

ClassLink ClassMate

Introduction to:

Discipline and Anecdotal
A Teachers Guide



Teacher Discipline & Anecdotal

- Creating a Discipline Referral
 - Follow up actions
- Teacher Anecdotal Feature
- Putting it all Together
 - Reporting



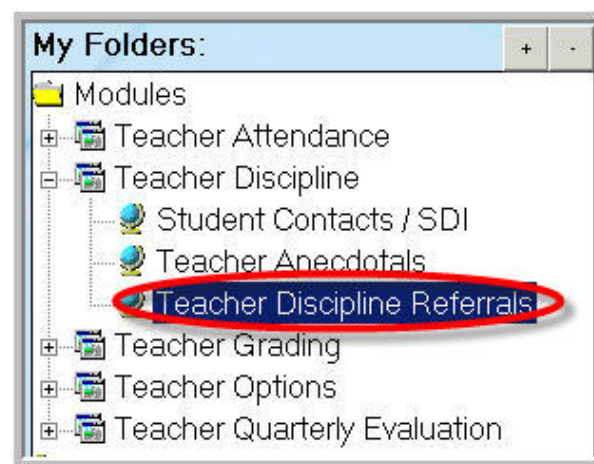
Teacher Discipline & Anecdotal

ClassMate Discipline Referral

The purpose of this module is to initiate a discipline referral due 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 the 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.

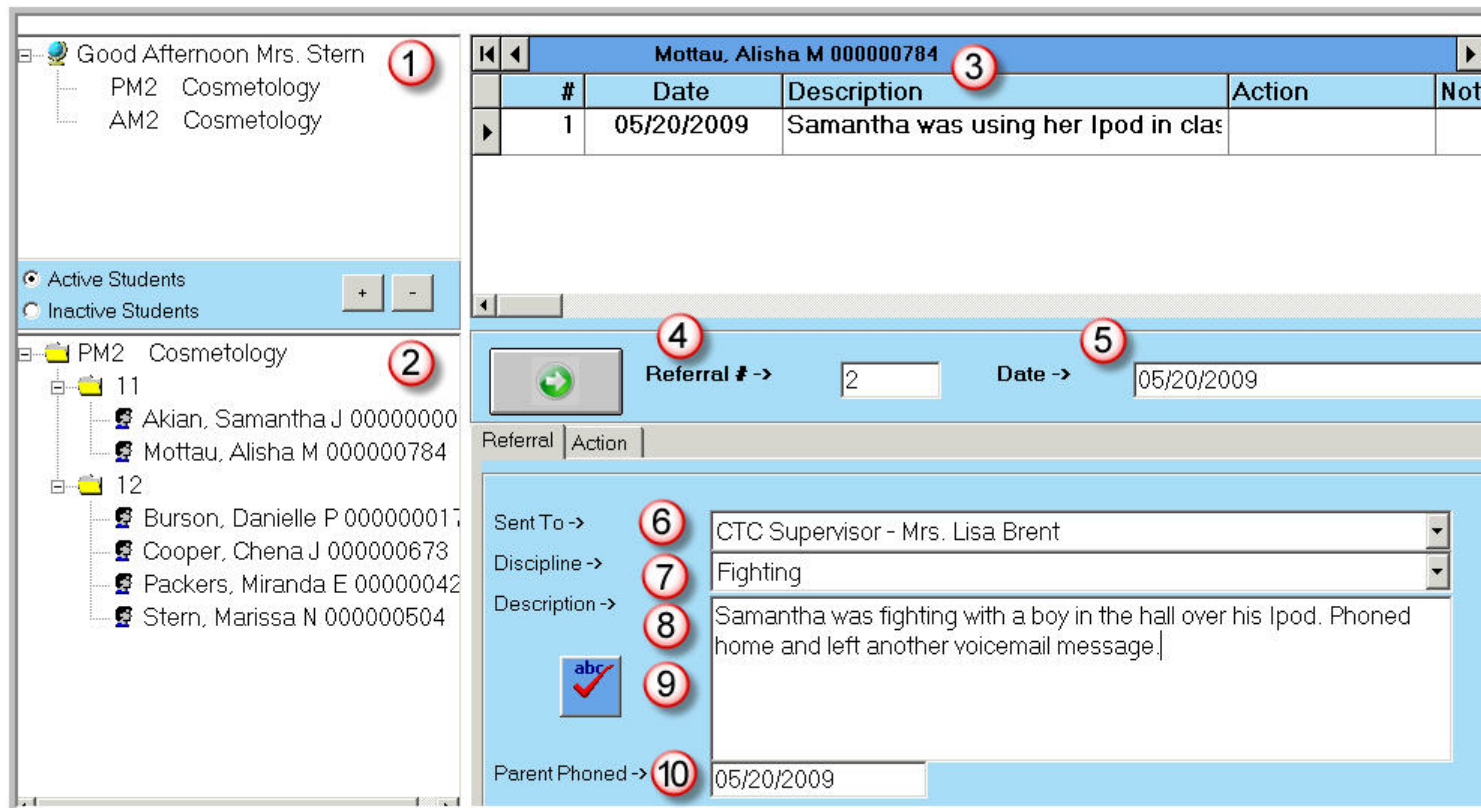
Getting Started

Double Click on **My Modules** > Double Click **Teacher Discipline** > Click **Teacher Discipline Referrals**



Teacher Discipline & Anecdotal

- 1 Select Class
- 2 Select Student
- 3 Discipline Referral Window
- 4 Referral Number
- 5 Referral Date
- 6 Sent to: Referral Destination
- 7 Discipline: Offense
- 8 Description of Offense
- 9 Spell Check Feature
- 10 Parent Phoned

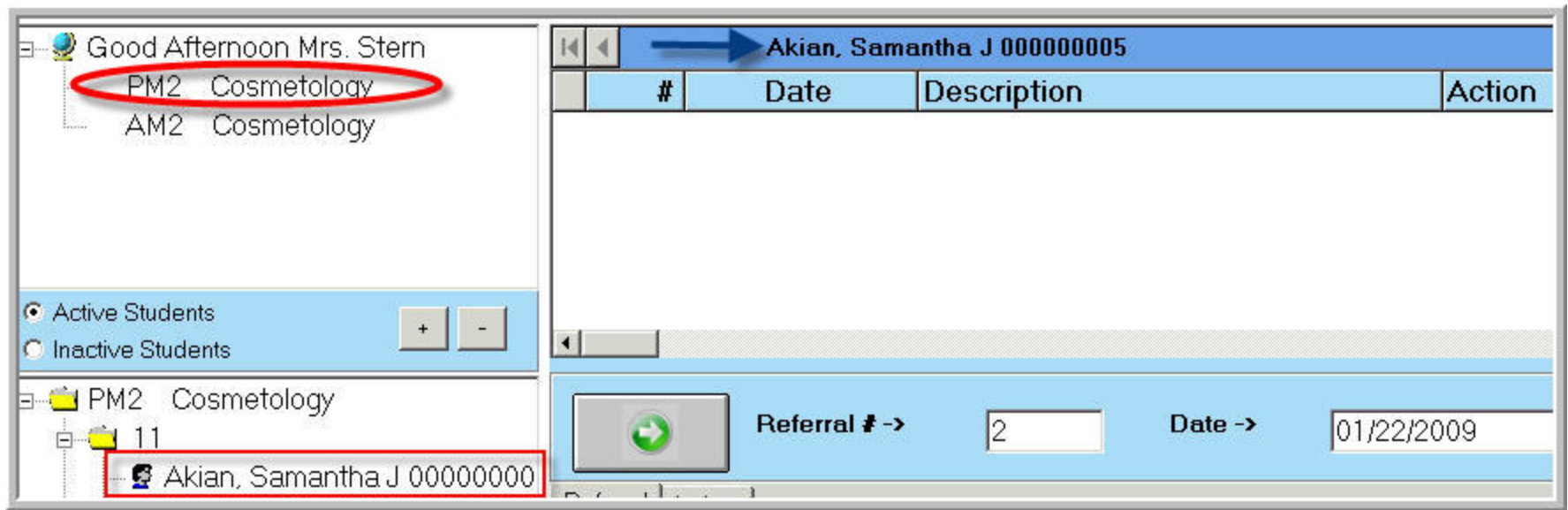


The screenshot shows the ClassLink interface for creating a discipline referral. The interface is divided into several sections:

- Class Selection (1):** A tree view on the left shows the class hierarchy: Good Afternoon Mrs. Stern > PM2 Cosmetology > AM2 Cosmetology.
- Student Selection (2):** A list of students is shown under the selected class, including Akian, Samantha J, Mottau, Alisha M, Burson, Danielle P, Cooper, Chena J, Packers, Miranda E, and Stern, Marissa N.
- Referral Details (3):** A table shows the selected student's referral history. The current entry is: # 1, Date 05/20/2009, Description Samantha was using her Ipod in clas.
- Referral Form (4, 5):** Fields for Referral # (2) and Date (05/20/2009).
- Referral Destination (6):** A dropdown menu for Sent To, currently set to CTC Supervisor - Mrs. Lisa Brent.
- Discipline (7):** A dropdown menu for Discipline, currently set to Fighting.
- Description (8):** A text area for the Description of Offense, containing: Samantha was fighting with a boy in the hall over his Ipod. Phoned home and left another voicemail message.
- Spell Check (9):** A blue 'abc' icon with a checkmark for the spell check feature.
- Parent Phoned (10):** A date field for Parent Phoned, set to 05/20/2009.

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.



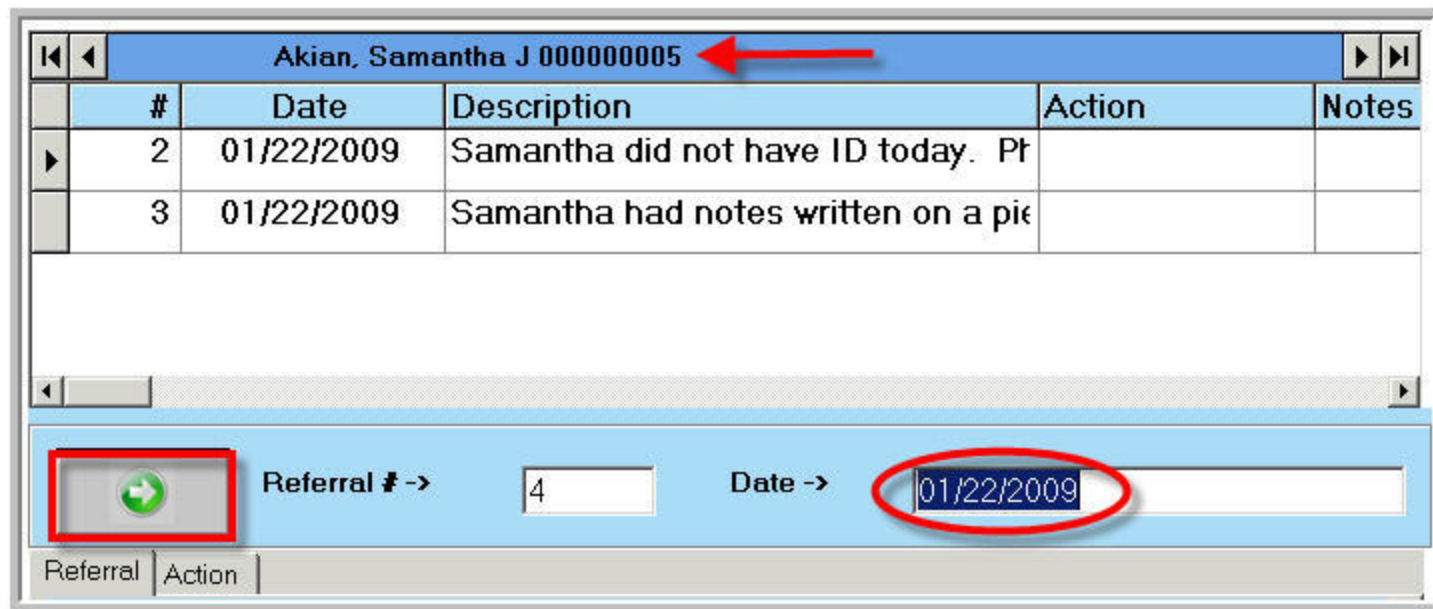
The screenshot shows the ClassLink interface for creating a discipline referral. On the left, a tree view shows the class selection process. The class "PM2 Cosmetology" is selected and circled in red. Below it, the student "Akian, Samantha J 00000000" is also selected and circled in red. On the right, a table shows the selected student "Akian, Samantha J 00000005" highlighted in blue. Below the table, the "Referral #" field is set to "2" and the "Date" field is set to "01/22/2009".

#	Date	Description	Action
		Akian, Samantha J 00000005	

Teacher Discipline & Anecdotal

Creating Discipline Referrals

- 3 Discipline Referral Window: Displays the selected student name and will list any previous referrals. 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, highlight the date and type the desired date in the field. MM/DD/YYYY.



Akian, Samantha J 000000005					
#	Date	Description	Action	Notes	
2	01/22/2009	Samantha did not have ID today. Pf			
3	01/22/2009	Samantha had notes written on a pic			

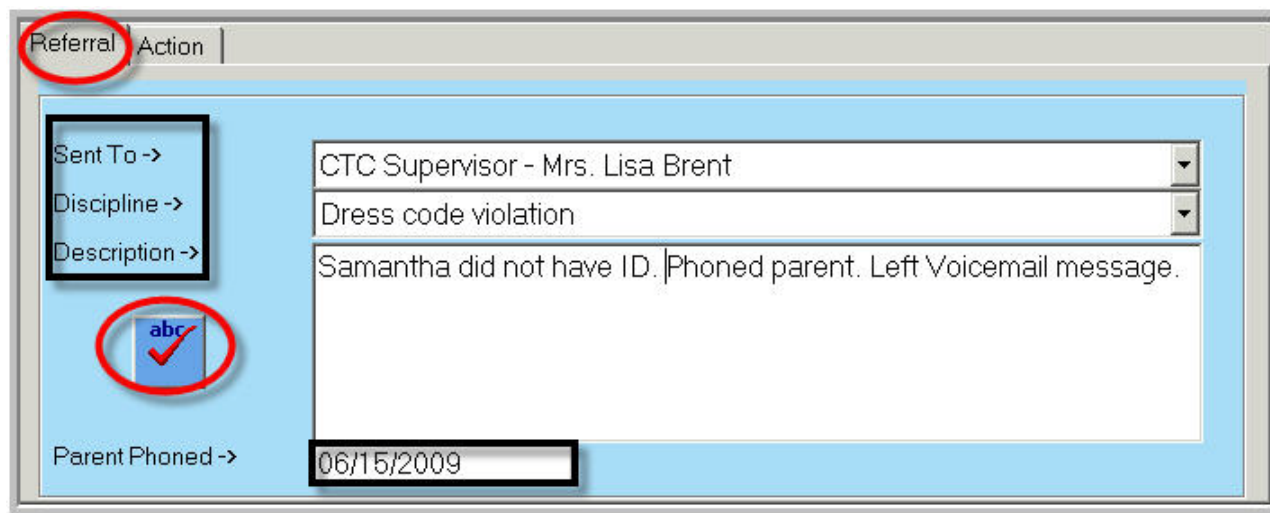
Referral # ->
 Date ->

Teacher Discipline & Anecdotal

Creating Discipline Referrals

- 6 **Mandatory step:** Using the drop down menu **select the name of the Administrator** receiving
- 7 **Mandatory step:** Using the drop down menu **select the discipline violation** from the list.
- 8 Type discipline **violation description** including details of the situation.
- 9 Spell check feature: Click the **BLUE** ABC button to spell check the discipline referral description.
- 10 Parent Phone: Type the date the parent was phoned. Verify discipline policy with administration to ensure compliance.

Click **Save**



The screenshot shows a web form titled "Referral" with an "Action" tab. The form contains several fields and buttons:

- Sent To ->**: A dropdown menu with "CTC Supervisor - Mrs. Lisa Brent" selected.
- Discipline ->**: A dropdown menu with "Dress code violation" selected.
- Description ->**: A text area containing "Samantha did not have ID. Phoned parent. Left Voicemail message."
- Parent Phoned ->**: A text field containing "06/15/2009".
- Spell Check Button**: A blue button with "abc" and a checkmark, circled in red.

The newly created referral will now be listed in the Referral display window. 

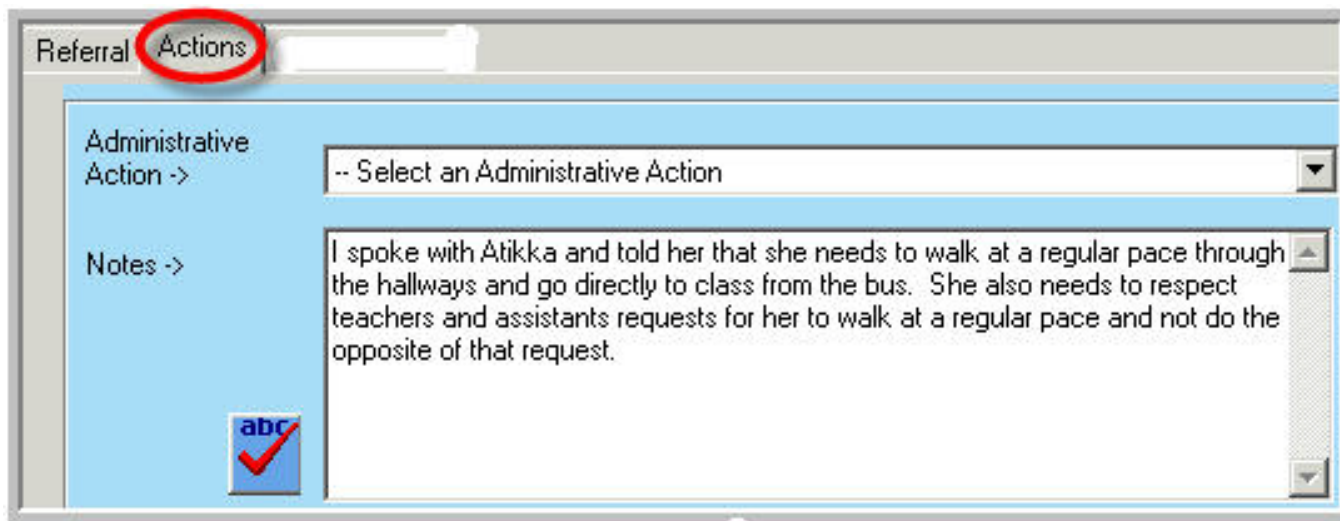
Teacher Discipline & Anecdotal

Discipline Referral Follow-Up

Once created, the discipline referrals are now the responsibility of the administration to whom it was sent. Teachers can easily check on the referral to see what administrative action was taken and any additional details. The actions are read only.

Double Click on **My Modules** > Double Click **Teacher Discipline** > Click **Teacher Discipline Referrals**>Click on the referral you would like to follow-up

- The original referral will display as the window defaults to the **Referral Tab**.
- Click the **Actions Tab**
- Administrative action will display along with any notes the administrator has provided.



Referral **Actions**

Administrative Action -> -- Select an Administrative Action

Notes -> I spoke with Atikka and told her that she needs to walk at a regular pace through the hallways and go directly to class from the bus. She also needs to respect teachers and assistants requests for her to walk at a regular pace and not do the opposite of that request.

abc ✓

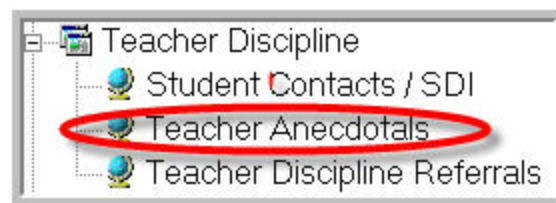
Teacher Discipline & Anecdotal

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

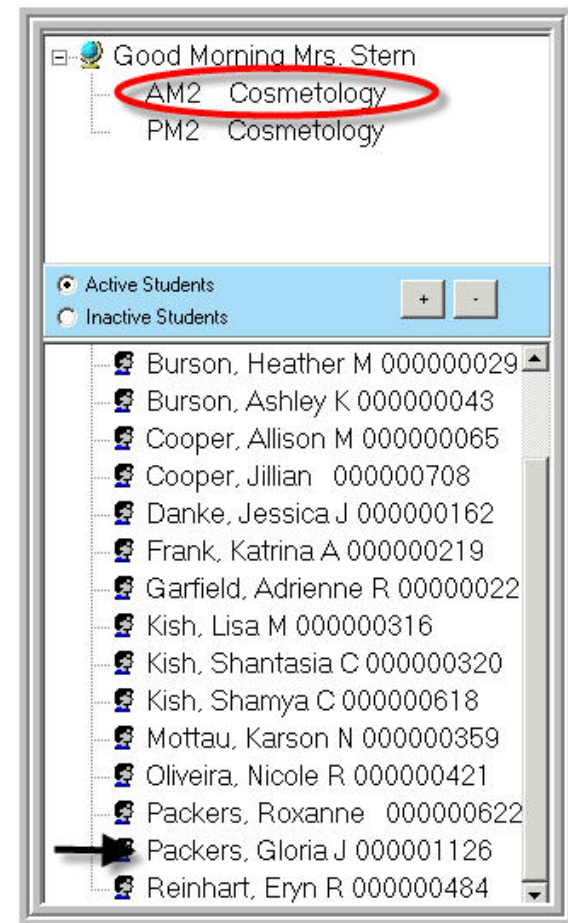
Double Click on **My Modules** > Double Click **Teacher Discipline** > Click **Teacher Anecdotals**



Teacher Discipline & Anecdotal

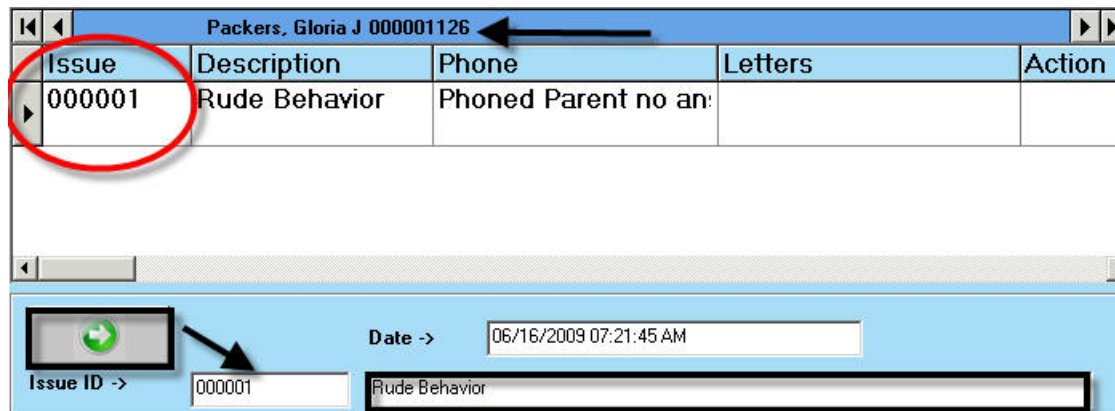
Creating a Teacher Anecdotal

- **Select the class in which** the student is enrolled. You can only create anecdotes for students enrolled in your class.
- Select the **Student name**. Students are listed by grade level then alphabetically.



Creating a Teacher Anecdotal

- Anecdotal Window: Displays the selected student name and will list any previous anecdotals created. Click on an anecdotal to see details.
- 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.
- Date field defaults to the current date & time. Date **CANNOT** be edited.
- Issue Description field: Create a descriptive title for the issue



Packers, Gloria J 000001126				
Issue	Description	Phone	Letters	Action
000001	Rude Behavior	Phoned Parent no an:		

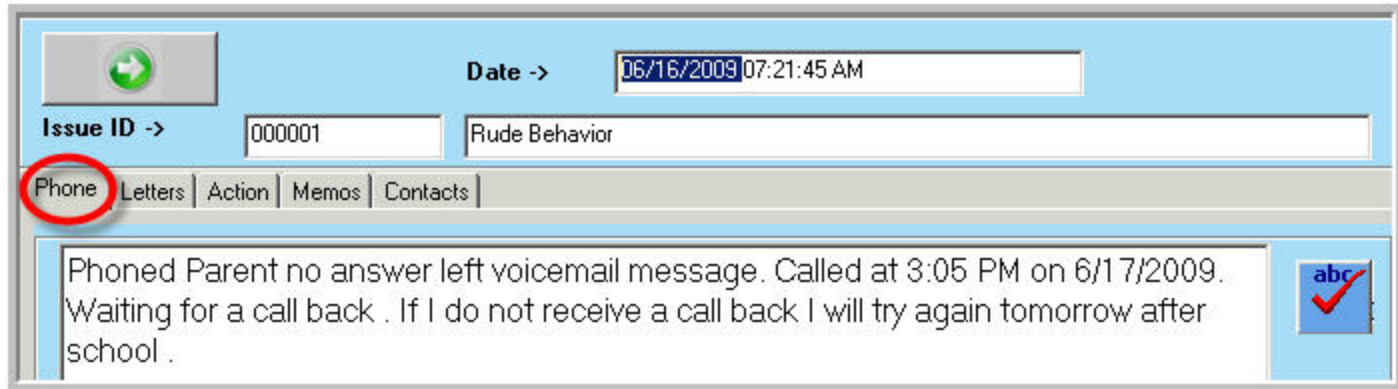
Date ->

Issue ID ->

Teacher Discipline & Anecdotal

Creating a Teacher Anecdotal

- Select the desired Tab to create anecdotal entries. Tab choices include: **Phone**, **Memo**, **Letter**, **Action** or **Contact**.
- Type the descriptive details of the issue into the field in the appropriate tab.
- Click **“SAVE”** . The issue will then be listed in the anecdotal window.



The screenshot shows a web interface for creating an anecdotal entry. At the top left is a green arrow icon. To its right is a 'Date ->' field containing '06/16/2009 07:21:45 AM'. Below this is an 'Issue ID ->' field with '000001' and a text field with 'Rude Behavior'. A tabbed interface below has five tabs: 'Phone', 'Letters', 'Action', 'Memos', and 'Contacts'. The 'Phone' tab is circled in red. The main text area contains the entry: 'Phoned Parent no answer left voicemail message. Called at 3:05 PM on 6/17/2009. Waiting for a call back . If I do not receive a call back I will try again tomorrow after school .'. A blue 'abc' button with a red checkmark is in the bottom right corner.

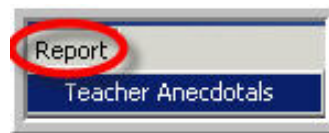
Teacher Discipline & Anecdotal

Teacher Discipline & Anecdotal Reports

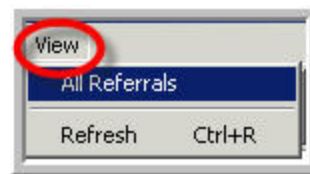
Commonly used teacher reports are available from within the Discipline & Anecdotal modules. The reports viewed can be customized by your ClassMate System Administrator. Additional reports can also be found under the “**Teacher Discipline**” report folder.

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.



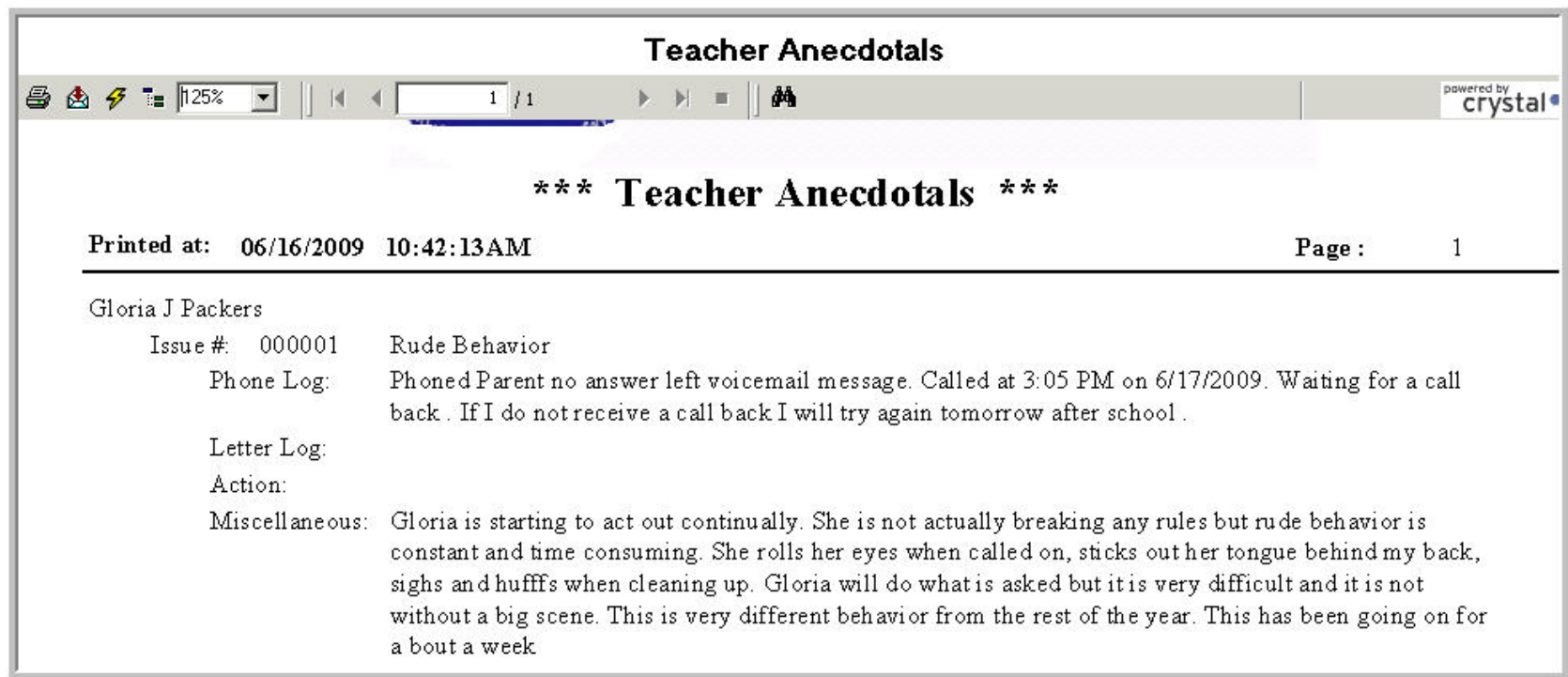
- Click on the word “**View**” while working in the discipline module. **View** is found on the toolbar located along the top of the screen.



- The available reports can be viewed directly below
- Click on the report name to select

Discipline & Anecdotal Reporting

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



Teacher Anecdots

powered by crystal

*** **Teacher Anecdots** ***

Printed at: 06/16/2009 10:42:13AM Page: 1

Gloria J Packers

Issue #: 000001 Rude Behavior

Phone Log: Phoned Parent no answer left voicemail message. Called at 3:05 PM on 6/17/2009. Waiting for a call back. If I do not receive a call back I will try again tomorrow after school.

Letter Log:

Action:

Miscellaneous: Gloria is starting to act out continually. She is not actually breaking any rules but rude behavior is constant and time consuming. She rolls her eyes when called on, sticks out her tongue behind my back, sighs and huffs when cleaning up. Gloria will do what is asked but it is very difficult and it is not without a big scene. This is very different behavior from the rest of the year. This has been going on for a bout a week

Teacher Discipline & Anecdotal


Discipline & Anecdotal Reporting

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

Student Referral History

Printed at: 06/16/2009 11:01:43AM Student Referral History 09/03/2008 to 06/16/2009 Page: 1

Student: Text Object Samantha J Akian


 Student ID: 000000005

13	Date: 06/15/2009 Handled in Classroom Description: Discussed rude behavior with student. Student rolled eyes, stuck out her tongue when asked to clean her area. Action: Notifications Teacher: No Counselor: No Director: No Supervisor: No School Phone Date: 01/01/1900 Parent Phone Date: 01/01/1900 Parent Letter: 01/01/1900 Conference Date: 01/01/1900
14	Date: 06/15/2009 Dress code violation Description: Samantha did not have ID. Phoned parent. Left Voicemail message. Action: Notifications Teacher: No Counselor: No Director: No Supervisor: No School Phone Date: 01/01/1900 Parent Phone Date: 06/15/2009 Parent Letter: 01/01/1900 Conference Date: 01/01/1900

Total Student Referrals: 2

ClassLink ClassMate

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