NEXT GEN DOCUMENTATION
~DISCIPLINE~

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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 – Edit Schedules</u>.

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 – Entry – Edit Grades</u>.

Mozilla Firefox — http://localhost:53212/StudentScope.aspx

Student ID:	Name:	Grade:	Gender:	StateID:	Stu Email:
569	Adams, Carla	7	F	1234567890123	cadams@someisp.net

Contact:	Phone:	Email:

Student Progress Report ▼ [Print]

Term	Period	Course		Progress Term		Teacher
Sem1	1	BAND JH	Qtr1	Qtr2		D Schultz
Sem1	2	MATH 7	Qtr1	Qtr2		J Ashford
Sem1	3	SOCIAL 7	Qtr1	Qtr2		P Hughes
Sem1	4	SCIENCE 7	Qtr1	Qtr2		Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1	Qtr2		M Kelsey
Sem1	7	ENGLISH 7	Qtr1	Qtr2		G Peterson
Sem2	1	BAND JH		Qtr3	Qtr4	D Schultz
Sem2	2	MATH 7		Qtr3	Qtr4	J Ashford
Sem2	3	SOCIAL 7		Qtr3	Qtr4	P Hughes
Sem2	4	SCIENCE 7		Qtr3	Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7		Qtr3	Qtr4	M Kelsey
Sem2	7	ENGLISH 7		Qtr3	Qtr4	G Peterson

Schedules ▼ [Print]

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1	12---	D Schultz	BAND
2	MATH 7	573	Sem1	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1	12---	G Peterson	ROOM 134
1	BAND JH	567	Sem2	12---	D Schultz	BAND
2	MATH 7	573	Sem2	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2	12---	G Peterson	ROOM 134

Student Lunch Transactions ▼ [Print]

Family Lunch Balance = $ -2.20

Deleted	Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015	JMCADMIN	Transfer:			$ 2.20	$ 0.00
False	02/03/2015	JMCADMIN	Student Lunch	P		$ -2.20	$ -2.20
False	07/10/2014	JMCAD	Deposit			$ 0.00	$ 0.00

Period Attendance ▼ [Print]

Periods for Day	0	1	2	3	4	5	6	7

No absences or tardies for this student.

| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Reason Code	Reason
0	No Note or Call
1	Sent to Office
2	Sick
3	Appt-Other
4	Doctor
5	Dental-Ortho
6	Overslept

Health Immunizations ▼ [Print]

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP Diptheria, Tetanus, and Pertussis	10/1/2001 (0Y 2M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	12/3/2001 (0Y 4M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	2/4/2002 (0Y 6M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	10/28/2002 (1Y 3M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	9/19/2005 (4Y 1M)	- Full	☐
IPV	10/1/2001	-	

Discipline ▼ [Print]

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.

Figure 1:

Edit Student
Discipline
Records

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 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.

Figure 3:

Adding or Editing a Discipline Record for a Student

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.

Figure 4:

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

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 – 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
Bomb threat	Student delivers a false message of possible explosive materials being on-campus, near campus, and/or pending explosion
Bullying	Student delivers direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling
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
Disruption	Student engages in behavior causing an interruption in a class or activity including sustained loud talk, yelling, 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
Harassment	Student delivers disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class
Inappropriate display of affection	Student engages in inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature 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
Physical aggression with injury	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 attention. Does not include bullying or harassment
Physical aggression with serious bodily injury	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 impairment of the function of a bodily member, organ, or faculty, or substantial risk of death
Physical aggression without injury	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 attention. Does not include bullying or harassment
Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention. Does not include bullying or harassment
Physical fighting with serious bodily injury	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 loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death
Physical fighting without injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional medical attention. Does not include bullying 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
Special education administrative law judge decision	Problem behavior involving a special education administrative law judge mandate due to threat of injury. This does not apply to decision by the school board, juvenile court officer, juvenile court judge, or district court judge
Tardy	Student is late to class or the start of the school day
Technology violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or electronic 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
Weapon related	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily 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 Discipline – Data – Edit Actions).

In-School Suspension	Administrative removal of a student from regular classes or activities for disciplinary reasons, but the 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
Expulsion	School board action resulting in the removal of a student from the rolls of a district (unless the student has an IEP and requires continuing services) for disciplinary reasons
Expulsion following a suspension for the same incident	For students who are initially suspended and then eventually expelled by board action for disciplinary reasons
Interim setting by School Personnel	Student is placed in an alternative educational setting
Interim setting by Impartial Hearing Officer	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 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)
Individualized Instruction	Action taken that results in the student receiving individualized instruction specifically related to the 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
Time Out/Detention	Action taken that results in the student spending time in a specified area away from scheduled 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 Discipline – Data – Edit Problem Behaviors. 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 (formerly Violations)

	Number	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	Bullying
Edit	10	Harassment
Edit	11	Hazing
Edit	12	Insubordination/Wilfull Disobedi
Edit	13	Slander/Libel
Edit	14	Retaliation
Edit	15	Vandalism
Edit	16	Theft

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 Consequences)

	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 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

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.

Figure 9: Adding a new Discipline Referral in Online Teacher

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

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.

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.

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

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

Figure 14:

Processing a Pending Discipline Referral Record in Office Application

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 <u>Discipline – Data – Edit Student Records</u>.

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.

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.

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 Discipline – Reports – Query. The page will appear similar to Figure 16.

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.

Figure 17:

Discipline Summary Report

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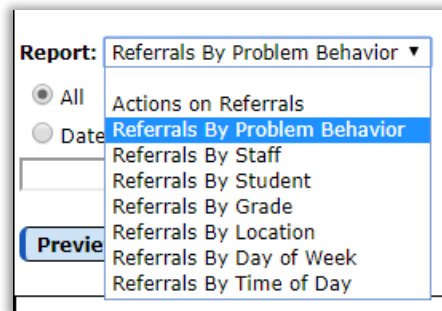
Figure 18:

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.

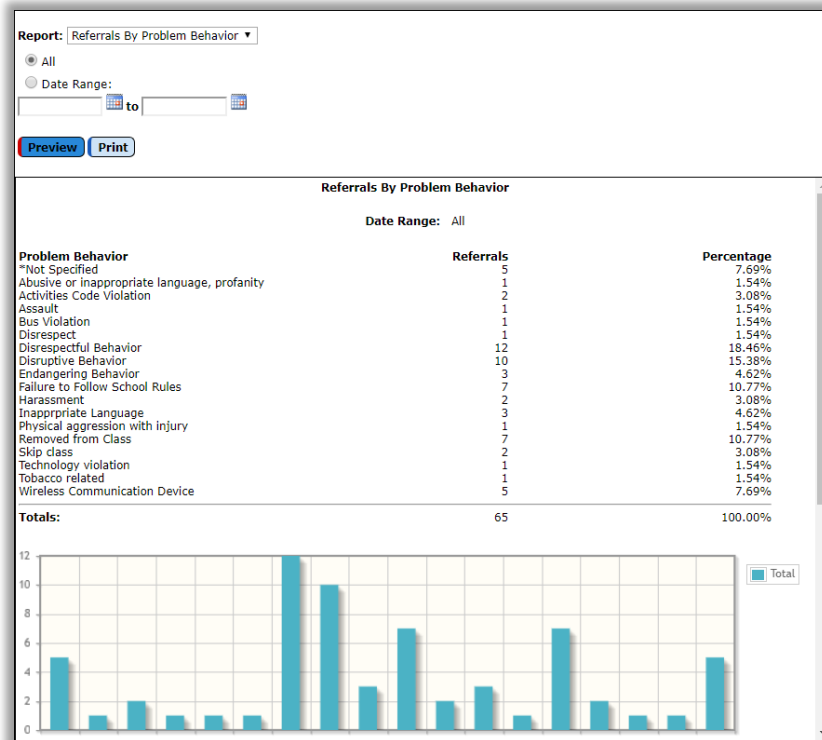Click **Print** to print the previewed report.

Figure 19:

Sample Discipline Summary 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 support@jmcinc.com 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 Attendance – Reports – Form Letter. 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 Attendance – Reports – Form Letters. It is on Attendance – Reports – Form Letters 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.

Figure A1

Partially designed custom Attendance Form Letter

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 Attendance – Reports – Form Letters 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.

Figure A2

Period Attendance – Absences item configuration screen

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 / 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.

Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2-page 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.

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.

Figure A4

Sample Period Attendance Custom Form Configurations

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

Figure A5

Defining the Attendance Violation

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

Figure A6

Defining the Attendance Violation Consequences

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

Figure A7 – Page 1

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 Attendance – Reports – Form Letters 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 <u>Design Student Information Form</u> from the <u>Design Forms</u> menu of the JMC Form Editor application. The screen will appear similar to Figure B1.
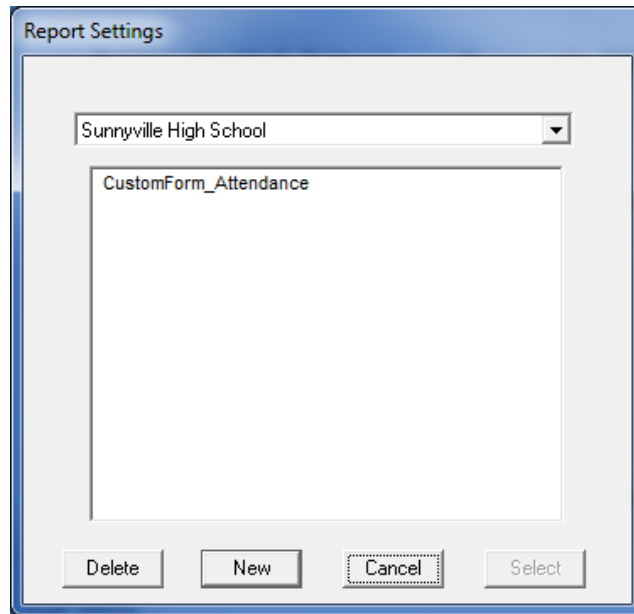
Figure B1

Design Student Information Form – List of Available Forms

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.
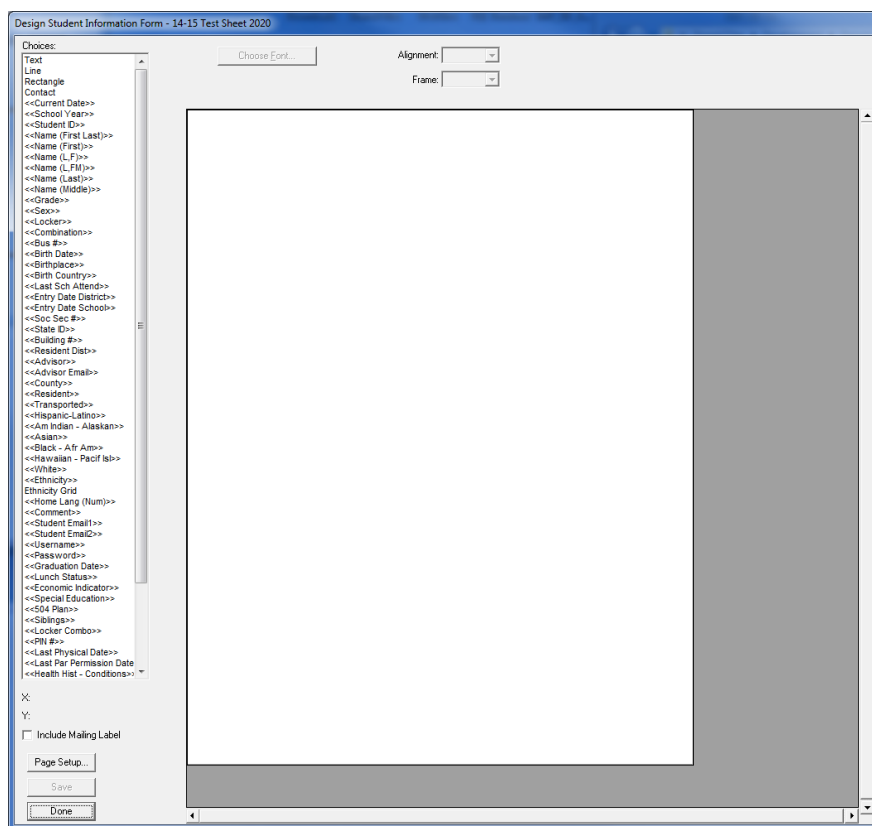
Figure B2

Designing a
Custom Period
Attendance
Form Letter

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.
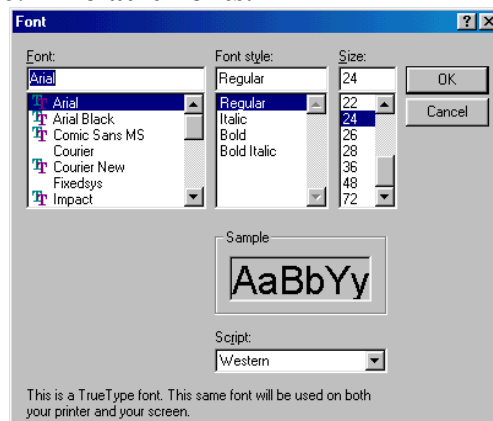

Figure B4

Choose Font screen

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>>	The current date
<<School Year>>	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 1st Grade and the **<<Name (L,F)>>** item is contained in the custom

form design, then the names of the appropriate 1st 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>>	Student ID
<<Name (First Last)>>	First and Last Name
<<Name (First)>>	First Name
<<Name (L,F)>>	Last Name, First Name
<<Name (L,FM)>>	Last Name, First Name and Middle Name
<<Name (Last)>>	Last Name
<<Name (Middle)>>	Middle Name
<<Grade>>	Grade Level
<<Sex>>	Sex (gender)
<<Locker>>	Locker Number
<<Combination>>	Locker Combination
<<Bus #>>	Bus Number
<<Birth Date>>	Birth Date
<<Birthplace>>	Birthplace
<<Birth Country>>	Birth Country
<<Last Sch Attend>>	Last School Attended
<<Entry Date District>>	Entry Date into the District
<<Entry Date School>>	Entry Date into the School
<<Soc Sec #>>	Social Security Number
<<ID #>>	ID Number
<<State ID>>	State ID
<<Building #>>	Building Number
<<Resident Dist>>	Resident District Number
<<Advisor>>	Advisor (teacher)
<<Advisor Email>>	Advisor (teacher) Email Address
<<County>>	County (Student Data General Tab)
<<Resident>>	Resident (Student Data General Tab)
<<Transported>>	Transported (Student Data General Tab)
<<Hispanic-Latino>>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
<<Am Indian-Alaskan>>	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)
<<Asian>>	Asian (Student Data Race-Ethnicity Tab)
<<Black – Afr Am>>	Black–African Am (Student Data Race-Ethnicity Tab)
<<Hawaiian-Pacif Isl>>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
<<White>>	White (Student Data Race-Ethnicity Tab)
<<Ethnicity>>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
<<Home Lang (Num)>>	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>>	Username (Student Data General Tab)
<<Password>>	Password (Student Data General Tab)
<<Graduation Date>>	Graduation Date (Student Data General Tab)

<<Lunch Status>>	Lunch Status (Student Sensitive Data)
<<Economic Indicator>>	Economic Indicator (Student Data MARSS Tab)
<<Special Education>>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
<<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 Physical Date>>	Physical Exam Date – Health History
<<Last Par Permission Date>>	Parent Permission Date – Health History
<<Health Hist-Conditions>>	Conditions – Health History
<<Health Hist-Insurance>>	Insurance – Health History
<<Health Hist-Med Em Plan>>	Medical Emergency Plan – Health History
<<Health Hist-Medicines>>	Medicines– Health History

Period Attendance Data Items

<<Per Attend-Absences>>	Absences – Period Attendance
<<Per Attend-Tardies>>	Tardies – Period Attendance
<<Per Attend-Abs/Tdy>>	Absences/Tardies – Period Attendance
<<Per Attend-Reasons>>	Reasons Grid – Period Attendance

Attendance Data Items

<<AM/PM Attend-Absences>>	Absences – Attendance
<< AM/PM Attend-Tardies>>	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. 1
2. 2

Sort schedules by:
◉ Semester
◯ Trimester
◯ Quarter

Sending Email:

SMTP server: smtp.onlinejmc.com:25

Send From Email Address:

☐ SMTP server requires secure connection (SSL)

☑ SMTP server requires authentication
Account ID: sunnyville@onlinejmc.com
Password: password

Figure C1:

Configuring JMC Next Gen for emailing reports on Administrator Options page

Student Photos:
Import Student Photo Linking File

Set Usernames and Passwords:
Set random student and parent passwords

Phone Settings:
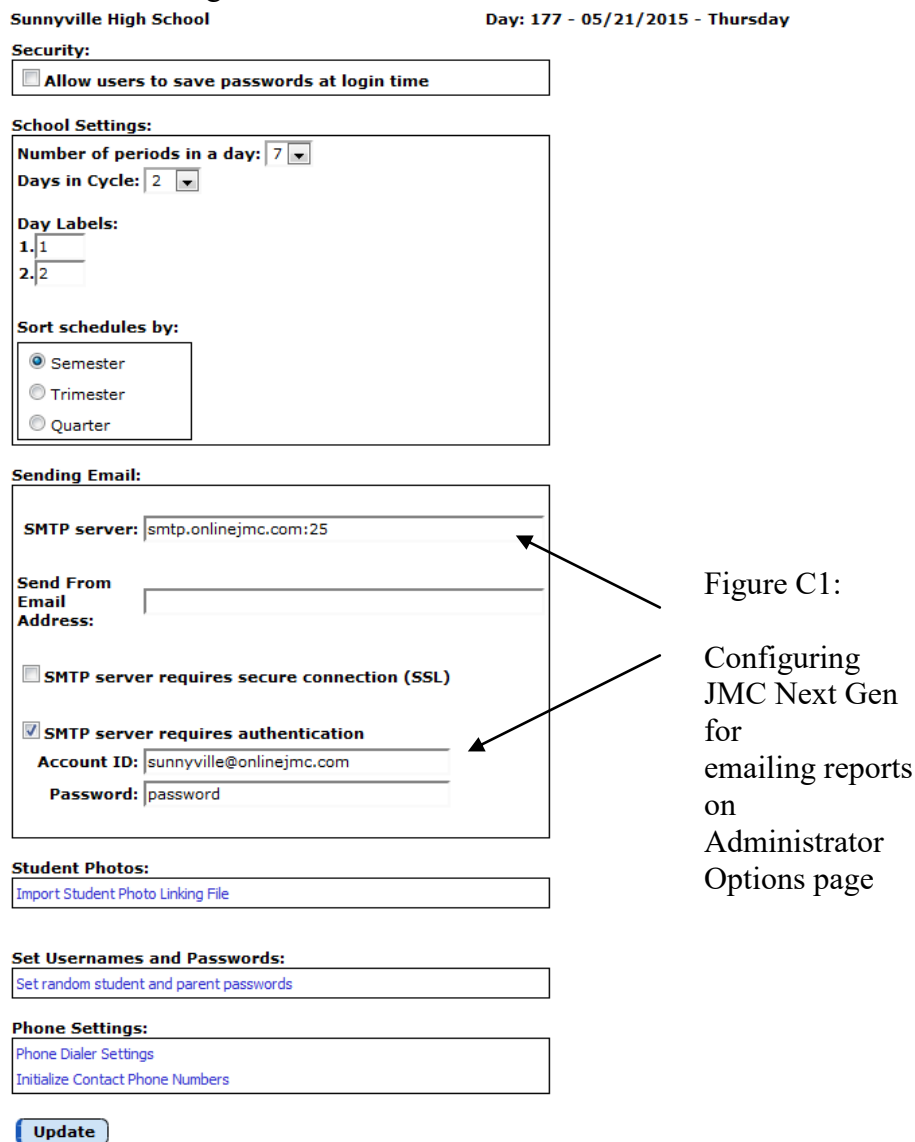Phone Dialer Settings
Initialize Contact Phone Numbers

[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 Discipline – Data – Edit Student Records will appear slightly different for Iowa schools. See Figure D1.

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.