

## WVEIS Discipline Module FAQs

1. Is a paper version of a Discipline Referral Form (DRF) available that is aligned with new WVEIS Discipline Module?

Yes, a draft version is available by clicking [here](#). Once the pilot of the system is completed a final draft will be posted.
2. Can teachers be notified when the administrator has taken action?

This feature will be added in the future. Once email notification is built into the system it will be active only for teachers who have been provided access to the WVEIS and have entered a valid "access.k12.wv.us" email address upon logging in.
3. Will discipline data from previous years transfer into the system?

No. Data from the previous system will not be written forward into the new WVEIS Discipline Module. However, data from the new system will be written to the files maintained under the old system so that historical trends may be assessed. Over time as schools build data in the new system, this may become unnecessary.

A crosswalk linking the former three-character discipline codes with the inappropriate behaviors listed in the new Policy 4373 is provided [here](#).
4. Can a warning be given on the "Action" page for a student with an exceptionality code who is approaching the maximum possible number of suspension?

Yes, this is being added to "Action" page of the system.
5. Could you either add action to the search options or add an action report with Detention Report to include ISS?

Yes, "Action" is being added as an option on the "Search" page of the system.
6. Will the system catch duplications? Example if multiple teachers enter a student for being tardy to class, etc.?

If a student is tardy to multiple classes throughout the day, these may be considered as separate incidents depending on the circumstances.

Should duplicate referrals be submitted for the same student for the same class the administrator has the ability to delete the duplicate.
7. Can the code numbers be listed with the behaviors?

The behaviors are listed in the WVEIS Discipline Module in a dropdown menu so that memorization of behavior codes is no longer necessary.
8. Can physical aggression be added to the behavior codes?

The former Policy 4373 included 12 behaviors listed under the category "Aggressive Conduct." These behaviors have been aggregated within a smaller number of behaviors listed in the revised policy that takes effect July 1, 2012. Please refer to the crosswalk of behaviors available [here](#).
9. What happens when more than one student is involved in an incident but only one deserves to be identified for correction?

The WVEIS Discipline Module is intended for only those behaviors that rise to a level that should be reported under Policy 4373. If a student's involvement in an incident is at such a low level as to not be reported under Policy 4373, their involvement may be described in the "comments" for an incident.
10. How can we access students who are not on our class list?

At this time, administrators have access to the records for all students enrolled in the school. Teachers, on the other hand, may access records for only those students they have entered into the discipline system. This issue is still under consideration, however, and may change in time.

## WVEIS Discipline Module FAQs

- |   |  |
|---|--|
| 11. How do we code locations outside the classroom but in another location within our building, such as the art room? | Locations are provided in a dropdown list on initial incident data entry form. It would be impossible to provide an exhaustive list of locations relevant to all schools in the state. In the example provided in your question, you may indicate a location such as an art or music room as "classroom" but provide specific locational details in the "comments."  |
| 12. How should minor physical infractions be coded when they aren't necessarily bullying or battery? (ex. horseplay)  | Generally this behavior would be considered <i>Disruptive/Disrespectful Conduct</i> as defined in Policy 4373.   |
| 13. How should "name-calling" be coded?   | <p>Name-calling may be coded in different ways depending on the circumstances or context. Generally this behavior would be considered <i>Disruptive/Disrespectful Conduct</i> as defined in Policy 4373.</p> <p>If, however, the behavior is of a more aggressive nature, is repetitive, and is directed at a staff or student it may, depending on the circumstances, fall under <i>"Harassment/Bullying/Intimidation."</i></p> <p>If the behavior is of an aggressive nature, is directed at a staff or student, and involves profanity, it may be coded as <i>"Profane Language/ Obscene Gesture/Indecent Act Toward An Employee or A Student."</i></p> |