

**Texas Skyward User Group Conference**

# **Discipline from Classroom to Reporting**

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# Session Title



This session will cover classroom and teacher referrals, offenses and actions. We will demonstrate how the referral moves through the system and reporting options.

- Discipline configuration for referrals
- Classroom referral entry
- Teacher referral entry
- How referrals appear for discipline officer
- Reporting

## Discipline configuration for referrals – under Office/Discipline

Discipline District Setup - Entity 001 - WS\OF\DNPS\CF\DS - 8553 - 05.16.10.00.02 - Windows Internet Ex...  
 https://pbroker1.skyward.com/scripts/cgiip.exe/WService=11215web/sdisccedit001.w?isPopup=true

### Discipline District Setup

Require same Offense code for a single Incident Number

Only allow Staff marked as Discipline Officer to be assigned to an Offense/Action

Only allow specified Actions for an Offense

Force an Incident Number to be entered for each Offense

Use Discipline Offense and Action Points

Reset Incident Number to "1" each school year

Default Create Action Detail Records to checked when adding Action Summary records

Replace Referred by Type of Other with district defined codes Other Type Codes

Display Offenses for all entities

Force number of Action days to equal number of Action Detail days

Allow a suspension Action date to come before the Offense date

Restrict access to Discipline records from prior years ? Users Excluded from restriction

Use Possible Motivation field for student Offenses


Use Offense Levels

Allow override of Offense codes' default Offense Levels

**The following options apply to both Student Management and Educator Access Plus**

Restrict Offense Time entry to quarter hour increments

Automatically round Offense Time to closest quarter hour

Use Classroom Referrals 

Add Validation Message for Teachers Validation Message

Allow Classroom Referral Actions ?

Save  
Back

## Discipline configuration for referrals – under Educator Access Plus/Discipline



The screenshot shows a web browser window titled "Discipline District Setup - Entity 001 - WS\EA\PS\CF\DD - 7667 - 05.16.10.00.03 - Windo...". The address bar contains the URL: <https://pbroker1.skyward.com/scripts/cgiip.exe/WService=11215web/sepcfg16.w?isPopup=true>. The page title is "Discipline District Setup".

The configuration options are as follows:

- Allow teachers to select a Discipline Officer
- Display Offense Codes on EA+ Referral screen
- Limit Available Offense Codes on Referral screen Offense Codes
- Limit Available Action Codes on Referral screen Action Codes
- Restrict Access to Prior Years' Discipline records Users Excluded from restriction
- Display Offenses for All Entities

Navigation buttons include [Save](#) and [Back](#).

## Entering a classroom referral

**Jeanne S Abellascr** Grade: **09**

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School:	School (001) <input type="text"/>	<input type="button" value="Save"/>
Offense:	*C - CLASSROOM REFERRAL <input type="text"/>	<input type="button" value="Back"/>
Location:	Location (CLS) <input type="text"/>	<input type="button" value="Attach (0)"/>
Bus:	<input type="text"/>	

Classroom Referral

Classroom Action: [Add a Classroom Action](#)

Date of Offense:

Time of Offense:  :    Parent Notified

Comment:

**Classroom Referral**

Is this a Classroom Referral?

**Yes** - If you choose Yes, this means the teacher will address the discipline in the Classroom (\*C).

**No** - If you choose No, it will be a Teacher (\*TH) referral that needs to be addressed by the administrator.

## Entering classroom referral actions

**Jeanne S Abellascr** Grade: **09**

School:	<input type="text" value="School (001)"/>	<input type="button" value="Save"/>
Offense:	<input type="text" value="*C - CLASSROOM REFERRAL"/>	<input type="button" value="Back"/>
Location:	<input type="text" value="Location (CLS)"/>	<input type="button" value="Attach (0)"/>
Bus:	<input type="text"/>	

Classroom Referral

Classroom Action: 

- Lunch Detention [\(Remove\)](#)
- NOTIFICATION OF PARENTS BY PHO [\(Remove\)](#)

[Add a Classroom Action](#)

Date of Offense:

Time of Offense:  :    Parent Notified

Comment:

## Classroom referral – from Student Profile/Discipline tab

### Offenses

Views: All Offenses Filters: \* Current Year Only

Year*	Ent	Date ▼	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus Code	Discipline Officer	Referred By
▼ 2016-17	001	09/02/2016	2:16 pm	20918	*C	CLASSROOM REF	Referral	001	CLS			Gertrude Fitzgeraldscr

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

▼ Offense Details History

Offense Description: CLASSROOM REFERRAL Disc. Officer:

School: 001 - School (001) Referred By: Gertrude Fitzgeraldscr

Location: CLS - Location (CLS) Entered On: 10/05/2016 Wed 2:26 pm

Offense Date: 09/02/2016 Fri 2:16 pm

Classroom Referral: Yes Classroom Actions: LDT - Lunch Detention  
PHN - NOTIFICATION OF PARENTS BY PHO

Offense Comments: Disrupting class - 2nd time this week

▶ Action Summary and Detail Add Action Summary

▶ Victims Add Victim

▶ Witnesses Add Witness


▶ Attachments Maintain

## Entering a teacher referral

Grade: **09**

**Willia E Acobascr**

School: School (001)

Offense:  \*TH - TEACHER REFERRAL-OFFICE

Location: Location (CLS)

Bus:

Classroom Referral

Date of Offense:  Sep  02  2016  Fri, Sep 2 2016

Time of Offense:  3 :  05  PM

Parent Notified

Comment:

**Classroom Referral**

Is this a Classroom Referral?

**Yes** - If you choose Yes, this means the teacher will address the discipline in the Classroom (\*C).

**No** - If you choose No, it will be a Teacher (\*TH) referral that needs to be addressed by the administrator.



## Teacher referral – from Student Profile/Discipline tab

### Offenses

Views: All Offenses Filters: \* Current Year Only

Year*	Ent	Date ▼	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus Code	Discipline Officer	Referred By
▼ 2016-17	001	09/02/2016	3:05 pm	20920	*TH	TEACHER REF-OFF	Referral	001	CLS			Gertrude Fitzgeraldscr

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

#### ▼ Offense Details History

Offense Description: TEACHER REFERRAL-OFFICE  
 School: 001 - School (001)  
 Location: CLS - Location (CLS)  
 Offense Date: 09/02/2016 Fri 3:05 pm  
 Classroom Referral: No  
 Offense Comments: Student walked out of class without permission.

Disc. Officer:  
 Referred By: Gertrude Fitzgeraldscr  
 Entered On: 10/06/2016 Thu 3:07 pm  
 Classroom Actions:

▶ Action Summary and Detail Add Action Summary

▶ Victims Add Victim

▶ Witnesses Add Witness

▶ Attachments Maintain

## Offense Referral report

Edit Report Ranges - Entity 001 - WS\OF\DI\RE\OT\OR - 10869 - 05.16.10.00.03 - Windows Internet Explorer  
 https://pbroker1.skyward.com/scripts/cgiip.exe/WService=11215web/sdisredit004.w?isPopup=true

### Edit Report Ranges

**Template Settings**

\* Template Description: Referrals by teacher

Share with other users in entity 001

Print Greenbar

[Save](#)  
[Save and Print](#)  
[Back](#)

**Print Options**

Report Type:  Detail  Summary

[Sort Order](#) Referred By

Print if No Referral  Print Race

Print % Totals By Race  Print % Totals By Grad Year  Page Break on Referred By

**Offense Ranges**

	Low	High
School Year:	2016-17	2016-17
Discipline Entity:	001	001
Offense Date:	01/01/1900 <b>Monday</b>	12/31/9999 <b>Friday</b>
Referred By:		ZZZZZZZZZZ
Incident Number:	0	99999999
Severity:	0	99
Record Type:	Offenses and Referrals	
Classroom Referral:	Both	
	<input checked="" type="checkbox"/> Select All Offenses	<a href="#">Offenses</a>

**Student Ranges**

Asterisk (\*) denotes a required field

## Discipline Graphs

Windows Internet Explorer  
https://pbroker1.skyward.com/scripts/cgiip.exe/WSservice=11215web/sdisredit005.w?isPopup=true

### Edit Report Ranges

**Template Settings**

\* Template Description:

Share with other users in entity 001  
 Print Greenbar

[Save](#)  
[Save and Print](#)  
[Back](#)

**Graph Options**

Graph By:  Generate:

Record Type:  Classroom Referral:

By Range  By Individual [Ranges](#)

Graph Title:

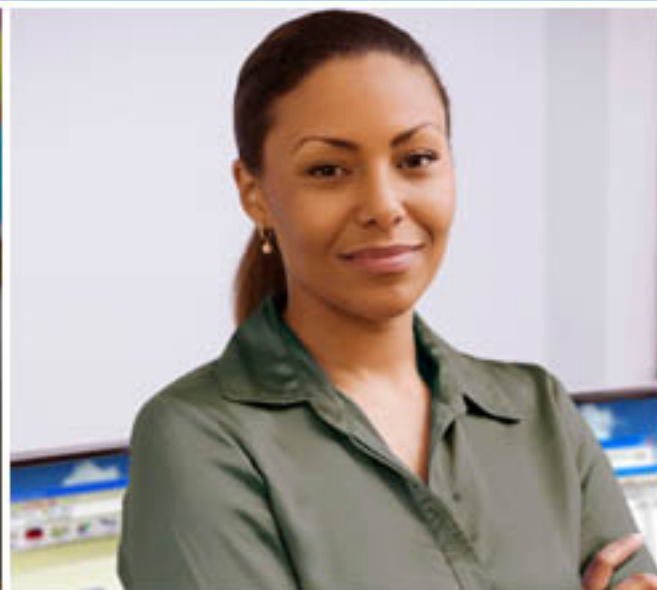
Graph Sub-Title:

**Offense Rate Graphs**

Offense Rate Graph Type:

School Year:





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**THANK YOU FOR ATTENDING!**

