

Discipline Logs

NOTE

Discipline logs can be initiated in PowerSchool Teacher or PowerGrade. Each school must make the decision of whether to use this function or not. Discipline referrals can be submitted on paper and then entered into PowerSchool.

If the school decides to use the electronic submission of discipline referrals, additional rules should be defined. For example, a school may require that teachers try at least three ways to discipline the student before sending a referral to the office. These discipline attempts may be listed by number in the electronic referral. (01. Consulted counselor; 02. Held conference with student; 03. Denied privileges; 04. Consulted other teachers; 05. Changed student's seat; 06. Telephoned parent; 07. Held conference with parent; 08. Sent previous report home; 99. Other)

Directions for Teachers

Sending a Log Entry from PowerSchool Teacher

1. Log into PowerSchool Teacher.
2. Click on the **Student Information** icon. 
3. On the student menu on the left, click on the student for whom you wish to submit a discipline referral.
4. In the upper right corner of the **Student Schedule Screen**, choose **Submit Log Entry** from the drop-down menu.

Choose **Submit Log Entry**.



Select screens

Teacher	Room	Enroll	Leave
Teacher, Melissa R	106	8/1/2006	6/2/2007
Teacher, Alicia J	411	8/1/2006	6/2/2007
Teacher, Alicia J	411	8/1/2006	6/2/2007
Teacher, Reginald D'von	410	8/1/2006	6/2/2007
Teacher, Linda Moore	407	8/1/2006	6/2/2007
Teacher, Linda Moore	407	8/1/2006	6/2/2007
Teacher, Jean P	408	8/1/2006	6/2/2007
Teacher, Mary E	gym	8/1/2006	6/2/2007
Teacher, Janna C	210	8/1/2006	6/2/2007

5. On the **Log Entry** Screen, enter the appropriate information

b. Enter a general description of behavior. This entry is searchable on the discipline record. Some schools define specific terms to use here.

a. Defaults to the current date. Change if necessary.



The screenshot shows a web form with the following fields and controls:

- Date:** 9/18/2006
- Subject:** A text input field.
- Log Entry:** A large text area for entering a description.
- Submit:** A blue button at the bottom right.

Arrows in the image point to each of these elements: the Date field, the Subject field, the Log Entry text area, and the Submit button.

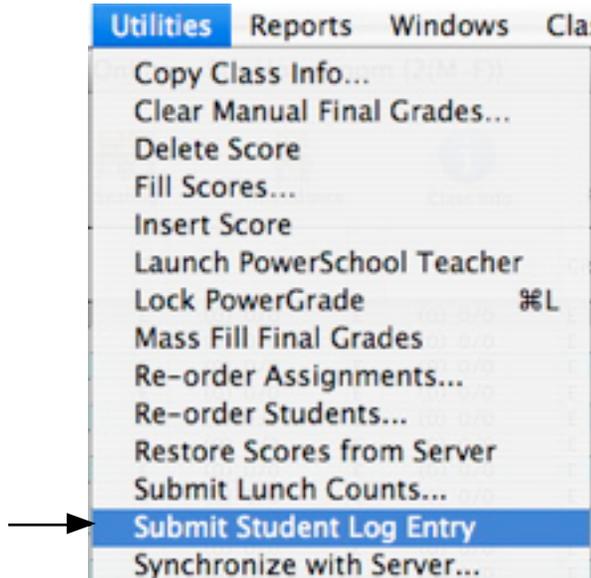
c. Enter information as requested by your school administration.

d. Click **Submit**.

6. An e-mail will be automatically sent to an administrator at your school and the information will be transferred to the student's discipline log. You will no longer have access to this information.

Sending a Log Entry from PowerGrade

1. In your PowerGrade grade book, from the **Utilities** menu, choose **Submit Student Log Entry**.



2. Select the student and fill in the **Log Entry** as described previously.

3. An e-mail will be automatically sent to an administrator at your school and the information will be transferred to the student's discipline log. You will no longer have access to this information.

Directions for Administrators

Entering a Discipline Log Entry

1. If a teacher has initiated a log entry from PowerGrade or PowerSchool Teacher, the designated administrator(s) will receive a notification e-mail. A discipline log is started in PowerSchool with the submitted information.
2. On the **Start Page**, enter the student's last name, first name in the search box.
3. From the **Student** menu, click **Log Entries** in the **Administration** section.
4. All current log entries will be displayed on the screen. Click on the date of the entry initiated by the teacher or click on **New** to start a new log.

Click to display log detail.

Date	Description
9/19/2006	Name, Student · Still talking - Will not quit.
9/19/2006	Name, Student · Talking - Keeps on.
9/19/2006	Name, Student · Still talking - Blah
9/19/2006	Name, Student · Still talking - This child continues to talk. Tried: 4, 5, 6
9/18/2006	Name, Student · Talking - This student will not stop talking. Tried: 1, 2, 3

Subject of teacher log entry

Log entry text

5. Complete log entry as outlined on Pages 4 and 5. Note the fields **REQUIRED** for state and local reporting.

Date & Time	A.	8/25/2007	10:36 AM
Author	B.	Name, Teacher	
Reporter	C.		
Log Type	D.	▼	
Subtype (optional for discipline)	E.	▼	
Title	F.		
Log Entry Text	G.		
Teacher/Bus Driver Action Taken 1	H.	Please Select ▼	
Teacher/Bus Driver Action Taken 2	I.	Please Select ▼	
Teacher/Bus Driver Action Taken 3	J.	Please Select ▼	
Incident Type Category	K.	Please Select ▼	
Incident Date (MM/DD/YYYY)	L.	8/25/2007	
Incident Context	M.	Please Select ▼	
Incident Location	N.	Please Select ▼	
Action Taken (State Reporting)	O.	Please Select ▼	
Action Taken (Local Reporting)	P.	Please Select ▼	
Action Date (MMDD/YYYY)	Q.	8/25/2007	
Action Taken End Date (MM/DD/YYYY)	R.		
Total Days of Disciplinary Action	S.		
Consequence (optional for discipline)	T.	Please Select ▼	
Reporter Narrative	U.		

Submit

- A. Date & Time:** Defaults to current date and time or date and time the log entry was started by the teacher - Change the date as needed. This represents the reporting date. This date is displayed on the student log page.
- B. Author:** The name of the teacher who initiated the log or the name of the person who is logged into the system who starts a **New** log (Filled in automatically by the system.) The Author field is displayed on the student **Log Entries** page. If the log entry was initiated by a teacher, many schools move this name to the **Reporter** field and put the discipline administrator's name here.
- C. Reporter:** An optional field to enter a second person who is reporting or resolving the discipline referral.
- D. Log Type:** Will default to **Discipline** if initiated by the teacher - Choose **Discipline** if not displayed.
- E. Subtype:** An optional field to categorize the type of offense.
IMPORTANT NOTE: This field is used to search logs for reports.
NOTE: There is a "known issue" in PowerSchool. When this field is selected and submitted, the Subtype "disappears" from the screen. However, the information is stored in the log record and can still be searched.
- F. Title:** An optional field automatically populated by the subject of the teacher's log entry. If the log was not initiated by a teacher, it will be blank. The **Title** field is displayed on the student **Log Entries** page. Many schools require teachers to enter specific information in this field. (For example: One of the Incident Context choices. See **M**.)
- G. Log Entry Text:** An optional field automatically populated by the **Log Entry** in the teacher's log submission. The Log Entry Text is displayed on the student **Log Entries** page.
NOTE: Administrators might have teachers list the actions taken (by number) before the log was submitted.
 (For example: 01. Consulted counselor, 02. Held conference with student, 03. Denied privileges, 04. Consulted other teachers, 05. Changed student's seat, 06. Telephoned parent, 07. Held conference with parent, 08. Sent previous report home, or 99. Other)
 If the log entry text has been entered by a teacher, some schools copy and paste this information if into the **Reporter Narrative** field. See **U**.
- H., I., J. Teacher/Bus Driver Action Taken:** Optional fields with the values listed above - Used to record actions taken by the teacher or bus driver before being referred to the Office.
- K. Incident Type Category:** **REQUIRED** field for state reporting. Choose the appropriate value from the drop-down menu.
- L. Incident Date (MM/DD/YYYY):** **REQUIRED** field for state reporting. Enter the date the incident occurred.

- M. Incident Context: REQUIRED** for local reporting. Choose the appropriate option from the drop-down menu.
 - N. Incident Location:** Local option to identify location of incident
 - O. Action Taken (State Reporting): REQUIRED** for state reporting if student is assigned **ISS** (This is a new requirement as of 2007-08), **OSS**, expelled, or remanded
 - P. Action Taken (Local Reporting): REQUIRED** for local reporting - Choose from drop-down menu.
 - Q. Action Date: REQUIRED** for state reporting
 - R. Action Taken End Date: REQUIRED** for state reporting
 - S. Total Days of Disciplinary Action:** Enter total days of action. This is printed on any **ISS**, **OSS**, or Bus Suspension forms.
 - T. Consequence:** An optional field to categorize the type of consequence
IMPORTANT NOTE: This field is used to search logs for reports.
 - U. Reporter Narrative:** An optional field to enter more narrative about the incident. If the log entry text has been entered by a teacher, some schools copy and paste this information from the **Log Entry Text** field. See **G**.
5. Be sure to click **Submit** when you finish entering all information.

Printing the Discipline Log Screen

Many schools print the Discipline Log screen to have a written record of the entire discipline referral. With the newly added **Reporter Narrative** field, the record will print on two pages.

To print the record on one page:

1. Before printing the first record:
 1. In Firefox, choose **File>Print**. Where it says "Copies and Pages", select "Firefox." Choose all "blank" in headers and footers so that the URL will not print.
 2. In Safari, choose **File>Print**. On the printer screen, uncheck **Print backgrounds** and **Print webpage information in headers and footers**.
2. In FireFox or Safari, choose **File> Page Setup**. Adjust the **Scale:** percent until the form prints on one page. Depending on your printer, 70% to 80% usually works.

Displaying Information

1. Select the students for whom you wish to run reports.

- From the **Start Page**, click on **Special Functions** in the **Functions** section of the menu.
- On the **Special Functions** screen, click on **Search Log Entries**.
- Enter search criteria on the **Log Entries Search** screen.

Option	Value
Log Type *	A. Discipline
Log Subtype	B.
Log Consequence	C.
Contain this text	
And contain this text	
Does not contain this text	D.
Title contains this text	
Entered on or after this date	
Entered on or before this date	E.
Student Grade Level	F.
Author	G.
Sort by	H. Date, then name

* Must choose a log type before searching

Submit

A Excessive Absences
B Bus Related
D Disruptive Behavior
O Other
T Excessive Tardies
Z Zero Tolerance

01 ISS
02 OSS Short Term
03 OSS Long Term
04 Expulsion
05 Bus Suspension
06 Other

A. Log Type: Select **Discipline**.

B. Log Subtype: Choose a subtype to select all offenses in that category.

C. Log Consequence: Choose a consequence to select all students who received that punishment.

D. Text Options: Enter options to search log text.

E. Date Ranges: Enter dates to select students with a discipline log entered on a particular date or within a particular date range.

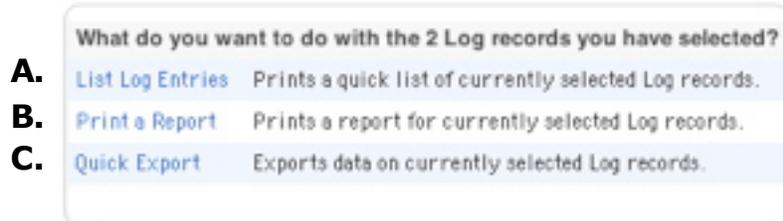
F. Student Grade Level: Enter a specific grade.

G. Author: Select all logs submitted by a particular person.

H. Click **Submit**.

NOTE: Multiple search criteria may be used.

2. Choose how you want the information displayed.



A. List Log Entries: Get a list of log entries that meet your search criteria. Click on any log entry to display the detail.

B. Print a Report: Currently reports are written for ISS, OSS Long Term, OSS Short Term, and Bus Suspension. Each of these options prints a parent letter for the selected student(s). There is also a report that will print a separate page for each teacher to enter assignments for ISS. This report is named ISS - ASSIGN MULTI- PAGE. The ISS Assignment report will print one page for ALL teachers to enter assignments.

C. Quick Export: Export selected fields to use in a spreadsheet, database, etc.

3. Print a Report

- Click on **Print a Report**.

Option	Value
Which report would you like to print?	ISS Form
Which Log Entries?	<input type="radio"/> The Log records for <input checked="" type="radio"/> The 2 selected Log records <input type="radio"/> Only the first 2 pages.
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

Submit

Choose the report name.

Choose which entries you want included.

Click **Submit**.

- In the **Reports Queue – My Jobs** screen, the print job you just created will be at the top of the list. If you have a large job, you may see **Running** under **Status**. Remember, you must use the **Refresh** link next to **My Jobs** at the top of the page to obtain a **Completed** Report.
- Click **Completed** to view the **PDF** document(s). **Adobe Acrobat** will open with the letter(s) ready to print. Sometimes this takes a few minutes so be patient.
- From the **File** menu, select **Print**. Then click **OK** in the **Print** box. Sometimes this takes a few seconds for the print box to go away and it doesn't look like it's doing anything, so be patient. All requested rosters will print. (If you only need one roster, click through to find the one you need, and select **Current page** from the **Print Range** section of the **Print** box. Then only the roster you need will print.)

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- 4. Quick Export

- Click on **Quick Export**.

2. Type in the fields in the format shown.

The screenshot shows a web form for a 'Quick Export' operation. At the top, a text area contains a list of fields: [1]lastfirst, consequence, discipline_durationactual, discipline_reporter, and discipline_incidentlocation. An arrow points to this text area with the instruction '2. Type in the fields in the format shown.' Below the text area are two rows of dropdown menus: 'Field Delimiter' set to 'Tab' and 'Record Delimiter' set to 'CR'. There are two checkboxes: 'Surround Fields' (unchecked) and 'Column titles on 1st row' (checked). A blue link labeled 'Field List' is positioned below the checkboxes, with an arrow pointing to it and the instruction '1. Click to see the possible fields.' At the bottom right, there is a blue 'Submit' button, with an arrow pointing to it and the instruction '3. Click Submit.'

1. Click to see the possible fields.

- If you are using Firefox, you can choose to save the file or open it with a particular application such as Excel.

Discipline Alert

NOTE: A Discipline Alert can be used to flag a student for any reason. (Example: One more tardy and the student is assigned to ISS.)

1. On the **Start Page**, enter the student's last name, first name in the search box.
2. From the **Student** menu, click **Log Entries** in the **Administration** section.
3. Click on **Edit Discipline Alert** at the top of the **Log Entries** box.

Discipline Alert Text

Enter Alert text here.

Alert Expires (date) 0/0/0 (0/0/0 to never expire)

Enter date for Alert to expire.

Click **Submit.** → Submit

4. The Discipline Alert Symbol, , is displayed next to the student name on all student screens. Click the symbol to display the Alert text.