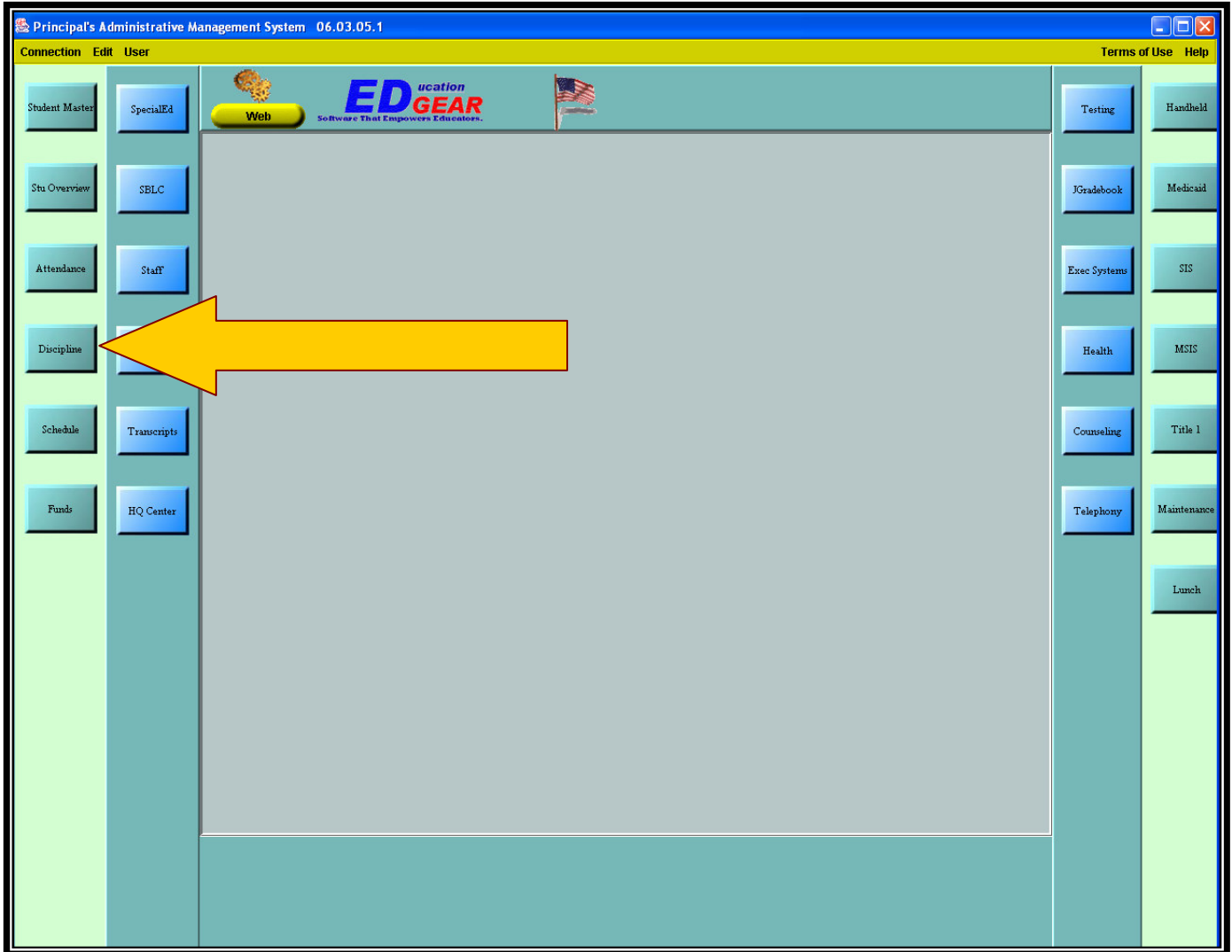


# Discipline



To get to the Discipline area  
double-click on the  
Discipline button.

NO	RUN	HELP	PROGRAM NAME	LAST RUN	USER	VERS	PROGRAM DESCRIPTION
01		HELP	DISCIPLINE OVERVIEW	06/04/2005 09:20:35	TSENECA	1003021510	Current Program: Contains all discipline programs
02	RUN	HELP	Posting and Reports	11/29/2001 12:44:54	GEG	1.01126	Discipline Referral System
03	RUN	HELP	Discipline Grid	09/29/03 15:26:54	KLS	07.01.03	Discipline Display Grid System
04	RUN	HELP	Discipline Utility	01/03/02 15:26:54	GEG	01.03.02	Discipline Utility
05	RUN	HELP	Detention List	01/03/02 00:00:00	RM	09.26.02.1	Detention List
06	RUN	HELP	Discipline Report Teacher/Gra...	06/04/2005 09:03:39	KS	12.21.02	Discipline Report by Teacher/Grade
07	RUN	HELP	Suspension/Expulsion List	06/04/2005 08:42:53	KLS	01.22.03.1	ISS/OSS List
08	RUN	HELP	Discipline Referral List	06/04/2005 09:03:01	KLS	03.13.03	Discipline Referral List
09	RUN	HELP	Student Statistic Review	06/04/2005 09:03:16	KLS	05.01.03	Discipline/Attendance/GPA Report
10	RUN	HELP	Frequency Report	05/01/03 00:00:00	KLS	05.01.03	Frequency Report
11	RUN	HELP	Point System	07/16/03 00:00:00	KLS		Point System
12	RUN	HELP	Discipline Ethnic/Gender/Grade	06/04/2005 09:02:23	KLS		Discipline Ethnic/Gender/Grade
13	RUN	HELP	Incident & Action Taken Matrix	06/04/2005 09:17:07	KLS		Discipline
14	RUN	HELP	Incident & Action Matrix 2	06/04/2005 09:20:37	KLS		Discipline
15	RUN	HELP	Referral Number Audit	06/04/2005 09:04:37	KLS		diRealignment
16	RUN	HELP	Students Without Referrals	06/04/2005 09:04:30	KLS		Students Without Referrals
17	RUN	HELP	Discipline Summary Report	06/04/2005 09:04:14	KLS		diFullReport
18	RUN	HELP	Referral Export to File	06/28/2004 10:00:00	SWS		Referral Export to File
19	RUN	HELP	Discipline Hot List	06/04/2005 09:03:49	VA		Discipline Hot Code List
20	RUN	HELP	Discipline Audit	03/23/2005 15:30:00	VA		Discipline Audit

## To Post Discipline:

Click on the pink Run button next to  
02 Posting and Reports

Make sure to  
type in your  
Administrators  
Names – this  
will act as a  
signature later  
in the process.

**Options For District Reporting System**

**School Information**

West Baton Rouge Central 700

District: 061 School Year: 0405

**Administrators**

1 [ ] 2 [ ]  
3 [ ] 4 [ ]  
5 [ ] 6 [ ]

**Options**

Use JSPED  
 Use JHealth  
 Use Email  
 Use School Messenger

**Staff Location**

Use Master Schedule  
 Use JStaff  
 Use HR System

**ENTER DISCIPLINE** **QUIT DISCIPLINE**

## Click Enter Discipline

We will be using JSPED next year to that option should be clicked.

If you have School Messenger click Use School Messenger

# To Enter a Discipline Referral:

The screenshot shows a web-based form titled "Behavior Referral Form" with a teal background. The form contains several input fields and a sidebar of navigation buttons. The fields are: NAME (with a pop-up window), SIDNO, a checkbox for BUS REFERRAL, REF, STAFF, ID, ROOM #, PHONE, GRD, PRINC, SCHOOL (with a dropdown menu), INCIDENT DATE, TIME (with a time picker), and LOC. Below these is a table for "PRIM" with columns for "Code" and "Nature of Referral Incident Description:". At the bottom is a large text area for "REMARKS:". On the right side, there is a vertical stack of buttons: RefPG1, RefPG2, Admin, Comments, Stu Hist, Audits, Letters, Custom, Setup, Find Ref, Reports, Stats, and Suspend.

1. Type in the student's name and a pop-up window will appear where you can pick the student you need.
2. Check Bus Referral if it is a bus infraction
3. Click in STAFF and then pick the person whom the referral is from.
4. Click on in Incident Date if the date needs to be changed from current date.
5. Put in the location of the incident.
6. Under NATURE OF REFERRAL put in what happened – can put up to four items.
7. Any remarks will be placed on the C-18 or referral letter.

**JPAMS/C-14 Code Sheet  
June 2005**

**C-14 LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT Revised 05/05**

NATURE OF INCIDENT (CHECK APPROPRIATE SPACE(S) AND LIST SPECIFIC INCIDENT(S) UNDER "REMARKS") - The following offenses will result in disciplinary Options 1 or 2:

- |   |   |  |
|---|---|--|
| 1. <u>10</u> Minor disturbance classroom/campus   | 11. <u>06</u> Aiding and abetting another student in committing offenses under Options 1 or 2                   | 19. <u>06</u> Students threatening students (assault) - minor  |
| 2. <u>04</u> Profanity - minor  | 12. <u>06</u> Horseplay (pushing, tripping, etc.)   | 20. <u>20</u> Stealing and/or possession of stolen property – restitution required – minor (\$1.00 or less)        |
| 3. <u>10</u> Disobedience   | 13. <u>10</u> Possession and/or use of beeper/pager/telephone/any other communicative instrument product        | 21. <u>10</u> Other offenses considered by the Principal or his/her designee to be relatively minor                |
| 4. <u>10</u> Eating in class/chewing gum  | 14. <u>10</u> Not wearing mandatory school I.D. cards (required by certain schools, while on the school campus) | 22. <u>19</u> Excessive tardiness  |
| 5. <u>10</u> Possession and/or use of radios, televisions, tape recorders and/or electronic games (not being used as instructional aids under the supervision of a teacher) | 15. <u>11</u> Vandalism - minor   | 23. <u>10</u> Dress code infraction  |
| 6. <u>10</u> Running in building  | 16. <u>15</u> Throwing objects  | 24. <u>10</u> Not having the proper materials, supplies, equipment (shoes for P.E., etc.) needed for participation |
| 7. <u>10</u> Failure to return required forms/report cards  | 17. <u>01</u> Refusing to sit in assigned seat  |  |
| 8. <u>10</u> Not participating in class   | 18. <u>05</u> Gambling on a school bus or on school property  |  |
| 9. <u>10</u> Playing hooky  |   |  |
| 10. <u>10</u> Dishonesty – forging signatures or grades, cheating, etc  |   |  |

\*Above listed offenses can result in an expulsion depending on the severity of the offense and/or the frequency of offenses on the part of the student  
NATURE OF INCIDENT (CHECK APPROPRIATE SPACE(S) AND LIST SPECIFIC INCIDENT(S) UNDER "REMARKS") - The following offenses will result in disciplinary Options 3, 4, 5, or 6:

- |  |   |  |
|--|---|--|
| 25. <u>10</u> Major disturbance  | 37. <u>16</u> Inciting/participating in a riot or major   | school or school activities.   |
| 26. <u>16</u> Fighting   | 38. <u>10</u> Extortion   | 44. <u>20</u> Stealing and/or possession of stolen property – restitution required major             |
| 27. <u>11</u> Vandalism - major  | 39. <u>10</u> Tampering with or setting off a false alarm   | 45. <u>06</u> Aiding and abetting another student in committing offenses under Options 3, 4, 5, or 6 |
| 28. <u>02</u> Disrespect for authority   | 40. <u>23</u> A act of asault and battery upon faculty or school personnel during or after school hours on or off ca  | 46. <u>16</u> Gang fighting  |
| 29. <u>01</u> Willful disobedience   | 41. <u>08</u> Possession, smoking or other use of tobacco/lighter on school grounds or school activities.   | 47. <u>06</u> Possession and/or use of super glue  |
| 30. <u>04</u> Profanity – major  | 42. <u>05</u> Sexual harassment   | 48. <u>06</u> Bullying   |
| 31. <u>26</u> Arson  | 43. <u>09</u> Coming to school under the influence of alcohol. Students are forbidden to use, possess, or be under the influence of alcohol before school, during school hours, or when riding buses or automobiles to and from | 49. <u>05</u> Improper access or use of the internet   |
| 32. <u>06</u> Students threatening students (assault) – major                          |   | 50. <u>10</u> Other offenses considered by the Principal or his/her designee to be serious           |
| 33. <u>23</u> Battery  |   |  |
| 34. <u>04</u> Cursing faculty or school personnel                                      |   |  |
| 35. <u>05</u> Threatening faculty or school personnel                                  |   |  |
| 36. <u>18</u> Cutting class/leaving class, campus or other location without permission |   |  |

**MANDATORY EXPULSIONS:**

The Principal shall recommend expulsion for the following offenses:

51. 10 Upon the fourth suspension of a student during the same school year
52. 13 or 14\* Use or possession of a dangerous weapon
53. 14 Use of an object as a weapon
54. 14 Possession/use of live ammunition, fireworks or other explosives or incendiary devices that have potential to do bodily harm or great physical damage
55. 21 Possession of a starter gun, or fake or toy gun appearing real
56. 07 Transfer and/or distribution of prescription medication
57. 07 Possession of a imitation, dangerous controlled substance
58. 07 Possession of alcohol with intent to distribute
59. 05 Making bomb threats
60. 13 or 14\* Possession of firearms or knives - Suspension – Pre K-5 - 5 days with hearing to determine if an expulsion will be recommended. Suspension 6-12, Twelve (12) calendar months suspension.
61. 21 Use or possession of chemical sprays or other dangerous substances.
62. 14 Dangerous instrumentalities - Pre K-5 Suspension - 5 days with hearing to determine if an expulsion will be recommended. 6-12, Twelve (12) calendar months suspension.
63. 07 Committing an immoral or vicious act, molesting students and/or Indecent behavior
64. 05 Possession of, use of, distribution of, or under the influence of any controlled, dangerous substance including counterfeit drugs,

nitrate based inhalants and any other inhalants, which in the opinion of medical professionals are injurious to the health and well being of students, on school grounds, on a student's person, or at school activities held after school hours or when riding school buses in any capacity

**\*13 – Possesses weapon(s) prohibited under federal law, as defined in Section 921 of Title 18 of the U.S. Code (Use of code 13 requires additional submission of the Weapon Type code.**

**\*14 – Possesses firearms, knives, or other implements, not prohibited by federal law, which can be used as weapons, the careless use of which might inflict harm or injury**



To get to Page 2 of the Referral and indicate the Action Taken click on **RefPG2**.

## RefPG2:

A screenshot of a web form titled "RefPG2". The form has a teal header and footer. The main content area is light yellow. At the top left, it says "By Teacher:". Below this is a table with a header row: "Code" and "Action Taken By Teacher, Bus Driver Or Other Employee". There are three empty rows below the header. Below the table is a grey rectangular area. To the right of the form is a vertical sidebar menu with 13 yellow buttons: RefPG1, RefPG2, Admin, Comments, Stu Hist, Audits, Letters, Custom, Setup, Find Ref, Reports, Stats, and Suspend. Below the table, there are two input fields: "Parental Contact:" followed by a text box, "-PLCN-" followed by a text box, and "Date:" followed by a text box. Below that is a section titled "Teacher/Employee Recommendations:" followed by a large empty text area. At the bottom left, it says "Date School Employee Signed Form:" followed by a text box containing "06/04/2005".

Put in the Action Taken and Teacher/Employee Recommendations on this page.



To finalize the referral click on the **Admin** button.

## Admin:

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration ( Description )	DATE

Points Lost:

Points Earned:

Other/Remarks: (Only the first four lines will print on letters. Please DO NOT type in all capital letters.)

Date Disciplinarian Signed Form:  Disciplinarian:

-----Post Hearing Expulsion Results-----

Start Date:  Return Date:

- CO Conference
- DET Before or After school detention
- ISS In-school Suspension
- OSS Post Special Education Expulsions here!**
- OSS Out of School Suspension
- BUS Bus Suspension

## Notes about Posting Referral Action:

The screenshot shows a software interface for posting referral actions. At the top, there is a table with columns: CO, DET, ISS, OSS, BUS, Code, Action Taken By School Administration (Description), and DATE. Below this table are input fields for 'Points Lost' and 'Points Earned'. A large text area is labeled 'Other Remarks: (Only the first four lines will print on letters. Please DO NOT type in all capital letters.)'. Below the remarks area are several buttons: STUMASTER, JSPED, HEALTH, SBLC, LEGAL, and Committees. There are also input fields for 'Date Disciplinarian Signed Form' (with the value 06/04/2005) and 'Disciplinarian:'. A section titled '-----Post Hearing Expulsion Results-----' contains a 'Post Expulsion Decision' button, 'Start Date' and 'Return Date' input fields, a dropdown menu, and a 'Remove Expulsion' button. On the right side of the interface is a vertical menu with buttons: RefPG1, RefPG2, Admin, Comments, Stu Hist, Audits, Letters, Custom, Setup, Find Ref, Reports, Stats, and Suspend.

- Put in the **number of days** of the Suspension/Expulsion **FIRST**
- Put in the start date and it will **automatically calculate** the dates for you (discipline is connected to the calendar so it will taken into account all holidays).
- **Expulsion Return Date**  
The expulsion return date will be the first day of the next school year unless it is for a weapon or drug offense.
- **Suspensions CAN NOT run concurrently** that must be placed into the computer back-to-back.
- **Special Education Expulsion**  
Place a special education expulsion into the computer as an **ISS** then when you Post Expulsion Decision it will be a **5 In-School Expulsion** because they will always be receiving services.



**Comments:**

Click here to place comments by the student or parent.

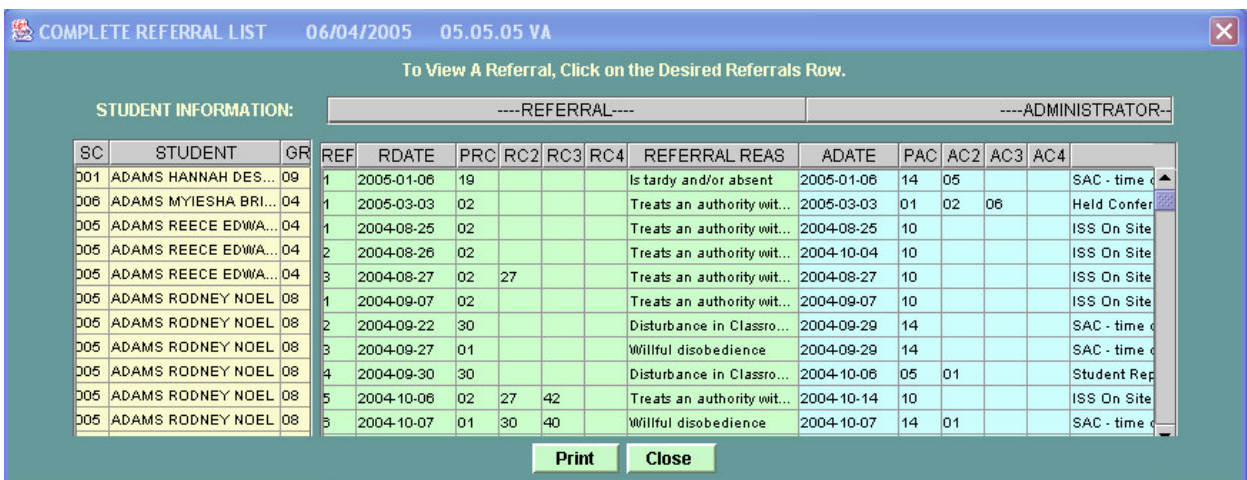
**Stu Hist:**

Will provide a history of the student's discipline referrals for the year.

**Audits:** When you click Audits the following pop-up window will appear.



An example of a COMPLETE Audit is below:



## Discipline Audits Continued:

EXPULSIONS PENDING LIST      06/04/2005    05.05.05 VA

To View A Referral, Click on the Desired Referrals Row.

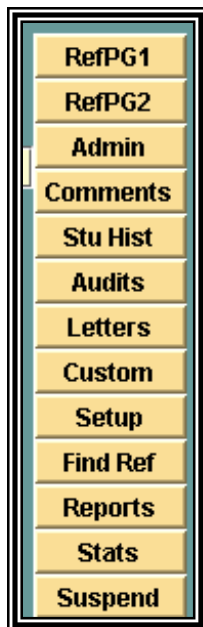
STUDENT INFORMATION:      ---REFERRAL---      ---ADMINISTRATOR---

SC	STUDENT	GR	REF	RDATE	PRC	RC2	RC3	RC4	REFERRAL REAS	ADATE	PAC	AC2	AC3	AC4	
008	ALEXANDER CHRIST...	10	3	2004-11-08	18	08	09	20	Leaves school or classr...	2004-11-08	10	01		10	Held Confer
009	ALLEN JOSHUA	07	4	2005-05-23	27	02			Threatening Students/...	2005-05-23	09				ISS On Site
009	BAISE HAROLD	07	4	2005-02-21	21				Commits any other seri...	2005-02-28	10				ISS On Site
008	DUHON CARL ANTHO...	09	3	2005-04-18	01	32	31		Willful disobedience	2005-04-18	10				ISS On Site
009	HOCEVAR JORDAN A...	07	2	2005-02-04	14	20			Possesses weapons not...	2005-02-05	10				ISS On Site
008	MURPHY TEOSHA LA...	09	5	2005-03-15	02	05	10		Treats an authority wit...	2005-03-15	10				ISS On Site
009	SOLOMON DEMETRI...	05	3	2005-04-29	31				Habitual Violations of ...	2005-04-29	10				ISS On Site

Print    Close

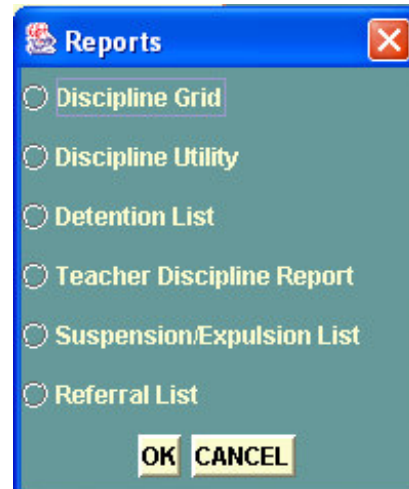
You can also run reports for:

- Hearings Pending (shown above)
- Conference Pending
- Detention Pending

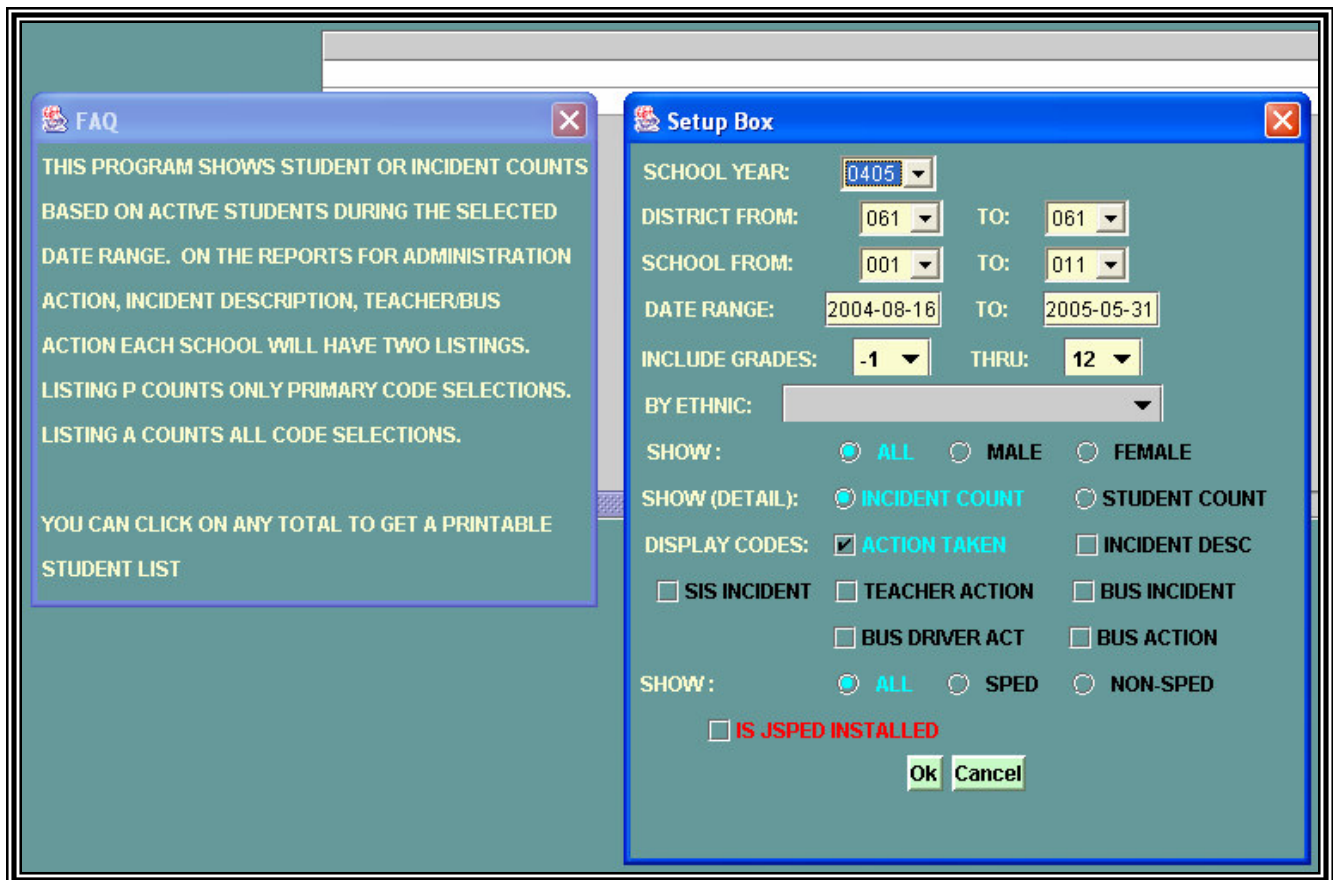


Click Find Ref to find a specific student referral.

The following discipline reports may be run by clicking on the radial button next to the report and then clicking ok.



## Discipline Grid



Make sure the setup data is correct and then click OK.

# Sample Discipline Grid Report

Dist	T	School	01 H...	02 C...	03 A...	04 A...	05 S...	06 H...	07 R...	08 A...	09 O...	10 I...	11 I...	12 C...	13 N...	14 S...	15
061	P	002 Brusly Middle School	210	2	23	1	94		1		11	172			1	303	1
061	A	002 Brusly Middle School	802	704	35	2	180	5	1	1	12	172	1		1	410	8
	P	ALL SCHOOLS	210	2	23	1	94		1		11	172			1	303	1
	A	ALL SCHOOLS	802	704	35	2	180	5	1	1	12	172	1		1	410	8

## Discipline Utility

DISCIPLINE SUSPENSION COUNTS:: Total Suspensions: 3648 09.08.2004 VA

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
STUDENT NAME	SIDNO	REF#	Days	From Date	To Date	IOFLAG	SIS	EXP...																	
CANOVA, MATT J	000008	1					0																		
PREJEAN, JEREMY PAUL	000009	1	3				4																		
ANDRIES, BRANDY CATHERINE	000010	1					0																		
COBB, BENJAMIN JACK	000011	1	3				4																		
COBB, BENJAMIN JACK	000012	2	5	2003-10-28	2003-11-04	I	4																		
DAIGLE, KYLE THOMAS BRUCE	000013	2	3				4																		
MESSINA, BRYAN	000014	1					0																		
MESSINA, BRYAN	000015	2					0																		
MESSINA, BRYAN	000016	3					0																		
MESSINA, BRYAN	000017	4	3				4																		
COUVILLION, JEFFREY	000018	1	2	2005-04-14	2005-04-18	I																			
YAUN, KIMBERLY	000019	1	3				4																		
FRANKLIN, HOLDEN MITCHELL	000020	1	3	2004-05-19	2004-05-24	I																			
HARRIS, DARRENIQUE	000021	1					0																		
HARRIS, DARRENIQUE	000022	2	4				4																		
GUDRY, CHESTER KYLE	000023	1	2	2004-09-07	2004-09-10	I																			

PRINT SUSPENSION REPORT      UPDATE DISCIPLINE      CANCEL/CLOSE

## Detention List

Print a report of students assigned to detention on a particular day.



The screenshot shows a dialog box titled "Detention List" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Year: 0405 (dropdown menu)
- School Range: 700 (dropdown menu) to 700 (dropdown menu)
- District Range: 061 (dropdown menu) to 061 (dropdown menu)
- Detention Date Range: 06/06/2005 (text box) to 06/06/2005 (text box)
- Buttons: Ok and Cancel (green buttons)

Complete the setup information and click OK.

## Teacher Discipline Report



The screenshot shows a dialog box titled "Setup Box" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- SCHOOL YEAR: 0405 (dropdown menu)
- DISTRICT: 061 (dropdown menu) TO: 061 (dropdown menu)
- SCHOOL: 001 (dropdown menu) TO: 011 (dropdown menu)
- INCLUDE GRADES: -1 (dropdown menu) TO: 12 (dropdown menu)
- DATE FROM: 2004-08-16 (text box) TO: 2005-06-06 (text box)
- SHOW:  ALL  ONLY SPECIAL ED  ONLY NON SPECIAL ED
- SHOW:  ALL  MALE  FEMALE
- SHOW:  ALL  TEACHER  BUS
- ETHNIC: (dropdown menu)
- IS JSPED INSTALLED
- Buttons: Ok and Cancel (green buttons)

Complete the setup information and click OK.

# Teacher Discipline Report

Teacher Name	01 Willful disobedience	02 ...	03 ...	04 ...	05 I...	06 ...	07 ...	08 ...	09 ...	10 ...	11 ...	12 ...	13 ...	14 ...	15 ...	16 I...	17
A, Cazes																1	
A, STREET						1											
ABSHIRE, GAIL M.																	
ADAMS, DALE J.																2	
AGUILLARD, TRUDY		1															
ALBAREZ, JANELL																	
Alexander,																	
ALEXANDER, DONNY D.	1																
Alicia, Lovelady, Michelle ...		1															
ALLEMAN, ANGIE A.																	
Ambreau,																	
AMBREAU,																	
AMOND, J		1															
AMOND, J.	1																
ANDERSON, KIRBY D.				3				2									
ANGELA, MAULDIN	1	6	1		2					2						1	
ANGELA, STREET		3															
ANGELA, W. STREET					1												
ARRASMITH, JOHN	3	7	7		2		1									6	
ARRASMITH,			1														
Ashley, Babin	1																
Aucion,																	
Aucoin,	8	1															
B., HULL																	
BABIN, ASHLEY														1			

This report will list referrals by teacher and discipline code

# Suspension/Expulsion

Site	Student Name	Sidno	G	S	E	Referral	Start Date	End Date	Incident

**FAQ Box**

YOU CAN CREATE A LIST OF STUDENTS WITH IN-SCHOOL SUSPENSION AND/OR FOR STUDENTS WITH OUT-OF-SCHOOL SUSPENSION BY DATE. SELECT THE DATE RANGE AND THE TYPE OF REPORT YOU WANT (ISS OR OSS) THEN CLICK OK. TO PRINT, CLICK THE PRINT BUTTON ON THE BOTTOM OF THE SCREEN.

**Setup Box**

THIS PROGRAM ALLOWS THE USER TO PRINT SUSPENSION/EXPLUSION LIST.

SCHOOL YEAR: 0405

DISTRICT FROM: 061 TO: 061

SCHOOL FROM: 002 TO: 002

SUSPENSION RANGE: 2004-08-16 TO: 2005-05-31

INCLUDE GRADES: -1 THRU: 12

BY ETHNIC: [Dropdown]

SHOW:  ALL  MALE  FEMALE

LIST:  ISS  OSS  IS-EXPLUSION  OS-EXPLUSION

SHOW (DETAIL):  INCIDENT COUNT  STUDENT COUNT

LIST:  DETAIL  SUMMARY

SHOW:  ALL  NON-SPED  SPED

SHOW ONLY ACTIVE STUDENTS

IS JSPED INSTALLED

SKIP OSS/ISS WHEN START = END

Show ALL suspension/expulsions for student

Ok Cancel

# Referral List

Provides a comprehensive list of referrals and actions taken.

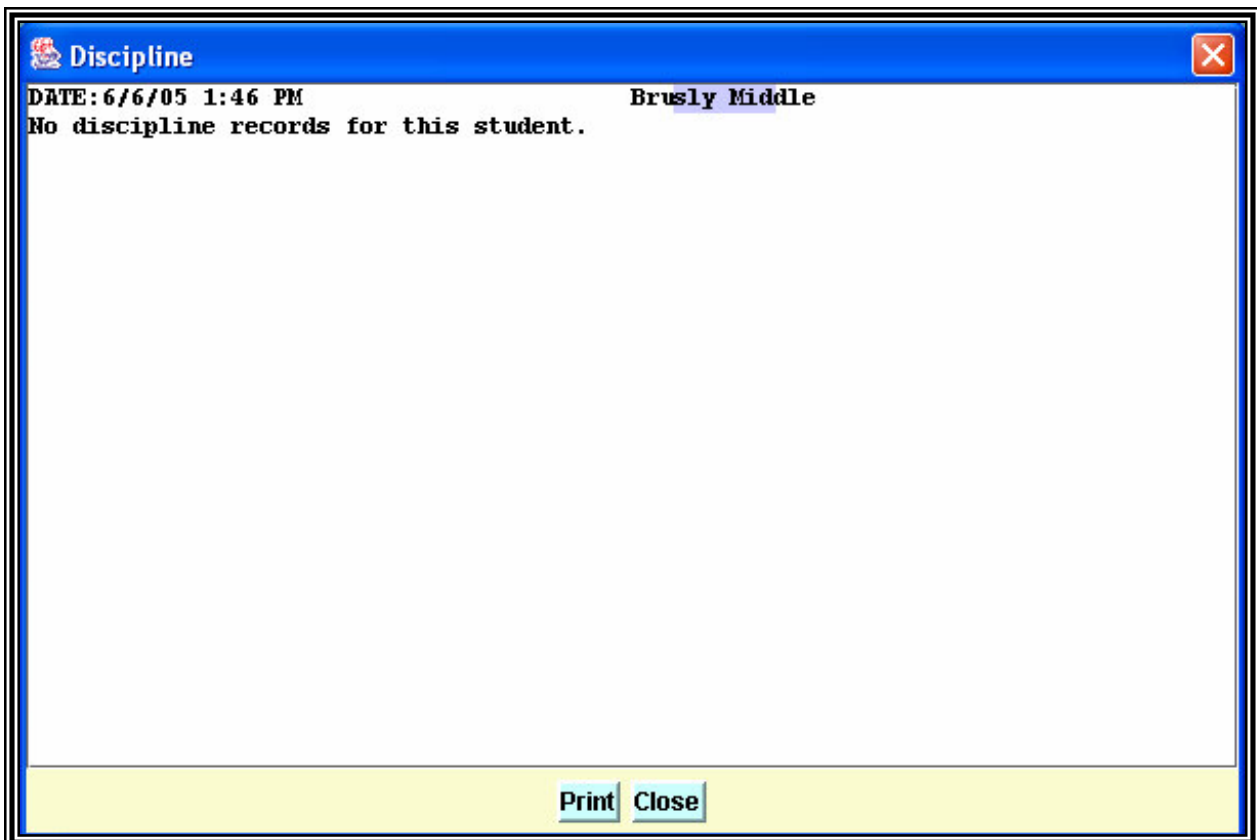
Complete the setup information and click OK.

Site	Student Name	Sidno	G	RefDate	Referred By	Incident	Act
005	ADAMS REECE E.	8030032	04	2004-08-25	SOUTHWICK STACEY L	Treats an authority with disres...	ISS On Site
005	ADAMS REECE E.	8030032	04	2004-08-26	JACOBI J	Treats an authority with disres...	ISS On Site
005	ADAMS REECE E.	8030032	04	2004-08-27	JACOBI J	Treats an authority with disres...	ISS On Site
005	ADAMS RODNEY N.	8030148	08	2004-09-07	MCDANIEL DANA J.	Treats an authority with disres...	ISS On Site
005	ADAMS RODNEY N.	8030148	08	2004-09-22	HOWARD CAROLYN M.	Disturbance in Classroom/Ca...	SAC - time out -c
005	ADAMS RODNEY N.	8030148	08	2004-09-27	HOWARD CAROLYN M.	Willful disobedience	SAC - time out -c
005	ADAMS RODNEY N.	8030148	08	2004-09-30	HULL	Disturbance in Classroom/Ca...	Student Reprim
005	ADAMS RODNEY N.	8030148	08	2004-10-06	MCDANIEL DANA J.	Treats an authority with disres...	ISS On Site
005	ADAMS RODNEY N.	8030148	08	2004-10-07	YOUNG WYONNA M.	Willful disobedience	SAC - time out -c
005	ADAMS RODNEY N.	8030148	08	2004-10-13	HULL	Willful disobedience	SAC - time out -c
005	ADAMS RODNEY N.	8030148	08	2004-10-20	HOBBS MARY JOY T	Dress Code Violation	ISS On Site
005	ADAMS RODNEY N.	8030148	08	2004-11-19	YOUNG WYONNA M.	Willful disobedience	SAC - time out -c
005	ADAMS RODNEY N.	8030148	08	2004-12-07	YOUNG WYONNA M.	Willful disobedience	ISS On Site
005	ALLEN KHIRY T.	8030001	07	2004-11-16	MARANTO JASON R.	Not having proper materials, s...	Held Conference
005	ALLEN KHIRY T.	8030001	07	2005-03-23	HOWARD CAROLYN M.	Disturbance in Classroom/Ca...	SAC - time out -c
005	ALTAZAN CRISLYN	0030027	04	2005-02-25	BLANCHARD CHARLOTTE	Treats Student with Disrespect	Contacted Parer
005	AMOND BRADLEY M.	4050002	07	2004-12-08	LOWE TERRY F.	Disturbs the school/violates ru...	SAC - time out -c
005	AMOND BRADLEY M.	4050002	07	2005-03-07	DUPUY LAYLA W.	Disturbance in Classroom/Ca...	SAC - time out -c
005	AMOND BRADLEY M.	4050002	07	2005-05-10	MCDANIEL DANA J.	Disturbance in Classroom/Ca...	SAC - time out -c
005	AMOND BRADLEY M.	4050002	07	2005-05-19	BILLAUDEAU	Disturbance in Classroom/Ca...	SAC - time out -c
005	ANDERSON BROOKE B.	8070257	05	2004-08-23	SZYMANSKI	Treats an authority with disres...	ISS On Site
005	ANDERSON BROOKE B.	8070257	05	2004-09-23	SZYMANSKI LISA	Treats an authority with disres...	ISS On Site
005	ANDERSON BROOKE B.	8070257	05	2004-10-29	CAUBARREAUX TARA D	Treats an authority with disres...	ISS On Site
005	ANDERSON BROOKE B.	8070257	05	2004-12-08	CAUBARREAUX TARA D	Willful disobedience	SAC - time out -c
005	ANDERSON BROOKE B.	8070257	05	2004-12-09	BEVERLY BLANCHARD	Willful disobedience	Student Suspen
005	ANDERSON BROOKE B.	8070257	05	2005-01-26	CAUBARREAUX TARA D	Disturbance in Classroom/Ca...	SAC - time out -c
005	ANDERSON BROOKE B.	8070257	05	2005-01-31	BLANCHARD J	Commits any other serious off...	Student Suspen
005	ANDERSON BROOKE B.	8070257	05	2005-01-31	CAUBARREAUX TARA D	Disturbance in Classroom/Ca...	SAC - time out -c



## Stats

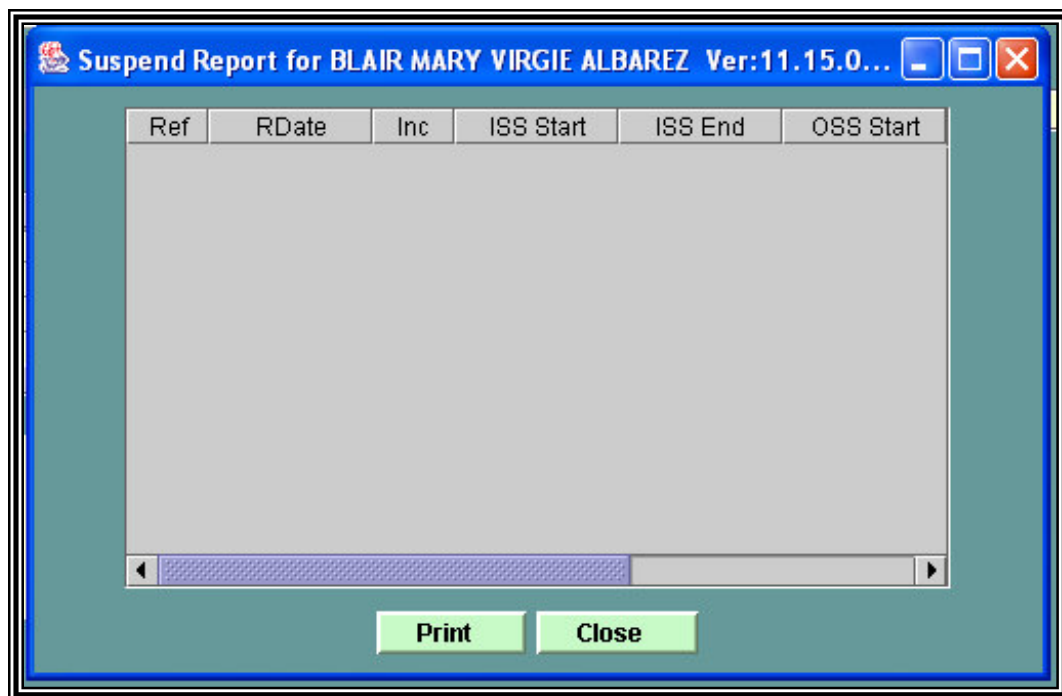
When a student is active you can click the STATS button to get a list of discipline actions per student.





## Suspend

Get a list of suspensions per student by clicking the Suspend button when a student is active.



## Discipline Frequency Reports and Graphs

NO	RUN	HELP	PROGRAM NAME	LAST RUN	USER	VERS	PROGRAM DESCRIPTION
01		HELP	DISCIPLINE OVERVIEW	06/04/2005 09:20:35	TSENECA	1003021510	Current Program: Contains all discipline programs
02	RUN	HELP	Posting and Reports	11/29/2001 12:44:54	GEG	1.01126	Discipline Referral System
03	RUN	HELP	Discipline Grid	09/29/03 15:26:54	KLS	07.01.03	Discipline Display Grid System
04	RUN	HELP	Discipline Utility	01/03/02 15:26:54	GEG	01.03.02	Discipline Utility
05	RUN	HELP	Detention List	01/03/02 00:00:00	RM	09.26.02.1	Detention List
06	RUN	HELP	Discipline Report Teacher/Gra...	06/04/2005 09:03:39	KS	12.21.02	Discipline Report by Teacher/Grade
07	RUN	HELP	Suspension/Expulsion List	06/04/2005 08:42:53	KLS	01.22.03.1	ISS/OSS List
08	RUN	HELP	Discipline Referral List	06/04/2005 09:03:01	KLS	03.13.03	Discipline Referral List
09	RUN	HELP	Student Statistic Review	06/04/2005 09:03:16	KLS	05.01.03	Discipline/Attendance/GPA Report
10	RUN	HELP	Frequency Report	05/01/03 00:00:00	KLS	05.01.03	Frequency Report
11	RUN	HELP	Point System	07/16/03 00:00:00	KLS		Point System
12	RUN	HELP	Discipline Ethnic/Gender/Grade	06/04/2005 09:02:23	KLS		Discipline Ethnic/Gender/Grade
13	RUN	HELP	Incident & Action Taken Matrix	06/04/2005 09:17:07	KLS		Discipline
14	RUN	HELP	Incident & Action Matrix 2	06/04/2005 09:20:37	KLS		Discipline
15	RUN	HELP	Referral Number Audit	06/04/2005 09:04:37	KLS		diRealignment
16	RUN	HELP	Students Without Referrals	06/04/2005 09:04:30	KLS		Students Without Referrals
17	RUN	HELP	Discipline Summary Report	06/04/2005 09:04:14	KLS		diFullReport
18	RUN	HELP	Referral Export to File	06/28/2004 10:00:00	SWS		Referral Export to File
19	RUN	HELP	Discipline Hot List	06/04/2005 09:03:49	VA		Discipline Hot Code List
20	RUN	HELP	Discipline Audit	03/23/2005 15:30:00	VA		Discipline Audit

### To Post Discipline:

Click on the pink Run button next to  
10 Frequency Report

The screenshot shows a software interface with a table on the left and two dialog boxes on the right. A yellow starburst graphic with the text "Complete Setup" is overlaid on the "Setup Box" dialog.

Code	Incident Codes	# Ref	# Stu	Avg	% Stu

**FAQ Box**

THIS PROGRAM ALLOWS YOU TO VIEW REFERRAL COUNTS, STUDENT COUNTS, FREQUENCY PRECENTAGE, STUDENT BODY PRECENTAGE BROKEN DOWN BY INCIDENT, ACTION, LOCATION, TIME OR MONTH.

IF YOU CLICK ON THE DESCRIPTION COLUMN IT WILL BREAK DOWN THE INDIVIDUAL DESCRIPTION BY RACE.

IF YOU CLICK ON REFERRAL OR ON THE STUDENT COLUMN IT WILL GIVE YOU A LIST OF STUDENTS

**Setup Box**

SCHOOL YEAR: 0405

DISTRICT: 061 TO: 061

SCHOOL: 005 TO: 005

INCLUDE GRADES: -1 TO: 12

DATE RANGE: 2004-08-16 TO: 2005/06/06

SHOW:  ACTIONS  INCIDENTS  DAY

TIME  LOCATIONS  MONTH  STAFF

SHOW:  ALL  NON-SPED  SPED

JSPED INSTALLED

Ok Cancel

**Setup Box**

SCHOOL YEAR: 0405

DISTRICT: 061 TO: 061

SCHOOL: 005 TO: 005

INCLUDE GRADES: -1 TO: 12

DATE RANGE: 2004-08-16 TO: 2005/06/06

SHOW:  ACTIONS  INCIDENTS  DAY  
 TIME  LOCATIONS  MONTH  STAFF

SHOW:  ALL  NON-SPED  SPED

JSPED INSTALLED

Ok Cancel

Reports and Graphs can be generated by

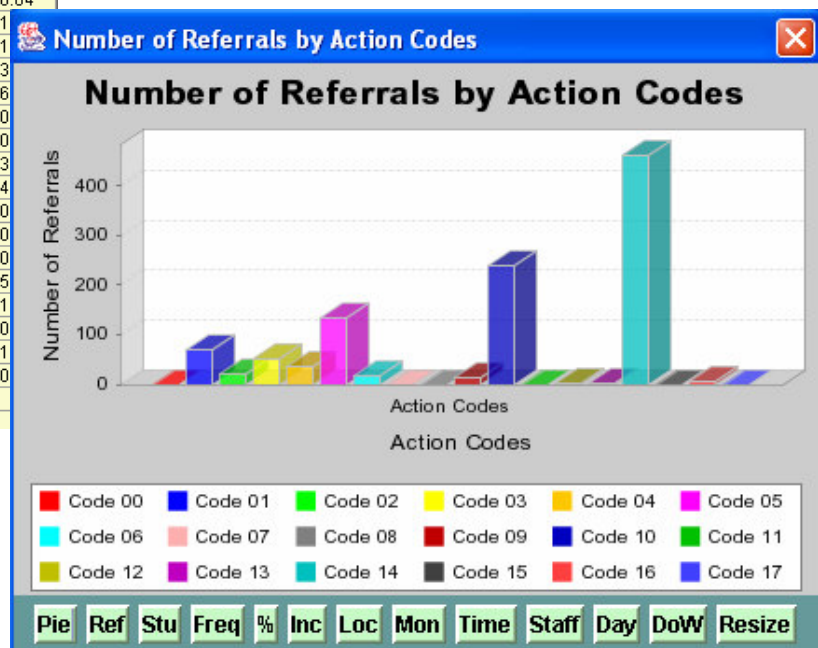
- Actions
- Incidents
- Day (DOW)
- Time
- Locations
- Month
- Staff Member

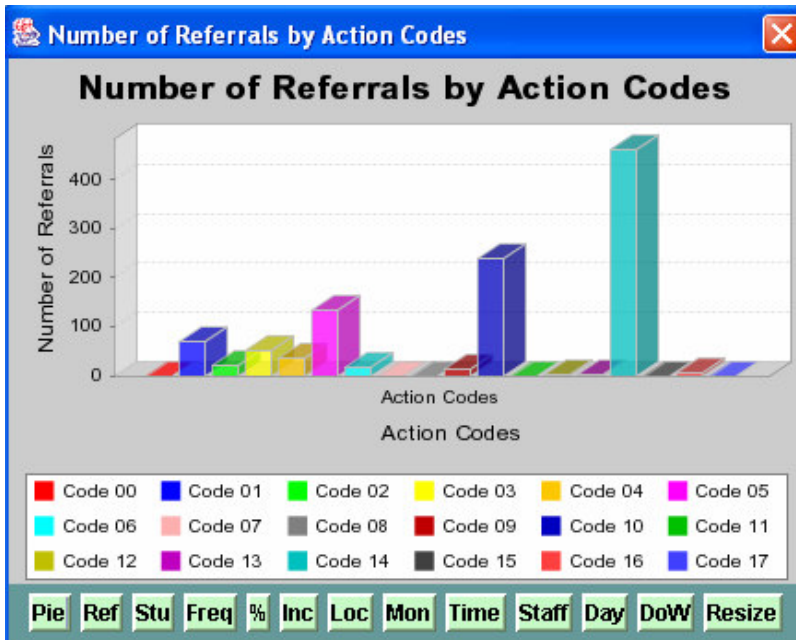
It is also possible to run reports for all students, regular education (NON-SPED), and special education students (SPED).

**Sample of each Report and Graph follows:**

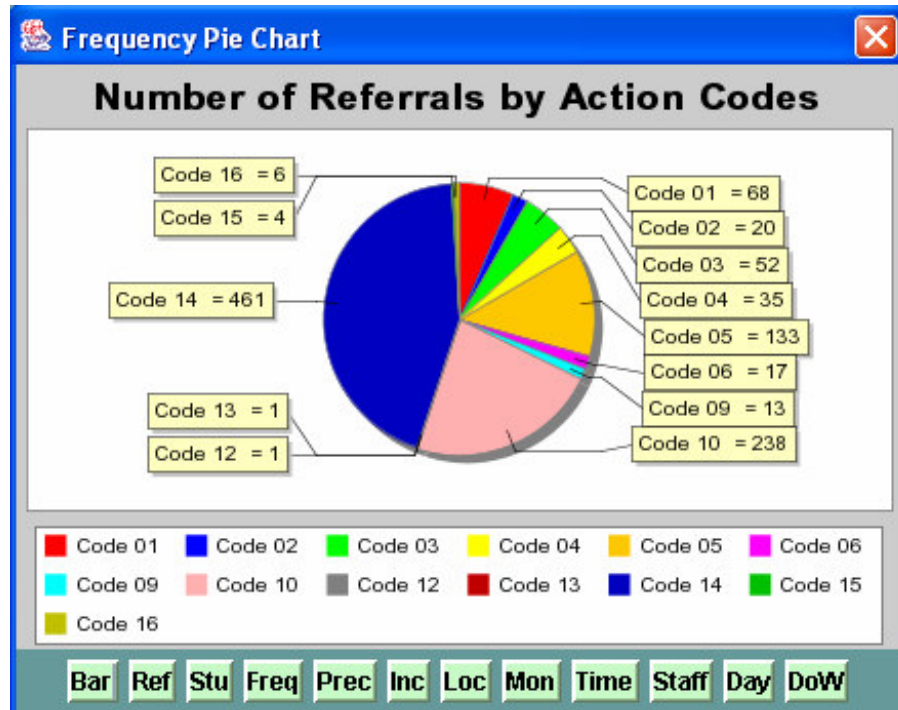
Code	Action Taken	# Ref	# Stu	Avg	% Stu
00	Other	0	0	0.0	0.0
01	Held Conference with Student	68	50	1.36	19.5
02	Contacted Parent/Guardian	20	17	1.17	6.64
03	Assigned to Detention	52	40	1.3	1
04	Assigned Remedial Work	35	27	1.29	1
05	Student Reprimanded	133	97	1.37	3
06	Held Conference w/Parent/	17	16	1.06	6
07	Referred to Counselor	0	0	0.0	0
08	Assigned Recess Detention	0	0	0.0	0
09	Out of school suspension	13	10	1.3	3
10	ISS On Site	238	105	2.26	4
11	ISS Discipline Center	0	0	0.0	0
12	Corporal Punishment	1	1	1.0	0
13	N/A	1	1	1.0	0
14	SAC - time out -detention	461	145	3.17	5
15	Out of School Expulsion	4	4	1.0	1
15	In School Expulsion	0	0	0.0	0
16	Alternate Placement	6	5	1.2	1
17	Assigned to Dormitory Detention	0	0	0.0	0
	Total Student Body	256			

**By Action Codes:**





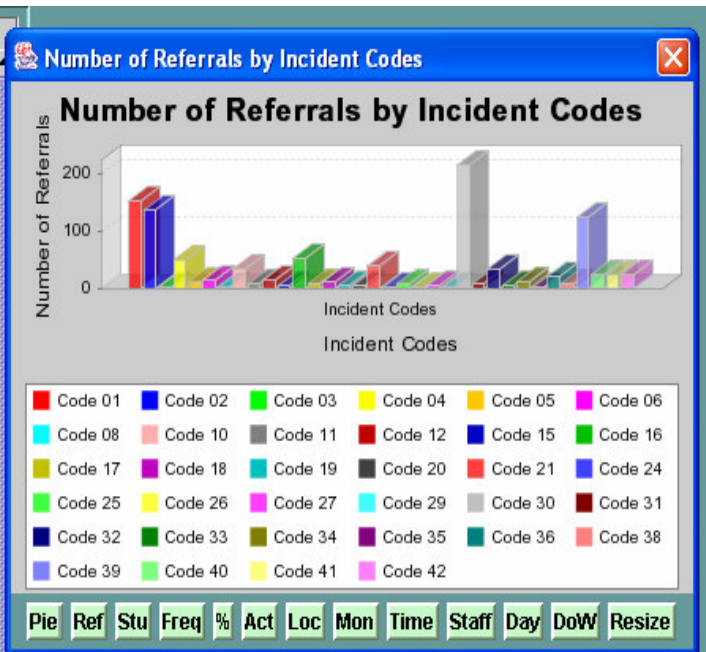
Click on the Pie button to change the graph to a pie chart (see below).



Use the buttons at the bottom of the graphs to move among the different types of reports.

## By Incident Code:

Code	Incident Codes	# Ref	# Stu	Avg	% Stu
01	Willful disobedience	152	73	2.08	28.5
02	Treats an authority with disrespect	136	74	1.83	28.9
03	Makes an unfounded charge ag...	1	1	1.0	0.39
04	Uses profane and/or obscene la...	50	41	1.21	16.0
05	Is guilty of immoral or vicious pr...	10	8	1.25	3.125
06	Conduct or habits injurious to ot...	13	12	1.08	4.68
08	Uses/possesses tobacco and/o...	3	3	1.0	1.17
10	Disturbs the school/violates rules	34	25	1.36	9.76
11	Cuts defaces injures school/van...	8	8	1.0	3.125
12	Writes or draws obscene/profan...	13	11	1.18	4.29
15	Throws missiles liable to injure ...	4	4	1.0	1.56
16	Instigates or participates in fights	52	46	1.13	17.9
17	Violates traffic and safety regulat...	9	9	1.0	3.51
18	Leaves school or classroom w/o...	10	9	1.11	3.51
19	Is tardy and/or absent	5	3	1.66	1.17
20	Is guilty of stealing	4	4	1.0	1.56
21	Commits any other serious offe...	38	29	1.31	11.3
24	Defacing Bus or Destroying Pro...	2	2	1.0	0.78
25	Eating/Drinking/Littering	7	6	1.16	2.34
26	Skipping School	1	1	1.0	0.39
27	Threatening Students/Faculty	5	5	1.0	1.95
29	Possession/Shooting Fireworks	2	2	1.0	0.78
30	Disturbance in Classroom/Cam...	214	105	2.03	41.0
31	Habitual Violations of School/CI...	8	7	1.14	2.73
32	Dress Code Violation	33	23	1.43	8.98
33	Failure to attend detention or in...	5	5	1.0	1.95
34	Inappropriate Objects	12	12	1.0	4.68
35	Refusing to sit in assigned seat	2	2	1.0	0.78



Use the buttons at the bottom of the graphs to move among the different types of reports.