



Unified School District of Marshfield

Add Discipline Referral-Teacher's Perspective

Add Discipline Referral:

Go to **EA>Teacher Access>My Gradebook** and click a class. Click on the **Other Access>Discipline**

Home Teacher Access

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾

Discipline ←

Message Center

Report Card Posting

Survey

View discipline record

Click on the appropriate student's name and click the **Select** button

Lookup by Last Name: Search

Select

First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
							(715) 384-

Click the **Add** button to add a Referral

Student Name ▾ Grade: 11 Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
03/14/16 6 CLASS ABSENCES		Referred by: 03/14/16	Yes Details...
02/08/16 6 CLASS ABSENCES		Referred by: 02/08/16	Yes Details...
01/21/16 PHYS AGGRESS TOWARD STUDENT(S)		TRENA LOOMANS Referred by: 01/21/16	Yes Details...

Complete the form thoroughly using this key:

- **School** - Select the school where the discipline issue took place.
- **Offense** - Select the offense for the discipline referral from the drop-down menu.

School: MARSHFIELD HIGH SCHOOL ▾

Offense: DDR - DEFIANCE/NONCOMPLIANCE ▾

Location: DDB - DISRUPTION

Bus: INJ - PHYS AGGRESSION

Motivation: IPC - INAPPROPRIATE PHYSICAL CONTACT

Date of Offense: LAN - INAPPROPRIATE LANGUAGE

Time of Offense: Lyg - LYING/DISHONESTY

TRD - TARDY

VAN - VANDALISM

- **Location** - Choose the location where the discipline issue took place.



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School: MARSHFIELD HIGH SCHOOL ▼

Offense: DDR - DEFIANCE/NONCOMPLIANCE ▼

Location: ▼

Bus: SCHOOL BUS

Motivation: CAFETERIA

Date of Offense: CLASSROOM

Time of Offense: GYM

Comment: HALLWAY

ONLINE

OTHER

RECESS

RESTROOM/ LOCKER ROOM

SPECIALS

SCHOOL RELATED ACTIVITY

STUDY HALL/LMC

- **Bus** - If the issue occurred on the bus, select the bus number.
- **Motivation** - Select the appropriate Motivation from the drop-down menu

School: MARSHFIELD HIGH SCHOOL ▼

Offense: DDR - DEFIANCE/NONCOMPLIANCE ▼

Location: ▼

Bus: ▼

Motivation: ▼

Date of Offense: AA - AVOID ADULT

Time of Offense: ACC - DEM/SEEK ACCESS

Comment: AP - AVOID PEER

AS - AVOID SENS

AT - AVOID TASK(S)

DK - DON'T KNOW

OAA - ADULT ATTENTION

OIA - ITEM/OBJECT

OPA - PEER ATTENTION

OPAC - OBTAIN PRE ACT

OPC - OBTAIN POWER

SES - OBTAIN SENS

SOC - SOC MEDIA COMME

- **Classroom Referral** - Check the box if this was a Classroom Referral (**Minor**). Keep it unchecked if it was an Office Referral (Major).
- **Classroom Action** - If this was a Classroom Referral, click the **Add a Classroom Action** link and add an action from the list.



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- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select the check box if the parent was notified of this discipline referral.

School: MARSHFIELD HIGH SCHOOL

Offense: DCV - DRESS CODE VIOLATION

Location: CLASSROOM

Bus: No

Motivation: OPA - PEER ATTENTION

☒ Classroom Referral

Classroom Action: • NOTIFIED SCHOOL COUNSELOR [\(Remove\)](#)
[Add a Classroom Action](#)

Date of Offense: Nov 14 2017 Tue, Nov 14 2017

Time of Offense: 12 : 17 PM

☐ Parent Notified

Comment: Inappropriate T-shirt

Entered: 11/14/17 at 12:17 PM

Add Attachments if desired (pictures can be added)

Teacher Access Student Services Access Administrator Access Food Service

New Discipline Referral

Attachment Maintenance - Entity 400 - 05.17.10.00.04 - ...

Not secure | https://training-sky-db.sdom.local/scripts/wsisa.dll/WS...

Attachment Maintenance

Save

Delete

Grade: 11

Save

Back

Attach (0)

School: MARSHFIELD HIGH SCHOOL

Offense: DCV - DRESS CODE VIOLATION

Location: CLASSROOM

Bus: No

Motivation: OPA - PEER ATTENTION

☒ Classroom Referral

Classroom Action: • NOTIFIED SCHOOL COUNSELOR [\(Remove\)](#)
[Add a Classroom Action](#)

Date of Offense: Nov 14 2017 Tue, Nov 14 2017

Time of Offense: 12 : 17 PM

☐ Parent Notified

Comment: Inappropriate T-shirt

Entered: 11/14/17 at 12:17 PM

Choose File No file chosen

Click on Choose File to select a file

Upload

javascript:if (cbs("bSave")) {updateParent();}

Save

Back

Attach (1)

After you have entered the Discipline Referral information, click **Save**.



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School: MARSHFIELD HIGH SCHOOL ▼

Offense: DCV - DRESS CODE VIOLATION ▼

Location: CLASSROOM ▼

Bus: No ▼

Motivation: OPA - PEER ATTENTION ▼

☒ Classroom Referral

Classroom Action: • NOTIFIED SCHOOL COUNSELOR [\(Remove\)](#)
[Add a Classroom Action](#)

Date of Offense: Nov 14 2017 Tue, Nov 14 2017

Time of Offense: 12 : 17 PM ▼

☐ Parent Notified

Comment: Inappropriate T-shirt

Entered: 11/14/17 at 12:17 PM

[Save](#) [Back](#) [Attach \(1\)](#)

Answer the question in the Classroom Referral window indicating whether the referral is a Classroom Referral (situation was handled in the classroom) or an Office Referral (situation needs Discipline Officer to investigate).

Classroom Referral

Is this a Classroom Referral?

Yes - Thank you for recording this incident.

No - This is an office referral. We will investigate and follow up with you regarding the outcome of this incident.

[Yes](#) [No](#)

Caleb Henderson [Account](#)

Grade: 11

School: MARSHFIELD HIGH SCHOOL ▼

Offense: DCV - DRESS CODE VIOLATION ▼

Location: CLASSROOM ▼

Bus: No ▼

Motivation: OPA - PEER ATTENTION ▼

☒ Classroom Referral

[Save](#) [Back](#) [Attach \(1\)](#)

If you determine this referral is an Office Referral (major) by clicking on the **No** button in the Classroom Referral window above, an email will be sent to the Discipline Officer notifying that person of this referral and the need for further action. Your referral has been submitted.





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Additional Information

Edit Referral (icon of pencil)

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

Offense	Location	Officer	Parent Notified
11/14/17 DRESS CODE VIOLATION	CLASSROOM	TRENA LOOMANS <small>Referred by: CALEB HENDERSON 11/14/17</small>	No   Details...
03/14/16 6 CLASS ABSENCES		<small>Referred by: 03/14/16</small>	Yes Details...
02/08/16 6 CLASS ABSENCES		<small>Referred by: 02/08/16</small>	Yes Details...
01/21/16 PHYS AGGRESS TOWARD STUDENT(S)		TRENA LOOMANS <small>Referred by: 01/21/16</small>	Yes Details...

 **Edit Discipline Referral**  [My Print Queue](#)

SADIE ADUSCR Grade: **09**

School: School (001)

Officer: TIEFENAUERSCH, JODIE

Offense: AG - AGGRESSIVE

Location: Location (CLASS)

Bus:

 **Save**

 **Back**

 **Check Spelling**

Date of Offense: May 03 2013 Fri, May 3 2013

Time of Offense: 10 : 24 AM

☐ Parent Notified

Comment:

Sadie was texting on her cell phone during class.

Entered: 05/03/13 at 10:24 AM