# Discipline

Major vs. Minor Referrals

- **Major** referrals are:
  - Referrals with action posted on the Admin screen.
  - Referrals with the action of "06 Referred to the office (major)" on the Refpg2 screen.

- **Minor** referrals are:
  - Referrals with no action posted on the Admin screen.
  - Referrals with no action of "06 Referred to the office (major)" on the Refpg2 screen.

Getting Started

1. In the navigation panel on the left, click on the button labeled **Discipline**, then under **Entry**, select **Discipline Posting**.
2. At the setup box, verify / set the desired school year, then click **OK**.
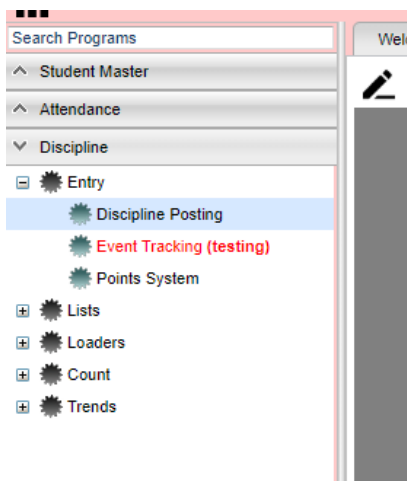
Setup box:

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.

Major Referrals Only - Click to see major referrals only.

Include Imported Referrals - Click to see referrals from other schools.

Points System - Click to use the table to default in a points value on the discipline screen.

Additional Emails - Click to add additional emails of which discipline notices will be sent.
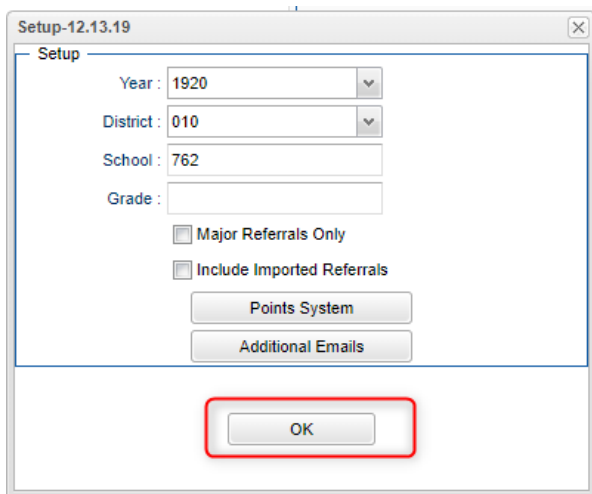
Creating a Discipline Referral

RefPG1 tab- This is the initial screen where details of the offense are entered. The RED fields are required

1. Click in the field next to the word **NAME** to get a list of students. Click on a student name to begin the referral.

    a. **Tip:** After selecting the student, a user can click on the gear icon to access a menu showing attendance, schedule, grades, test scores, etc.…

2. Click in the field next to **Staff ID and Name**. A listing of staff members will appear. Click on the name of the staff member who is associated with the referral.

3. Fill in the **Incident date, Time, Code** (state time code), and **Location**.

4. Select the incident that occurred by clicking in the first cell under the **Code** column. When clicked, a box will appear with a list of incident codes. Select the desired code, then click OK. Additional incident codes can be selected by clicking in the cells beneath. **Up to five incident codes** can be selected by clicking in each respective code cell. **(You want to enter the most severe incident first.)

5. If there were any witnesses, click in first row of the **Witnesses** area to add Witnesses for the incident.

6. If any **Evidence** code is to be noted, click in the **Evidence** field to select a desired Evidence code.

7. In the **Remarks** field, enter exactly what happened in the incident.

Note: Only the top 4 lines of the remarks area will print on the state discipline form.

8. This is one of three screens to create a referral. To move onto the next screen, notice the gray tabs at bottom of the screen. Click the **RefPG2** tab to continue.
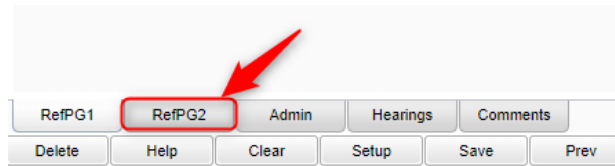
RefPG2 tab

This tab contains **action taken or comments by the teacher or other staff making the referral**. Victims (required for bullying / cyber bullying) and Perpetrators can also be identified.

1. The first option on the page is Action Taken by Teacher, Bus Driver, or Other Employee. To enter actions, click in the first cell under the **Code** column. When this cell is clicked, a selection box appears. Choose the desired code, then click OK. **Up to four actions** can be selected.
    a. **Note:** If the action of "**06 Referred to office (major)**" is selected….
        i. The referral will be classified as a "major".
        ii. If created by a teacher from the gradebook system, an automatic email will be sent to school administrators indicating a referral has been created requesting administrative action.
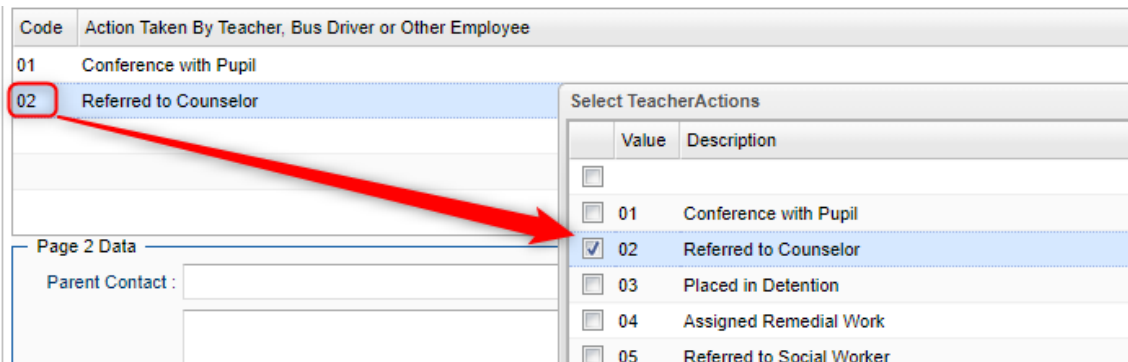
2. Next, fill in any parent/guardian contact details. Click in the field next to the text "**Parental Contact:**" to bring up a list of contact methods. Choose the appropriate contact method. Then, fill in the date of when the parent/guardian was contacted by clicking in the field next to the text Date. This will bring up a calendar to select the correct date in which the parent was contacted.

4
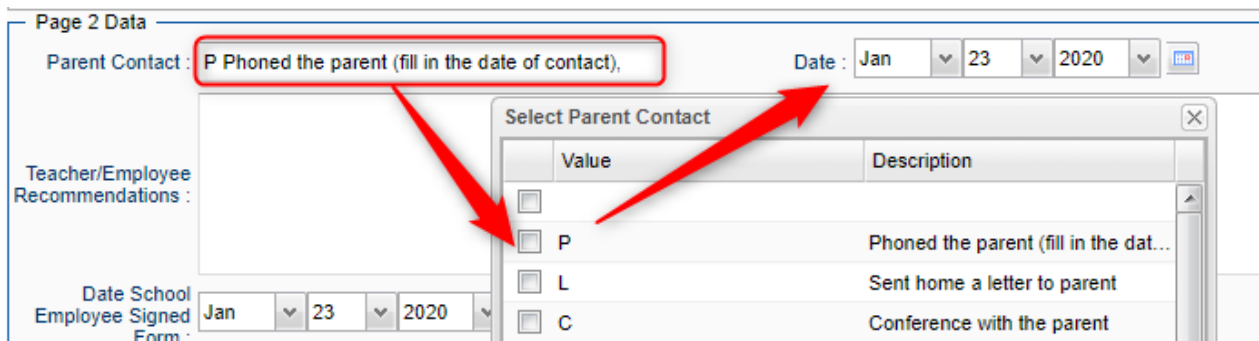
3. If there are **Teacher/Employee Recommendations**, type them in the area provided. Click to enter the date the Employee signed the behavior form.

4. Click in the **Movtivations** cell and select the possible motivations for the incident.

5. **If the referral is for bullying or for cyberbullying, Victim information is required**. Click in the **Victims** area to add Victims of the incident. A second screen will appear in which the user enters Victim remarks, services received, and any injury information. Injury code must be entered.

6. If there are any other **Perpetrators**, click in the first blank row of the **Perpetrators** box to add additional Perpetrators. The referral details for Refpg1 and Refpg2 will be copied to these Perpetrators (a copy of the referral is created for these additional perpetrators, with the exception of the Admin details). The administrator can then go and add actions taken for the additional Perpetrators. Instructions on page ____

7. Click on the gray tab at the bottom labeled **Admin** to enter the actions taken by the Administrator.
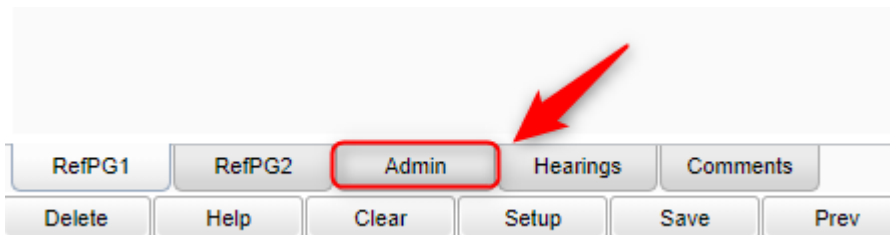
Admin tab

This is the tab where **action taken by the School Administrator** is entered.

You can select up to 4 actions taken by administrator.
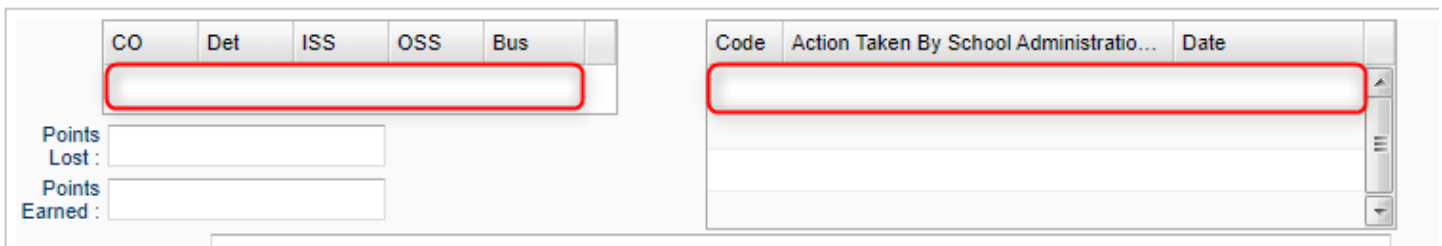
Conference (CO)

1. To assign a conference, click the cell in the upper left below the letters **CO**. Fill out the details in the next window, then click **OK**.
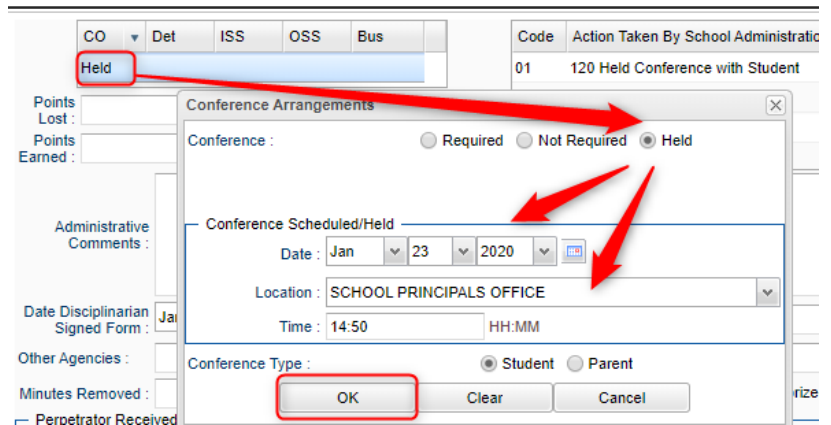
In School Suspension – Full day (Code 10)

An In-School Suspension (ISS) can be at the school site or at another site. It involves removing a student from his/her normal class setting for at least a day. Class services are continued, but the student is not in his/her normal classroom. It should not be used for situations where a student is sent out of class for a class period or two.

1. Click in the cell below **ISS**. (**On the Left side of the Admin screen**)
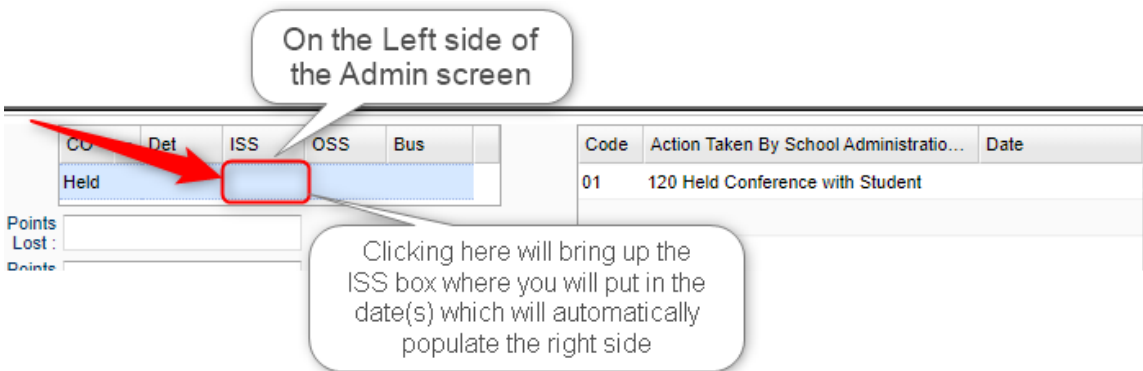
2. Click in the **Days** cell and enter the number of days the student will have an ISS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her ISS. Click the **Calc** button to have the system figure the Return date. If the student is being recommended for expulsion, click to select the check box for "Recommend Expulsion".
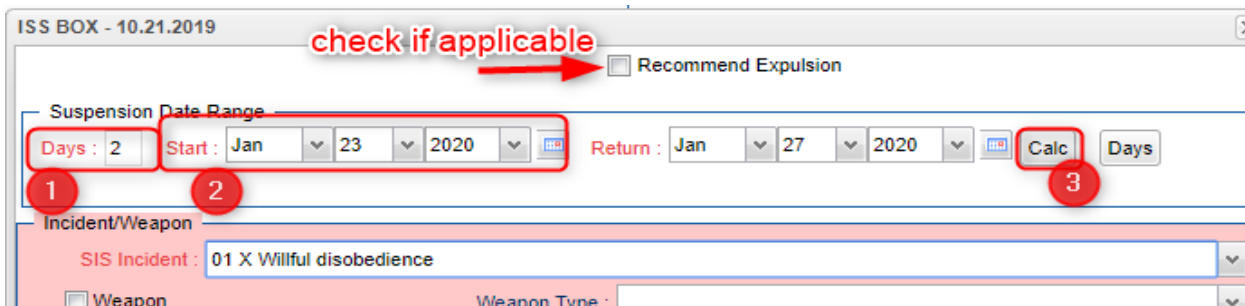
**DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU **

3. In the pink area, select the **SIS incident** code to be reported to the state.
   a. If a weapon was involved, pick the weapon check box, then identify the type of weapon from the drop down selection (Required for state reporting).

4. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided. (**Done by CWA**)

5. Click **OK** to close the ISS details window. The user will now see a count of days under the ISS label, and an action of "ISS On Site" will be displayed on the right under "**Action Taken By School Administration**".

6. After **SAVING**, a pop up window will appear that will show previous referrals. The total box will show days suspended if the listed referral(s) resulted with a suspension.
   - Also, another box will appear which is the Attendance Conflict Check.
     o If you click **OK**, the attendance will be recorded to the show the suspension day(s).
     o If you **undo the check** by "New" or "X" out of the window, then the attendance will NOT be recorded to show the suspension day(s).
     o If the suspension days (ISS & OSS) stretch over a weekend, the days will only display for the current week, then after the weekend the suspension days will display for the following week.

7. If a student is sent to ISS at an alternative location <u>for a short duration of time</u> (not an expulsion situation, but a temporary removal), the correct code to use is **11 ISS Discipline Center/Alternative Site.**

   a. To change code 10 ISS on Site to code 11 ISS Discipline Center/Alternative Site because the student is doing the ISS at another school site, click the original code 10 ISS on Site. A listing of actions will appear. Select the code 11 006 ISS Discipline Center to complete the change.
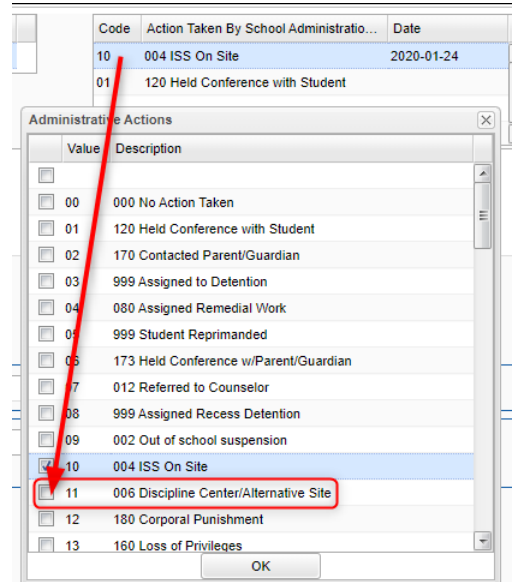
Out of School Suspension (OSS)- Full Day (Code 09)

An Out of School Suspension is given when a student is sent away from school for one or more days. No class instruction is done. The student is not physically present on any campus.

1. To assign an Out of School Suspension (**OSS**), click in the cell below **OSS**. (**On the Left side of the Admin screen**)
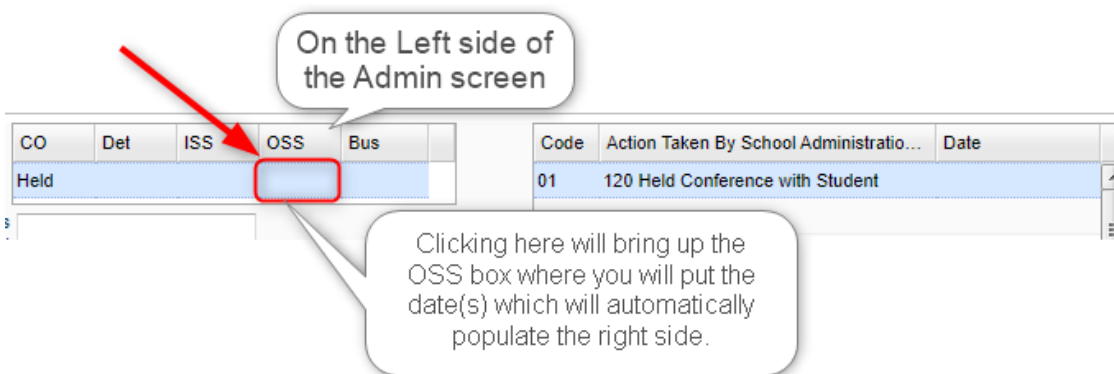
2. The flow and details for posting an OSS are the same as posting an ISS.

3. Click in the **Days** cell and enter the number of days the student will have an OSS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her OSS. Click the **Calc** button to have the system figure the **Return** date. If the student is being recommended for expulsion or Zero Tolerance, click to select the check box for "**Recommend Expulsion**" or "**Zero Tolerance**".

**DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU **

4. In the pink area, select the **SIS incident** code to be reported to the state.
   a. If a weapon was involved, pick the **Weapon** check box, then identify the type of weapon from the drop down selection (Required for state reporting).


5. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided. (CWA does this)
6. Click **OK** to close the OSS details window. The user will now see a count of days under the OSS label, and an action of "OSS Out of School Suspension" will be displayed on the right under "**Action Taken By School Administration**".

7. After **SAVING**, a pop up window will appear that will show previous referrals. The total box will show days suspended if the listed referral(s) resulted with a suspension.
   - Also, another box will appear which is the Attendance Conflict Check.
     - o If you click **OK**, the attendance will be recorded to the show the suspension day(s).
     - o If you **undo the check** by "New" or "X" out of the window, then the attendance will NOT be recorded to show the suspension day(s).
     - o If the suspension days (ISS & OSS) stretch over a weekend, the days will only display for the current week, then after the weekend the suspension days will display for the following week.


Bus Referral

If it is a Bus Referral, select "Bus Referral" box on the RefPG1 tab. The Room # will become "Bus#"

Follow the same directions as a regular referral.

Bus Suspension

1. To post a Bus Suspension, click the cell below the label **BUS**. (**On the Left side of the Admin screen**)

2. When the cell below **BUS** is clicked, the **Bus Suspension** box appears.
   a. If applicable, check the **Recommend Expulsion** check box.
   b. Enter the number of days the student will be suspended from the bus. Next, set the start date of the bus suspension. Click the **Calc** button to have the system figure the return date.
   c. If Weapons were involved, place a check next to **Weapon**, then identify the **Weapon Type** (required for state reporting if a weapon was involved).

d. Click **Ok** when done entering the details.

SAC / Clinic Detention / TOR

The title above stands for Student Adjustment Center / Clinic Detention / Time Out Room. This action code is used for situations in which the student is going to be removed from the normal class setting for a short duration such as recess time(s) or one/two class periods

1. On the right upper side of the screen, click in the Code field. A pick list will appear. Click to choose **14 999 SAC / Clinic Detention / TOR** from the list of actions.

Detention

Detention that is before school, after school, at lunch, or at recess (no instructional time is missed) – it is entered on the left side of the screen with the addition of the detention schedule – no minutes removed is necessary.

1. To assign a detention, click the cell below the letters **DET**. (On the Left side for the Admin screen)

CO	Det	ISS	OSS	Bus	

2. First, set the days and times of the regularly scheduled detentions by clicking **Set Times**. This only needs to be done once to set default days and times of detention.

3. For the desired day(s) on which detention will be held, set the detention times. <u>Be sure to use Military Time as shown below</u>! Click **OK** when done to return to the detention screen.

4. Pick the **day(s)** of detention. Enter the number of days and the start date. Click the **Calc** button to let the system figure the end of detention (return) date. Click to enter the **Location of detention**. When done, click **OK**.

Other Administrative Actions:

Frequently, additional actions are taken by the Administrator which show he/she is working with the student or taking proper steps. An administrator can click in the blank **Code** cells in the upper right to add other actions taken such as contacted parent or held conference with student.

> To add additional actions, click in the next empty cell under **Code,** then select other appropriate actions as shown below. Four actions per referral can be selected.
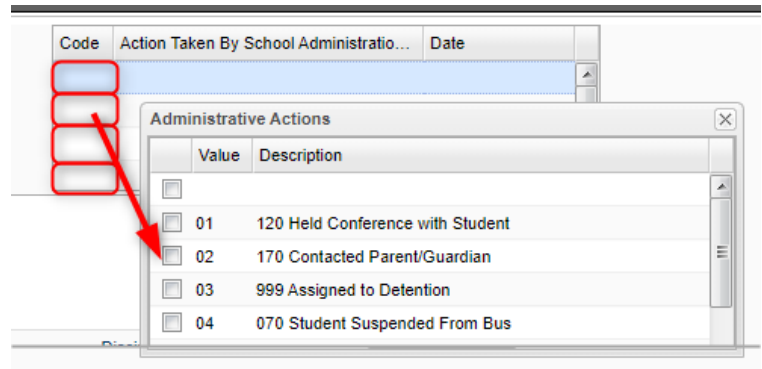
1. **Partial Day ISS** (code 69) for more than 2 hours and less than a whole day - it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab.
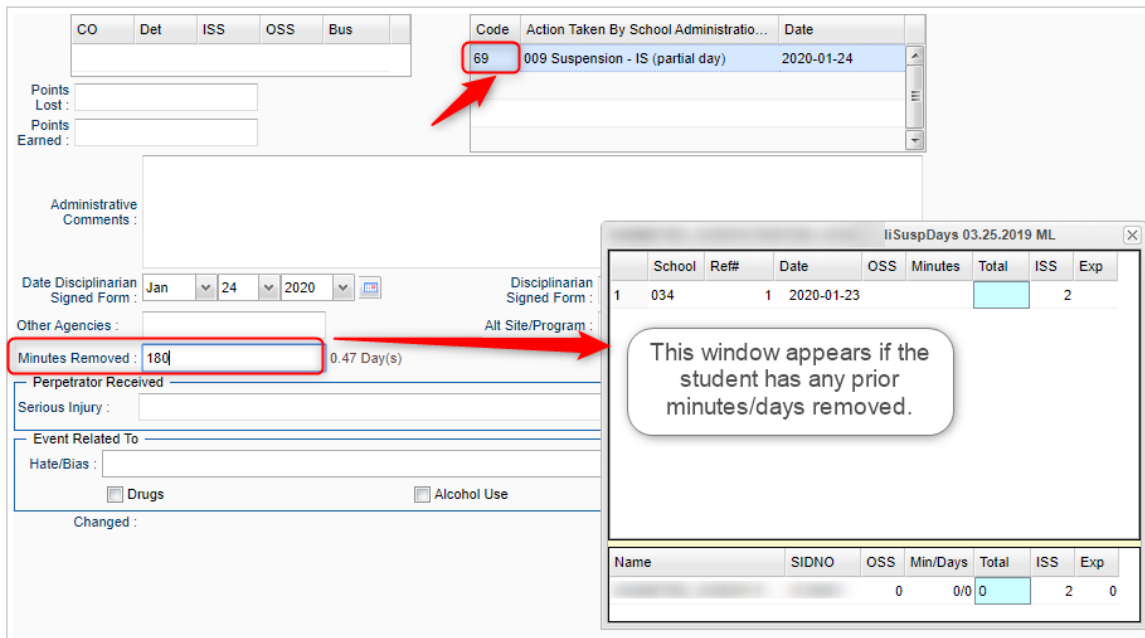
The Attendance entry for partial day ISS must be entered manually. JCampus will not enter the ISS on the Attendance Screen. It should be entered as a 03 (P- In School Suspension) in Attendance, with a "check out" and "check in" which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

Example:

2. **Partial Day OSS** (code 68) for less than a whole day - it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab.

The Attendance entry for partial day OSS must be entered <u>manually</u>. JCampus will not enter the OSS on the Attendance Screen. It should be entered as an 09 (S-Out of School Suspension) in Attendance with a "check out" and "check in" which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

3. **In-School Detention** code 45 (during class time) – it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab. **Must be 2 hours or less. If more than 2 hours, it needs to be a partial day ISS .**

The Attendance entry for In-school Detention must be entered <u>manually</u>. Use code 31 (Time out room) for this attendance code. (The times in attendance should reflect when the student was out of the classroom. This way the teachers will know where that student is and not to mark them in attendance.)

Administrative Comments / Dates / Other Data

1. This portion of the Admin screen is where the Administrator identifies any special memos or conditions related to the referral.
2. Click to enter the Date of the Administrator handled the referral, then click in the "**Disciplinarian Signed Form**" cell to identify which administrator handled the referral.
3. If details such as **Other Agencies**, **Perpetrator Injury**, and any **Hate/Bias** information needs to be entered, click in the appropriate cell to enter the data.

4. **Important! Click the Save button at the bottom of the screen to save the referral.**

Expulsion Hearing Results

After a hearing is held on a recommendation for expulsion, the results of the hearing should be added to the referral. The steps below describe the steps to be done for this process.

1. Locate the referral that needs the expulsion posting.

     a. On the discipline posting screen, click the **Find Ref** button in the lower right. This will bring up a listing of students with referrals. Browse to the desired referral to add the expulsion hearing results.

2. After locating the referral, click the blue – green **Hearings** tab located on the lower right.

3. If applicable, enter any **Manifest Hearing** Information.

4. Click the **Post Expulsion** button, then select the appropriate decision.

5. Enter the number of **Days** the student will be expelled. Set the **Start** date of the expulsion.
    a. If the start date of the expulsion is within the dates of the OSS (a normal occurrence), a Suspension/Expulsion Date Conflict box will appear. Click the **Adjust** button to let the system automatically end the OSS to match the start of the expulsion.

6. Click the **Calc** button to let the system figure the return date. Enter any comments in the **Hearing and Interview Comments** field.
    a. If the return date is to be for a date going into the next school year, click in the **Return Date** field to manually enter the return date.

7. **Be sure to click the Save button when done.**

Printing Discipline Forms and Letters

1. In the upper right of the discipline posting screen, click on the **Action** button. Next, select **Letters**.
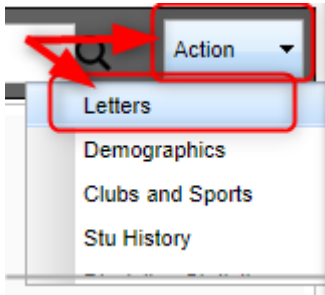
2. A selection of forms will appear.   Select the appropriate form to print. A guide on which to use appears in the following steps.
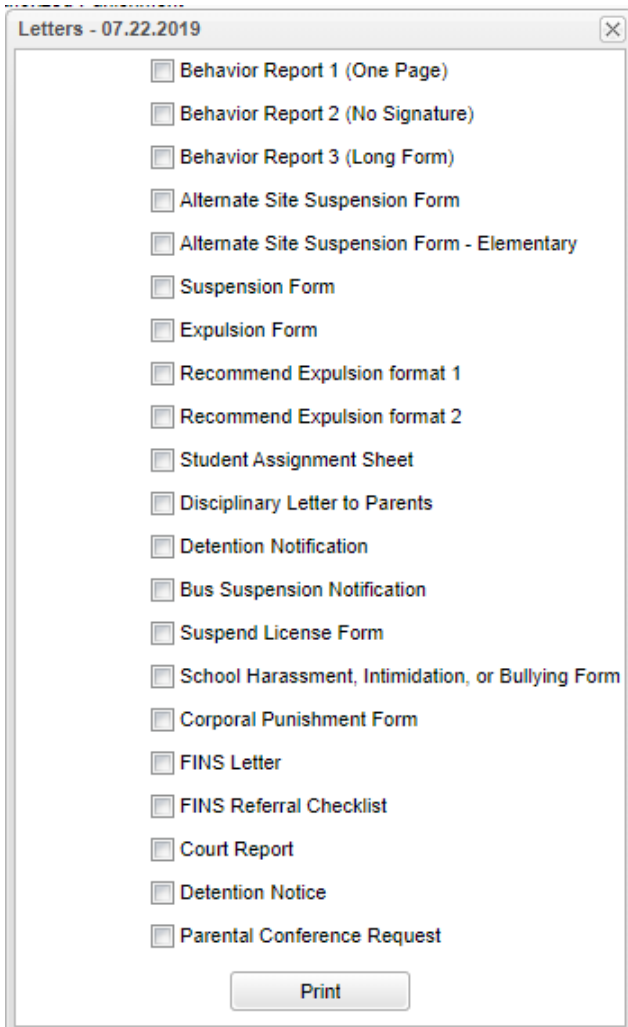
3. To print state behavior form, click **Behavior Report 1, 2, or 3.**

4. To print a Suspension letter for an In School or Out of School Suspension, select **Suspension Form**.

5. To print an Expulsion Recommendation letter, select either **Recommend Expulsion format 1** or **Recommend Expulsion format 2**.

6. To print a form to let teachers know a student has been sent to ISS or OSS, select **Student Assignment Sheet**.

7. To print a letter notifying the parent/guardian of a regularly scheduled detention, select **Detention Notification**.

8. To print a summary report containing the student's demographics, attendance, grades, enrollment history, transcript, and detailed discipline information suitable for a hearing or a conference, select **Court Report**.

ISS Listing (Create a List of Students in ISS on a Given Date)

1. In the navigation panel on the left, click **Discipline,** then **Lists,** then **ISS/OSS List**.
2. At the setup box, set the **From Date** and **To Date** to the desired day to check for students who have been referred to ISS.
3. In the **Discipline Type** field, click to open a select box. Click "**4 In-School Suspension**" .
4. **Count Type** will be set to **Incident Count**.
5. **List Type** will be set to **Detail**.
6. **Active Only** students should be checked as shown below.
7. **As of Date** will be set to the current date.
8. Click **OK** to obtain a report of students who are in ISS for the given date range.

9. Report of students with ISS for a given date shown below.

	Sel	RSch	Last Name	Suffix	First Name	Middle Name	ESch	SIDNO	Admin Ac...	Hearing ...	GD	Gen	Eth	Sped	Ref Date	Ref#	Bus	Start Date	Return Date	Days	SIS Inc
1	☐	026					026		10,01,02		09	M	1	S	2020-01-22	6	N	2020-01-27	2020-01-28	1	X Treat
2	☐	026					026		10,02,01		06	F	1		2020-01-22	5	N	2020-01-24	2020-01-27	1	X Distu
3	☐	026					026		10,02,01		07	F	1		2020-01-24	9	N	2020-01-24	2020-01-27	1	X Distu
4	☐	026					026		10,02,01		07	M	0		2020-01-23	11	N	2020-01-24	2020-01-28	2	X Distu
5	☐	026					026		09,02,01		06	M	1		2020-01-24	12	Y	2020-01-24	2020-01-27	1	X Com
6	☐	026					026		10,02		10	M	1		2020-01-17	12	N	2020-01-24	2020-01-27	1	X Distu
7	☐	026					026		10,01,02		08	F	1		2020-01-24	13	N	2020-01-27	2020-01-28	1	X Distu
8	☐	026					026		10,02,01		07	F	1	S	2020-01-24	8	N	2020-01-27	2020-01-28	1	X Distu

List Students with "06 Referred to Office" Action on Refpg 2

If Teachers are allowed to post discipline, one of the actions on Refpg2 is "06 Referred to Office". Normally, an email is sent to the administrator when this occurs. If the administrator needs a printed list of students who have the Refpg2 action of "06 Referred to Office" (often posted by Teachers), follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit Discipline Data**.
3. In the Audits Menu, choose **Referral History Analysis**.
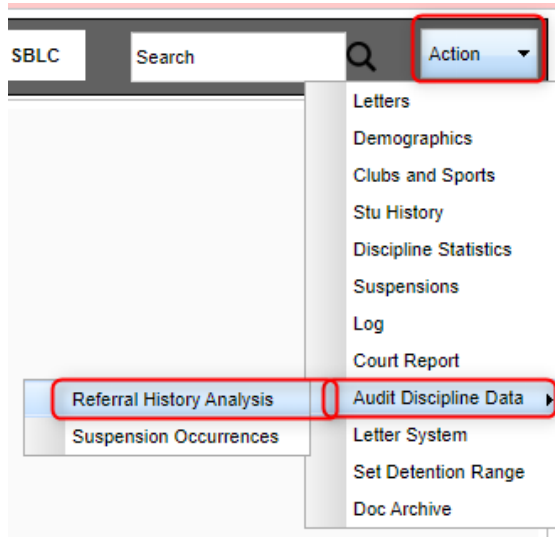
4. Set the **From** and **To** date range.
5. Uncheck "**Complete History**", then click "**ADMIN ACTIONS**" as shown below.
6. Click OK.
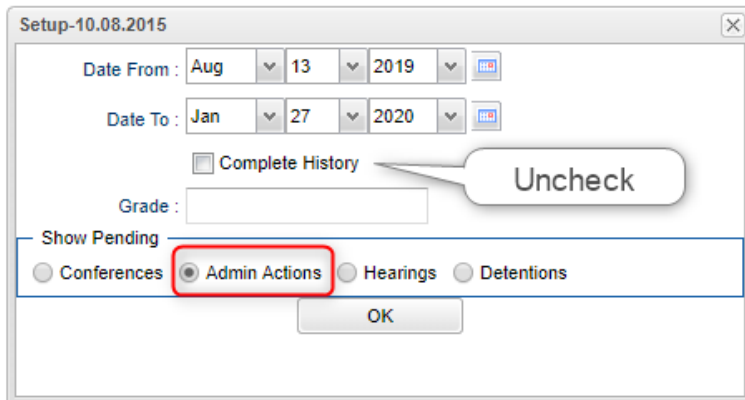
7. A listing of students who have referrals with a **Refpg 2** action of "**06 Referred to Office**" will be displayed.
8. Print the listing. In Discipline Posting, use the **Find Ref** button to browse to the listed referral.
9. Review the referral, then post any needed administrative action, then save.

List Students with "Recommend Expulsion" Selection

When an administrator creates a discipline referral, in some instances, the option to "Recommend Expulsion" is provided on the ISS, OSS, and Bus Suspension boxes as shown below:

If the administrator would like a listing of the students that have "Recommend Expulsion", but have no expulsion information in the **Hearings** tab, follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit Discipline Data**.
3. In the Audits Menu, choose **Referral History Analysis**.

4. At the setup box, set the **From** and **To** date range.
5. Uncheck "**Complete History**", then click "**Hearings**".
6. Click the **OK** button.

7. A listing of students with "**Recommend Expulsion**" selections will appear.
8. Print the listing. In the Discipline Posting module, click the **Find Ref** button to locate the referral.
9. Edit the referral with the Expulsion information on the **Hearings** tab, then click the **Save** button.

How to find Discipline Referrals with missing Admin Actions
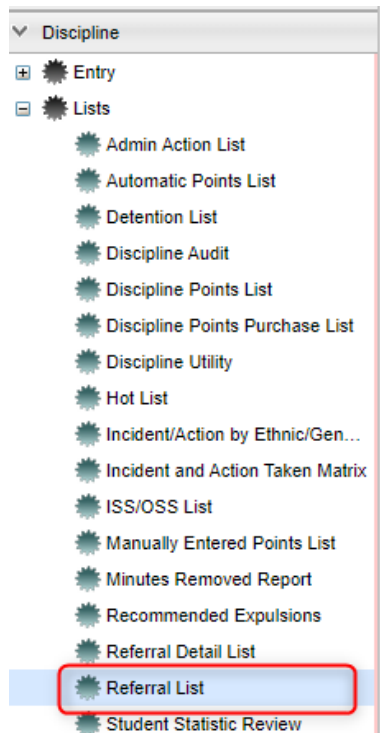
1. Go to **Discipline > Lists >**   **Referral List**

2. In the **Setup box**, set it for a specific day or date range.
3. In the **Filters tab**- Show Type: Major
4. Click **OK, OK**.
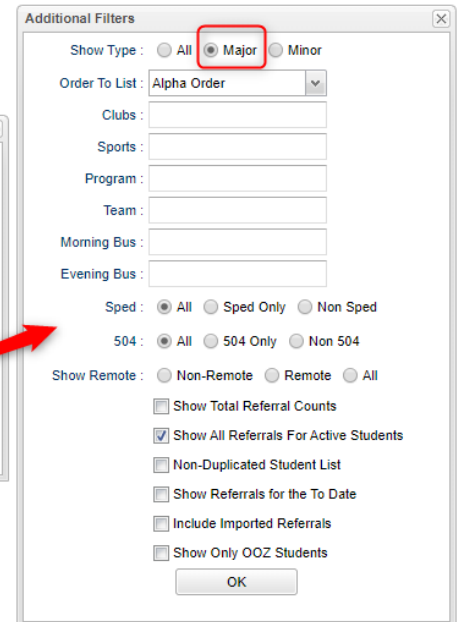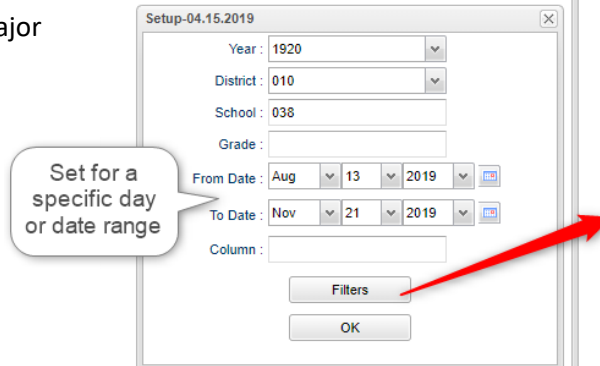
Once the report appears, you are looking for **blank Admin Code Descriptions**. These are the Referrals that need an Admin Action assigned.

You can edit from this report by clicking the Edit symbol in the 1st column.
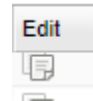
This Edit symbol will bring up the Referral screen, add your Admin actions in the Admin tab and click **SAVE**.

You can X out of the Referral screen when done then select another referral that needs an Admin Action.

Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. On the left hand navigation panel of WebPams, select **Discipline**, then **Trends**, then **Discipline Frequency Report**.
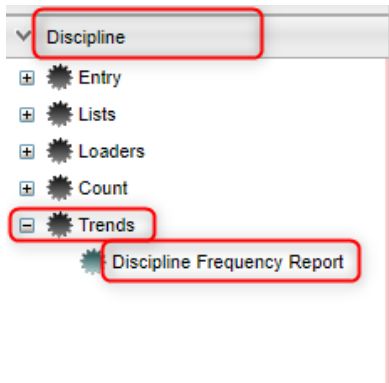
2. At the setup box, set the **Year**, **School**(s), **Grade Range**, and **Date Range**.
3. In the lower part of the setup box, set the following options:
    a. **Sped**: Select to show for "**All**" Students, special ed only, or non-special ed only students.
    b. **PBIS**: Select to show data for all referrals, major referrals only, or minor referrals only.
    c. **Referral Type**: Select to show data for regular referrals or only bus referrals.

d. **Primary Inc/Act Only**: Select to show data for only the first Incident code or Action code on a referral. Not selecting will show data for all Incidents/Actions on a referral.

e. **Run for**: Select **All** to show data for referrals at any time of the day. Select Only During Instruction Time to show data associated with codes reflective of during class time. Select Out of Instruction Time to show data associated with codes reflective of outside of class time.
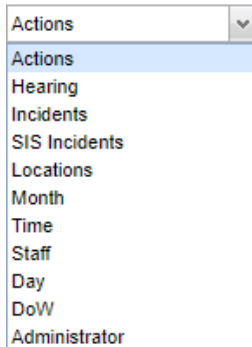
This can be changed once the report is run.

4. Click **OK** to begin the report.

5. On the left will be a table showing counts by Actions. Click on the counts to reveal students who comprise the counts. On the right will be a chart of the actions for the given time period and grade range.
6. On the lower right, click on any of the following buttons to get different data and charts: **Ref** (Referrals), **Inc** (Incidents), **Loc** (Location), **Mon** (Month), **Time**, **Staff**, **Day** (Number of Referrals per day), **DoW** (Day of Week), and **Hear** (Hearing Results).
7. To print the table on the left, click the **Print** button at the bottom of the screen.
8. To print the chart on the right, click the tiny printer icon on the lower left of the chart.

On the right is a graph displaying, by default, the number of referrals per code.
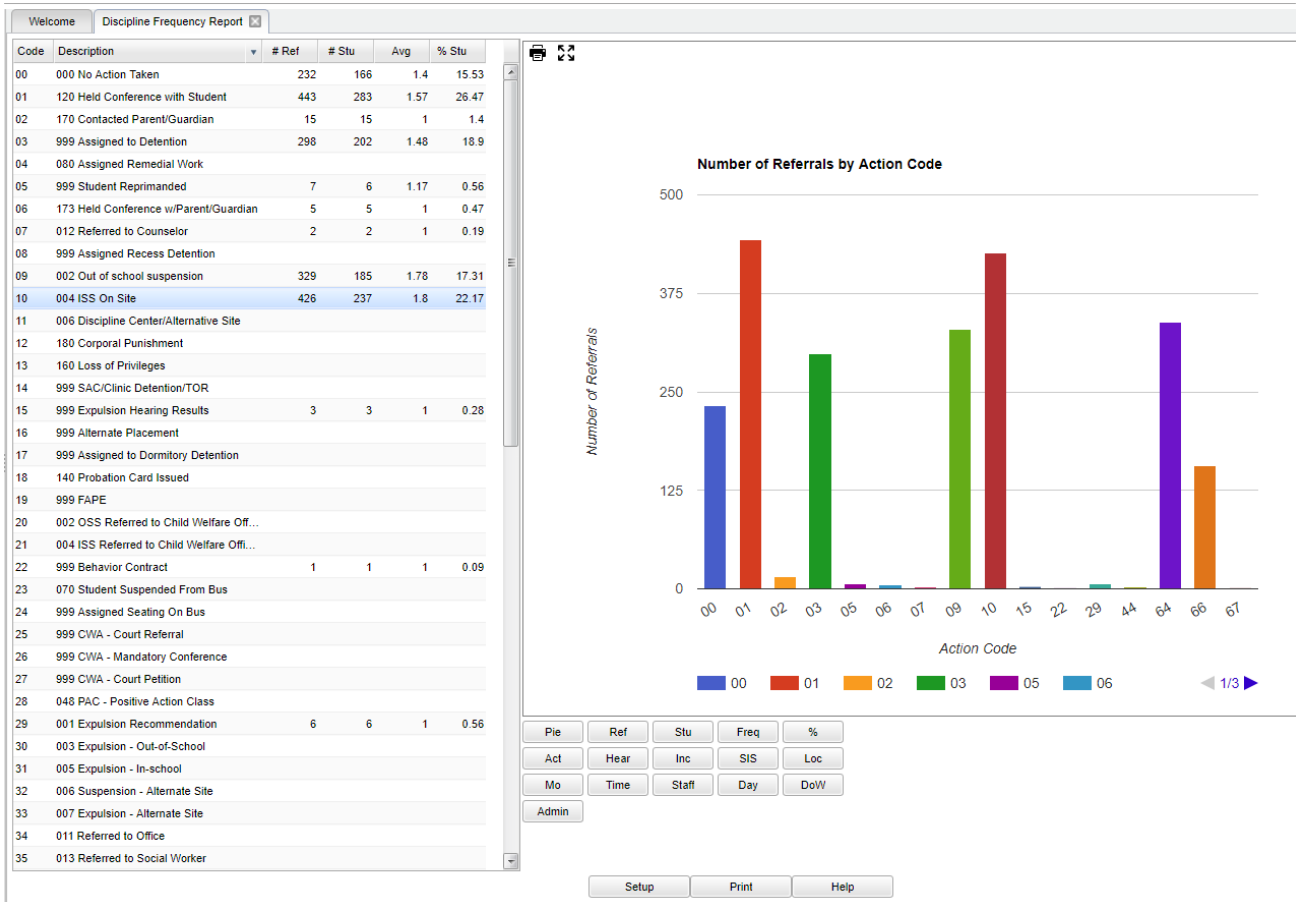
Located on the bottom of the graph is a set of buttons:
    Pie will change the graph from a bar graph to a pie graph
    Ref will change the graph to show by referrals per code
    Stu will change the graph to show by student per code
    Freq will change the graph to show by average student per code
    % will change the graph to show by percentage of the student body per code
    Act - This will change the graph to show the number of referrals per actions code.
    Hear - This will change the graph to show the number of referrals per hearing code.
    Inc - This will change the graph to show the number of referrals per incidents code.
    SIS - This will change the graph to show the number of referrals per SIS incidents code.
    Loc - This will change the graph to show the number of referrals per location code.
    Mon - This will change the graph to show the number of referrals per month code.
    Time - This will change the graph to show the number of referrals per time code.
    Staff - This will change the graph to show the number of referrals per staff.
    Day - This will change the graph to show the number of referrals per day code.
    DoW - This will change the graph to show the number of referrals per day of the week.
    Admin - This will change the graph to show the number of referrals handled by each administrator.

Discipline Points System

The Discipline Points System is a system that allows the user to track student activity automatically as it relates to discipline and attendance. Additionally, the user can manually add / remove points to a single student or perform this task to a group of students. *Each Wednesday night, the WebPams system will update the points earned / lost by the student as a result of discipline and attendance activity.*

Points System Program

The Points System is where the user goes to do activities such as…

- Setup the automatic points calculation based on attendance and discipline of the student.
    - *Note: The automatic points calculations based on these settings are done each Wednesday night.*
- Setup the Item Maintenance for items that can be redeemed for points.
- Individually work with a student to review or edit points.

Points System: Setting up the Automatic Points Calculation with Points Maintenance

This section deals with the panel that automatically calculates the points to be added or removed for attendance / discipline activity.

How-to
1. In the navigation pane on the left of WebPams, go to **Discipline** > **Entry > Points System**.
2. At the setup box, set the correct **Year**, **District**, and **School**, then click **Ok**.
3. Click the **Point Maint** button on the lower right of the screen.
4. Review / edit the points to be automatically added / deducted for student discipline / attendance activity.
    - **Daily Attendance**: Points to be added for attending a full day of school with no time lost.
    - **Minor Referral**: Points to be removed for a discipline referral in which there is information only on the **Refpg1** and **Refpg2** tabs of a discipline referral and there is no "06 Referred to the Office" action on Refpg2. Typically these are referrals in which the teacher has recorded a discipline problem, and has handled it without the need for the office to become involved.
    - **Major Referral**: Points to be removed for a discipline referral in which there is information on the **Admin** tab of a discipline referral, or "**06 Referred to Office**" on the **Refpg2** tab of the referral. Typically, these are referrals handled by the school administrator.
    - **Suspension**: Points to be removed for a discipline referral in which the student was given an ISS or OSS.
    - **Late To School**: Points to be removed for having an attendance posting for coming in after the start of the school day.
    - **Early Leaver**: Points to be removed for having an attendance posting for leaving before the end of the school day.
    - **Minutes After School Starts**: A "grace" period of minutes in which any Late to School posting will not be counted. Many schools set this to "0".
    - **Minutes Before School Ends**: A "grace" period of minutes in which any Early Check out will not be counted. Many schools set this to "0".
    - **Skip Codes**: Identify the categories of absences which will not be counted for any points deduction related to attendance. Many schools set this to "P" as it represents the category for "field trips" and "ISS".
    - When done modifying the Points Maintenance items, click the **OK** button.

Points System: Item Maintenance – Setting up the "Store" to purchase items or privileges.

1. On the Points System screen, click the **Item Maintenance** button on the lower right.
2. Click the **Add** button to add an item or privilege.
3. Enter the cost of the item in points. In the lower area, add a description such as "School cup", "School Pencil", "Reward trip", etc.… Click the **Save** button to store the item.
4. Click the **Add** button to add more items.

Points System: Working with a Single Student

1. On the Points System screen, click the **Find** button and browse to the desired student.
2. A screen showing weekly summary points will be displayed.
   - Items in red are the deductions calculated due to discipline or attendance data for the week. These are summarized in the column labeled **Week Neg** (Negative).
   - Items not in red are the points earned. These are summarized in the column **Week Pos** (Positive).
   - On the far left are the **Total Pos** (Positive) points earned. It is a cumulative amount that builds from week to week.
   - NOTE: Positive points can only be earned when there are no negative points. In other words, if the student has a showing of -50 points, no positive points will be added until the -50 are "made up".
3. **Adjust** button: To manually add or deduct points for the current student, click the **Adjust** button. In the **Points** cell, enter an amount. To make it a deduction (negative) amount, click the "**+/-**" button. Next, enter a description such as "Caught being good", "Honor Roll", etc.… Click **Save** to store the adjustment.
4. **Purchase** button: To record a "Purchase" of an Item, click the **Purchase** button. Next, click in the first cell and a listing of items will be displayed. Click to select an item, and then indicate the quantity of items by clicking in the **Qty** cell. When done, click the **Purchase** button.
5. **Print Stmt (Statement)** button: Think of this as a print of a receipt after posting a **Purchase**. After posting a purchase, the user would click the **Print Stmt** button to print a receipt of the purchase transaction.
6. **Print** button: Click to print the information displayed on the **Weekly** tab of the student.

Automatic Points Loader: Manage Points for Multiple Students at a Time

This module will allow the user to mass assign point additions, or point reductions to students using the loader concept found in other loaders of WebPams.

How-To
1. In the left navigation panel, go to **Discipline > Loaders > Automatic Points Loader.**
2. For basic setup options, choose the **Year, District, School, and Grade(s)**.
    - At the bottom of the setup, locate the **Transaction Type** area.
    - If the user wishes to see the items entered from Points Maintenance / Items, click the **Purchase** option.
    - If the user wishes to simply enter points and will not be need any items from the Points Maintenance / Items listing, click **Adjustment**.
3. To further limit the student listing on the left side of the loader, use the **Special Codes, Team Codes, Sped Only, Homeroom, Counselor, Club, and Sport** fields to filter the student listing.
4. Click **Ok**. A listing of students will be on the left and points items on the right.
    - Note: May be empty for the first time entering this area or may have Items listed if the user has set items to purchase up and the option of Purchase was chosen at the setup box.
5. **Tip**: Hide the WebPams navigation panel by clicking the separator bar between the navigation pane and the loader. This will give the user more room to see the columns associated with the loader.
6. **Adding a Purchase Item to multiple students**:
    - To do this, make sure "**Purchase**" was chosen on the setup box to see the items entered in Points Maintenance.
    - Locate the row of the desired student. Click in the matching cell under the Purchase column. The user will see an "**x**" will be placed here. Repeat for each desired to student to purchase an item.
    - After marking the students who are purchasing an item, locate the desired item on the right and click on it. Each "**x**" will change to the purchase item and the matching point deduction.
    - Note: Once posted, there is no way to remove other than doing an adjustment on the student as explained in the next section.
7. **Adding an Adjustment to multiple students**:
    - To do this, the user can have set at the setup box either "**Purchase**" or "**Adjustment**".
    - Click the **Add Item** button.   Enter the number of points to be added or deducted. If a negative deduction is to be performed, click the "+/-" button to place a negative in front of the point value.
        - Enter a name of the adjustment such as "Honor Roll", "Caught being good", "Caught being bad", etc.…
        - Click the **Save** button. You will see the created item appear on the right in the listing of items with points.
    - Locate the row of the desired student(s). Click to place an "**x**" in the column labeled either **Adjustment** or **Purchase**. Then browse to the desired item on the right and click. You will see the points posted to the student along with a description.
    - Note: If a mistake was made, such as assigning points to an incorrect student, create an adjustment that is opposite of what was given, then assign to the student. Example: A student is given an adjustment of -50 by mistake. Create an adjustment that adds 50 points back.
8. **Print** button: Click to print the loader student listing as seen on screen.

Automatic Points List: Report of Negative, Positive, and Balances for Students

The Automatic Points List will give the user a report of the positive points, negative points, and balance points for a given date range.

How-to
1. In the navigation panel on the left of WebPams, go to **Discipline > Lists > Automatic Points List**.
2. For basic setup, set the Year, District, School, Grade(s), As of Date, From Date, and To Date.
    - Using the **From Date** and **To Date**: Positive Points and Negative points shown will be reflective of what was earned for the given date range. If your school prefers a running total for the entire year, set the From Date for the start of school. If your school prefers to "reset" after each grading period or semester, set the From Date for the date of the start of the desired grading period or semester.
3. Click the **OK** button.
4. **TIP**: The user may want to click the separator bar located between the navigation panel and the Points list screen. This will give more display room for the columns.
5. A listing of students with **Accum Pos** (Accumulated Positive), **Accum Neg** (Accumulated Negative), and **Balance** will be displayed for the date range and grade levels entered on the setup box.
6. **Print** button: Click to print the listing with student point totals.
7. **Print Stmt** (Statement)**:** On the left are select boxes near each student's name. Click to select the desired student(s) to print statements for, and then click the **Print Stmt** button.

Appendix

State Reporting of Discipline: What gets sent to the state?

- For school year 0910 and earlier, only suspensions and expulsions were sent to the state.
- Starting in the Spring of 1011, incidents involving bullying and corporal punishment were added to be sent to the state.
- Starting in school year 1112, all incidents with an administrative action will be sent to the state.

Teacher Generated Referrals: How does the Administrator Know When to Act?

1. Teacher creates a referral with an action of "Referred to the Office". When such a referral is saved by the teacher, an email will be sent to the school administrators. It will look like the example below:
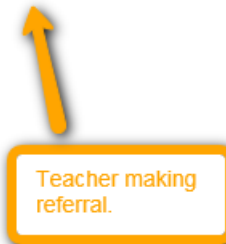
This Email was generated by the JPams Communications System by Edgear.

Office Referral Notification for ISABELLA ANNE ACOSTA.

This message is to inform you that a discipline record with a "Referred to Office" action was posted or modified for ISABELLA ANNE ACOSTA, SID# 6099990 by ELIZABETH PARTON. The details of this record is listed below.

Incidents

Code Incident Description
20   Is guilty of stealing

Teacher making referral.

Incident Description:
Stealing - referring to office.

Teacher Comments:

2. Student accumulates 4 or more minor referrals with no administrative action. An email will be sent to the school administrators. It will look like the example below:

This Email was generated by the JPams Communications System by Edgear.

Multiple Referrals Without Action Notification for WILL EARL ACOSTA.

This message is to inform you that four or more discipline records, classified as minor, have been posted for WILL EARL ACOSTA, SID# 0085060, with no administrative actions. You may wish to review these referrals for further action.

This email warning is reset by posting an administrative action on the latest referral.

Dist	Sch	Ref #	Ref Date	Loc	Type	Comments
027	006	5	2009-01-24	AUDITORIUM	MINOR	Comments for referral #5
027	006	4	2009-01-24	BUS	MINOR	Comments for referral #4
027	006	3	2009-01-24	BATHROOM	MINOR	Comments for referral #3
027	006	2	2009-01-24	CAFETERIA	MINOR	Comments for referral #2
027	006	1	2009-01-24	BATHROOM	MAJOR	Comments for referral #1

3. A school administrator can run a report of teacher created referrals that have "Referred to the Office", but no administrative action has been taken. Directions are in this guide in the section labeled 'List Students with 06 Referred to Office'.