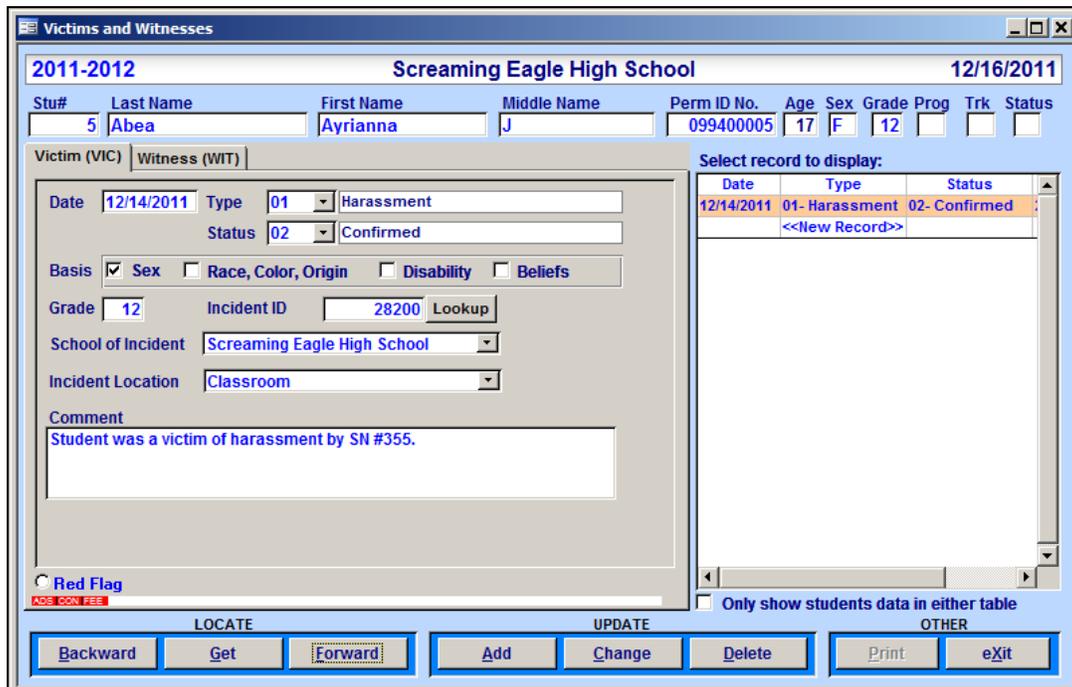


## Victims and Witnesses December, 16, 2011

The **Victims and Witnesses** form will allow you to store and track information for a student who was a victim or witness to a crime. The Civil Rights report tracks victims of harassment and data can be entered on this form.

The form is accessed from **View all Forms** on the **Control Panel**. The form has a tab for **Victim (VIC)** and another tab for **Witness (WIT)**.



**Victims and Witnesses**

2011-2012 Screaming Eagle High School 12/16/2011

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
5	Abea	Ayrianna	J	099400005	17	F	12			

Victim (VIC) | Witness (WIT)

Date: 12/14/2011 Type: 01 Harassment  
Status: 02 Confirmed

Basis:  Sex  Race, Color, Origin  Disability  Beliefs

Grade: 12 Incident ID: 28200

School of Incident: Screaming Eagle High School  
Incident Location: Classroom

Comment: Student was a victim of harassment by SN #355.

Red Flag

Select record to display:

Date	Type	Status
12/14/2011	01- Harassment	02- Confirmed
<<New Record>>		

Only show students data in either table

LOCATE UPDATE OTHER

The **Victims and Witnesses** form has an Incident ID field. This **Incident ID** field will allow **Victim** or **Witness** records to be linked to **Assertive Discipline** records by populating the field with the same **Incident ID** number. This will enable schools to track multiple students involved in one discipline incident.

## **INITIAL SET-UP**

Users who will be using **Victims** and/or **Witness** forms will need the appropriate permissions to the following tables:

- **VIC – Victims**
- **WIT – Witnesses**
  
- **ADS – Assertive Discipline** - Users that will be linking the **Incident IID** number of a **Witness** or **Victim** record will need SELECT permissions to the **ADS** table.

The codes to the following fields can be set up in the **Code Table**.

**Victims** form:

- **VIC.TY – Victim Type.** The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.
- **VIC.ST – Victim Status.** The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.

**Witnesses** form:

- **WIT.TY - Witness Type**
- **WIT.ST - Witness Status**
- **WIT.LCN and VIC.LCN** - Incident Location pulls from the **ADS.LCN Assertive Discipline Location**.

## VICTIMS(VIC) FORM

To access the **Victims** form, from the **Control Panel** click the mouse on the **View All Forms** button. Click the mouse on **Victims and Witnesses** to access the form. The following form will display.

**Victims and Witnesses**  
 2011-2012 Screaming Eagle High School 12/15/2011

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
20	Acuna	Allan	A	099400020	15	M	10			

Victim (VIC) | Witness (WIT)

Date: 12/15/2011 | Type: [ ] | Status: [ ]

Basis:  Sex  Race, Color, Origin  Disability  Beliefs

Grade: 10 | Incident ID: [ ] | Lookup

School of Incident: [ ] | Incident Location: [ ]

Comment: [ ]

Red Flag

Select record to display:

Date	Type	Status
<<New Record>>		

LOCATE: Backward, Get, Forward | UPDATE: Add, Change, Delete | OTHER: Print, Exit

Only show students data in either table

To add a new record, click the mouse on the **Add** button. Enter the information on the form.

## INCIDENT ID LOOK UP

On both forms there is a **Lookup** button on the **Incident ID** field. The **Lookup** button can be used to link the **Victim** or **Witness** record with an **Assertive Discipline** record that has been previously entered.

Click the mouse on the **Lookup** button and a date input form will display. The date of the **Victim** or **Witness** record will default but the date can be changed. Click the mouse on the **OK** button to continue and the **Discipline Incidents form** will display.

Discipline Incidents : Form

Limit by...

Dates:  Start Date: 12/15/2011 End Date: 12/15/2011 Incident ID:  Incident ID: [ ]

Incident ID	Date	Stu#	Last Name	First Name	Code	Description	Comments
16371	12/15/2011	273	Boler	Zachary	58	Harassment	Harassing SN #15.
16372	12/15/2011	169	Balboa	Christina	08	Drugs, Possession of (E) 48	Found suspicious substance in backpack.
16373	12/15/2011	255	Biggie	Natalie	23	Theft (S) 48900 (g)	Stole \$10.00 from SN #498
16374	12/15/2011	228	Bellomo	Phillip	22	Sexual Harassment (E) 48900	Phillip was harassing SN #15 during lunch.

The **Discipline Incidents** form will display with any student that has a discipline record with the date selected. A date range can be entered or the date can be de-selected to display all discipline records. The **Incident ID** option can be selected and a specific ID can be entered.

To link a **Discipline Incident ID** to a **Victim** or **Witness** record, double click the mouse on the **Discipline Incidents** form on an Incident ID to select it. Once it is highlighted, click the mouse on the **Use Selected IID** button on the lower right of the form.

Discipline Incidents : Form

Limit by...

Dates  Start Date 12/15/2011 End Date 12/15/2011 Incident ID  Incident ID

Incident ID	Date	Stu#	Last Name	First Name	Code	Description	Comments
16371	12/15/2011	273	Boler	Zachary	58	Harassment	Harassing SN #15.
16372	12/15/2011	169	Balboa	Christina	08	Drugs, Possession of (E) 48	Found suspicious substance in backpack.
16373	12/15/2011	255	Biggie	Natalie	23	Theft (S) 48900 (g)	Stole \$10.00 from SN #498
16374	12/15/2011	228	Bellomo	Phillip	22	Sexual Harassment (E) 48900	Phillip was harassing SN #15 during lunch.

Record: 1 of 4

Use Selected IID Print eXit

The **Incident ID** field will now be populated on the **Victims** or **Witness** form.

Victims and Witnesses

2011-2012 Screaming Eagle High School 12/15/2011

Stu# 15 Last Name Aceves First Name Steven Middle Name Perm ID No. 099400015 Age 18 Sex M Grade 12 Prog Trk Status

Victim (VIC) Witness (WIT)

Date 12/15/2011 Type 01 Harassment Status 03 Pending

Basis  Sex  Race, Color, Origin  Disability  Beliefs

Grade 12 Incident ID 16371 Lookup

Select record to display:

Date	Type	Status
12/15/2011	01- Harassment	03- Pending
09/01/2011	01- Harassment	02- Confirmed
05/16/2010	02- Bullying	02- Confirmed
<<New Record>>		

A summary of records will display to the right of the form. The selected record will have an orange background and the current years records will have a yellow background. Previous years records will not be highlighted unless it is the selected record.

The screenshot shows the 'Victims and Witnesses' form for Screaming Eagle High School, dated 12/15/2011. The student information is as follows:

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
15	Aceves	Steven		099400015	18	M	12			

The form is currently in the 'Witness (WIT)' tab. The incident details are:

- Date: 12/15/2011
- Type: 01 - Harassment
- Status: 03 - Pending
- Basis:  Sex,  Race, Color, Origin,  Disability,  Beliefs
- Grade: 12
- Incident ID: 16371 (with a 'Lookup' button)

To the right, a table titled 'Select record to display:' shows a list of records:

Date	Type	Status
12/15/2011	01- Harassment	03- Pending
09/01/2011	01- Harassment	02- Confirmed
05/16/2010	02- Bullying	02- Confirmed
<<New Record>>		

### WITNESS (WIT) FORM

To access the **Witness** form, from the **Control Panel** click the mouse on the **View All Forms** button. Click the mouse on **Victims and Witnesses** to access the form. The following form will display. Click the mouse on the **Witness (WIT)** tab and the following form will display.

The screenshot shows the 'Witness (WIT)' form for Screaming Eagle High School, dated 12/15/2011. The student information is as follows:

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
5	Abea	Ayrianna	J	099400005	17	F	12			

The form is currently in the 'Witness (WIT)' tab. The incident details are:

- Date: 12/15/2011
- Type: [Dropdown]
- Status: [Dropdown]
- Incident ID: [Field] (with a 'Lookup' button)
- School of Incident: [Dropdown]
- Incident Location: [Dropdown]
- Account/Testimony: [Text Area]
- User Comments: [Text Area]

At the bottom of the form, there is a 'Red Flag' indicator and a checkbox labeled 'Only show students data in either table'. The bottom navigation bar includes buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'Print', and 'eXit'.

To add a new record, click the mouse on the **Add** button. Enter the information on the form. The **Incident ID** field can be populated using the **Lookup** button as described on the **Victims** form section.