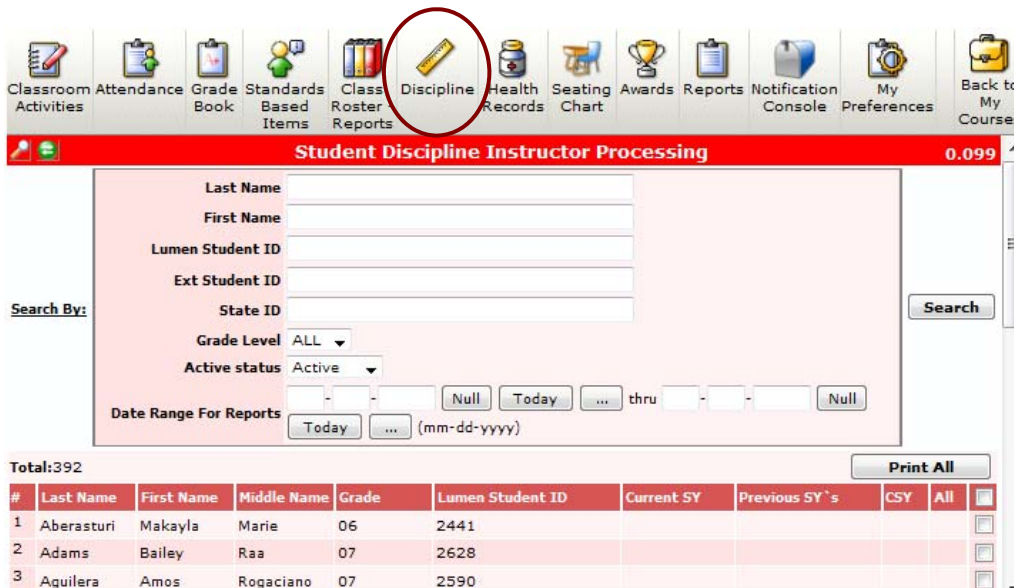


# DISCIPLINE REFERRALS AND DOCUMENTATION

**One necessary and important administrative task in your classroom is to keep accurate records of discipline issues. What happened, when did it happen and what was the outcome?**

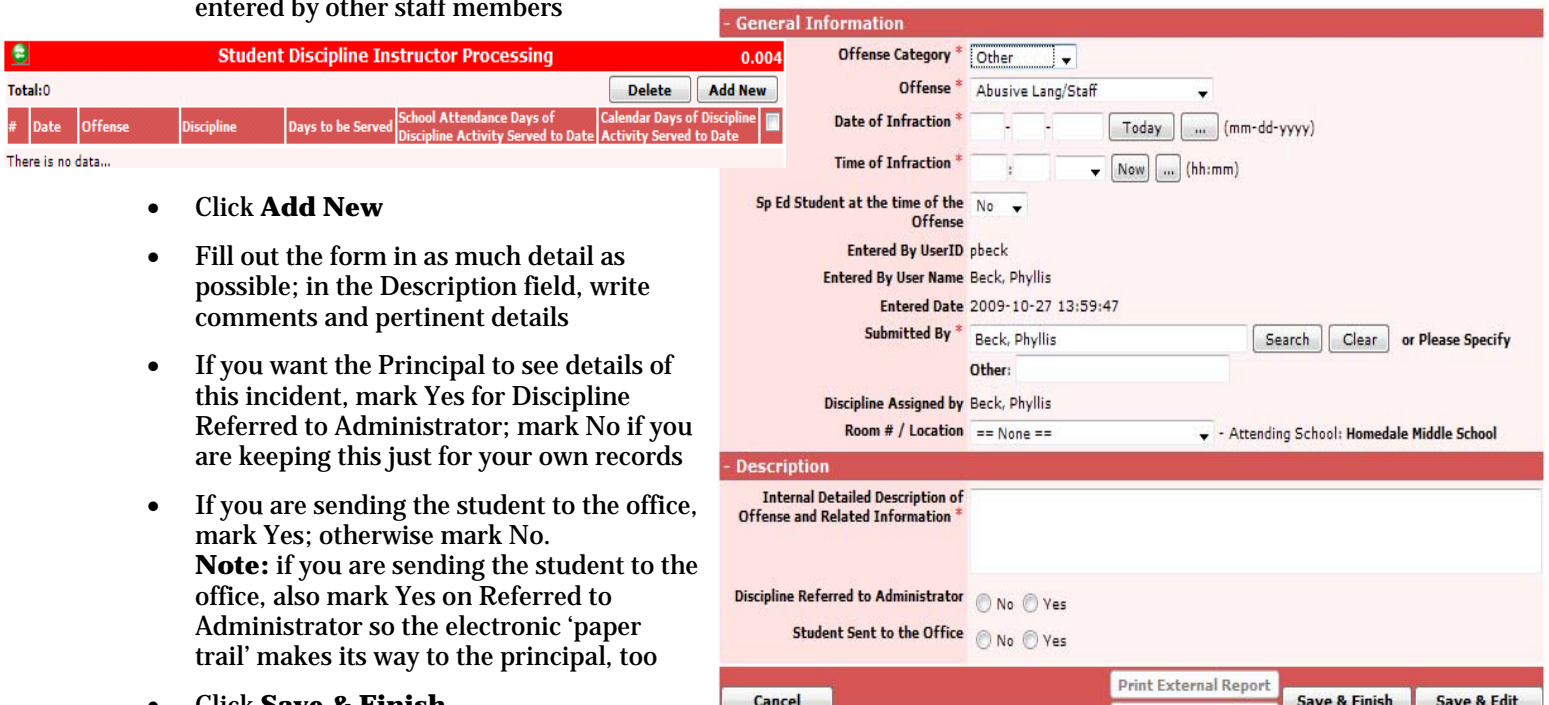
The Instructor Suite allows you to document discipline incidents and, if necessary, refer a student to the office for followup while creating an electronic 'paper trail'. Here's what you need to do:

- Open your Instructor Suite and click on a course
- Click the Discipline button on the toolbar



#	Last Name	First Name	Middle Name	Grade	Lumen Student ID	Current SY	Previous SY's	CSY	All	
1	Aberasturi	Makayla	Marie	06	2441					<input type="checkbox"/>
2	Adams	Bailey	Raa	07	2628					<input type="checkbox"/>
3	Aguilera	Amos	Rogaciano	07	2590					<input type="checkbox"/>

- Enter a few letters of a student's name (or other criteria) and click **Search**
- From the resulting list, click on the desired student to open the Discipline Processing window; if you have previously entered a discipline incident on this student, it will be listed here; you can **not** view incidents entered by other staff members



**General Information**

Offense Category \* Other

Offense \* Abusive Lang/Staff

Date of Infraction \* [ ]-[ ]-[ ] Today ... (mm-dd-yyyy)

Time of Infraction \* [ ]:[ ] Now ... (hh:mm)

Sp Ed Student at the time of the Offense No

Entered By UserID pbeck

Entered By User Name Beck, Phyllis

Entered Date 2009-10-27 13:59:47

Submitted By \* Beck, Phyllis Search Clear or Please Specify

Other: [ ]

Discipline Assigned by Beck, Phyllis

Room # / Location == None == - Attending School: Homedale Middle School

**Description**

Internal Detailed Description of Offense and Related Information \*

Discipline Referred to Administrator  No  Yes

Student Sent to the Office  No  Yes

Buttons: Cancel, Print External Report, Save & Finish, Save & Edit

- Click **Add New**
- Fill out the form in as much detail as possible; in the Description field, write comments and pertinent details
- If you want the Principal to see details of this incident, mark Yes for Discipline Referred to Administrator; mark No if you are keeping this just for your own records
- If you are sending the student to the office, mark Yes; otherwise mark No. **Note:** if you are sending the student to the office, also mark Yes on Referred to Administrator so the electronic 'paper trail' makes its way to the principal, too
- Click **Save & Finish**