txSuite

txGradebook

Web-based Access for Teachers, Parents, and Students

How to:

Enter a Discipline Referral

Developed by the

TEXAS COMPUTER COOPERATIVE

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OVERVIEW

Instructors and non-instructional employees (such as security guards, cafeteria staff, etc.) can submit discipline referrals from ^{tx}Gradebook, if this feature has been enabled at the campus. Details and comments about the incident are recorded in ^{tx}Gradebook and submitted for review. Once a referral is submitted, an administrator who is a designated discipline approver will receive email notification for each referral, and will be able to access the referral from the Student system where he can escalate or close the incident as needed.

Prerequisites

- This guide assumes you are familiar with the basic features of ^{tx}Gradebook and have reviewed the ^{tx}Gradebook Overview guide.
- The campus must be granted access to enter discipline referrals via ^{tx}Gradebook, and one or more administrators must be designated as a discipline approver. These steps are completed in the Student system and are covered in the ^{tx}Gradebook Administrator - Set Up Discipline Referral Access "How To" Guide.
- Any non-instructional employees who need *Discipline-Only* access must be set up in the Student system before they can access the ^{tx}Gradebook Discipline page. These steps are covered in the ^{tx}Gradebook Administrator - Set Up Discipline Referral Access "How To" Guide.
- A users must have a valid ^{tx}Gradebook account and be logged into ^{tx}Gradebook in order to submit a discipline referral.
- This guide is based on TxEIS 2.0.0003 and ^{tx}Suite 2.9.4.

Checklist Overview

The following steps are covered in this guide:

❑ Create a new referral.

    ❑ Retrieve the student(s) involved.

    ❑ Add data about the incident.

    ❑ Add comments intended to be read by the discipline approver.

    ❑ Submit the referral, or save a draft to submit later.

❑ Edit, print, or delete referrals as needed.

CREATE AND SUBMIT THE REFERRAL

Referrals are submitted from the ᵗˣGradebook Discipline Referrals page. This page and menu are not displayed unless your campus has been granted access to submit discipline referrals via ᵗˣGradebook.

NOTE:

» For iTCCS districts, inquiry-only users can submit discipline referrals.

» For TxEIS districts, inquiry-only users *cannot* submit referrals.

ᵗˣ**Gradebook > Discipline > Discipline Referrals**

If you are a *Discipline-Only* user, you will see only the Discipline Referrals page upon logging in to ᵗˣGradebook; no other ᵗˣGradebook menus or pages are displayed or accessible.

Otherwise, Discipline is available in the menu.

The first time you access the page, you will have no referrals. Otherwise, any existing referrals will be listed.

1. Click **Enter New Referral** to enter a new discipline referral.

   The **Record Details** section is displayed allowing you to enter data for the new referral.

2. Retrieve the first student involved using either the **Student ID** or **Student Name** autosuggest field.

3. If more than one student was involved, click **Add another student**. A blank row is displayed allowing you to retrieve the next student. Add as many students as necessary.

4. To remove a student from the list, click the delete button ✖. The student is removed.

5. The **Record Details** section provides fields for recording facts and notes about an incident.

- In the **Severity** field, indicate the severity of the offense. Select *High* if the nature of the offense is very severe.

- (Required) In the **Offense Description** field, select the PEIMS offense code describing the offense. The drop down only lists offense codes that are allowed to be displayed in ^{tx}Gradebook, as indicated in the Student system in the district-level discipline offense codes table.

- (iTCCS only) Click **Prior Interventions** if you have previously taken discipline intervention steps for the student. A dialog box opens allowing you to select any prior actions taken for this student.

From the **Prior Interventions** list, select one or more prior interventions, and then click **Select**. The dialog box closes, and the codes for the selected intervention(s) are displayed.

If prior interventions are already selected for this student, the number of selected interventions is displayed next to the field, and the codes for up to five selected interventions are displayed. You can place the cursor over the list of codes to view the complete list of codes and their descriptions. You can also click **Prior Interventions** again to view the codes and descriptions, or to modify the list.

This is not available for TxEIS districts.

● Under **Referrer Comments**, type notes and comments related to the incident. You can type up to 2000 characters, including spaces. A character counter below the text box allows you to see the number of remaining characters available.

WARNING:

These comments will be read by the administrator who reviews the discipline referral, and potentially by the parent/guardian of the student.

- The **Date of Incident** and **Time of Incident** fields display the current (i.e., system) date and time by default. If necessary, type another date and time.

- Select **Sent to Office** if the student(s) were sent to the office because of the incident.

6. In the optional **Teacher's Course Section** field, you can select a course section if the incident occurred during class.

   If you need to view the student's schedule, click **Schedule**. The student's schedule opens in a new window.

   Click the close button ✖ to close the schedule.

7. (Required) In the **Incident Location** field, select the location in which the incident occurred. The location codes are set in the Student system at the district level in the Discipline application.

8. To save a draft of the referral, which allows you to finish and submit the referral at a later time, type your four-digit PIN in the **PIN** field and click **Save Draft**.

   A message indicates that the record was saved, and the **Status** is set to Draft. The referrral is *not* sent to an administrator at this time. You can access this referral later by clicking the spyglass icon 🔍.

9. If the referral is complete, and you are ready to submit the referral to an administrator for further action, type your four-digit PIN in the **PIN** field and click **Submit Referral**.

A message indicates that the record was saved, and the **Status** is set to Pending. The referral will appear in the administrator's discipline referral list with a status of Pending.

EDIT, PRINT, OR DELETE REFERRALS AS NEEDED

All existing referrals for the school year, in all states, can be viewed and printed as needed. For submitted referrals, you can monitor the action taken by the administrator and view comments and status.

Only Draft and Pending referrals can be updated.

NOTE:

You can only view your own referrals. If you are logged on to ^{tx}Gradebook as an administrator, you cannot see a teacher's entered referrals on this page; however, you can view your own referrals.

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^{tx}Gradebook > Discipline > Discipline Referrals

When you access the page, your existing referrals for the school year are displayed, as well as the following statistical data:

- The **Draft** field indicates the number of referrals you have created but not yet submitted.

- The **Pending** field indicates the number of referrals you have submitted that are awaiting review and further action from an administrator.

- The **Reviewed** field indicates the number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action.

■ The **Completed** field indicates the number of submitted referrals that have been reviewed by an administrator, and for which further action was taken (i.e., a discipline incident record was created).
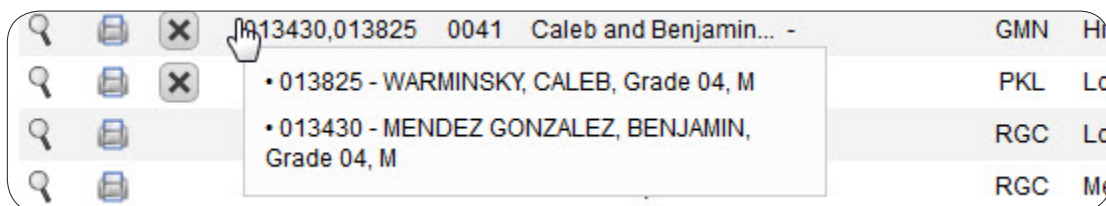
View and Print a Referral

1. Up to five referrals are displayed at a time, sorted by status. If more referrals exist, you can page through the list to see the others.

2. To retrieve a referral for a specific student and/or status:

   • Use the **Student ID** or **Student Name** autosuggest field to select a student.

   • In the optional **Status** field, select a status if you want to view only referrals with a specific status. Or, select *ALL* to view all referrals.

   • Leave all fields blank to retrieve all referrals sorted by status.

   • Click **Search**. The referrals grid is redisplayed according to the criteria specified.

3. For several fields in the grid, a shortened view of the data is displayed in the column; however, you can place the pointer over the field to view the full description.

   • In the **Students** field, when you place the pointer over the student ID, the student's name and grade level are displayed. M or F is displayed to indicate male or female.

   If multiple students were included in one incident, all students are listed.

   • The **Offense Code** field, the code description is displayed.

- The **Referrer Comments**, **Incident Location**, and **Return Message** also display the full description.

4. To view the full details of the referral, including information about any actions taken by the administrator, click the spyglass icon 🔍. The **Record Details** section is displayed allowing you to view data for the selected referral.

5. Click **Print Record** to print the referral. Or, click the printer icon 🖨 in the grid. The referral opens in a new window.

Update a Referral

Only Draft and Pending referrals can be updated. All others display view-only data.

1. Click the spyglass icon 🔍 to edit the details of a referral. The **Record Details** section is displayed allowing you to view and update data for the selected referral.

2. Update the fields as needed.

   ● If you are editing a Draft referral, you can click **Save Draft** if you are still not ready to submit the referral to an administrator. Or, click **Submit Referral** if you are ready to submit the referral.

- For a Pending referral, the **Save Draft** button is *not* displayed. If you edit data, click **Submit Referral** to submit an updated referral to the adminstrator.

Delete a Referral

Only Draft and Pending referrals can be deleted. Click the delete icon ⊠ to delete a referral, and the referral is deleted. The delete option is not displayed for Reviewed or Completed referrals.