



Texas Skyward User Group Conference

Discipline from Classroom to Reporting

Kristin Rooney – Cedar Hill ISD



Discipline from Classroom to Reporting

Topics Covered:

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



"... AND THAT SHOULD COVER ALL MY RULES FOR THE CLASS."

Discipline from Classroom to Reporting



Discipline Configuration

Office – Discipline – Setup - Configuration

- Option for Classroom Referrals
 - Validation Message can be customized
- Restrict Access to Discipline Records from prior year
 - Excluded users from restriction
- Default Create Action Detail Records
- Force an Incident Number to be entered

Discipline District Setup - Entity 001 - WS\OF\DI\PS\CF\DS - 8553 - 05.17.06.00.09 - Google Chrome

Secure | https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11018web/sdisccedit001.w?isPop...

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
- 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 ?
- 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
 - Allow Classroom Referral Actions ?

Discipline from Classroom to Reporting



Discipline Configuration for Referrals in Educator Access

Educator Access Plus – Setup – Configuration – Discipline District Setup

- Select the Offense and Action codes a teacher can select on the referral
- Restrict Access to Discipline Records from prior year
 - Excluded users from restriction

The screenshot shows the 'Discipline District Setup' window with the following options:

- Allow teachers to select a Discipline Officer
- Display Offense Codes on EA+ Referral screen
- Limit Available Offense Codes on Referral screen (with an 'Offense Codes' button)
- Limit Available Action Codes on Referral screen (with an 'Action Codes' button)
- Restrict Access to Prior Years' Discipline records (with a 'Users Excluded from restriction' button)
- Display Current Year Points on the Discipline Info screen
- Display Offenses for All Entities

On the right side of the window, there are 'Save' and 'Back' buttons.

Discipline from Classroom to Reporting



Entering a Classroom Referral

- Classroom referral must be checked
 - Option checked – discipline is handled in classroom
 - Option NOT checked – becomes an teacher referral
- Parent notified
- Importance of comment entered

Oswaldo A Abbescr JR.

Grade: 09

School: School (001) ▼
Offense: *C - CLASSROOM REFERRAL ▼
Location: Location (CLS) ▼
Bus: ▼

Save

Back

Attach (0)

Classroom Referral

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

Date of Offense: Sep 14 2017 Thu, Sep 14 2017

Time of Offense: 1 : 49 PM

Parent Notified

Comment: Student was yelling at other students during individual work time.

Entered: 09/14/17 at 1:49 PM

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 referral that needs to be addressed by the administrator (T?).

Yes

No

Discipline from Classroom to Reporting



Entering a Classroom Referral Action

- Once classroom referral box checked – Action area becomes active
- Actions options based upon configuration
 - See slide 4
- Multiple actions can be entered

Oswaldo A Abbescr JR. Grade: 09

School: School (001)

Offense: *C - CLASSROOM REFERRAL

Location: Location (CLS)

Bus: Classroom Referral

Classroom Action:

- NOTIFICATION OF PARENTS BY PHO [\(Remove\)](#)
- DETENTION HALL [\(Remove\)](#)

[Add a Classroom Action](#)

Date of Offense: Thu, Sep 14 2017

Time of Offense: : Parent Notified

Comment:

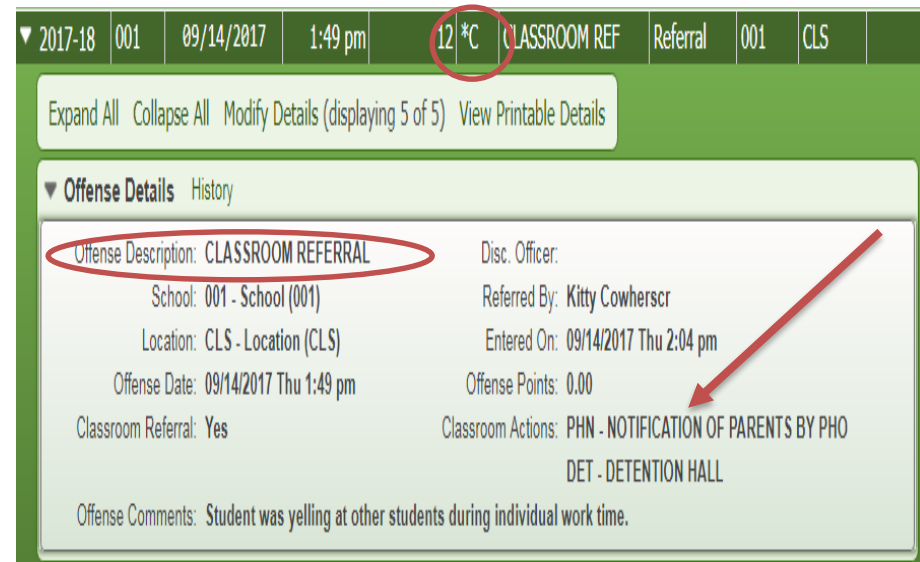
Entered: 09/14/17 at 2:04 PM

Discipline from Classroom to Reporting

Classroom Referral from Student's Profile

Students – Student Profile – Discipline

- Offense Description lets discipline officer know it is a classroom referral vs a teacher referral
- Classroom Actions can be viewed



The screenshot shows a discipline report interface. At the top, a header bar contains the following information: 2017-18, 001, 09/14/2017, 1:49 pm, 12 *C (circled in red), CLASSROOM REF, Referral, 001, CLS. Below the header, there are links for 'Expand All', 'Collapse All', 'Modify Details (displaying 5 of 5)', and 'View Printable Details'. The main section is titled 'Offense Details' and 'History'. The 'Offense Description' is 'CLASSROOM REFERRAL' (circled in red). Other details include: School: 001 - School (001), Location: CLS - Location (CLS), Offense Date: 09/14/2017 Thu 1:49 pm, Classroom Referral: Yes, Disc. Officer: Kitty Cowhenscr, Referred By: Kitty Cowhenscr, Entered On: 09/14/2017 Thu 2:04 pm, Offense Points: 0.00, Classroom Actions: PHN - NOTIFICATION OF PARENTS BY PHO, DET - DETENTION HALL, and Offense Comments: Student was yelling at other students during individual work time. A red arrow points to the 'Classroom Actions' field.

2017-18	001	09/14/2017	1:49 pm	12 *C	CLASSROOM REF	Referral	001	CLS
---------	-----	------------	---------	-------	---------------	----------	-----	-----

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

▼ Offense Details History

Offense Description: CLASSROOM REFERRAL Disc. Officer: Kitty Cowhenscr
School: 001 - School (001) Referred By: Kitty Cowhenscr
Location: CLS - Location (CLS) Entered On: 09/14/2017 Thu 2:04 pm
Offense Date: 09/14/2017 Thu 1:49 pm Offense Points: 0.00
Classroom Referral: Yes Classroom Actions: PHN - NOTIFICATION OF PARENTS BY PHO
DET - DETENTION HALL
Offense Comments: Student was yelling at other students during individual work time.

Discipline from Classroom to Reporting



Entering a Teacher Referral

- Classroom referral should NOT be checked
- Parent notified
- Importance of comment entered
- Pop – Up for verification

Oswaldo A Abbescr JR.

Grade: 09

School: School (001) ▼

Offense: *TH - TEACHER REFERRAL-OFFICE ▼

Location: Location (LUNCH) ▼

Bus: ▼

Classroom Referral

Date of Offense: Sep ▼ 14 ▼ ◀ 2017 ▶ Thu, Sep 14 2017

Time of Offense: 2 : 18 PM ▼

Parent Notified

Comment: Student punch another student while in the lunch line.

Entered: 09/14/17 at 2:18 PM

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 referral that needs to be addressed by the administrator (T?).

Yes

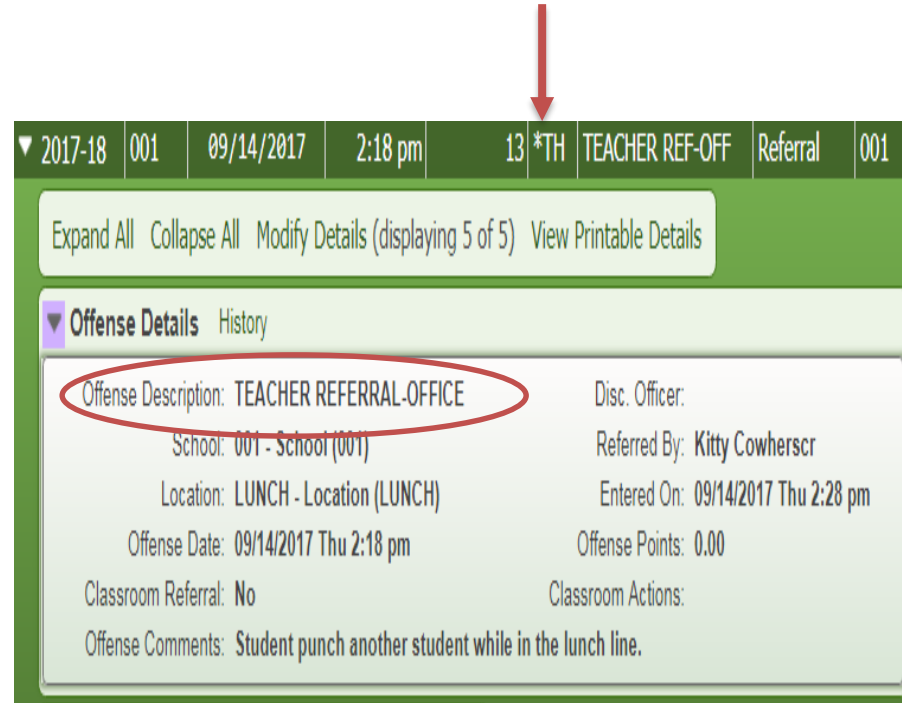
No

Discipline from Classroom to Reporting

Classroom Referral from Student's Profile

Students – Student Profile – Discipline

- Offense Description lets discipline officer know it is a classroom referral vs a teacher referral
- Discipline officer can edit the referral to update the offense code and add action(s)



▼ 2017-18 | 001 | 09/14/2017 | 2:18 pm | 13 *TH | TEACHER REF-OFF | Referral | 001

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

▼ Offense Details History

Offense Description: **TEACHER REFERRAL-OFFICE** Disc. Officer:

School: 001 - School (001) Referred By: Kitty Cowhenscr

Location: LUNCH - Location (LUNCH) Entered On: 09/14/2017 Thu 2:28 pm

Offense Date: 09/14/2017 Thu 2:18 pm Offense Points: 0.00

Classroom Referral: No Classroom Actions:

Offense Comments: Student punch another student while in the lunch line.

Discipline from Classroom to Reporting

Offense Referred By Report

Office – Discipline – Reports – Offense Referral

- Detail vs Summary
- Sort Order – Referred By

Template Settings

* Template Description: **Referred By Report**

Share with other users in entity 001
 Print Greenbar

Print Options

Report Type: Detail Summary

Print if No Referral Print Race
 Print % Totals By Race Print % Totals By Grad Year Page Break on Referred By

Sort Order **Referred By**

Offense Ranges

Low High

School Year: 2017-18 2017-18

Discipline Entity: 001 001

Offense Date: 01/01/1900 Monday 12/31/9999 Friday

Referred By: [] ZZZZZZZZZZ

Incident Number: [0] 99999999

Points: [-999.99] 999.99

Severity: [0] 99

Record Type: Offenses and Referrals

Classroom Referral: Both

Select All Offenses

Available Sort Fields

Order	Sort Field
<input checked="" type="checkbox"/>	01 Referred By
<input type="checkbox"/>	Graduation Year
<input type="checkbox"/>	Race
<input type="checkbox"/>	School
<input type="checkbox"/>	Student Key
<input type="checkbox"/>	Student Name
<input type="checkbox"/>	Student Type



Discipline from Classroom to Reporting



Discipline Graph – Referred By Office – Discipline – Reports – Discipline Graph

- Generate a graph or report
- Include Classroom Referral – Yes or No
- Schedule Task

Template Settings

* Template Description:

Share with other users in entity 001

Print Greenbar

Graph Options

Graph By: Generate:

Record Type: Classroom Referral:

By Range By Individual

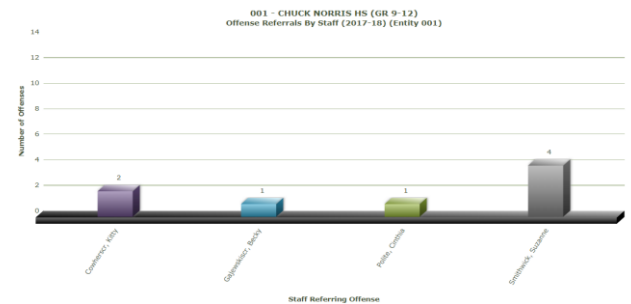
Graph Title:

Graph Sub-Title:

Offense Rate Graphs

Offense Rate Graph Type:

School Year:



Discipline from Classroom to Reporting



Discipline Counts Reports

Office – Discipline – Reports – Discipline Counts Report

- Set up Report Type
- Add Groups underneath
 - All students
 - Special Education Only
 - All students excluding Special Education
- Select Offenses
 - Classroom vs Teacher Offenses

Offense Options

Low Discipline Entity: <input type="text" value="001"/> Offense Date: <input type="text" value="01/01/1900"/> <input type="button" value="Calendar"/> Monday Referred By: <input type="text"/> Points: <input type="text" value="-999.99"/> Severity: <input type="text" value="0"/> Discipline Officer: <input type="text"/> Record Type: <input type="text" value="Offenses and Referrals"/> <input type="button" value="v"/> Classroom Referral: <input type="text" value="Both"/> <input type="button" value="v"/> <input type="checkbox"/> Select All Offenses	High Discipline Entity: <input type="text" value="001"/> Offense Date: <input type="text" value="12/31/9999"/> <input type="button" value="Calendar"/> Friday Referred By: <input type="text" value="ZZZZZZZZZZ"/> Points: <input type="text" value="999.99"/> Severity: <input type="text" value="99"/> Discipline Officer: <input type="text" value="ZZZZZZZZZZ"/> <input type="button" value="Offenses"/>
---	--

Student Options

<p>Gender</p> <p><input checked="" type="radio"/> Both</p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p>	<p>Special Ed</p> <p><input checked="" type="radio"/> Include Special Ed</p> <p><input type="radio"/> Exclude Special Ed</p> <p><input type="radio"/> Only Special Ed</p> <p><input checked="" type="checkbox"/> Select All Disabilities <input type="button" value="Disabilities"/></p>
---	---

▼ Discipline Reporting Groups

	Code	Description	Status
↓ Clone Edit Delete	Classroom - ALL	Classroom referrals counts - ALL Students	Active
↑ ↓ Clone Edit Delete	Classroom - SE	Classroom referrals - special education only	Active
↑ ↓ Clone Edit Delete	Teacher - ALL	Teacher referrals - ALL students	Active
↑ Clone Edit Delete	Teacher - SE	Teacher Referrals - special education only	Active



S. T. E. P

Setup discipline configurations for school year

Train teachers and discipline officers

Execute classroom/teacher referrals

Pull report to look for patterns

Texas Skyward User Group Conference

Thank you for attending!

