Location Codes

Discipline > Maintenance > Tables > District Level > Location Codes

This tab allows you to create a customized list of locations where discipline offenses may occur, and associate each location with a PEIMS location code.

Update data:

☐ Click **+Add** to add a level.

A pop-up window opens.




Location	Type a code for the location, up to three characters.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 25 characters.

☐ Click **OK** to close the window.

PEIMS Behavior Location Code	Select the corresponding PEIMS location code. The field is required for each location code. It provides a crosswalk for the Behavior Location Code in the PEIMS record for the Location of Incident field on Discipline > Maintenance > Student > Maintenance .
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☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit a location that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a location that is used in a student discipline record.</p>


Print [Print location codes.](#)

Review the report using the following buttons:


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
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Reported By Group

Discipline > Maintenance > Tables > District Level > Reported By Group

This tab allows you to create a list of categories of people who may report an incident, such as cafeteria employees or security officers. The entries in the table are included in the drop-down list of the **Reported by** field on [Discipline > Maintenance > Student > Maintenance](#).

Update data:

☐ Click **+Add** to add a group.




A pop-up window opens.

ID	Type a unique code for the group, up to three characters. The ID cannot already exist on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor .
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.

☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit a Reported By group that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a Reported By group that is used in a student discipline record.</p>


Print [Print location codes.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


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Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Court Order

Discipline > Maintenance > Tables > District Level > Court Order

This tab allows you to maintain a list of discipline incidents that are restricted by court order. If restricted, the incident will not appear on any other page or reports in ASCENDER.


IMPORTANT: Access to this page is set up in ASCENDER Security Administration and must be granted very carefully. If you are granted access to this tab, you will have access to discipline records districtwide. If you do not have access to the tab, it is disabled.

Update data:

Existing court-ordered restrictions are displayed in order by student name then incident number. Existing data cannot be edited.



☐ To view data for a prior year, you must [change the school year](#).

☐ Click **+Add** to restrict an incident.

Campus	Click  to select the campus . Only campuses for the selected school year are listed.
Student	<p>Begin typing the student's name or ID. As you begin typing, a drop-down list displays students whose ID matches the numbers you have typed. Select the student whose incident was restricted.</p> <p>Only students for the selected school year and campus are included in the autosuggest list.</p>
Incident Number	Select the restricted incident. Only the selected student's incident numbers for the selected school year and campus are included in the drop-down list. The date-time-stamp for the incident is provided.
Incident Date	The date-time-stamp for the selected incident is displayed.

☐ Click **Save**.

Other functions and features:

	<p>IMPORTANT: Once a restriction is deleted from this page, the incident <u>WILL BE DISPLAYED</u> in reports and pages throughout ASCENDER.</p> <p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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Campus Level

Use the Table of Contents to access a page.

Administered By

Discipline > Maintenance > Tables > Campus Level > Administered By

This tab allows you to create a list of employees (other than principals and counselors) who may handle a discipline incident and take action. The entries in the table are included in the drop-down list of the **Administered by** field on [Discipline > Maintenance > Student > Maintenance](#).

Employees who are in the Principal/Counselor table do not need to be added to the Administered By table.

Update data:


Click **+Add** to add an administrator. A pop-up window opens.

ID	Type the employee's three-digit ID.
First	Type the employee's first, middle, and last names and generation code.
Middle	Name Edits
Last	In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.
Gen	In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.
	Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.


Click **OK** to close the window.

Click **Save**.

Other functions and features:

	Edit a record. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes. For the current year, you cannot edit an administrator that is assigned to a student discipline record.
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**Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

For the current year, you cannot delete an administrator that is assigned to a student discipline record.

Reported By Person

Discipline > Maintenance > Tables > Campus Level > Reported By Person

This tab allows you to create a list of employees who may report a discipline incident. The entries in the table are included in the drop-down list of the **Reported by** field on Discipline > Student > Incident Information.

Update data:




Click **+Add** to add a Reported By person. A pop-up window opens.

ID	Type the employee's three-digit ID.
First	Type the employee's first, middle, and last names and generation code.
Middle	Name Edits
Last	In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.
Gen	In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.
	Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.

Click **OK** to close the window.

Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit a Reported By person that is assigned to a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a Reported By person that is assigned to a student discipline record.</p>



Back Cover