

Forms – 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.

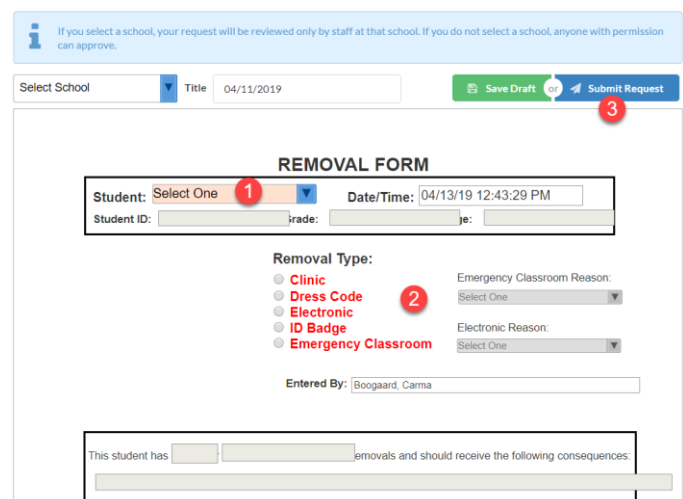
- **Clinic Pass** – Student needing a pass to go to the Clinic.
 - Automatically sends a notice to Clinic Contacts on file.
 - No removal penalty.
- **Dress Code** – Violation of the District's or School's uniform policy.
 - Notification sent based on school policy.
 - Penalty assigned based on school policy.
- **Electronic** – 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** – 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** – Student causes a significant disturbance in the classroom which prevents 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). The referral may be completed then or by days' end, depending on school policy.
- **Face Covering** – Violation of the District's or School's health and safety policy.
 - Notification sent based on school policy.
 - Penalty assigned based on school policy.

**** Consequences are not automatically assigned based on penalty settings. ****

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.



Forms – Removals

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

Viewing Removal Penalties

To View removal penalties that have been setup by your Administrator:

1. Click the Setup tab.
2. Select School Information.
3. Select School Administration from the left sidebar menu.

FOCUS School Information SIS ERP Sheryl Priester Pine Ridge Middle (2021) 2019-2020 Quarter 2

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Pine Ridge Middle (2021) Save B

School Number: 0001

Filter fields...

- General Info
- Report Card Message
- Scheduling Info
- School Administration** 1

School Administration

Removal Penalties 2

Export Filter: OFF

Removal	Penalty Count From	To	Penalty	Penalty Type
Dress Code	1	1	Warning	Warning
Dress Code	2	2	Lunch detention	Lunch Detention
Dress Code	3	3	Before/after sch	After School Detention

Assigning Consequences

Consequences are not automatically assigned based on penalty settings. Consequences are assigned manually.

The suggested process is:

1. Review the Removal notification received.
2. Reference the removal penalties that have been set up by the Administrator.
3. Assign consequence as needed.

Note: Process may differ based on school protocols.