

# Incident Reporting

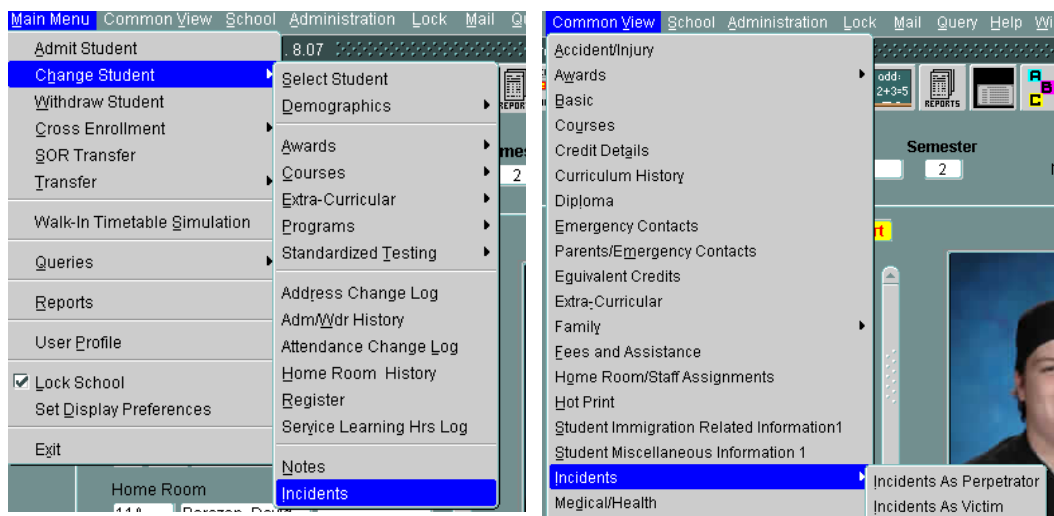
## ***Entering a Student Incident where only ONE student is involved***

The Student Incident screen provides detailed information regarding individual students' involvement in a specific incident, and the associated consequences and actions. **If there is only one student involved in the incident this is the quickest method of reporting the incident and it is recommended.**

The Student Incident screen is the same screen that can be accessed via school incident reporting. ***Schools may choose to access the Student Incident screen directly without recording it as a school incident first.*** If a school incident has been recorded first, default data will appear on this screen and may be modified to reflect the individual student's involvement. Incidents recorded only on the Student Incident screen do not get an incident ID number, and information is not maintained in the system for certain types of reporting.

### **1. Navigate to Student Incident screen one of the following ways:**

*Main Menu > Change Student > Incidents* **OR** *Common View > Incidents*



OR by pressing



**2. This will open the Incident Summary Screen for the student involved:**

Student Incident Summary

DMS Dawson Mountain Sec School Homeroom 2009 - Kwong, Song **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Gender Birth Date Grade Middle Name  
 344290 Atkins Missy F 16-JUL-1988 12 Katherine

**Summary by Action Type**

Action Type	# of Incidents		# of Days		Acts of Violence		Demerits	
	To Date	This Year	To Date	This Year	To Date	This Year	To Date	This Year
Conference with Student	1	1	1	1	0	0	0	0
Garbage Duty	1		0		0	0	0	

**Student Incidents**

Offense Date	Time	Offense Type	First Day	Length	Action Type	School
15-MAY-06	06.49.33	Spitting	15-MAY-2006	1.0	Conference with Student	DMS
16-JUN-05	09.30.23	Administrative Concern	03-AUG-2005		Garbage Duty	DMS

Total Incidents  
2

Detail ADD DEL

To look at the details of an existing incident highlight the incident and press the **DETAIL** button.

**3. To Create a new Incident, press the ADD button.**

Student Incident Details

DMS Dawson Mountain Sec School Homeroom 2009 - Kwong, Song **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Gender Birth Date Grade Middle Name  
 344290 Atkins Missy F 16-JUL-88 12 Katherine

**Incident ID:**  
**Incident Ext. Code:**

Date 15-MAY-06 07.25.03 AM **Multi**

Incident/Offense Type ?

Motivation **Multi**  Violent Act?  
 Delete On Transition?

Incident Occurred Time Incident Site

Weapon **Multi** Reported By

Letter Type  Printed?

Narrative

**Action Taken** Disposition Parent Contacted Other Action

Action Type ? Date 15-MAY-06 Time 07.25.03 AM

First Day Length Last Day Demerit Points  
 15-MAY-06

Action Location  Alternate Program Placement

Action Assigned By Alt. Program Placement School ?

Referral Type Referral Date

**Completion of this new incident screen MUST be done correctly or you will be unable to save and create the incident record.**

FOLLOW THESE STEPS IN SEQUENCE:

1. Enter the date in the correct format: **dd-mon-yr** (15-SEP-08). Please note this is different than usual in BCeSIS.
2. TAB to the TIME field (this must be completed) and you can enter this in a couple of ways:
  - a. **HR:MN:SE ?M** (01:15:00 PM)
  - b. Or 0900 tab will format for you if the time is an AM time
3. Enter **Incident/Offense** Type field using the dropdown list
4. Enter the **Action Type** field using the dropdown list.
5. **Save at this point** before entering any more data. This will open the incident record and will be able to complete entering the data after you saved (created) the incident record.
6. Setting the First day of the Action:
  - a. *After you have saved the file*, you can up-date the first day of the action by typing in the new date (use the **dd-mon-yr** format). However, it is important to note that this date **MUST** be after the recorded date for the incident.
7. Complete other fields as needed: These are not required fields but available.
  - a. Narrative
  - b. Weapons
  - c. Violent Act
  - d. Etc.
8. Complete other Action Tab fields
9. Complete Disposition fields on the Disposition Tab
10. Complete the Parent Contact information tab
11. Be sure to save any work.