

User Guide

Discipline Referral Database



Discipline Referral Database User Guide

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Important information is highlighted in yellow.

1 - System Requirements

Before we get started with the database, we need to make sure your computer meets the minimum system requirements. To function properly, your computer must be equipped with the following:

- A Fast Internet Connection
- Internet Explorer 6+, Netscape 6+, Mozilla Firefox 1+, or Safari 1.2+
- JavaScript (it is enabled by default in the above browsers)
- 1152x768 Screen Resolution

There are spell-checking utilities available for most modern web browsers. Internet Explorer users can download ieSpell (www.iespell.com), Firefox users can download the Spellbound extension (<http://spellbound.sourceforge.net>), and Safari provides built-in spell checking via a Spelling option in the Edit menu*.

* EducatorsHandbook.com, LLC is not affiliated with the makers of ieSpell or Spellbound. Licensing and support for these products is not provided by EducatorsHandbook.com, LLC.

Every school has one administrator username that provides access to all the features of the database. Multiple people can access this account at the same time. We recommend giving this username and password only to school administrators and other individuals involved in the ongoing management of discipline data. As an added safety feature, the database will log you out after 30 minutes of inactivity.



The database is located at <https://db.educatorshandbook.com>.

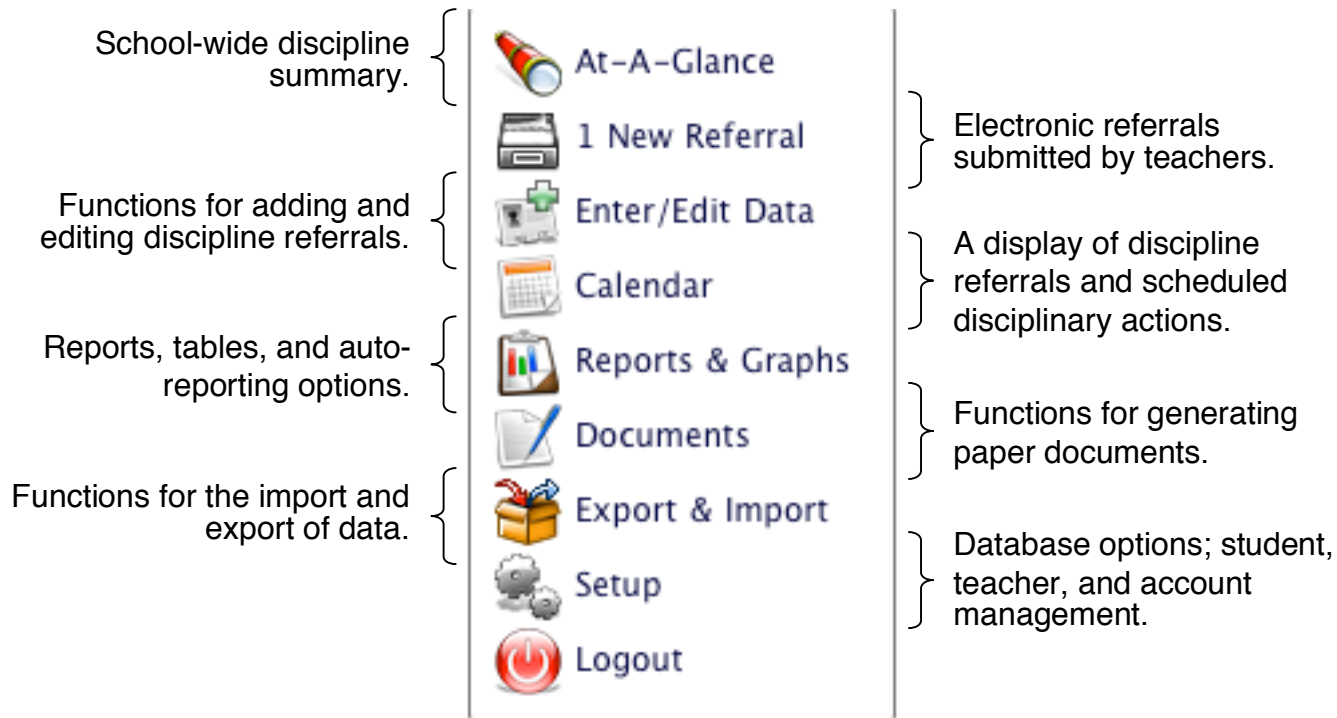
The administrator password can be changed using the Setup function (see **Database Settings**).

User accounts are created for each teacher as they are added to the system. By default, the username is the teacher's complete email address (e.g. teacher@school.com) and the password is the teacher's last name, first initial (e.g. smithj). Passwords are case-sensitive. Note: passwords contain lowercase characters by default (smithj rather than SmithJ).

Most problems accessing the database are alleviated by downloading and installing the desktop shortcut from the login page for everyone who will be accessing the database.

3 - Getting Around

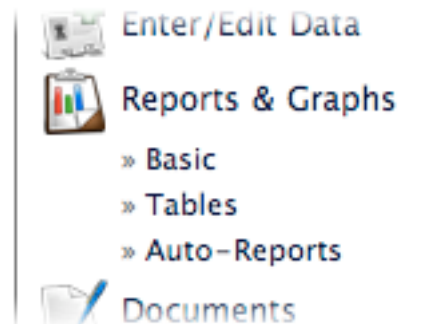
All features of the Discipline Referral Database are accessed from the database menu.



Quick Report:

The Quick Report feature is the fastest way to access reports. It will accept any portion of a student or teacher's name and return a wide array of results. Finding John Chirkofski's records is as easy as typing *John* or *john* in the search field. When results are displayed, click the person's name to see his or her report.

Many functions have sub-sections that will appear in the menu when they are selected. For example, Reports & Graphs has three sub-sections: Basic, Tables, and Auto-Reports.



5 - Setup Wizard



When you login for the first time, the Discipline Referral Database will present you with a Setup Wizard to help you get you started. The wizard has five main steps, each with detailed instructions for setting up your account.

To complete the Setup Wizard, you will need the following things:

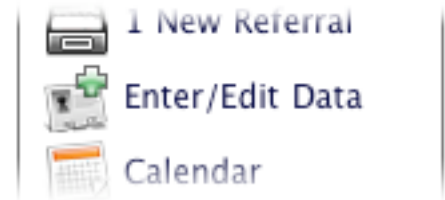
- Current enrollment data
- A school calendar
- A roster of your teachers and their e-mail addresses
- A spreadsheet containing student information for your school

If your school information system does not provide an easy way to download student information, a spreadsheet containing student data can often be obtained from district-level technology staff.

All information entered into the Setup Wizard can be changed using the Setup function. For more information, see **Database Settings** and **Managing Students and Teachers**. Also see **Database Settings** for information about customizing the lists of locations, arrangements, offenses, and administrative actions.

Adding Students

There are two ways to add students to the Discipline Referral Database. The easiest way is to add all of your students to the database at once using the Setup Wizard or the Import function (see **Export & Import**). The second way to add students to the database is through the Enter/Edit Data function.



If you choose not to import students into the database (not recommended), adding students can be a cumbersome task. To make this easier, students do not have to be added until they have received their first discipline referral. When adding referrals, check to see if the student is in the system, if they are not, add the student using the Add Student form then add the new discipline referral.

Updating/Removing Students

The Students sub-section of the Setup function is used to edit student information. When students are removed from the system using this function, their previous discipline referrals remain in the system. To update student information for a large number of students, simply re-import a new student file from your student information system (see **Export & Import**).

7 - Managing Students and Teachers

Adding Teachers and Staff

Teachers are added to the database using the Enter/Edit Data function. We recommend adding all of your teachers at the beginning of the school year. If you process bus referrals, you should add bus drivers by name.

Teacher e-mail addresses are necessary for some database operations including auto-reports and referral processing confirmation. EducatorsHandbook.com will not send unsolicited e-mail to your teachers.

Updating/Removing Teachers

The Teachers sub-section of the Setup function is used to edit teacher information. When a teacher is removed from the system using this function, discipline referrals written by that teacher remain in the system.

If you reset a teacher's password it will be set to the teacher's last name, first initial (e.g. smithj). Passwords are case sensitive. Note: passwords contain lowercase characters by default (smithj rather than SmithJ).

All paper-based discipline referrals are added to the system using the Enter/Edit Data function. The Discipline Referral Database allows for great flexibility in how it is integrated into your discipline process. The following is just one of the many ways this can be achieved.



Step 1: A teacher fills-out a discipline referral for a student. The student and the referral are sent to the office in accordance with established school policies.

Step 2: The administrator managing discipline delivers a consequence using information about previous referrals from the Discipline Referral Database. The information is recorded on the paper referral and a copy of the completed referral is given to the staff member responsible for data entry.

To improve data consistency, we strongly recommend assigning only one or two staff members the task of data entry. This should be completed daily, rather than weekly, to ensure that the administrator responding to new discipline referrals is doing so with the most current behavioral data.

If your school processes bus referrals, they should be added to the database by choosing “Bus Referral” from the offense list to distinguish them from school-based referrals.

9 - Adding Referrals

Step 3: The staff member responsible for data entry adds the referral to the Discipline Referral Database using the Enter/Edit Data function shown here.

- *Student:* The student who committed the offense. If multiple students were involved, multiple referrals should be written/entered.
- *Date:* The date of the referral. The system tracks the date the referral was entered into the system automatically.
- *Time:* The time the offense occurred.
- *Teacher:* The teacher, staff member, or administrator who wrote the referral. This should be the same person who was responsible for supervising the student at the time of the incident.

New Referral

Student's last name starts with:

Student:

Date: / /

Time: :

Teacher:

Location:

Arrangement:

Offense:

Admin. Action:

Duration:

Information:

None

- *Location:* Where the student was when he/she committed the offense.
- *Arrangement:* The instructional arrangement the student was in at the time of the offense.
- *Offense:* The student behavior that resulted in the discipline referral. If there is more than one offense, choose the most severe and list additional offenses in the Information box. See **Appendix A** for a complete list of offense definitions.
- *Admin. Action:* The consequence for the referred offense.
- *Duration:* The length of the consequence.
- *Information:* A narrative of the offense, action taken, and a record of parent contact. Many users have found the Information box a great place to track additional items not included in the above listed pull-down menus.

The lists of locations, arrangements, offenses, and administrative actions can be customized by clicking on the label for each item or by using the appropriate sub-section of the Setup function (see **Database Settings**).

11 - Processing Referrals



The Discipline Referral Database provides schools with the ability to manage the entire referral process without the need for paper discipline referrals. If the school chooses to use paper referrals instead, they may do so in the fashion described in the previous section.

Step 1: The referring teacher logs into the Discipline Referral Database using her full email address and the password provided by the administration. For more detailed information, see **Database Access**.

Step 2: The referring teacher adds the discipline referral to the database, including a complete description of the referring behavior as well as any consequences she may have administered (time-out, phone call home, etc.). The student is sent to the office in accordance with established school policies.

Step 3: An administrator uses the New Referrals function to locate and process the referral in the system. To do this, click on Process next to the referral you want to complete, choose an Admin. Action and Duration, add narrative information to the Information box, and click Process.



At-A-Glance

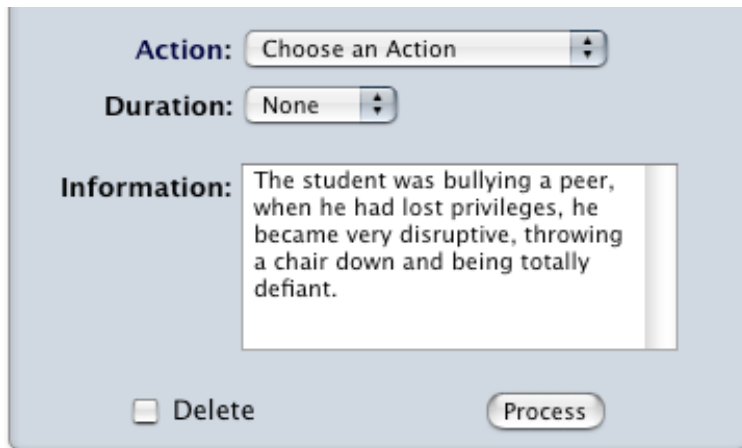


1 New Referral



Enter/Edit Data

To delete the referral rather than process it, check the Delete checkbox then click Confirm.



The screenshot shows a software interface for processing referrals. It has a light blue background. At the top, there is a label 'Action:' followed by a dropdown menu showing 'Choose an Action'. Below that is a label 'Duration:' followed by a dropdown menu showing 'None'. Underneath is a label 'Information:' followed by a text box containing the text: 'The student was bullying a peer, when he had lost privileges, he became very disruptive, throwing a chair down and being totally defiant.' At the bottom left is a checkbox labeled 'Delete'. At the bottom right is a button labeled 'Process'.

The Discipline Referral Database will add the referral to the school data set and immediately send the referring teacher an e-mail containing the completed referral information for his or her records.

Step 4: After processing the referral, the database will give you the option of generating a referral record or note home containing all of the information about the referral. For more

information, see **Generating Documents**.

Referrals waiting to be processed are not included in the school data set or individual student reports until an administrator processes them.

To have the database notify you when a new referral arrives, use the Notify Popup subsection of the New Referrals function. This small window will check for new referrals every 5 minutes and display a message accordingly.

13 - Calendar



The Calendar function provides a way to track discipline referrals and administrative actions. The Calendar is divided into three views accessed from the database menu. The calendar displays scheduled administrative actions for Out-of-School Suspension, In-School Suspension, and Detention. The information provided by this function will make the job of your referral coordinator, ISS/Detention supervisor, and Assistant Principal much easier.

Adding Calendar Events

When adding or processing a new referral with one of the above administrative actions selected, you will have the option to specify the duration as usual (1 hr, 3 days, etc.) or schedule the action by choosing *Use Calendar...* from the list.

If a typical duration (1 hr, 3 days, etc.) is selected, the Discipline Referral Database will add the action to the calendar from the time the referral was written forward and will not schedule items on weekends. For example, if the offense occurred at 2:00 on January 14th and you selected In-School Suspension for 1 hr, In-School-Suspension would be scheduled for that student on January 14th from 2:00 – 3:00. If you selected 5 days, In-School Suspension for that student would be scheduled on 1/14, 1/17, 1/18, 1/19, and 1/20 (assuming 1/15 and 1/16 are weekends).

If *Use Calendar...* is selected, the Discipline Referral Database will present the Schedule Disciplinary Action function. Schedule the selected administrative action for each day you want scheduled.

Schedule Disciplinary Action
Student: Jason Bigman
Incident: 3/16/05 – Class Disruptions
Action: In-School Suspension
Duration: None
Date: 03/16/05 – Wednesday
☐ All Day
From: 12 : 00
To: 12 : 00

15 - Accessing Reports



There are several ways to access reports in the Discipline Referral Database. The first is through the Reports & Graphs function. This is the only way to specify a range of dates when generating a report. All other ways of accessing reports will show a standard report containing data from this and the previous school year.

The second, and most efficient, way to access reports is to search for them in with the Quick Report menu item. The search engine is designed to return a wide array of results and work well with partial names. To find a report for Sarah Walters, you could type *Sarah*, *sarah*, *sara*, *Walters*, *walters*, *wal*, or even *s*. The search engine will show students and teachers whose names contain the search term(s). When the results are displayed, click the person's name to see his or her report.

The At-A-Glance report displayed when you login is a slimmed-down version of the school-wide report available from the Reports & Graphs function.

The third way to access reports is to click on a name almost anywhere in the database. For instance, you can jump to the discipline referral report for any of the students listed in the Most Frequently Referred table by clicking on their name.

Tables

The Discipline Referral Database also provides a way to generate custom tables containing discipline referral data. This task is accomplished using the Tables sub-section of Reports & Graphs.

To generate a table, choose the information you want in each column using the pull-down menu. Once the columns have been setup, specify the desired date range for the table, choose the offenses you want included in the table, and click Generate Table. To select multiple, non-continuous offenses, hold down the Ctrl key (Windows) or the **⌘** key (Mac) while choosing offenses. Custom tables are limited to eight columns of data.

Table Generator

Column 1: Complete Data Set  

Columns: None

Range: ☒ This Year
☐ Choose a Range of Dates:

From: Mar  / 16  / 2005 

To: Mar  / 16  / 2005 

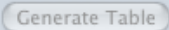
Included Offenses:

Arson
Bomb Threat
Cheating/Plagiarism
Class Disruptions
Defiance
Disorderly Conduct
Dress Code
Drugs/Alcohol/Tobacco
False Fire Alarm
False Information



Select All | Select None

☒ Include Bus Referrals



17 - Accessing Reports

Auto-Reports

The Auto-Reporting function of the Discipline Referral Database will automatically generate and send a classroom report to each teacher who has written at least one discipline referral this school year. The report is identical to the report generated by choosing a teacher from the Reports & Graphs function.

Enabling this feature will send reports via e-mail every Friday. If the database is not accessed that day, reports will not be sent.

Printing

To print a report, choose Print... from your browser's File menu. The Discipline Referral Database will only print the report – not the database menu or other page items. For best possible results, disable the printing of headers and footers and adjust page margins to ½ inch or less in the Page Setup... menu item of your web browser.

In order to get the most out of your database subscription, it is important to understand the details presented in the reports. Although anyone should be able to read and understand the reports generated by the database, a more thorough understanding of the information presented will result in improved data-based decision making. The following section fully explains each of the main report components.



Report Header

Example School Elementary

P.O. Box 2453 Tallahassee, FL 32316-2453 | (850) 322-3481
(Bus Referrals are not included in this report.)

Discipline Report for Susan Venezuela

Example School Elementary | Report Dated: 12/01/2004

The report header displays identifying information about each report. If a standard report is chosen, it displays the date the report was generated. If a range of dates was chosen, the date range is displayed.

The header also indicates whether or not bus referrals are included in the report for At-A-Glance, school-wide, and grade-level reports.

19 - Understanding Reports

Most Frequently Referred & Most Frequent Referrers

<i>Name</i>	<i>Number</i>	<i>Last</i>
Gooding, Jennifer	12	11/18/04
Zemborski, Linda	7	11/12/04
Bigman, Jason	6	10/28/04
Walters, Ben	5	11/19/04
Cross, Sarah	5	11/29/04
Washington, Dan	5	11/2/04
Sebasten, Joe	5	11/19/04
Cook, Jamie	4	11/15/04
Venezuela, Susan	4	11/5/04
Herring, Alexander	4	11/19/04

These tables show the ten students or classrooms with the highest number of discipline referrals and the date the most recent discipline referral was written. The referral date for students showing improvement should stay the same. The table is ordered by number of referrals then by referral date with the most recent dates appearing first.

For a complete list of students or classrooms, use the Table Generator (see **Accessing Reports**).

School Summary

14% of Enrolled Students
Have 1 or More Referrals

-

3% of Enrolled Students
Have 3 or More Referrals

-

Referral Average:
3 Referrals Per Day

-

179 Referrals This Year

The school summary shows general information about the status of discipline at the school. The first bullet shows the percentage of students that have been exposed to discipline procedures. The second bullet is a measure of how effective those procedures have been at preventing future behavior. A high value indicates that the discipline procedures being employed are failing to serve as a deterrent for future behavior. A high number may also be indicative of a particularly challenging population of students.

Most of the calculations are based on student enrollment. To ensure accurate reporting, student enrollment should be updated regularly (see **Database Settings**).

21 - Understanding Reports

Student Summary

Current Grade: 3

Gender: Male

Exceptionality: No

Referrals This Year: 6

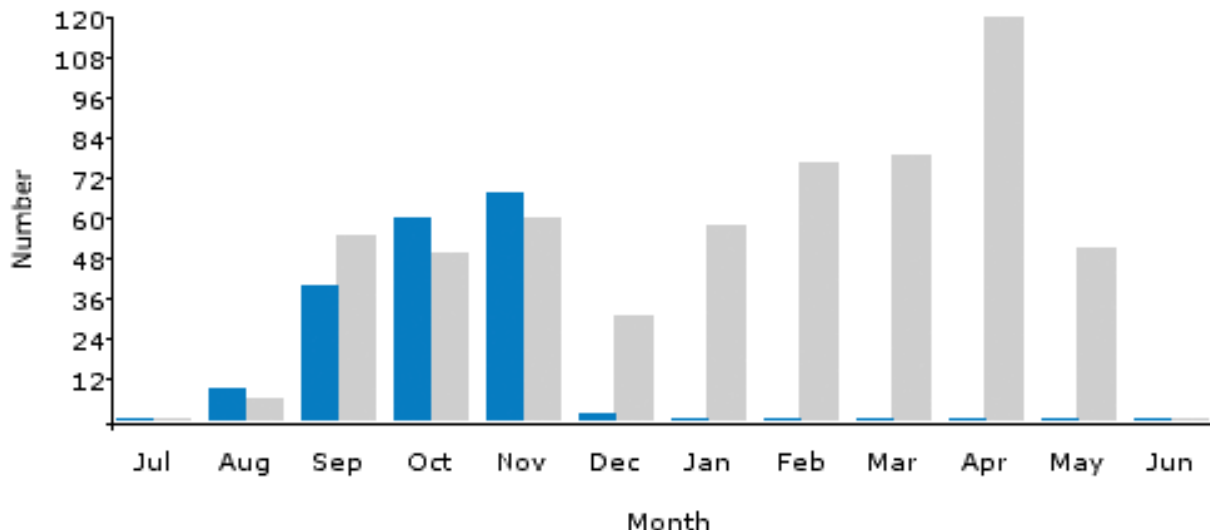
Last Referral: 1/31/05

Number of Days ISS: 2

Number of Days OSS: 0

The student summary shows demographic and summary information about the student including grade, gender, and whether or not the student has an exceptionality. The total number of referrals is also displayed, along with the date of last referral and the total number of days of in-school (ISS) and out-of-school suspension (OSS). Suspensions with a duration of less than 1 day are not included in this summary.

Number of Referrals per Month, Weekday Analysis, & Time Analysis



All bar graphs in the database display the number of referrals for each item along the x-axis. Blue bars represent data from the current school year. Grey bars represent data from the previous school year. You can save these graphs as an image (by right-clicking on the graph and choosing “Save Image As...”) if you want to include them in a document you are creating.

23 - Understanding Reports

Offense, Location, Action, & Arrangement Distributions

Fighting

■ 17 % (64)

■ 14% (82)

Physical Aggression

■ 17 % (62)

■ 30% (179)

Class Disruptions

■ 15 % (57)

■ 12% (70)

Defiance

■ 15 % (55)

■ 16% (93)

Threat/Harassment

■ 9 % (35)

■ 5% (29)

The distribution histograms display the percentage of referrals accounted for by each listed offense, location, administrative action, or instructional arrangement. Depending on the report, the histogram lists up to ten items. The actual number of referrals is listed in parenthesis next to the percentage. Colored bars represent data from the current school year. Grey bars represent data from all of last year.

The Documents function provides account subscribers with a way to generate preformatted documents containing referral information from the Discipline Referral Database. Documents are created using the Document Generator.



This function is accessed from the Documents menu item and is automatically presented after you process a discipline referral. For more information see **Processing Referrals**.

- *Student*: The student who committed the offense.
- *Incident*: The offense committed by the student on a particular date. Incidents are ordered by date, then by offense.
- *Type*: The type of document you wish to generate.
- *Leave room for header*: Checking this box will create a 2-inch margin at the top of the printed document.
- *From*: Whom the letter is addressed from. This formats the signature line of the document.

25 - Generating Documents

- *Additional Comments:* Additional communication with the parents. This information is included as an additional paragraph of text in the letter home. This information is not stored in the database.

Clicking the Generate button will create the document you specified and display it on the screen. To print the document, choose Print... from the File menu of your web browser. The Discipline Referral database will only print the letter – not the database menu or other page items.

Document Generator

Student's last name starts with:

Student:

Incident:

Type: ☐ Discipline Referral Record
☒ Letter Home

☐ Leave room for header

From: ☐ Principal
☒ Assistant Principal
☐ Other

Additional Comments:

The Discipline Referral Database provides functions to export referral, student, and teacher data and the ability to import students.

Export

The Export & Import function will allow you to export a complete discipline referral data set, a spreadsheet of student information, and a spreadsheet of teacher information. All files are exported in the Comma-Separated Values (CSV) format, which can be opened in any spreadsheet program, including Microsoft Excel.

It is also possible to export custom spreadsheets of information using the Tables sub-section of the Reports & Graphs function. To do so, generate the table you want (see **Accessing Reports**) and click Save for Excel to export the information as a CSV file.

Import

You can import students into the database using the Import sub-section of the Export & Import function. It is the most effective, efficient, and accurate way to maintain student records in the database. This is accomplished by creating a special file using a spreadsheet program like Microsoft Excel. Detailed instructions for creating an import file are located on the Import page.



27 - Database Settings



Database settings are accessed through the Setup function. The function is divided into eight sub-sections accessed from the database menu.

Main

The Main setup page contains forms for updating school enrollment and the number of school days in each month. The accuracy of the reports depends on the accuracy of these numbers. Most schools should update enrollment data once per grading period. The number of school days in each month should be updated prior to the beginning of each school year.

School information and the password for the administrator account are also updated using this function. This password should be changed any time you have turnover of staff that had access to the Discipline Referral Database. If you have lost your password and can no longer access the database, our support staff will be happy to reset your password for you.

Students

All student information is updated via the Students sub-section. Students are displayed in sections grouped by the first initial of their last name.

If you are planning on updating a group of students, we recommend doing so by re-importing a new student data file from your student information system. The database will automatically update information for existing students while adding new ones. For more information about student management, see **Managing Students and Teachers**.

Teachers

Teachers are managed via the Teachers sub-section. Teachers are displayed in sections grouped by the first initial of their last name. For more information, see **Managing Students and Teachers**.

Locations, Arrangements, Offenses, Actions, & Ethnicities

The Discipline Referral Database offers unmatched customization to meet the needs of your school. Much of this customization is achieved through the Locations, Arrangements, Offenses, Actions, and Ethnicities sub-sections of the Setup function. To add an item, type the item in the add field and click Add. To remove an item, check the Remove checkbox and click Update.

29 - Getting Help

If this guide has not answered your questions, we may be able to help. The online version of this guide contains a user discussion forum containing useful information. For this and other support information, pay a visit to www.educatorshandbook.com.

E-mail support is available for database subscribers. You can contact support by clicking the Help link at the top of each page or by sending an email to support@educatorshandbook.com. We are usually able to respond to your questions within 24 hours.

[Help](#) | [Feedback](#) | [Logged in as example](#)

0:

The database comes pre-configured with a list of offenses. The following is a list of definitions to help you determine which to choose when entering data into the database.

Arson: Setting fire to school property.

Bomb Threat: Explicit or implied threat to the school involving explosive devices.

Bus Referral: Any behavioral disruption that impairs the driver's ability to safely operate the school bus.

Cheating/Plagiarism: Handing in another student's work as his/her own.

Class Disruptions: Repeated behaviors that are disruptive to the classroom environment and may impair the other students' ability to learn.

Defiance: Refusal to follow staff directions.

Dress Code: Clothing that is inappropriate, revealing, or absent.

Drugs/Alcohol/Tobacco: The possession, consumption, sale, or purchase of drugs, alcohol, or tobacco on school grounds.

False Fire Alarm: Indication of a fire, either by pulling an alarm, or by other means, with the intent to disrupt the school day.

False Information: Making misleading statements to school staff.

Fighting: Any physical altercation between two or more students with the intent to do harm.

Inapp. Sexual Behavior: Any language/behavior of a sexual nature that is offensive, unwanted, or otherwise inappropriate.

Leaving School Grounds: Leaving school property without consent or in defiance of staff instruction.

31 - Appendix A | Operational Definitions

Other Major Crime/Violence

Other Minor Offense

Parking Violations: The parking of a vehicle on school grounds outside of designated areas or without proper authorization.

Physical Aggression: Aggressive behavior directed toward school staff or a student. This is only scored if the other student did not engage in physical aggression as well.

Poss. of Fireworks/Lighters: The possession, use, sale, or purchase of fireworks, lighters, or other combustible material on school grounds.

Profanity: Spoken or written language or gestures of vulgar or offensive content.

Property Destruction: The willful damage or destruction of school property.

Skipping/Truancy: Failure to attend class or report to school.

Tardiness: Failure to arrive to class/school on time.

Theft: The possession property not belonging to the student.

Threat/Harassment/Intimidation: Verbal comments or gestures intended to make another student or a member of the school staff uncomfortable, afraid, or intimidated.

Weapons: The possession, use, sale, or purchase of a weapon or any part of a weapon on school grounds.