Rediker SOFTWARE

DISCIPLINE PLUS

Thank you for choosing AdminPlus!

AdminPlus | Admissions Plus Pro | Teacher Evaluator | PlusPortals

By the end of this session on the Discipline module, you will have learned how to do the following:

→ Set up the codes in the Discipline Module, customizing them to your school's discipline policy
→ Set up User Defined Discipline Categories
→ Add incidents to a student's record
→ Add pictures to a student's incident
→ Generate penalty reports
→ Use the fast served program to quickly enter served codes into student records
→ Generate statistical reports
→ Print bullying reports by bully or victim
→ Print out various reports from the Discipline Report Writer program
→ Create User Defined Tasks in the Discipline Report Writer program
→ Understand the Report Writer Specifications screen and how to use them to get the exact information you are looking for on a report
→ Understand how to use the Duplicate Letter Check

If time allows:

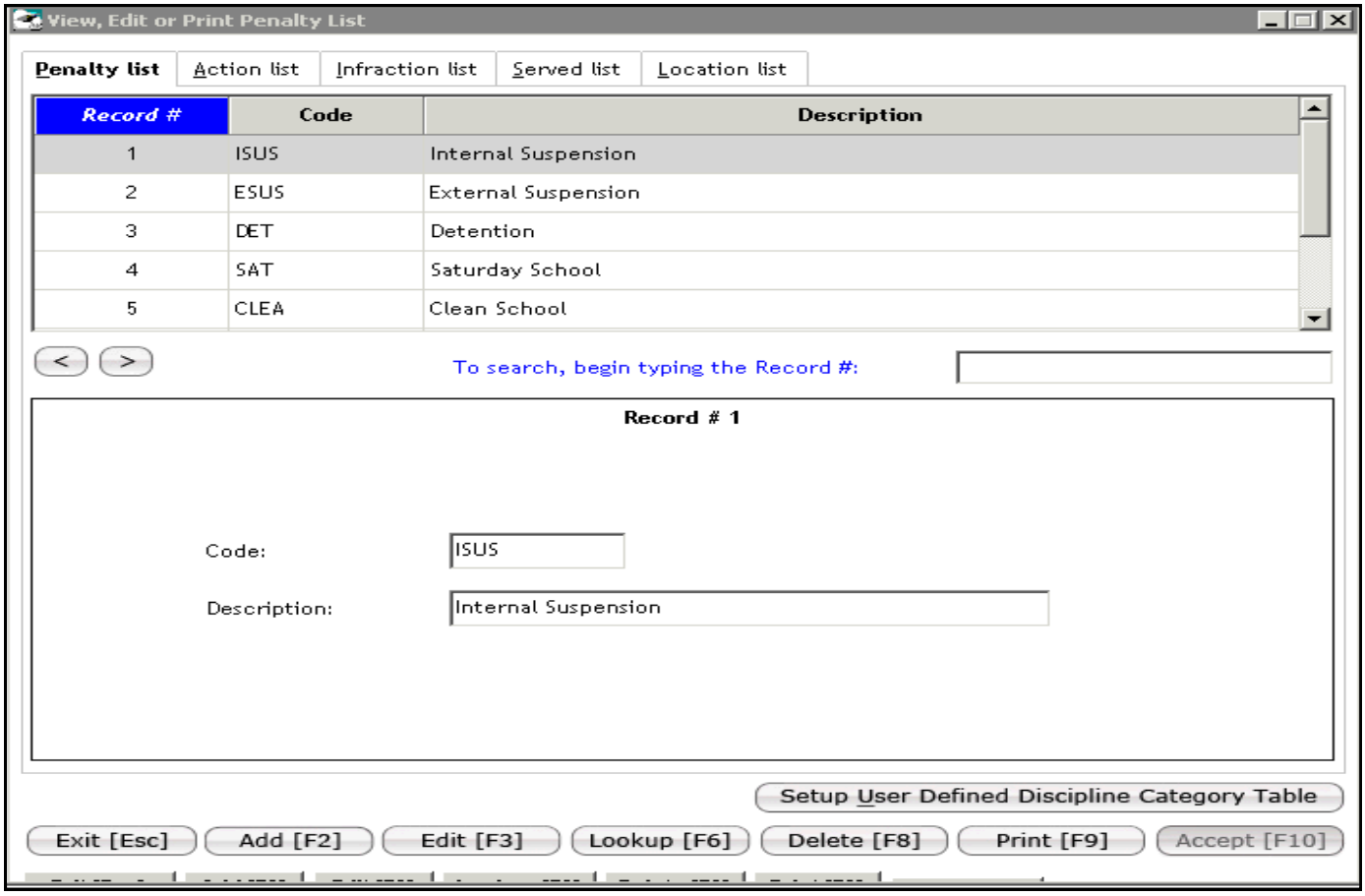
→ Modify Discipline letters in the Discipline Report Writer
→ Have a better understanding of some basic Discipline Report Writing codes
→ Learn how to export discipline information to Excel™

Setting up the Discipline Module

Codes Program

All of the discipline codes that you will be setting up in the Codes Program should be outlined in your school policy documents.

Discipline->Codes



There are 5 sections (tabs) to the Codes Program:

→ Penalty List

→ Action List

→ Infraction List

→ Served List

→ Location List

Setting up the Discipline Module *continued*

Codes Program *continued*

Penalty List

→ Up to 8 different types of penalties can be stored in Administrator's Plus

→ Penalty codes are used to summarize the Action codes

→ Penalty codes can be thought of as categories which can later be used for report generation purposes

Infraction List

→ Up to 250 different infractions can be stored in Administrator's Plus

→ Infraction codes describe what rule was broken (what the student did)

Action List

→ Up to 250 different actions can be stored in Administrator's Plus

→ Action codes are used to describe what action was taken for each incident

→ Action codes are summarized by the Penalty codes

→ Action codes usually have a corresponding served code

Served List

→ Up to 250 different served codes can be stored in Administrator's Plus

→ Served codes describe what action was actually taken

→ All served codes will have a corresponding action code

Location List

→ Up to 250 different locations can be stored in Administrator's Plus

→ Location codes describe the location (or time) of an incident

→ Although location codes are optional, they can be used to generate reports by location to help determine where (or when) better supervision is needed

Adding and Editing Codes

Adding new codes

To add a new code to any list, open that list by clicking on it's tab, and click the **Add[F2]** button. Administrator's Plus will automatically find the next available record on that list and display it.

Editing codes

To edit an existing code, you must first select the code you wish to change.

Either double click the code, or single click the code and click the **Edit[F3]** button

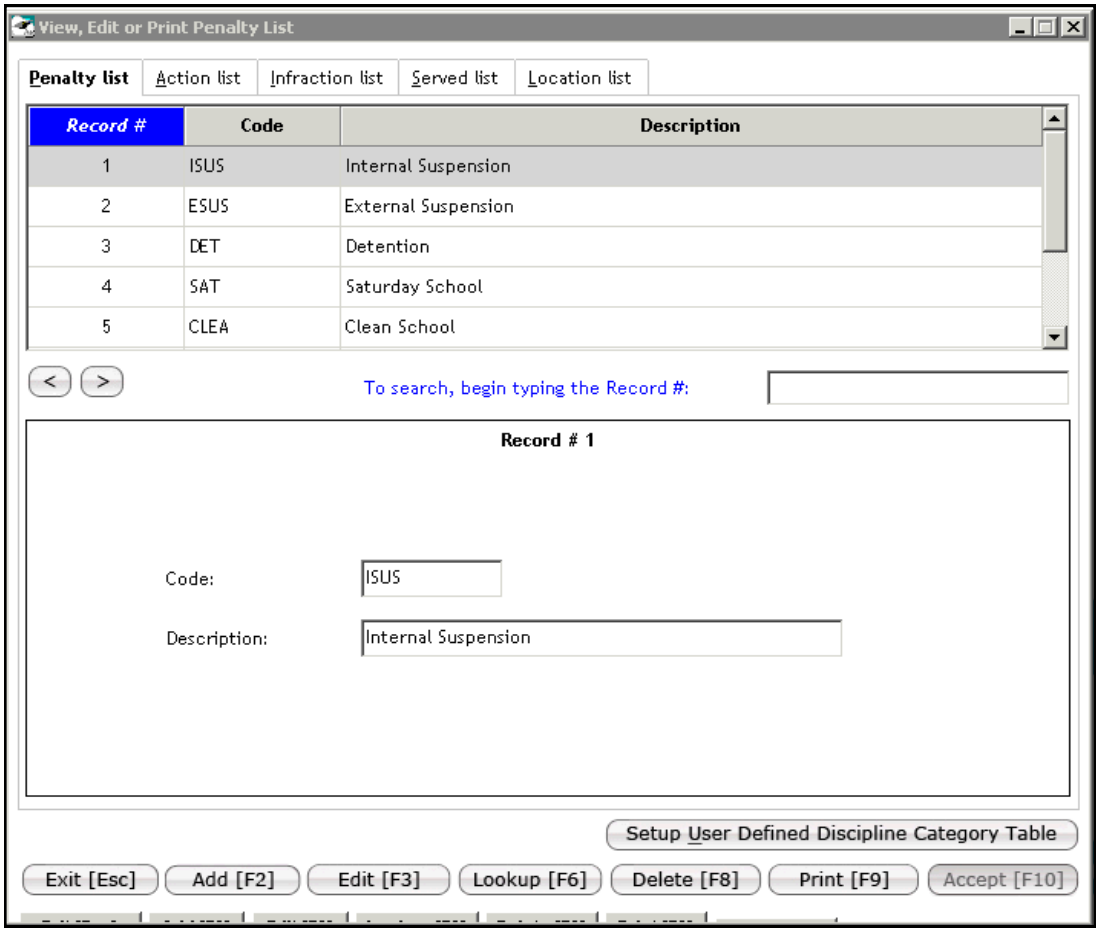
Other options

Use the **Lookup[F6]** button to look up codes on each tab.

All the codes are listed at the top of each screen. Any of the columns can be used to sort by and be searched on.

The **left** and **right arrow** buttons will scroll through the list you are viewing, highlighting one code at a time. Hitting the ***Enter*** key on the keyboard, or double-clicking the highlighted line will select that record to edit.

After the record has been edited, click **Accept[F10]** to save the changes, or **Exit[Esc]** to lose them.



Adding codes

Adding Penalty Codes

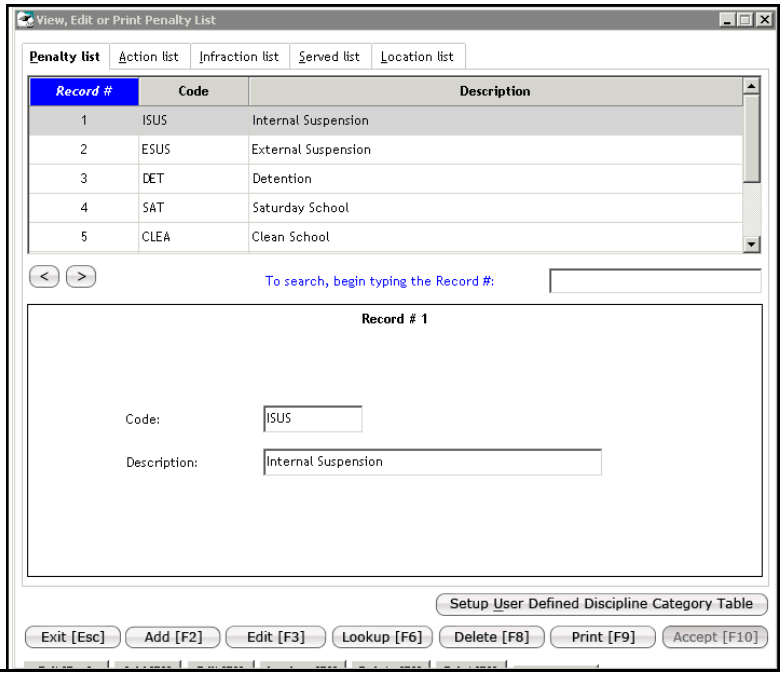
→ Click on the **Penalty List** tab

→ Click the **Add[F2]** button

→ Type in a code (up to 4 characters)

→ Type in the description of the code

→ Click the **Accept[F10]** button to save the changes



Adding Infraction Codes

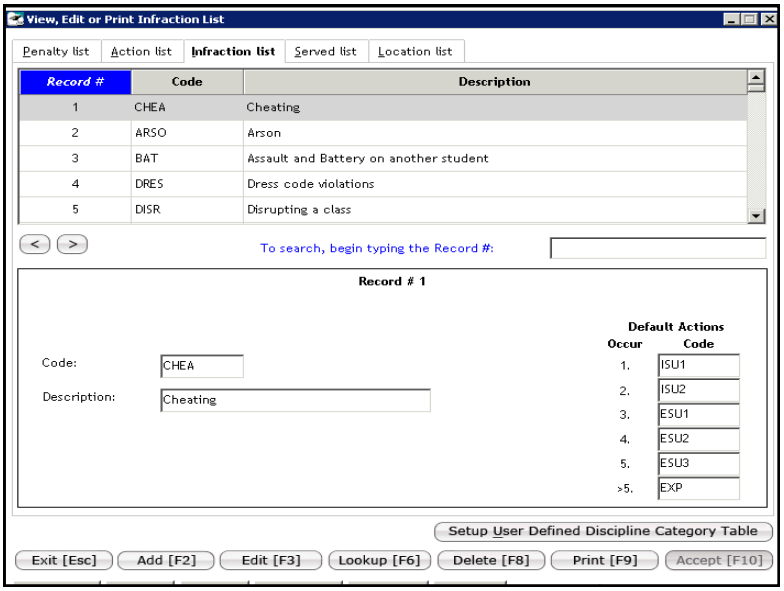
→ Click on the **Infraction List** tab

→ Click the **Add[F2]** button

→ Type in a code (up to 4 characters)

→ Type in the description of the code

→ The default actions are optional, even if you list them here, you can still opt to change or remove them from the student's incident screen

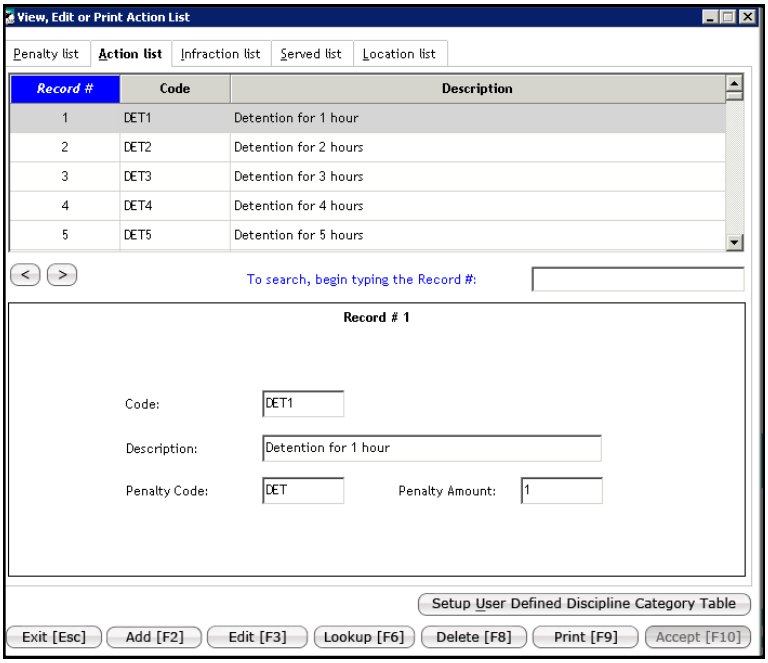


→ The default actions tell the program what action code to apply for each subsequent occurrence of the action

→ Click the **Accept[F10]** button to save the changes

Adding codes *continued*

Adding Action Codes



→ Click on the **Action List** tab

→ Click the **Add[F2]** button

→ Type in a code (up to 4 characters)

→ Type in the description of the code

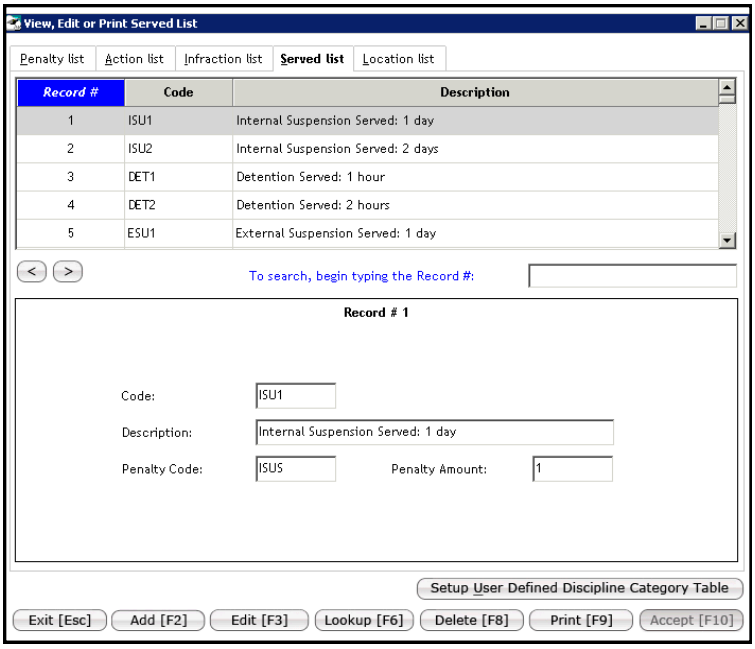
→ Type in (or **Lookup[F6]**) the penalty code that summarizes this action code

→ Type in the penalty amount that this action is worth

→ Some actions will have a corresponding served code

→ Click the **Accept[F10]** button to save the changes

Adding Served Codes



→ Click on the **Served List** tab

→ Click the **Add[F2]** button

→ Type in a code (up to 4 characters)

→ Type in the description of the code

→ Type in (or **Lookup[F6]**) the penalty code that summarizes this served code

→ Type in the penalty amount that this served code is worth

→ For every served code there must be a corresponding action code

→ Click the **Accept[F10]** button to save the changes

Adding codes *continued*

Adding Location Codes

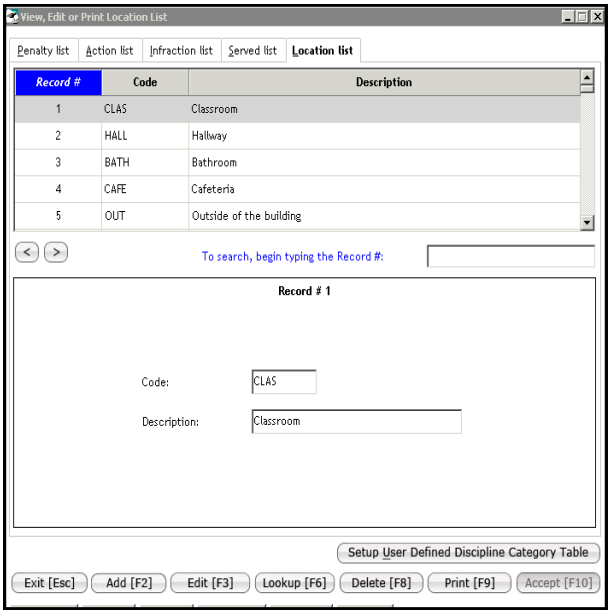
→ Click on the **Location List** tab

→ Click the **Add[F2]** button

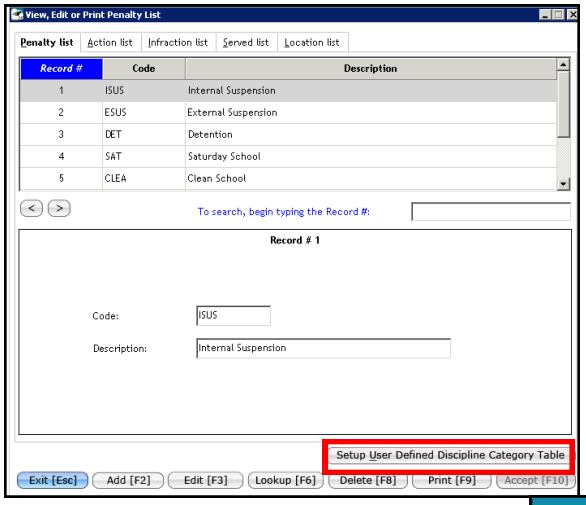
→ Type in a code (up to 4 characters)

→ Type in the description of the code

→ Click the **Accept[F10]** button to save the changes



Setting up User Defined Discipline Categories

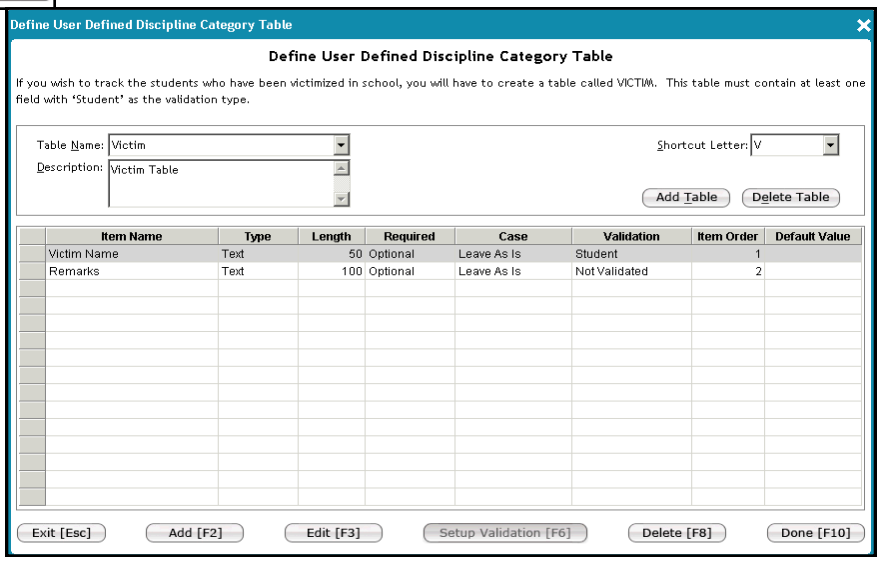


Click the **Setup User Defined Discipline categories** button to open this window where you can set up additional discipline fields in the incident screen (see the page on viewing and editing incidents).

VICTIM table will automatically be created in v 5.5 and later.

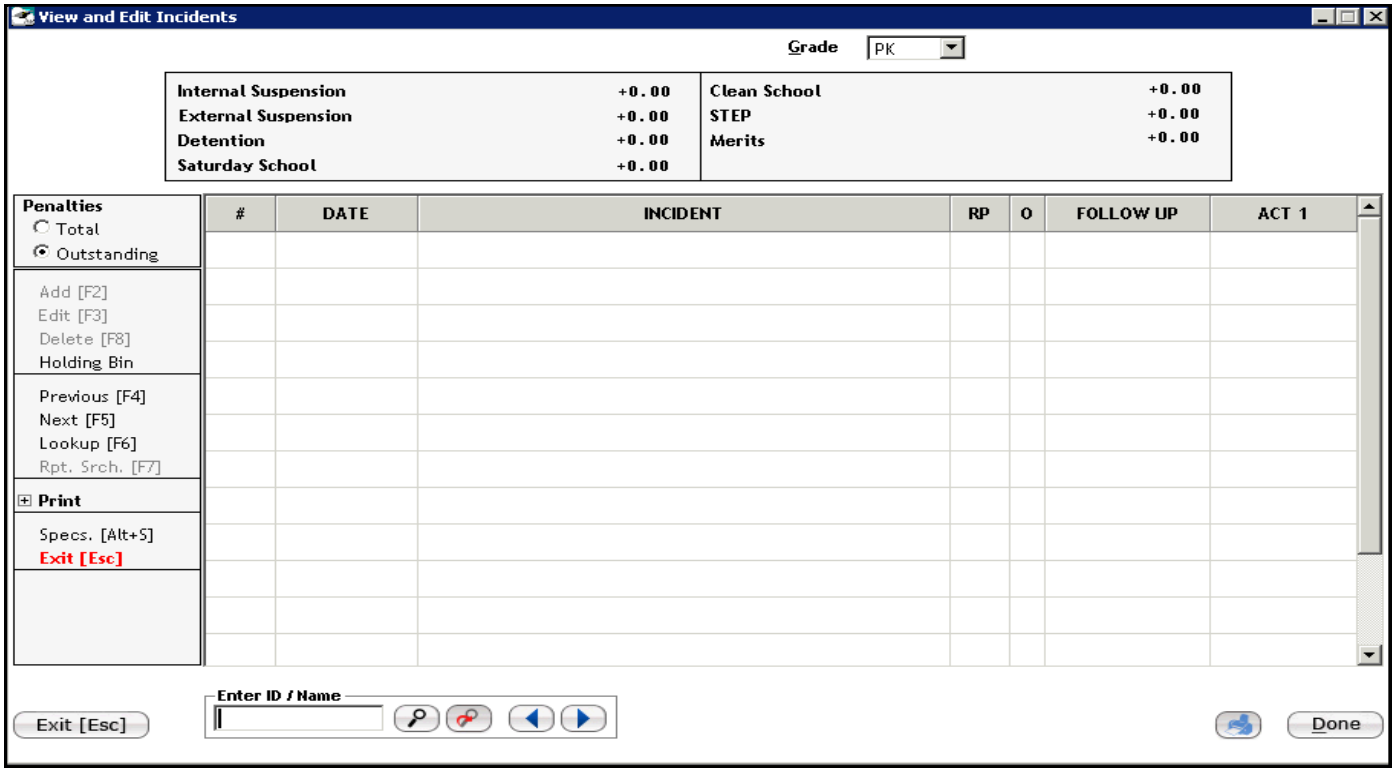
User defined discipline categories are like a super data base table for discipline.

These additional discipline categories appear as separate line items on the incident screen.



Adding Incidents to a student's record

Discipline->Incidents



To add an incident to a student's record, first find that student.

To find a student you can:

1. Type in all or part of the student's name or APID number and hit ***Enter*** on the keyboard. To repeat the search on that last name, click the **repeat search** button (***F7*** on the keyboard).

2. Use the **magnifying glass** button (***F6*** on the keyboard) to look up the student.

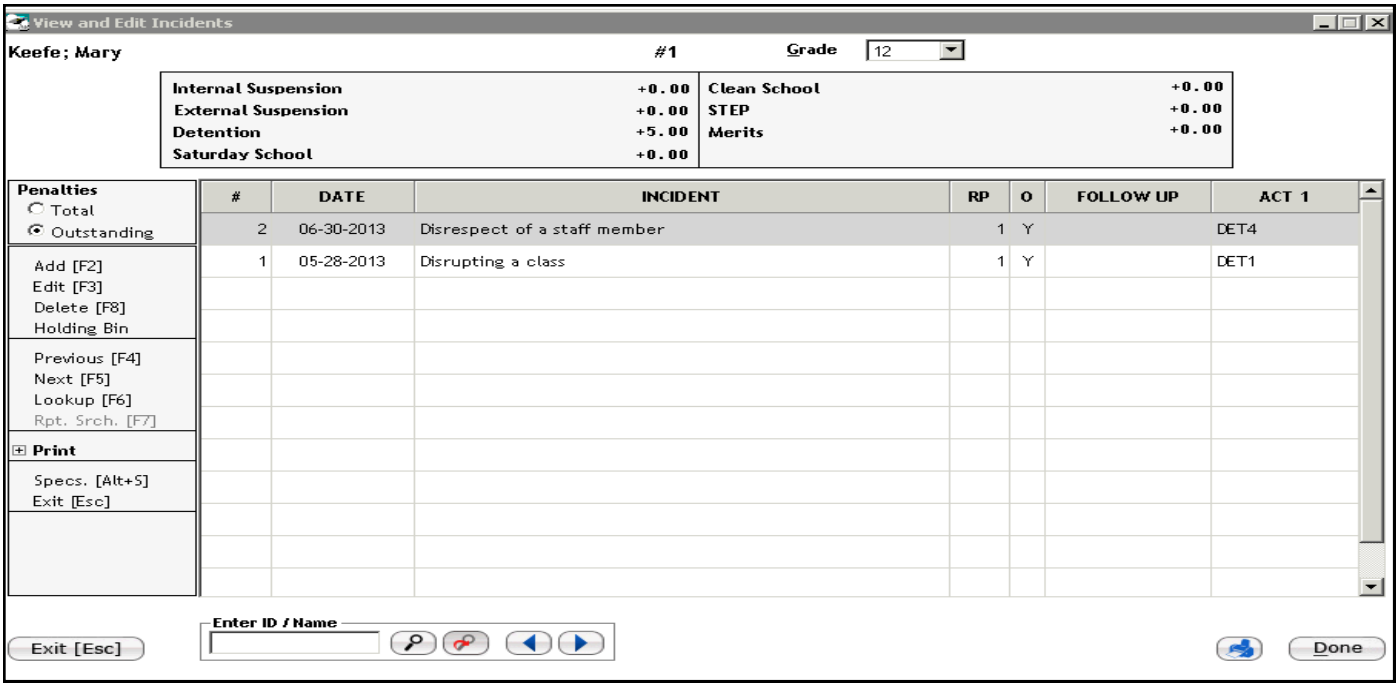
3. The **right** and **left arrow** buttons will take you to the next (***F5*** on the keyboard) or previous (***F4*** on the keyboard) student.

A new audit log has been added to track all changes made to discipline incidents it provides a full audit trail including user, date and time, type of entry, previous and new values, and the program name. (**View->Logs->Discipline Audit Trail**)

Adding Incidents to a student's record *continued*

View and Edit Incidents

The View and Edit Incidents screen will show you all recorded incidents for the selected student.



Note that the scoreboard at the top of the screen shows the total or outstanding numbers for this student, depending upon the selection on the left (Total Penalties or Outstanding Penalties).

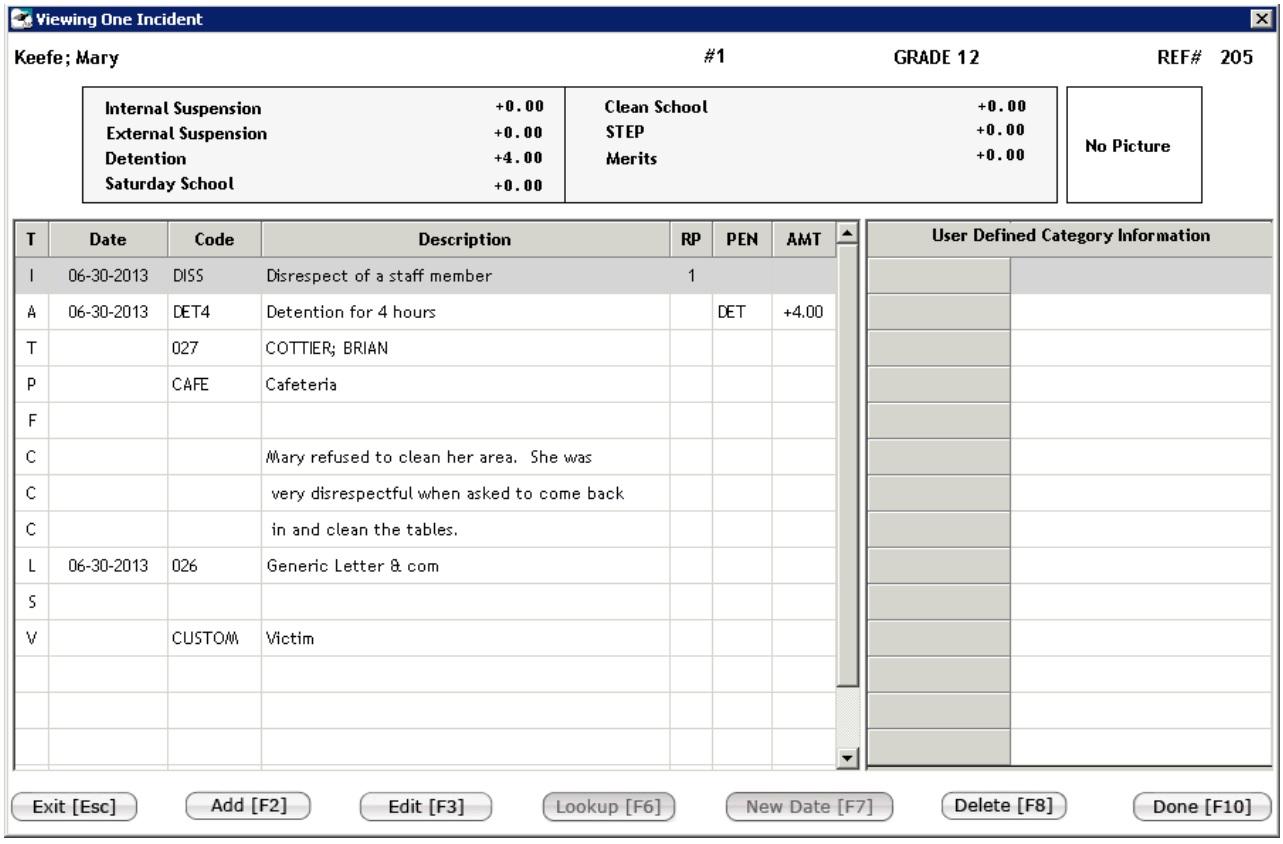
The incident list portion of this screen, however, always shows all incidents for the student, regardless of the selection (Total or Outstanding penalties) on the left.

Click **Add [F2]** to add a new incident to a student's record, or double click on an existing incident to view it in more detail.

Adding Incidents to a student's record *continued*

Viewing One Incident

The **Viewing One Incident** screen will show the details for any one incident.



By using the **Add[F2]** and **Lookup[F6]** you can add Infractions, Actions, Teachers, Places, Follow-Up Date, and Comments.

Use the shortcut key(s) you set up in the codes program to access the user defined category section.

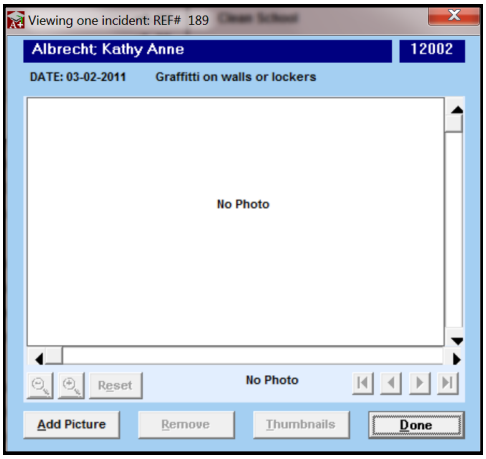
When the student has served their punishment, (in this example 1 hour of detention) you can either manually enter the served code for 1 hour of detention on this screen in the Served line, or use the Fast Served program (covered in detail later in this document).

Note that the scoreboard on the top of the screen is keeping a running count of accumulated penalties for this one incident.

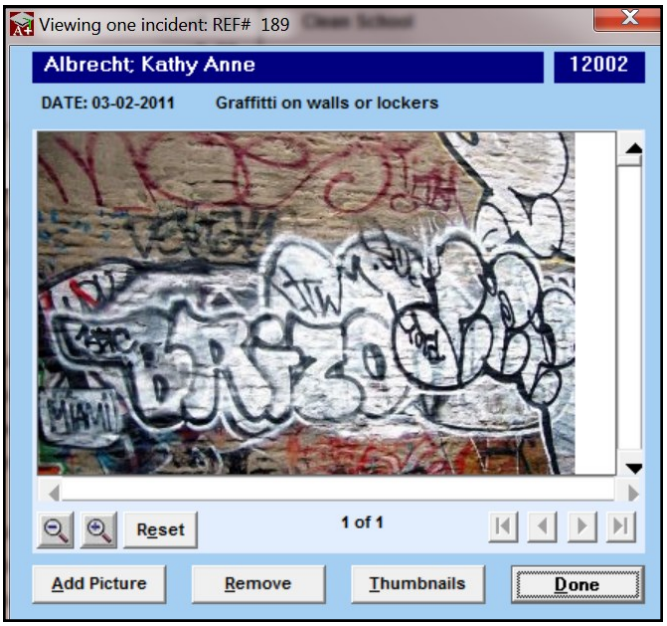
To add photographs to this incident, click the box in the top right hand corner labeled **No Picture**.

Adding Incidents to a student's record *continued*

Adding Pictures to Incidents



Click the **Add Picture** button to browse for the photograph which you saved on the server (or your computer). You can attach multiple photographs to each incident.



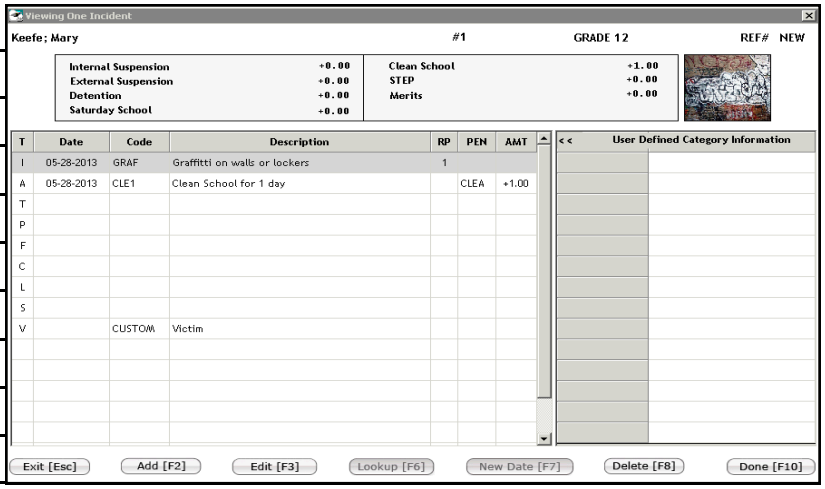
Click the **Thumbnails** button to see all the photographs that have been linked to this incident.

Once a photograph has been linked to an incident, it will show up on the *Viewing One Incident* screen.

The images linked to discipline incidents are saved in the:

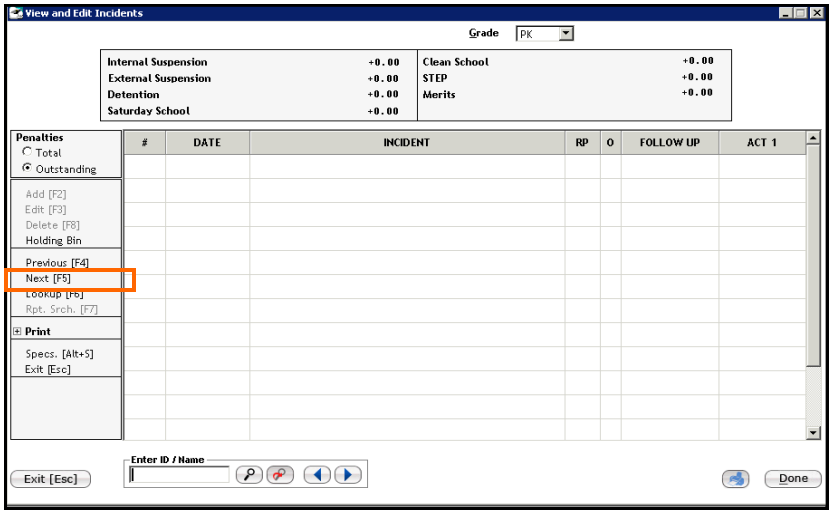
RS4\Data\<school name>\<school year> \Pix_DS folder

The first group of numbers in the file name is the student's UNID number.

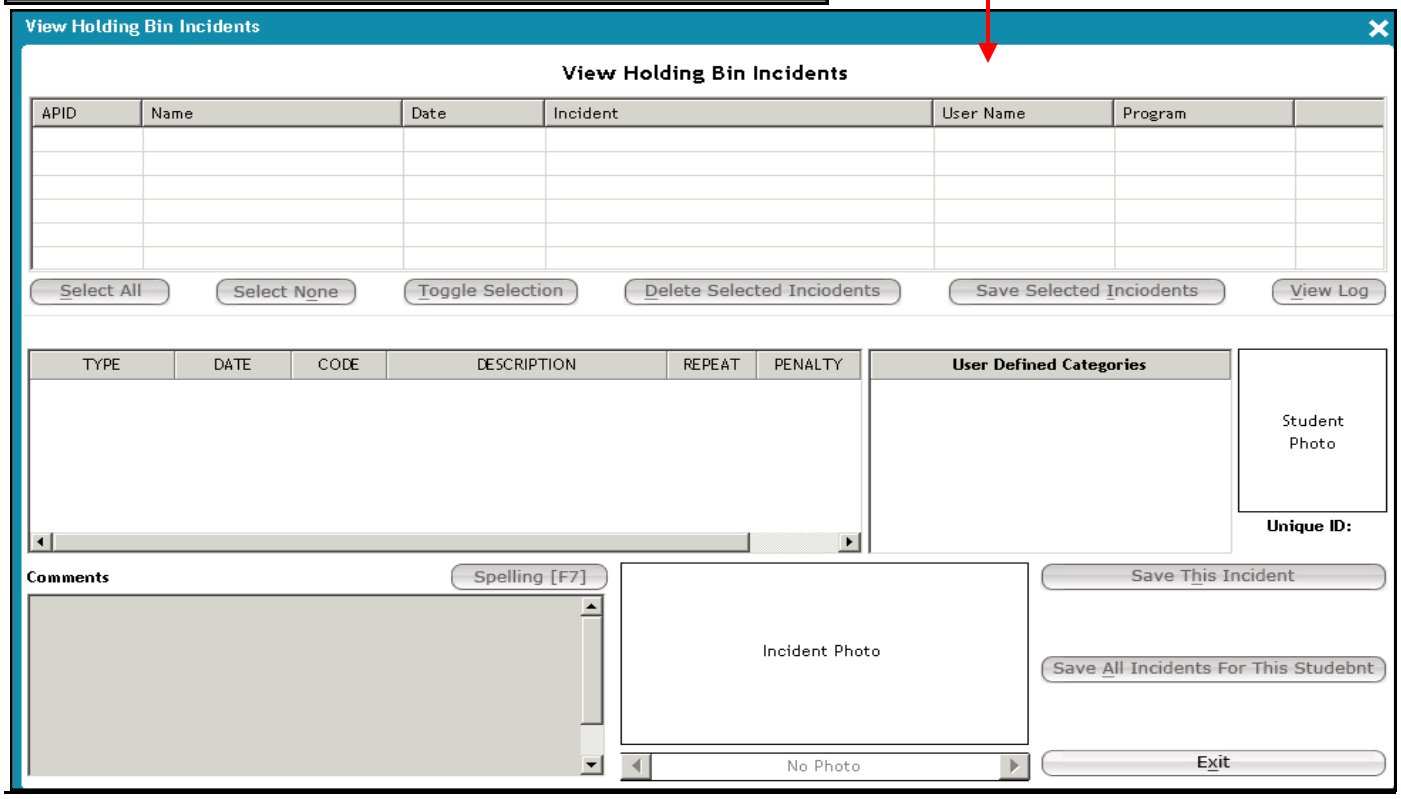


Discipline Holding Bin

Holding Bin



Click the **Holding Bin** link to open a window that displays all the incidents that have been "submitted" by the teachers through APWeb Teacher, or the PDA.

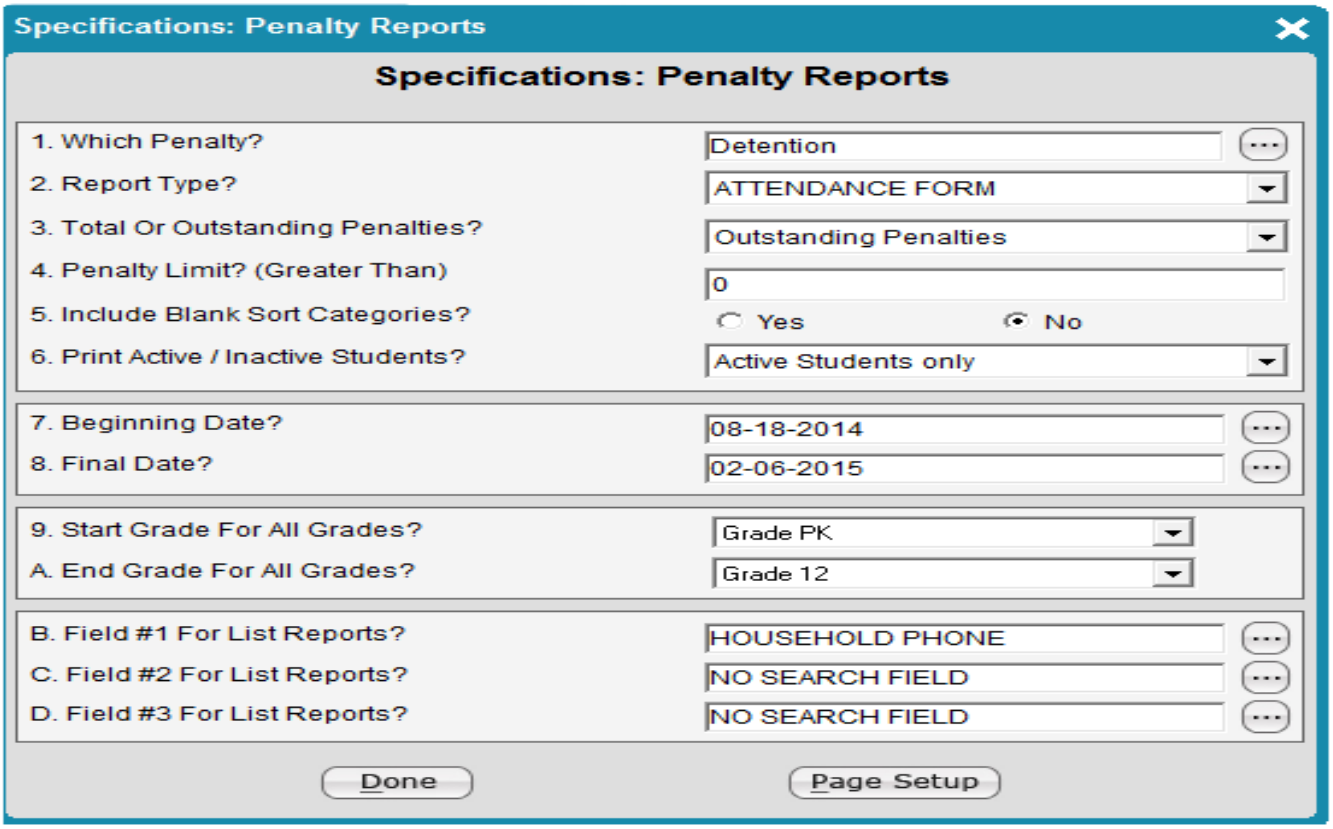


Generating Penalty Reports

Discipline->Penalty Reps

The Penalty Reports program is a great tool for generating lists or attendance forms of students who owe you a specific penalty.

To generate a detention attendance form, set the specifications:



1) Pick the penalty of Detention

2) Select the report type of attendance form

3) Select outstanding penalties (you don't need to see students on this attendance form who have already served their detention - total penalties will show you all students who have ever been given detention, whether they have served them or not.)

4) Set the penalty limit to 0 (if you only want to see the students who owe you more that 2 detentions, set the penalty limit to 2).

→ Set specs 5-A as appropriate for your school.

→ Specs B-D will print additional data base information on the detention attendance form if you choose.

Generating Penalty Reports *continued*

DEMO SCHOOL: 2014-15 02-06-2015

ATTENDANCE FORM: OUTSTANDING PENALTY REPORT: Detention

PENALTY LIMIT: 0 ALL GRADES

NAME	ABSENT	# OWED
Abbott; Jeremiah.....(04030)		2.
Albrecht; Kendall.....(12002)		2.
Allen; Jacob.....(12022)		3.
Barker; Carly.....(09003)		1.
Bartlett; Evan.....(07002)		2.
Bell; Thedore.....(06001)		1.
Biondi; Jason.....(05023)		2.

Printing with these specifications will result in a report similar to this one:

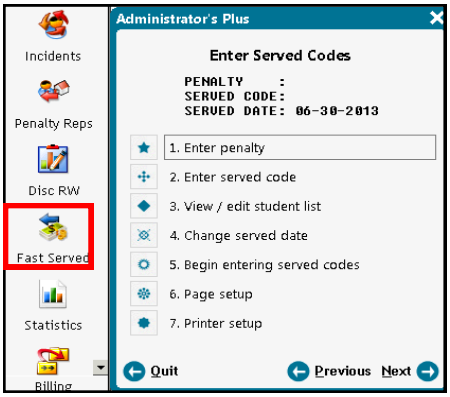
Notice that the top of the page contains information about the report that you generated (Attendance Form: Outstanding Penalty Report: Detention), as well as the date on which it was generated.

Print this attendance form, give it to the detention monitor, and they can make notes as to who came and served their detention. The detention monitor can also track the number of detention hours served. When detention is over, the monitor can give this form back to you, and you can enter all the served codes all at once for all the students who served their detention by using the **Fast Served Program**. (Remember you can always go to the individual student's incident screen and manually enter the served code.)

Fast Served Program

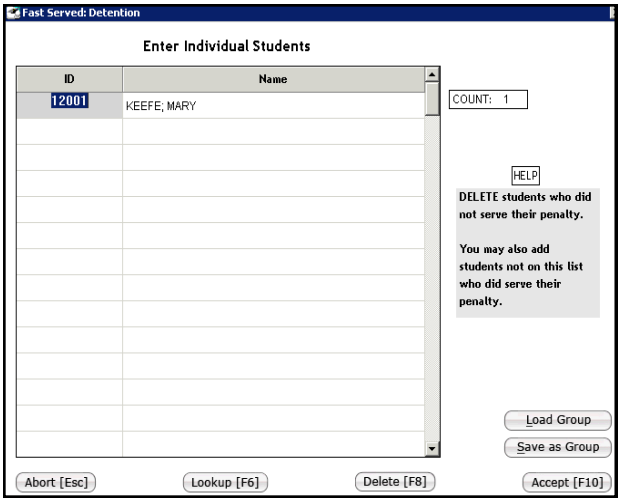
Discipline->Fast Served

Use the Fast Served program to quickly enter the same served code into multiple students' incident records.



Select **1) enter Penalty**, and select the penalty you wish to enter served codes for, (in our example we are using the penalty of detention) the program will automatically populate the fast served list with students who owe you detentions.

If any students on the list did not show up to detention, remove them from this list by highlighting their names and clicking the **Delete[F8]** button.



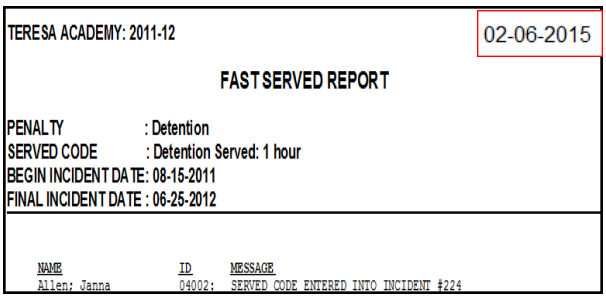
Add students to this list by using the **Lookup[F6]** button.

The students on this fast served list will have the served code selected entered into their incident record.

Click the **Accept[F10]** button.

Make sure you have gone to: **1) enter Penalty**, **2) enter Served code**, **4) change served Date** to set up the Fast Served specifications. If necessary, go to **3)View/edit student list** again.

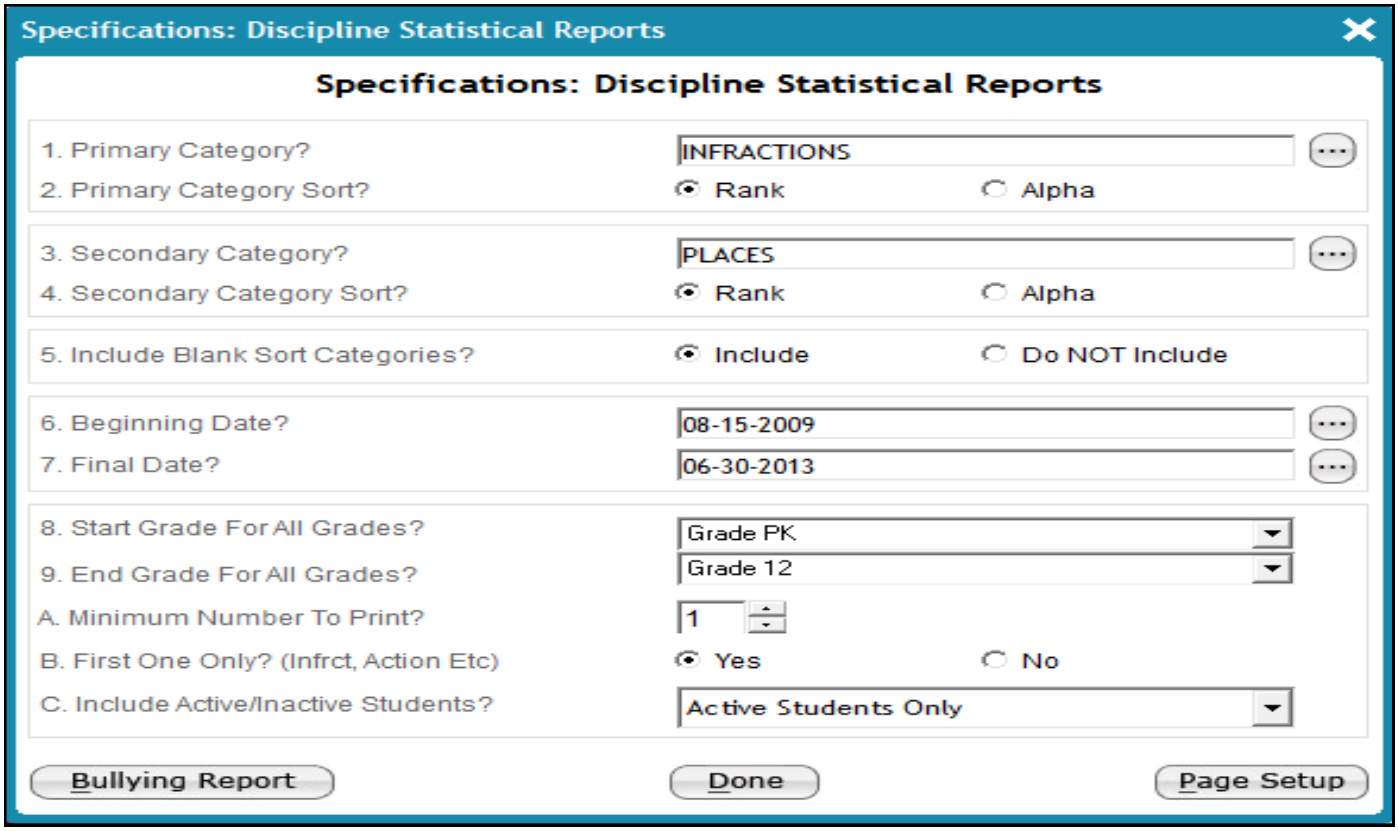
When all the specifications are set correctly, choose **5)Begin entering served codes** to enter the served code into all the selected students' records.



You will get a confirmation report of all the students who were fast served 1 hour (in this case) of detention.

Running Statistical Reports

Discipline->Statistics



Statistical reports can be run on 1 or 2 categories, as an example we set the specifications to run a list of all the infractions with a secondary sort by the actions taken.

Set specs 6-9 according to your school.

Spec A should always be set to at least 1 so that only the infractions that occurred will show up in the report. The bullying report tab will give you report by bully or victim.

These specifications will give you a statistical report that looks like this:

DEMO SCHOOL: 2014-15 09-29-2014

DISCIPLINE STATISTICAL REPORT: 08-18-2014 to 09-29-2014

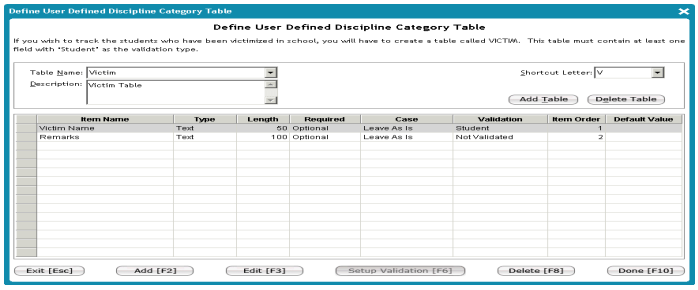
PRIMARY CATEGORY	: INFRACTIONS	FIRST ONE ONLY COUNTED? YES	
PRIMARY SORT	: RANK	ALL GRADES	
SECONDARY CATEGORY	: PLACES	ALL STUDENTS	
SECONDARY SORT	: RANK		
Cheating		6	
	Period B		2
	Classroom		1
	Period A		1
	Period C		1

Note that the statistical report does not give you any student-specific information, it is purely statistical data. For student-specific data, you must run a report from the **Discipline Report Writer**.

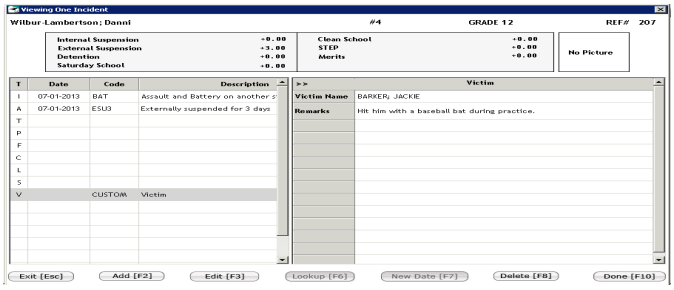
Bullying Reports

There are 2 new discipline reports to help support the anti-bullying efforts and maintain compliance with emerging anti-bullying legislation.

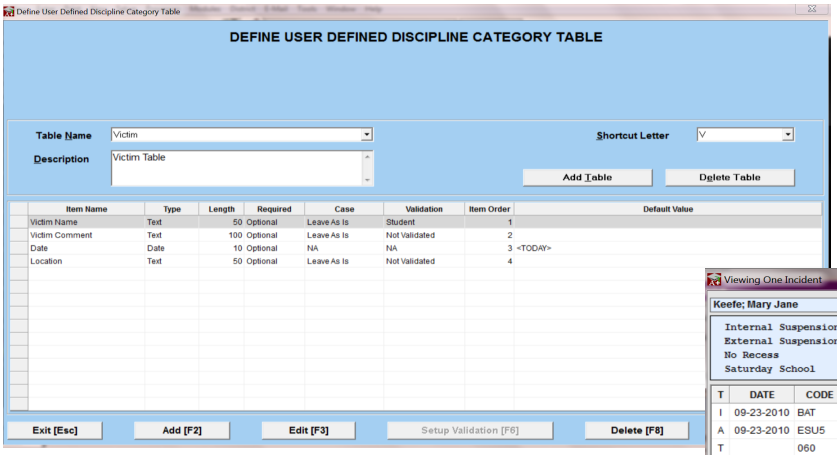
Bullying Report by Victim



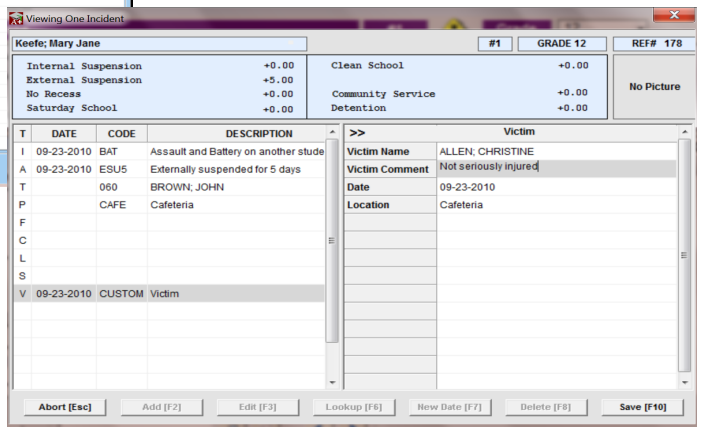
Bullying Report by Bully



In order to properly track and report bullying incidents, a table named "Victim" is set up. If you have not already set up the table, it will be automatically created the first time you open the Discipline module in version 5.5. The table has 2 fields defined, Victim Name and Victim Comment. You can add more, such as Date and Location.



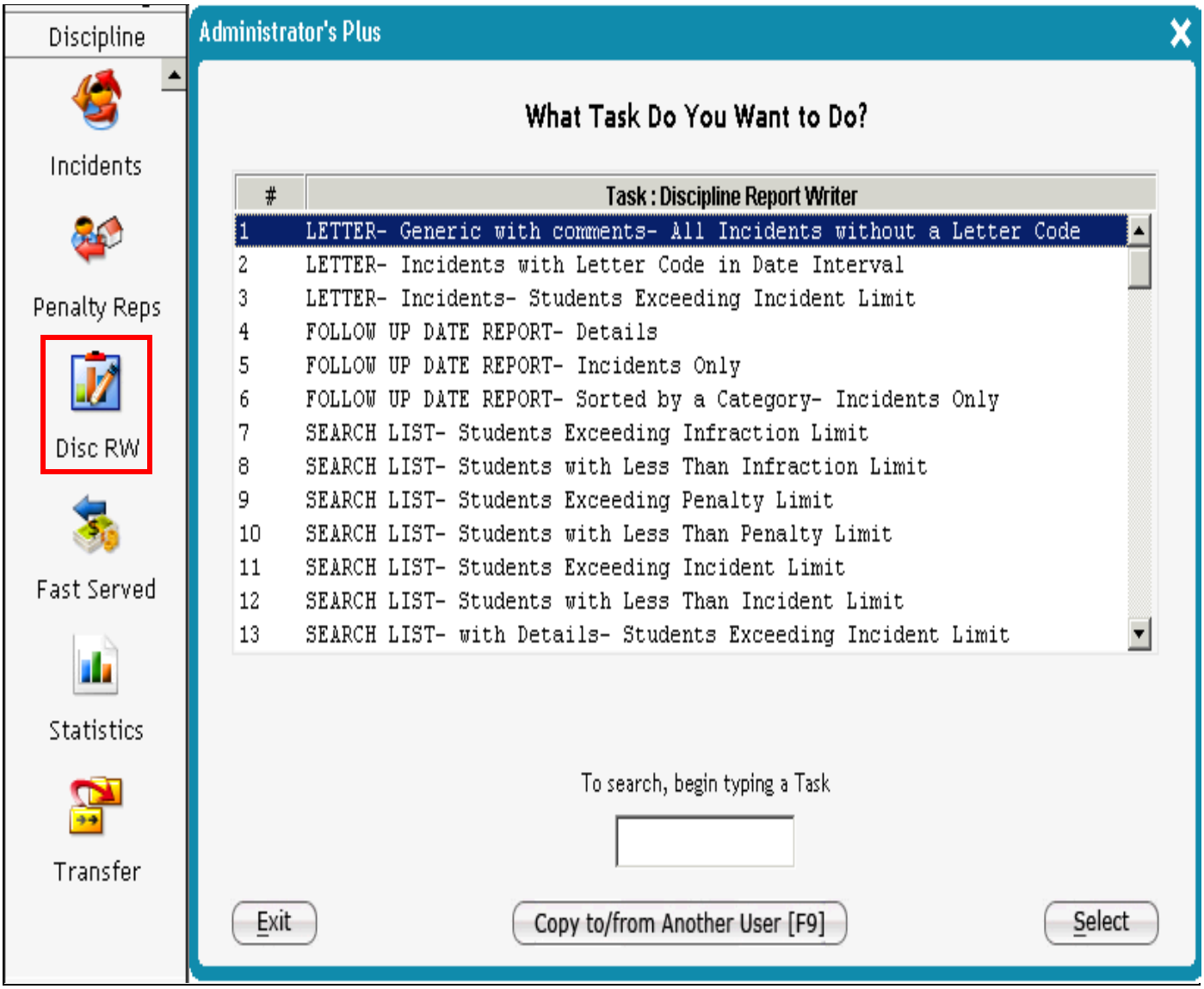
Right-Click ⇨Setup ⇨Discipline ⇨ Codes⇨User-Defined Discipline Codes



The new category appears as a separate line item on the incident screen. To the right is where you can enter information regarding the victim.

The Discipline Report Writer

Clicking on the **Discipline RW** button will open up the task list for the Discipline Report Writer.



The tasks in the Discipline Report Writer can be grouped together:

Tasks 1-3 Tasks 4-6 Tasks 7-13 Tasks 14-17 Tasks 18-99

The Discipline Report Writer *continued*

Tasks 1-3 are Discipline Letters

Dear Ms. Debra Shain;

This letter is official notification that on May 24, 2012, your son, Luke, was found to be in violation of the school rule prohibiting leaving school grounds.

As a result of his behavior, the disciplinary action, detention for 4 hours, will commence on May 24, 2012.

Luke was in his car leaving to go the 7-11. When the guard stopped him, he had a rotten attitude.

For your information, the following is Luke's disciplinary record from August 15, 2011 through June 25, 2012:

#	DATE	INCIDENT
1)	05-24-2012	Leaving School Grounds

I have also referred this matter to Luke's guidance counselor, Mr. Jones. If you have any further questions, please call me.

Tasks 4-6 are Follow up Reports

FOLLOW-UP DATE REPORT

Date Interval: 05-26-2012 to 05-26-2012

Shain; Luke #12007 FOLLOW-UP DATE : 05-26-2012
NUMBER OF INCIDENTS : 1

TYPE		DATE	DESCRIPTION
INFRACTION	:	05-24-2012	Leaving School Grounds
ACTION	:	05-24-2012	Detention for 4 hours
TEACHER	:		BROWN; JAMES
PLACE	:		Parking lot
COMMENT	:		Luke was in his car leaving to go the 7-11.
COMMENT	:		When the guard stopped him, he had a rotten
COMMENT	:		attitude.
LETTER	:	05-24-2012	Generic Letter & com
SERVED	:	05-26-2012	Detention Served: 2 hours
SERVED	:	05-27-2012	Detention Served: 1 hour

The Discipline Report Writer *continued*

Tasks 7-13 are Search Lists

INFRACTION REPORT

Infraction: Leaving School Grounds
The following students have more than 0 of this infraction.

		Infraction Amount
Abbott; Jeremiah	10103	1
Barker; Jeff	11001	1
Keefe; Mary	12001	3
Shain; Luke	12007	1

Tasks 14-17 are Generic Lists

GRADE 12 06-25-2012

DISCIPLINE INCIDENTS

BY: INDIVIDUAL STUDENTS

Shain; Luke #12007

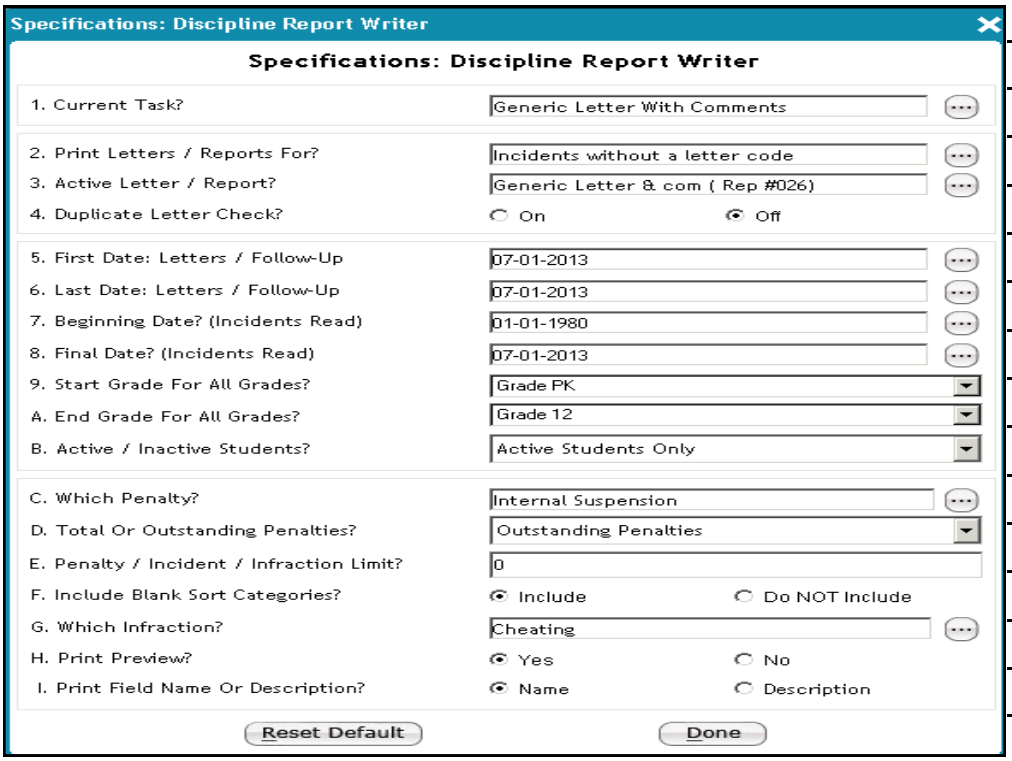
```
OUTSTANDING PENALTIES:   ISUS:   +0.00   ESUS:   +0.00   REC :   +0.00   SAT :   +0.00
ALL INCIDENTS        :   CLEA:   +0.00   CS  :   +0.00   DET :   +1.00
```

#	DATE	INCIDENT
1)	05-24-2012	Leaving School Grounds

Tasks 18-99 are User Defined Tasks

The Discipline Report Writer *continued*

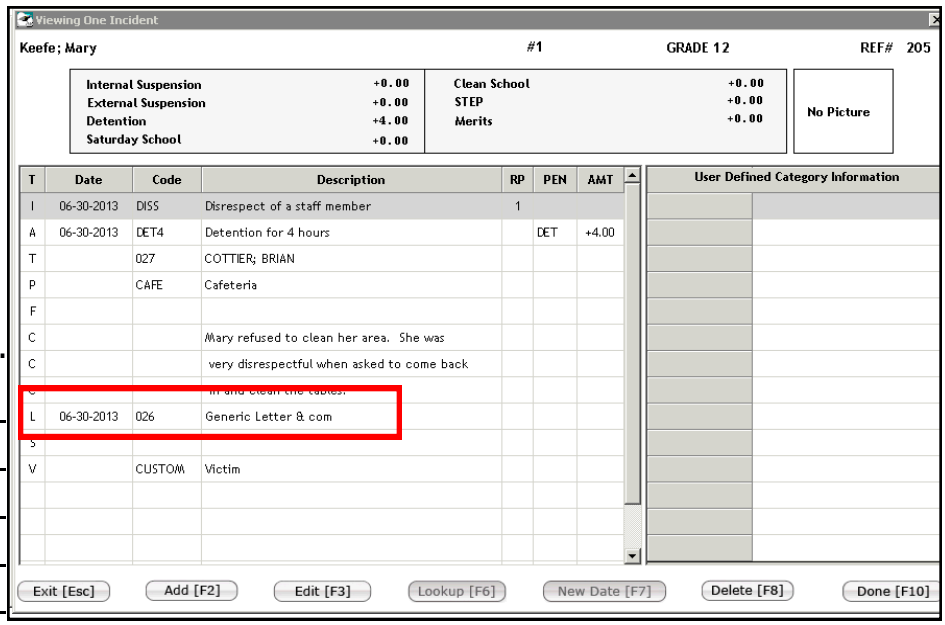
The Specifications Screen



4) Duplicate Letter Check?

The duplicate letter check is useful for generating weekly "step" letters when you don't want to send the same letter to the same students every week.

With duplicate letter check "on", the letter code (report number) and description will be entered in the student's incident screen with the date on which the letter was generated.



Basic Report Writing Codes

~LABELSTART~	First line of label code - tells the program "I want to print labels"
~LBCOLS:#~ Replace # with number of labels across	Tells the program how many columns of labels I want to print on each page
~LBWIDTH:#.##~ Replace #.## with width of one label (in inches)	Tells the program how wide each label is (see page on measuring labels)
~LBHEIGHT:#.##~ Replace #.## with the height of one label(in inches)	Tells the program how tall each label is (see page on measuring labels)
~LABELEND~	Tells the program "this is the end of the label settings, go back to the beginning and run the label Code again for the next student"
~BLANK~	Will give you a space in the report that is x points tall, where x is the font point size of the ~BLANK~ code
~FN~	Prints the First Name
~LN~	Prints the Last Name
~REM~	Used to put a "remark" in the code - information for the human users
~ENDPAGE~	Placed at the top of the code, will give you a new page for each student
	Codes that work in pairs- the information to be modified is put between
	The two codes:
~C~ ~\C~	Centers the text between the codes
~R~ ~\R~	Right justifies the text between the codes
~L~ ~\L~	Left justifies the text between the codes

Basic Report Writing Codes continued

~1~	Prints the data in data base field #1
~N1~	When the specification screen is set to "Name", and the field name & description
~D1~	are filled in, ~N1~ prints the field name, ~D1~ prints the field description. When the specification screen is set to "Description", and the field name & description are filled in, both ~N1~ and ~D1~ print the field description.
~L16~	Prints the data in the first field in the school information screen
~SCHOOLFIELDNAME:#~	Prints the name of the school information screen field
~DATE~	Prints "today's" date
~T2.5~	Tab code, always measured from the ***left margin*** of the report, always measured in ***inches*** (represented by the number in the code)
~WRAPON~ ~WRAPOFF~	Everything in between ~WRAPON~ and ~WRAPOFF~ will be put into a Paragraph by the program regardless of the formatting of the paragraph in the code.
~SEX~	Will print "son" or "daughter" depending upon the entry in the student's gender field
~SX2~	Will print "he" or "she" depending upon the entry in the student's gender field
~HIS~	Will print "his" or "her" depending upon the entry in the student's gender field
~GR~	Will print the student's grade level
~GRLNAME~	Will print the student's grade level long name - as set in the setup->grade level screen
~GRALIAS~	Will print the student's grade level alias - as set in the setup->grade level screen

Some Discipline Codes

~Z1D1~
Date of found incident

~ZI1~
Infraction 1-5 for the found Incident

~ZA1~
Action 1-5 for the found incident

~ZAD1~
Date of Action 1-5 for the found incident

~ZC1~
Comment lines 1-10 for the found incident

~ZCOMMENT~
All comment lines in the found incident

~ZBDT~
Beginning date
Interval beginning date from the Specification screen - spec #7

~ZFDT~
Final date
Interval ending date from the Specification screen - spec #8

~ZTAB3~
Table of the names of all incidents

~ZT1~
Teacher 1-5 for the found incident

~ZP1~
Place 1-5 for the found incident

~ZF1~
Follow-up date for the found incident

Some Discipline Codes *continued*

~ZS1~
Served code 1-30 for the found incident

~ZSD1~
date of served code 1-30 for found incident

~ZPT1~
amount of penalty 1-8

~ZTAB1:IATPFCLS~
table of all the details for one incident

I=infraction, A=action, T=teacher, P=place, F=follow-up, C=comment, L=letter, S=served

Include the letter that represents the information that you want to Include in the table

~IncidentPictureBoxStart~

BoxWidth = Auto	~REM~ 0.0 to 9.9, Auto
BoxHeight = Auto	~REM~ 0.0 to 9.9, Auto
PicturesPerRow = 1	~REM~ 1,2,3,4,5
Stretch = N	~REM~ Y,N
PrintBorder = N	~REM~ Y,N
HorizontalGapBetweenPictures = .1	~REM~ 0.0 to 3
VerticalGapBetweenPictures = .1	~REM~ 0.0 to 3
PrintCount = Y	~REM~ Y,N

~IncidentPictureBoxEnd~
~PrintIncidentPicture, Left=.1,Top=Auto~

Table for printing user defined discipline codes:

~ZTAB2:?~ replace ? With the shortcut letter used to define the user defined discipline code.

Modifying Discipline Letters

Modifying Discipline letters is very similar to modifying Data Base or Attendance letters. In addition to the basic Data Base codes, there are some additional Discipline codes that bring Discipline information into the letter (or report). The Discipline Report Writer has a standard report (#26) for a generic letter with comments, this is the code. The next page shows an example of the letter that this code will generate.

~ENDPAGE~
~!CNNN:6.5~
~!CNCN:6.5~
~!CNPN:6.5~

~L5~, ~L6~
~L7~, ~L8~
~L9~, ~L10~
~L14~, ~L15~

~DATE~
~DATEFORMAT=17~

~1~
~EMPTY~
2~
~3~, ~4~ ~5~

RE: ~FN~ ~LN~
~BLANK~
~BLANK~
Dear ~1~;

~WRAPON~
This letter is official notification that on **~ZID1~,** your **~SEX~, ~FN~,** was found to be in violation of the school rule prohibiting **~ZI1~.**

As a result of ~HIS~ behavior, the disciplinary action, **~ZA1~,** will commence on **~ZAD1~.**

~EMPTY~
~ZC1~~ZC2~~ZC3~~ZC4~~ZC5~~ZC6~~ZC7~~ZC8~~ZC9~~ZC10~

For your information, the following is **~FN~**'s disciplinary record from **~ZBDT~** through **~ZFDT~:**

~ZTAB3~

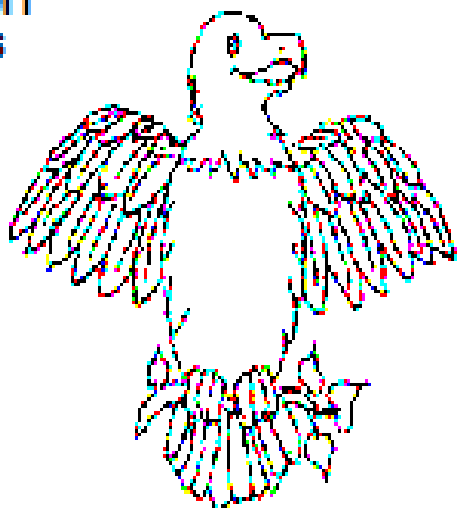
I have also referred this matter to **~FN~**'s guidance counselor, **~19[COUNSELOR]~.** If you have any further questions, please call me.
~WRAPOFF~

Sincerely,

L5~
L6~

Modifying Discipline Letters *continued*

TERESA ACADEMY
Hampden, LA 01036
413-566-3495



Peter James, Principal
Arthur Kilborn, Assistant Principal
Teresa Helton, Guidance Director
Peter Dawson, Assistant Principal

June 25, 2012

Ms. Debra Shain
P. O. Box 742
Springfield, MA 01009

RE: Luke Shain

Dear Ms. Debra Shain;

This letter is official notification that on May 24, 2012, your son, Luke, was found to be in violation of the school rule prohibiting leaving school grounds.

As a result of his behavior, the disciplinary action, detention for 4 hours, will commence on May 24, 2012.

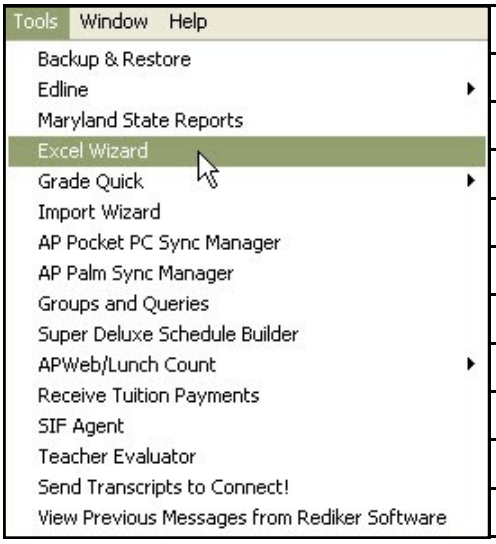
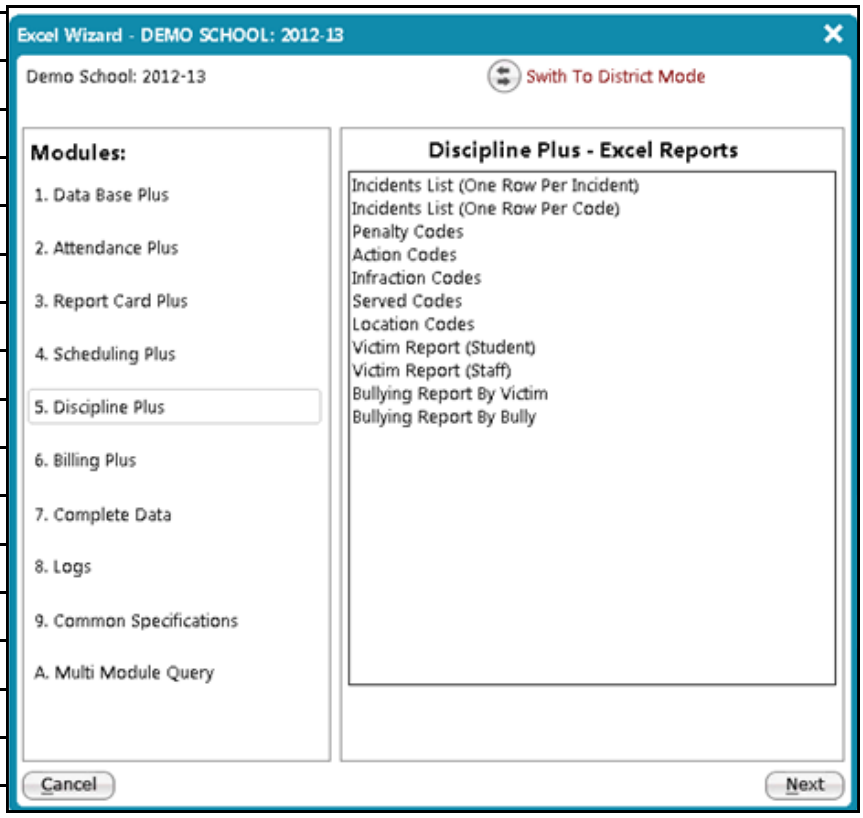
Luke was in his car leaving to go the 7-11. When the guard stopped him, he had a rotten attitude.

For your information, the following is Luke's disciplinary record from August 15, 2011 through June 25, 2012:

#	DATE	INCIDENT
1)	05-24-2012	Leaving School Grounds

I have also referred this matter to Luke's guidance counselor, Mr. Jones. If you have any further questions, please call me.

Sincerely,

Peter James
Principal

Sending Information to Excel