Introduction to:
Discipline and Anecdotals
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**
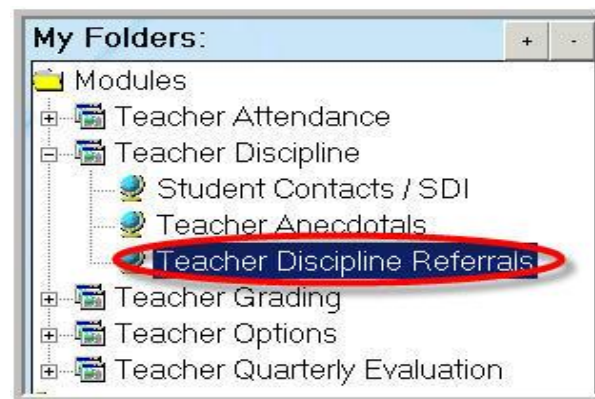
Teacher Discipline & Anecdotal

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

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
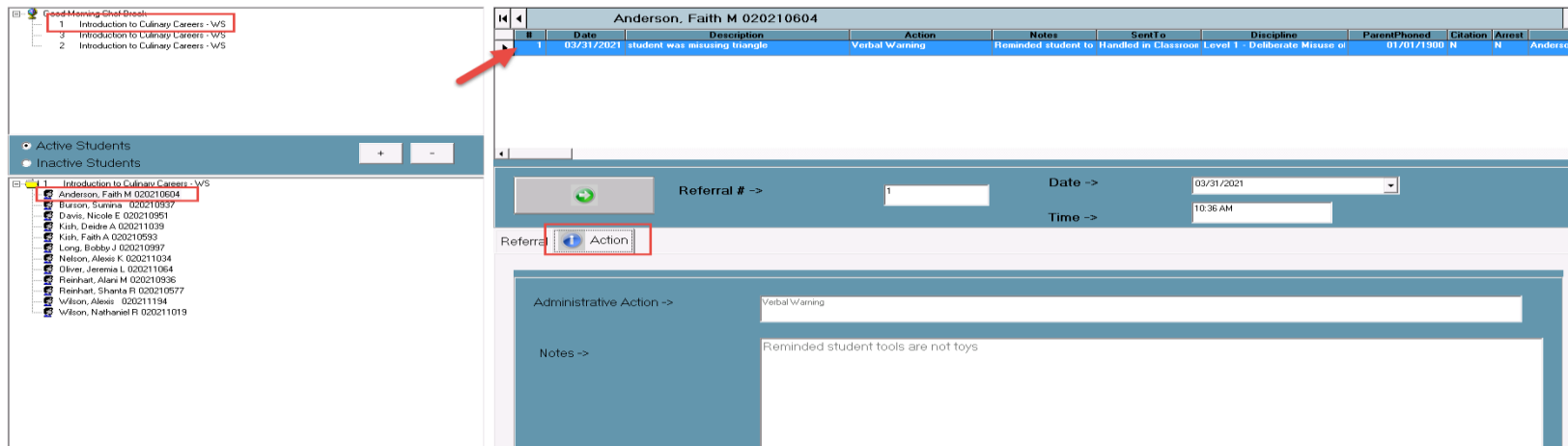
Teacher Discipline & Anecdotal

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.
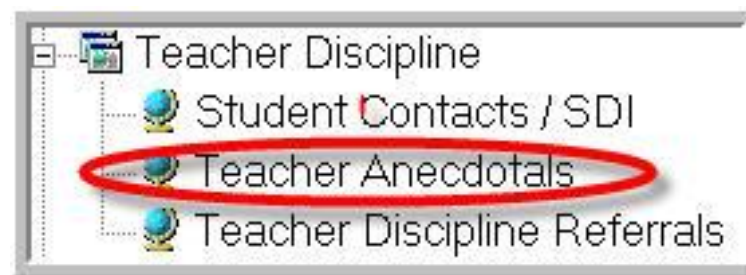
Teacher Anecdotals

Teacher Anecdotals

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 Anecdotals
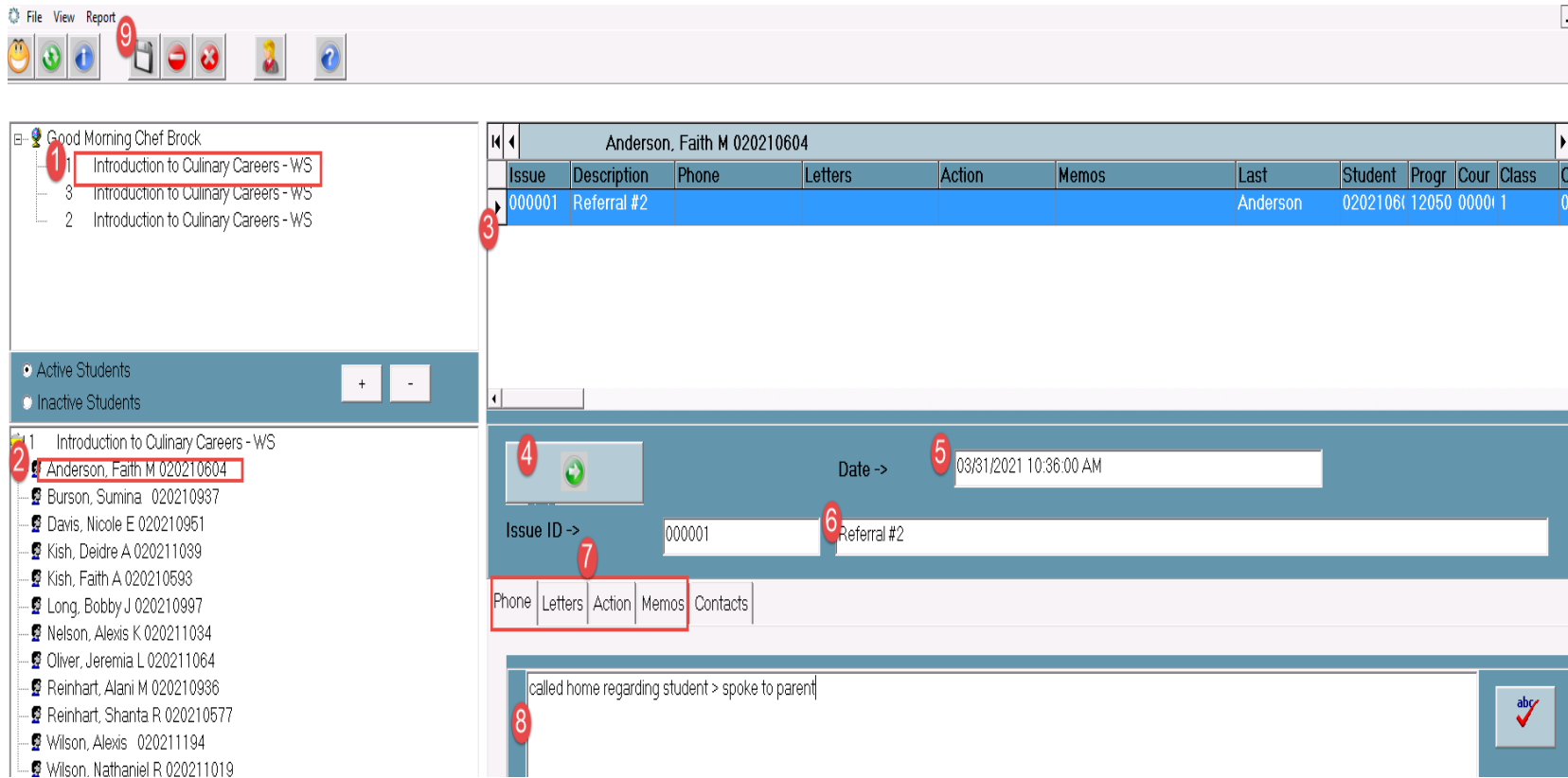
Teacher Anecdotals

Creating a Teacher Anecdotal

1. **Select the class in which** the student is enrolled. You can only create Anecdotals 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 Anecdotals 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 Anecdotals

Creating a Teacher Anecdotal

Teacher Anecdotals

Viewing an Admin Anecdotal

Administrators can decide to flag an Admin Anecdotal as viewable for Teachers. If an Admin has flagged an Admin Anecdotal viewable for a Teacher an Admin Anecdotals Tab with an Alert Icon will appear.

1. Select a Class
2. Select a Student
3. The Admin Anecdotals tab will appear if an Admin Anecdotal is viewable (also viewable in Teacher Snapshot > Anecdotals tab)

Teacher Anecdotals

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.
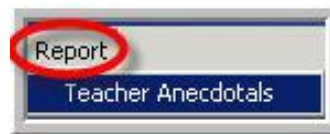
- Click on the word **"View"** while working in the discipline module. **View** is found on the toolbar located along the top of the screen.
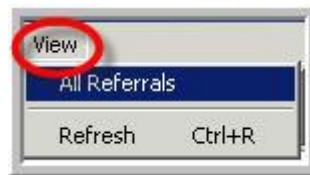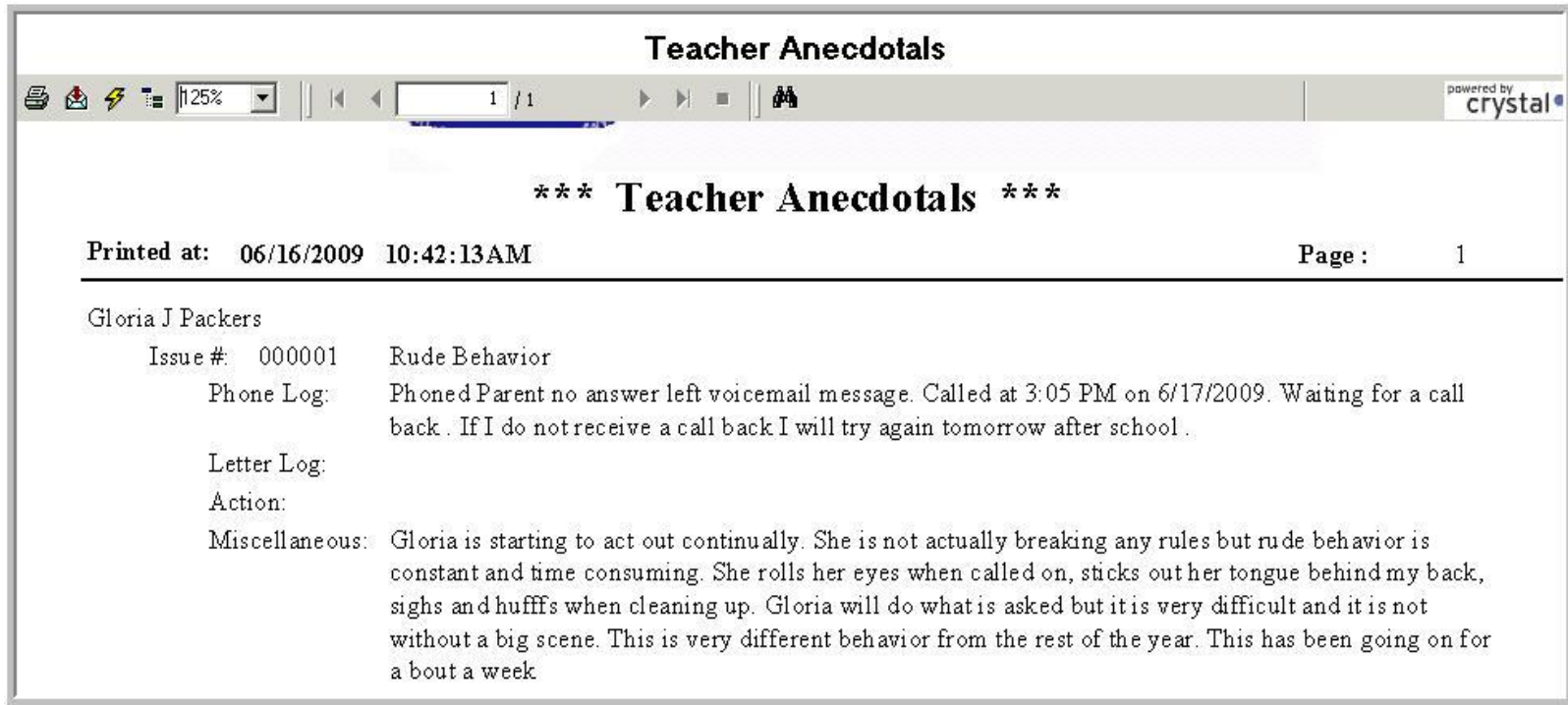
- The available reports can be viewed directly below
- Click on the report name to select

Teacher Discipline & Anecdotal

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

Teacher Discipline & Anecdotal

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

ClassMate

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