discipline_maintain_enter_bully_victim

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Discipline > Maintenance > Student > Maintenance > Victim Information

If the discipline incident involved bullying of a student, use this tab to report the bullying event.

If you accessed this page by clicking **Victim** on the Maintenance tab, the Victim Information tab displays the offending student's discipline incident information in the **Bully/Harass Reason** (middle) grid. Click **Save** if no changes are needed.

- **Incident Victims** can only be added to an existing discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab).

- The **Victim** button is only enabled when the **Bully Reason** field on the Maintenance tab is set to a value other than *None*.

- The **Incident Victims** (bottom) grid remains blank if the victim record is not associated with an existing discipline incident record.

Select a student:

❏ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

NOTE: On the Victim Information tab, the **Student** autosuggest field allows access to *all* students in the district, not just those at the campus you are logged on to.

(The middle grid where a victim record can be added that is not associated with an existing discipline incident record will be used in future development. Currently, only victim information can be added that is associated with an existing discipline incident record.)

In the middle grid, click **+Add** to add a victim record that is *not* associated with an existing discipline incident record. A blank row is added to the grid.

Date	The current date is displayed by default. Type the date of the incident in the MM DD YYYY format. (Do not type the hyphens, as they are automatically included.) Or, click *in* the field to select the date from a calendar. The date must be a membership date.

Time	The system (i.e., current) time is displayed by default. If necessary, click in the field to select the time of day when the incident occurred. Select **AM** or **PM**.
Reported By	Select the person or group who reported the incident. The drop-down list displays names from the following: • Discipline > Maintenance > Tables > District Level > Reported By Group • Discipline > Maintenance > Tables > Campus Level > Reported By Person • Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor **NOTE:** If the **Advisor Number** or **First**, **Middle**, or **Last Name** is changed on the Principal/Counselor tab in Registration, the **Reported by** ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Reported by information in the Discipline record. If you accessed the page by clicking **Victim** on the Maintenance tab, the field displays the person or group who reported the associated discipline incident, and the data is read-only.
Reason for Bullying/Harassment	Select the reason that the bullying/harassment occurred (i.e., the protected class).

The following fields only apply if the victim record is associated with a discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab):

Incident Number	If the bulling incident is associated with a discipline incident record, the six-digit incident number is displayed and cannot be modified. This number is assigned when the discipline incident record is saved. If the bullying incident was entered from this page and is not associated with a discipline incident record, "-NONE-" is displayed.
Campus ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking **Victim** on the Maintenance tab), the three-digit campus ID of the *offending* student is displayed. Otherwise, a dash is displayed.
Student ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking **Victim** on the Maintenance tab), the student ID of the *offending* student is displayed. Otherwise, a dash is displayed.
Name	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking **Victim** on the Maintenance tab), the *offending* student's name is displayed. Otherwise, "Offender Unknown" is displayed.

Click **Save**.

Or, click **Save and Add** to save the changes and clear the page to add a new incident for the same student.

🗑 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).

If you delete a record from the **Bully/Harass Reason** (middle) grid, the associated student data record in the **Incident Victims** (bottom) grid is also deleted, and vice versa.

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