Discipline Logs

NOTE

Discipline logs can be initiated in PowerTeacher or PowerGrade. Each school must make the decision of whether to use this function or not. Discipline referrals can be submitted on paper and then entered into PowerSchool.

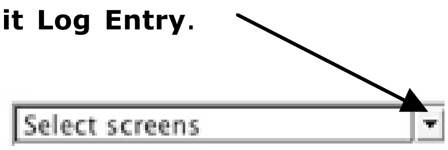
If the school decides to use the electronic submission of discipline referrals, additional rules should be defined. For example, a school may require that teachers to try at least three ways to discipline the student before sending a referral to the office. These discipline attempts may be listed by number in the electronic referral. (01. Consulted counselor; 02. Held conference with student; 03. Denied privileges; 04. Consulted other teachers; 05. Changed student's seat; 06. Telephoned parent; 07. Held conference with parent; 08. Sent previous report home; 99. Other)

Directions for Teachers

1. **Sending a Log Entry from PowerTeacher**

    - Log into PowerTeacher.
    - Click on the **Student Information** icon. 
    - On the student menu on the left, click on the student for which you wish to submit a discipline referral.
    - In the upper right corner of the **Student Schedule Screen**, choose **Submit Log Entry** from the drop-down menu.

Choose **Submit Log Entry**.



cher	Room	Enroll	Leave
nner, Melissa R	106	8/1/2006	6/2/2007
een, Alicia J	411	8/1/2006	6/2/2007
een, Alicia J	411	8/1/2006	6/2/2007
son, Reginald D'von	410	8/1/2006	6/2/2007
rick, Linda Moore	407	8/1/2006	6/2/2007
rick, Linda Moore	407	8/1/2006	6/2/2007
ovine, Jean P	408	8/1/2006	6/2/2007
urlock, Mary E	gym	8/1/2006	6/2/2007
rner, Janna C	210	8/1/2006	6/2/2007

- On the **Log Entry** Screen, enter the appropriate information.

2. Enter a general description of behavior. This entry is searchable on the discipline record.

1. Defaults to the current date. Change if necessary.

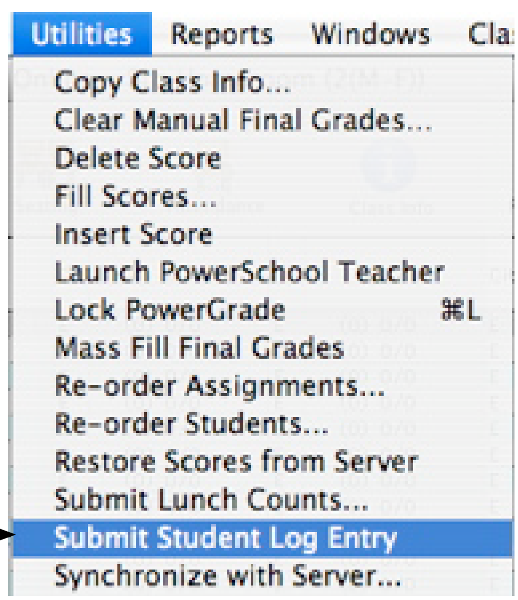
3. Enter information as requested by your school administration.

4. Click **Submit**.

- An e-mail will be automatically sent to an administrator at your school and the information will be transferred to the student's discipline log. You will no longer have access to this information.

2. **Sending a Log Entry from PowerGrade**

- From your PowerGrade grade book, from the **Utilities** menu, choose **Submit Student Log Entry**.



- Fill in the **Log Entry** as described previously.
- An e-mail will be automatically sent to an administrator at your school and the information will be transferred to the student's discipline log. You will no longer have access to this information.

Directions for Administrators

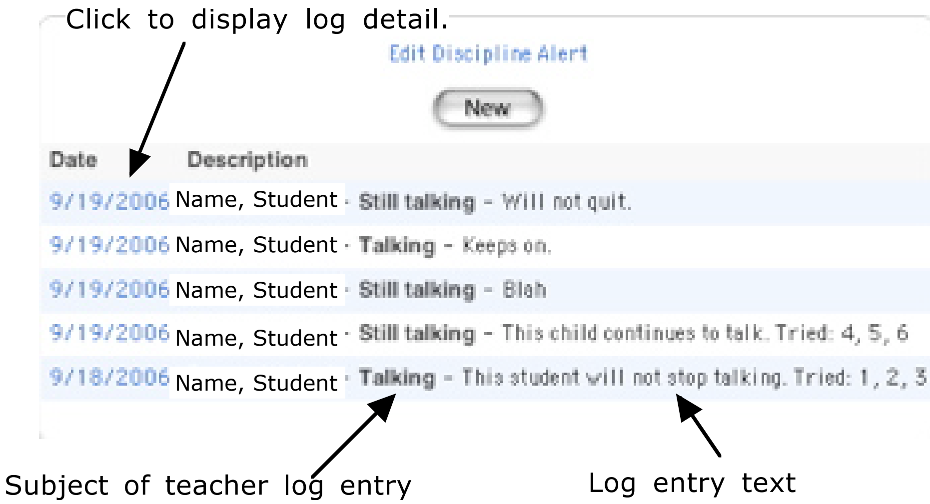
Entering a Discipline Log Entry

1. If a teacher has initiated a log entry from PowerGrade or PowerTeacher, the designated administrator will receive a notification e-mail. A discipline log is started in PowerSchool with the submitted information. (**Note:** E-mail notification was not working as of 8/1/2006.)

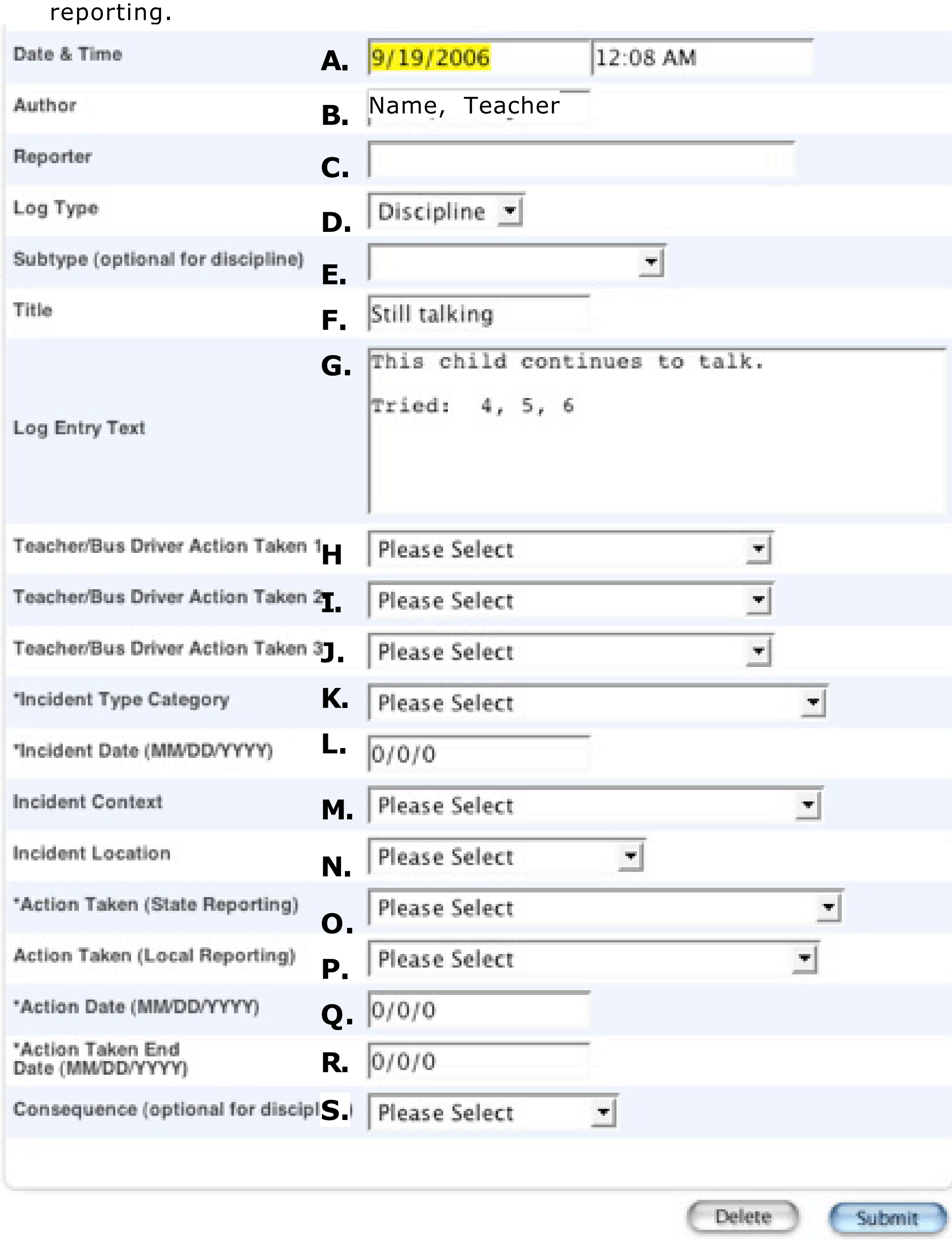
2. On the **Start Page**, enter the student's last name, first name in the search box.

3. From the **Student** menu, click **Log Entries** in the **Administration** section.

4. All current log entries will be displayed on the screen. Click on the date of the entry initiated by the teacher or click on **New** to start a new log.



5. Complete log entry as outline below. Note the fields **REQUIRED** for state reporting.



A. Date & Time: Defaults to current date and time or date and time the log entry was started by the teacher - Change the date as needed. This represents the reporting date.

B. Author: The name of the teacher who initiated the log or the name of the person who is logged into the system who starts a **New** log (Filled in automatically by the system.)

C. **Reporter:** An optional field to enter a second person who is reporting or resolving the discipline referral

D. **Log Type:** Will default to **Discipline** if initiated by the teacher - Choose **Discipline** if not displayed.

E. **Subtype:** An optional field to categorize the type of offense. **IMPORTANT NOTE:** This field is used to search logs for reports.

F. **Title:** An optional field automatically populated by the subject of the teacher's log entry. If the log was not initiated by a teacher, it will be blank.

G. **Log Entry Text:** An optional field automatically populated by the **Log Entry** in the teacher's log submission. **NOTE:** Administrators might have teachers list the actions taken (by number) before the log was submitted.
(For Example: 01. Consulted counselor, 02. Held conference with student, 03. Denied privileges, 04. Consulted other teachers, 05. Changed student's seat, 06. Telephoned parent, 07. Held conference with parent, 08. Sent previous report home, or 99. Other)

H., I., J. **Teacher/Bus Driver Action Taken:** Optional fields with the values listed above - Used to record actions taken by the teacher or bus driver before being referred to the Office.

K. **Incident Type Category:** **<u>REQUIRED</u>** field for state reporting. Choose the appropriate value from the drop-down menu.

L. **Incident Date (MM/DD/YYYY)**: **<u>REQUIRED</u>** field for state reporting. Enter the date the incident occurred.

M. **Incident Context:** **<u>REQUIRED</u>** for local reporting. Choose the appropriate option from the drop-down menu.

N. **Incident Location:** Local option to identify location of incident

O. **Action Taken (State Reporting):** **<u>REQUIRED</u>** for state reporting if student is assigned OSS, expelled, or remanded

P. **Action Taken (Local Reporting):** **<u>REQUIRED</u>** for local reporting - Choose from drop-down menu.

Q. **Action Date:** **<u>REQUIRED</u>** for state reporting

R. **Action Taken End Date:** **<u>REQUIRED</u>** for state reporting

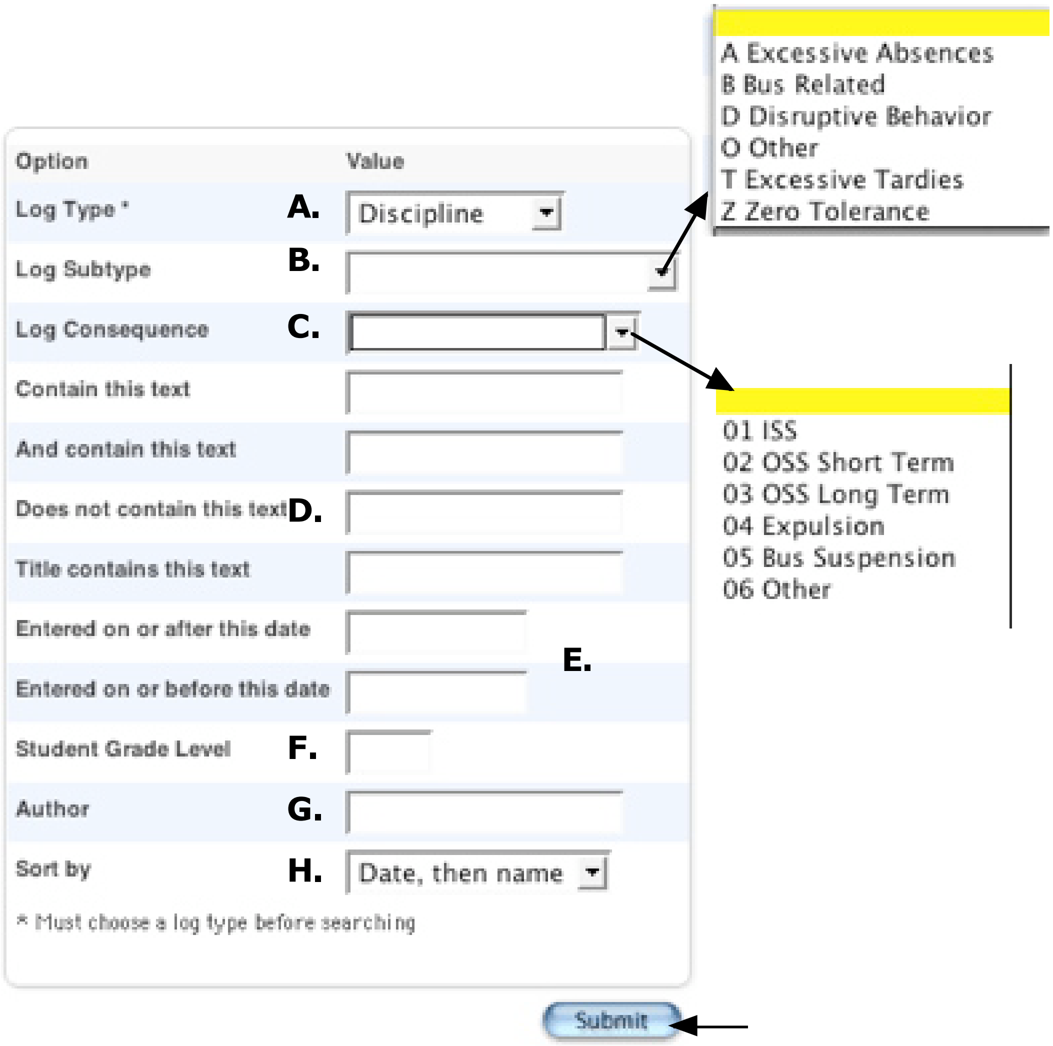
S. **Consequence:** An optional field to categorize the type of consequence **IMPORTANT NOTE:** This field is used to search logs for reports.

5. Be sure to click **Submit** when you finish entering all information.

Displaying Information

1. Select the students for whom you wish to run reports.

   - From the **Start Page**, click on **Special Functions** in the **Functions** section of the menu.
   - On the **Special Functions** screen, click on **Search Log Entries**.
   - Enter search criteria on the **Log Entries Search** screen.



A. Log Type: Select **Discipline**.

B. Log Subtype: Choose a subtype to select all offenses in that category.

C. Log Consequence: Choose a consequence to select all students who received that punishment.

D. Text Options: Enter options to search log text.

E. Date Ranges: Enter dates to select students with a discipline log entered on a particular date or within a particular date range.

F. Student Grade Level: Enter a specific grade.

G. Author: Select all logs submitted by a particular person.

- Click **Submit**.

2. Choose how you want the information displayed.

A.
B.
C.

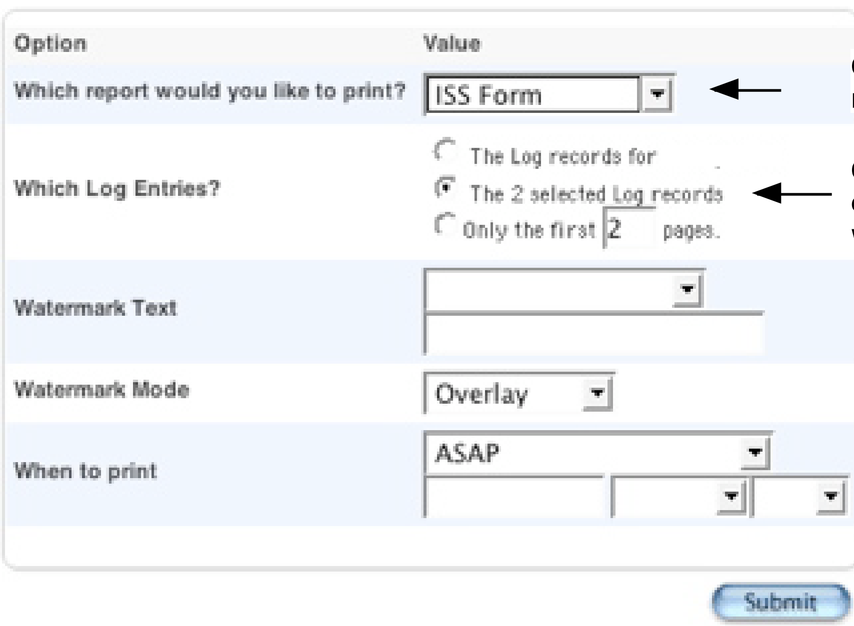
A. List Log Entries: Get a list of log entries that meet your search criteria. Click on any log entry to display the detail.

B. Print a Report: Currently reports are written for ISS, OSS Long Term, and OSS Short Term. Each of these options prints a parent letter for the selected student(s). (A letter for bus suspension is coming soon!)

C. Quick Export: Export selected fields to use in a spreadsheet, database, etc.

3. Print a Report

- Click on **Print a Report**.



Choose the report name.

Choose which entries you want included.

Click **Submit**.

- In the **Reports Queue – My Jobs** screen, the print job you just created will be at the top of the list. If you have a large job, you may see **Running** under **Status**. Remember, you must use the **Refresh** link next to **My Jobs** at the top of the page to obtain a **Completed** Report.

- Click **Completed** to view the **PDF** document(s). **Adobe Acrobat** will open with the letter(s) ready to print. Sometimes this takes a few minutes so be patient.
- From the **File** menu, select **Print**. Then click **OK** in the **Print** box. Sometimes this takes a few seconds for the print box to go away and it doesn't look like it's doing anything, so be patient. All requested rosters will print. (If you only need one roster, click through to find the one you need, and select **Current page** from the **Print Range** section of the **Print** box. Then only the roster you need will print.)

- 4. Quick Export
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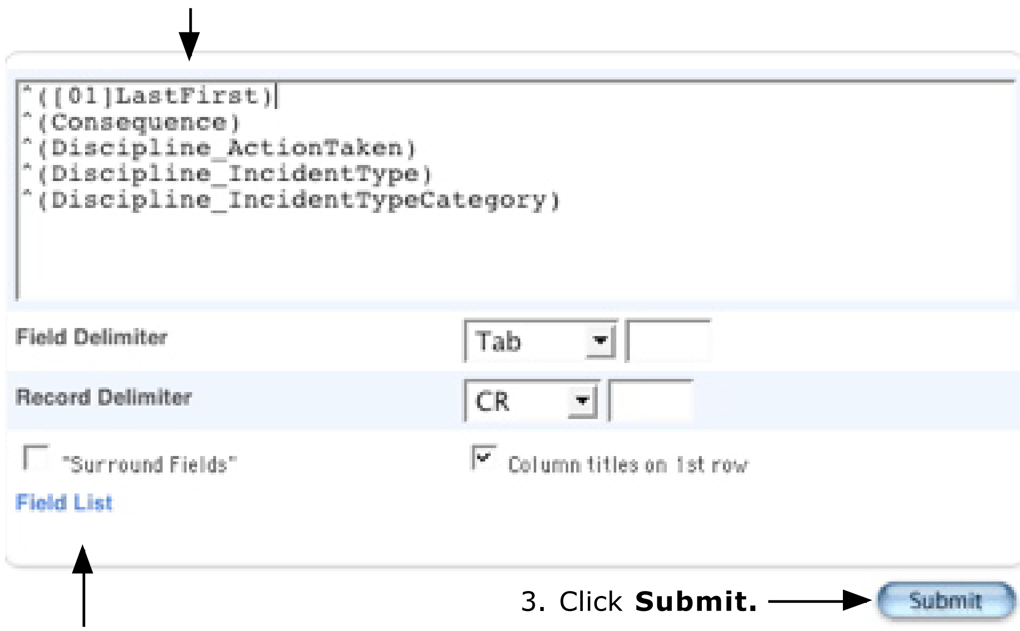
- Click on **Quick Export.**

2. Type in the fields in the format shown.



3. Click **Submit.**

1. Click to see the possible fields.

- If you are using Firefox, you can choose to save the file or open it with a particular application such as Excel.

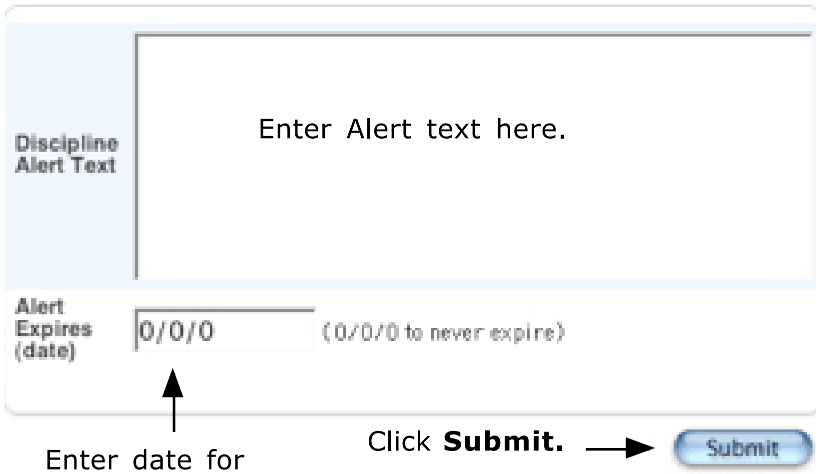
Discipline Alert

NOTE: A Discipline Alert can be used to flag a student for any reason. (Example: One more tardy and the student is assigned to ISS.)

1. On the **Start Page**, enter the student's last name, first name in the search box.

2. From the **Student** menu, click **Log Entries** in the **Administration** section.

3. Click on **Edit Discipline Alert** at the top of the **Log Entries** box.



Enter date for Alert to expire.

Click **Submit.**

4. The Discipline Alert Symbol,  , is displayed next to the student name on all student screens. Click the symbol to display the Alert text.