



Discipline Referrals – Non-Instructional Staff

Referrals

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

Referral Types

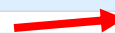
There are two types of referrals, Minor Infraction and Administrative.

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 <input checked="" type="checkbox"/>  Teacher Discipline Code * <input type="text" value="Disruption"/>	Reviewed by an Administrator No Teacher Managed only - NO administrative action needed <input type="checkbox"/>  Teacher Discipline Code * <input type="text" value="Profanity"/>
Checkbox populates based on the Discipline Code selected.	
<ul style="list-style-type: none"> • Disruption • Failure to Follow • Insubordination/Disobedience 	<ul style="list-style-type: none"> • Abusive Behavior • Class Cut • Fighting-Minor/Mutual Altercation • Profanity • Profanity towards Staff • Tardiness, Habitual

Infraction Referral → Administrative Referral

An 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	N/A	
		09	Paul, Christie	03/12/2019	03/21/2019 02:27pm				Y	Disruption	N/A	
		09	Paul, Christie	03/13/2019	03/21/2019 02:29pm				Y	Disruption	N/A	
		09	Paul, Christie	03/15/2019	03/21/2019 02:52pm					Disruption	N/A	



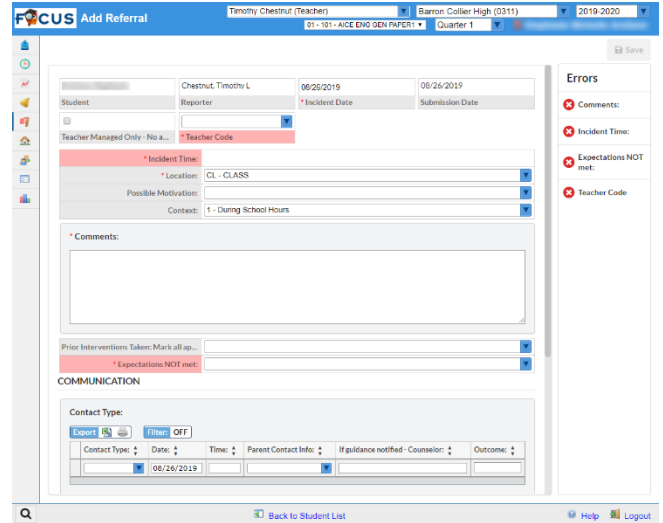
Make sure the profile type in the top portion of the screen reflects Teacher. This excludes Administrators responsible for processing referrals.



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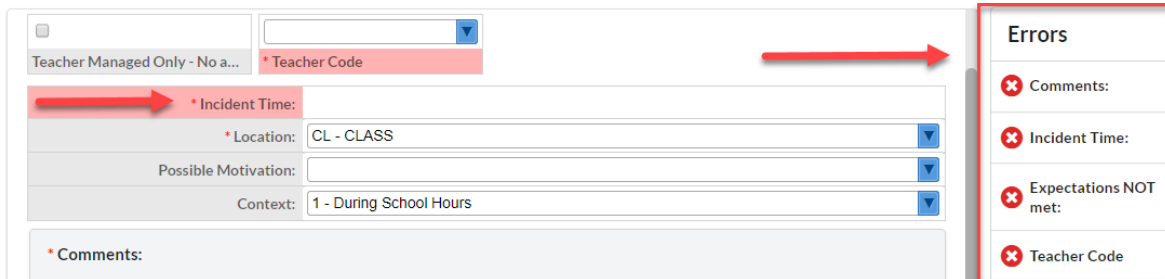
Creating a Referral

1. Click the Discipline tab.
2. Select Add Referral.
3. Search for and Select the Student.
You can only create a referral for one student at a time. Make sure to select Search the Entire School.
4. The referral form will display.



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.

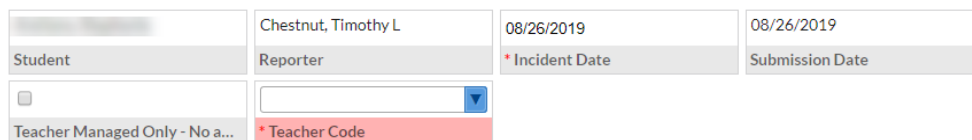


The Errors box only appears when entering a new referral, and NOT when updating an existing referral. Alerts disappear automatically as the fields are filled in. When every requirement has an entry, the box will disappear and the save button will turn red.

Completing the Referral Form

From the referral form:

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



3. Enter the time (hours:minutes (AM/PM)).
4. Select the location.
This field will default to Class. Update as needed.
5. Select who the incident involved.
This field will default to Student. Update as needed.

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- Select the Possible Motivation.
- 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

- In the Comments box, enter the 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 (student id, initials, etc.).

* Comments:

- Select the Prior Interventions Taken. Select all that apply.
- Select the Expectations NOT Met. Select all that apply.

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

- Select the Communication/Contact Type if applicable.

Contact Type:

Export

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. Add additional rows as needed.

Contact Type:

Export

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

- Once the form requirements are complete, Click the Save button in the upper right corner of the form.
- In the pop-up window, click Go to Referral to view the referral in the Referrals screen or Enter Another Referral to go back to the Add Referral screen.

Complete

The referral has been created.

Go To Referral
or
Enter Another Referral

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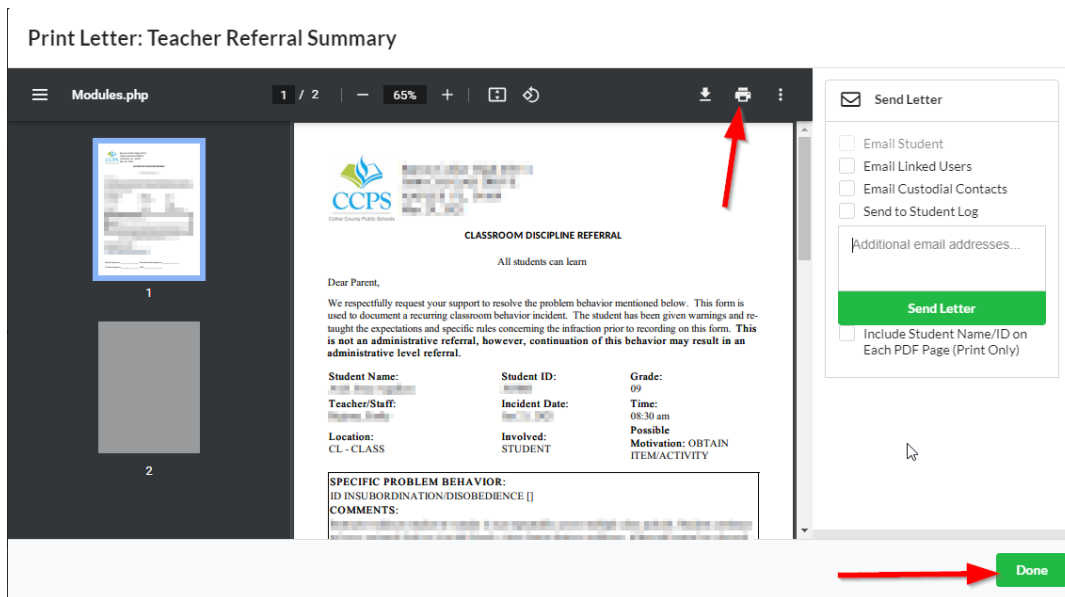
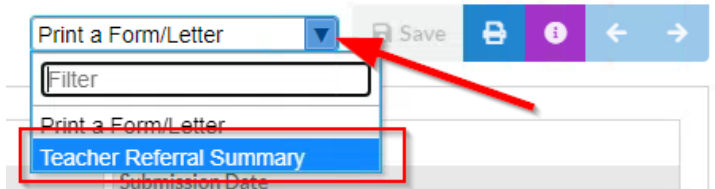
Editing a Referral

Non-Administrative staff can only edit infraction referrals or administrative referrals returned for correction. Non-Administrative staff 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.
6. Click the **green** Done button in the bottom right portion of the screen to return to the referral screen.

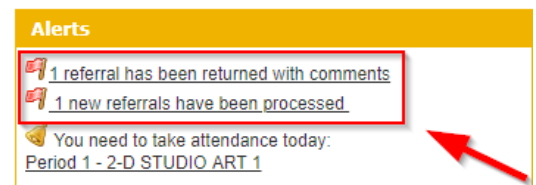


Deleting a Referral

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

Administrative Referral Status

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



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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	No portal alert	Portal alert
No further action needed.	No further action needed.	Action needed.

Sent Back for Correction

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

1. Open the referral.
2. Review administrator comments.
Note: Administrator comments will display at the top of the referral form.
3. Make changes as needed/requested.
4. Click Save.
5. The referral will be resubmitted for processing.

The screenshot shows the FOCUS Referrals interface. At the top, there are dropdown menus for 'Timothy Chestnut (Teacher)', 'Barron Collier High (0311)', and '2019-2020'. Below these are '01 - 101 - AICE ENG GEN PAPER1' and 'Quarter 1'. A navigation bar includes 'Students', 'Scheduling', 'Grades', 'Attendance', 'Discipline', 'School Information', 'My Information', 'Forms', and 'Reports'. Under 'Discipline', there are sub-tabs for 'Demographic', 'Gradebook', 'Absences', and 'Referrals'. A search bar is present. Below the navigation, it says 'Total Days of Discipline: 0'. A red-bordered box highlights a message: 'The Referral Has Been Returned With The Following Comment: spelling correction'. Below this, a form shows fields for 'Student', 'Reporter' (Chestnut, Timothy L), 'Incident Date' (08/26/2019), and 'Submission Date' (08/26/2019).