

Collier County Public Schools

Student Discipline

for Administrators



Collier County Public Schools
Technology Department

Student Discipline for Administrators

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Student Discipline for Administrators

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 Administrators

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

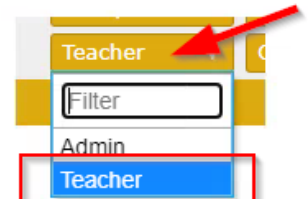
When does a Minor Infraction become an Administrative Referral ?

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	



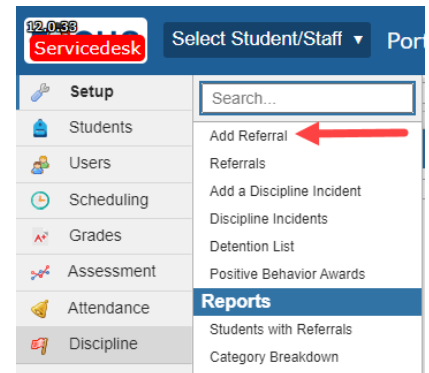
Make sure the profile type in the top portion of the screen reflects Teacher. This excludes Administrators responsible for processing referrals.



Student Discipline for Administrators

Creating a Referral

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



Searching for a Student

There are many ways to search for a student.

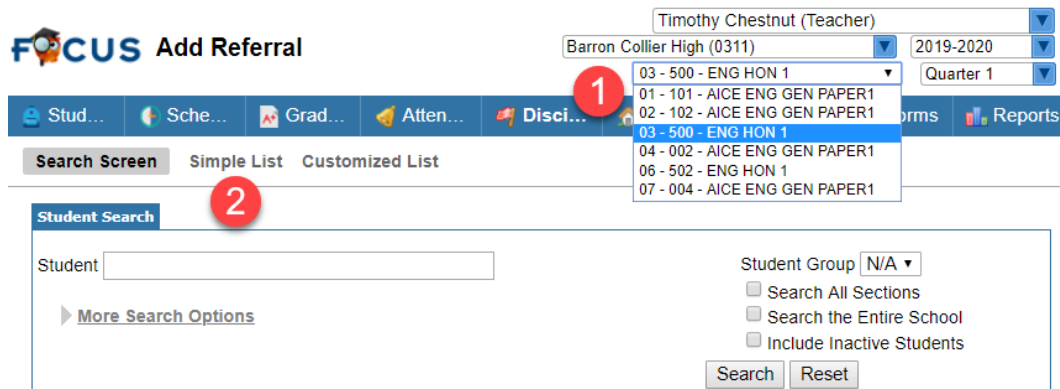
Searching for a Student Enrolled in Your Class

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 Administrators

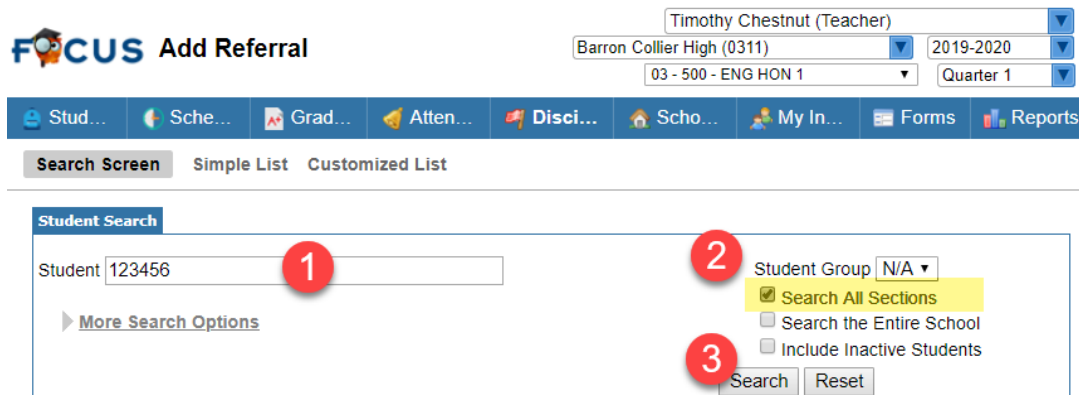


The screenshot shows the 'FOCUS Add Referral' form. At the top, there are dropdowns for 'Timothy Chestnut (Teacher)', 'Barron Collier High (0311)', '2019-2020', and 'Quarter 1'. Below these is a navigation bar with icons for 'Stud...', 'Sche...', 'Grad...', 'Atten...', 'Disci...', 'Forms', and 'Reports'. The 'Disci...' icon is highlighted. Below the navigation bar are three tabs: 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is active. In the 'Student Search' section, there is a text input field for 'Student' and a 'More Search Options' link. To the right of the input field are three checkboxes: 'Search All Sections' (checked), 'Search the Entire School', and 'Include Inactive Students'. Below these checkboxes are 'Search' and 'Reset' buttons. A dropdown menu is open for the course section, showing options like '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', and '07 - 004 - AICE ENG GEN PAPER1'. The '03 - 500 - ENG HON 1' option is selected. Red circles with numbers 1 and 2 are placed over the dropdown menu and the 'Search All Sections' checkbox, respectively.

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.



The screenshot shows the 'FOCUS Add Referral' form. At the top, there are dropdowns for 'Timothy Chestnut (Teacher)', 'Barron Collier High (0311)', '2019-2020', and 'Quarter 1'. Below these is a navigation bar with icons for 'Stud...', 'Sche...', 'Grad...', 'Atten...', 'Disci...', 'Scho...', 'My In...', 'Forms', and 'Reports'. The 'Disci...' icon is highlighted. Below the navigation bar are three tabs: 'Search Screen', 'Simple List', and 'Customized List'. The 'Search Screen' tab is active. In the 'Student Search' section, there is a text input field for 'Student' containing the value '123456' and a 'More Search Options' link. To the right of the input field are three checkboxes: 'Search All Sections' (checked), 'Search the Entire School', and 'Include Inactive Students'. Below these checkboxes are 'Search' and 'Reset' buttons. Red circles with numbers 1, 2, and 3 are placed over the input field, the 'Search All Sections' checkbox, and the 'Search' button, respectively.

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 Administrators

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.

Student	
* Reporter	Indelicato, Charles Martin
* Incident Date	02/12/2024
Submission Date	02/12/2024
Reviewed By Admin	☐
Closed	☒

✖ Discipline Code (Incident Type)

✖ Comments:

✖ Expectations NOT met:



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. **Reporter:** Select the individual reporting the event.
2. **Incident Date:** Select the incident date.
3. **Reviewed by Admin:** Select the checkbox only if you are going to be creating and processing the referral at the same time. Checking the checkbox will mark the referral as processed and remove it from the referrals list.
4. **Teacher Code:** Select the Teacher Discipline code.

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5. **School Where Incident Occurred:** Select the school where incident occurred only if different from the referral school.
6. **Incident Time:** Enter the time of the incident (hours: minutes (AM/PM))
7. **Location:** Select the location the event occurred. This field will default to Class. Update as needed.
8. **Involved:** Select who the incident involved. This field will default to Student. Update as needed.
9. **Possible Motivation:** Select the possible motivation.
10. **Context:** Select when the event occurred. This field will default to During School Hours. Update as needed.

Student	
* Reporter	Indelicato, Charles Martin
* Incident Date	02/12/2024
Submission Date	02/12/2024
Reviewed By Admin	☐
Closed	☒
Minor Infraction - No administrative action needed	☐
Teacher Code	
Reviewed by (admin referrals only):	
School Where Incident Occurred (if different from Referral School)	*Not Applicable*
Incident Time:	
* Location:	CL - CLASS
Involved:	STUDENT
Possible Motivation:	
Context:	1 - During School Hours

11. **Comments:** Enter facts regarding the behavior. Be descriptive, avoid subjective verbiage. Pay attention to grammar and spelling when entering comments. Do not include identifiable information of other students on a referral (stdt id, initials, etc.).

* Comments:

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12. **Prior Interventions Taken:** Select the Prior Interventions Taken. Select all that apply.
13. **Expectations Not Met:** Select the Expectations NOT Met. Select all that apply.
14. **Discipline Code (Incident Type):** Select the Discipline codes where applicable. Multiple codes can be selected (do not select more than 4).

Prior Interventions Taken: Mark all appropriate check boxes	
* Expectations NOT met:	
* Discipline Code (Incident Type)	
Other Discipline Code(s)	

Note: Codes that appear in brackets are labeled as SESIR codes/events.

* Discipline Code (Incident Type)	Filter... - AD ALCOHOL SALE/DISTRIBUTION [ALC] - AU ALCOHOL USE/UNDER THE INFLUENCE [ALC] - AZ ABUSIVE BEHAVIOR [] - B1 BUS VIOLATION - LEVEL 1 [] - B2 BUS VIOLATION - LEVEL 2 [] - B3 BUS VIOLATION - LEVEL 3 [] - BH BULLYING [BUL]
-----------------------------------	---

15. **Incident Characteristics:** Select the incident codes where applicable. Multiple codes can be selected (do not select more than 4).

INCIDENT CHARACTERISTICS

* Involved in Bullying	No
CyberBullying Description	Not Applicable
* Involved in Hate Crime	No
* Use of Alcohol	No
* Use of Drugs	No
* Weapon Use	No
Inappropriate Material - Personal Device	Z - N/A
Inappropriate Material - School Equipment	Z - N/A

Only complete the following fields if applicable or marked with a red asterisk.

For example, if alcohol related, then Use of Alcohol would need the Y.

16. **Communication:** Select the communication type if applicable.

COMMUNICATION						
Contact Type:						
Export		Filter: ON				
+ + + + + +						
Contact Type:	Date:	Time:	Parent Contact Info:	If guidance notified - Counselor:	Outcome:	
	02/12/2024					

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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.

Contact Type:

Export Filter: ON

	Contact Type: ▾	Date: ▾	Time: ▾	Parent Contact Info: ▾	If guidance notified - Counselor: ▾	Outcome: ▾
		02/12/2024				
	PP PARENT P...	02/12/2024	12:19 pm	L...s (Mother)...		Mother will spe

17. Once you have entered all the required information, the Save button will turn red.

18. Click the red "Save" button in the upper right corner of the screen to submit the referral.

12:03 PM Servicedesk

Gaspard, Mcandrew 375282 - 11

Add Referral

Charles Indelicato (Sc... Lely High School (0261)

Admin 2023-2024 Quarter 3

Save

Student

* Reporter Indelicato, Charles Martin

* Incident Date 02/12/2024

The referral is saved and the Incident (Event) ID number field is populated.

Reviewed by (admin referrals only):

Date Reviewed by Admin

Referral School: Lely High School (0261)

School Where Incident Occurred (if different from Referral School) *Not Applicable*

Incident (Event) ID 10607329

Processing a Referral

This can be done either during the initial creation of the referral or after the referral has been submitted (saved).

Student

* Reporter

☒ Reviewed By Admin

☐ Closed

If you want to create a new referral and process at the same time, make sure the Reviewed as Administrator checkbox is checked when creating the referral. Checking this box and submitting will mark the referral off as "processed" and remove the portal alert.

Export Filters: OFF

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Discipline Co
		05		09/06/2018	09/18/2018 11:46:01	☒	PR PROFAN

Student Discipline for Administrators

Referral Status

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

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					

Status Types

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

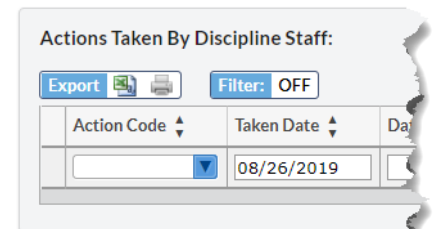
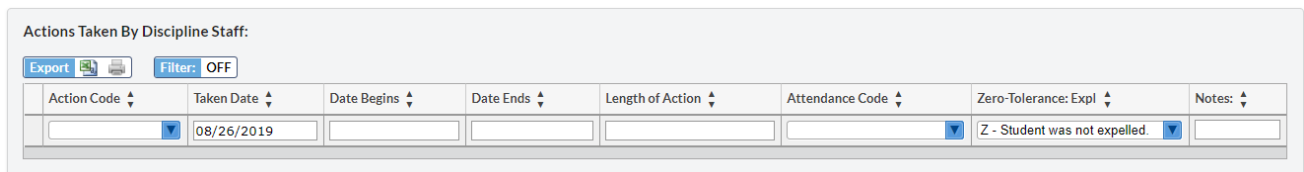
Processed	Closed without Processing	Sent Back for Correction
Discipline action assigned and processing complete.	Referral closed without processing due to the reason noted on the referral.	Referral sent back for correction due to the reason noted on the referral.
Portal Alert to reporter.	No portal alert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

Assigning Disciplinary Action Records

Entering an Action Record

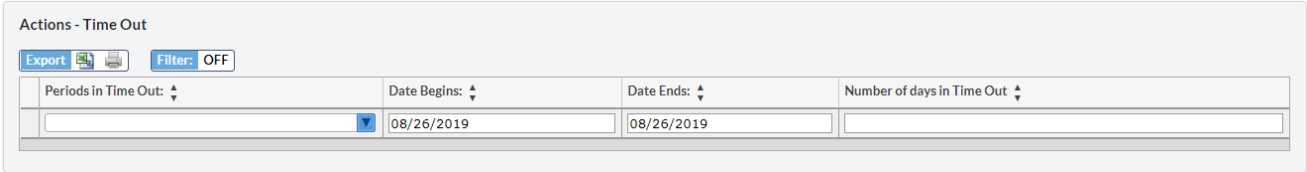
In the Action Taken By Staff section:

- Action Code:** Select the action code.
- Taken Date:** Select the date the action was entered.
- Date Begins:** Select when the selected action was enforced.
- Date Ends:** Leave the end date blank.
- Length of Action:** Number of days calculate based on the from/end dates entered.
Note: If the begin date is entered and the end date is left blank, the end date will auto-populate based on the length of action entered.
- Attendance Code:** Attendance code is used to automatically update the student's attendance record if In/Out-of-School suspensions or detentions are assigned.
- Zero-Tolerance: Expl:** Select Zero-Tolerance Expulsion criteria. This field will default to Z - Student was not expelled.

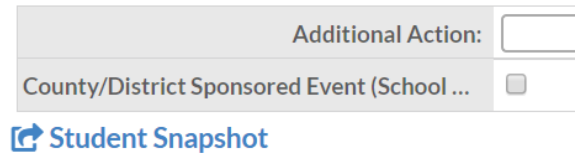
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9. **No Actions – Time Out Entries:** Enter/Select Time Out Entries if applicable. Mark all periods that apply.



10. **Additional Action:** Select additional action(s) taken. Mark all that apply.

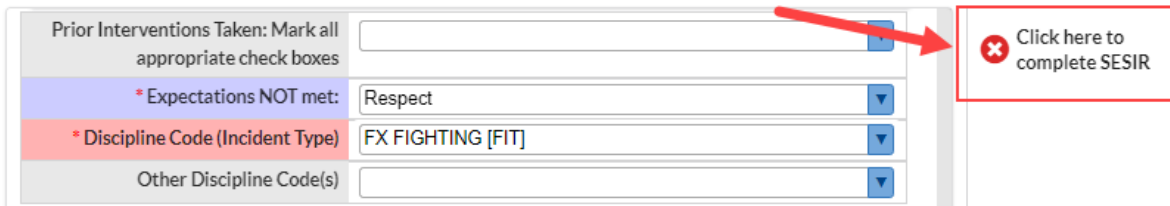
11. **Student Snapshot:** Click the link to view the student snapshot report providing a summary of the students grades, attendance, and discipline.



SESIR Codes and Processing

A School Environmental Safety Incident Reporting (SESIR) incident is considered an incident severe enough to require the involvement of a School Resource Officer (SRO) or incidents to be “Reported to Law Enforcement”.

When a SESIR Discipline Code has been selected on a referral form, the system will display an error message in the right sidebar. Click the error message to complete the SESIR.



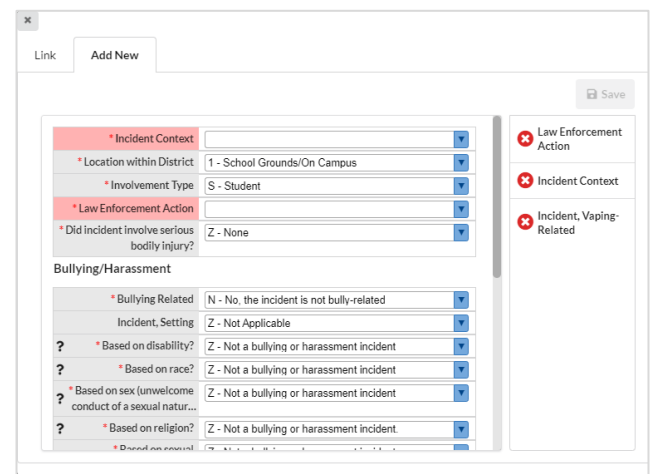
A pop-up window containing the **Discipline Incident** form once the referral is submitted. You must fill out the required information on the Discipline Incident form.

The **Add New** tab allows users to create a new SESIR incident to link to this referral. If the referral is part of an existing incident, select the **Link** tab. This avoids reporting multiple SESIRs for the same incident.

1. Complete all required fields.

All fields with a red asterisk (*) are required fields and have a default value.

2. Click Save button in the upper right corner.
3. The Referral and Discipline Incident will be added to the system.

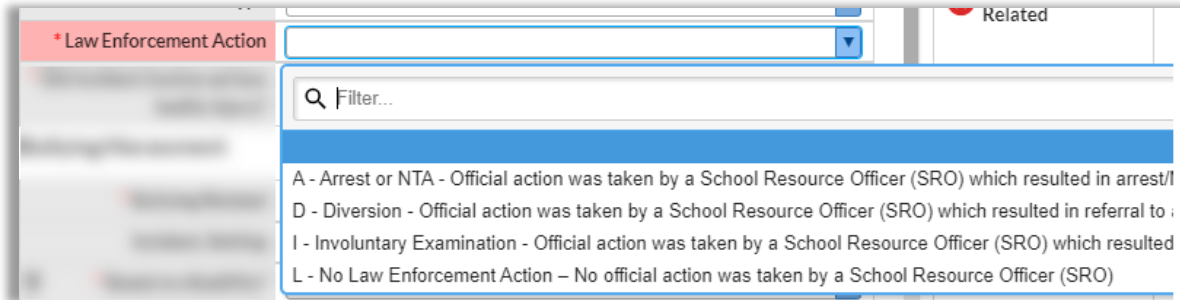


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Only 4 incident types can be noted on an SESIR discipline incident.
Make sure to refer to the Discipline SESIR Codes and Definitions.

<https://www.fldoe.org/safe-schools/sesir-discipline-data/>

Note: The Law Enforcement Action field is a required field. Make sure to select the appropriate action.



* Law Enforcement Action

Filter...

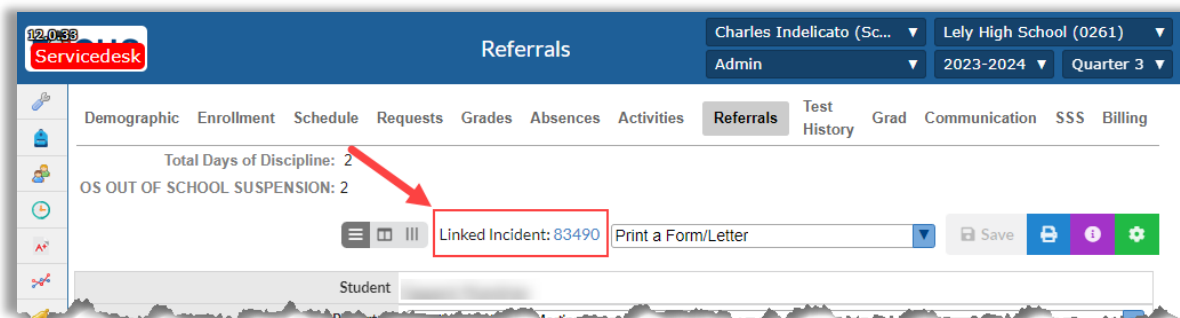
- A - Arrest or NTA - Official action was taken by a School Resource Officer (SRO) which resulted in arrest/I
- D - Diversion - Official action was taken by a School Resource Officer (SRO) which resulted in referral to
- I - Involuntary Examination - Official action was taken by a School Resource Officer (SRO) which resulted
- L - No Law Enforcement Action – No official action was taken by a School Resource Officer (SRO)

- A = arrest reports to DOE as 'A'.
- D = diversion (civil citation) reports to DOE as 'D'
- I = involuntary examination (baker act) reports to DOE as 'I'
- L = NO law enforcement action (you consulted/informed, but no 'action') reports to DOE as 'L'

FLDOE Resource: <https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-140025.pdf>

Viewing Incidents

1. Open the referral and note the incident# assigned.
2. Click the Discipline tab.
3. Select Discipline Incidents.
4. Search for and Select the incident.
5. The incident will display.



12.0.59 Servicedesk

Referrals

Charles Indelicato (Sc... Lely High School (0261)

Admin 2023-2024 Quarter 3

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Grad Communication SSS Billing

Total Days of Discipline: 2

OS OUT OF SCHOOL SUSPENSION: 2

Linked Incident: 83490 Print a Form/Letter Save

Student

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Send Back for Correction

1. Open the referral.
2. Click the Actions button (green gear icon) in the upper right corner of the referral form.
3. Select Send Back.
4. The Comment box will display.
5. Enter your comment as to why the referral is being sent back.
6. Click Send Back.

The screenshot shows the top right corner of the referral form. A dropdown menu is open, displaying several actions: Duplicate, Delete, Merge, Link Incident, and Send Back. The 'Send Back' option, which includes a circular arrow icon, is highlighted with a red box and a red circle with the number '2'. Above the menu, a green gear icon (labeled with a red circle '1') is the 'Actions' button. The form's navigation bar includes tabs for Demographic, Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, Referrals (selected), Test History, Grad, SSS, and Fees & Payments. A search bar is on the right. Below the tabs, it says 'Total Days of Discipline: 0' and 'Print a Form/Letter'.

The Referral Has Been Returned With The Following Comment: Correct grammar.

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

Close Without Processing

1. Open the referral.
2. Click the Actions button (green gear icon) in the upper right corner of the referral form.
3. Select Close without Processing.
4. The Comment box will display.
5. Enter your comment as to why the referral is being closed without processing.
6. Click Close.

This screenshot is similar to the previous one, showing the 'Actions' dropdown menu. In this instance, the 'Close Without Processing' option, which includes a red 'X' icon, is highlighted with a red box and a red circle with the number '2'. The green gear icon (labeled with a red circle '1') remains the 'Actions' button. The rest of the form's header and navigation bar are identical to the previous screenshot.

The Referral Has Been Closed With The Following Comment: Created in Error.

The screenshot shows the full referral form. At the top, it displays 'Total Days of Discipline: 9' and 'LD LUNCH DETENTION: 4 A0 AFTER SCHOOL A.S.: 4 IS IN-SCHOOL SUSPENSION: 1'. The administrator comment 'The Referral Has Been Closed With The Following Comment: Created in Error.' is shown in a red-bordered box. Below this, the form is divided into sections. The 'Student' section has a red box around the 'Reporter' field. The 'Reviewed By Admin' section shows a green checkmark and the word 'Closed', with a red arrow pointing to it. The 'Incident Date' is 11/21/2019, and the 'Submission Date' is 12/02/2019. The 'Teacher Managed Only - No administra...' field is also visible.

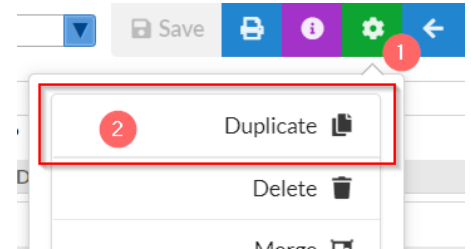
Administrator comments will display at the top of the referral form.

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Note: If a discipline action is already assigned (normally occurring with system generated referrals), the Close Without Processing option will be grayed out. In this case, you will need to delete the discipline action, save, and proceed with the close option.

Duplicating a Referral

In some instances, there may be more than one student involved in an incident. Selecting this option allows more than one student to be attached to a referral, therefore creating the same incident ID for state reporting purposes.



To duplicate a referral:

1. Open the referral you want to duplicate.
2. Click the Actions button (green gear icon) in the upper right corner of the referral form.
3. Select Duplicate.
4. The search screen will display.
5. Search and Select the student(s) involved in the incident.
6. Click the Duplicate button (green button) in the bottom right corner of the search screen.
7. The “complete” message window will display.
8. In the pop-up window, Click the referral ID number to the right of the student’s name to open the referral created, or click Close to return to the original referral.

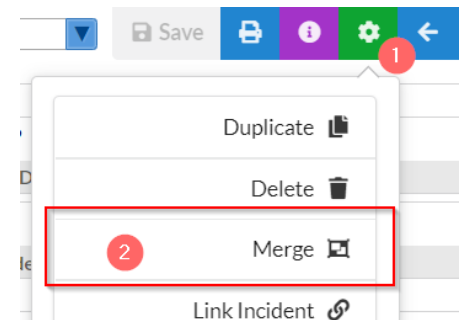
Note: Action codes are not duplicated from the original referral, but remain blank and need to be entered. Other referral fields can also be updated on the referrals as needed.

Merging Referrals

This option allows users to combine multiple referrals into one referral. For example, a student has accumulated several referrals in one day. The administrator is able to combine the unprocessed referrals into one referral and assign one action. Only unprocessed referrals in the same school and school year and with no disciplinary action records assigned can be merged.

To Merge a Referral:

1. Decide which referral will be the main (“parent”) referral and which one will be the “child”. The child referral gets merged into the parent.
2. Open the unprocessed “child” referral.
3. Click the Actions button (green gear icon) in the upper right corner of the referral form.
4. Select Merge.



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Note: If a discipline action is already assigned (normally occurring with system generated referrals), the Merge option will be grayed out. In this case, you will need to delete the discipline action, save, and proceed with the merge option.

5. Select the parent referral you want to merge this referral into.

Note: Only unprocessed referrals in the same school and school year with no disciplinary action records are available for selection.

6. Select Merge Into (green button in the bottom left corner).

Merge Referrals

Select Referral(s)

Filter: OFF

	Location:	Discipline Code (Incident Type)	Context:	Comments:	Involved in Hate Crime	Use of Alcohol	Use of Drugs	Weapon U
☐	CL - CLASS	TX TARDINESS, HABITUAL []	1 - During School Hours		No	No	No	No
☐	CL - CLASS	TX TARDINESS, HABITUAL []	1 - During School Hours		No	No	No	No

Merge Into

Cancel

7. The “complete” message window will display.
8. Click the referral ID number to open the “parent” referral, or click Close to return to view the “child” referral.
9. At the top of the “child” referral, "Merged Into" is displayed with the “parent” referral's ID number. This will only display when viewing the “child” referral. It does not display on the “parent” referral.

Referrals

Child Referral

Merged Into: 784566

Complete

This referral has been merged into: 784566

Parent Referral

Close

The child referral will no longer display in the Referrals list or in any associated reports. Only the parent referral's action and incident ID are reported to the state.

10. In the “parent” referral, assign an action and process the referral as usual.

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Un-Merge a Referral

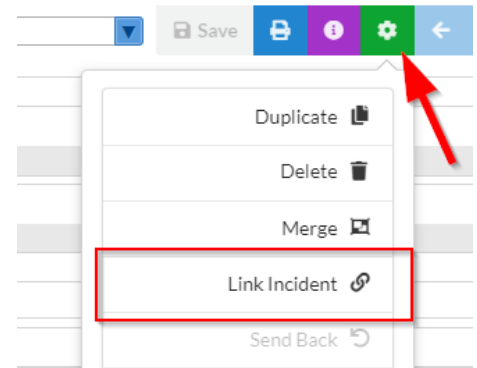
1. Open the “parent” referral.
2. Click the Actions button (green gear icon) in the upper right corner of the referral form.
3. Select Merge.
4. In the pop-up window, select the “child” referral that will be unmerged.
5. Select Unmerge.
6. In the pop-up window, Click Close.
7. The referrals unmerged. Both referrals will display in the Referrals list and in the associated reports.

Linking to Discipline Incident

A referral can be linked to a new or previously existing discipline incident.

Creating a New Discipline Incident

1. Click the Actions button (green gear icon) in the upper right corner of the referral form.
2. Select Link Incident. The link tab is displayed by default.
3. In the pop-up window, click the Add New tab.
4. Complete the form.
5. Click Save.



Link		Add New
* Incident Context		
* Location within District	1 - School Grounds/On Campus	
* Involvement Type	S - Student	
* Reported to Law Enforcement		
* Did incident involve serious bod...	Z - None	

Save

Errors

- Reported to Law Enforcement
- Incident Context

Student Discipline for Administrators

Linking an Existing SESIR Incident to the Referral

1. Click the Actions button (green gear icon) in the upper right corner of the referral form.
2. Select Link Incident. The link tab is displayed by default.
3. Select the discipline incident to link the referral to.
4. Click Link. The referral form will display.
5. The incident (event ID) in which the referral is linked to will show in at the top portion of the referral.

The screenshot shows the 'Link' tab interface. At the top, there are tabs for 'Link' and 'Add New'. Below this is a section titled 'Available' with a filter set to 'ON'. A table lists available incidents with columns for School, Year, Incident Date, School Where Incident Occurred, Incident (Event) ID, and Incident Type (Discipline Code). The incident with ID 77901 is selected. At the bottom right, a green 'Link' button is highlighted with a red arrow.

	School	Year	Incident Date	School Where Incident Occurred	Incident (Event) ID	Incident Type (Discipline Code)
☐	77881	Lely High School (0261)	2023	08/07/2023	77881	UNSUBSTANTIATED BULLY
☐	77897	Lely High School (0261)	2023	08/15/2023	77897	TP TOBACCO-POSSESSION
☒	77901	Lely High School (0261)	2023	08/15/2023	77901	TP TOBACCO-POSSESSION
☐	77907	Lely High School (0261)	2023	08/15/2023	77907	DT DRUG PARAPHERNALIA
☐	79453	Lely High School (0261)	2023	10/02/2023	79453	BH BULLYING [BUL]

Unlinking from a Discipline Incident

The link between a referral and discipline incident can be removed, if needed.

1. Click the Actions button (green gear icon) in the upper right corner of the referral form.
2. Select Link Incident. The link tab is displayed by default.
3. In the pop-up window, click the Unlink.

The screenshot shows the 'Link' tab with a section titled 'Linked'. It contains a table with one row showing a linked incident. The 'Unlink' button is highlighted with a red arrow.

School	Year	Incident Date	School Where Incident Occurred	Incident (Event) ID	Incident Type (Discipline Code) REPORT
53705	Barron Collier High (0311)	2020	2020-11-17 00:00:00	53705	WP WEAPON POSSESSION [WPO]

Student Discipline for Administrators

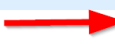
Multi-Student Events

Teachers

- Can only write individual referrals.

In the case of a fight in the classroom...Teacher writing the referral

The teacher would write a referral for each student and the administrator would need to know what students were involved so he or she can add the students to the main incident when processing them. The administrator would open the primary referral, assign discipline code and incident type as needed, enter discipline incident information, note the incident number at the top, click on the incident number listed at the top, click add referral at the bottom of the incident and add the other student referrals.

2 Referrals 														
Student	Student ID	Grade	Reporter	Incident Date	Reviewed	Closed without Processing	Referral School:	School Where Incident Occurred (if different from Referral School)	Incident (Event) ID	Incident Time:	Location:	Involved:	Possible Motivation:	Context:
Student 1	149007	8		Apr 15, 2019	✓		Barron Collier High (0311)	N/A	201810026489	01:23 pm	CL - CLASS	STUDENT	UNKNOWN	1 - During S
Student 2	149008	8		Apr 15, 2019	✗		N/A	N/A	201810026490	01:23 pm	CL - CLASS	STUDENT	UNKNOWN	1 - During S

Administrators

- Can write *individual* referrals.
- Merge referrals (used in a case where a student has received more than one referral and they want to merge them into one).
- Delete referrals (used in a case that a referral was created by a teacher or administrator in error)
- Duplicate referrals (used to copy the referral – for example, multi-student events)
- Add referrals to incidents

In the case of a fight ... Administrator writing the referral

The administrator would create the initial referral (note the incident number assigned), duplicate the referral for the others involved, click the incident number at the top of the referral, the incident will open with selected students automatically noted at the bottom (note if the duplicate referral feature was not used, then you would have to click the add referral link, search for the other referrals, and add) and then you can proceed with assigning actions to the students.

Student Discipline for Administrators

2 Referrals 

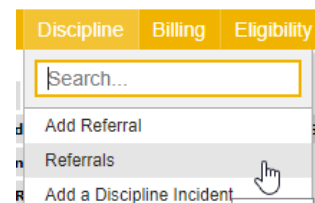
Add Referral Search 

Student	Student ID	Grade	Reporter	Incident Date	Reviewed	Closed without Processing	Referral School:	School Where Incident Occurred (if different from Referral School)	Incident (Event) ID	Incident Time:	Location:	Involved:	Possible Motivation:	Context
- Student Name	123456	12		Apr 15, 2019			Barron Collier High (0311)	N/A	201810026491	09:00 am	CL - CLASS	STUDENT	UNKNOWN	1 - Durin
- Student Name	123456	12		Apr 15, 2019			Barron Collier High (0311)	N/A	201810026491	09:00 am	CL - CLASS	STUDENT	UNKNOWN	1 - Durin

Viewing a Referral

Menu Option

1. Click the Discipline tab.
2. Select Referrals.
3. The Search screen will display.
4. Enter search criteria.
5. Click Search.



The Referrals screen will display a list of all referrals submitted.

FOCUS Referrals Christie Paul (Teacher) Barron Collier High (0311) 2018-2019 01 - 101 - 2-D STUDIO ART 1 Quarter 4

Students Scheduling Grades Attendance **Discipline** School Information My Information Reports

Search Screen **Simple List** Include Inactive All Years Classroom

3 Referrals Found Save

Export:   Filters: OFF Toggle Columns Page Size: 20

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Closed without Processing	Sent back for Correction	Classroom	Teacher Code	Incident	Action Code
Student Name	12	Paul, Christie	03/11/2019	03/22/2019 07:52am					Y	Disruption	N/A	
Student Name	09	Paul, Christie	03/11/2019	03/22/2019 08:09am				Yes		Profanity Toward Staff	N/A	
Student Name	09	Paul, Christie	03/12/2019	03/22/2019 08:18am						Profanity	N/A	LD LUNCH DETENT

Click the student name to view the individual referral.

Portal Page

The "New Referrals" link in the Portal Alerts module on portal page will also navigate to the referrals screen listing unprocessed referrals. These referrals will remain continue to display until they are processed.

Alerts

 **13 new referrals**

 [57 teachers haven't taken attendance today](#)

 [57 teachers haven't taken attendance yesterday](#)

 [2 students absent today](#)

 [22 students absent yesterday](#)

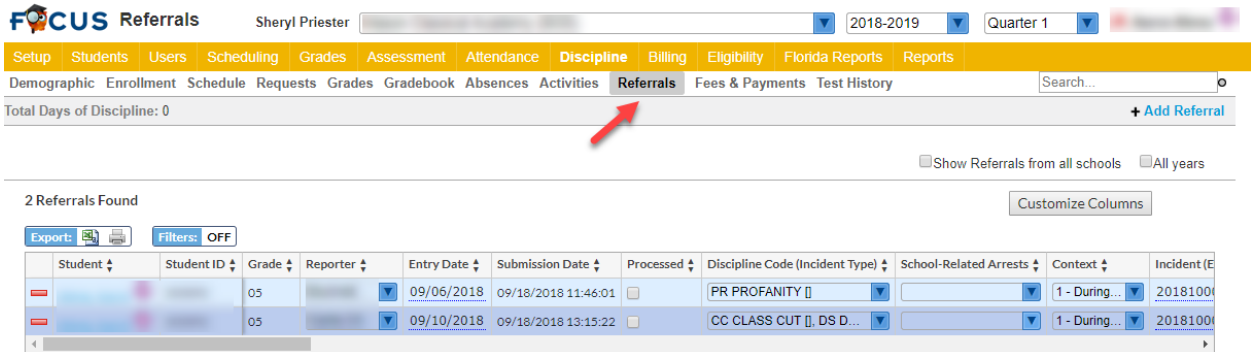
the

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.

Student Discipline for Administrators



FOCUS Referrals Sheryl Priester 2018-2019 Quarter 1

Setup Students Users Scheduling Grades Assessment Attendance **Discipline** Billing Eligibility Florida Reports Reports

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities **Referrals** Fees & Payments Test History

Total Days of Discipline: 0 [+ Add Referral](#)

☐ Show Referrals from all schools ☐ All years

2 Referrals Found [Customize Columns](#)

Export: Filters: OFF

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Discipline Code (Incident Type)	School-Related Arrests	Context	Incident (E
		05		09/06/2018	09/18/2018 11:46:01		PR PROFANITY []		1 - During...	2018100
		05		09/10/2018	09/18/2018 13:15:22		CC CLASS CUT [], DS D...		1 - During...	2018100

Editing a Referral

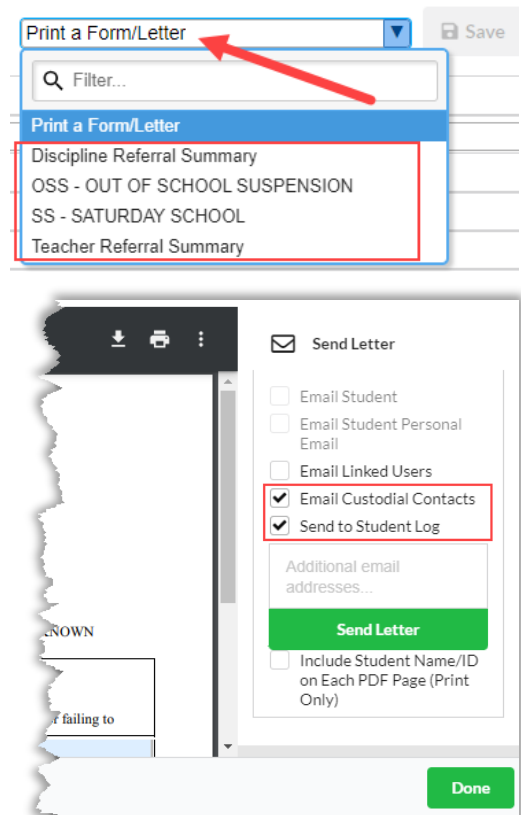
1. Open the referral.
2. Make changes as needed.
3. Click Save in the upper right corner of the screen.

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 the appropriate letter template.
 - a. Teacher Referral Summary = Teacher Referrals
 - b. Discipline Referral Summary = Administrative or major referrals
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.



Print a Form/Letter

Filter...

Print a Form/Letter

- Discipline Referral Summary
- OSS - OUT OF SCHOOL SUSPENSION
- SS - SATURDAY SCHOOL
- Teacher Referral Summary

Send Letter

- ☐ Email Student
- ☐ Email Student Personal Email
- ☐ Email Linked Users
- ☒ Email Custodial Contacts
- ☒ Send to Student Log

Additional email addresses...

[Send Letter](#)

☐ Include Student Name/ID on Each PDF Page (Print Only)

[Done](#)

Per Florida State Statute states Each suspension (OSS/ISS) and the reason **must be reported in writing within 24 hours to the parent** by United States mail.

Student Discipline for Administrators

Deleting a Referral

Teachers and Administrators cannot delete referrals. If a referral has been created in error, select Send Back for Correction with the comment: Created in error.

Discipline Reports

The Discipline menu allows administrators to generate discipline reports, identify discipline trends, and utilize the data to implement behavior management support systems.

Students with Referrals

The Students with Referrals identifies students and the number of discipline referrals accrued. Note: To view all students with at least 1 referral, leave the student field blank and click the Search button.

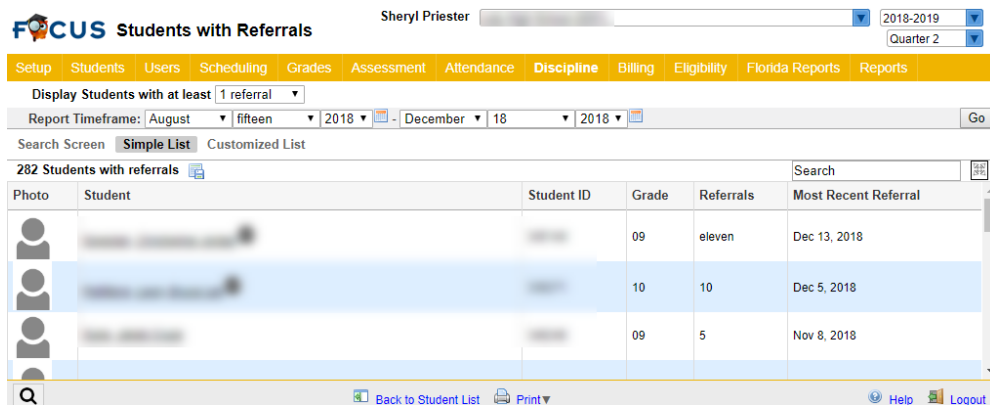
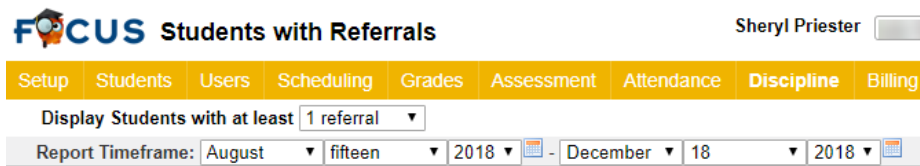


Photo	Student	Student ID	Grade	Referrals	Most Recent Referral
	[Redacted]	[Redacted]	09	eleven	Dec 13, 2018
	[Redacted]	[Redacted]	10	10	Dec 5, 2018
	[Redacted]	[Redacted]	09	5	Nov 8, 2018

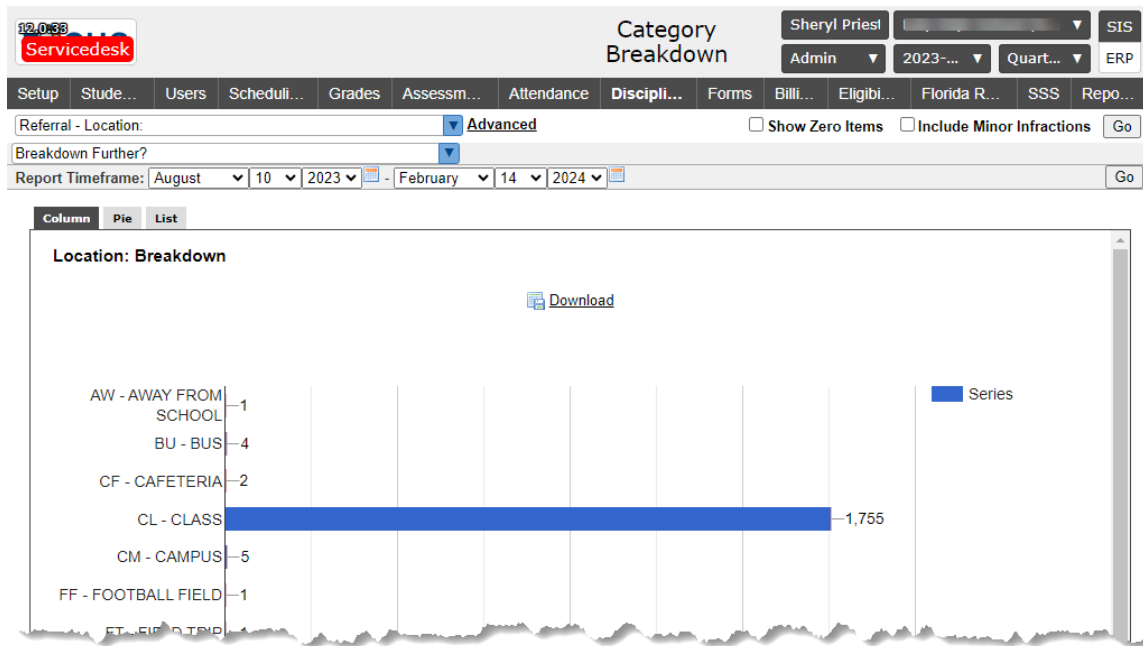
Use the Display Students with at least pull down to filter the report by total number of referrals; once a number is specified the page will automatically update.



Student Discipline for Administrators

Category Breakdown

The Category Breakdown Report displays graphical representations of conduct data, allowing administrators to track discipline trends.



Use the drop-down menus to select discipline categories. Upon selecting a category, a second Breakdown Further drop-down menu displays; this second drop-down can further refine a Student Field to cross-compare the Discipline Category.

This close-up shows the filter section of the report. It includes a 'Referral - Location' dropdown menu set to 'Advanced', a 'Breakdown Further?' dropdown menu, and a 'Report Timeframe' section with date pickers for August 10, 2023, and February 14, 2024.

Note: Categories are based upon the non-text fields that are available in a school's Referral Form.

Student Discipline for Administrators

Referrals Log

The Referral Log summarizes referrals and discipline history of a student; usually for official meetings or court appearances.

1. Click the Discipline tab.
2. Select Referral Log.
3. Enter your search criteria for the student(s) you want to view on the Referral Log.
4. Beneath the search box, select **Include All Referrals from All Years and All Schools** if needed.
5. Select **Include Unprocessed Referrals** to include referrals that have not yet been processed (reviewed by an administrator).
6. Select **Include Minor Infractions** if you would like to include minor infractions on the report.
7. Under **Include in Referral Log**, select each referral field to include on the log..

12.0.33
Servicedesk

Select Student/Staff Referral Log

Sheryl Priester Lely High School (0261) SIS
Admin 2023-2024 Quarter 3 ERP

Setup Stude... Users Scheduli... Grades Assessm... Attendance Discipli... Forms Billi... Eligibi... Florida R... SSS Repo...

Student Search

Student

More Search Options

☐ Include All Referrals from All Years and All Schools

☐ Include Unprocessed Referrals

☐ Include Minor Infractions

Include in Referral Log:

☒ Submission Date

☒ Reporter

☐ Minor Infractions

☒ Actions Taken By Discipline Staff.

☒ Additional Action:

☐ Contact Type:

8. Click Search.
9. On the next screen, next to each applicable student, or click **Select All** at the top of the screen to select all students in the list.
10. Click Get Referrals button in the upper right portion of the screen.

12.0.33
Servicedesk

Select Student/Staff Referral Log

Sheryl Priester Lely High School (0261) SIS
Admin 2023-2024 Quarter 3 ERP

Setup Stude... Users Scheduli... Grades Assessm... Attendance Discipli... Forms Billi... Eligibi... Florida R... SSS Repo...

Including In Referral Log:

☒ District Logo ☒ Include Inactive ☒ Search All Schools ☒ Submission Date ☒ Reporter ☒ Actions Taken By Discipline Staff: ☒ Additional Action:

☒ Discipline Code (Incident Type) ☒ Other Discipline Code(s) ☒ Comments:

Select All Unselect All

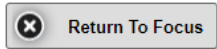
Export Filter: OFF

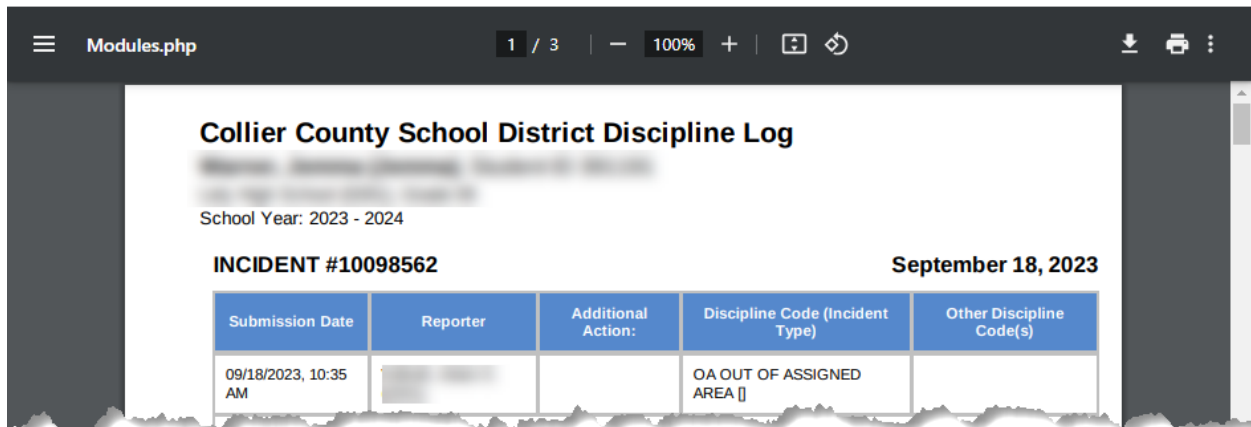
Get Referrals Search Again

Select	Student ID	Student Name	School	Grade	Referrals
☒			0261 Lely High School (0261)	09	4

Student Discipline for Administrators

11. The PDF preview is generated with each student's log starting on a separate page. This can be saved to your computer or printed.


 Return To Focus



The screenshot shows a web application interface for the 'Collier County School District Discipline Log'. The interface includes a header with a menu icon, the text 'Modules.php', and navigation controls (1 / 3, 100%, zoom in/out, and a refresh icon). The main content area displays the title 'Collier County School District Discipline Log', followed by 'School Year: 2023 - 2024'. Below this, it shows 'INCIDENT #10098562' and the date 'September 18, 2023'. A table with five columns is displayed, containing one row of data.

Submission Date	Reporter	Additional Action:	Discipline Code (Incident Type)	Other Discipline Code(s)
09/18/2023, 10:35 AM			OA OUT OF ASSIGNED AREA []	