



Texas Skyward User Group Conference

# Discipline from Classroom to Reporting

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# 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

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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

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The screenshot shows the 'Discipline District Setup' window. It contains a list of configuration options with checkboxes and buttons for further configuration.

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

Buttons on the right side include 'Save' and 'Back'.

# 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

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Oswaldo A Abbescr JR.

Grade: 09

School:

Offense:

Location:

Bus:

Classroom Referral

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

Date of Offense:

Time of Offense:  :

Parent Notified

Comment:

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?).

# 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

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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

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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 from the 'Classroom Actions' field towards the bottom right of the screenshot.

# 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

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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)

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▼ 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

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**Template Settings**

\* Template Description:

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

**Offense Ranges**

Low High

School Year:

Discipline Entity:

Offense Date:

Referred By:

Incident Number:

Points:

Severity:

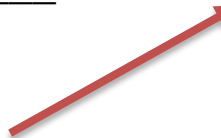
Record Type:

Classroom Referral:

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

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**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

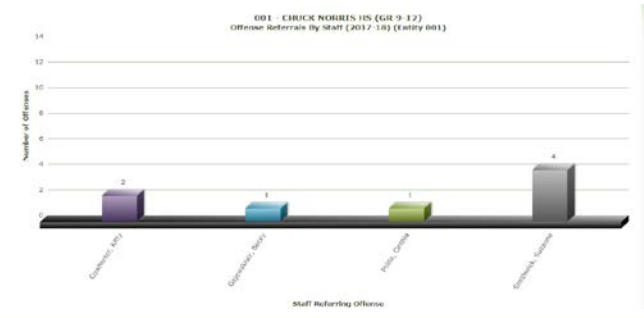
Graph Title:

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="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"/>	High Discipline Entity: <input type="text" value="001"/> Offense Date: <input type="text" value="12/31/9999"/> <input type="button" value="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"/> Record Type: <input type="text" value="Offenses and Referrals"/>
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Classroom Referral:   Select All Offenses

**Student Options**

<p><b>Gender</b></p> <p><input checked="" type="radio"/> Both</p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p>	<p><b>Special Ed</b></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>
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▼ 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.M.A.R.T Practices

Setup discipline configurations for school year

Monitor referrals being entered regularly

Analyze reports to find trouble areas

Review district and campus procedures annually

Train teachers and discipline officers often

Texas Skyward User Group Conference

Thank you for attending!

