

# Discipline Goes Paperless Infinite Campus Orientation (TEACHERS)



ATLANTA  
PUBLIC  
SCHOOLS

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## DISCIPLINARY RESPONSE FORM

DATE: \_\_\_\_\_ STUDENT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PARENT/GUARDIAN: \_\_\_\_\_  
☐ PARENT/GUARDIAN CONTACTED DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

### ACTION BY TEACHER PRIOR TO REFERRAL

☐ Conference with student ☐ Parent Contact ☐ Verbal Warning ☐ Referral to SW/Couns  
☐ other \_\_\_\_\_

### REASON FOR REFERRAL

Level 2 offenses	Level 3 offenses
<input type="checkbox"/> Harassment	<input type="checkbox"/> Battery
<input type="checkbox"/> Threats	<input type="checkbox"/> Fighting
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Assault
<input type="checkbox"/> Academic dishonesty	<input type="checkbox"/> Incendiary Devices
<input type="checkbox"/> Leaving school grounds	<input type="checkbox"/> False Call to Emergency Services
<input type="checkbox"/> Bullying/Cyberbullying	<input type="checkbox"/> Theft
<input type="checkbox"/> Tobacco possession, use, distribution	<input type="checkbox"/> Off Campus Offense
<input type="checkbox"/> Alcohol/Illegal Drugs Under the Influence	<input type="checkbox"/> Terroristic Threats
<b>*Level 1 Offenses - Repeated (3 or more):</b> _____	<input type="checkbox"/> Gang-Related Activity
<input type="checkbox"/> Other (explain) _____	<input type="checkbox"/> False Fire Alarms
	<input type="checkbox"/> Vandalism
	<input type="checkbox"/> Alcohol/Illegal Drugs Possession, Use, Distribution, Selling
	<input type="checkbox"/> Sexual Offenses
	<input type="checkbox"/> Category I, II, III Weapons
	<input type="checkbox"/> Assault/Battery/Physical Harm to Employee
	<b>*Level 2 offenses - Repeated (3 or more):</b> _____
	<input type="checkbox"/> Other (explain) _____

Location : ☐ Classroom ☐ Bus ☐ Cafeteria ☐ Halls ☐ Recreational area ☐ Rest Room ☐ Other \_\_\_\_\_

**EXPLAIN IN DETAIL THE INFRACTION:** \_\_\_\_\_

### **Dear Parent:**

As you know, it takes parents, students, and teachers working together to ensure a suitable learning environment for all children. This form is to notify you that your child behaved in a manner that resulted in a referral for disciplinary reasons. Below is a summary of the disciplinary response; should you require additional information please contact the summer academy administrator: Name \_\_\_\_\_ Ph: \_\_\_\_\_

### DISCIPLINARY RESPONSE:

☐ Student Conference ☐ Parent contact/conference Date: \_\_\_\_\_  
☐ Written Reprimand/Warning ☐ Referral to Social Worker/Counselor  
☐ Short-term removal from Summer Academy - # of Days: \_\_\_\_\_ Return Date: \_\_\_\_\_  
☐ Dismissal from Summer Academy ☐ Criminal Charges Filed ☐ Other: \_\_\_\_\_  
☐ **Level 3 - Referral to Office of Student Discipline for consideration of further disciplinary response (Fall '16)**

**ADMINISTRATOR:** \_\_\_\_\_ **STUDENT:** \_\_\_\_\_

Out  
with  
the  
Old...

...In  
with  
the  
New

The image shows a screenshot of the Infinite Campus login portal. The background is green with a pattern of small white dots. At the top left is the Infinite Campus logo, and at the top right is the text "Transforming K12 Education®". In the center is a white login box. Inside the box, there are fields for "Username" and "Password", each with a corresponding input field. Below these fields is a "Sign In" button with a red double arrow. To the right of the login box, there is a red button labeled "Campus Portal" and the text "Piedmont City Unified School". At the bottom right of the login box is a "HELP" button with a dropdown arrow. At the bottom of the green background, there is a line of text: "In English | En Español | 中文简体 | 中文繁體", followed by the copyright notice "©2003-2013 Infinite Campus, Inc." and the website "www.infinitecampus.com".

Infinite Campus

Transforming K12 Education®

Campus Portal

Piedmont City Unified School

Username

Password

Sign In >>

HELP ▾

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Discipline Goes Paperless...

# Behavior Code: Progressive Discipline

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Level 3:  
Serious Acts of  
Misconduct

Level 2:  
Intermediate Acts  
of Misconduct

Level 1: Minor Acts  
of Misconduct

# Behavior Code: Discipline Matrix

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*Level 1 (Minor) Offense Examples...	
Offensive language	Insubordination
Offensive materials	Public displays of affection
Offensive language toward adult	Cell phone/Electronic device use
	Tardy/Skipping
*Level 2 (Intermediate) Offense Examples...	
Harassment	Academic dishonesty
Threats	Leaving school grounds
Horseplay	Tobacco possession, use, distribution
Bullying/Cyberbullying	Battery – no injuries
Alcohol/Illegal Drugs Under the Influence	Fighting – no injuries
Category II, III Weapons	Assault
Terroristic Threats	<b>*Repeated Level 1 offenses (3 or more)</b>
Level 3 (Serious) Offense Examples...	
Battery – with serious injuries	Alcohol/Illegal Drugs possession, use, distribution
Fighting – with serious injuries	Terroristic Threats
Incendiary Devices	Gang-Related Activity
False Call to Emergency Services	False Fire Alarms
Assault/Battery/Physical Harm to Employee	Vandalism
Sexual offenses	Theft
<b>*Repeated Level 2 offenses (3 or more)</b>	Category I, II, III Weapons

# Behavior Code: Disciplinary Response

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## Level 1:

### Minor Acts of Misconduct

- ES:  
Interventions/Alternatives  
to suspension – 3 days  
detention
- MS/HS:  
Interventions/Alternatives  
to suspension – 3 days ISS

## Level 2:

### Intermediate Acts of Misconduct

- ES:  
1 day ISI – 5 days OSS
- MS/HS:  
1 day Saturday school/ISS -  
5 days OSS

## Level 3:

### Serious Acts of Misconduct

- ES:  
3 days OSS – 10 days OSS
- MS/HS:  
5 days OSS – 10 days OSS

For Level 1 and some Level 2 Offenses, teacher interventions may be appropriate.

# Teacher Interventions

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- ( ) Classroom Interventions (assigned seats, proximity control)
- ( ) Teacher/Student Conference
- ( ) Parent Contact
- ( ) Teacher/Parent Conference
- ( ) Verbal Warning
- ( ) Referral to School Counselor/Social Worker
- ( ) Other \_\_\_\_\_

Prior to submission of a teacher disciplinary referral, what teacher interventions have been utilized and documented? Be sure to document any relevant teacher interventions in your referral.

# Teacher Referrals

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## KISS (**K**eep **I**t **S**imple & **S**uccinct)

- Who (*offender*)
- What (*happened*)
- When (*happened/context*)
- How *intervened* (*if applicable* - for Level 1 and Level 2 offenses that do not pose as safety issues.)



# Incorrect Teacher Referral #1

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- What's wrong with this teacher referral?

Andrew Washington is so disrespectful. I know there was going to be problems with him when he walked into the classroom that morning. He looked at me funny and made a noise with his lips/started mumbling under his breath. He's been that way since I took his cell phone and called his mom. Another student, Kisha Brown, states that he has been real disrespectful and sexually inappropriate with her also. But anyway, mid way through my lessan he startrted getting loud and yelling at another student (Curt Phillips). Next thing I know, he got out of his chair, hit Gerald Banks in the face and blood went everywhere. We were all afraid for our lives.

Subjective Statements

Confusing

Misspelled Words

Grammar

FERPA  
Violations

# Correct Teacher Referral #1

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On 9-15-16, 20 minutes before the end of 3<sup>rd</sup> period, A.W. lunged out of his chair, hit G.B. in the face and caused an injury/loss of blood.

# Incorrect Teacher Referral #2

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- What's wrong with this teacher referral?

Larry Carter has been very disrespectful in my classroom lately.

Subjective Statement

**FERPA  
Violations**

**Too Vague**

## Correct Teacher Referral #2

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On 10-24-16, L.C. expressed that he was upset that he failed his quiz, and he then made the statement to me, “I’ll beat your A\_\_\_”.

As noted in contact log, parent was contacted on two prior occasions within the week and teacher conference held regarding two prior incidents (10-22-16) in which he raised his middle finger to me when he walked into the classroom, and (10-20-16) when he called me a derogatory name.

# Family Educational Rights & Privacy Act Notice (FERPA)

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- FERPA prohibits the disclosure of a student's "protected information" to a third party.

## FERPA - What's Protected?

### Confidential

- Student ID#
- Social Security #
- Grades
- Physical Location
- Enrollment History
- Student Conduct



This info can only be released with **explicit, written consent** of the student or via an appropriate legal request.

# Teacher Referral Do's & Don'ts

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## Do's

### Do:

- Utilize and document classroom or teacher interventions (where appropriate) to address disciplinary concerns
- Document parent contact in the Contact Log
- Keep teacher referrals simple and succinct
- Discuss the facts (not opinions) when submitting a referral
- Complete and submit teacher referrals in IC on the date the violation occurred
- Communicate with your administrator regarding problems managing paperless options in IC
- Communicate with your administrator regarding discipline or student concerns in your classroom

## Don'ts

### Don't:

- Violate FERPA laws
- Stop in the middle of instruction to access IC and complete a referral
- Use judgment or subjective language in your teacher referral

# Referral Submitted, Now What?

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Once an administrator receives your teacher referral, you can expect the following...

- He/she will review it within 24 hours to assess:
  - Does the referral indicate a possible violation of the Behavior Code?
  - Is further investigation warranted?
  - (If applicable) Have teacher interventions been completed and documented?
  - Is an alternative to suspension appropriate?
  - If not, what is the appropriate disciplinary response?

# Last Words

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- All student records are accessible by GA Department of Education and subject to Open Records Requests; therefore, if the teacher referral is not properly written (FERPA Violations, extraneous content, confusing, spelling/grammar errors) an administrator may request that the referral be re-written OR the administrator may edit it to correct.
- Not every teacher referral submitted will result in detention, ISS, or OSS.
- An administrator may close the referral with a recommendation that additional teacher interventions OR alternatives to suspension be utilized.
- An administrator's response to the disciplinary referral will be documented in IC.
- Support is always available. If you are having difficulty managing paperless discipline, consult your administrator.





## Who to contact at your school:

**Student Information Coordinator -  
Administrator -**



**Shannon Hervey**  
Office of Student Discipline  
Discipline Coordinator