



Discipline Training Information

Description: This class focuses on the initial setup of the district-wide Discipline module, the entry of offenses and actions, and the reports that can be produced. Participants will learn how to set up the configuration for the Discipline module, enter Discipline data by Discipline Officer or by Student, track office visits, how teachers can submit referrals using Educator Access Plus, and how the module promotes communication between the teacher, the Discipline Officer, and students' parents.

Click the following link to view an overview tutorial of the Discipline module: [Discipline](#)

Overview

NOTE: Underlined items on the agenda are links to more information. Pressing the Ctrl button on the keyboard and clicking the link in the document at the same time will launch the item. You may receive a prompt asking if you wish to open the document. Click OK.

Interaction: The Discipline module interacts with Attendance, Family Access, Educator Access Plus and State Reporting.

Audience: This training is intended for office staff who deal with disciplinary issues either directly or indirectly. Other staff that may find this training helpful include those that deal with state reporting.

Outcome: Upon completion of this training class, the attendee will be able to do the following:

- Add Offenses, Actions, and Action Details for a student
- Demonstrate the proper procedures for making changes to student discipline information in a variety of scenarios
- Run reports of Discipline data, including producing graphs and letters
- Enter Suspension/Expulsion data (if applicable to your state)

Resources: Click [here](#) for printable step-by-step information



Discipline Class Outline

Overview of the Discipline Module

- Demonstration of adding an Offense and Action
- Training Resources: Documentation, [Forum](#) & [Website Review](#)
- Security

Discipline Configuration

Discipline District Setup

- Require same offense for a single incident number
- Only allow staff marked as discipline officer to be assigned to an offense/Action
- Only allow specified actions for offenses
- 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 offense action date to come before the offense date
- Restrict access to prior years’ discipline records
- Use possible motivation field for student offenses
- Use offense levels
- Allow override of offense codes’ default offense levels
- Restrict offense time entry to quarter hour increments
- Automatically round offense time to closest quarter hour
- Use classroom referrals
- Add validation message for teachers

Discipline Entity Setup

- Require discipline officer on offense records
 - [Suspension/Expulsion to Attendance Options](#)

Discipline Codes

- Actions
- Offenses
- Locations



- Offense Comments
- Action Comments
- Action Detail Comments
- Difference Reasons
- Motivations

Individual Student Discipline

Entry By Officer

- Filters and Views

Entry by Officer Buttons

- Add Offense for Current Student
- Add Offense for Any Student
- Edit Offense
- Delete Offense
- Susp/Exp button
- Totals
- DIS notes
- All notes
- Defaults
- Quick Print

Expanding the Offense Record

- Offense Details
- Action Summary and Details
- Victims
- Attachments

- Entry By Student
- Entry By Incident

Action Detail Update

- Action Detail Status – Open/Served/Reissued
- Filter Options
- Refresh
- Edit
- History
- Mark All Open Details as Served



Transaction Tracking

- By Student
- By Transaction Effective Date

Student Discipline Tab

Offenses

- Filters
- Add Offense
- Adding an action after Offense Entry
- Demerit History

EA+ Discipline Referrals

- Providing access to All Discipline or My Discipline
- Discipline District setup through Educator Access + Setup
- Discipline Entity Setup
- Referrals through Teacher Access
 - My Gradebook
 - My Students
 - My Classes
- Referrals through Advisor Access
- Referrals through Administrative Access
 - Student Search By Entity
 - Student Search By District
- Classroom Referral vs. Offense Referral

Office Visits

- Codes
 - Reason Codes
 - Comment Codes Entry
- by Date



- Adding, Editing, and Deleting an Office Visit
- Updating Attendance
- Defaults Button
- Creating a Hall Pass
- Entry by Student
- Student Check in
- Discipline Office Visit Report



Reports

- Range of Students
 - Discipline Detail Report
 - Discipline Summary Report
 - Parent Notification Letter
- Other Reports
 - Student Discipline List
 - Number of Occurrences
 - Discipline Graphs
 - Students with No Offenses
- Discipline Mail Merge

Discipline Letters

- Custom Discipline Letter Creation
- Printing Template

Utilities

- Purge Student Discipline Records
- Action/Offense Code Merge
- Mass Assign All Actions to All Offenses (if applicable)

- Review of items discussed in this session** (2-5 minutes)



Printable Resources

[Discipline Codes](#)

[Discipline Configuration](#)

[Discipline Utilities](#)

[Individual Student Discipline Entry](#)

[Action Detail Update](#)

[Educator Access Plus Discipline Referrals](#)

[Discipline Summary Report](#)

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