



JCampus Discipline

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Discipline Posting Tries to Follow the Basic Parts of a Paper Referral:

1. **Refpg1** tab is the top of a referral form describing what happened.
2. **Refpg2** tab is the middle of a referral form describing what action the employee has taken.
 - a. Teachers can only fill out the first two parts of a referral. Teachers cannot fill out any **Admin** information.
3. **Admin** tab is the bottom of the referral describing what actions were taken in by the school administration.
 - a. Teachers cannot post to this part of the referral.
4. **Hearing** tab is where if the referral resulted in an expulsion recommendation, the result of the hearing is entered in this tab.



Basic Discipline Referral Posting:

1. On the left navigation menu, go to **Discipline / Entry / Discipline Posting**.
2. If you are an administrator in charge of particular grade levels, set to the needed grade levels.

3. Verify the year and site. Click **OK**.

Enter Refpg 1 Information

1. On **RefPG1**, click in the **Name** field and select the student from the alpha list that appears.
 - a. **TIP:** Check the SPED 504 LEP Health buttons after selecting the student.
 - b. **TIP 2:** To see history of student, including days of OSS/ISS, go to **Action / Discipline Stats** to see summary of discipline activity of the student.
 - c. **Tip 3:** From the student name, click the Gear icon, then Communication, then JCall. This will allow the administrator to contact the parent/guardian via email or SMS text.
2. If this is a bus referral, select the **Bus Referral** check box on the right side of the screen under the student information.
3. Click in the **Staff ID** field and select the staff that reported the discipline incident. Use the tabs at the bottom of the staff list to change from TEA to ADM, BUS, SCH, DST.
4. Select the **Date** and **Time** of the incident.
5. Select the **Code** and the **Location** that best describes the state time and location of the incident.

6. For **Incidents**, click in the cell under **Code**. A listing of Incidents will appear. Click to select needed code.
 - a. **You can enter up to 4 incident codes but put the most important first.**
7. If a serious incident needs a witness to be identified, click the top line of the **Witness** section to select each witness.
8. In the **Remarks** cell, type information describing the incident.
 - a. The user has a character count remaining for what will print on the referral form.

Enter Refpg2 Information

1. Click on the **RefPG2** tab at the bottom of the screen
2. If there is an Action taken by Teacher, Bus Driver... to enter, click in the cell under the word **Code**, then select a **Teacher Action**.
 - a. **NOTE:** if action "06 Referred to Office" is selected, an email will be sent to the school administrators.
3. **Parent Contact:** If needed, the user can select a **Parent Contact** method and **Contact Date**.
 - a. For the teacher, this automatically gets posted to the **Parent Contact Log**.
4. **Teacher Employee Recommendations:** Type teacher remarks and recommendations if needed.
5. **Date School Employee Signed Form:** Enter date employee reported issue.
6. **Victims:** Select only if a bullying referral. Bullying referrals explained later in this guide.
7. **Perpetrators:** Automatically populates student's name

Enter Admin Information

1. Click on the **Admin** tab at the bottom of the screen.
2. Click on the first cell/column for **Action Taken by School Administration**.
 - a. You can enter up to 4 actions but put the most important first.
3. Enter **Administrative Comments**.
4. Enter the **Date Disciplinarian Signed the Discipline Form**.
 - a. For **Disciplinarian Signed Form**, select administrator administering the action.
5. (Optional) Click on the **Comments** tab at the bottom of the referral page.
 - a. Enter comments made by the student and/or the parent.
 - b. Enter the date the comments were made.
 - c. Enter the student or parent's name that made the comment.
6. ***Save** the referral using the **Save** button at the bottom of the screen.

Time Saver: Copy button

1. After saving a referral, if a user wishes to copy the referral to other students, click the "Copy" button.
2. Select the other student(s) to copy the referral to. Select which parts (Refpg 1, Refpg2, Admin) to be copied.
3. Note: If actions for the students were different, lookup the copied referrals and adjust the actions, then save.

Posting Bullying Referrals

1. Bullying incidents are entered the same as other incidents, but has the following exceptions explained below.
2. On **RefPG1**, click the Incident code of either **045 Bullying** or **077 Cyberbullying**.

3. A new window will appear, and you will need to select a type code (aggression code) along with a motivation code. Click OK to close the bullying details entry screen.
 - a. If done correctly, the bullying code will have an asterisk (*) showing details have been entered.
4. If applicable, enter any witnesses to the event using the top line of the **Witness** section to select each witness.
5. Click on the **RefPG2** tab at the bottom of the screen.
6. In the **Victims** section, click on the first row to select a victim.
 - a. Select the name of the student victim.
 - b. Enter any victim **Comments** to help document any special conditions related to the Victim.
 - c. Enter date the victim parent/guardian was contacted.
 - d. Place a check mark by the **Counseling, Medical Treatment, or Other Support** indicators.
7. Click on the **Admin** tab at the bottom of the screen and enter any disciplinary actions taken for the bullying incident.
8. Save the referral using the **Save** button at the bottom of the screen.

Posting Detentions (Regularly Scheduled Detentions)

1. Fill in the Refpg 1 and Refpg2 as explained earlier in this guide.
2. On the **Admin** tab, click in the first cell of **Action Taken By School Administration**. Select either 03 040 Assigned to Detention
3. A new window will appear for information related to the **detention** dates.
 - a. ***If this is the first detention assignment for the year**, select **Set Times** and enter the clock time and select the days on which detention will be held during the current year. Click **OK**.
4. Click to check the **day** on which the student must attend detention.
5. At the bottom, enter the number of **Days** the student will have Detention.
6. Enter the **Start Date** of the detention.
7. Click the **Calc** button and the system will determine the **Return Date**. This is the date the student is done with the detention action.
8. Select the **Location of Detention**. Click **OK**.
9. You should now see the number of days displayed under "**Det**" on the upper left side of the screen.
10. The **Detention Notification** letter, under **Action→Letters**, will now be available for choosing.
11. **NOTE:** Since the program allows multiple check boxes for different days of the week (Monday-Saturday), then you need to enter the first day of the week to allow the program to review the check box days and calculate the correct number of days. It says on the box to, "Please check off weekdays first to calculate date span below correctly". Three boxes have been placed above the dates for the assigned Saturday detention. These boxes are for dates to be skipped that would be classified as a holiday or a day that the administration does not want the student to attend detention. There are three date boxes that the administrator can use for one or more days.

Posting ISS or OSS Suspensions

1. Fill in the **Refpg1** and **Refpg2** as explained earlier in this guide.
2. Click on the "**Admin**" tab at the bottom of the screen
3. On the **Admin** tab, click in the first cell of **Action Taken by School Administration**. Select either:
 - a. 09 002 Out of School Suspension
 - b. 10 004 ISS on Site
4. A new window will appear for information related to the suspension days/dates.
5. Indicate whether the incident resulted in a recommended expulsion according to district discipline policy.

6. Enter the number of **Days** and the **Start Date**. Click the **Calc** button and the system will determine the **Return Date**.
7. If blank, enter the **SIS Incident** code.
 - a. If this is a weapon incident, you will be prompted to select the weapon type.
8. Click **Ok**. The OSS/ISS detail box will close, and the user is back to the referral screen.
9. You should now see the number of days displayed under **ISS** or **OSS** on the upper left side of the screen.
 - a. If the count of days or dates is needed, click on the count of **ISS** or **OSS**. Make the change, then click **OK** button.
 - b. If the ISS or OSS has a "Recommend Expulsion" check off, the count of days will have an "E" in front. (Ex: "E5" for 5 days OSS with an expulsion recommendation")
10. Save the referral using the **Save** button at the bottom of the screen.
11. **Tip**: If the ISS / OSS is resulting in an expulsion hearing, the user may want to print a "**Court Report**" to have a summary of student information ready for the hearing.
 - a. Click **Action / Court Report**. Select all the boxes, then **Print**.

Posting Expulsion Hearing Results (Usually Done by Hearing Officers)

1. Click the **Find Ref** button at the bottom of the discipline window to locate the referral to post the hearing result.
2. Click on the referral to post the hearing result.
3. Tap the **Admin** tab of the referral. There will be an "E" in the cell that shows the number of days suspended either under the ISS or under the OSS column.
4. Select the **Hearings** tab at the bottom of the screen.
5. Click the **Post Hearing** button in the Hearing Results section.
 - a. **For short term**, select "6 Alternate Site Suspension"
 - b. **For long term**, select "7 Alternate Site Expulsion"
 - c. For the "**Return to Class**" option you only enter a start date.
 - d. Do not select "3 Expulsion".
 - e. Enter a **Start Date** and a **Return Date** and click the **Days** button to determine the number of days; if you know the number of days, enter the **Start Date** and click **Calc** to determine the return date.
 - f. If offered to adjust the OSS dates to fit the expulsion start date, click the **Adjust** button.
 - g. For the "**Alternate Site Expulsion**" option you will need to enter the **Alternate Site/Program Code** to identify the school/program.
 - h. **Code 3 Expulsion** will produce a warning, upon selection, informing the user that "Selecting code 3 Expulsion will update the student's leave code and leave date."
6. Be sure to **Save** the referral.

Commonly Used JCampus Forms

1. After working with a referral, click the Action button in the upper right, then select Letters.
2. From the listing select
 - a. Behavior Report 1 (One Page): Basic discipline form
 - b. Behavior Report 3 (Long Form): Use if there are is a lot of text to print
 - c. Detention Notification
 - d. Parent Conference Request

LPSS Discipline Forms

1. From the referral, click “Action” in the upper right, then select “Letter System”.
2. Click in the “Letter” field to browse a listing of LPSS custom discipline letters.
3. Select, then Click Ok. A print preview will be displayed.
4. Note: The last letter selection will be “remembered”. Click to change to a different letter as needed.

Referral List

The referral list displays a list of referrals that can be filtered. A nice feature is that an administrator can edit the referral from the listing, and “Communicate” from the listing.

1. Go to Discipline / Lists / Referral List.
2. Set for a given date range.
3. Use “Columns” to set desired columns to display.
4. Use the Filters button to limit the type of referral (ex. “Major”), grade level, etc....
5. Once on the screen, the data can be sorted and moved around.

Common State Reporting Errors:

1. **Suspension start and return date are the same:**
 - a. On the Admin page, for ISS or OSS, you will see there is no day count.
 - b. Click on the count and you will see that the start date and end date are same.
 - c. Need to adjust dates so that start date is not same as return date.
2. **Suspension date overlap:**
 - a. Locate the student in Discipline Posting, then go to Action / Suspensions.
 - b. Browse to the right to see the start / return dates.
 - c. Look for a date overlap between referrals.
 - d. Go to one of the referrals and adjust the start/return date to not overlap the other.
3. **Discipline Action Outside of Enrollment:**
 - a. A discipline action is slated to occur, or begin, when the student has already exited the school.
 - b. Check out the enrollment exit date of the student by going to Gear / Student / Enrollment History.
 - c. Locate the referral with the admin actions.
 - d. **Consult with LPSS Leadership:** In some cases, the action date simply needs to be pulled back to within the date of enrollments. If Jefferson Leadership approves, in some cases, there is nothing that can be done, and the action needs to be removed with just a administrative note indicating that the student was to serve an action, but departed before it could be enacted.

Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. Go to Discipline / Trends / Discipline Frequency Report.
2. Set the "School", then verify the "Date From" and "Date To".
3. At the bottom, verify use of "Primary Inc/Action Only":
 - a. If selected, only the first incident and action are counted.
 - b. If unselected, all incidents and actions are counted.
4. On the left will be counts by **Actions**. On the right will be a graph of Actions.
 - a. Counts are clickable to see students that comprise the count.
5. On the right bottom, click "Inc" button to change data to "Incidents". Data will now show Incident counts on the left, and graph of incidents on the right.
6. On the right bottom, click "Loc" to change data to "Locations". Data will now show Location counts on the left, and graph of locations on the right.
7. Repeat for other buttons on the lower right such as "Time", "Staff", "Mo"-Month.

Setup - 04.16.2020

Year: 2021

District: 026

School: 017

Grades:

Students:

Team:

Sports:

Clubs:

Special Codes:

Date From: Sep 8 2020

Date To: Sep 30 2020

Show: Actions

Special Ed: All Sped Only Non Sped

504: All 504 Only Non 504

LEP: All LEP Only Non LEP

PBIS: All Major Minor

Referral Type: Regular Bus

Primary Inc/Act Only

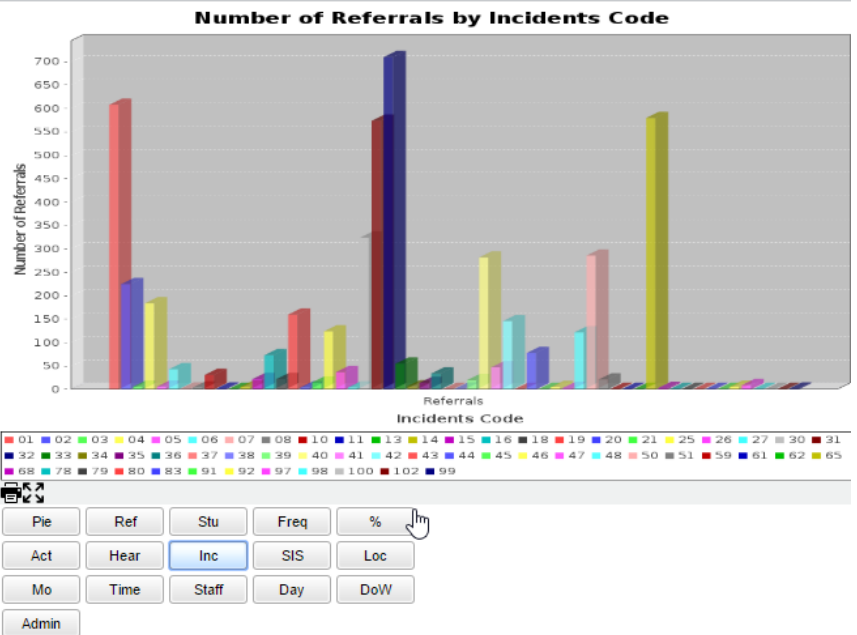
Run for: All

Include Remote Scheduled

Only referrals from selected schools

OK

Code	Description	# Ref	# Stu	Avg	% Stu
01	Willful disobedience	608	242	2.51	29.16
02	Treats an authority with disrespect	225	144	1.56	17.35
03	Makes an unfounded charge against a...	6	6	1	0.72
04	Uses profane and/or obscene language	184	110	1.67	13.25
05	Commits immoral or vicious practices	6	5	1.2	0.6
06	Conduct or habits injurious to his/her a...	43	33	1.3	3.98
07	Uses/possesses controlled dangerous...	2	2	1	0.24
08	Uses/possesses tobacco and/or lighter	4	4	1	0.48
09	Uses/possesses alcoholic beverages				
10	Disturbs the school/habitually violates r...	31	26	1.19	3.13
11	Cuts defaces injures school/vandalism	2	2	1	0.24
12	Writes or draws obscene/profane lang...				
13	Possesses weapons prohibited under f...	1	1	1	0.12
14	Possesses weapons not federally proh...	6	6	1	0.72
15	Throws missiles liable to injure others	22	17	1.29	2.05
16	Instigates or participates in fights	73	63	1.16	7.59
17	Violates traffic and safety regulations				
18	Leaves school or classroom w/o permi...	22	19	1.16	2.29
19	Is habitually tardy and/or absent	160	111	1.44	13.37
20	Takes another's property or possessio...	4	4	1	0.48
21	Commits any other serious offense	15	13	1.15	1.57
22	Leaving Bus Without Permission				



Detention List

1. In the left navigation panel, go to Discipline / Lists / Detention List.
2. Set for the current **Year** and verify the **School**.
3. Set the “**From Date**” and “**To Date**” to the dates for which students are to report to Detention.
4. Click **Ok**.
5. A listing of students who are assigned to Detention for the given date range will be displayed.
6. **TIP:** There is a “Communicate” button at the bottom if you would like to send out a message to the parent/guardians of the students.

ISS / OSS List

This is a handy list to check which students are to report to ISS behavior room.

1. On the left navigation panel, go to **Discipline / Lists / ISS-OSS List**.
2. Set the normal Year and School setting.
3. Set the **From Date** and **To Date** to the date range of the ISS session that students are to report to.
4. On “Filters” for **Discipline Type**, set to “**4 In-School Suspension**” or “**2 Suspension**”
5. Set **List Type** to “**Detail**”.
6. Click **OK** button to obtain list.
7. Listing will show students who are to be in ISS or OSS for the date range.