

DISCIPLINE IN eSCHOOL TAC BASICS

Teacher Access Center allows you to create both classroom issues AND conduct referrals. Beginning in 2016-2017 all staff members will enter referrals and behavioral intervention documentation in the TAC database. All behavioral intervention documentation must be recorded in TAC not AWARE, for example: detentions, parent contacts, warnings, etc. The following directions are vital. Failure to follow the steps below could result in the administrator returning your referral to you and/or their failure to properly respond to referred behavioral incidents.

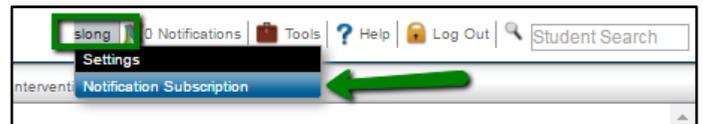
There are two types of conduct interventions in eSchool TAC:

- **Conduct Referrals** relate to issues that require the attention of an administrator, whether they occur inside or outside the classroom. Using TAC's Conduct Referrals option, you can record the issues, identify the students, detail their involvement, and refer the issues to an administrator- even when they are not enrolled in one of your classes.
- **Classroom Issues** are entered only for students who are enrolled in one of your classes and are handled in the classroom. Since these can usually be handled within the classroom environment, you can use the system to simply record and track issues, including any corrective actions you took. For repeated offenses, you also have the option of referring them to an administrator.

Setting Up Notification Subscriptions:

So that you are aware if a referral was returned to you by an administrator, you'll need to set up your Notification Subscriptions in TAC. Here's how:

- Log into TAC
- Under your name in the top right corner, choose Notification Subscriptions
- Expand the Discipline Notifications section by clicking the – icon on the far right side
- Select the Subscribe or Subscribe with Email for each option
- Click the Save button in the top right corner



Do Not Subscribe	Subscribe	Subscribe with Email	Notification	Home Building Only	Watch List
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Discipline Action Assigned		
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Discipline Referrals Returned		
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Student Involved In Discipline Incident		--select--
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Discipline Incident Reported		

Important Notes:

- **Returned Referrals:** Whenever a referral is returned, (usually because they were written improperly- for example: student names -other than the offender's- are used, inappropriate or non-objective information is included) do NOT go back into the original referral and edit it for resubmission. If asked by your administrator, please start over with a new one for that date.

- **Incident Description Notes:** Incident Description Notes can NOT be edited by you before the report is printed for parents.
- **Link Previous Teacher Interventions:** When repeated minor incidents occur, BEFORE a referral is written, those previous teacher interventions (parent contacts, detentions, etc.) should be linked to the referral of a similar behavior incident.
- **Submit the Referral the Day of the Incident:** Be sure to make parent contact and enter the referral the day of the incident unless you have been given approval by your administrator.
- **Documenting Parent Contact:** Please be sure to give a detailed explanation of parent contact or an earnest attempt to do so and include in the Offender Notes section.

Conduct Referral

Teacher: Aalbers, K(ID:1116) Notes:

Building:

Date: 06/22/2016

Time:

Location:

Administrator Notes:

Students

	Last Name	First Name	Student ID	Grade	Building	Counselor	Disciplinary	Gender	Birth Date	Age	Notes
<input type="checkbox"/>	Farrell	Madison	100023130	12	A&M Consolidated High School	Stuart Keogh	James Caffey	F	6/10/1996	20	I called 305-758-0304 and got no response, k then 305-758-0489, left a voicemail with her grandmother, Ms. Seavers, also sent an email to jones02@yahoo.com .

- **Two or More Offenders:** Do not use two or more student names in the Incident Description Notes (the big box). All of the notes written are sent home in a referral report print out. They can NOT be edited after you submit them. Confidentiality laws preclude us from identifying other students by name. When two or more students are involved in the same referred incident, name them Student A, Student B, Student C, etc. In each student's individual Offender Notes box you can identify them, "Johnny is student A, Jack is student B, Sally is student C."
- **Writing Objective Statements:** It is imperative that you use objective statements when describing behavior. Words like rude, disrespectful, discourteous- are all subjective adjectives. Please use descriptive verbs whenever possible and explain the behavior- do not give subjective statements about it.
 - **Good Example:** Johnny again responded to redirection by yelling, "Ok!" and throwing up his hands before stomping off loudly enough for classes to be disrupted behind closed doors.
 - **BAD Example:** Johnny was again rude and disrespectful when redirected in the classroom.