

SISK12: Classroom Functions-Discipline Referrals


School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

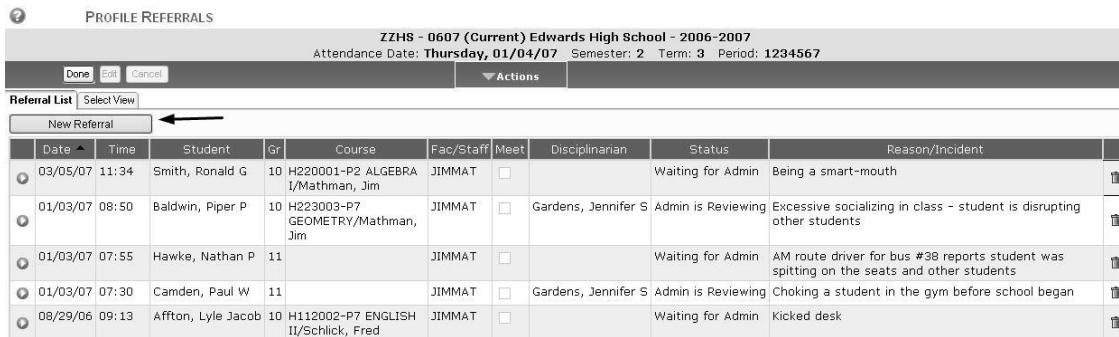
Path: View/Maintain → Discipline Referrals

Overview

A Referral is documentation of an incident that a staff member believes should be noted about a student or requires disciplinary action. The Referral may be handled in the location of the incident or it may be sent to the office for further action. In either case, the steps for creating the Referral are the same. Once it has been created then it can be sent to the office for further action.

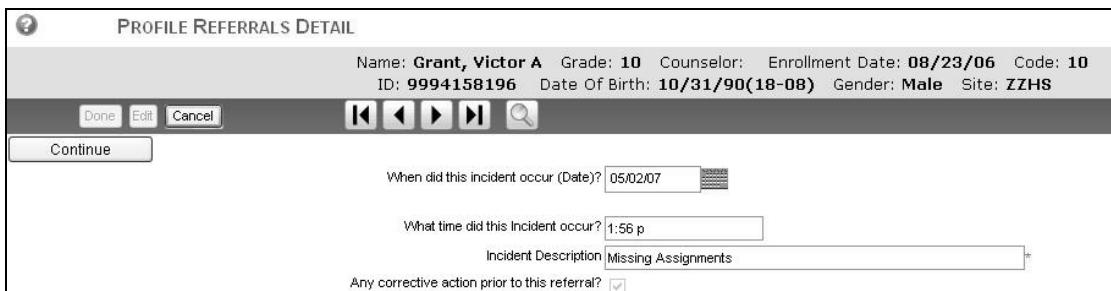
Create Referrals

1. From **View/Maintain** dropdown, click **Discipline Referrals**. It can also be accessed from **Actions** when marking current day attendance by class by clicking  .
2. The **Profile Referrals** screen loads. Any previous referrals will display in grid format.



Date	Time	Student	Gr	Course	Fac/Staff	Meet	Disciplinarian	Status	Reason/Incident
03/05/07	11:34	Smith, Ronald G	10	H220001-P2 ALGEBRA I/Mathman, Jim	JIMMAT	<input type="checkbox"/>		Waiting for Admin	Being a smart-mouth
01/03/07	08:50	Baldwin, Piper P	10	H223003-P7 GEOMETRY/Mathman, Jim	JIMMAT	<input type="checkbox"/>	Gardens, Jennifer S	Admin is Reviewing	Excessive socializing in class - student is disrupting other students
01/03/07	07:55	Hawke, Nathan P	11		JIMMAT	<input type="checkbox"/>		Waiting for Admin	AM route driver for bus #38 reports student was spitting on the seats and other students
01/03/07	07:30	Camden, Paul W	11		JIMMAT	<input type="checkbox"/>	Gardens, Jennifer S	Admin is Reviewing	Choking a student in the gym before school began
08/29/06	09:13	Affton, Lyle Jacob	10	H112002-P7 ENGLISH II/Schlick, Fred	JIMMAT	<input type="checkbox"/>		Waiting for Admin	Kicked desk

3. Click the **New Referral** button.
4. Select the student from the search criteria. The **Profile Referrals Detail** screen displays.




When did this incident occur (Date)? 05/02/07

What time did this incident occur? 1:56 p

Incident Description Missing Assignments

Any corrective action prior to this referral?

5. Complete the information on the screen.
 - a. Date field defaults to current date, but it may be changed by entering a new one or selecting one from the calendar wizard  .
 - b. Time also defaults to current time. To change the time, type hr:min followed by **a** for AM time or **p** for PM time. Time is recorded on the 24 hour clock. For example, an incident occurring at 8:45 AM can be recorded as 8:45 a. An incident occurring at 1:56 PM is entered as 1:56 p and will be converted for you. (In this example, 1:56 p will convert to 13:56.)

- c. Enter the Incident Description. If a referral is sent to the office, the text entered under Incident Description will become the default text of the discipline record.
- d. If you check **Any corrective action prior to this referral?** , the screen will refresh with additional fields for time and description of the prior corrective action.

- 6. Click **Continue** and screen refreshes with the information shown in grid format.

System Stamp	Entry Type	By User	Description / Notes
05/02/07 15:25	Incident	JIMMAT	Missing Assignments
05/02/07 15:25	Action Prior To Referral	JIMMAT	5/1/2007 15:15 After school detention


- 7. Click the **Select Course** button if you wish to record the class associated with the incident. A list of your classes appears. Click the select button by the appropriate class and click **Done**. The screen will refresh to auto-populate the class and the period associated with it.

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05/02/07 15:25	Incident	JIMMAT	Missing Assignments
05/02/07 15:25	Action Prior To Referral	JIMMAT	5/1/2007 15:15 After school detention


- 8. Clicking **New Note** opens a screen to enter information about the incident. Once your notes are complete, click the **Spell Check** button to double-check your entry in the notes field.

Notes: Conference with student after class. Warning 1 *

Spell Check

9. If you are **not** referring the student to the office, click **Done**. You have recorded an incident which you have handled and you will be returned to the Referral List.
10. The referral will have a status of **Teacher Must Complete**.
11. Additional notes can be added to this incident at any time.
 - a. Go to **View/Maintain → Discipline Referrals**. The grid of all incidents is displayed.
 - b. Select  the incident.
 - c. Choose **New Note**.

Referrals –Send to the Office

1. Complete Steps 1-6 above. In Step 7 above, when linking a course to the student, you can also check the box **I desire to be present for Conference** , complete **My Available Period(s) are:** , and click **Send To Discipline Office**.
 - a. You will be returned to the Referral List.
 - b. Your entry will have the status **Waiting for Admin**.
2. If an incident has previously been recorded, it can still be submitted to the office.
 - a. Go to **View/Maintain → Discipline Referrals**. The grid of all incidents is displayed.
 - b. Select  the incident.
 - c. Choose one of the green buttons, **New Note** or **Send To Discipline Office**.
 - d. A **New Note** can be added at any time.
3. Once a referral has been sent to the office, you can no longer edit the incident.
4. The office may choose to return the referral to you for additional information, in which case you will simply add the information and again choose **Send To Discipline Office**.
5. The office may discipline the student and add this to their Discipline Profile.

Note: Staff members may view their own referrals, and by user permissions, may be granted rights to view everyone's referrals.

Discipline Referral Grid

1. Go to **View/Maintain → Discipline Referrals**.
2. To change the scrolling features or to print the grid, click the **Actions** dropdown.

Actions	
Print Referral List	
Grid View	<input checked="" type="checkbox"/> Scroll In Grid <input type="checkbox"/> Scroll In Browser <input type="checkbox"/> Printer Friendly (No Edit)

- a. Use the **Scroll in Grid** setting to view smaller grids in one page or larger grids in multiple pages.
- b. Use the **Scroll in Browser** setting to view larger grids in one continuous page.
- c. Use the **Printer Friendly (No Edit)** setting to see a full view of the grid. Then use the print feature on the browser toolbar or the printer icon next to Your School Logo within the application.

PROFILE REFERRALS										
ZZHS - 0607 (Current) Edwards High School - 2006-2007										
Attendance Date: Thursday, 01/04/07 Semester: 2 Term: 3 Period: 1234567										
Done Edit Cancel			Actions							
Referral List Select View										
New Referral										
Date	Time	Student	Gr	Course	Fac/Staff	Meet	Disciplinarian	Status	Reason/Incident	
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3. The Profile Referrals grid displays the **Referral List** on one tab and the **Select View** on the second tab. The **Referral List** shows each referral in a row, providing summarized details within the row. Sort the referrals by clicking any column header. The default sort order is by date.
 - a. **Date** is the referral incident date.
 - b. **Time** is the time of the incident.
 - c. **Student** identifies which student the referral was recorded on.
 - d. **Gr** identifies the grade level of the student.
 - e. **Course** identifies the course being taught at the time of the referral incident. Not all referrals are related to a course. The incident may have occurred before/after school or between classes.
 - f. **Fac/Staff** identifies the staff member recording the incident.
 - g. **Meet**, when checked on, indicates that the person making the referral wants to be included in any student/parent conference which arises from the reported referral.
 - h. **Disciplinarian** identifies who is assigned once the referral is sent to the Discipline Office. Multiple staff may be assigned to disciplinarian roles, such as a nurse for a health-related screening or a principal for student who is disruptive in class.
 - i. **Status** identifies who has current responsibility for the referral.
 - o **Teacher Must Complete** – Staff member may edit the referral.
 - o **Waiting for Admin** – Referral sent to the office, but not assigned to a disciplinarian
 - o **Admin is Reviewing** – Disciplinarian assigned, but action not finalized.
 - j. **Reason/Incident** displays the incident description

4. From the **Select View** tab, staff member can choose certain criteria to filter the list of referrals. When you choose **Update Display**, you will be returned to the Referral List screen.

The screenshot shows the 'Referral List' interface with the 'Select View' tab active. Below it is the 'Update Display' form. The form contains the following fields and controls:

- Incident Date:** A date selection field with a dropdown arrow and a calendar icon.
- Reason/Incident:** A text input field.
- Course:** A text input field.
- Referral Made By:** A text input field.
- Faculty/Staff:** A text input field.
- Disciplinarian:** A text input field.
- Student Name:** A text input field.
- Grade:** A dropdown menu.
- Meet:** A dropdown menu with 'All' selected.
- Status:** A dropdown menu that is currently open, showing the following options: All, Open, Teacher Must Complete, Waiting for Admin, Admin is Reviewing, and Closed.

An 'Update Display' button is located below the Status dropdown menu.

- To filter by date, the field next to Incident Date allows you to choose 'Only This Date,' 'On or Before,' or 'On or After'. Then, complete the date or use the calendar wizard to choose a date and click the Update Display to see a grid of incidents with the specific date criteria.
- To bring up a list of incidents for a particular student, complete the field Student Name and click **Update Display**. This list will assist you in classroom management for a particular student.
- If you want to search by Status, choose one from the dropdown. Choices are shown above. Remember to click **Update Display** to search.