

Student Behavior

Search for and open the student record. As an alternative, you may just click on “Student Behavior” on the Blue Control Bar to the left.

Click on Actions – Add Behavior Incident



may just click on “Student Behavior”

*Incident Start: mm/dd/yyyy

*Incident Category:

Overall Incident Severity:

Show only event/concerns Show All

Available Events/Concerns: (Selected)

Fill out the initial screen with the information.
Click on Continue when done.

Events selected here will, by default, be assigned to all pre-selected students. Actions will only be created for students who are enrolled in the reporting school. Student assignment to events and actions as well as student involvement type can be modified once the incident record is created.

*Incident Start: mm/dd/yyyy

*Incident Category:

Overall Incident Severity:

Show only event/concerns that relate to the selected category Show All

Available Events/Concerns: (Selected)

Available Actions: (Selected)

Action start date: mm/dd/yyyy

Action end date: mm/dd/yyyy

*Required

appropriate

Incident Details

*Incident Category:

*Incident start: Time: AM

Incident end: Time: AM

Referred by, school:

Referred by:

Referred by (other):

Overall incident severity:

Incident Description:

[Additional Incident Details](#)

Persons Involved

Name	ID	Involvement	Person Type	School
<input type="checkbox"/>		Primary	School Student	Ramstein High School

Events or Concerns

Category	Event/Concern	Severity	Persons involved
<input type="checkbox"/>	Discipline	N/A	(P)

*Required

Fill in the appropriate Incident Details.
Be sure to include the end date for the incident.

On this page, you may edit/add information as necessary
Click OK when done.

You have the option to add witnesses and others involved.

Students who are in Special Ed will have their names in **BOLD**

Searches for behavior can be made by student name, event, action, date range and more.
What next.

- Search on student Name and number.
- Print out the list of incidences.

More than one Student involved.

- When more than one student is involved in the incident, just add the students under the “Involved Persons” section.
- This will automatically add the incident to the records of the involved students
- Be aware that if you delete the incident from the original student, it will delete the incidents for all involved students.

Student Behavior Agenda

Types of Student Behavior

- Academic
- Discipline

Components of Student Behavior

- Events/Concerns
- Involved Persons
- Actions
- Action Steps

Add New Behavior

- Student based
- Incident Based

Edit Behaviors

Delete Behaviors

Adding Actions

Behavior Search

- Student based
- Incident based
- Basic and detailed searches

Student behavior and Attendance

- Suspensions

Generating Summary Reports

DoDDS Sample DISTRICT DISCIPLINE TABLE
GUIDE FOR ADMINISTRATIVE ACTIONS

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances, age appropriateness or special needs students when handling misconduct issues.

CATEGORY	EXAMPLES OF INFRACTIONS	FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL	FOURTH REFERRAL
A	<ul style="list-style-type: none"> ➤ Dress Code Violation ➤ Hall Pass Violation ➤ Nuisance Item violation ➤ PDA ➤ Scuffling ➤ Tardies ➤ Other 	Administrative Action **	Administrative Action **	Administrative Action **	SUSPENSION 1 Day
B	<ul style="list-style-type: none"> ➤ Disruptive Behavior ➤ Inappropriate Lang/Behavior ➤ Insubordination ➤ Unsafe Behavior ➤ Cheating/Forgery/Theft ➤ Communicating a Threat ➤ Truancy ➤ Other 	Administrative Action **	Administrative Action **	SUSPENSION 1 Day	SUSPENSION 2 Days
C	<ul style="list-style-type: none"> ➤ Fighting (Any kind) ➤ Abusive Behavior to Peers ➤ Tobacco Use ➤ Alcohol Possession/Use ➤ Minor Vandalism ➤ Insubordination w/disrespect – profanity ➤ Sexually Offensive Behavior ➤ Other 	SUSPENSION 1 – 3 Days	SUSPENSION 3 – 5 Days	SUSPENSION 5 – 6 Days	SUSPENSION 7 – 10
D	<ul style="list-style-type: none"> ➤ Dangerous Behavior- toward self or others ➤ Illegal Substance Possession/Use/Distribution ➤ Larceny (\$250+) ➤ Arson, Bomb Threats, Extortion ➤ Major Vandalism ➤ False Fire/Bomb Alarms ➤ Weapon Possession/Use ➤ Communicating Serious Threat ➤ Other 	Suspension/Possible Expulsion Pending Disciplinary Hearing			

****Administrative Action may include, but is not limited to, the following:** *Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and Out-of-School Suspension*

- **CHILD(REN) MUST BE ACCOMPANIED BY A PARENT/GUARDIAN ON THE DAY(S) OF SUSPENSION.** This applies for all three suspension scenarios lasting more than one day:
 1. **Shadowing** - Parent accompanies student to all classes and remains throughout the day, including lunch.
 2. **Out of School** – Parent accompanies, and remains with, student at Community Work Detail.
 3. **In School** – Parent accompanies, and remains with, student in designated room at the school. School assignments for the day are to be completed.

Table of Referral
Adapted from Kaiserslautern District Discipline Table (June 2001)

	Level 1 - Minor		Level 2 - Serious		Level 3 - Severe		Level 4 - Extreme
	abusive acts/language		bullying		abusive behavior to peers		arson
	action leading to accident		cheating		aggressive behaviors		bomb threats
	dress code violation		damage to property		alcohol related		burglary
	hall pass violation		detention violation/no show		biting or spitting		damage, vandalism, theft
	left class w/o permission		disruptive behavior		bullying		drug related
	offensive behavior		eating in unauthorized area		damage, vandalism, theft		explosive device
	portable electronic device		engaged in horseplay		disrespect to adult		fire alarm violation/offense
	prohibited item		excessive noise		disrespect to student		fireworks
	refusal to obey		failure to comply rules		drug related		illegal substances
	safety rule violation		fighting/pushing/shoving		fighting		indecent act/language
	scuffling		forgery of signature		indecent act/language		mind-altering substance
	tardies		harassing		insubordination		other damaging behavior
	truancy		internet agreement violation		internet agreement violation		physical injury
	unprepared for class		left campus w/o permission		off-limits violation		refusal to obey
	unsafe behavior		lying		physical injury		substance abuse
	other		offensive behavior		prohibited item		throwing/shooting objects
			refusal to obey		receiving stolen property		vandalism - major
			safety rule violation		refusal to obey		weapons or prohibited items
			scuffling		robbery/extortion		other
			stealing		sexual harassment		
			threatening behavior		sexual offensive behavior		
			uncooperative with staff		tobacco/alcohol possession		
			unsafe behavior		vandalism - minor		
			verbal abuse/gesturing		verbal abuse/gesturing		
			other		willful disobedience		
					other		



Kaiserslautern Elementary School
Discipline Incident / Referral Form

Student: _____

Date: _____

Grade: _____ Classroom Teacher: _____

Referred by: _____

Referred for: _____ (1)Minor (2)Serious (3)Severe (4)Extreme

Referring Comments:

Signature: _____

Administrative Comments:

Signature _____

Teacher Actions

- _____ Student Conference
- _____ Letter to Parent
- _____ Parent Conference
- _____ Referral to Conference
- _____ Referral to Administrator
- _____ Referral to CSC
- _____ On IEP
- _____ Other

Administrative Actions

- _____ Administrator Counseled Student
- _____ Administrator / Parent Conference
- _____ Administrator / Parent Phone Conference
- _____ Teacher / Parent Conference
- _____ Detention _____ lunch _____ after school
- _____ Suspension _____ days _____ in school _____ out of school
- _____ Information to Counselor
- _____ Other

Parent's Signature: _____

Date: _____ -