

Open Administration for Schools 15

Discipline Documentation

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Discipline

The discipline system is a system for tracking student *errors in judgement*. It will allow the addition of discipline records, viewing and categorizing of discipline events (records), and the deletion of groups of records over time. These records are not normally removed on a year over year basis, while the student remains enrolled in the school.

In order to use the system, infraction types should be defined first (and of course may be added and removed as required. Select **Configure** from the Discipline page. As well as infractions, discipline actions are also defined used the configure option.

The following buttons/scripts are available:

- **Add Discipline Event** - The event itself is defined first including author, date/time, location, infraction (from your values), and a description of the event.

The next section, **Select Students**, is used to select students, by grade or homeroom.

The final section, **Actions - All Students**, are the actions to be taken, also based on your configuration that will selected for all students. This can be changed on the third entry page, if desired.

The next page allows you to select one or more students involved in the discipline event.

The third (final) page allows you to edit information specific to each student and his/her contribution to the event. This includes the actions on first page, any comments, a demerit value (if using demerit system)

The *private (to admin)* checkbox indicates whether this record should also be visible to the teacher site (which can also author and view discipline entries). If selected, it won't be seen from the teacher site.

The author list is created from the staff list. If anyone is missing from this list, they have not been updated in the staff list (on the Start/End of Year (Eoy) page).

- **View** - You can view discipline records either by Grade or Homeroom. You can choose to view withdrawn students, by selecting Show Withdrawn. We normally skip over any students without any discipline records.

The second page shows students in that homeroom/grade and the number of discipline records they have. You can select any students of interest here.

The third page then shows all records including the type of infraction and any other students involved in the same events.

- **Configure** - this comes up in a new tab. It allows you to configure the infractions for your school, and also the actions that can be taken by the school.

Discipline Reports

There are several different types of reports:

- **Report 1** - Monthly scores for each infraction category.
- **Report 2** - Student infractions over a date range (typically school start to current date). The report can be by grade, homeroom, infraction category, or simply all records in order to help categorize particular problems in the school.
- **Report 3** - An individual student report over a date range (again, typically from school start to the present).

Attendance and Discipline

The attendance scanning script (outlined in the attendance section) will look for students that have passed certain defined attendance points and automatically allows the generation of discipline reports and form letters.

In order to use this function, certain values have to be set in your configuration file. First, all attendance reasons have to have a defined point value (which would be 0 for excused absences normally). Then, based on your school attendance policy, you can define certain trigger points that will cause the creation of the discipline records and form letters.

Once this has been done, you can run the attendance scanning script daily or weekly to look for students passing these trigger points. You can then print the results to form letters and mail to parents. The wording of the form letters is stored in the system (in your schools template/forms folder) and can be changed by your network administrator.