

Introduction to: Discipline and Anecdots *A Teachers Guide*

April 2021



Teacher Discipline & Anecdotal

- Creating a Discipline Referral
 - Follow up actions
- Teacher Anecdotal Feature
- Putting it all Together
 - Reporting



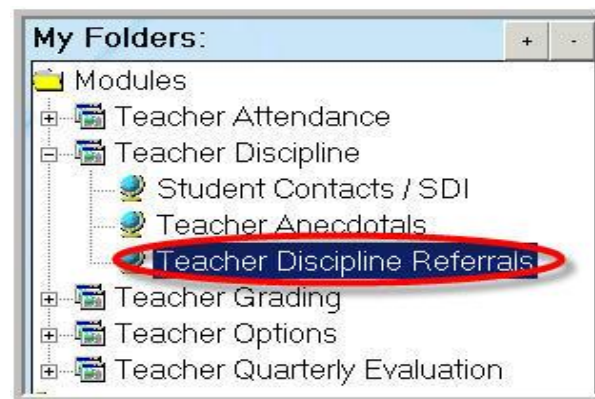
Teacher Discipline & Anecdotal

ClassMate Discipline Referral

The purpose of this module is to initiate a discipline referral due to a student's misconduct. ClassMate allows teachers to create and submit electronic discipline referrals. After the referrals are created, they are then automatically sent to designated individual(s) for further action. The Discipline Referrals module is designed so teachers can quickly see the administrative action taken on a referral through the Actions Tab.

Getting Started

Double Click on **My Modules** > Double Click **Teacher Discipline** > Click **Teacher Discipline Referrals**



Teacher Discipline & Anecdotal

Creating Discipline Referrals

1. Select class the student is enrolled. You can only create discipline referrals for students enrolled in your class.
2. Select the Student name. Students are list by grade level then alphabetically or strictly alphabetically depending upon your schools custom control settings.
3. Discipline Referral Window: Displays the selected student name and will list any previous referrals the instructor has submitted. Click on a referral to see details.
4. To generate the next referral number, Click the **GREEN** arrow button. The generated referral number can be edited. To edit, highlight the number and type the desired number in the field.
5. Date field defaults to the current date. Date can be edited. To edit, click the drop-down arrow and select the date
6. Time field defaults to the current time. The time can be edited. To edit, highlight the time and enter the new time, make sure to enter a space and AM or PM as well.
7. **Mandatory step:** Using the Sent to drop down menu **select the name of the Administrator** receiving
8. **Mandatory step:** Using the Discipline drop down menu **select the discipline violation** from the list.
9. Description: Type discipline **violation description** including details of the situation
10. Spell check feature: Click the ABC button to spell check the discipline referral description.
11. Additional Documentation: Click this button to automatically open the Teacher Anecdotal module which will auto select the student you're working on and the next anecdotal number will be prepopulated, as well as the description, which will be the number of the referral you just came from. Here you can enter additional details related to the referral. This feature can be used if you run out of space in the Description field.
12. Location: Enter a place where the offense occurs (example: Classroom, Cafeteria, Shop area, etc)
13. Parent Phone: Type the date the parent was phoned. The date must be entered using the MM/DD/YYYY format. Verify discipline policy with administration to ensure compliance.
14. Click Save > The newly created referral will now be listed in the top Referral display window.



Teacher Discipline & Anecdotal

Creating Discipline Referrals

File View Report 14

1 Morning Chat Book

- 1 Introduction to Culinary Careers - WS
- 3 Introduction to Culinary Careers - WS
- 2 Introduction to Culinary Careers - WS

Anderson, Faith M 020210604

#	Date	Description	Action	Notes	Sent To	Discipline	Parent Phoned	Citation	Arrest	Las
1	03/31/2021	student was misusing triangle			Handled in Classroom	Level 1 - Deliberate Misuse o	01/01/1900	N	N	Anderson

Active Students

Inactive Students

- 1 Introduction to Culinary Careers - WS
- Anderson, Faith M 020210604
- Burson, Summa 020210337
- Davis, Nicole E 020210951
- Kish, Dredre A 020211039
- Kish, Faith A 020210593
- Long, Bobby J 020210997
- Nelson, Alexis K 020211034
- Oliver, Jeremia L 020211064
- Reinhart, Alani M 020210936
- Reinhart, Shanta R 020210577
- Wilson, Alexis 020211194
- Wilson, Nathaniel R 020211019

Referral # -> 2

Date -> 03/31/2021

Time -> 10:36 AM

Referral Action

Sent To -> Handled in Classroom

Discipline -> Level 1 - Disruptive in the Hall

Description -> Spoke to student about rough housing

Additional Documentation

Location -> Classroom

Parent Phoned -> 03/31/2021



Teacher Discipline & Anecdotal

Creating Discipline Referrals

If you click to select “Additional Documentation” the Teacher Anecdotal module will automatically display for additional information entries to be made/saved in relation to the entered Referral

Teacher Anecdotal (TS11_MTB)

Atkins, Vashon D 000012521

Issue	Description	Phone	Letters	Action	Memos	Last	Student	Prog	Cou	Class
000001	Referral #3					Atkins	0000125	4706	4706	PM

Date -> 02/25/2019 02:59:00 PM

Issue ID -> 000001 Referral #3

Phone Letters Action Memos Contacts

abc ✓



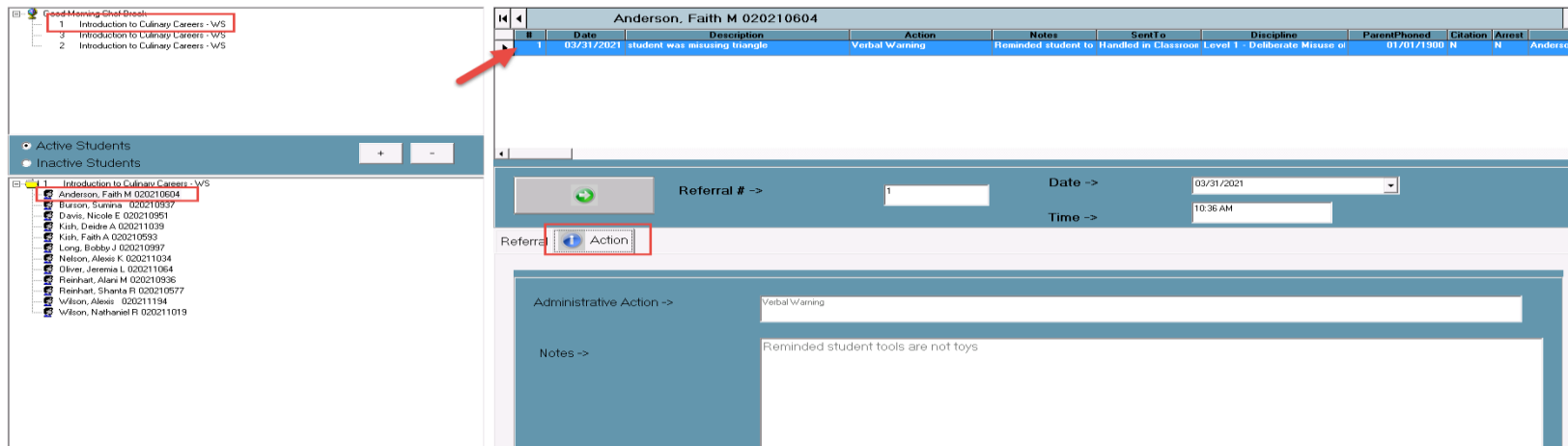
Teacher Discipline & Anecdotal

Discipline Referral Follow-Up

Once created, the Discipline Referrals will now be visible by Administration to view & take action on. Teachers can easily check on the referral to see what administrative action was taken and any additional details. **These actions are read only.**

Teacher Discipline > Teacher Discipline Referrals > Click on the Student and referral you would like to follow-up

- The original referral will display as the window defaults to the **Referral Tab**.
- Once the Administration has taken action, you'll notice on the referral a blue indicator icon will appear on the Actions tab for that referral.
- Click the **Action Tab**
- Administrative action will display along with any notes the administrator has provided.



The screenshot shows the Harris School Solutions interface. On the left, a list of students is displayed under the heading 'Introduction to Culinary Careers - W/S'. The student 'Anderson, Faith M 020210604' is selected. On the right, the detailed view for this student is shown. The 'Referral # ->' is 1, and the 'Date ->' is 03/31/2021. The 'Time ->' is 10:36 AM. The 'Referral' section shows a blue indicator icon and the 'Action' tab is selected. The 'Administrative Action ->' is 'Verbal Warning' and the 'Notes ->' are 'Reminded student tools are not toys'.

Date	Description	Action	Notes	Sent To	Discipline	Parent/Phone#	Citation	Arrest
03/31/2021	student was misusing triangle	Verbal Warning	Reminded student to	Handled in Classroom	Level 1 - Deliberate Misuse of	01/01/1900	N	N



Teacher Anecdotal

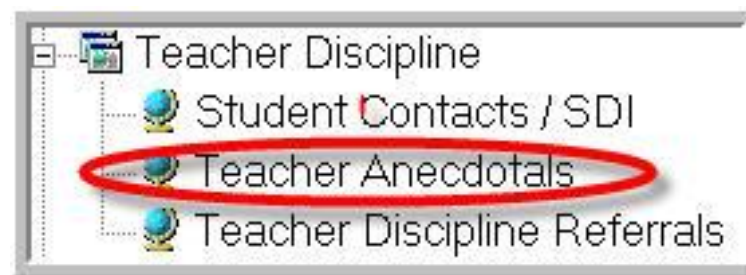
Teacher Anecdotal

ClassMate provides Teachers and Administrators with an Anecdotal module in which to record a variety of student related information (phone calls, letters, administrative actions & memos). While discipline referrals can be created for violations, the anecdotal module can be utilized to create documentation for assistance with student behavior, remediation and any other student related issue.

The Teacher Anecdotal is for teacher use and would not appear on a discipline referral or letter.

Getting Started

Teacher Discipline > Teacher Anecdotal



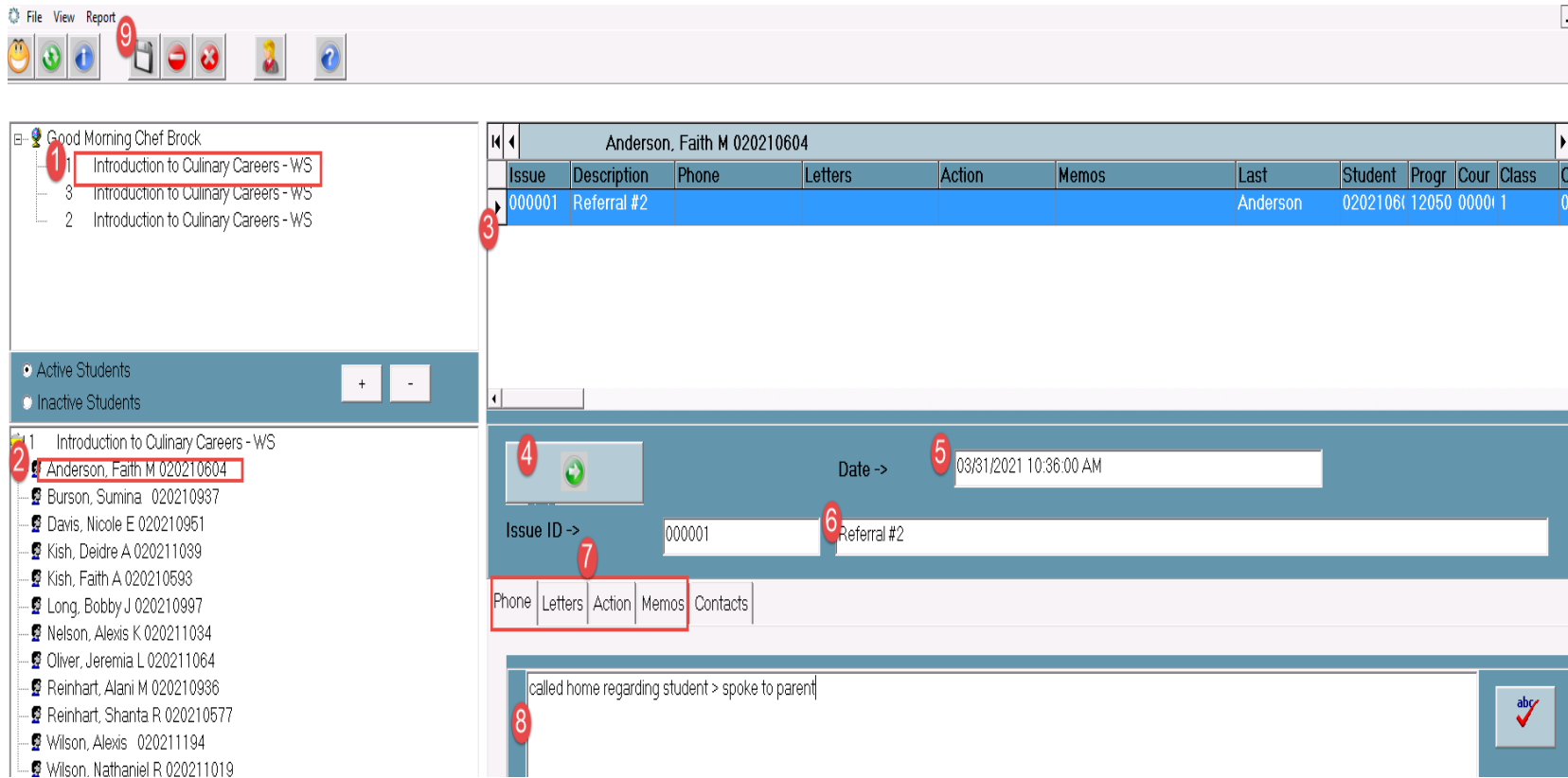
Creating a Teacher Anecdotal

1. **Select the class in which** the student is enrolled. You can only create Anecdotal for students enrolled in your class.
2. Select the **Student name**. Students are listed by grade level then alphabetically.
3. Anecdotal Window: Displays the selected student name and will list any previous Anecdotal created. Click on an Anecdotal to see details.
4. To generate the next Anecdotal and **Issue number**, Click the **GREEN** arrow button. The generated Issue number can be edited. To edit, highlight the number and type the desired number in the field.
5. Date field defaults to the current date & time. Date **CANNOT** be edited.
6. Issue Description field: Create a descriptive title for the issue
7. Select the desired Tab to create anecdotal entries. Tab choices include: **Phone, Memo, Letter, Action**.
The **Contact** tab displays the selected students contact information and is uneditable.
8. Type the descriptive details of the issue into the field in the appropriate tab.
9. Click **“SAVE”** . The issue will then be listed in the anecdotal window.



Teacher Anecdotal

Creating a Teacher Anecdotal



1 Introduction to Culinary Careers - WS

3 Introduction to Culinary Careers - WS

2 Introduction to Culinary Careers - WS

Anderson, Faith M 020210604

Issue	Description	Phone	Letters	Action	Memos	Last	Student	Progr	Cour	Class	C
000001	Referral #2					Anderson	02021061	12050	00001	1	05

4 [Save icon]

5 Date -> 03/31/2021 10:36:00 AM

6 Issue ID -> 000001 Referral #2

7 [Phone, Letters, Action, Memos, Contacts tabs]

8 called home regarding student > spoke to parent

9 [File, View, Report menu]

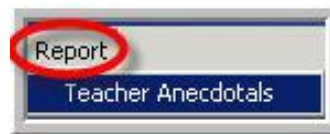


Teacher Discipline & Anecdotal Reports

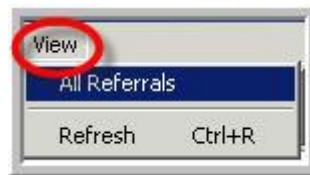
Commonly used teacher reports are available from within the Discipline & Anecdotal modules. The reports viewed can be customized by your ClassMate System Administrator. Additional reports can also be found under the “**Teacher Discipline**” report folder.

Getting Started

- Click on the word “**Report**” while working in the Anecdotal module. **Report** is found on the toolbar located along the top of the screen.



- Click on the word “**View**” while working in the discipline module. **View** is found on the toolbar located along the top of the screen.



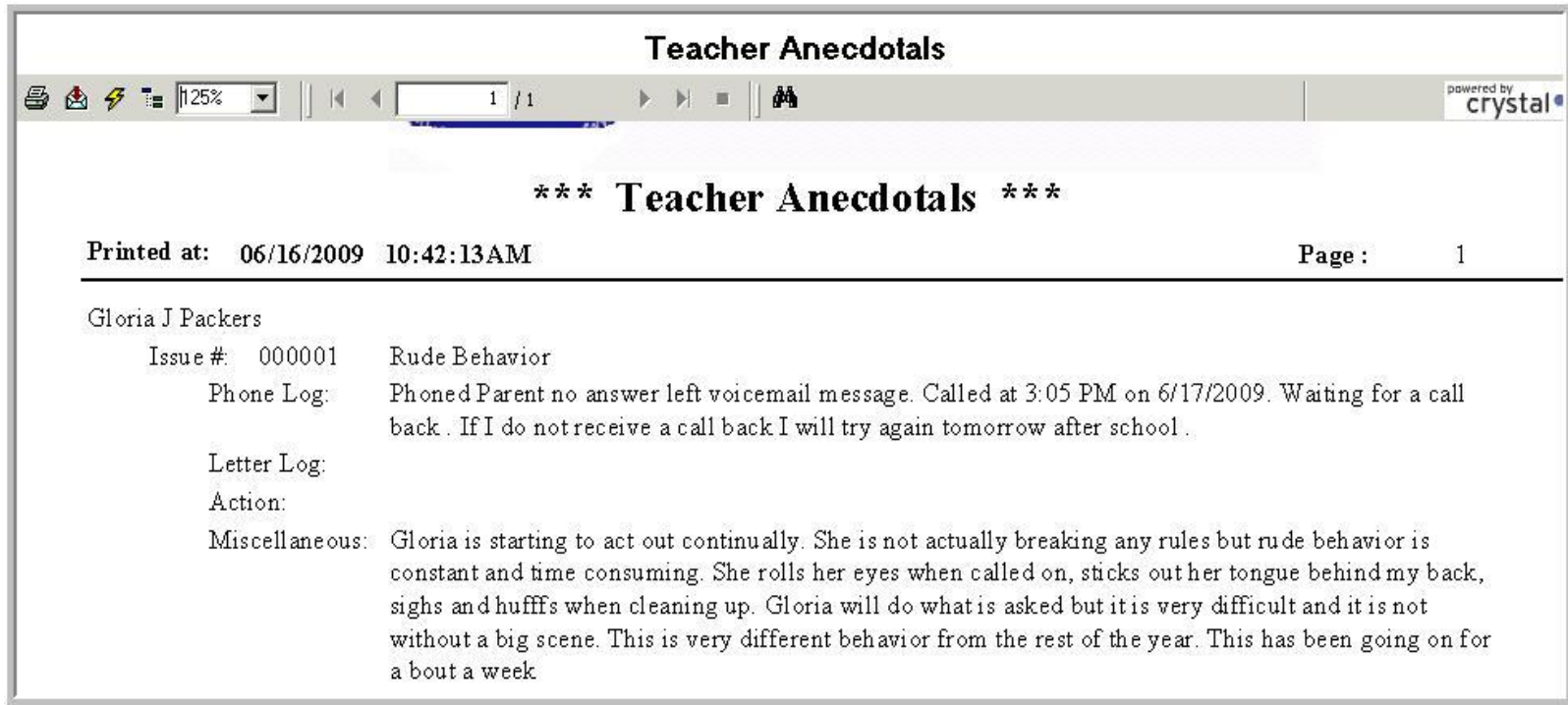
- The available reports can be viewed directly below
- Click on the report name to select



Teacher Discipline & Anecdotal

Discipline & Anecdotal Reporting

The teacher anecdotal report is available from within the Anecdotal module & from the reports folder.



Teacher Anecdots

powered by crystal

*** **Teacher Anecdots** ***

Printed at: 06/16/2009 10:42:13AM Page : 1

Gloria J Packers

Issue #: 000001 Rude Behavior

Phone Log: Phoned Parent no answer left voicemail message. Called at 3:05 PM on 6/17/2009. Waiting for a call back . If I do not receive a call back I will try again tomorrow after school .

Letter Log:

Action:

Miscellaneous: Gloria is starting to act out continually. She is not actually breaking any rules but rude behavior is constant and time consuming. She rolls her eyes when called on, sticks out her tongue behind my back, sighs and huffs when cleaning up. Gloria will do what is asked but it is very difficult and it is not without a big scene. This is very different behavior from the rest of the year. This has been going on for a bout a week



Teacher Discipline & Anecdotal


Discipline & Anecdotal Reporting

The Student Referral History Report is available from within the discipline module & from the reports folder.

Student Referral History

Printed at: 06/16/2009 11:01:43AM Student Referral History 09/03/2008 to 06/16/2009 Page: 1

Student: Text Object Samantha J Akian


 Student ID: 000000005

13	Date: 06/15/2009 Handled in Classroom Description Discussed rude behavior with student. Student rolled eyes, stuck out her tongue when asked to clean her area. Action: Notifications Teacher: No Counselor: No Director: No Supervisor: No School Phone Date: 01/01/1900 Parent Phone Date: 01/01/1900 Parent Letter: 01/01/1900 Conference Date: 01/01/1900
14	Date: 06/15/2009 Dress code violation Description Samantha did not have ID. Phoned parent. Left Voicemail message. Action: Notifications Teacher: No Counselor: No Director: No Supervisor: No School Phone Date: 01/01/1900 Parent Phone Date: 06/15/2009 Parent Letter: 01/01/1900 Conference Date: 01/01/1900

Total Student Referrals: 2



ClassMate

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