

iPass Quick Guide: Teacher Behavior Referrals

Teachers can enter behavior referrals for students in two ways. The first way is a direct link from the Gradebook/Rankbook. This limits teachers to entering behavior referrals for only students assigned to their classes. The second way is through iTeacher Enter Behavior Referrals where teachers can enter Behavior Referrals for any student enrolled in the school.

NOTE: The following options are available when the Teacher Rankbook Parameters are set up to allow teachers to add behavior referrals. If these options are not available, please contact your school administrator or your district iPass Database Administrator to allow access.

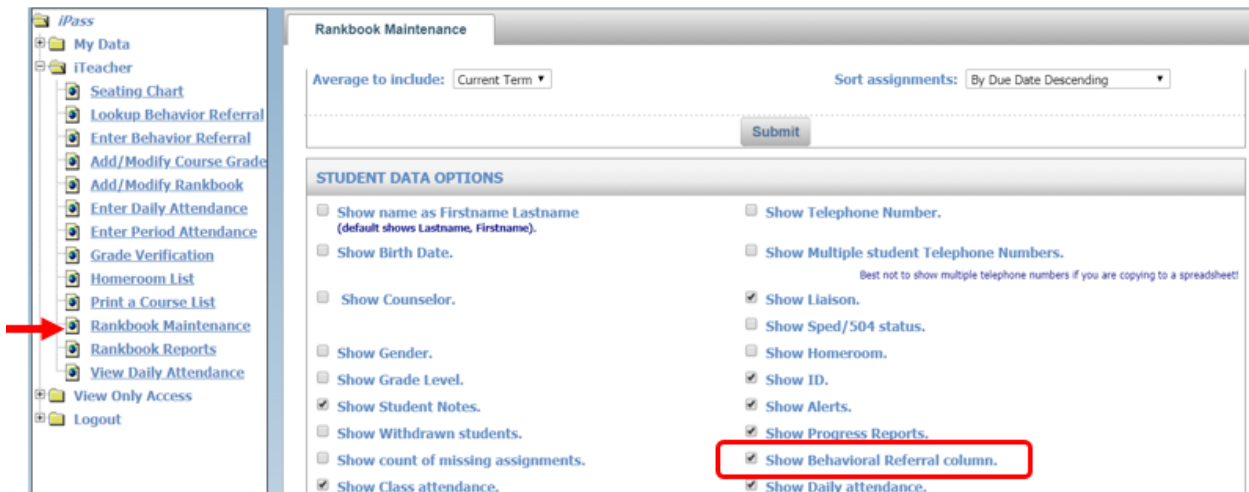
Teacher Behavior Referrals from My Courses > Gradebook

In **My Courses > Gradebook** view click on the drop down selection to the left of the student name and select **Behavior Referral**.



Teacher Behavior Referrals from Add/Modify Rankbook

Alternatively, Teachers that use **Add/Modify Rankbook** view will need to go to iTeacher > Rankbook Maintenance > Rankbook Parameters and scroll down to get to the **Student Data Options** to check the box for **Show Behavioral Referral column**.



iPass Quick Guide: Teacher Behavior Referrals



In **Rankbook** view, once this column has been added, your Rankbook will appear as shown:

ID	Name				
3546		▲	☹️	📁	🔍
3426		▲	☹️	📁	🔍
3602		▲	☹️	📁	🔍
3462		▲	☹️	📁	🔍

Click on the ☹️ (frownie face) to open a new Behavior Referral for a student.

The Behavioral Referral screen will open in a new window with two components: Student Information and Behavior Referral Information.

Student Information

Student: 3360 - [Redacted]
Enroll Status: Enrolled : [Redacted] School
Shop Code: GRA Cycle:
Homeroom: Grade Level: 11 YOG: 2018 Counselor: [Redacted]
SASID: [Redacted] Today's Attendance: Present Assistant Principal: [Redacted]
Location: Liaison: [Redacted]

Behavior Referral Information

New Behavior Referral for Joseph P. Keefe Technical School

Incident: --Select--
Additional Incidents: +
Additional Students: [Redacted]
Reported To: Smith, Ken
Date: Mar 4 2019 Time: 19:12 Period: --Select--
Room Location: --Select--
Incident Description Comments: [Redacted]
Teacher Action: -Select-
Teacher Comments: [Redacted]

- 1. Indicate Bullying Incident:** If your district/school has enabled teachers to enter Bullying Incidents, select Y for Yes or N for No for the question 'Is this a Bullying incident?'

iPass Quick Guide: Teacher Behavior Referrals



Note: If this is not a Bullying Incident (select N for No) or the Bullying option is not available, skip to Step 2.

A. If this is a Bullying Incident: Select "Y" (Yes) to indicate this is a Bullying incident. Identify the student as either the Offender or the Victim involved in this referral.

B. If this student is identified as an **Offender**, lookup names of **Victims** in the Additional Victims field by typing in the first few characters of the last or first name of a student

Click on the student name to add. Repeat the step if there are **Additional Victims** to add to this referral. Students can be removed by clicking on the X next to their name.

C. If there are **Additional Offenders** in the incident, lookup names of the other offenders in the Additional Offenders field and add them using the same method as above.

2. Select the Incident Code: Click on the Incident drop-down menu and select the incident being referred from the list.

iPass Quick Guide: Teacher Behavior Referrals



Incident: * Behavior Unsafe
 --Select--
 * Behavior - Insubordinate - Class or Shop
 * Behavior Unsafe
 * Cheating

3. Complete the other fields for the referral as shown below:

New Behavior Referral for Joseph P. Keefe Technical School

Is this a Bullying incident? N

Incident: * Behavior Unsafe

Additional Incidents: +

Additional Students:

Lookup by entering last or first name characters

Reported To: Smith, Ken

Date: Mar 11 2019 Time: 11 : 24 Period: 3

Room Location: 314

Incident Description Comments:
 Student was swinging sharp object around other students.

Teacher Action: Teacher Detention

Teacher Comments:
 Had to ask student to stop multiple times. Endangered other students and did not stop when asked. Assigned after school detention.

Submit Cancel

A. **Additional Incidents:** Click on the + next to Additional Incidents allows you to enter up to 4 additional incidents related to this referral. Best Practice: Start with most serious offense.

Incident: * Behavior Unsafe

* Behavior - Insubordinate - Class or Shop

--Select--

Additional Incidents: -

--Select--


--Select--

B. **Additional Students:** Enter the last or first name to search for additional students involved in this incident. Click on the name to add the additional student. Click on the "X" next to a student name to delete the additional student. (See Bully section C above for example.)

C. **Reported To:** Select from a list of your school's Administrators.

iPass Quick Guide: Teacher Behavior Referrals

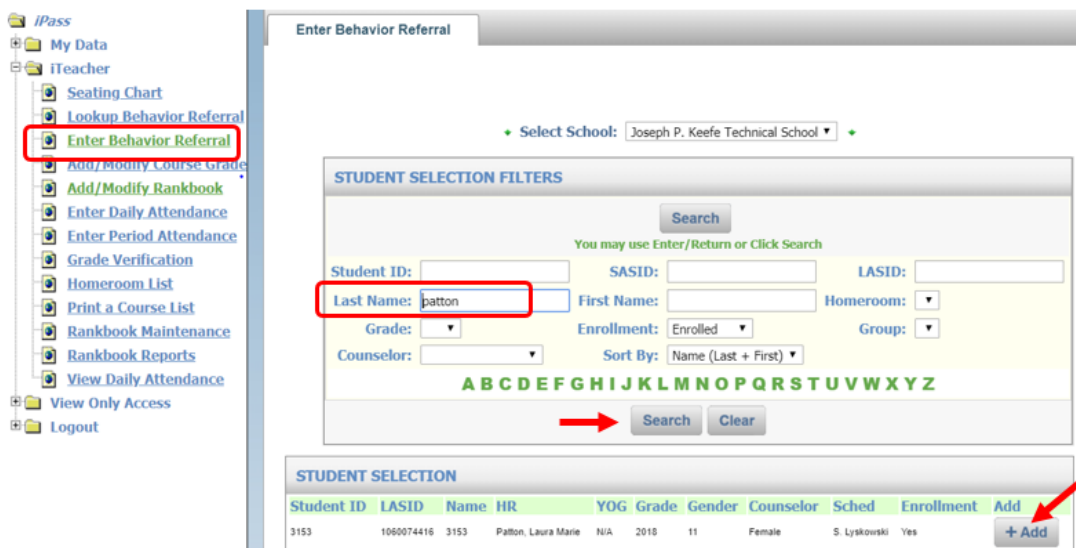


- D. **Date:** Automatically defaults to the current date. Use the drop down menu or interactive calendar tool to use a past date.
 - E. **Location:** Select a room in your school from the drop-down menu. If the room is not listed, select the nearest location and document the actual location in the comment box.
 - F. **Time:** Automatically defaults to the current time on the server clock. Adjust as needed.
 - G. **Period:** Select a period from your school's scheduling options.
 - H. **Incident Description Comments:** Enter a description of the incident.
 - I. **Teacher Action:** Click on the Teacher Action drop-down menu and select the action taken by the teacher.
 - J. **Teacher Comments:** Enter teacher comments for the action taken.
4. **Submit Behavior Referral.** When all items have been completed, click on  to record the incident.

iTeacher > Enter Behavior Referrals

The second way for teachers to enter Behavior Referrals allows them to search for and create a referral for any student enrolled in the school.


Open iTeacher and click on **Enter Behavior Referral**. When the student selection filters window appears, search for a student by ID, LASID, Last Name, Homeroom, Grade, Enrollment, Group/Activity, or Counselor and then sort the search by name, LASID, homeroom or grade.



The screenshot shows the iPass iTeacher interface. On the left sidebar, the 'Enter Behavior Referral' option is highlighted with a red box. The main window displays the 'Enter Behavior Referral' form. At the top, it says 'Select School: Joseph P. Keefe Technical School'. Below this is the 'STUDENT SELECTION FILTERS' section, which includes a search bar and several input fields: Student ID, SASID, LASID, Last Name (populated with 'patton'), First Name, Homeroom, Grade, Enrollment (set to 'Enrolled'), Group, and Counselor. There is also a 'Sort By' dropdown menu set to 'Name (Last + First)'. Below the filters is a row of letters 'A-Z' and a 'Search' button with a red arrow pointing to it. At the bottom, the 'STUDENT SELECTION' table is visible, showing one student with the following details: Student ID 3153, LASID 1060074416, Name Patton, Laura Marie, HR N/A, YOG 2018, Grade 11, Gender Female, Counselor S. Lyskowski, Sched Yes, Enrollment Yes. A red arrow points to the '+ Add' button in the table.

iPass Quick Guide: Teacher Behavior Referrals



Click on  to the right of the student to create a Behavior Referral.

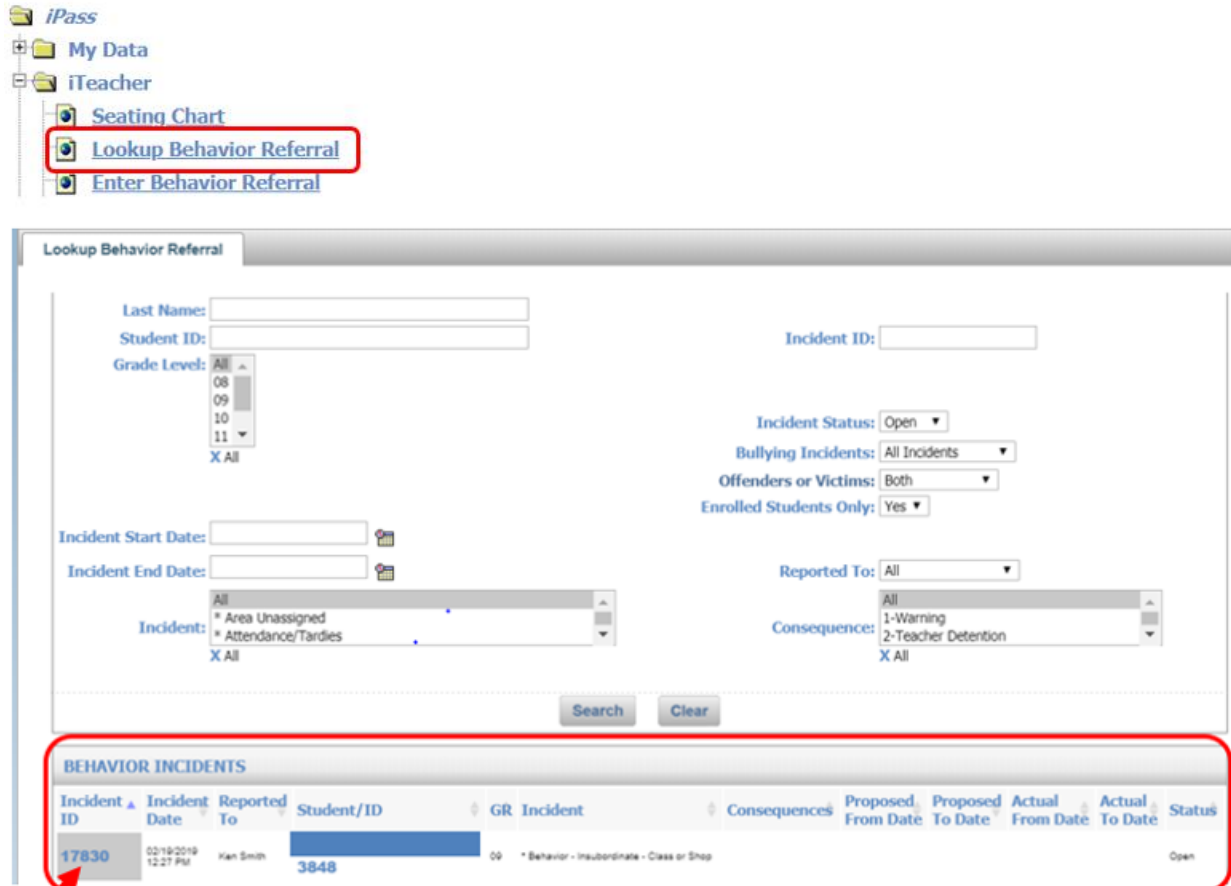
Follow Steps 1-3 (above) to complete the Behavior Referral.

Click on  to record the Behavior Referral.

iTeacher > Lookup Behavior Referral

Teachers can look up Behavior Referrals. Teachers are restricted to view only Behavioral Referrals that they have created.

Open iTeacher and click on Lookup Behavior Referral and scroll down to find incidents that you have created.



The screenshot shows the iPass iTeacher interface. On the left sidebar, the 'Lookup Behavior Referral' option is highlighted with a red box. The main content area displays the 'Lookup Behavior Referral' search form with various filters and a table of results. The table has a red box around the first row, and a red arrow points to the Incident ID '17830'.

Incident ID	Incident Date	Reported To	Student/ID	GR	Incident	Consequences	Proposed From Date	Proposed To Date	Actual From Date	Actual To Date	Status
17830	02/19/2019 12:27 PM	Kian Smith	3848	00	* Behavior - Insubordinate - Class or Shop						Open

Link to Incident to add comments or make modifications

As long as the Incident Status is Open the teacher can click on the Incident ID to open the Behavior Referral, make modifications, or delete. Once the incident is Closed the link to open the Behavior Referral is no longer available.

iPass Quick Guide: Teacher Behavior Referrals



After the Incident is closed, the teacher can view the consequence and the proposed and actual serve dates for the consequence.

The screenshot shows a table titled "BEHAVIOR INCIDENTS" with columns: Incident ID, Incident Date, Reported To, Student/ID, GR, Incident, Consequences, Proposed From Date, Proposed To Date, Actual From Date, Actual To Date, and Status. Two rows are visible. The second row (ID 1634) is highlighted with a red box. Below the table, a red-bordered box contains the text "Link unavailable once incident is closed".

Incident ID	Incident Date	Reported To	Student/ID	GR	Incident	Consequences	Proposed From Date	Proposed To Date	Actual From Date	Actual To Date	Status
1519	08/27/2010 3:50 PM			11	Shoving and pushing in hallway						Open
1634	02/25/2011 12:02 PM			12	Threat of Attack	Warning 0.0 Days	07/20/2010	07/20/2010	07/20/2010	07/20/2010	Closed

Link unavailable once incident is closed

View Biographical > Discipline Tab

Teachers may be given access to the Discipline Tab in View Biographical where they can view the complete discipline history for a student directly from their Gradebook/Rankbook. Teachers are limited to view only students assigned to their courses.

View Discipline from My Courses > Gradebook

In **Gradebook** view, click on the drop down selection to the left of the student name and select **Bio** to open up the Student Bio screen. Click on the **Discipline** Tab to view the student's discipline history.

The screenshot shows the "Student Bio" screen. On the left, a dropdown menu is open with "Bio" selected. In the main content area, the "Discipline" tab is highlighted in green. Below this, a "YEAR-TO-DATE DISCIPLINE SUMMARY" table is visible, showing a record for a cheating incident on 03/12/2019.

Date	Day	Incident	Consequence Assigned	Served	Owed	Reported By	School	Victim/Offender
03/12/2019	Tuesday	* Cheating Comment: Student caught cheating on quiz.					Joseph P. Keefe Technical School	

iPass Quick Guide: Teacher Behavior Referrals

View Discipline from iTeacher > Add/Modify Rankbook

In **Add/Modify Rankbook** view, click on the 👤 icon to the right of the student name to open the **Student Data** screen. Click on the **Discipline** Tab to view the student's discipline history. Note: If the teacher has selected to show the Student ID number, the Bio icon is not available so click on the Student ID number to get to the Student Data screen.



NOTE: The following option is available when the Teacher Rankbook Parameters are set up to allow teachers to view discipline history. If this option is not available, please contact your school administrator or your district iPass Database Administrator to allow access.

Teachers using **Add/Modify Rankbook** can also create a link directly from Rankbook to view a discipline summary for students.

In iTeacher > Add/Modify Rankbook, click on the **Settings** tab. At the bottom of the screen, in **Student Data Options**, check the box for **Show Discipline History**. This will create a column in your Rankbook with an 😊 icon for each student.



Click on the 😊 icon to view the summary of discipline records for that student:

DISCIPLINE HISTORY						
Record Number	Date	Day	Time Reported	Reported By	Consequence Assigned	Served Owed
17834	03/12/2019	Tue	2:08P			