

Collier County Public Schools

Student Discipline

for Teachers



Collier County Public Schools
Technology Department

Student Discipline for Teachers

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Student Discipline for Teachers

Contact Us

TRAINING
AND
Support

Support:



Contact the **Help Desk** at ext. 70445 or
email helpdesk@collierschools.com ★

Training:



Contact **Sheryl Priester** ext. 70417 or
email priess@collierschools.com ★



Student Discipline for Teachers

A referral is simply a way for designated staff to document discipline/actions/rule violations.

Referral Types

There are two types of referrals, Minor Infraction and Administrative Referral.

Minor Infraction Referral	Administrative Referral
A minor infraction referral is specific to the individual issuing the referral and does not require immediate administrative processing. Teachers can edit an infraction at any time.	An administrative referral is an immediate referral, there is no escalation process. The referral is directly reported to the Administrator and requires administrative processing. Teachers cannot edit/print administrative referrals once they are submitted.
Reviewed by an Administrator ☒ No Teacher Managed only - NO administrative action needed ☒ Teacher Discipline Code * Disruption	Reviewed by an Administrator ☐ No Teacher Managed only - NO administrative action needed ☐ Teacher Discipline Code * Profanity
Checkbox populates based on the Discipline Code selected.	
- Disruption - Failure to Follow - Insubordination/Disobedience	- Abusive Behavior - Class Cut - Fighting-Minor/Mutual Altercation - Profanity - Profanity towards Staff - Tardiness, Habitual

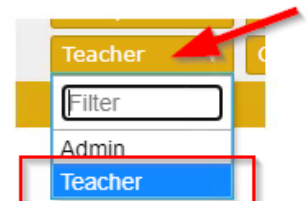
When does a Minor Infraction become an Administrative Referral ?

A minor infraction referral may gradually escalate to an administrative referral based on the number of reports for the *same* student, discipline code, and teacher (reporter). In other words, the student must receive multiple infraction referrals for the *same* discipline code issued by the *same* teacher to escalate into an administrative referral. Escalation is determined/set by the district. Currently minor infraction referrals escalate to an administrative referral on the fourth instance.

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Closed without Processing	Sent back for Correction	Classroom	Teacher Code	Incident	Action Code
		09	Paul, Christie	03/11/2019	03/21/2019 01:51pm				Y	Disruption	I/A	
		09	Paul, Christie	03/12/2019	03/21/2019 02:27pm				Y	Disruption	I/A	
		09	Paul, Christie	03/13/2019	03/21/2019 02:29pm				Y	Disruption	I/A	
		09	Paul, Christie	03/15/2019	03/21/2019 02:52pm					Disruption	I/A	



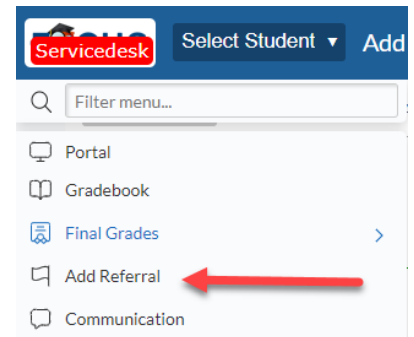
Make sure the profile type in the top portion of the screen reflects Teacher. This excludes Administrators responsible for processing referrals.



Student Discipline for Teachers

Creating a Referral

1. Click the Add Referral tab.
2. Search for and Select the Student.
Only one student can be selected in Add a Referral.
3. The referral form will display.



Searching for a Student

There are many ways to search for a student.

Searching for a Student Enrolled in Your Class

From the Student Search screen:

1. Select the appropriate course section.
2. Click Simple List.
3. All students in the selected course section will display.

Note: This will produce a list of all students in the selected course section.

Student Discipline for Teachers

Timothy Chestnut (Teacher)

Barron Collier High (0311)

2019-2020

Quarter 1

03 - 500 - ENG HON 1

01 - 101 - AICE ENG GEN PAPER1

02 - 102 - AICE ENG GEN PAPER1

03 - 500 - ENG HON 1

04 - 002 - AICE ENG GEN PAPER1

06 - 502 - ENG HON 1

07 - 004 - AICE ENG GEN PAPER1

Search Screen Simple List Customized List

Student Search

Student

Student Group N/A

☐ Search All Sections

☐ Search the Entire School

☐ Include Inactive Students

Search Reset

OR

1. Enter the student ID or name of the student.
2. Click Search All Sections.
3. Click Search.

Note: This will search “all course sections” for the specified name or ID, regardless of the course section selected.

Timothy Chestnut (Teacher)

Barron Collier High (0311)

2019-2020

03 - 500 - ENG HON 1

Quarter 1

Search Screen Simple List Customized List

Student Search

Student 123456

Student Group N/A

☒ Search All Sections

☐ Search the Entire School

☐ Include Inactive Students

Search Reset

Searching for a Student Not Enrolled in your Class

From the Student Search screen:

1. Enter the student ID or name of the student.
2. Click Search the Entire School.
3. Click Search.

Note: This will search “the entire school” for the specified name or ID, regardless of the course section selected.

Student Discipline for Teachers

FOCUS Add Referral

Timothy Chestnut (Teacher) | Barron Collier High (0311) | 2019-2020 | 03 - 500 - ENG HON 1 | Quarter 1

Stud... | Sche... | Grad... | Atten... | **Disci...** | Scho... | My In... | Forms | Reports

Search Screen | Simple List | Customized List

Student Search

Student: 123456 1

Student Group: N/A

☐ Search All Sections

☒ **Search the Entire School** 2

☐ Include Inactive Students

Search 3 | Reset

Referral Form Requirements

Required fields are denoted with a red asterisk (*) in the form and must be filled out in order to submit the referral. These fields are also listed in the Form Requirements (Errors) box located in the right section of the screen. Click an item in this box to quickly find the field on the form.

Teacher Managed Only - No a... | * Teacher Code

* Incident Time:

* Location: CL - CLASS

Possible Motivation:

Context: 1 - During School Hours

* Comments:

Errors

- ✗ Comments:
- ✗ Incident Time:
- ✗ Expectations NOT met:
- ✗ Teacher Code

Save

The Errors box only appears when entering a new referral, and NOT when updating an existing referral. Alerts disappear automatically as the fields are filled in. When every requirement has an entry, the box will disappear and the save button will turn red.

Completing the Referral Form

From the referral form:

1. Select the incident date.
2. Select the Teacher Discipline code.

Student	Chestnut, Timothy L	08/26/2019	08/26/2019
Reporter		* Incident Date	Submission Date
Teacher Managed Only - No a...	* Teacher Code		

3. Enter the time (hours:minutes (AM/PM)).
4. Select the location.

Student Discipline for Teachers

This field will default to Class. Update as needed.

5. Select who the incident involved.

This field will default to Student. Update as needed.

6. Select the Possible Motivation.

7. In the Context field, select when the event occurred.

This field will default to During School Hours. Update as needed.

* Incident Time:	
* Location:	CL - CLASS ▼
Possible Motivation:	▼
Context:	1 - During School Hours ▼

8. In the Comments box, enter the facts regarding the behavior.

Be descriptive and state just the facts, avoid subjective verbiage. Pay attention to grammar and spelling when entering comments. Do not include identifiable information of other students on a referral (student id, initials, etc.).

* Comments:

9. Select the Prior Interventions Taken. Select all that apply.

10. Select the Expectations NOT Met. Select all that apply.

Prior Interventions Taken: Mark all ap...	▼
* Expectations NOT met:	▼

11. Select the Communication/Contact Type if applicable.

Contact Type:

Export
Filter: OFF

Contact Type: ▲	Date: ▲	Time: ▲	Parent Contact Info: ▲	If guidance notified - Counselor: ▲	Outcome: ▲
▼	08/26/2019		▼		

Once you have filled out the applicable contact type fields, click in one of the text fields (such as the time field) and press enter. The row will turn yellow/orange.

Student Discipline for Teachers

Contact Type:

Export Filter: OFF

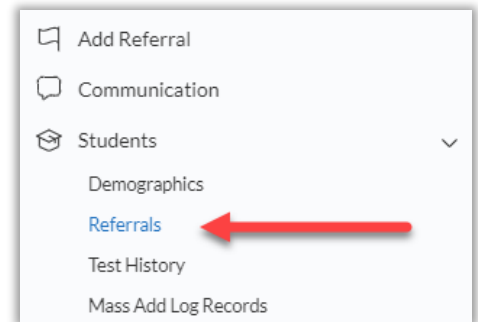
Contact Type: ▾	Date: ▾	Time: ▾	Parent Contact Info: ▾	If guidance notified - Counselor: ▾	Outcome: ▾
	08/26/2019				
PC PAREN...	08/20/2019	12:15 p	l...z (Mother...		Mother will c

12. Click the Save button in the upper right corner of the form.

Viewing a Referral

Menu Option

1. Click the Students tab.
2. Select Referrals.
3. Click Simple List.



The Referrals screen will display a list of referrals in which you have submitted. Teachers can only view referrals in which they have created.

FOCUS Referrals Timothy Chestnut (Teacher) Barron Collier High (0311) 2019-2020
01 - 101 - AICE ENG GEN PAPER1 Quarter 1

Students Scheduling Grades Attendance Discipline School Information My Information Forms Reports

Search Screen Simple List

☐ Include Inactive ☐ All Years ☒ Classroom Save

3 Records Export Filter: OFF Toggle Columns Page Size: 20

Student ▾	Student ID ▾	Grade ▾	Reporter ▾	Incident Date ▾	Submission Date ▾	Processed ▾	Teacher Code ▾	Discipline Code (Incident
		12	Chestnut, Timothy L	08/26/2019	08/26/2019 8:01 am	Classroom	Failure to Follow (classroom)	
		12	Chestnut, Timothy L	08/26/2019	08/26/2019 7:53 am		Abusive Behavior (admin)	
		12	Chestnut, Timothy L	08/26/2019	08/26/2019 7:46 am	Classroom	Disruption (classroom)	

4. Click the student name to view the individual referral.

Student View

From the Students Demographic screen:

1. Click the Referrals sub-tab at the top of the page.
2. The referrals for the selected student will display.

FOCUS Referrals Timothy Chestnut (Teacher) Barron Collier High (0311) 2019-2020
01 - 101 - AICE ENG GEN PAPER1 Quarter 1

Students Scheduling Grades Attendance Discipline School Information My Information Forms Reports

Demographic Gradebook Absences Referrals Search...

Total Days of Discipline: 0 Include Inactive All Years Classroom + Add Save

1 Records Export Filter: OFF Toggle Columns Page Size: 20

Student ▾	Student ID ▾	Grade ▾	Reporter ▾	Incident Date ▾	Submission Date ▾	Processed ▾	Teacher Code ▾	Discipline Code (Incident Type)
		12	Chestnut, Timothy L	08/26/2019	08/26/2019 8:01 am	Classroom	Failure to Follow (classroom)	

Student Discipline for Teachers

Editing a Referral

Teachers can only edit infraction referrals or administrative referrals returned for correction. Teachers cannot edit administrative referrals once submitted.

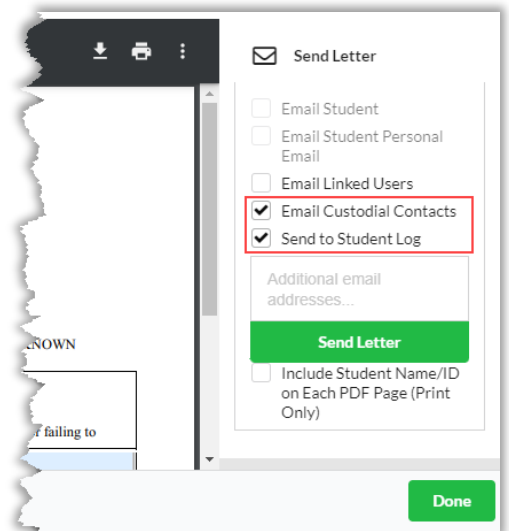
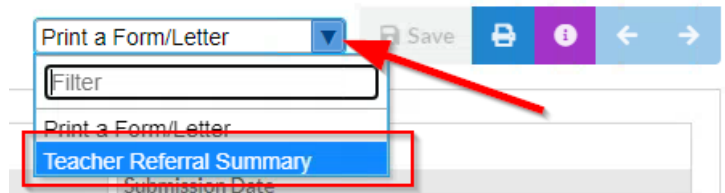
1. Open the referral.
2. Make changes as needed.
3. Click Save in the upper right corner of the screen.

Printing a Referral

1. Open the referral you want to print.
2. Click the Print a Form/Letter drop-down in the upper right portion of the screen.
3. Select Teacher Referral Summary.
4. The FOCUS print preview window will display.
5. Click the print button in the upper right portion of the screen.

After printing the referral, send a copy electronically to custodial contacts and to the student log.

6. Check Email Custodial Contacts and Send to Student Log.
7. Click the green Send Letter button.
8. Click the green Done button in the bottom right portion of the screen to return to the referral screen.



Deleting a Referral

Teachers cannot delete referrals. Immediately notify your School Administrator of any referral(s) which may have been created in error.

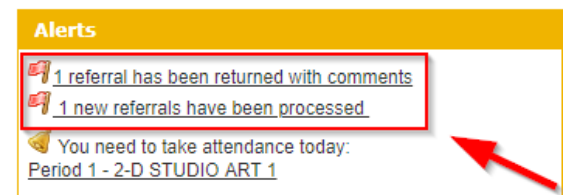
Referral Status

The status of an administrative referral can be viewed on the portal page or the referrals list.

Status Types

Administrative referrals can be processed, closed without processing, or sent back for correction.

Processed	Closed without Processing	Sent Back for Correction
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Student Discipline for Teachers

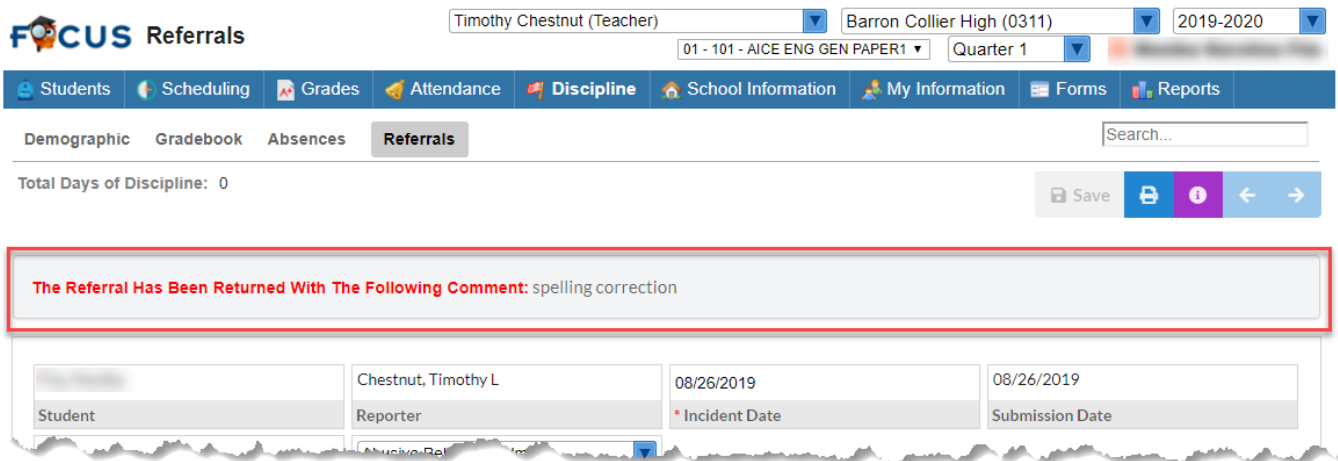
Discipline action assigned and processing complete.	Referral closed without processing due to the reason noted on the referral.	Referral sent back for correction due to the reason noted on the referral.
Portal Alert	No portal alert	Portal alert
No further action needed.	No further action needed.	Action needed.

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Closed without Processing	Sent back for Correction	Classroom
		12	Paul, Christie	03/11/2019	03/22/2019 07:52am				Y
		09	Paul, Christie	03/11/2019	03/22/2019 08:09am			Yes	
		09	Paul, Christie	03/12/2019	03/22/2019 08:18am	Yes			
		09	Paul, Christie	03/11/2019	03/22/2019 11:24am	No	Yes		
		10	Paul, Christie	03/11/2019	03/22/2019 11:07am				

Sent Back for Correction

Referrals sent back for correction require attention and must be resubmitted.

1. Open the referral.
2. Review administrator comments.
3. Make changes as needed/requested.
4. Click Save.
5. The referral will be resubmitted for processing.



Administrator comments will display at the top of the referral form.

Removals

There are several types of removals which can be assigned. Some removals send notifications to specific contacts on file and others are assigned penalties.

- **Clinic Pass Removal** – Student needing a pass to go to the Clinic.
 - Automatically sends a notice to Clinic Contacts on file.
 - No removal penalty.

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- **Dress Code Removal** – Violation of the District's or School's uniform policy.
 - Notification sent based on school policy.
 - Penalty assigned based on school policy.
- **Electronic Removal** – Student using electronic device in class for purposes not related to instructional content (i.e. texting, social media, etc.). Removal reasons: Cell phone violation, Earphones, or Internet.
 - Notification sent based on school policy.
 - Penalty assigned based on school policy.
- **ID Badge Removal** – Violation of the District's or School's ID badge policy.
 - Notification sent based on school policy.
 - Penalty assigned based on school policy.
- **Emergency Classroom Removal** – Student causes a significant disturbance in the classroom, preventing the teacher from delivering instruction.
 - Automatically sends a notice to Emergency Classroom Removal Contacts on file.
 - Penalty assigned based on school policy. Removal reasons: Abusive Behavior, Class Cut, Profanity, or Petty Theft Under \$50.

Note: This must be completed immediately when sending a student out of the classroom (to notify office staff). Depending on school policy, the referral may be completed then or by day's end.

Creating a Removal

1. Click the Forms tab.
2. Select Removal Form.
3. The removal form will display.
4. Select the student from the drop-down.
5. Select the removal type.
6. Select removal reason if applicable.

Note: This selection only applies to electronic and classroom removals.

7. Click Submit Request.
8. The submittal confirmation screen will display.

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REMOVAL FORM

If you select a school, your request will be reviewed only by staff at that school. If you do not select a school, anyone with permission can approve.

Select School ▼ Title 04/11/2019 Save Draft or Submit Request

1 Student: Select One ▼ Date/Time: 04/13/19 12:43:29 PM

Student ID: Grade: Age:

2 Removal Type:

- ☐ Clinic
- ☐ Dress Code
- ☐ Electronic
- ☐ ID Badge
- ☐ Emergency Classroom

Emergency Classroom Reason: Select One ▼

Electronic Reason: Select One ▼

Entered By: Boogaard, Carma

This student has removals and should receive the following consequences:

3

Printing a Removal

From the confirmation screen:

1. Click the print button.

Your form has been submitted.



Print

Start New Request

Viewing Removals

To View a list of removals you have assigned:

1. Click the History tab on the Removal Form screen.

Form Drafts History

☐ Show All

3 Records Export: Filters: OFF Toggle Columns

InstanceID	RequestTitle	ApprovalStatus	staff_c	test_r	date_time_c	school_year	remova
62	04/10/2019	Approved	Priester, Sheryl	1	04/10/19 8:06:04 AM	2018-2019	1
63	04/10/2019	Approved	Priester, Sheryl	0	04/10/19 11:56:26 AM	2018-2019	0
64	04/10/2019	Approved	Priester, Sheryl	1	04/10/19 12:14:22 PM	2018-2019	1

Student Discipline for Teachers

Hall Pass

This feature is used to create a printed pass for students to travel from the classroom to specific locations in the building (not removals). Hall Passes do not initiate notifications.

Creating a Hall Pass

1. Click the Forms tab.
2. Select Hall Pass.
3. The form will display.
4. Select the student from the drop-down.
5. Select the Send to (locations).
6. Select the time.
7. Click Submit Request.
8. The submittal confirmation screen will display.

If you select a school, your request will be reviewed only by staff at that school. If you do not select a school, anyone with permission can approve.

Select School

▼

Title

04/03/2019

Save Draft

or

Submit Request

HALL PASS

Student:

Select One
▼

Date:

04/13/19 1:19:03 PM

Student ID:

Grade:

Send to (locations):

Select One
▼

Sender:

Times:

Select One
▼

OR

Specified Time:

*To create a pass to the clinic, please use the Clinic option on the Removal Form.

Printing a Hall Pass

From the confirmation screen:

1. Click the print button.

Your form has been submitted.

→

Print

Start New Request

Student Discipline for Teachers

Viewing a Hall Pass

To View a list of hall passes you have submitted:

1. Click the History tab on the Hall Pass screen.

Form Drafts Mass Print History

1 Records

Export

Filter: OFF

Toggle Columns

InstanceID	RequestTitle	ApprovalStatus	times_d	staff_c	grade_level_c	student_select	locat
3274	08/26/2019	Approved	Immediately	Chestnut, Timothy	12		Medi

Office Requests

Office requests are submitted by office staff requesting a student from your class to report to a specific area.

If the office has submitted a request for a student in your class, a portal alert will display and you will receive an email notification.

Teacher email notification

Form Request - Office Request - 04/14/2019

Focus/SIS Student Information System <do_not_reply@collierschools.com>
Requester: [Name] Sunday, April 14, 2019 at 4:52 PM Show Details

Form Request
The following Form Request requires your attention.

04/14/2019

Requester: [Name] Created: April 14, 2019 Form Type: Office Request [View](#)

Teacher portal alert

Alerts

There is 1 "Office Request" form awaiting your approval.

Viewing the Office Request Pass

From the email notification:

1. Click the View button on the email notification.

OR

From the portal page:

1. Click the portal alerts link on the FOCUS portal page.
2. The Forms approval screen will display
3. Click the View button to view the office request pass.

Form Request - Office Request - 04/14/2019

Focus/SIS Student Information System <do_not_reply@collierschools.com>
Requester: [Name] Sunday, April 14, 2019 at 4:52 PM Show Details

Form Request
The following Form Request requires your attention.

04/14/2019

Requester: [Name] Created: April 14, 2019 Form Type: Office Request [View](#)

Alerts

There is 1 "Office Request" form awaiting your approval.

Alerts

There is 1 "Office Request" form awaiting your approval.

Student Discipline for Teachers

Instance ID	Title	Requester	Request Date	Status	
80	04/14/2019	[redacted]	2019-04-14 00:00:00	Pending	View

4. The selected pass will display.

Office Request Pass

Student: [selected] Student ID: [redacted] Grade: 09

Teacher/Room: 02 - Emily Bajema (C...)

Meeting Date: 04/12/2019 Times: Select One
OR Specified Time: [redacted]

Please send student to: Barbara Otero

☐ Send class/homework ☐ Bring books/belongings

Buttons: Print, Back to Originator, Deny, Approve

Printing an Office Request Pass

From the office request screen:

1. Click the print button.

Acknowledging an Office Request

To respond to the request, select one of the options.

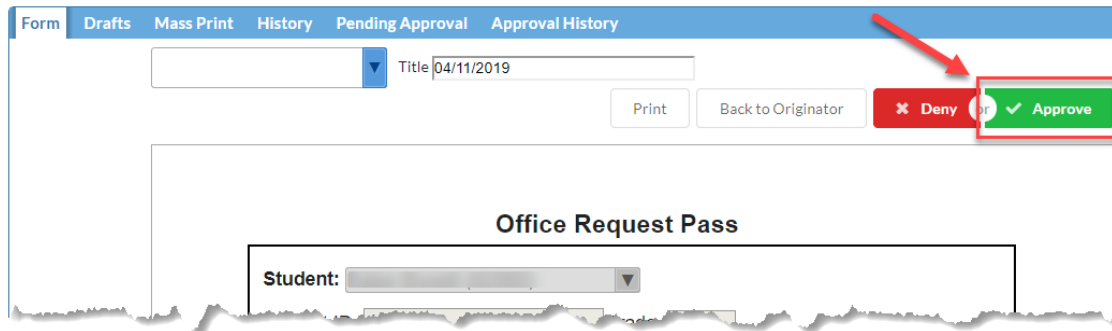
- **Back to Originator:** To send the request back to the individual who submitted the original request.
- **Deny:** To decline the request.
- **Approve:** To acknowledge the request.

Buttons: Print, Back to Originator, Deny, Approve

From the office request screen:

1. Click Approve button.

Student Discipline for Teachers



Form Drafts Mass Print History Pending Approval Approval History

Title 04/11/2019

Print Back to Originator Deny Approve

Office Request Pass

Student:

- The originator/requestor will receive an email notification confirming your acknowledgment of receipt.

Form Request

The following Form Request has been approved.

04/11/2019

Requester: I	Created: August 26, 2019	Form Type: Office Request	View
------------------------	------------------------------------	-------------------------------------	----------------------