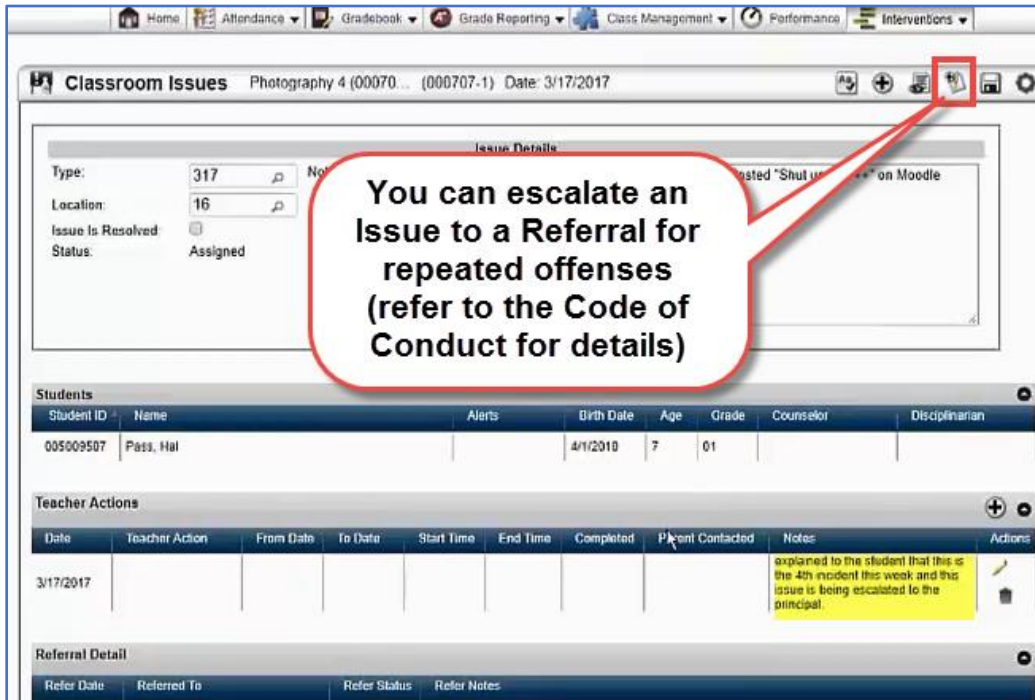
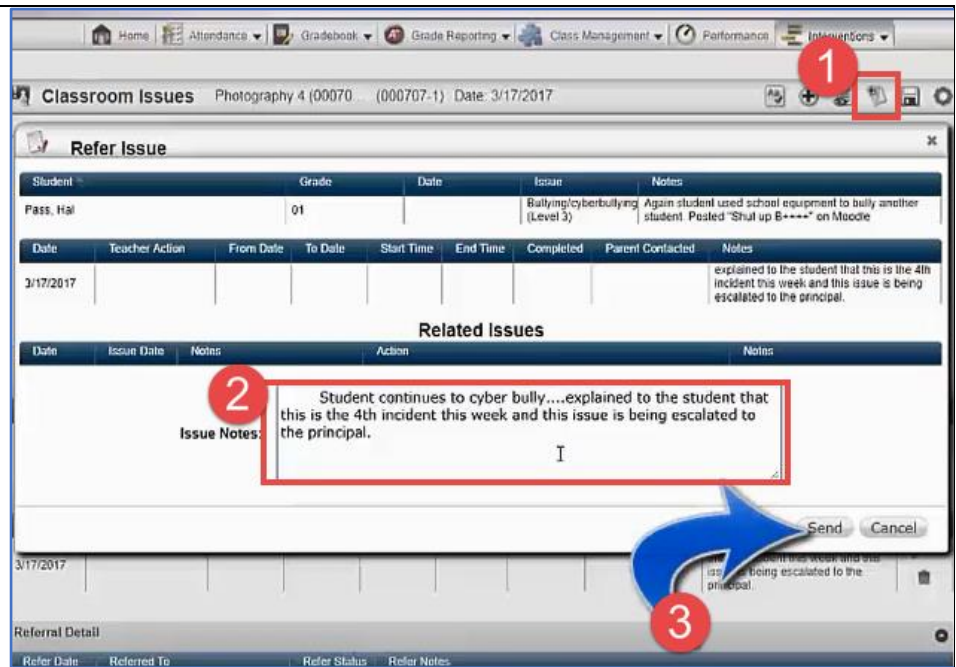


To Escalate an Issue to a Referral – click the Referral Icon:

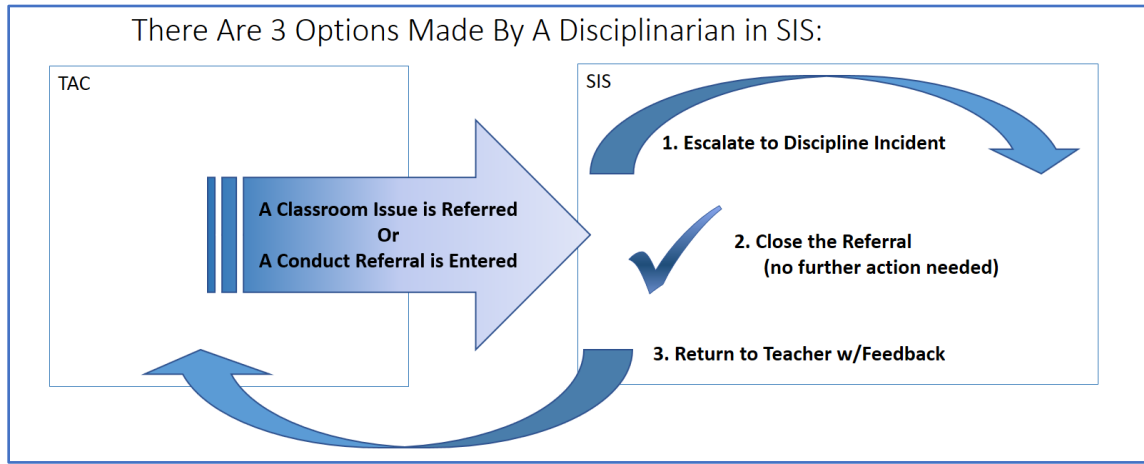


**To escalate a Classroom Issue to a Referral:**

1. Click the Referral Icon
2. Enter additional notes for the Disciplinarian
3. Click SEND



What Happens when a Classroom Issue is Referred?



You will see a change of Status on your Classroom Issue List Screen:

Issue Date	Issue	Name	Student ID	Notes	View	Issue Status	Administrative Action	Delete
5/10/2017	Disruption of Class	Know, Ida	005009508	Student repeatedly threw paper wads and pencils across the room at other students. No students were harmed but the disruptive behavior prevented other students from concentrating on their assignments. the student refused to quiet down in class. She told me to shut the f**** up b****.	Photography 4 (000707 - 1)	Assigned		
5/09/2017	Inappropriate language or gestures	Know, Ida	005009508	student continued to curse at me, the teacher, during the class when students were to be reading chapter 1.	Photography 4 (000707 - 1)	Completed		
5/08/2017	Inappropriate language or gestures	Know, Ida	005009508	Student refused to open her book and told me to "Leave me the F*** Alone"	Photography 4 (000707 - 1)	Assigned		
4/05/2017	Inappropriate language or gestures	Pass, Ivanna	005009505	Again student used school equipment to bully another student. Posted "Shut up B****" on Moodle	Homeroom (009999 - 40)	Returned		
3/17/2017	Bullying/cyberbullying (Level 3)	Pass, Hal	005009507	Student posted "F*** You - Kill yourself" on the school Blog	Photography 4 (000707 - 1)	Referred		
3/15/2017	Bullying/cyberbullying (Level 2)	Pass, Hal	005009507		Photography 4 (000707 - 1)	Recorded		

What do the various status types mean?

- Status of the issue. The possible statuses are:
- Recorded* - The issue has been recorded but no action has been assigned.
  - Assigned* - The teacher has assigned a corrective action for the issue.
  - Referred* - You referred the issue to the student's disciplinarian, counselor, or Success Plan coordinator.
  - Returned* - The issue was returned with either a suggestion for resolving it or a request for more information.
  - Completed* - You resolved the issue, and no further action is needed.
  - No Infraction* - The issue was closed by the disciplinarian without the need for a discipline incident.
  - Incident Created* - The disciplinarian escalated the referral to a discipline incident.