

NEXT GEN DOCUMENTATION ~DISCIPLINE~

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JMC Discipline Documentation

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## JMC Discipline Module Overview

The Discipline Module of JMC Next Gen Office Application gives your district the ability to keep track of student discipline records and also works in conjunction with Online Teacher in acquiring discipline referrals from teachers as well as Online Parent in providing discipline information to parents.

Discipline referrals may be submitted from Online Teacher and later processed by office staff, who may either accept the record and edit it further (adding actions and other details) or reject the referral record outright.

At the discretion of the office staff, parents may be allowed to view discipline records in Online Parent.

Office staff may also edit or enter records directly onto the students' discipline records page.

The Discipline module will include a list of predefined problem behaviors and actions, but the office staff may also define their own if they wish and may use any combination of predefined and/or user-defined problem behaviors and actions in their records.

The Discipline module includes reports such as:

**Student** – selected student(s) and a list of their discipline records **Discipline Query** – selection criteria include number of occurrences, which problem behaviors/actions, which reporting person(s), and other sorting and detail options **Discipline Summary** – summary of all or records or for specified date range; summary includes breakdowns by problem behavior, action, and reporting person.

State Reporting of discipline records varies by state. For Iowa, records will be included in a school's SRI data submission only if predefined Problem Behaviors and specific Actions are used in the records. For SRI submissions the only types of records included are those that result in suspension or expulsion. Other states may be accepting discipline data from other sources, such as Minnesota DIRS.

For more information on the use of discipline records for Student Reporting in Iowa (SRI), please refer to Appendix D of this document.

#### **Student Scope**

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is <u>Schedules – Student –</u> Edit Schedules.

Sunn	yvill	le High Sc	hoo	1		Da	y: 177 ·	05/	21/	2015	- Thurs	day				20	014-	201	5			Logout
Grad	le: A	All 👻 🛛 F	ind	•		•	<-)(	->)														Switch Building:
Stud	ent ]	ID: 569		Student Name: Adams,	Car	la		Grad	e: 7													Sunnyville Hi 💌
Ad	ld Co	ourses)	P	rint																	lidterms	Quick Links:
Loc	k	Section	_	Course		Q1	Q2	H1	<b>H2</b> 1	F1 H	3 51	H4	T2	Q3	Q4	H5	H6	тз	<b>S2</b>	Ex	Yr Con	Student Data
-	-	S1 1 En	•	567 BAND JH	×	-	-				-	I								-		Student Scope
-	•	S1 2 En	-	573 MATH 7	x	-	•				-	I								-		
-	-	S1 255	•	560 GUIDED STUDY 7	x	-	•				-	I								-		Print Schedule
-	-	S1 3 En	-	570 SOCIAL 7	x	-	•				-	I								-		Print Transcript
-	-	S1 4 En	•	571 SCIENCE 7	x	-	•				-	I								-		Delete All
-	-	S1 5 En	•	575 PE/HEALTH 7	x	-	•				-	I								-		Courses
-	-	S1 7 En	•	569 ENGLISH 7	x	-	•				-	Ī								-		Copy Schedule From Another
-	•	S2 1 En	•	567 BAND JH	x									•	-			Γ	•	-		Student
-	-	52 2 En	•	573 MATH 7	x								$\square$	•	-			[	•	-		
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-	-	S2 7 En	-	569 ENGLISH 7	x									•	-			ſ	-	-		

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on <u>Edit – Student Data</u> and <u>Grading –</u> <u>Entry – Edit Grades</u>.

🕹 Mozilla Firefox									• ×
🛞 http://localhost:53212/Stude	ntScope.aspx								
Student ID: Na	me:	Grade:	Gender:	StateID:		Stu Ema	ail:		
569 Ad	ams, Carla	7	F	1234567890123		cadams(	@someisp.net		
Contact:	Phone:	Email:							
Student Progress Report	• Print			Schedules	-	Print			
Term Period Course Sem1 1 BAND JH	Progress 7 Otr1 Otr2		eacher Schultz	Period Course	Course#	Term Days Met	Teacher	Room	
Semi 1 BAND JH Semi 2 MATH 7	Qtr1 Qtr2 Qtr1 Qtr2		Ashford	1 BAND JH	567	Sem1 12	D Schultz	BAND	
Sem1 2 MATH 7 Sem1 3 SOCIAL 7	Qtr1 Qtr2 Qtr1 Qtr2		Hughes	2 MATH 7	573	Sem1 12	J Ashford	ROOM 132	
Sem1 4 SCIENCE 7	Qtr1 Qtr2 Qtr1 Qtr2		Neidermeier	3 SOCIAL 7	570	Sem1 12	P Hughes	ROOM 133	
Sem1 5 PE/HEALTH 7			I Kelsey	4 SCIENCE 7	571	Sem1 12	Q Neidermeier	ROOM 125	
Sem1 7 ENGLISH 7	Qtr1 Qtr2 Qtr1 Qtr2		Peterson	5 PE/HEALTH 7	575	Sem1 12	M Kelsey	ROOM 131	
Sem2 1 BAND JH	Otr3		Schultz	7 ENGLISH 7	569	Sem1 12	G Peterson	ROOM 134	
Sem2 2 MATH 7	Qtr3 Qtr3	-	Ashford	1 BAND JH	567	Sem2 12	D Schultz	BAND	
Sem2 3 SOCIAL 7	Qtr3	-	Hughes	2 MATH 7	573	Sem2 12	J Ashford	ROOM 132	
Sem2 4 SCIENCE 7	Qtr3	-	Neidermeier	3 SOCIAL 7	570	Sem2 12	P Hughes	ROOM 133	
Sem2 5 PE/HEALTH 7		-	I Kelsey	4 SCIENCE 7	571	Sem2 12	Q Neidermeier	ROOM 125	
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To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

## **Discipline - Data - Edit Student Records**

This selection is used to enter and edit discipline records for students.

1. Select <u>Discipline – Data – Edit Student Records</u>. The page will appear similar to Figure 1.

Note: For Iowa schools this page will have additional detail in the field names. This detail is a reference to a data element identifier for the Iowa SRI data dictionary. For an example of this page for an Iowa school please refer to Appendix D of this document.

MN High School	Day: 170	) - 05/23/2017 - Tuesday	2016-20	17 Logout	
Grade: All 🔻 Find:	▼ <-	->		Switch Building:	
				MN High Scho 🔻	
Student ID: 215 St	tudent Name: Aasimov, Aabbee	Grade: 0	Birth Date: ()		
Student ID: 215 St List of Discipline Records 12/07/16 (*Arson)	Time: Behavior Incident Number: Incident Reporter: Instructional Format: Instructional Format: Incident Location Detail: Problem Behavior: Severity: Weapon Type: Motivation: Action 1:	Bathroon/Restroom           Not Applicable           *Arson           Major         V           Not applicable         V           *Out-of-School Suspension         Not Specified           None         V           Not Applicable         V           Not Specified         V           Not Specified         V           Not Opticable         V           Not Applicable         V           No         V	Birth Date: ()	MN High Scho Y	Figure 1: Edit Student Discipline Records
Discipline Records from Prior No Records Found.	Comment 1: Comment 2:				
				•	

**Discipline Settings QuickLink** on the right side of the page can be used to edit settings about this page. See Figure 2.

	Figure 2:
Discipline Record View Options: Full View V	Discipline Settings
	page

- 2. To select the student whose discipline records you wish to edit, click in the drop down list labeled **Find** in the upper left corner of the page and select the student, OR you may simply type all or part of the student's name and the list will shorten to students that match what you have typed.
- 3. Edit, delete, or create new discipline records as needed.

To add a new record for this student, click Add New. The page will appear similar to Figure 3. Then enter the appropriate data and click Update to save the changes.

**.**...

IN High School	Day: 170	0 - 05/23/2017 - Tuesday	2016	5-2017
Find: All V Find:	▼ <-(	->		
tudent ID: 215	Student Name: Aasimov, Aabbee	Grade: 0 Bit	th Date: ()	
ist of Discipline Records 12/07/16 (*Arson)	<ul> <li>Opdate</li> <li>Cancer</li> </ul>			
	Date:	12/8/2016		
	Time:	11:42		E:
	Behavior Incident Number:			Figure 3
	Incident Reporter:			
	Incident Location:	Bathroom/Restroom		
	Instructional Format:	Not Applicable	٣	Adding
	Incident Location Detail:			
	Problem Behavior:	Not Specified	•	Editing a
	Severity:	Major 🔻		Disciplin
	Weapon Type:	Not applicable		
	Motivation:	Not Specified 🔹		Record f
	Action 1:	Not Specified	•	
	Action 2:	Not Specified	•	Student
	Seclusion/Restraint:	None •		
	Expulsion Zero Tolerance:	Not Applicable		
	Unsafe School Choice Offense:	No		
	Removal Length:			
	Removal Date:			
	Comment 1:			
	Comment 2:		1	
			1	
scipline Records from Pr	N			

**To edit an existing record**, select the record from the **List of Discipline Records** list and click **Edit**. The page will appear similar to Figure 3. Then edit the appropriate data and click **Update** to save the changes.

Note: When *selecting a Problem Behavior or Action* you may either click in the drop down list and scroll to the desired option, OR you may type in all or part of the option and the list of items in the drop down list will shorten to match what you typed, as shown below in Figures 4 & 5.

Problem Behavior (E0022	):
Severit	v: Not Specified
Weapon Type (E0060	): * 1 - Abusive or inappropriate language, profanity
Motivatio	n: * 2 - Alcohol related
Action 1 (E0012	): * 3 - Arson
-	*4 - Bomb threat
Seclusion/Restrain	t: None 🔻
-	
Problem Behavior (E0022):	disr 👻
Problem Behavior (E0022): Severity:	disr * 8 - <b>Disr</b> espect
Severity:	* 8 - Disrespect
Severity: Weapon Type (E0060):	* 8 - Disrespect
Severity: Weapon Type (E0060): Motivation: Action 1 (E0012):	* 8 - Disrespect

Figure 4:

Click in the drop down list and scroll to the desired item

а

Figure 5:

Type part of the item name to see a shortened list that matches what you typed

# To delete a record, select the record from the List of Discipline Records list and click Delete.

*Note:* The Problem Behavior drop down list will include a combination of predefined (listed in Table 1) and user-defined behaviors (defined at <u>Discipline</u> – <u>Data – Edit Problem Behaviors</u>).

Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way
Alcohol related	Student is in possession of or is using alcohol
Arson	Student plans and/or participates in malicious burning of property
AISOI	Student delivers a false message of possible explosive materials being on-campus, near campus, and/or
Bomb threat	pending explosion
Dombulleat	Student delivers direct or technology-based messages that involve intimidation, teasing, taunting, threats, or
Bullving	name calling
Bullying	
Combustible related	Student is in possession of substances/objects readily capable of causing bodily harm and/or property
	damage (matches, lighters, firecrackers, gasoline, lighter fluid)
Defiance, insubordination, or non-compliance	Student engages in refusal to follow directions or talks back to teachers/staff
Disrespect	Student delivers socially rude or dismissive messages to adults or students
	Student engages in behavior causing an interruption in a class or activity including sustained loud talk, yelling
Disruption	or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district
Drug related	Student is in possession of or is using illegal drugs/substances or imitations
Forgery, plagiarism	Student signs a person's name without that person's permission or claims someone else's work as their
Gang affiliation display	Student uses gesture, dress, and/or speech to display affiliation with a gang
	Student delivers disrespectful messages in any format related to gender, ethnicity, sex, race, religion,
Harassment	disability, physical features, or other protected class
	Student engages in inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature
Inappropriate display of affection	with another student/adult
Inappropriate location	Student is in an area that is outside of school boundaries (as defined by school)
Lying/cheating	Student delivers a message that is untrue or deliberately violates rules about cheating
	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object,
	kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical
Physical aggression with injury	attention. Does not include bullying or harassment
	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object,
	kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional
	medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or
Physical aggression with serious bodily injury	impairment of the function of a bodily member, organ, or faculty, or substantial risk of death
r njolodi dygrebolon mar benedo bodný njulý	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object,
	kicking, hair pulling, scratching, etc.) where the offender(s) or victim(s) do not require professional medical
Physical aggression without injury	attention. Does not include bullying or harassment
r njolodi dggrooolon marodi njurj	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical
Physical fighting with injury	attention. Does not include bullving or harassment
r nysicar lighting with lighty	Student engages in a mutual physical fight where either the offender(s) or victim(s) require off-site
	professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted
Physical fighting with serious bodily injury	loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death
Physical lighting with serious bouily injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional
Physical fighting without injury	medical attention. Does not include bullving or harassment
Property damage/vandalism	Student participates in an activity that results in damage or destruction of property
Skip class	Student leaves or misses class without permission Replace habaviar involving a precision administrative law judge mandate due to threat of jointy. This
Operated advection administrative law insta-	Problem behavior involving a special education administrative law judge mandate due to threat of injury. This
Special education administrative law judge	does not apply to decision by the school board, juvenile court officer, juvenile court judge, or district court
decision	judge Overset is late to allow a state of the sectored day.
Tardy	Student is late to class or the start of the school day
	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or electronic
Technology violation	devices
Theft	Student is responsible for possessing or passing on someone else's property
Tobacco related	Student is in possession of or is using tobacco
Truancy	Student receives an 'unexcused absence' for half day or more
	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily
Weapon related	capable of causing bodily harm
Other	Other

Table 1: Predefined Problem Behaviors

*Note:* The Action 1 & 2 drop down list will include a combination of predefined (listed in Table 2) and user-defined actions (defined at <u>Discipline – Data – Edit Actions</u>).

	Administrative removal of a student from regular classes or activities for disciplinary reasons, but the
In-School Suspension	student continues to be under the supervision of the school district
Out-of-School Suspension	Administrative removal of a student from regular classes or activities for disciplinary reasons
	School board action resulting in the removal of a student from the rolls of a district (unless the student has
Expulsion	an IEP and requires continuing services) for disciplinary reasons
	For students who are initially suspended and then eventually expelled by board action for disciplinary
Expulsion following a suspension for the same incident	reasons
Interim setting by School Personnel	Student is placed in an alternative educational setting
	Student is placed in an alternative educational setting. This action taken is a valid option only for IEP
	students if the problem behavior was drug related, weapon related, or resulted in Serious Bodily Injury. The
Interim setting by Impartial Hearing Officer	maximum duration of this action is 45 days (per incident)
Apology/Restitution	Action taken that results in apologizing or compensating for loss, damage, or injury
Bus Suspension	Action taken that results in the student not being allowed on the bus
Community Service	Action taken that results in involvement in community service activities or projects
Conference with Student	Action taken that results in student meeting with administrator, teacher, and/or parent (in any combination)
	Action taken that results in the student receiving individualized instruction specifically related to the
Individualized Instruction	student's problem behaviors
Loss of Privilege	Action taken that results in the student being unable to participate in some type of privilege
Parent Contact	Action taken that results in parent communication by phone, email, or person-to-person about the problem
Saturday School	Action taken that results in the student attending classes on a Saturday
Time in Office	Action taken that results in the student spending time in the office away from scheduled activities/classes
	Action taken that results in the student spending time in a specified area away from scheduled
Time Out/Detention	activities/classes
Action Pending	Action taken is pending
Other	Other

Table 2: Predefined Actions Taken

## **Discipline - Data - Edit Problem Behaviors**

Use this selection to edit the user-defined set of discipline problem behaviors used in student discipline records.

It is recommended that you review the predefined Problem Behaviors carefully before adding any of your own user-defined Problem Behaviors as you will not want to have duplications between the two sets of Problem Behaviors.

1. Select <u>Discipline – Data – Edit Problem Behaviors</u>. The page will appear similar to Figure 6.

Sunnyville High School		2015-2016
Print		
Predefined Problem Behaviors		
Number	Name	*
1000	Not Specified	
1001	Abusive or inappropriate language, profanity	
1002	Alcohol related	
1003	Arson	
1004	Bomb threat	
1005	Bullying	
1006	Combustible related	
1007	Defiance, insubordination, or non-compliance	
1008	Disrespect	
1009	Disruption	
1010	Dress code violation	
1011	Drug related	
1012	Forgery, plagiarism	
1013	Gang affiliation display	
1014	Harassment	
1015	Inappropriate display of affection	
1016	Inappropriate location	
1017	Lying/cheating	-
User Defined Problem Behaviors (fo Number	rmerly Violations) Name	
Edit 1	Possession Weapon/Harmful Item	-
Edit 2	Fighting/Threats/Instigation	
Edit 3	Dangerous Activitiy	
Edit 4	Chemical Violation (Use/Sale)	
Edit 5	Tobacco Violation	
Edit 6	Ignition Device	
Edit 7	Profanity	
Edit 8	Verbal Assault	
Edit 9	Bullving	
Edit 10	Harassment	
Edit 11	Hazing	
Edit 11	nazing Insubordination/Wilfull Disobedi	
Edit 12 Edit 13	Slander/Libel	
Edit 13 Edit 14	Retaliation	
Edit 14 Edit 15	Vandalism	
	Vandalism Theft	
Edit 16	Ineft	•

Figure 6: Problem Behaviors page

2. Edit, delete, or create new records as needed in the user-defined section at the bottom of the page.

**To edit a Problem Behavior name**, click on the **Edit** link on the left side of the violation record. If this is to be a **new problem behavior**, click the **Edit** link for a row that does not currently contain a problem behavior. Type the new problem behavior name in the edit box and then click on the **Update** link for that row to save the changes.

To print the entire list of violations, click **Print**.

## **Discipline - Data - Edit Actions**

Use this selection to edit the user-defined list of discipline actions used in student discipline records.

It is recommended that you review the predefined Actions carefully before adding any of your own user-defined Actions as you will not want to have duplications between the two

sets of Actions.

1. Select <u>Discipline – Data – Edit Actions</u>. The page will appear similar to Figure 7.

Sunnyville High School		2015-2016
Print		
Predefined Actions		
Number	Name	
0	Not Specified	
1001	In-School Suspension	
1002	Out-of-School Suspension	
1003	Expulsion	
1004	Expulsion following a suspension for the same incident	
1005	Interim setting by School Personnel	
1006	Interim setting by Impartial Hearing Officer	
1007	Apology/Restitution	
1008	Bus Suspension	
1009	Community Service	
1010	Conference with Student	
1011	Individualized Instruction	
1012	Loss of Privilege	
1013	Parent Contact	
1014	Saturday School	
1015	Time in Office	
1016	Time Out/Detention	
1017	Action Pending	•
User Defined Actions (formerly	Concomuon coc)	
Number	Name	
Edit 1	Verbal Warning	
Edit 2	Discussed with student	
Edit 3	Parent Conversation	
Edit 4	Detention	
Edit 5	In-School Suspension	
Edit 6	Out-of-School Suspension	
Edit 7	Grade Reduction	
Edit 8	Lunch Detention	
Edit 9	Student/Teacher Conversation	
Edit 10	Loss of Privileges	
Edit 11	-	
	Restitution	
Edit 12	Alternative Program	
Edit 13	Grade Reduction	
Edit 14	Expulsion	
Edit 15	Peer Mediation	
Edit 16	F. Y. I.	

Figure 7: Edit Actions page

2. Edit or create new records as needed.

To edit an action name, click on the Edit link on the left side of the action record. If this is to be a **new action**, click the Edit link for a row that does not currently contain an action. Type the new action name in the edit box and then click on the Update link for that row to save the changes.

To print the entire list of actions, click **Print**.

## **Discipline - Data – Merge Discipline Referrals**

Use this selection to convert referrals that were sent from Online Teacher entries into actual discipline records that will appear on <u>Discipline-Data-Edit Student Discipline</u> <u>Records</u> and be used for Discipline module reports.

Referral records originate from JMC's Online Teacher application as shown below.

#### **Teacher Entry of Referral Record**

In Online Teacher, the teacher can create referral records that will be processed at a later time by office staff in JMC Next Gen Office Application.

The teacher would select <u>Discipline-Discipline Referrals</u> from Online Teacher. The page would appear similar to Figure 8.

**Select a Student** To select the student for the referral, click in the drop down list in the upper left corner of the page and select the student, OR you may simply type all or part of the student's name and the list will shorten to students that match what you have typed.

**Note:** The drop down list might only contain only the students who are scheduled into courses with the teacher. The drop down list can include all students in the school if:

- 1. The option is enabled in the Office Application (<u>File Online Settings</u> has checkbox to enable "All Students" option)
- 2. The "All Students" checkbox in the upper left corner of the <u>Discipline-Discipline Referrals</u> page is checked

Teacher: Mr. Freid (Term: Quarter 2)	JMC Demo School - 2016-2017
All Students	
Student ID: 45 Student Name: Bernadone, Francis M Grade: 10 Birth Date: 05/14/14 (2)	
Pending Discipline Referrals          No pending discipline referrals found.	

Figure 8: Online Teacher page <u>Discipline-Discipline Referrals</u>

Add New To add a new record the teacher clicks the Add New button. The page will appear similar to Figure 9.

Student ID: 45	Student Name: Berr	nadone, Francis M	Grade: 10	Birth Date: 05/14/14 (2)		
Pending Disciplin	e Referrals	Update	ancel			
		Date: 12/8/2016	Time: 09:42	Referred By: Mr. Freid	Problem Behavior: Not Specified	¥
		Location:				
		Severity: Motivation:	Not Specified Not Specified	• •		
		Action: Action 2 :	Not Specified Not Specified	<b>T</b>		
		Comment:	Not Specified			
						1
		-				

Figure 9: Adding a new Discipline Referral in Online Teacher

The teacher may now specify the Problem Behavior. See Figure 10.

Student ID: 45	Student Name: Bernadone, Francis M	Grade: 10	Birth Date: 05/14/14 (2)	
Pending Disciplin	e Referrals Update Date: 12/8/201 Location Severity Motivati Action 2 Commen	Not Specified Not Specified Not Specified Not Specified	Referred By: Mr. Freid	Problem Behavior:         Not Specified         Not Specified         * 1 - Abusive or inappropriate language, profanity         * 2 - Alcohol related         * 3 - Arson         * 4 - Bomb threat         * 5 - Bullying         * 6 - Combustible related         * 7 - Defiance, insubordination, or non-compliance         * 8 - Disrespect         * 9 - Disruption         * 10 - Dress code violation         * 11 - Drug related         * 12 - Forgery, plagiarism         * 13 - Gang affiliation display         * 14 - Harassment         * 15 - Inappropriate location         * 16 - Inappropriate location         * 17 - Unyno/cheating
				* 18 - Physical aggression with injury * 19 - Physical aggression with serious bodily injury

Figure 10: Editing the Problem Behavior in a Discipline Referral Record

The teacher can then fill out additional information for the referral as in Figure 11.

Student ID: 45 Student Name: Bernadone, F	ancis M	Grade: 10 Birt	h Date: 05/14/14 (2)		
Pending Discipline Referrals	Location: Severity: Motivation: Action: Action 2 : Comment:	Time: 09:43 Hallway Minor Unknown Motivation * 7 - Apology/Restituti Not Specified	Ŧ	Problem Behavior: * 8 - Disrespect ▼	
	Francis was in t	the hallway being disre	spectful to a peer to be fun	ny to his friends.	

Figure 11: Editing Other Info in a Discipline Referral Record

When the referral record is complete the teacher would click the Update button. The page will then appear similar to Figure 12.

Student ID: 45 Student Name: Bernadone, Fra Pending Discipline Referrals	Add New	Grade: 10	Birth Date: 05/14/14	(2)	
12/08/16 (*Disrespect)	Edit Del	ete			
	Date: 12/8/2016	Time: 09:43	Referred By: Mr. Freid	Problem Behavior: *Disrespect	
	Location: Severity: Motivation: Action: Action 2: Comment: Francis was in	Hallway Minor Unknown Motiva * 7 - Apology/R Not Specified	estitution T	to be funny to his friends.	
					<i>b</i>

Figure 12: Discipline Referral Record is Updated and Ready for Office To Process

At this point the referral record will remain in the Pending Discipline Referrals list until processed by office staff, at which point it will disappear from this list.

#### **Processing of Teacher Referral Records in Office**

Users of JMC Next Gen Office Application will be notified of pending discipline referral records on the home page of the application. See Figure 13.



Figure 13: Pending Discipline Referral Record in Office Application

 To process the pending discipline referral records you may either click on the link in the Next Gen home page or select <u>Discipline – Data – Merge Discipline Referrals</u>. The page will appear similar to Figure 14.

JMC Demo School		2016-2017	
Pending Discipline Records: Bernadone, Francis - 12/08/16 (*Disrespect)		Pending Files: 1	
permoune, minus arrow or bardpeet	Submitted: 12/8/2016 9:47:25 AM		Figure 14:
view: Full View			Processing Pending Discipline Referral
	12/2/2016		
	12/8/2016 09:43	Â	Record in
Behavior Incident Number (E0005):			
Incident Reporter:			Office
Incident Location:	Bathroom/Restroom		Application
Incident Location Detail:	Hallway		Application
Problem Behavior (E0022):	*Disrespect		
Severity:	Minor 🔻		
Weapon Type (E0060):	Not applicable 🔻		
Motivation	Unknown Motivation		
Action 1 (E0012):	* 7 - Apology/Restitution		
Action 2:	Not Specified 🔻		
Seclusion/Restraint:	None 🔻		
Expulsion Zero Tolerance (E0025):	Not Applicable 🔻		
Unsafe School Choice Offense (E0072):	No		
Removal Length (E0040):			
Removal Date (E0050):			
	Francis was in the hallway being disrespectful to a peer to be funny to his friends.	-	
Reject Accept	· ·		

The record may then be either accepted or rejected by the office staff by using the buttons in the lower left corner of the page. There are also additional data elements that were not presented to the teacher when the referral record was created (e.g. Seclusion/Restraint, Expulsion Zero Tolerance, etc.) that may be edited at the time the referral record is accepted into the office database.

Once a referral is accepted it will then appear in the students discipline records on Discipline – Data – Edit Student Records.

Also, once the referral is either accepted or rejected it will no longer appear in the teacher's list of referrals in the Online Teacher application.

а

## **Discipline - Reports - Student**

This report prints the discipline records for selected students.

1. Select <u>Discipline – Reports – Student</u>. The page will appear similar to Figure 15.

Sunnyville I	tigh School					2015-2016
Select:						
By Sequ	ential	Grade:				
O By Rand	m	From: 5 <b>v</b> To: 12	•			
By Grade	e					
By Advis	or					
🗹 All Dates						
From: 6/16/		7/16/2015				
Print Co						
🗆 Email If						
Reply To Em	ail:					
		)				
Preview	Print Export	)				
All Days						<b>^</b>
Student: Ada	ims, Luke	StudentID: 1193	Grade: 6	BirthDate: 06	/17/1997	
Contact:		Phone:				
Date	Violation	Location	Reported By Conse	equence1	Consequence2	
07/10/2015	Harassment		In-Sch	nool Suspension	Not Specified	
07/10/2015	Disrespect		Parent	t Contact	Apology/Restitution	n
07/10/2015	Bullying		Time (	Out/Detention	Apology/Restitution	n
Student: Ada	ims, Carla	StudentID: 569	Grade: 8	BirthDate: 07/	/28/2001	
Contact:		Phone:				
Date	Violation	Location	Reported By Conse	equence1	Consequence2	

Figure 15: Specifying Criteria for a Student Discipline Report

2. Select the students for whom labels are to be printed by specifying By Sequential, By Random, By Grade, or By Advisor and then include any additional info (which student(s), which grade(s), which advisor(s), etc.).

**Date Range** To enter a specific date range for occurrences to be printed on the report, enter a beginning and end date in the **From** field and **To** field in the **Date** section of the screen.

**Print Comments** To print the comments with the students' discipline records check **Print Comments**.

**Email if Possible** This option may be used to email discipline student reports (where possible) instead of printing them.

*Note:* In order for reports to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on <u>Edit – Student Data</u>. If the primary contact has multiple email addresses then the form would be received at each email address.

*Note:* In order for reports to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix C.

The report prints one student per page.

#### **Discipline - Reports - Discipline Query**

This selection prints students with a specified number of discipline record occurrences for various selection criteria.

1. Select <u>Discipline – Reports – Query</u>. The page will appear similar to Figure 16.

JMC Demo School	20	16-2017
- Select students with:	Problem Behavior Dates:	
>= <b>v</b> 2 occurrences.	All     O	
Problem Behaviors:	Date Range:	
II II		
O Selected:	Show Details:	
Actions:	Sort Option 1: Date Desc V Sort Option 2: Student Name V	
• All	Sort Option 2: Student Name	
Selected:	Include all records for selected student(s)	
from: Both		
Preview Print Export		
Discipline Query		*
Query Specifications:		
Occurences: >=2		
Any Problem Behav	iors	
1st or 2nd Action;	Any Actions	
All Dates		
Select student with >=2 Count all pr	oblem behaviors and selected actions within All actions fields Included:	
StudentID: 64 Grade: 1 Problem Behavior Date:10/3/2016 Location: Bathroom/Restroom Location Detail: Classroom 122	Student: Freid, Jeff Severity: Major Problem Behavior : Lying/cheating Action 1: Action Pending Action 2: Not Specified	• •

Figure 16: Discipline Query

- 2. Select whether low numbers or high numbers of occurrences are to be identified.
  - If greater than or equal to some number, select >= in the pop-up menu.
  - If less than or equal to some number, select <= in the pop-up menu.
- 3. Enter the cut-off number of occurrences.
- 4. Select which violations are to count for the report.
  - If **All** is selected, the report will include all violations.

- To include only certain violations, click **Selected**... then use shift-click to select a range of violations, use the control-click to select random violations, and/or use click and drag to select a range of violations.
- 5. Select which consequences are to count for the report.
  - If **All** is selected, the report will include all consequences.
  - To include only certain consequences, click **Selected**... Then use shift-click to select a range of consequences, use the control-click to select random consequences, and/or use click and drag to select a range of consequences.
- 6. Select which violation dates are to count for the report.
  - If **All** is selected, the report will include all dates.
  - To include only certain dates, click **Selected**... Then enter the start and end values for the date range.
- 7. To make the details of the discipline records appear in the report, check **Show Details**.
- 8. Select the appropriate sort option. Records may be sorted by student name, date, problem behavior, action, or referring person.
- 9. To make the report display all records for the selected students, check Include All Records for Selected Students.
  - If this option is deselected, only the discipline records that fit the selection criteria will be displayed on the report.
  - If this option is selected, all records will be displayed in the report for students who are selected in the query.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the previewed report. This option is only enabled if the **Show Details** checkbox is checked.

## **Discipline - Reports - Discipline Summary**

This selection prints a summary of student problem behaviors and actions taken. The report will also include breakdowns by Referring Person. The report can be for all records or for just records within a specified date range.

1. Select <u>Discipline – Reports – Summary</u>. The page will appear similar to Figure 17.



2. Select the report option from the Report drop down list. Options are displayed in Figure 18.

Report:	Referrals By Problem Behavior 🔻
IIA (	Actions on Referrals
O Date	Referrals By Problem Behavior
	Referrals By Staff
	Referrals By Student
	Referrals By Grade
Previe	Referrals By Location
Previe	Referrals By Day of Week
	Referrals By Time of Day

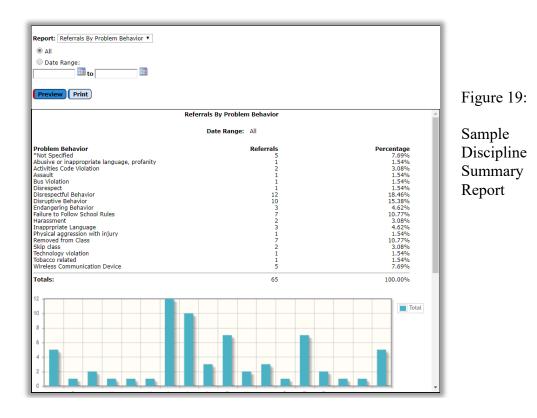
Figure 18:

Report Drop Down List for Discipline Summary Report

- 3. Select All or Date Range.
  - If All is selected, the report will include all discipline records for the school year.
  - If **Date Range** is selected, the report will include only discipline records for the school year for the specified date range.

Click **Preview** to preview the report. A sample report for Referrals by Problem Behavior is displayed in Figure 19.

Click **Print** to print the previewed report.



## Appendix A

#### **Custom Attendance Form Letters Overview**

A custom attendance form letter may be created in the JMC Forms Generator application. This form will be used in conjunction with student attendance, discipline, and demographic data to send notices for students who have attendance issues that are to be communicated with their parents.

It is common for a school to request help from JMC in designing and configuring attendance form letters. To do so, please contact JMC technical support at 800-524-8182 or <a href="mailto:support@jmcinc.com">support@jmcinc.com</a> and a representative will be assigned to help you. The best times to work on projects like this are prior to August 1 or after October 1. However, you can be assured that JMC is willing to help you with your custom attendance form letters whenever you contact us.

JMC Instructional Videos for working with custom forms may be found at the following links:

http://jmcinc.com/resources/view/form\_designer\_intro

http://jmcinc.com/resources/view/period\_attendance\_form\_letters

The relationship between a custom form and student discipline records is configured when printing the custom form using <u>Attendance – Reports – Form Letter</u>. Typically, the form configuration will be used to govern the conditions for a form to be generated and whether the student has already received the notification of the attendance violation, such as exceeding 10 absences for the semester.

In the JMC Discipline module, one violation and one consequence per threshold (e.g. 5, 8, or 10 absences) must be defined and these will be associated with the attendance form letter. Also, discipline records can be automatically created for students who receive a attendance form letter as a result of an attendance violation. The existence of such a record will keep the student from receiving more than one letter for the same violation; however, different thresholds of attendance violation may be defined, (5 days/instances, 8 days/instances, etc.). Once each new threshold is encountered an additional form letter and discipline record will be generated. When defining multiple thresholds per term it will be necessary to create multiple forms, one for each term and threshold combination. For this example, a total of 6 custom forms would be needed, 3 for each semester.

Additional consequences may be assigned to the student by the school official in the Discipline module as well, such as detentions or suspensions if needed.

Once a custom attendance form letter has been created in the Forms Editor application, these forms may be utilized with <u>Attendance – Reports – Form Letters</u>. It is on <u>Attendance – Reports – Form Letters</u> where the form is linked to specific discipline violations and consequences and also where attendance violations may be ascertained and documented.

## Sample Custom Form Letter

An attendance form letter will typically consist of some header information (school name, date, attendance administrator name), a greeting (student and/or parent name), a message describing the attendance violation and policies, details about the student's attendance, and other messages as deemed appropriate by the school district. Figure A1 shows an example of one such letter that has many of the simpler items already included in the design.

Design Student Information Form - A	Attendance_Sem1_5Day	
Choices:	Choose Font Alignment Left 💌	
< <name (l,fm)="">&gt;</name>		
< <name (last)="">&gt; &lt;<name (middle)="">&gt;</name></name>	Frame: v	
< <rul><li>&lt;<li>&lt;<li>&lt;<li>&lt;</li><li>&lt;</li><li>&lt;</li><li>&lt;</li><li></li><li></li></li></li></li></rul>	i fano.	
< <sex>&gt;</sex>		
< <locker>&gt;</locker>		
< <combination>&gt;</combination>		
< <bus #="">&gt;</bus>		
< <birth date="">&gt;</birth>		
< <birthplace>&gt;</birthplace>	Sunnyville High School «Current Date»	Figure A1
< <birth country="">&gt;</birth>		I Iguie I II
< <last attend="" sch="">&gt;</last>		
< <entry date="" district="">&gt;</entry>	Attendance Notification	
< <entry date="" school="">&gt;</entry>		
< <soc #="" sec="">&gt;</soc>		Dortiolly
< <id #="">&gt;</id>	< <name (prim)="">&gt;</name>	Partially
< <state id="">&gt;</state>		
< <building #="">&gt;</building>	< <address (prim)="">&gt;</address>	designed
< <resident dist="">&gt;</resident>	< <city, (prim)="" state="" zip="">&gt;</city,>	uesigneu
< <advisor>&gt;</advisor>		_
< <advisor email="">&gt;</advisor>		custom
< <county>&gt;</county>	Dear Parent/Guardian of < <name (f="" l)="">&gt;</name>	Cubion
< <resident>&gt;</resident>	Scarr archivolardian dr. Sstvallie (FL)22	A 44 1 -
< <transported>&gt;</transported>		Attendance
< <hispanic-latino>&gt;</hispanic-latino>	This letter is to inform you that your child has accumulated 5 absences this semester. He/she is in	
< <am -="" alaskan="" indian="">&gt;</am>	jeopardy of receiving credit for their coursework this semester due to the school's attendance policy.	Earnes Latter
< <asian>&gt;</asian>	jeopardy of receiving credit for their coursework this semester due to the school's alteridance policy.	Form Letter
< <black -="" afr="" am="">&gt;</black>		
< <hawaiian -="" isl="" pacif="">&gt;</hawaiian>	A copy of that policy is included in this mailing.	
< <white>&gt;</white>		
< <ethnicity>&gt;</ethnicity>	The attendance policy os for each semester. The first semester of the school year concludes on	
Ethnicity Grid	Friday, January 10, 2016. It is our practice to send notices when students reach 5, 8, and 10	
< <prim (num)="" lang="">&gt;</prim>	absences to ensure guality communications with parents/guardians.	
< <prim (alpha)="" lang="">&gt;</prim>	abornees to ensure quality commandations with parents/guardians.	
< <comment>&gt;</comment>	Disease note that she shows a dust to destarts encounterwards will not sound toward attendance policy on	
< <student email1="">&gt;</student>	Please note that absences due to doctor's appointments will not count toward attendance policy as	
< <student email2="">&gt;</student>	long as we have a doctor's note confirming the medical appointment.	
< <username>&gt;</username>		
< <password>&gt;</password>	As long as the principal's office has documentation, the student will be excused from the total days	
< <graduation date="">&gt;</graduation>	missed at the end of the semester. Also, days missed due to school functions do not count toward	
< <lunch status="">&gt; &lt;<special education="">&gt;</special></lunch>	the attendance policy.	
<<504 Plan>>		
< <siblings>&gt;</siblings>	If you have any questions please contact me at 712-555-0123.	
< <last date="" physical="">&gt;</last>	in you have any queenons prease contact me at the 555 of 25.	
< <last date<="" par="" permission="" td=""><td>Beanadfully</td><td></td></last>	Beanadfully	
< <health -="" conditions="" hist="">&gt;</health>	Respectfully,	
< <health -="" hist="" insurance="">&gt;</health>		
< <health -="" em="" hist="" med="" plan<="" td=""><td></td><td></td></health>		
< <health -="" hist="" medicines="">&gt;</health>		
< <per -="" absences="" attend="">&gt;</per>		
< <per -="" attend="" tardies="">&gt;</per>		
< <per -="" abs="" attend="" tdy="">&gt;</per>		
< <per -="" attend="" reasons="">&gt;</per>		
< <am -="" absence<="" attend="" pm="" td=""><td></td><td></td></am>		
< <am -="" attend="" pm="" tardies=""> T</am>		
×		
Y:		
1.		
🔲 Include Mailing Label		
,		
D OL		
Page Setup		
Save		
Done		
		J
×		2

Some of the items included thus far are simple data lookup items such as a name or date field. In the Form Designer software these items will be displayed like **<<Current Date>>** or **<<Name (F L)>>**; however, when these forms are later used in the JMC Next Gen Office Application by selecting <u>Attendance – Reports – Form Letters</u> these lookup items will be replaced by the actual current date and student' first and last name.

Next the item **<<AM/PM Attend** – **Absences>>** is dragged to the form, at which time a dialog similar to Figure A2 will appear on your screen.

Absences	
Beginning Day #: 1 Monday 08/11/14 Ending Day #: 30 Friday 12/19/14	Figure A2
C Excused C Unexcused C Both greater than or equals V 5 absences	Period Attendance – Absences item
Only Count Full Days	configuration
✓ Include Student Detail	screen
Include Summary	
Cancel DK	

This screen should look familiar to those who have used JMC Attendance reports in the past as this is essentially the same criteria as used by <u>Attendance – Reports – Absent /</u><u>Tardy Check</u>.

**Beginning** / **Ending Day** These would likely be set to the start and end days for a term, such as the first and last day of semester 1. In this case the days should be set to start on day 1 and end on day 90 (approximately – varies by district). You may find that you will "clone" this form and in copies for semester 2 you would specify days 91 and 180 as the beginning and ending days.

**Excused / Unexcused / Both** This refers to how the attendance data was designated in the office as excused or unexcused and which of these designations are to be included when determining if the student has encountered an attendance threshold.

**Greater Than or Equals / Less Than or Equals / Equals** For this example this option would likely be set to **Equals**; however you may select the option that best fits your needs.

**Threshold (number)** In Figure A2 there is a number "5" displayed to the right of the menu that is currently set to the "equals" option. This number is the threshold. For this example the number would be set to 5. You may find that you will "clone" this form and in the other copies you would set this value to 8 or 10 or whatever number is appropriate for the form you are generating.

**Only Count Full Days** This option will only use full days of absence when checking for thresholds of attendance.

**Include Student Detail** If this item is checked then a detailed list of the student's attendance will be included on the form letter when printed. This will include a row for every day where at least one absence or tardy was recorded.

**Include Summary** If this item is checked then a summary of the student's attendance will be included in the form letter when it is printed.

Once you have specified the settings for this attendance item, click OK and the screen will appear similar to Figure A3.

Design Student Information Form - At	ttendance_Sem1_5Day	
Choices:		
< <name (l,fm)="">&gt;</name>	Choose Font Alignment Left	
< <name (last)="">&gt;</name>	Frame:	
< <name (middle)="">&gt;</name>	riane.	
< <grade>&gt; &lt;<sex>&gt;</sex></grade>		
< <locker>&gt;</locker>		
< <combination>&gt;</combination>		-
< <bus #="">&gt;</bus>		
< <birth date="">&gt;</birth>	Sunnyyille High School «Current Date»	
< <birthplace>&gt;</birthplace>	Sunnyville High School < <current date="">&gt;</current>	
< <birth country="">&gt;</birth>		
< <last attend="" sch="">&gt; &lt;<entry date="" district="">&gt;</entry></last>	Attendance Notification	
< <entry date="" school="">&gt;</entry>	Alteriourice Notification	
< <soc #="" sec="">&gt;</soc>		
< <id #="">&gt;</id>	< <name (prim)="">&gt;</name>	
< <state id="">&gt;</state>	< <address (prim)="">&gt;</address>	
< <building #="">&gt;</building>		
< <resident dist="">&gt; &lt;<advisor>&gt;</advisor></resident>	< <city, (prim)="" state="" zip="">&gt;</city,>	
< <advisor>&gt;&gt;</advisor>		
< <county>&gt;</county>	Dear Parant/Culordian of actions (CL)	
< <resident>&gt;</resident>	Dear Parent/Guardian of < <name (f="" l)="">&gt;</name>	
< <transported>&gt;</transported>	I I I I I I I I I I I I I I I I I I I	
< <hispanic-latino>&gt;</hispanic-latino>	This letter is to inform you that your child has accumulated 5 absences this semester. He/she is in	
< <am -="" alaskan="" indian="">&gt; &lt;<asian>&gt;</asian></am>	jeopardy of receiving credit for their coursework this semester due to the school's attendance policy.	
< <black -="" afr="" am="">&gt;</black>		
< <hawaiian -="" isl="" pacif="">&gt;</hawaiian>	A copy of that policy is included in this mailing.	
< <white>&gt;</white>		
< <ethnicity>&gt;</ethnicity>	The attendance policy os for each semester. The first semester of the school year concludes on	
Ethnicity Grid	Friday, January 10, 2016. It is our practice to send notices when students reach 5, 8, and 10	
< <prim (num)="" lang="">&gt;</prim>	absences to ensure quality communications with parents/guardians.	
< <prim (alpha)="" lang="">&gt; &lt;<comment>&gt;</comment></prim>		
< <student email1="">&gt;</student>	Please note that absences due to doctor's appointments will not count toward attendance policy as	
< <student email2="">&gt;</student>	long as we have a doctor's note confirming the medical appointment.	
< <username>&gt;</username>		
< <password>&gt;</password>	As long as the principal's office has documentation, the student will be excused from the total days	
< <graduation date="">&gt; &lt;<lunch status="">&gt;</lunch></graduation>	missed at the end of the semester. Also, days missed due to school functions do not count toward	
< <special education="">&gt;</special>	the attendance policy.	
<<504 Plan>>		
< <siblings>&gt;</siblings>	If you have any questions please contact me at 712-555-0123.	
< <last date="" physical="">&gt;</last>		
< <last date<="" par="" permission="" td=""><td>Respectfully,</td><td></td></last>	Respectfully,	
< <health -="" conditions="" hist="">&gt; &lt;<health -="" hist="" insurance="">&gt;</health></health>		
< <health -="" em="" hist="" med="" plan<="" td=""><td></td><td></td></health>		
< <health -="" hist="" medicines="">&gt;</health>	AM/PM Attendance Summary and Student Details: Absent >=5.0 Exc/Unexc Day1-90	
< <per -="" absences="" attend="">&gt;</per>		
< <per -="" attend="" tardies="">&gt;</per>		
< <per -="" abs="" attend="" tdy="">&gt;</per>		
< <per -="" attend="" reasons="">&gt;</per>		
< <am -="" absence<br="" attend="" pm="">&lt;<am -="" attend="" pm="" tardies=""> *</am></am>		
X:		
Y:	I I I I I I I I I I I I I I I I I I I	
🔲 Include Mailing Label		
Page Setup		
	I I I I I I I I I I I I I I I I I I I	
Save		
Done		╷╷┘

Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2page form. For this reason the attendance item should be added at the bottom of the form with the understanding that some attendance information will spill over to the second page. For a sample of how this form actually appears when printed please refer to Figures A7 & A8.

JMC Discipline Documentation

#### **Combining the Custom Form with Discipline Violations/Consequences**

The custom form is just one link in the chain for the attendance notification letters. Keep in mind that there may be several forms designed that will look very similar but will have different ranges of days (terms) and thresholds (number of absences).

When printing the attendance form letters you will have the option of selecting a form and combining it with the appropriate discipline violation and consequence. Each custom form that you plan to use (semester 1/2, thresholds 5/8/10 for example) must be configured in combination with the appropriate discipline violation and consequence. See Figure A4 for examples of these combinations.

Sunnyville High School		igh School	Day: 177 - 05/21/2015 - Thursday 20			4-20
Form Lette Add Row	r	Configurations:				
	#	Form	Description	Violation	Consequence	~
Edit Delete	1	AttendFormLetter_Sem1_5	Attendance Notification - Sem1 - 5 Days	Attendance Violation	5 Absence Letter Sent	
Edit Delete	2	AttendFormLetter_Sem1_8	Attendance Notification - Sem1 - 8 Days	Attendance Violation	8 Absence Letter Sent	
Edit Delete	3	AttendFormLetter_Sem1_10	Attendance Notification - Sem1 - 10 Days	Attendance Violation	10 Absence Letter Sent	
Edit Delete	4	AttendFormLetter_Sem2_5	Attendance Notification - Sem2 - 5 Days	Attendance Violation	5 Absence Letter Sent	
Edit Delete	5	AttendFormLetter_Sem2_8	Attendance Notification - Sem2 - 8 Days	Attendance Violation	8 Absence Letter Sent	
Edit Delete	6	AttendFormLetter_Sem2_10	Attendance Notification - Sem2 - 10 Days	Attendance Violation	10 Absence Letter Sent	-

Figure A4

Sample Period Attendance Custom Form Configurations

Only one violation would need to be defined at <u>Discipline – Data – Edit Violations</u>. See Figure A5.

	yville High School	Day: 177 - 05/21/2015 - Thursday	2014-2015	Figure A5
Edit	37	Phone Violation	×	Defining the
Edit	38	Terroristic Threats		Attendance
Edit	39	Unexcused Absence		Attendance
Edit	40	Attendance Violation		Violation
Edit	41			violation
Edit	42			

One consequence per threshold would need to be defined at <u>Discipline – Data – Edit</u> <u>Consequences</u>. See Figure A6.

Sunnyville High School	Day: 177 - 05/21/2015 - Thursday	2014-2015	
Print			Figure A6
Edit 20	Suspension-2 Days	*	
Edit 21	Suspension-3 Days		
Edit 22	Suspension-4 Days		Defining the
Edit 23	Suspension-5 Days		-
Edit 24	Removal from Class		Attendance
Edit 25	Parent Call Attempted		
Edit 26	5 Absence Letter Sent		Violation
Edit 27	8 Absence Letter Sent		
Edit 28	10 Absence Letter Sent		Consequences
Edit 29			consequences
Edit 30			
Edit 31			

See Figures A7 and A8 for sample printouts of how the custom attendance form letter would appear when printed.

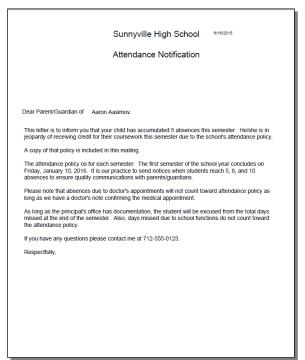


Figure A7 – Page 1

unnyville High School 2015-2016					
udent: Aasim	ov, Aaron	Student#: 150	Grade: 9	Advisor:	
Attendance	Summary: Absent Exc	/Unexc Day 1 - 2015-08-	24 through Day 90 -		
AM	PM	Tot	Days		
6	5	10	5		
Attendance	Detail				
AM	PM	Day	Date		
AE	AE	1	Mon 08/24/15		
AE	AE	2	Tue 08/25/15		
AE AE	AE AE	3 4	Wed 08/26/15 Thu 08/27/15		
AE	AE	5	Fri 08/28/15		
AE	AE	5	FII 00/20/10		

Figure A8 – Page 2

Once the attendance form letters are generated as a PDF file you can review and print them as you see fit. If you attempted to email where possible then those letters that were successfully emailed will not show up in the PDF file.

**Create Corresponding Discipline Records** Most likely you will want to perform this action right away so that the appropriate discipline records are created at this time. Once you click this button at the bottom of the page <u>Attendance – Reports – Form Letters</u> you will see a summary of the discipline records that were created. You may choose to print this summary if desired.

#### **Appendix B**

#### **Creating the Custom Form**

1. To create a custom attendance form letter, select Design Student Information Form from the **Design Forms** menu of the JMC Form Editor application. The screen will appear similar to Figure B1.

Report Settings	
Sunnyville High School	Figure B1 Design Student Information Form – List of Available Forms
Delete New Cancel Select	

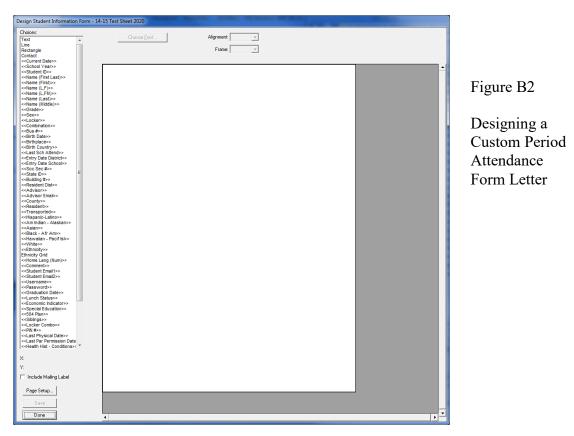
**Delete** To delete a custom form file from the list, click on the form name in the list and then click **Delete**.

New To create a new custom form, click New. The Design Student Information Form screen will then appear with only the default settings.

**Cancel** To cancel this operation and return to the main screen of the JMC Form Designer application, click Cancel.

Select To select an existing custom form, click on the form name in the list and then click Select. The same result may be achieved by double-clicking the filename.

2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.



*Note:* The Design Student Information Form screen may be resized (made larger) by grabbing the handle in the lower right corner of the window and dragging until the screen is the desired size.

## **Editing the Custom Form**

Adding Items from Choices List Items in the list of Choices may be dragged onto the report card. Once on the report card, these items may be resized, relocated, and edited.

Selecting an Item An item on a report card may be selected by clicking on it.

**Selecting Multiple Items** Multiple items may be selected in the report card window by either clicking and dragging over the items or by holding down the shift key while clicking on items. If multiple items are selected and you wish to *deselect* one or more of those items, hold down the shift key and click on the items you wish to deselect.

**Selecting All Items** All items in a report card may be selected simultaneously by pressing Ctrl-A on the keyboard.

**Relocating an Item** Any item on the screen may be *relocated* by simply dragging it to a new location. Additionally, the currently selected item(s) in the report card may be *relocated* by using the arrow keys on the keyboard (see Figure B3). Each time an arrow key is pressed the selected item(s) will move one pixel in the appropriate direction. Items

may be *aligned* with other items by noting the horizontal and/or vertical position of the selected item in the lower left corner of the design screen and shifting/relocating the item to match coordinates with the other items.



Figure B3

Arrow keys on keyboard

Aligning Multiple Items The currently selected item(s) in the report card may be *aligned* by pressing Ctrl-arrow on the keyboard, where the arrow pressed would be one of the four directional arrows on the keyboard (see Figure 20). The alignment achieved will vary depending on the direction of the arrow and the items selected.

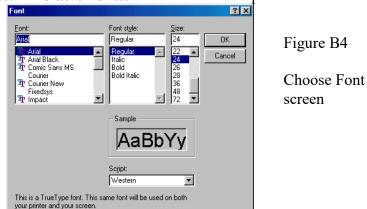
**Resizing an Item** The currently selected item(s) in the report card may be *resized* by dragging on the lower right corner of the item until it is the desired size.

**Making an Item Fit the Text** The currently selected item(s) in the report card may be resized to fit the text within them by pressing Ctrl-F on the keyboard.

**Deleting an Item** The currently selected item(s) in the report card may be *deleted* by pressing the **Backspace** key on the keyboard.

**Editing an Item – Text Formatting** The currently selected item(s) in the report card may be edited with regard to **Font**, **Size**, **Alignment**, **Style**, and **Frame**. To edit the **Font**, **Style**, or **Size** you must click on **Choose Font...** and then a screen similar to Figure B4 will appear.

*Note:* Available fonts will vary from computer to computer. If a report card settings file is to be shared by more than one user, then care should be taken to ensure that all users have the necessary fonts installed on their computers.



*Note:* **Default Fonts.** For Windows computers the default font is Arial.

#### Keyboard Shortcuts and Mouse Options for Editing Report Card Designs

Double-click to edit text in a text box
Drag-select for selecting multiple items
Shift-click select for selecting and deselecting multiple items
Drag-resize by grabbing lower-right corner handle and dragging
Drag item to relocate
Ctrl-F to make the rectangle of an item fit the text it contains
Alt-click to force one item behind another (if overlap)
Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)
Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)
Ctrl-A to select all items in the report card
Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)

**Backspace** key to delete selected item(s)

#### Items from the Choices List

#### **Free-form Drawing Items**

**Text** The **Text** item is a text box that allows the user to enter any text they choose. Examples of text boxes in Figure A2 include the school name (Sunnyville High School), the report card title (Student Attendance Notification), and the greeting (Dear Parent/Guardian of). Once a **Text** item is placed on the form, the user may double click on the text in the box to edit it. Text in a **Text** item will appear the same on all report cards when printed.

**Line** The **Line** item used to create lines on the form, such as a border between the header and the body of the form.

**Rectangle** The **Rectangle** item is used to create rectangles on the form.

#### **School Demographic Data Items**

School demographic data items are specific to the date and time for which the form(s) will be printed. The following school demographic data items may be included on a custom form:

< <current date="">&gt;</current>	The current date
< <school year="">&gt;</school>	The current school year, formatted YYYY-YYYY

#### **Student Demographic Data Items**

Student demographic data items are specific to the students for whom the custom form(s) will be printed. For example, if custom forms are to be printed for all students in the 1<sup>st</sup> Grade and the  $\langle Name(L,F) \rangle$  item is contained in the custom

form design, then the names of the appropriate  $1^{st}$  Grade students will be listed on each custom form that is printed. On the Design Student Information Form screen, however, the item will appear generically as <<Name (L,F)>>. The following student demographic items may be included on a custom form:

< <student id="">&gt;</student>	Student ID
< <name (first="" last)="">&gt;</name>	First and Last Name
< <name (first)="">&gt;</name>	First Name
< <name (l,f)="">&gt;</name>	Last Name, First Name
< <name (l,fm)="">&gt;</name>	Last Name, First Name and Middle Name
< <name (last)="">&gt;</name>	Last Name
< <name (middle)="">&gt;</name>	Middle Name
< <grade>&gt;</grade>	Grade Level
< <sex>&gt;</sex>	Sex (gender)
< <locker>&gt;</locker>	Locker Number
< <combination>&gt;</combination>	Locker Combination
< <bus #="">&gt;</bus>	Bus Number
< <birth date="">&gt;</birth>	Birth Date
< <birthplace>&gt;</birthplace>	Birthplace
< <birth country="">&gt;</birth>	Birth Country
< <last attend="" sch="">&gt;</last>	Last School Attended
< <entry date="" district="">&gt;</entry>	Entry Date into the District
< <entry date="" school="">&gt;</entry>	Entry Date into the School
< <soc #="" sec="">&gt;</soc>	Social Security Number
< <id #="">&gt;</id>	ID Number
< <state id="">&gt;</state>	State ID
< <building #="">&gt;</building>	Building Number
< <resident dist="">&gt;</resident>	Resident District Number
< <advisor>&gt;</advisor>	Advisor (teacher)
< <advisor email="">&gt;</advisor>	Advisor (teacher) Email Address
< <county>&gt;</county>	County (Student Data General Tab)
< <resident>&gt;</resident>	Resident (Student Data General Tab)
< <transported>&gt;</transported>	Transported (Student Data General Tab)
< <hispanic-latino>&gt;</hispanic-latino>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)
< <asian>&gt;</asian>	Asian (Student Data Race-Ethnicity Tab)
< <black afr="" am="" –="">&gt;</black>	Black–African Am (Student Data Race-Ethnicity Tab)
< <hawaiian-pacif isl="">&gt;</hawaiian-pacif>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
< <white>&gt;</white>	White (Student Data Race-Ethnicity Tab)
< <ethnicity>&gt;</ethnicity>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
< <home (num)="" lang="">&gt;</home>	Home Language Code (Student Data Entry Tab)
<-Student Email 1>>	Student Email 1(Student Data General Tab)
<-Student Email 2>>	Student Email 2(Student Data General Tab)
< <username>&gt;</username>	Username (Student Data General Tab)
< <password>&gt;</password>	Password (Student Data General Tab)
< <graduation date="">&gt;</graduation>	Graduation Date (Student Data General Tab)

< <lunch status="">&gt;</lunch>	Lunch Status (Student Sensitive Data)
< <economic indicator="">&gt;</economic>	Economic Indicator (Student Data MARSS Tab)
< <special education="">&gt;</special>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
< <siblings>&gt;</siblings>	Siblings – other students with same primary contact

#### **More Complex Custom Form Items**

Many items that may be included on a custom form are more complicated and may involve some calculations or configurations of data from within your JMC database or may contain a list of data items from the student's JMC data. Therefore when some of these items are dragged onto the form there may be extra things to consider in addition to their location on the form.

Some of these items will simply need to be resized so that enough space is provided for a list of multiple rows of data to be displayed. One example of such an item is Health History Conditions since the student may have more than one such record,

Other more complicated items may require you to provide some configuration information. One such example is AM/PM Attend-Absences as there are several settings that need to be specified for this data item.

Here is a list of some of the more complex data items that can be included on a JMC custom form:

Student Health Data Items < <last date="" physical="">&gt; &lt;<last date="" par="" permission="">&gt; &lt;<health hist-conditions="">&gt; &lt;<health hist-insurance="">&gt; &lt;<health em="" hist-med="" plan="">&gt; &lt;<health hist-medicines="">&gt;</health></health></health></health></last></last>	Physical Exam Date – Health History Parent Permission Date – Health History Conditions – Health History Insurance – Health History Medical Emergency Plan – Health History Medicines– Health History
Period Attendance Data Items < <per attend-absences="">&gt; &lt;<per attend-tardies="">&gt; &lt;<per attend-abs="" tdy="">&gt; &lt;<per attend-reasons="">&gt;</per></per></per></per>	Absences – Period Attendance Tardies – Period Attendance Absences/Tardies – Period Attendance Reasons Grid – Period Attendance
Attendance Data Items < <am attend-absences="" pm="">&gt; &lt;&lt; AM/PM Attend-Tardies&gt;&gt;</am>	Absences – Attendance Tardies – Attendance

#### Appendix C

#### **Email Setup – Admin Options**

In order to reports to be successfully emailed, the SMTP server settings must be configured by selecting <u>File – Administrator Options</u> and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

*Note:* Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider...

*Note:* The configuration for sending email from JMC Next Gen must be done for each building.

Sunnyville High School	Day: 177 - 05/21/2015 -	Thursday
Security:		
Allow users to save passwords at login time		
School Settings:		
Number of periods in a day: 7 💌 Days in Cycle: 2 💌		
Day Labels:		
1.		
2.2		
Sort schedules by:		
Semester		
© Trimester		
O Quarter		
Condina Famile		
Sending Email:		
SMTP server: smtp.onlinejmc.com:25		
Shire Server. Iship.oninejinc.com.25		
Send From		Figure C1:
Email		I iguite C1.
Address:		
		Configuring
SMTP server requires secure connection (SSL)		JMC Next Gen
		for
SMTP server requires authentication		
Account ID: sunnyville@onlinejmc.com		emailing reports
Password: password		on
		Administrator
Student Photos:		
Import Student Photo Linking File		Options page
Set Usernames and Passwords:		
Set random student and parent passwords		
· ·	]	
Phone Settings:		
Phone Dialer Settings		
Initialize Contact Phone Numbers		
Update		

#### Appendix D

## **Discipline Records and Student Reporting in Iowa (SRI)**

For Iowa SRI, only a few of the data elements of the discipline records are included. Also, for Iowa SRI, only records that have been assigned a predefined Problem Behavior (as denoted with an asterisk in the Problem behavior field) and specific Action (as denoted by 2 asterisks in the Acton 1 field) will be included in the SRI submission.

The page <u>Discipline – Data – Edit Student Records</u> will appear slightly different for Iowa schools. See Figure D1.

JMC Demo School		2016-2017	Logout
Grade: All 🔻 Find:	▼ <>		Switch Building:
			JMC Demo Sch 🔻
Student ID: 3456 Stud	dent Name: Aaseth, John Gr	ade: 11 Birth Date: 04/10/96 (20)	
List of Discipline Records	Add New ** indicates inclusion in 9	SRI.	Switch Year: 2016-2017 V
07/21/16 (*Abusive or ina 08/03/16 (Inappropriate Li	Edit Delete		2010-2017
08/04/16 (Leaving School		7/21/2016	Quick Links:
08/16/16 (Fighting)	Time:		
	Behavior Incident Number (E0005):		Discipline Settings
	Incident Reporter:		
	Incident Location:		
	Instructional Format:		
	Incident Location Detail:		
	Problem Behavior (E0022):	* 1 - Abusive or inappropriate language, profanity	
•	Severity:	Not Specified	
	Weapon Type (E0060):	Not applicable	
	Motivation:	Not Specified	
	Action 1 (E0012):	** 1 - In-School Suspension	
	Action 2:	Not Specified	
	Seclusion/Restraint:		
	Expulsion Zero Tolerance (E0025):		
	Unsafe School Choice Offense (E0072):	No	
	Removal Length (E0040):	0	
	Removal Date (E0050):		
	Comment 1: Student was especially abu	usive in language to several people, including staff.	
		<i>h</i>	
	Comment 2:		
		<i>"</i>	
Discipline Records from Prior			
		Action1 Action2	
		3 UN LETTER SENT Not Specified	
	*	In-School Suspension Phone Parent	

Figure D1: Iowa version of Edit Student Discipline Records page

You will notice that some data elements on this page will have an SRI data element ID next to them, e.g. Behavior Incident Number is E0005. Only the data elements with an SRI code next to them are required for SRI reporting.