

# Introduction to: Discipline

*An Administrators Guide*

*April 2021*



# Agenda

- Overview
- Establish Pre-Requisites
  - Referral Destinations
  - Default Destinations
  - Employee Referral Departments
  - Discipline authorization
  - PBIS Information Data
- Review Teacher Referrals
- Record Administrative Actions & Comments
- Record PBIS Information
- Schedule Suspensions/Detentions
- Generate Parent/District Letters
- Record Safe Schools / State Reporting Data
- Analyze Discipline Statistics & Reporting

## Additional Features

- Student Profile
- Viewing Teacher Anecdotal



# Overview

Student achievement increases when teachers are capable of effectively managing the classroom. The Administrative Discipline functionality in ClassMate provides a school's administrative team with the tools necessary to support teachers in their efforts to maintain a controlled, positive classroom environment.

As with other processes, it is imperative to establish proper internal policies and procedures from which to manage your school's discipline code. Administrators must set clear expectations as to what constitutes proper behavior within the classroom and anywhere on school grounds.

Students and teachers should be provided with written documentation as to inappropriate behavior and related consequences, which should be carried out consistently and fairly for all students.

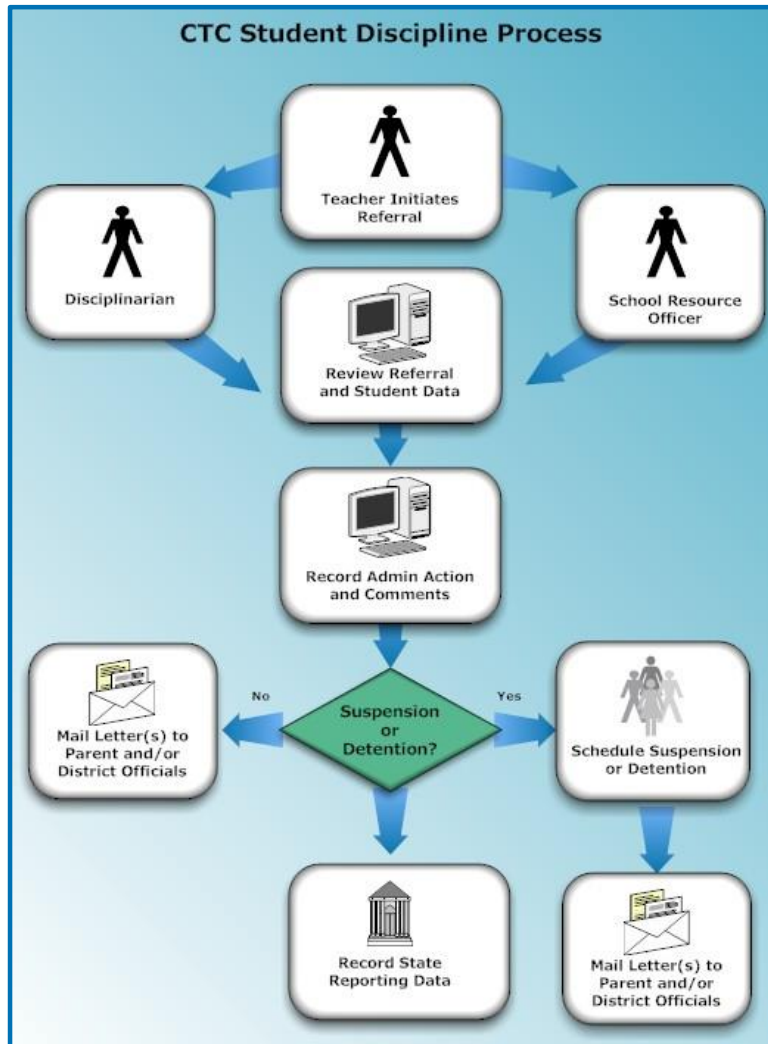


# The Discipline Process

- Review Teacher Referrals
- Reference Related Student Data
- Record Administrative Actions
- Schedule Suspensions/Detentions
- Generate Parent/District Letters
- Record State Reporting Data
- Review Discipline Data Validations
- Analyze Discipline Statistics
- Improve Classroom Management



# The Discipline Process



Student Discipline is a team process shared between:

- Teachers
- Disciplinarian
- School Resource Officer
- Admin
- Clerical Staff
- Parents
- Sending School



# Discipline: Pre-Requisites

## Before We Begin (Mandatory Step)

Prior to utilizing the Discipline functionality in ClassMate, the following documentation must be gathered and available for use.

- Student Handbook with approved discipline
- Policy and procedures.
- Discipline Letter Samples



Prior to using the Discipline module a few areas within base data must be setup. This data will ensure the discipline module functionality will perform as expected.

- Employee Referral Departments
- Referral Destinations
- Default Destinations
- Discipline authorization
- Discipline Codes (Infraction list)
- Discipline Master Codes (Actions list)
- Discipline Email Notification



# Discipline: Pre-Requisites

## Base Data Terms

The following pre-requisites must be established prior to introducing the Discipline function to teachers.

- **Referral Destinations** – Any personnel to whom a student with a discipline referral may be sent, usually Admin staff members, set up within the Master Codes table (Codes: 000251 – 000299).
- **Default Destination** – The key (default) Disciplinarian within the school, who handles most student discipline referrals, must be set as default.
- **Employee Referral Departments** – Any employee with rights to view and/or edit student referrals, must be set up in Employee Management.
- **Authorized Discipline Employees** – Those Admin team members, who have proper credentials, giving them certified authority to impose in-school and out-of-school suspensions for students.
- **PBIS Information** – Although this is not an area that teachers will use or see, PBIS Information can be set up so that Administrators can identify how they will sustain the PBIS framework for the student in need.



# Discipline: Pre-Requisites

## Base Data : Referral Destinations & Default Destination

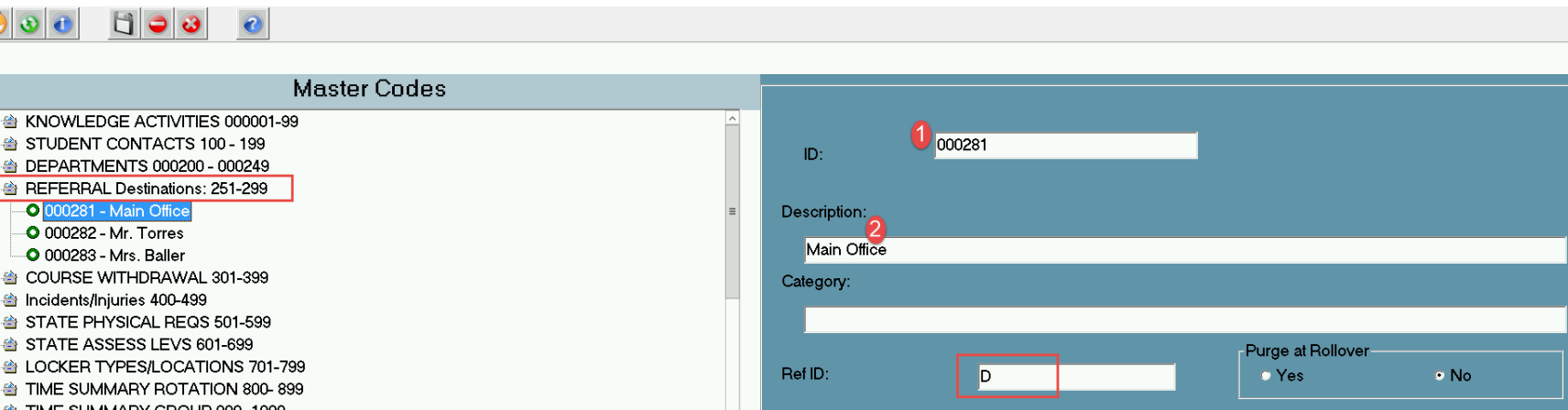
The referral destination is **“Who the referral will go to”** . For example, John Smith, Assistant Principal.

Referral Destinations are setup in **Master Codes Maintenance**.

Referral Destinations are restricted to codes **000251 – 000299**



- Select the folder **Referral Destinations 251-299**
- Expand the folder by clicking the + sign to the left of the folder.
- Enter first available code in the **ID** field. ( Below )
- Type the name of the individual the referral will be sent to in the **Description** Field. ( Below)
- Insert the letter **D** in the **Ref ID** field for the **DEFAULT** referral destination. Please note there can only be **ONE** referral destination identified as the default.


 A screenshot of the 'Master Codes' application interface. On the left is a tree view of code categories, with 'REFERRAL Destinations: 251-299' expanded and '000281 - Main Office' selected. On the right is a form for editing a code. The form fields are: ID (000281), Description (Main Office), Category (empty), Ref ID (D), and Purge at Rollover (radio buttons for Yes and No). Red numbers 1 and 2 are placed above the ID and Description fields respectively. A red box highlights the Ref ID field.




# Discipline: Pre-Requisites

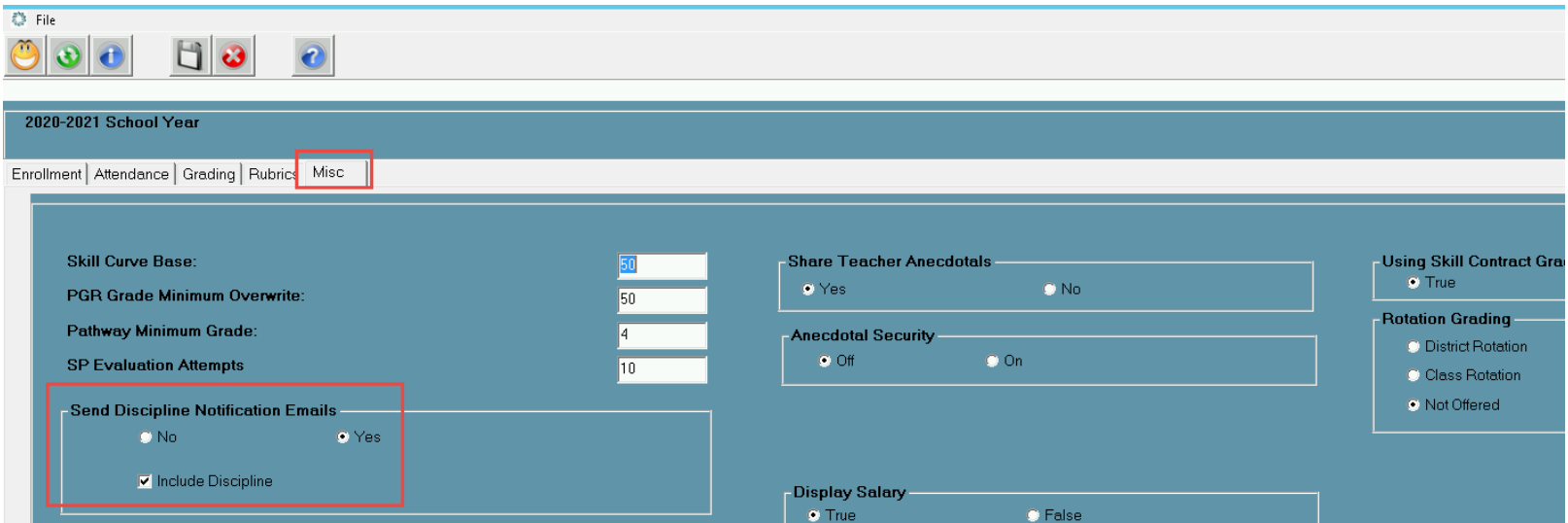
## Base Data : Email Notifications

Employees can be set up to receive Discipline Email Notifications for entered referrals.

This functionality must first be enabled at your site using the **ClassMate Custom Control** module > **Misc** tab.

When set to **Yes** users set up in Employee Management (directions on P.11) will receive an email notification sent their email address for Referral Departments they are assigned.

You can also choose to include the Offense Type in the email.



The screenshot shows the 'Misc' tab in the ClassMate Custom Control interface. The 'Send Discipline Notification Emails' section is highlighted with a red box. It contains the following settings:

- Send Discipline Notification Emails:**  No,  Yes
- Include Discipline:**

Other visible settings include:

- Skill Curve Base:** 50
- PGR Grade Minimum Overwrite:** 50
- Pathway Minimum Grade:** 4
- SP Evaluation Attempts:** 10
- Share Teacher Anecdotal:**  Yes,  No
- Anecdotal Security:**  Off,  On
- Using Skill Contract Gra:**  True
- Rotation Grading:**  District Rotation,  Class Rotation,  Not Offered
- Display Salary:**  True,  False

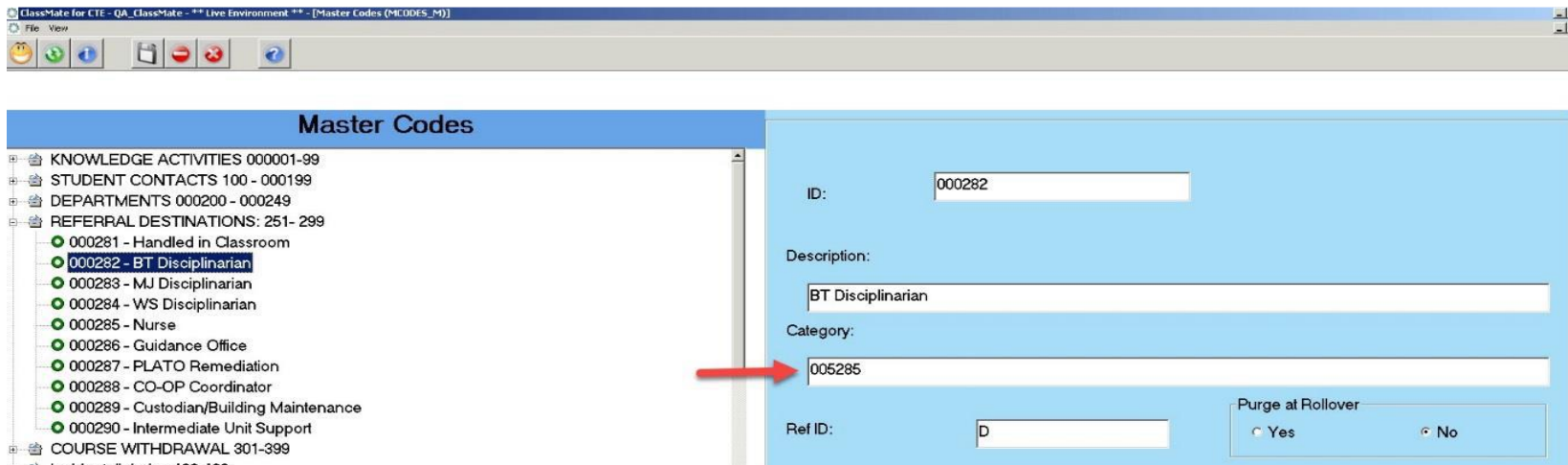


# Discipline: Pre-Requisites

## MULTI LOCATION Set Up

If you are a Multi Location site and would like your Discipline Referral Sent To: drop down listing to Default to a Disciplinarian for a specific location please follow set up instructions below:

- Select the folder **Referral Destinations 251-299**
  - Expand the folder by clicking the + sign to the left of the folder.
  - Enter first available code in the **ID** field.
  - Type the name of the individual the referral will be sent to in the **Description** Field.
  - Enter the cooresponding 6-digit Location ID number in the **Category** Field.
  - Insert the letter **D** in the **Ref ID** field for the **DEFAULT** referral destination.
- Please note there can only be **ONE** referral destination identified as the default per **LOCATION**.



The screenshot shows the 'Master Codes' application window. On the left, a tree view shows the folder structure: KNOWLEDGE ACTIVITIES 000001-99, STUDENT CONTACTS 100 - 000199, DEPARTMENTS 000200 - 000249, and REFERRAL DESTINATIONS: 251- 299. Under the 'REFERRAL DESTINATIONS' folder, the code '000282 - BT Disciplinarian' is selected. On the right, the form fields are populated: ID: 000282, Description: BT Disciplinarian, Category: 005285, and Ref ID: D. A red arrow points from the '005285' in the Category field to the '000282 - BT Disciplinarian' entry in the tree view. The 'Purge at Rollover' section has 'No' selected.



# Discipline: Pre-Requisites

## Base Data : Employee Referral Departments & Discipline Authorization



Employees authorized to respond to a referral must be flagged “**Yes**” for Discipline Authorization on the Employee Management > Discipline tab.

They can also receive Email Notifications for flagged Referral Departments.

1. Select **Employee** viewing discipline referrals
2. Click the **Discipline** Tab
3. **Referral Dept:** Select the Referral Department or Employee name from the drop down
4. **Email Notification for this Department:**  
Default = No, if you want the Employee to receive Email Notifications of submitted Student Referrals for the selected **Referral Department** select the **Yes** radio button  
This will then display in above grid as **Email Notification “Y”** when save is complete
5. **Discipline Authorization:** Click No, Yes or Default to authorize the employee to respond to a discipline referral
6. Click **Add**
7. Click **Save**

After Save is completed the added Referral Department information will display in top grid

To Remove a Referral Department from Employee > click selection on grid > click Clr button > Save



# Discipline: Pre-Requisites

## Base Data : Employee Referral Departments & Discipline Authorization



### Getting Started

Personnel Management > Employee Management > Discipline Tab

ClassMate for CTE - QA\_ClassMate - \*\* Live Environment \*\* - [Employee Management (EMPMPG2\_M)]

File Edit View Report

Employees

Employee Search  
Alpha

Blue indicates Inactive Employee

Employees

- Ackerman, Christopher
- Adams, Aaron
- Allen, Gordon
- Allen-Bennett, Stephanie
- Allison, Amanda
- Allland, James J
- Andresen, David
- Andrew, Corey D
- Arner, Jamie
- Arnt, Michael
- Bagley, Pat
- Bagley, Patrick
- Bailey, Sian
- Baird, Richard C
- Bamhart, Robert M
- Bar, Mary L
- Batten, Florence
- Beears, Kelly
- Beiler, Brian H
- Beiler, Meg
- Belch, Brandie D
- Bell, Dornell
- Benedict, James L
- Benhardt, Richard
- Bertoli, Wendy S
- Bertoli/McFalls,
- Belancourt, Samuel

Gordon Allen, #000001058

General | Position | PIMS | PIMS Assignment | Discipline | Miscellaneous | Course Assignment

Discipline

Discipline Information

Referral Department(s)	Email Noti...
BT Disciplinarian	Y

Referral Dept.: - Select a Referral Department

Email Notification for this Department

No  Yes

Discipline Authorization

No  Yes  Default



# Discipline: Pre-Requisites

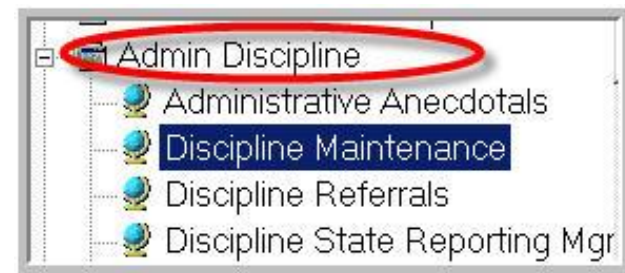
## Base Data : Discipline Maintenance

The Discipline codes or infractions the teacher will select from a drop down menu must be entered into ClassMate. The Discipline Codes or Infractions should mirror the Student Code of Conduct that appears in your handbook.

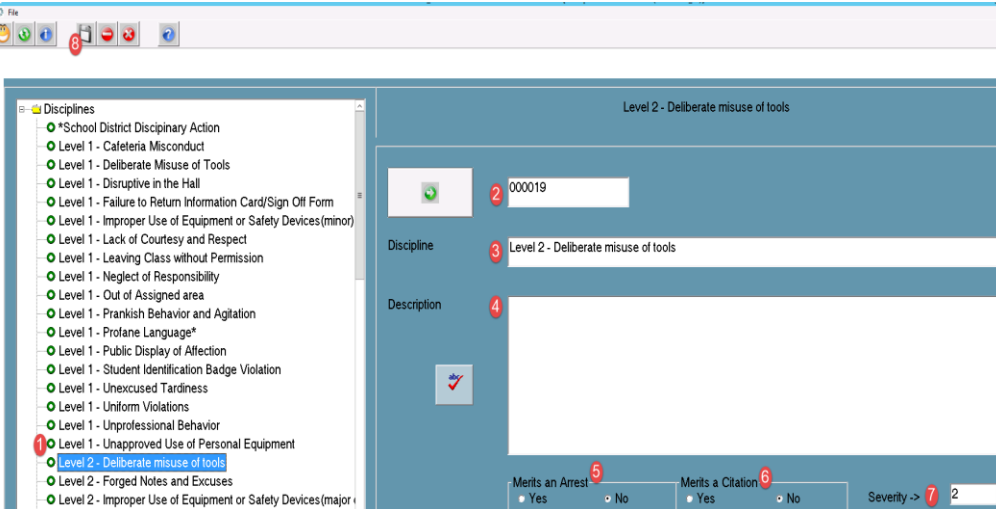
1. Expand the Disciplines folder by clicking the + sign to the left of the folder
2. Click the **Green Arrow** button to auto-generate the next ID
3. Enter the New Discipline code or Infraction
4. Enter a brief description; should mirror your handbook language
5. Indicate if the infraction COULD warrant an arrest
6. Indicate if the infraction COULD warrant a citation
7. Select Severity for internal identification
8. Click Save

### Getting Started

Double click **Admin Discipline** > Click **Discipline Maintenance**



**Tip:**  
 Code Naming as L1 / L2 / L3 in front of Discipline Name to quickly identify Severity levels



 A screenshot of a web browser displaying the 'Discipline Maintenance' form. The browser window has a red '6' next to the address bar. The form has a left sidebar with a list of discipline codes, including 'Level 2 - Deliberate misuse of tools' which is selected. The main form area contains:
 

- A green arrow button (labeled '2') and a text input field containing '000019'.
- A 'Discipline' dropdown menu (labeled '3') with 'Level 2 - Deliberate misuse of tools' selected.
- A 'Description' text area (labeled '4') which is currently empty.
- At the bottom, there are two radio button groups: 'Merits an Arrest' (labeled '5') with 'No' selected, and 'Merits a Citation' (labeled '6') with 'Yes' selected.
- A 'Severity' dropdown menu (labeled '7') with '2' selected.

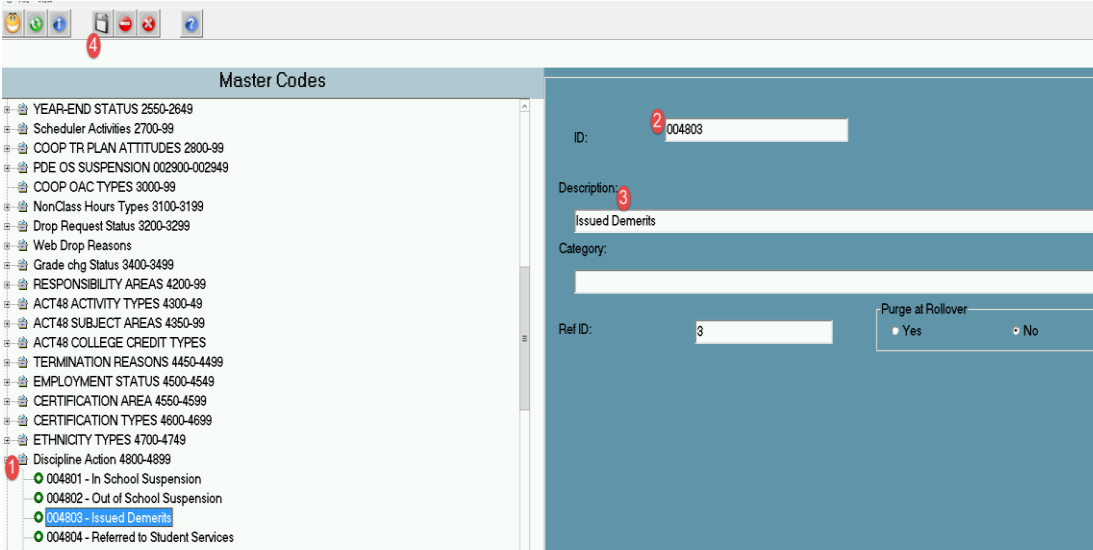
# Discipline: Pre-Requisites

## Base Data : Discipline Actions

The Discipline Actions created in Master Codes Maintenance will populate the list of Actions that the Administrator can select from the Administrative Action drop down in the Discipline Referrals module on the Actions tab.

The actions created here will be visible for all administrators from all locations if your school has multiple locations.

1. Expand the Discipline Actions folder by clicking the + sign to the left of the folder
2. Enter the next sequential ID. You must use only the available ID Range.
3. Enter the New Discipline Action Description
4. Click Save

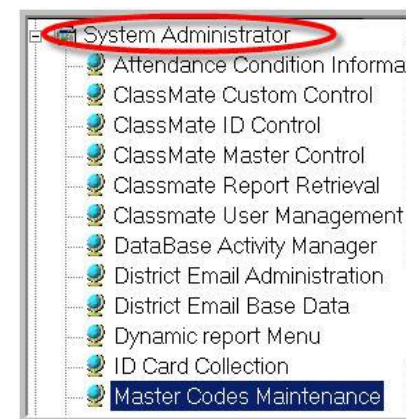


The screenshot shows the 'Master Codes' application interface. On the left, a tree view lists various code categories, with 'Discipline Action 4800-4899' expanded. The main form contains the following fields:

- ID:** 004803 (with a red '2' above it)
- Description:** Issued Demerits (with a red '3' above it)
- Issued Demerits:** (empty field)
- Category:** (empty field)
- Ref ID:** 3
- Purge at Rollover:** Yes (selected), No

## Getting Started

Double click **System Administrator** >  
 Click **Master Codes Maintenance**



# Discipline: Pre-Requisites

## Base Data : PBIS Information Data

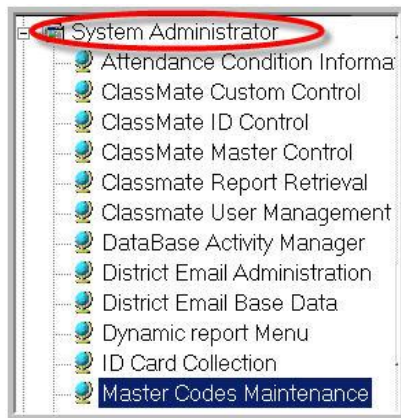
The PBIS Data codes created in Master Codes Maintenance will populate the PBIS Data tab that the Administrator can use in the Discipline Referrals module.

This data set can be used in any way a school wishes to use it. However, you should recognize that the information is tied to a students individual discipline referral.

Before you begin, you should already have identified what the (up to) 10 PBIS Field headings will be. After you make the determination, you will then be able to identify up to 98 drop down choices to go under each heading.

## Getting Started

Double click **System Administrator** > Click **Master Codes Maintenance**



# Discipline: Pre-Requisites

## Base Data : PBIS Information Data – Creating the Heading Names for your Dropdown Selections

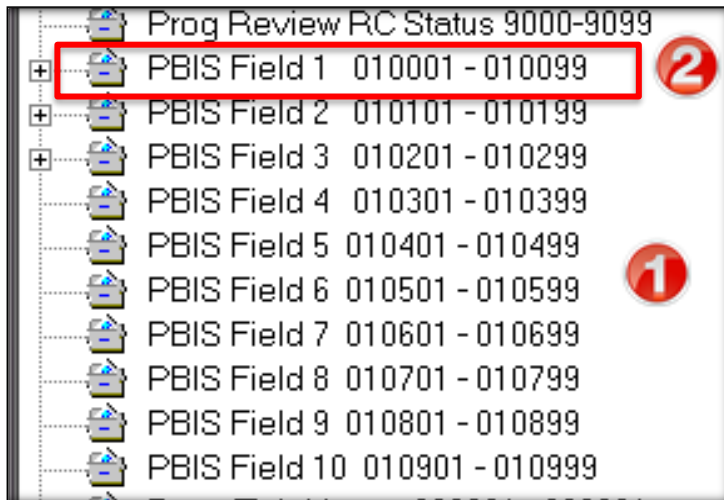
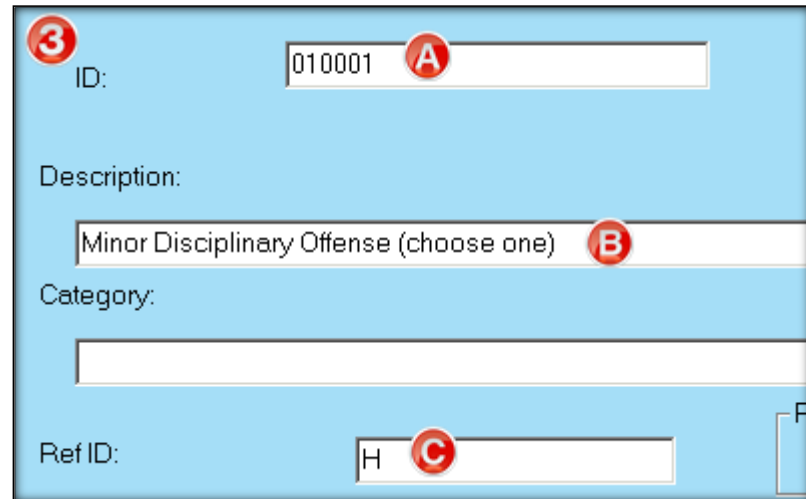
1. Locate the PBIS Fields (10 of them) near the bottom of the Master Codes listing (you may create up to 10 dropdowns)
2. Select the first PBIS Field 1 folder by clicking on it
3. Identify the “Field Name” or “Drop Down Heading” that you want Field 1 to display as in the Discipline Referrals module
  - a) On the right, type the first available code # in the ID Field (Example: the first code available for PBIS Field 1 is 010001)
  - b) Name the PBIS Field by entering a Description
  - c) Identify that this is a “Heading” by typing an H in the Ref ID
  - d) Click save
4. Repeat for all dropdowns that you wish to create





# Discipline: Pre-Requisites

**Base Data : PBIS Information Data – Creating the Heading Names for your Dropdown Selections**

3 ID: 010001 (A)

Description: Minor Disciplinary Offense (choose one) (B)

Category:

Ref ID: H (C)

Toolbar: Smile, Refresh, Info, Delete, Save, Close

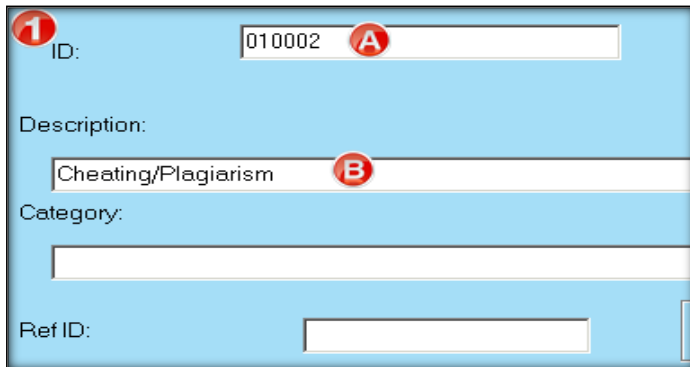
After clicking Save



# Discipline: Pre-Requisites

## Base Data : PBIS Information Data – Creating the codes that populate your Dropdown Selections

1. Next, you need to identify the codes that will populate the drop downs you just created.
  - a) On the right, Enter the next sequential ID. You must use only the available ID Range. (Example: next available code in PBIS Field 1 is 010002, since 010001 is used for the Heading Name). You can have up to 98 selections in each dropdown.
  - b) Name this drop down choice by entering a description
  - c) Click Save
2. Repeat this process for all the PBIS Fields that you will be using



1 ID: 010002 A

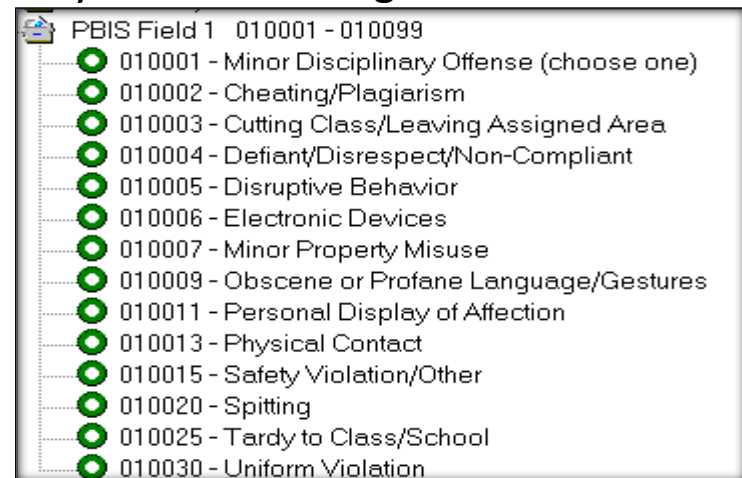
Description: Cheating/Plagiarism B

Category:

Ref ID:



After  
clicking Save  
and  
Repeating

PBIS Field 1 010001 - 010099

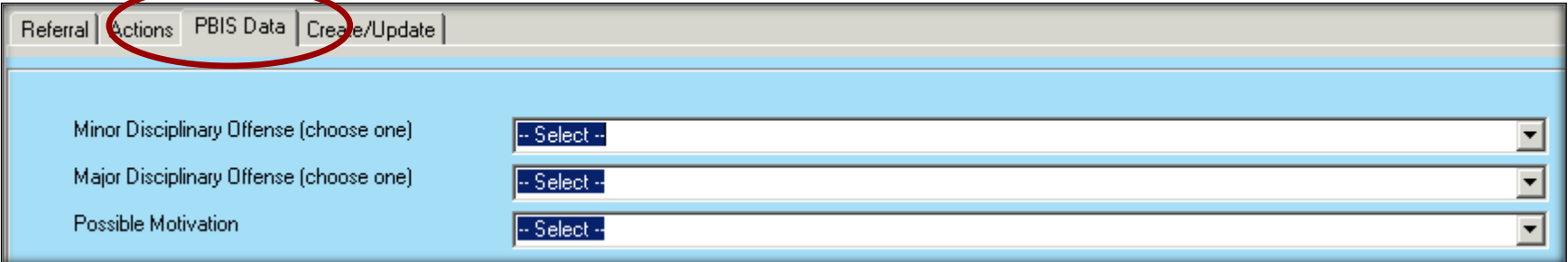
- 010001 - Minor Disciplinary Offense (choose one)
- 010002 - Cheating/Plagiarism
- 010003 - Cutting Class/Leaving Assigned Area
- 010004 - Defiant/Disrespect/Non-Compliant
- 010005 - Disruptive Behavior
- 010006 - Electronic Devices
- 010007 - Minor Property Misuse
- 010009 - Obscene or Profane Language/Gestures
- 010011 - Personal Display of Affection
- 010013 - Physical Contact
- 010015 - Safety Violation/Other
- 010020 - Spitting
- 010025 - Tardy to Class/School
- 010030 - Uniform Violation



# Discipline: Pre-Requisites

Base Data : PBIS Information Data

A look at how it appears in the Discipline Referrals Module:

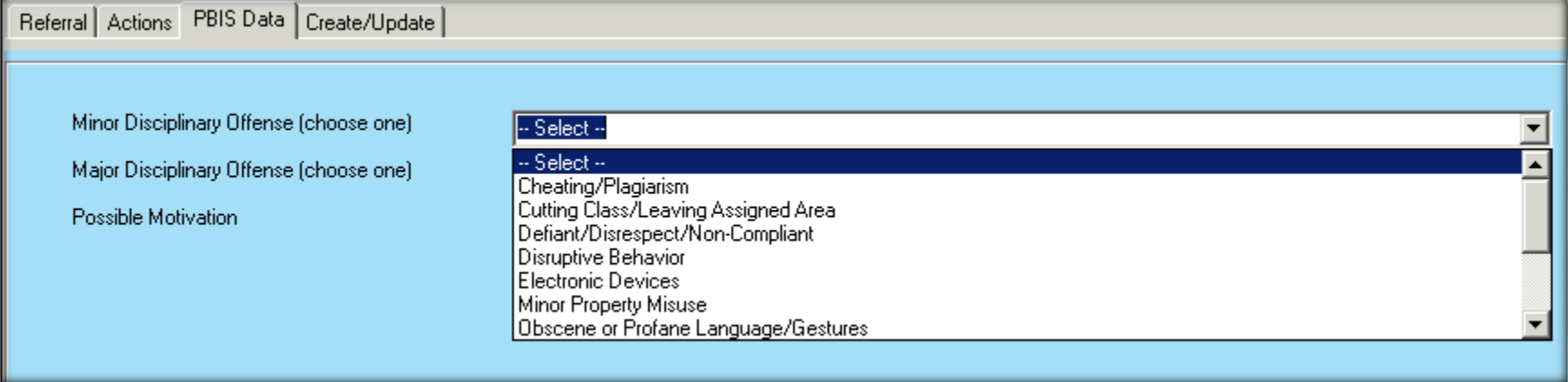


Referral | **Actions** | PBIS Data | Create/Update

Minor Disciplinary Offense (choose one) -- Select --

Major Disciplinary Offense (choose one) -- Select --

Possible Motivation -- Select --



Referral | Actions | **PBIS Data** | Create/Update

Minor Disciplinary Offense (choose one) -- Select --

Major Disciplinary Offense (choose one) -- Select --

Possible Motivation

- Cheating/Plagiarism
- Cutting Class/Leaving Assigned Area
- Defiant/Disrespect/Non-Compliant
- Disruptive Behavior
- Electronic Devices
- Minor Property Misuse
- Obscene or Profane Language/Gestures

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- **Record Safe Schools / State Reporting Data**
- **Analyze Discipline Statistics & Reporting**

## Additional Features

- Student Profile
- Viewing Teacher Anecdotal



# Discipline: Administrative

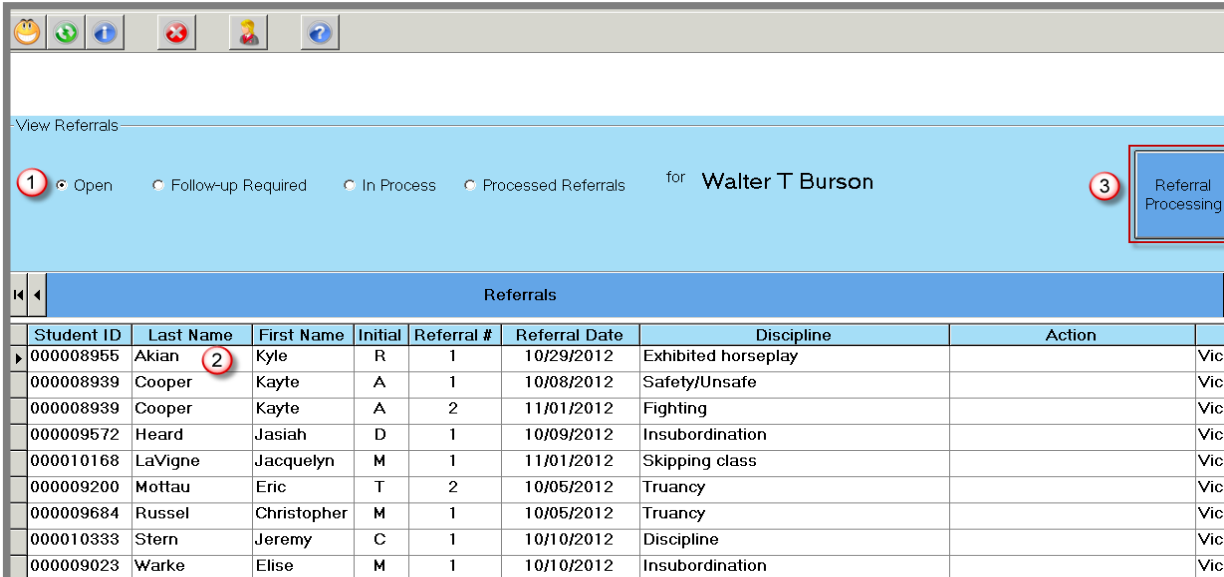
## View Discipline Referrals

This module will allow administrators to review referrals that have been submitted by instructors and/or staff.

### Getting Started

Admin Discipline > Click **View Discipline Referrals**

1. Click the radio button next to **Open**
2. Click the student name
3. Click **Referral Processing** to open the misconduct referral for the selected student



View Referrals

Open
  Follow-up Required
  In Process
  Processed Referrals
 for **Walter T Burson**

Referrals

Student ID	Last Name	First Name	Initial	Referral #	Referral Date	Discipline	Action
000008955	Akian	Kyle	R	1	10/29/2012	Exhibited horseplay	Vice
000008939	Cooper	Kayte	A	1	10/08/2012	Safety/Unsafe	Vice
000008939	Cooper	Kayte	A	2	11/01/2012	Fighting	Vice
000009572	Heard	Jasiah	D	1	10/09/2012	Insubordination	Vice
000010168	LaVigne	Jacquelyn	M	1	11/01/2012	Skiping class	Vice
000009200	Mottau	Eric	T	2	10/05/2012	Truancy	Vice
000009684	Russel	Christopher	M	1	10/05/2012	Truancy	Vice
000010333	Stern	Jeremy	C	1	10/10/2012	Discipline	Vice
000009023	Warke	Elise	M	1	10/10/2012	Insubordination	Vice

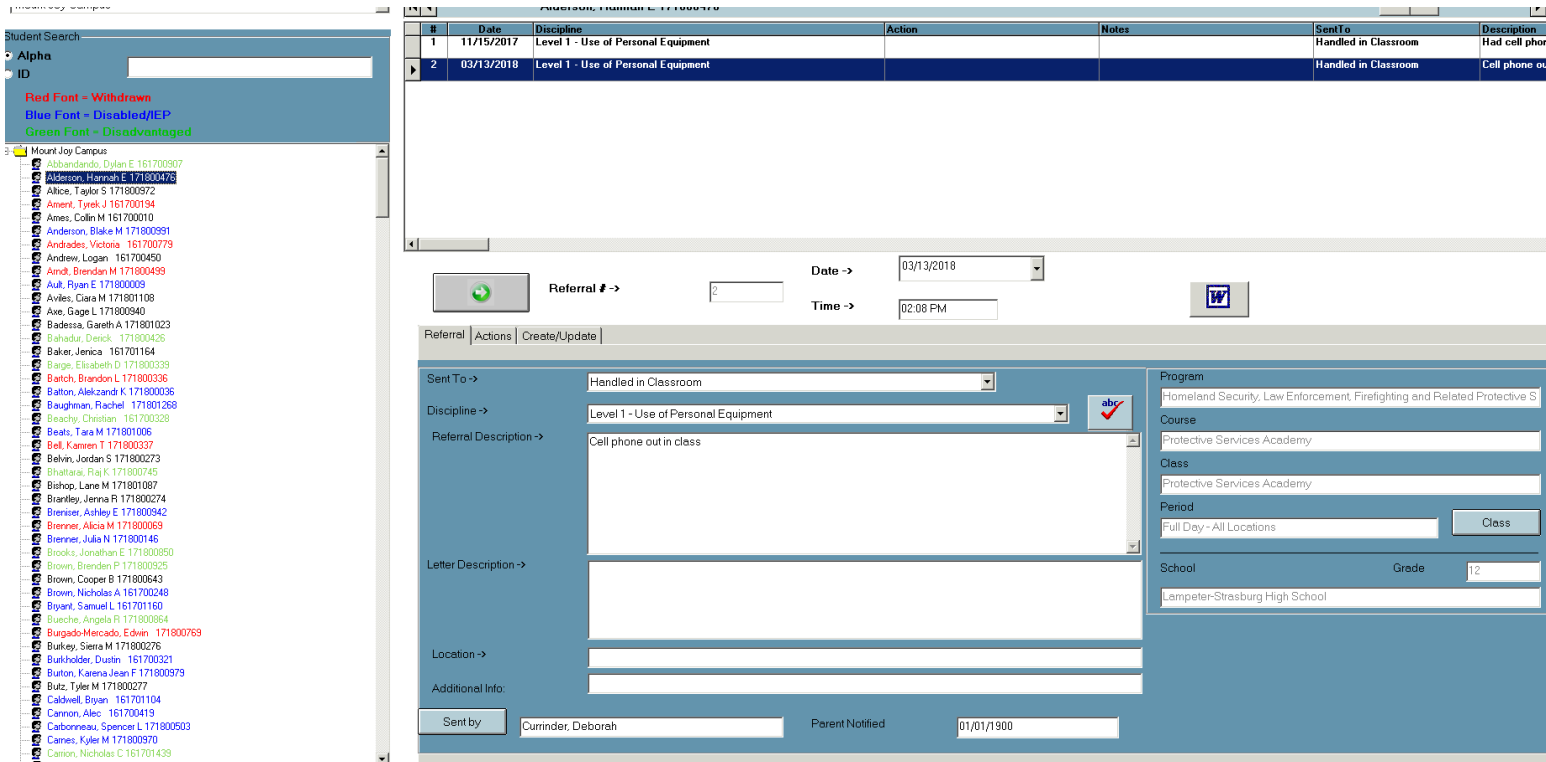
This function allows administrative staff to view discipline referrals created by teachers.

This is a **MANDATORY DAILY** task. Each discipline referral must be individually resolved.

# Discipline: Administrative

## Discipline Referrals

- Student List:** The left-hand portion of the screen lists all students. The student with the referral will appear in bold font. Please note the color code key. Students can be searched by **name** (alpha) or **ID**.
- The selected student's referral history will display in the top portion of the screen. The referrals are listed separately by date of submission
- On the **Referral Tab**, the selected referral will display as created by the teacher. The bottom right portion also displays the students Program, Course, Class, Period, Grade & School.



**Student Search**

Alpha

ID

Red Font = Withdrawn  
Blue Font = Disabled/IEP  
Green Font = Disadvantaged

Mount Joy Campus

Abbandando, Dylan E 161700307  
**Alexson, Hannah E 171800476**  
Alice, Taylor S 171800372  
Amert, Tyrek J 161700154  
Ames, Colin M 161700010  
Anderson, Blake M 171800091  
Andrades, Victoria 161700079  
Andrew, Logan 161700450  
Amek, Brendan M 171800499  
Ault, Ryan E 171800009  
Aviles, Cara M 171801108  
Axe, Gage L 171800340  
Badessa, Gareth A 171801023  
Bahadur, Denick 171800426  
Baker, Jenica 161701164  
Bain, Elizabeth D 171800339  
**Batch, Brandon L 171800336**  
Batton, Aleksandr K 171800036  
Baughman, Rachel 171801268  
Beachy, Christian 161700328  
Beats, Tara M 171801006  
Bell, Karmen T 171800337  
Belvin, Jordan S 171800273  
Bhattarai, Raj K 171800745  
Bishop, Lane M 171801087  
Brantley, Jenna R 171800274  
Brenner, Ashley E 171800342  
Brenner, Alicia M 171800063  
Brenner, Julia N 171800146  
Brooks, Jonathan E 171800050  
Brown, Brendan P 171800325  
Brown, Cooper B 171800643  
Brown, Nicholas A 161700248  
Byard, Samuel L 161701160  
Bueche, Angela B 171800064  
**Burgado-Mercado, Edwin 171800769**  
Butkey, Sierra M 171800276  
Bukholder, Dustin 161700321  
Burton, Kaena Jean F 171800979  
Butz, Tyler M 171800277  
Caldwell, Bryan 161701104  
Cannon, Alec 161700419  
Carbousseau, Spencer L 171800503  
Cames, Kyle M 171800970  
Cannon, Nicholas E 161701439

#	Date	Discipline	Action	Notes	Sent To	Description
1	11/15/2017	Level 1 - Use of Personal Equipment			Handled in Classroom	Had cell phone
2	03/13/2018	Level 1 - Use of Personal Equipment			Handled in Classroom	Cell phone out

Referral # →  Date → 03/13/2018 Time → 02:08 PM

Referral | Actions | Create/Update

Sent To → Handled in Classroom

Discipline → Level 1 - Use of Personal Equipment

Referral Description → Cell phone out in class

Letter Description →

Location →

Additional Info:

Sent by Currinder, Deborah Parent Notified 01/01/1900

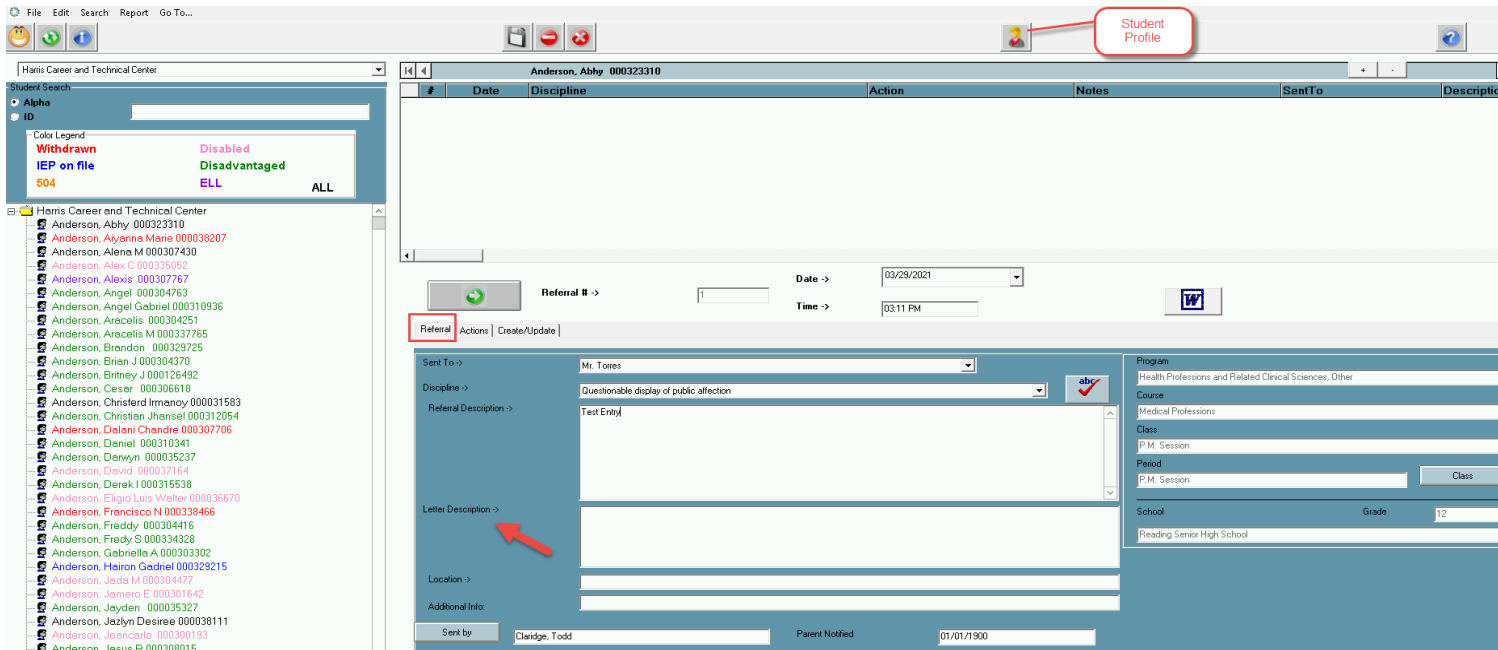
Program: Homeland Security, Law Enforcement, Firefighting and Related Protective S  
Course: Protective Services Academy  
Class: Protective Services Academy  
Period: Full Day - All Locations  
School: Lampeter-Strasburg High School  
Grade: 12



# Discipline: Administrative

## Reviewing Open Referrals

- Click the **Referral Tab**
- Review data on Referral Tab
- Enter **Letter Description** – this is the text that will display on the discipline letter. It can be a summary/revised wording of what was entered in the Referral Description field, or any other additional information. Any text added in this field is what will print on the letter.
- Review **Student Profile** if additional information is required by clicking the icon at the top of the screen



The screenshot displays the Harris School Solutions administrative interface. On the left, there is a 'Student Search' panel with a list of students, including names and IDs. The main area shows a 'Referral' form for 'Anderson, Abby' (ID: 000323310). The form includes fields for 'Date' (03/29/2021), 'Time' (03:11 PM), 'Referral #', and 'Discipline' (Questionable display of public affection). A red box highlights the 'Referral' tab. A red arrow points to the 'Letter Description' field, which is currently empty. The 'Student Profile' icon is highlighted with a red box at the top right of the interface.

**Note: Letter Description:** The description usually will be a short sentence that will be inserted into a letter that has been loaded into the system during the discipline training process.

# Discipline: Administrative

## Reviewing Referrals : Student Profile

From within the Discipline module the administrative staff can quickly view the entire student profile with the click of a button.

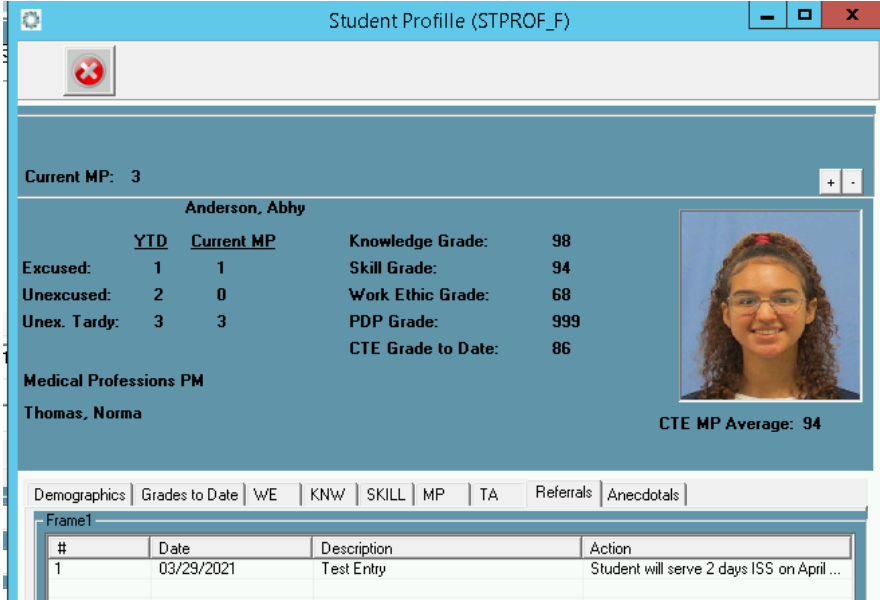
- Click on the **Student Profile** Icon located on the toolbar along the top of the screen



The entire student profile will display within a window.

Click on the desired tabs to view the most up to date information regarding the student.

Close the window when finished and you will still be within the Discipline module.



Student Profile (STPROF\_F)

Current MP: 3

**Anderson, Abhy**

	YTD	Current MP	Knowledge Grade:	98
Excused:	1	1	Skill Grade:	94
Unexcused:	2	0	Work Ethic Grade:	68
Unex. Tardy:	3	3	PDP Grade:	999
			CTE Grade to Date:	86

**Medical Professions PM**

Thomas, Norma

CTE MP Average: 94

Demographics | Grades to Date | WE | KNW | SKILL | MP | TA | Referrals | Anecdotal

#	Date	Description	Action
1	03/29/2021	Test Entry	Student will serve 2 days ISS on April ...

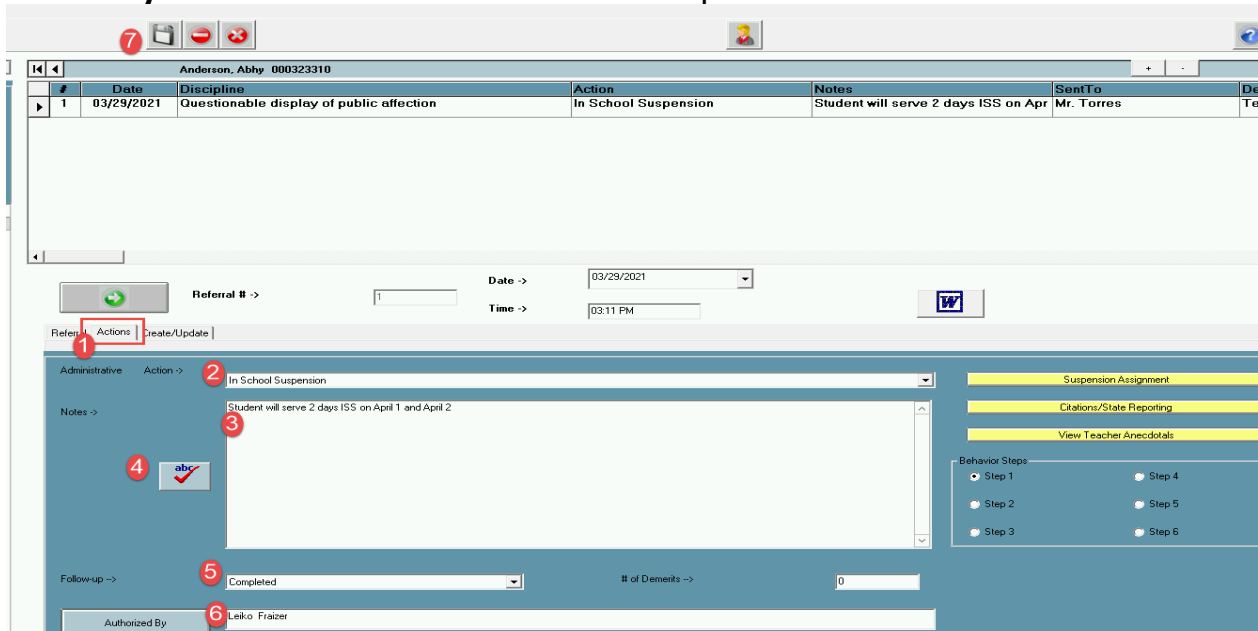




# Discipline: Administrative

## Recording Administrative Actions

1. Click **Action Tab**
2. Select an **Administrative Action** from the drop-down menu
3. Type any additional information in the **Notes** field.  
 \*\*\*\* Information must be typed in the notes field for the referral to come off the **Open Referrals** list in the **View Discipline Referrals** module once **Follow-up** is flagged as **Completed**
4. Click the ABC spell check button to ensure proper spelling
5. Select the appropriate follow-up type from the **Follow-up** drop down menu.  
 Dependent upon the follow-up action selected, additional steps may be required
6. Click the **Authorized By** button. Select a name from the drop-down menu
7. Click Save



#	Date	Discipline	Action	Notes	Sent To	Dest
1	03/29/2021	Questionable display of public affection	In School Suspension	Student will serve 2 days ISS on Apr	Mr. Torres	Test

Referral # → [1]      Date → [03/29/2021]      Time → [03:11 PM]

Administrative Action → [In School Suspension]      Suspension Assignment  
 Citations/State Reporting  
 View Teacher Anecdotes

Notes → [Student will serve 2 days ISS on April 1 and April 2]

Follow-up → [Completed]      # of Demerits → [0]

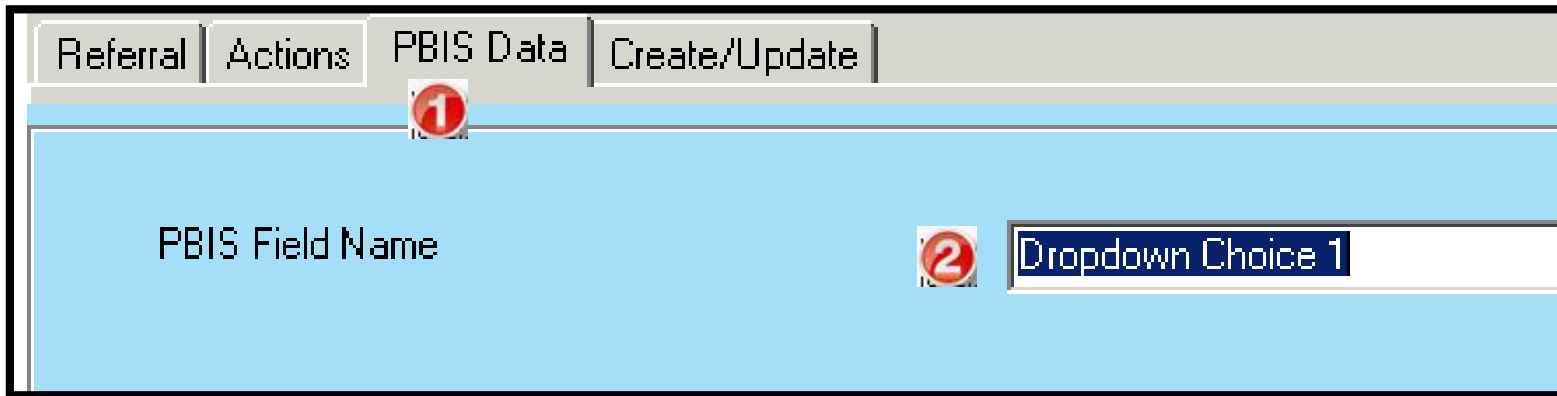
Authorized By [Leiko Fraizer]



# Discipline: Administrative

## Recording PBIS Information (if tab displays for NY)

1. Click **PBIS Data Tab**
2. Select a choice from the drop-down menu(s) that apply
3. Click Save



The screenshot shows a software interface with a tabbed menu at the top containing 'Referral', 'Actions', 'PBIS Data', and 'Create/Update'. The 'PBIS Data' tab is selected and highlighted in light blue. A red circle with the number '1' is placed over the 'PBIS Data' tab. Below the tab, the main area is also light blue and contains the text 'PBIS Field Name'. To the right of this text is a dropdown menu with 'Dropdown Choice 1' selected. A red circle with the number '2' is placed over the dropdown menu.



# Discipline: Administrative

## Scheduling Suspensions

If the administrative action chosen from the drop-down menu is a Suspension, ClassMate provides the ability for users to schedule Suspensions on the calendar within the **Discipline** module.

Once scheduled in ClassMate, the student's attendance will be automatically recorded as a Suspension.

- Click the **Action Tab**
- Click the **YELLOW Suspension Assignment** button
- Click the **Suspension Tab**
- Type the number of **Days Suspended** in the field
- Click the **Suspension Dates** Button > Select the desired suspension date from the calendar by **clicking on the date**.
- Once the date is selected a confirmation dialogue box will display
- Click the **"Yes"** if the correct date is displayed > Dates will then display in the Suspension Dates Grid
- Under the **Suspension Action**, Click the radio button next to Suspension type.
- Under **Session**, Click the radio button next to the session the suspension is Scheduled.
- Select the **PDE Suspension Category** from the drop-down menu.
- **Re-Admit Date:** Select the date when the student can return to school
- **Re-Admit Time:** Select the time when the student can return to school
- **Parent Notified:** Enter date of Parent phone call, must enter date as MM/DD/YYYY format
- **School Notified:** Enter date home school was notified of suspension, must enter date as MM/DD/YYYY format
- **Conference Date:** Enter date of Conference, must enter date as MM/DD/YYYY format
- **Letter Sent:** Enter Date notification Letter was sent, must enter date as MM/DD/YYYY format. **Note:** If you enter a date in this field you must make sure to click the Suspension Letters tab and select a letter to be sent and a contact.
- Indicate which of the notifications occurred – Counselor, Direction, Teacher, Supervisor

Please ensure you are following the discipline policies and procedures outlined in your handbook.



# Discipline: Administrative

## Scheduling Suspensions

Suspension Assignment  
Citations/State Reporting  
View Teacher Anecdotal

File Report

Harris Career and Technical Center

Student Search: Alpha

Color Legend:  
 Withdrawn (Red), Disabled (Purple), IEP on file (Green), Disadvantaged (Blue), 504 (Orange), ELL (Purple), ALL (Black)

Harris Career and Technical Center

- Anderson, Abhy 000323310
- Anderson, Aiyenna M 000038207
- Anderson, Alena M 000307430
- Anderson, Alex C 000335052
- Anderson, Alexis 000307767
- Anderson, Angel 000304763
- Anderson, Angel G 000310936
- Anderson, Aracelis 000304251
- Anderson, Aracelis M 000337765
- Anderson, Brandon 000329725
- Anderson, Brian J 000304370
- Anderson, Britney J 000126492
- Anderson, Cesar 000306618
- Anderson, Christfer I 000031583
- Anderson, Christian J 000312054
- Anderson, Delani C 000307706
- Anderson, Daniel 000310341
- Anderson, Darwyn 000035237
- Anderson, David 000037164
- Anderson, Derek I 000315538
- Anderson, Eligio L 000036670
- Anderson, Francisco N 000338466
- Anderson, Freddy 000304416
- Anderson, Frey S 000334328
- Anderson, Gabriella A 000303302
- Anderson, Haizon G 000329215

**Anderson, Abhy 000323310**

Referral#	ReferralDate	Incident#	Description	Department	department_id	student_id
1	03/29/2021		Test Entry	Mr. Torres	000282	000323310

Suspension | Suspension Letters | Behavior Modification | Create/Update

Days Suspended -> 2

Re-Admit Date: 04/08/2021

Re-Admit Time: 12:00:00 AM

Parent Notified -> 01/01/1900

School Notified -> 01/01/1900

Conference Date -> 01/01/1900

Letter Sent -> 01/01/1900

Counselor Notified: True/False

Director Notified: True/False

Teacher Notified: True/False

Supervisor Notified: True/False

Suspension Action:  
 No Suspension  
 In-School Suspension  
 Out-Of-School Suspension

Session:  
 AM  
 PM  
 ALL

Violation of Student Code of Conduct

**Important for PIMS Safe Schools Reporting**

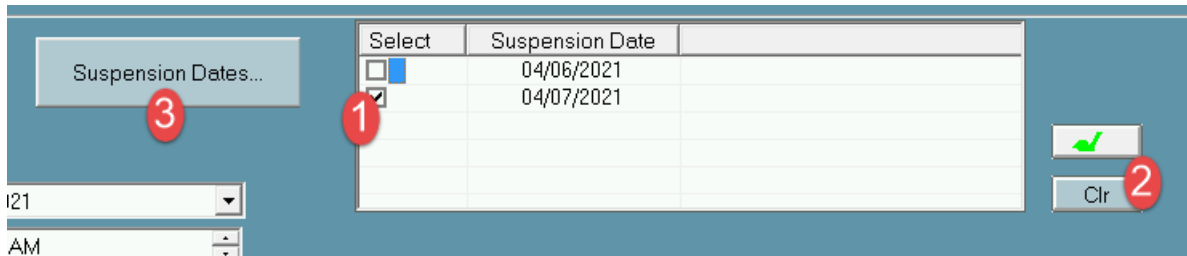


# Discipline: Administrative

## Scheduling Suspensions – Fixing Suspension Dates

If a suspension date is incorrectly selected and needs to be deleted or if a date needs to be deleted and re-scheduled due to student absence, etc.

1. Click in the checkbox next to the suspension date that need to be deleted
2. Click the **CLR** button
3. Click the **Suspension Dates** button to select the new date
4. Click the **“Yes”** if the correct date is displayed.



Select	Suspension Date
<input type="checkbox"/>	04/06/2021
<input checked="" type="checkbox"/>	04/07/2021

Suspension Dates...

121

AM

CLR

Yes



# Discipline: Administrative

## Suspension Letters – if used by site

1. Click the Suspension Letters Tab
2. Click the Letter type to be sent
3. Click the **Contact** button
4. Select the contact that is flagged as Prim (Primary) T (True)
5. Click the **Green** Check Mark
6. Select Suspension Letter type from the drop-down
7. Click the Save Button

Anderson, Abhy 000323310

Referral#	ReferralDate	Incident#	Description	Department	department_id	student_id
1	03/29/2021			Mr. Torres	000282	000323310

Discipline Select Contact (DISGCT\_M)

File 5

Contact Search

Primary	Resident	Contact Type	Home Phone	Title
F	F	Emergency Contact 1	9997816431	Ms.
F	T	Father/Guardian	9997816452	Mr.
T	T	Mother/Guardian	9997816452	Ms.

4

Suspension Letters 1

Suspension Letter to Be Sent -> 2

Letter Type: 6 - Select A Suspension Letter Type -

3 Contact



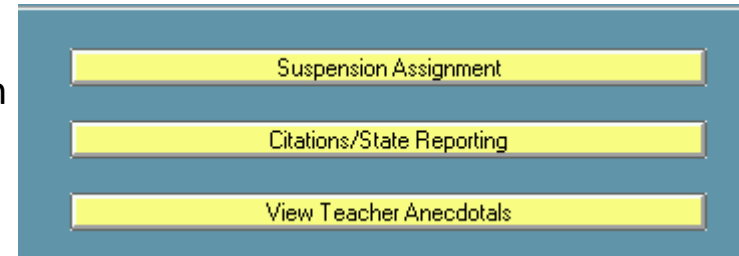
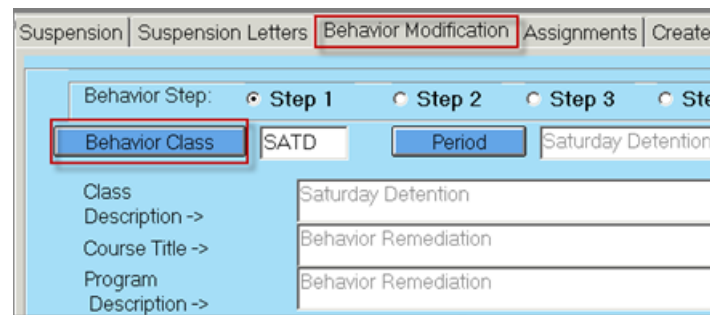
# Discipline: Administrative

## Behavior Modification (Scheduling Detentions) – if used by your site

If the administrative action chosen from the drop-down menu is a detention or behavior modification session, ClassMate provides the ability for users to schedule the detentions on the calendar within the discipline module.

*This functionality requires the detention to be setup in **Instructional Course Offerings** as a Class.*

- Click the **Action Tab**
- Click the **YELLOW Suspension Assignment** button
- Click the **Behavior Modification Tab**
- Click the **Behavior Class** button
- Select the desired class from the list
- The Period will auto-populate showing the period that was selected in Instructional Course Offerings

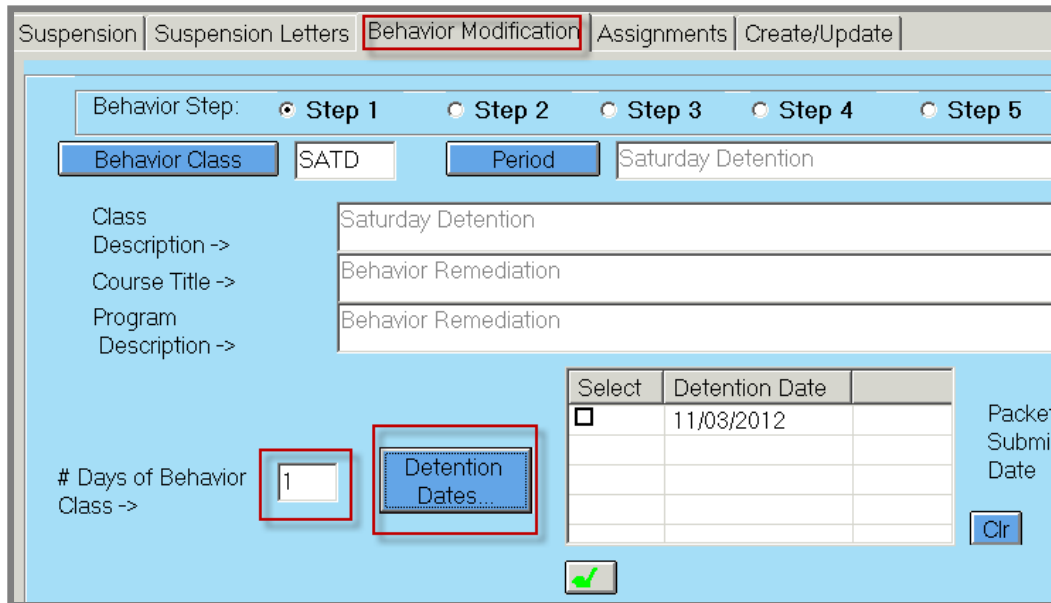




# Discipline: Administrative

**Behavior Modification (Scheduling Detentions)** – if used by your site

After the **Behavior Class & Period** have been selected, the **Class Description**, **Course Title**, and **Program Description** will display based on how the class is setup in Instructional Course Offerings.

Schedule the detention date here in the Behavior Modification Tab following the same procedures outlined for Suspensions. (See scheduling Suspensions for detailed instructions)



Suspension | Suspension Letters | **Behavior Modification** | Assignments | Create/Update

Behavior Step:  Step 1  Step 2  Step 3  Step 4  Step 5

Behavior Class: SATD    Period: Saturday Detention

Class Description -> Saturday Detention  
 Course Title -> Behavior Remediation  
 Program Description -> Behavior Remediation

Select	Detention Date	
<input type="checkbox"/>	11/03/2012	

# Days of Behavior Class -> 1

Packet Submission Date

Clr





# Discipline: Administrative

## Entering State Reporting Data – PIMS Safe School

### Getting Started

Double click **Admin Discipline** > Click **Citations/State Reporting Management**

### Entering State Reporting Data – PIMS Safe School

Select an Open Referral

Click **Process** Referral

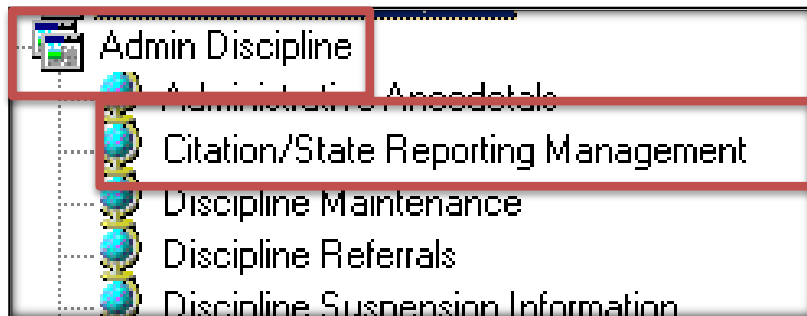
Click **Actions** Tab

Click the **Yellow Citation/State Reporting** Button

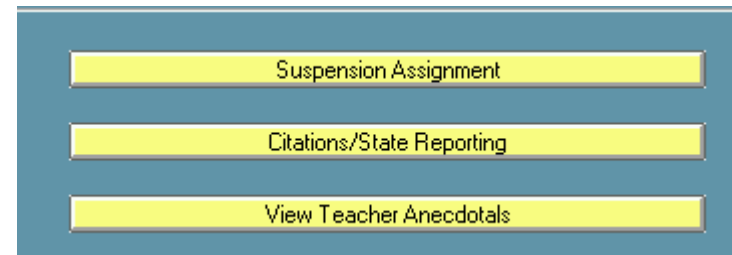
For more detailed instruction on entering State Reporting Data visit our website at:

<http://www.classmate.net/classmate-user-state-documentation/> and download the PIMS Safe School Reporting QRG.

This QRG will guide you through the process to prepare for and complete the PIMS Safe School State Reporting Process



### OR from within Discipline Referrals Module

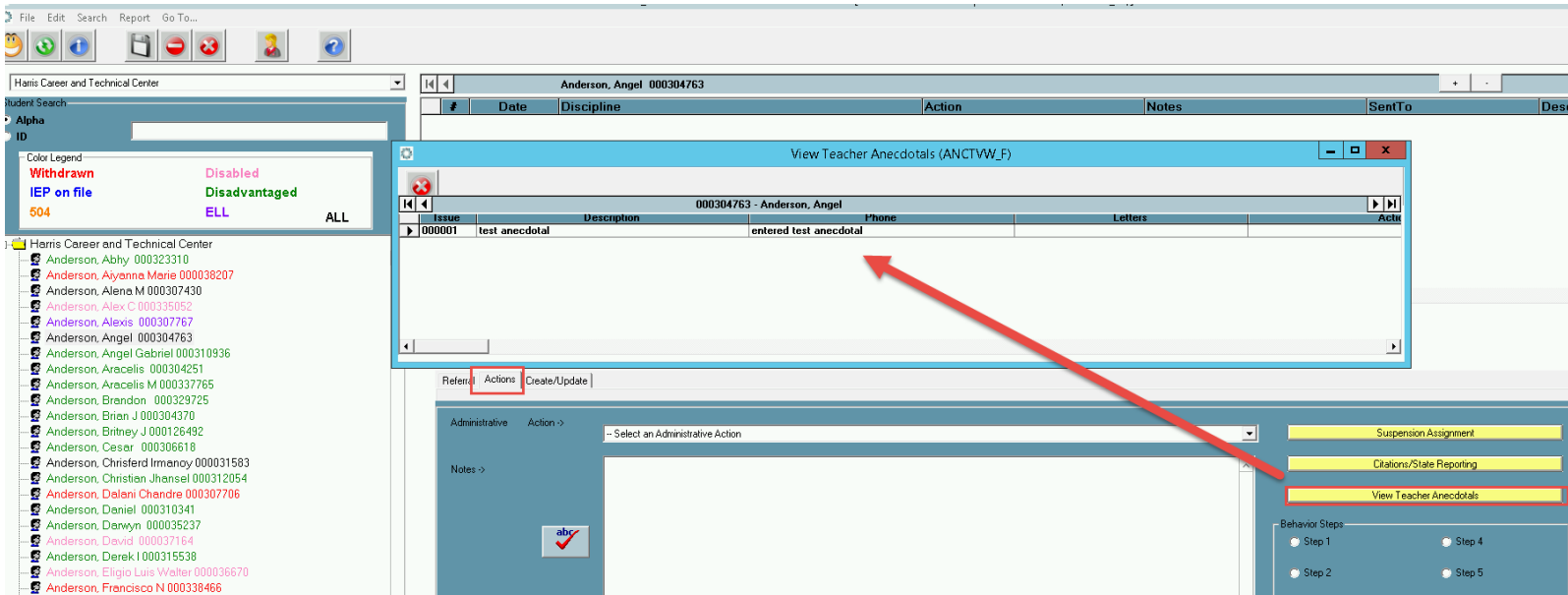


# Discipline: Administrative

## Reviewing Anecdotal/Notes : Teacher Anecdotal

From within the Discipline module the administrative staff can quickly view Teachers Anecdotal (notes) that they have made on the student.

- Click on the **Actions Tab**.
- Click on the **YELLOW View Teacher Anecdotal** button located on right hand side of the screen.
- Any anecdotal notations created by the teacher regarding this student will display.



The screenshot displays the Harris School Solutions software interface. On the left, a list of students is shown, including Anderson, Angel (000304763). The main window shows a table of anecdotal notes for Anderson, Angel. The table has columns for Issue, Description, Phone, Letters, and Actions. A red arrow points to the 'View Teacher Anecdotal' button in the bottom right corner of the main interface.

Issue	Description	Phone	Letters	Actions
000001	test anecdotal	entered test anecdotal		



# Discipline: Administrative

## A Day in the Life of a ClassMate Disciplinarian

### Daily Activities

- Keep **View Discipline Referrals** open in ClassMate.
- Check for new **Open Referrals** at least two times per day. (Once each session)
- Review referrals and process according to your policies & procedures.
- Mark referrals “Follow-up required”, “In Process” or “Close”.
- Print/Email Discipline Letters & Notifications.
- Enter **State Reporting** Data.
- The View Open Referrals screen should be **EMPTY** by the end of each day.

### Weekly Activities

- ClassMate Discipline Data Validation
  - \* Suspensions
  - \* Referrals

### Monthly Activities

Reports > Administrative Discipline > Discipline Statistic Reports (by Course, by Discipline, by School)  
Citation Report (if applicable)

Reports > State Reporting > Safe Schools OSS Details  
Safe Schools OSS Totals  
Safe Schools Truancy Details  
Safe Schools Truancy Reports  
Safe schools Truancy Summary  
PDE-360 Violence & Weapon Possession



# Discipline: Administrative

## Out-Of-School Suspension Sample Report

August 11, 2009

Mrs. Carmen Mottau  
1200 Harbor Boulevard  
Bethlehem, PA 18015

Dear Mrs. Carmen Mottau:

This letter is to notify you that your child, Ramon C Burson, at the ClassLink Career and Technical Cent.

As a result of his actions, Ramon is suspended from the ClassLink Career and Technical Cent and the Freedom High School for a period of 1 days Out-Of-School, on these days: 11/21/2008 through 11/21/2008. He will be responsible for all class work missed while on this suspension.

Please feel free to contact me at (610) 866-8013 if you have any concerns or wish to request a conference.

Thank you for your assistance and support.



# ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

