

Addendum to Discipline Help 01/02/2013

Discipline Parameters

(Discipline System > Discipline Maintenance > Discipline Parameters)

New checkboxes have been added for parameters regarding the Add/Modify Discipline page.

<input checked="" type="checkbox"/> Allow email parent option on Add/Modify Discipline.
<input checked="" type="checkbox"/> Allow email student option on Add/Modify Discipline.
<input type="checkbox"/> Automatically email "Reported To" person on submit of Add/Modify Discipline.
<input type="checkbox"/> Automatically email "Reported By" person on submit of Add/Modify Discipline.

When checked, users updating discipline incidents will have the option available to email parents or the student accordingly after the incident has been submitted. If not checked, the option will not appear on the incident update screen. Also the options have been added to automatically send an email to the person the incident is being "Reported To" or "Reported By" upon submit of the Add/Modify Discipline page.

Discipline Update

(Discipline System > Add/Modify Discipline)

Once an incident has been submitted the screen will change as displayed below, enabling the options to email students, parents, counselors and teachers. The email teachers and counselors has changed to a selection drop box instead of a check box and the email parent and student options will display if the check boxes were selected on the parameters screen.

Behavior Record for iPass High School2	
Email Incident to Student	--Select-- ▾
Email Incident to Student's Parents	--Select-- ▾
Email Incident to Student's Counselor and Teachers?	--Select-- ▾ 
Record Number: 1436	
 PRINT	

Select "yes" for Email Incident to Student to send a predefined email message to the student's email address on their biographical profiles screen (see heading for Text Messages below). Select "yes" for Email Incident to Student's Parents, then all guardians who receive mail and have an email address in their profile will receive a predefined email (heading for Text Messages below).

Select “yes” to Email Incident to Student’s Counselor and Teachers will display new options:

Behavior Record for iPass High School2

Email Incident to Student --Select-- ▾

Email Incident to Student's Parents --Select-- ▾

Email Incident to Student's Counselor and Teachers? Yes ▾

Counselors/Teachers:

- Mr. TE Griffin
- MORGAN
- O'Connor
- Laura Patton

Include Reported By? **Include Reported To?**

Record Number: 1436

[▶▶ PRINT](#)

Check off each of the student’s teachers/counselors that you would like to email as well as have the option to email the “Reported To” and “Reported By” teachers/administrators. All emails will go out once you hit submit and a list of people that were sent emails will pop up in an alert box.

Text Messages

(System Configuration > Text Messages)

Sites should already have a text message called “Discipline Notification” (and possibly others as well). Two new email templates will have to be added: “Parent Discipline Notification” and “Student Discipline Notification” that contain the generic email text for the parent and student emails. To add a new message, type “Discipline Notification” or Student Discipline Notification” into a blank box and submit. After the name has been submitted, click on Edit to create a custom message for your school district.

▶▶ **TEXT MESSAGES**

Delete Description	Description	Message
Check All		
Clear All		
<input type="checkbox"/>	Discipline Notification	Email Template ▾ ▶▶ EDIT
<input type="checkbox"/>	Student Discipline Notification	Email Template ▾ ▶▶ EDIT
<input type="checkbox"/>	Parent Discipline Notification	Email Template ▾ ▶▶ EDIT

The Discipline fields listed below can be added to include information specific to the incident. These will also work for the “Discipline Notification” email that goes to staff.

\$StudentLastFirstName\$	Students Last name, First name
\$StudentId\$	Student ID
\$LinkToDiscipline\$	Will show a link to the iParent discipline screen.
\$DisTable\$	Will show Incident Type, Date, and Consequence in a table
\$Punishment\$	Will show Consequence
\$Offence\$	Will show incident type
\$OffDate\$	Will show Incident Date

Email Messages

(System Configuration > Text Messages > “Email Messages” tab)

You also need to add two email message called “Parent Discipline Notification” and “Student Discipline Notification” that will use the Text message created above.

Delete Email Description	Email Mnemonic	Message Format	Email Messages
<input type="checkbox"/> Discipline Notification	Discipline Notification	HTML	Discipline Notification
<input type="checkbox"/> Parent Discipline Notification	Parent Discipline Notificat	HTML	Parent Discipline Notification
<input type="checkbox"/> Student Discipline Notification	Student Discipline Notifica	HTML	Student Discipline Notification

iParent Configuration

(Security System > Manage iParent > “iParent Configuration” tab)

Select which fields will show on the iParent Discipline screen. Each item checked will show as a separate column in the table. The boxes default to show the items selected prior to update.

Guardian View Discipline Fields
Specify which discipline fields parents can view for a child in this school. Each school may have different settings.

- Incident Date.
- Incident Description.
- Consequence Description.
- Consequence Dates.
- Consequence Owed.
- Incident Day.
- Reported By.
- Consequence Assigned.
- Consequence Served.

iParent Discipline

(iParent > Discipline)

The iParent screen has been updated to show only those columns which have been checked off on the configuration screen.

Student Configuration

(Security System > Student Configuration)

Select which fields will show on the iStudent Behavior screen. Each item checked will show as a separate column in the table.

Student View Discipline Fields	
Specify which discipline fields students can view in this school. Each school may have different settings.	
<input checked="" type="checkbox"/> Incident Date.	<input checked="" type="checkbox"/> Incident Day.
<input checked="" type="checkbox"/> Incident Description.	<input type="checkbox"/> Reported By.
<input checked="" type="checkbox"/> Consequence Description.	<input checked="" type="checkbox"/> Consequence Assigned.
<input type="checkbox"/> Consequence Dates.	<input checked="" type="checkbox"/> Consequence Served.
<input checked="" type="checkbox"/> Consequence Owed.	

iStudent Discipline

(iStudent > iStudent Behavior)

This page was updated to show only those columns which have been checked off on the configuration screen.