

Referral Codes & Actions

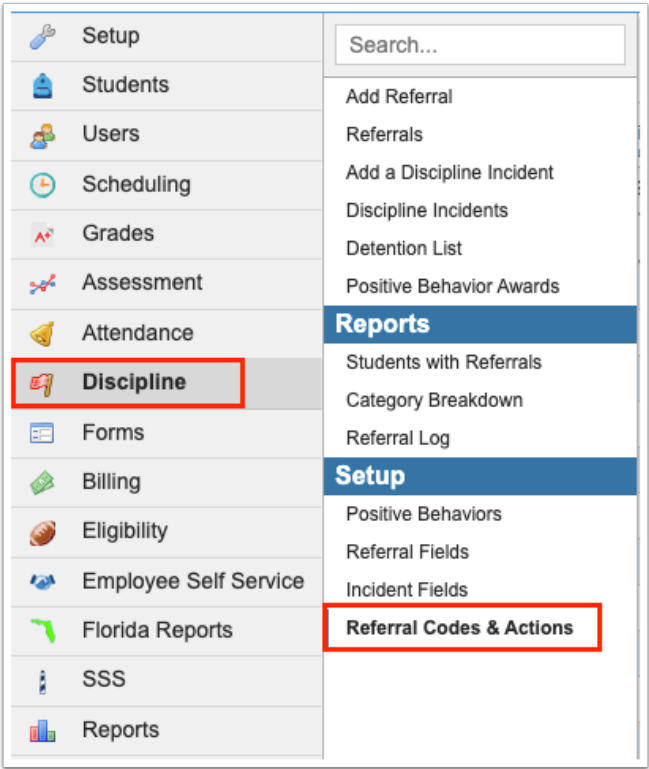
The Referral Codes & Actions screen allows the district to limit the actions that can be assigned for each discipline code. The view and use of specific discipline codes and actions on a discipline referral can also be restricted by user profile. In addition, the length of an action can be limited for general students, ESE students, and 504 students.

When the minor infractions functionality is enabled for your school (controlled by the system preference "Enable Minor Infractions" in Setup > [System Preferences > General tab](#)), then the Teacher Codes tab is available on the Referral Codes & Actions screen, where teacher discipline codes for use in minor infractions are defined.

Adding an Action

In the Actions tab, discipline actions such as detention, in-school and out-of-school suspension, and expulsion are set up.

1. In the **Discipline** menu, click **Referral Codes & Actions**.



2. Click the **Actions** tab.

Codes

Actions

Actions

Export:
Filters: OFF

| | Title ▾ | Local Code ▾ | State Code ▾ | Severity ▾ | Allowed Profiles ▾ | Days per Referral ▾ | Days for ESE per Referral ▾ | Days for 504 per Referral ▾ |
|-------------------------|---------|--------------|--------------|------------|--------------------|---------------------|-----------------------------|-----------------------------|
| | | | | None ▾ | | Min Max | Max | Max |
| Assigned Alternative Pl | | | Place... ▾ | None ▾ | | Min Max | Max | Max |
| Assigned Different Clas | | | Local ... ▾ | None ▾ | | Min Max | Max | Max |

3. In the blank row at the top of the table, enter the **Title** of the action.

Codes

Actions

Actions

Export:
Filters: OFF

| | Title ▾ | Local Code ▾ | State Code ▾ | Severity ▾ | Allowed Profiles ▾ | Days per Referral ▾ | Days for ESE per Referral ▾ | Days for 504 per Referral ▾ |
|-------------------------|----------------------|--------------|--------------|------------|--------------------|---------------------|-----------------------------|-----------------------------|
| | Suspension In School | | | None ▾ | | Min Max | Max | Max |
| Assigned Alternative Pl | | | Place... ▾ | None ▾ | | Min Max | Max | Max |
| Assigned Different Clas | | | Local ... ▾ | None ▾ | | Min Max | Max | Max |
| Assigned Different Sea | | | Local ... ▾ | None ▾ | | Min Max | Max | Max |

4. (Optional) Enter the **Local Code**, a district-defined code that identifies the action.

Codes
Actions

Actions

Export:
Filters: OFF

| Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral | Days for 504 per Referral |
|-------------------------|------------|------------|----------|------------------|-------------------|---------------------------|---------------------------|
| Suspension In School | 42 | | None | | Min Max | Max | Max |
| Assigned Alternative Pl | | Place... | None | | Min Max | Max | Max |
| Assigned Different Clas | | Local ... | None | | Min Max | Max | Max |
| Assigned Different Sea | | Local ... | None | | Min Max | Max | Max |

5. Select the **State Code** that corresponds with the action. Select **Local Discipline** in the pull-down if it is a district-specific action.

Codes
Actions

Actions

Export:
Filters: OFF

| Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral | Days for 504 per Referral |
|-------------------------|------------|---|----------|------------------|-------------------|---------------------------|---------------------------|
| Suspension In School | 42 | | None | | Min Max | Max | Max |
| Assigned Alternative Pi | | Filter | | | | Max | Max |
| Assigned Different Clas | | Expelled, Without Continuing Educational Servi... | | | | Max | Max |
| Assigned Different Sea | | Local Discipline | | | | Max | Max |
| Assigned Saturday Sch | | Mechanical Restraint | | | | Max | Max |
| Assigned Time Out | | Other SESIR Defined | | | | Max | Max |
| Detention | | Physical Restraint | | | | Max | Max |
| Expulsion School | | Placement in Alternative Educational Setting | | | | Max | Max |
| Suspension In School | | Seclusion | | | | Max | Max |
| Suspension Out of Sch | | Suspension Extended, Pending Hearing | | | | Max | Max |
| | | Suspension, In-School | | | | Max | Max |
| | | Suspension, Out-of-School | | | | Max | Max |


6. (Optional) Select the **Severity** of the action.


Codes
Actions
Teacher Codes

Prev
Page: 2 / 3
Next
Export
Filter: OFF

| Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral |
|-----------------------|------------|------------|---------------|------------------|-------------------|---------------------------|
| Suspension In School | I | Suspe... | None | | Min Max | Max |
| Detention | D-15 | Local ... | Filter | | Min Max | Max |
| Expulsion Bus | S | Other ... | None | | Min Max | Max |
| Expulsion School | E | Expell... | 0 - Classroom | | Min Max | Max |
| Loss of Privileges | D-16 | Local ... | 1 - Minor | | Min Max | Max |
| Other (See School Rec | D-17 | Local ... | 2 - Normal | | Min Max | Max |
| Parent Conference | D-18 | Local ... | 3 - Major | | Min Max | Max |
| | | | 4 - Severe | | Min Max | Max |
| | | | 5 - Dangerous | | Min Max | Max |

7. In the **Allowed Profiles** pull-down, select the profile(s) that are allowed to use the action on discipline referrals.

 Users who don't have permission to use the action on discipline referrals can still view the action if it was already selected on the referral by another user.


 If no profiles are selected, then all profiles will be able to use this action on a student's discipline referral.

Actions

Export:  

Filters: OFF

| Title ▾ | Local Code ▾ | State Code ▾ | Severity ▾ | Allowed Profiles ▾ | Days per Referral ▾ | Days for ESE per Referral ▾ | Days for 504 per Referral ▾ |
|-------------------------|--------------|--------------|------------|---|---------------------|-----------------------------|-----------------------------|
| Suspension In School | 42 | Suspe... ▾ | 3 - ... ▾ | School Admin ▾ | Min Max | Max | Max |
| Assigned Alternative Pl | | Place... ▾ | None ▾ | Filter | | Max | |
| Assigned Different Clas | | Local ... ▾ | None ▾ | Check all visible Clear selected | | Max | |
| Assigned Different Sea | | Local ... ▾ | None ▾ | <input type="checkbox"/> Parent Portal Authorization | | Max | |
| Assigned Saturday Sch | | Local ... ▾ | None ▾ | <input type="checkbox"/> Parents | | Max | |
| Assigned Time Out | | Local ... ▾ | None ▾ | <input type="checkbox"/> Scheduling | | Max | |
| Detention | | Local ... ▾ | None ▾ | <input checked="" type="checkbox"/> School Admin | | Max | |
| Expulsion School | | Expell... ▾ | None ▾ | <input type="checkbox"/> School Assessment Coordinators | | Max | |
| Suspension In School | | Suspe... ▾ | None ▾ | <input type="checkbox"/> School Guidance Counselor | | Max | |
| Suspension Out of Sch | | Suspe... ▾ | None ▾ | <input type="checkbox"/> School Health | | Max | |
| | | | | <input type="checkbox"/> School Help Desk-Data Support | | Max | |
| | | | | <input type="checkbox"/> School Office Clerk | | Max | |
| | | | | <input type="checkbox"/> School Office Manager | | Max | |

 To quickly locate a profile in the **Allowed Profiles** pull-down, begin typing the full or partial profile name in the **Filter** field at the top of the pull-down. The list of profiles will filter based on the criteria entered.

8. In the **Days per Referral** fields, enter the minimum and maximum number of days that are allowable for this action for non-ESE/504 students, if applicable.

Actions

Export:  

Filters: OFF

| Title ▾ | Local Code ▾ | State Code ▾ | Severity ▾ | Allowed Profiles ▾ | Days per Referral ▾ | Days for ESE per Referral ▾ | Days for 504 per Referral ▾ | Days per Year ▾ |
|-------------------------|--------------|--------------|------------|--------------------|---------------------|-----------------------------|-----------------------------|-----------------|
| Suspension In School | 42 | Suspe... ▾ | 3 - ... ▾ | School Admin ▾ | 1 10 | Max | Max | |
| Assigned Alternative Pl | | Place... ▾ | None ▾ | | Min Max | Max | Max | |
| Assigned Different Clas | | Local ... ▾ | None ▾ | | Min Max | Max | Max | |

9. In the **Days for ESE per Referral** field, enter the maximum number of days that are allowable for this action for ESE students, if applicable.

Actions

Export:  

Filters: OFF

| Title ▴ ▾ | Local Code ▴ ▾ | State Code ▴ ▾ | Severity ▴ ▾ | Allowed Profiles ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ |
|-------------------------|----------------|----------------|--------------|----------------------|-----------------------|-----|-------------------------------|-------------------------------|
| Suspension In School | 42 | Suspe... ▾ | 3 - ... ▾ | School Admin ▾ | 1 | 10 | 2 | Max |
| Assigned Alternative Pi | | Place... ▾ | None ▾ | | Min | Max | Max | Max |
| Assigned Different Clas | | Local ... ▾ | None ▾ | | Min | Max | Max | Max |

10. In the **Days for 504 per Referral** field, enter the maximum number of days that are allowable for this action for 504 students, if applicable.

Actions

Export:  

Filters: OFF

| Title ▴ ▾ | Local Code ▴ ▾ | State Code ▴ ▾ | Severity ▴ ▾ | Allowed Profiles ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ |
|-------------------------|----------------|----------------|--------------|----------------------|-----------------------|-----|-------------------------------|-------------------------------|
| Suspension In School | 42 | Suspe... ▾ | 3 - ... ▾ | School Admin ▾ | 1 | 10 | 2 | 2 |
| Assigned Alternative Pi | | Place... ▾ | None ▾ | | Min | Max | Max | Max |
| Assigned Different Clas | | Local ... ▾ | None ▾ | | Min | Max | Max | Max |

11. In the **Days per Year** field, enter the maximum number of days per school year that are allowable for this action for non-ESE/504 students, if applicable.

Actions

Export:  

Filters: OFF

| Title ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ | Days per Year ▴ ▾ | Days for ESE per Year ▴ ▾ | Days for 504 per Year ▴ ▾ | Warning Level for per Year ▴ ▾ |
|-------------------------|-----------------------|-----|-------------------------------|-------------------------------|-------------------|---------------------------|---------------------------|--------------------------------|
| Suspension In School | 1 | 10 | 2 | 2 | 10 | | | |
| Assigned Alternative Pi | Min | Max | Max | Max | | | | |
| Assigned Different Clas | Min | Max | Max | Max | | | | |

12. In the **Days for ESE per Year** field, enter the maximum number of days per school year that are allowable for this action for ESE students, if applicable.

Actions

Export:  

Filters: OFF

| Title ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ | Days per Year ▴ ▾ | Days for ESE per Year ▴ ▾ | Days for 504 per Year ▴ ▾ | Warning Level for per Year ▴ ▾ |
|-------------------------|-----------------------|-----|-------------------------------|-------------------------------|-------------------|---------------------------|---------------------------|--------------------------------|
| Suspension In School | 1 | 10 | 2 | 2 | 10 | 5 | | |
| Assigned Alternative Pl | Min | Max | Max | Max | | | | |
| Assigned Different Clas | Min | Max | Max | Max | | | | |

13. In the **Days for 504 per Year** field, enter the maximum number of days per school year that are allowable for this action for 504 students, if applicable.


Actions

Export:  

Filters: OFF

| Title ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ | Days per Year ▴ ▾ | Days for ESE per Year ▴ ▾ | Days for 504 per Year ▴ ▾ | Warning Level for per Year ▴ ▾ |
|-------------------------|-----------------------|-----|-------------------------------|-------------------------------|-------------------|---------------------------|---------------------------|--------------------------------|
| Suspension In School | 1 | 10 | 2 | 2 | 10 | 5 | 5 | |
| Assigned Alternative Pl | Min | Max | Max | Max | | | | |
| Assigned Different Clas | Min | Max | Max | Max | | | | |

14. In the **Warning Level for ESE/504 per Year** field, enter the number of days for this action that once reached will display a warning to the user for ESE or 504 students.

 The total days for this action will display as a red digit on the referral once the warning level is reached.

Actions

Prev Page: 2 / 3 Next

Export:  



Filters: OFF

| Title ▴ ▾ | Days per Referral ▴ ▾ | | Days for ESE per Referral ▴ ▾ | Days for 504 per Referral ▴ ▾ | Days per Year ▴ ▾ | Days for ESE per Year ▴ ▾ | Days for 504 per Year ▴ ▾ | Warning Level for ESE/504 per Year ▴ ▾ |
|-----------------------|-----------------------|-----|-------------------------------|-------------------------------|-------------------|---------------------------|---------------------------|--|
| Suspension In School | 1 | 10 | 2 | 2 | 10 | 5 | 5 | 3 |
| Loss of Privileges | Min | Max | Max | Max | | | | |
| Other (See School Rec | Min | Max | Max | Max | | | | |

15. To limit the use of the action to only students in specific grade levels, select the **Grade Levels**.

Only grade levels with a short name are available for selection.

Codes **Actions** Teacher Codes



« Prev Page: 2 / 3 Next » Export   Filter: OFF

| Title ▲ | Days for ESE per Year ▲ | Days for 504 per Year ▲ | Warning Level for ESE/504 per Year ▲ | Grade Levels ▲ | Withdrawal Code ▲ | Re-Entry Warning |
|----------------------|-------------------------|-------------------------|--------------------------------------|----------------|-------------------|------------------|
| Suspension In School | 5 | 5 | 3 | 06, 07, ... ▼ | ▼ | |
| Detention | | | | ▼ | ▼ | |
| Expulsion Bus | | | | ▼ | ▼ | |

16. If the action is for expulsion, select the appropriate **Withdrawal Code**.

i When an action with a withdrawal code attached is added to a discipline referral, the student is automatically withdrawn as of the Date Decided or today's date if there is no Date Decided set.

Codes **Actions** Teacher Codes

Export:   Filters: OFF

| Title ▲ | Withdrawal Code ▲ | Re-Entry Warning Message ▲ | Restrict Re-Entry ▲ | Detention ▲ | School Exemptions (Re-Entry) ▲ |
|-------------------------|----------------------------------|----------------------------|--------------------------|--------------------------|--------------------------------|
| Expulsion | ▼ | | <input type="checkbox"/> | <input type="checkbox"/> | ▼ |
| Assigned Alternative Pl | Filter | | | | ▼ |
| Assigned Different Clas | (W09) Left W/ Spcl Cert of Compl | | | | ▼ |
| Assigned Different Sea | (W10) Graduated W/ GED | | | | ▼ |
| Assigned Saturday Sch | (W12) Left Due to Death | | | | ▼ |
| Assigned Time Out | (W13) Left Due to Court Action | | | | ▼ |
| Detention | (W15) W/D due to Non-Attendance | | | | ▼ |
| Expulsion School | (W18) W/D for Medical Reasons | | | | ▼ |
| Suspension In School | (W21) W/D Due to being Expelled | | | | ▼ |
| Suspension Out of Sch | (W23) W/D not W01-W22 or W24-W27 | | | | ▼ |
| | (W24) W/D for Home Education | | | | ▼ |
| | (W25) W/D Under Compulsory Age | | | | ▼ |

17. In the **Re-Entry Warning Message** field, enter a warning message to display when the student is re-enrolled in a district school, if applicable.

Codes
Actions
Teacher Codes

Export:
Filters: OFF

| Title ▾ | Withdrawal Code ▾ | Re-Entry Warning Message ▾ | Restrict Re-Entry ▾ | Detention ▾ | School Exemptions (Re-Entry) ▾ |
|-------------------------|-------------------|----------------------------|-------------------------------------|--------------------------|--------------------------------|
| Expulsion | (W21) W/D D... ▾ | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Assigned Alternative Pl | ▾ | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ▾ |
| Assigned Different Clas | ▾ | | <input type="checkbox"/> | <input type="checkbox"/> | ▾ |
| Assigned Different Sea | ▾ | | <input type="checkbox"/> | <input type="checkbox"/> | ▾ |

18. Select **Restrict Re-Entry** to prohibit the student from being enrolled in a district school, if applicable.

Exceptions can be indicated in the School Exemptions (Re-Entry) field.

Codes
Actions
Teacher Codes

Export:
Filters: OFF

| Title ▾ | Withdrawal Code ▾ | Re-Entry Warning Message ▾ | Restrict Re-Entry ▾ | Detention ▾ | School Exemptions (Re-Entry) ▾ |
|-------------------------|-------------------|----------------------------|-------------------------------------|--------------------------|--------------------------------|
| Expulsion | (W21) W/D D... ▾ | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ▾ |
| Assigned Alternative Pl | ▾ | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ▾ |
| Assigned Different Clas | ▾ | | <input type="checkbox"/> | <input type="checkbox"/> | ▾ |

19. In the **School Exemptions (Re-Entry)** field, select the schools the student can be re-enrolled in, such as alternative schools, if applicable.

Codes
Actions
Teacher Codes

Export:
Filters: OFF

| Title ▾ | Withdrawal Code ▾ | Re-Entry Warning Message ▾ | Restrict Re-Entry ▾ | Detention ▾ | School Exemptions (Re-Entry) ▾ |
|-------------------------|-------------------|----------------------------|-------------------------------------|--------------------------|--------------------------------|
| Expulsion | (W21) W/D D... ▾ | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ▾ |
| Assigned Alternative Pl | ▾ | | <input checked="" type="checkbox"/> | | |
| Assigned Different Clas | ▾ | | <input type="checkbox"/> | | |
| Assigned Different Sea | ▾ | | <input type="checkbox"/> | | |
| Assigned Saturday Sch | ▾ | | <input type="checkbox"/> | | |
| Assigned Time Out | ▾ | | <input type="checkbox"/> | | |
| Detention | ▾ | | <input type="checkbox"/> | | |
| Expulsion School | ▾ | | <input type="checkbox"/> | | |
| Suspension In School | ▾ | | <input type="checkbox"/> | | |
| Suspension Out of Sch | ▾ | | <input type="checkbox"/> | | |

Filter
Check all visible Clear selected
☐ Applicants
☐ Academy - 0391
☐ High School - 0041
☐ School
☐ Florida Virtual HS - 0600
☐ Florida Virtual MS - 0500
☐ Focus Center - 0106
☐ Focus Collegiate School - 0382
☒ Focus Community College - C908
☐ Focus Elementary School - 0311

20. In the **Override Profile** field, select the profile that can override restrictions placed on the action.

The screenshot shows the 'Actions' tab with a table of actions. The 'Override Profile' column for the 'Expulsion' row is highlighted with a red box. A dropdown menu is open for this field, showing a search bar and a list of activities. The activities listed are: Adv Rpt Hr Specialist, AE Admin, AE Data Support, AE Finance Scheduling, AE Registrar, AE Survey Data, AE Teacher, Alternate Ed, and Applicant. The 'Expulsion' row is also highlighted in blue.

21. To limit when the action can be used, select the range of **School Years**.

The screenshot shows the 'Actions' tab with a table of actions. The 'School Years' column for the 'Expulsion' row is highlighted with a red box. A dropdown menu is open for this field, showing a list of years from 2014 to 2023. The 'Expulsion' row is also highlighted in blue.

22. To generate and print/email a letter for the student when the action is assigned to the student's referral, select the **Letter**.

Letters set up in Students > [Print Letters & Send Email](#) that are attached to Discipline are available for selection.

Codes **Actions** Teacher Codes

Export Filter: ON

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| Title | thdrawal Code | Re-Entry Warning Message | Restrict Re-Entry | Detention | School Exemptions (Re-Entry) | Override Profile | School Years | Letter |
|-----------------------|---------------|--------------------------|--------------------------|--------------------------|------------------------------|------------------|--------------|----------|
| | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Suspension Parent Cor | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Suspension Bus | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Suspension In School | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Suspension Out of Sch | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | Discl... |

23. Select **Detention** on the action to add students to the [Detention List](#) when the student is assigned the action.

If your school is using the [tardy tracking](#) functionality, select **Detention** on the action if students will be automatically assigned a tardy referral with this action once they reach a certain number of tardies.

Actions that have "Detention" selected will be available in Attendance > Attendance Setup > [Tardy Thresholds](#) for creating rules to assign automatic tardy referrals with detentions.

Codes **Actions** Teacher Codes

Prev Page: 2 / 3 Next Export Filter: OFF

| Title | Warning Level for ESE/504 per Year | Grade Levels | Withdrawal Code | Re-Entry Warning Message | Restrict Re-Entry | Detention | School Exemptions (Re-Entry) | Override Profile | School Years |
|-----------------------|------------------------------------|--------------|-----------------|--------------------------|-------------------------------------|-------------------------------------|------------------------------|------------------|--------------|
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Detention | | | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Expulsion Bus | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Expulsion School | | | (W21) W/D ... | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Non-Public In State Scho... | Discipline | |
| Loss of Privileges | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Other (See School Rec | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

24. Press **Enter** to add the action.

After pressing Enter, the row is added to the list of actions. The row will flash to indicate the new action was saved.

Editing an Action

1. Click the **Actions** tab if not already opened.

Codes

Actions

Actions

Export:
Filters: OFF

| | Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral | Days for 504 per Referral |
|--|-------------------------|------------|------------|----------|------------------|-------------------|---------------------------|---------------------------|
| | | | | None | | Min Max | Max | Max |
| | Assigned Alternative P | | Place... | None | | Min Max | Max | Max |
| | Assigned Different Clas | | Local ... | None | | Min Max | Max | Max |

2. Click any field on an existing action and make the desired change.

i After making a change to a field, the row will flash to indicate the change was auto-saved after you click or Tab out of the field.

Deleting an Action

1. Click the **Actions** tab if not already opened.

Codes

Actions

Actions

Export:
Filters: OFF

| | Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral | Days for 504 per Referral |
|--|-------------------------|------------|------------|----------|------------------|-------------------|---------------------------|---------------------------|
| | | | | None | | Min Max | Max | Max |
| | Assigned Alternative P | | Place... | None | | Min Max | Max | Max |
| | Assigned Different Clas | | Local ... | None | | Min Max | Max | Max |

2. Next to the action, click the red **minus sign**.

Codes
Actions

Actions

Export:
Filters: OFF


| | Title | Local Code | State Code | Severity | Allowed Profiles | Days per Referral | Days for ESE per Referral | Days for 504 per Referral | Days per Year | Days per Y |
|--|-------------------------|------------|------------|----------|------------------|-------------------|---------------------------|---------------------------|---------------|------------|
| | | | | None | | Min Max | Max | Max | | |
| | Assigned Alternative Pi | | Place... | None | | Min Max | Max | Max | | |
| | Assigned Different Cla | | Local ... | None | | Min Max | Max | Max | | |

3. In the confirmation pop-up window, click **OK**.

livedemo.focusschoolsoftware.com says

Are you sure you want to delete this record?

OK Cancel

 The row will flash and then will be deleted.

Adding a Code

In the Codes tab, discipline codes and the allowable actions for each code are set up.

1. Click the **Codes** tab if not already opened.

Codes Actions Teacher Codes

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| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|----------|
| | | None | <input type="checkbox"/> | | Min Max | Min Max | | | | | |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Sale/Purchase | 04 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |

2. In the blank row at the top of the table, enter the **Title** for the code.

Codes Actions Teacher Codes

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| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|----------|
| Fighting | | None | <input type="checkbox"/> | | Min Max | Min Max | | | | | |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |

3. Enter the **Code**.

! SESIR codes must be the state-defined 3 characters.

Codes Actions Teacher Codes

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| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|----------|
| Fighting | 37 | None | <input type="checkbox"/> | | Min Max | Min Max | | | | | |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | |

4. (Optional) Select the **Severity** of the infraction if the district defines severity levels for discipline codes.

Codes Actions Teacher Codes

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| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict Re-Entry |
|------------------------------------|------|---------------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|--------------------------|
| Fighting | 37 | None | <input type="checkbox"/> | | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Alcohol Use/Possession/Sale(SESIR) | 01 | Filter | <input type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Under Influence | 02 | 0 - Classroom | <input type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Using | 03 | 1 - Minor | <input type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Sale/Purchase | 04 | 2 - Normal | <input type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Arson (SESIR) | 02 | 3 - Major | <input checked="" type="checkbox"/> | Arson | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |

5. Select the **SESIR** check box to indicate that the code is a SESIR.

i When the user filling out the referral form selects a discipline code that is a SESIR, the discipline incident form will display for the user to fill out additional required information.

6. For SESIR codes, select the **Incident Type** as defined by the Department of Education.

Codes Actions Teacher Codes

Page: 1 / 5 Next > Export Filter: OFF

| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|--------------------------|
| Fighting | 37 | 3 - ... | <input checked="" type="checkbox"/> | Fighting ... | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |

7. Select the **Actions** that are allowed to be assigned for this discipline code. One or multiple actions can be selected.

! Only actions that were previously set up in the Actions tab of Referral Codes & Actions are available for selection.

💡 To quickly locate an action in the **Actions** pull-down, begin typing the full or partial action title in the **Filter** field at the top of the pull-down. The list of actions will filter based upon the criteria entered.

Codes Actions Teacher Codes

Page: 1 / 5 Export Filter: OFF

| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---|----------|------------------|--------------------------|--------------------------|
| Fighting | 37 | 3 - ... | <input checked="" type="checkbox"/> | Fighting ... | Min Max | Min Max | Suspension In Sch... | | | | <input type="checkbox"/> |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | <input type="text" value="sus"/> Check all visible Clear selected <input type="checkbox"/> Suspension Bus <input checked="" type="checkbox"/> Suspension In School <input type="checkbox"/> Suspension Out of School <input type="checkbox"/> Suspension Parent Contact <input type="checkbox"/> Seclusion <input type="checkbox"/> Expulsion Bus <input type="checkbox"/> Probation Bus <input type="checkbox"/> Conference (Bus Driver) <input type="checkbox"/> Sent Home <input type="checkbox"/> Assigned Extra Class | | | <input type="checkbox"/> | |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Alcohol Sale/Purchase | 04 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Arson (SESIR) | 02 | None | <input checked="" type="checkbox"/> | Arson | Min Max | Min Max | | | | | <input type="checkbox"/> |
| Battery (SESIR) | 06 | None | <input checked="" type="checkbox"/> | Battery | Min Max | Min Max | | | | | <input type="checkbox"/> |

8. When in-school or out-of-school suspension is selected as an Action, enter the minimum and maximum days that can be assigned for in-school suspension or out-of-school suspension for this discipline code in the **ISS Days** or **OSS Days** fields.

Codes Actions Teacher Codes

Page: 1 / 5 Export Filter: OFF

| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|----------------------|----------|------------------|--------------------------|--------------------------|
| Fighting | 37 | 3 - ... | <input checked="" type="checkbox"/> | Fighting ... | Min Max | Min Max | Suspension In Sch... | | | | <input type="checkbox"/> |
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> |

9. In the **Allowed Profiles** pull-down, select the profiles that are allowed to select this discipline code on discipline referrals. One or multiple profiles can be selected.



If no profiles are selected, then all profiles will be able to select this code on a student's discipline referral.



To quickly locate a profile in the **Allowed Profiles** pull-down, begin typing the full or partial profile name in the **Filter** field at the top of the pull-down. The list of profiles will filter based on the criteria entered.

Codes Actions Teacher Codes

Page: 1 / 5 Export Filter: OFF

| Title | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict Re-Entry | Override Profile |
|------------------------|---------------|----------|----------|----------------------|----------|-------------------------------------|--------------------------|--------------------------|------------------|
| Fighting | Fighting ... | Min Max | Min Max | Suspension In Sch... | | <input type="text" value="school"/> | | <input type="checkbox"/> | |
| Alcohol Use/Possessor | Alcohol ... | Min Max | Min Max | | Edit | | | | |
| Alcohol Under Influenc | Alcohol ... | Min Max | Min Max | | Edit | | | | |
| Alcohol Using | Alcohol ... | Min Max | Min Max | | Edit | | | | |
| Alcohol Sale/Purchase | Alcohol ... | Min Max | Min Max | | Edit | | | | |
| Arson (SESIR) | Arson | Min Max | Min Max | | Edit | | | | |
| Battery (SESIR) | Battery | Min Max | Min Max | | Edit | | | | |

school

Check all visible Clear selected

- ☒ School Admin
- ☐ School Health
- ☐ School Registrar
- ☐ School Office Clerk
- ☐ School Assessment Coordinators
- ☐ School Office Manager
- ☐ School Resource Officer
- ☐ School Guidance Counselor
- ☐ School Help Desk-Data Support
- ☐ School Safety Dist Administrator

10. In the **Re-Entry Warning Message** field, enter a warning message to display when the student is re-enrolled in a district school, if applicable.

Codes Actions Teacher Codes

Page: 1 / 5 Export Filter: OFF

| Title | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict Re-Entry | Override Profile |
|------------------------|---------------|----------|----------|----------------------|----------|------------------|--------------------------|--------------------------|------------------|
| Fighting | Fighting ... | Min Max | Min Max | Suspension In Sch... | | | | <input type="checkbox"/> | |
| Alcohol Use/Possessor | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |
| Alcohol Under Influenc | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |
| Alcohol Using | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |

11. Select **Restrict Re-Entry** to prohibit the student from being enrolled in a district school.

Codes Actions Teacher Codes

Page: 1 / 5 Export Filter: OFF

| Title | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message | Restrict Re-Entry | Override Profile |
|------------------------|---------------|----------|----------|----------------------|----------|------------------|--------------------------|--------------------------|------------------|
| Fighting | Fighting ... | Min Max | Min Max | Suspension In Sch... | | | | <input type="checkbox"/> | |
| Alcohol Use/Possessor | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |
| Alcohol Under Influenc | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |
| Alcohol Using | Alcohol ... | Min Max | Min Max | | Edit | | | <input type="checkbox"/> | System Ad... |

12. In the **Override Profile** pull-down, select the profiles that will be able to override the restrictions placed on the discipline code.

Codes Actions Teacher Codes

Prev Page: 1 / 5 Next Export Filter: OFF

| Title | Entry Warning Message | Restrict Re-Entry | Override Profile | Grade Levels | School Years | Include on Mobile App | Icon |
|------------------------------------|-----------------------|--------------------------|------------------|--------------|--------------|--------------------------|------|
| Fighting | | <input type="checkbox"/> | | | | <input type="checkbox"/> | |
| Alcohol Use/Possession/Sale(SESIR) | | <input type="checkbox"/> | | | | | |
| Alcohol Under Influence | | <input type="checkbox"/> | | | | | |
| Alcohol Using | | <input type="checkbox"/> | | | | | |
| Alcohol Sale/Purchase | | <input type="checkbox"/> | | | | | |
| Arson (SESIR) | | <input type="checkbox"/> | | | | | |
| Battery (SESIR) | | <input type="checkbox"/> | | | | | |
| Battery on Student | | <input type="checkbox"/> | | | | | |

Filter...

☐ Exact [Check all](#) [Clear](#)

Activities

- ☐ Adv Rpt Hr Specialist
- ☐ AE Admin
- ☐ AE Data Support
- ☐ AE Finance Scheduling
- ☐ AE Registrar
- ☐ AE Survey Data
- ☐ AE Teacher
- ☐ Alternate Ed
- ☐ Applicant

13. To limit the use of the action to only students in specific grade levels, select the **Grade Levels**.

Codes Actions Teacher Codes

Prev Page: 1 / 5 Next Export Filter: OFF

| Title | Entry Warning Message | Restrict Re-Entry | Override Profile | Grade Levels | School Years | Include on Mobile App | Icon | Letter |
|------------------------------------|-----------------------|--------------------------|------------------|--------------|--------------|--------------------------|-------------|----------------|
| Fighting | | <input type="checkbox"/> | | | | <input type="checkbox"/> | | |
| Alcohol Use/Possession/Sale(SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File | No file chosen |
| Alcohol Under Influence | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File | No file chosen |
| Alcohol Using | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File | No file chosen |
| Alcohol Sale/Purchase | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File | No file chosen |
| Arson (SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File | No file chosen |
| Battery (SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File | No file chosen |
| Battery on Student | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File | No file chosen |

Filter...

☐ Exact [Check all](#) [Clear](#)

01

- ☐ 02
- ☐ 03
- ☐ 04
- ☐ 05
- ☐ 06
- ☐ 07
- ☐ 08
- ☐ 09
- ☐ 10

14. To limit when the code can be used, select the range of **School Years**.

Codes Actions Teacher Codes

Prev Page: 1 / 5 Next Export Filter: OFF

| Title | Entry Warning Message | Restrict Re-Entry | Override Profile | Grade Levels | School Years | Include on Mobile App | Icon |
|------------------------------------|-----------------------|--------------------------|------------------|--------------|--------------|--------------------------|-------------|
| Fighting | | <input type="checkbox"/> | | | | <input type="checkbox"/> | |
| Alcohol Use/Possession/Sale(SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |
| Alcohol Under Influence | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |
| Alcohol Using | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |
| Alcohol Sale/Purchase | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |
| Arson (SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |
| Battery (SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File |

Filter...

2014

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023

15. If your district is using the mobile app to assign students detention, select **Include on Mobile App** to allow this code to be selected for a student in the app.

 Ensure that "Detention" has been selected as an Action for that code.

| Codes | | | | | | | | | |
|---|-----------------------|--------------------------|------------------|--------------|--------------|-------------------------------------|----------------------------|--------|--|
| Actions Teacher Codes | | | | | | | | | |
| <div> <div> <div>Prev</div> <div>Page: 1 / 5</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filters: OFF</div> </div> </div> | | | | | | | | | |
| Title | Entry Warning Message | Restrict Re-Entry | Override Profile | Grade Levels | School Years | Include on Mobile App | Icon | Letter | |
| Fighting | | <input type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| Alcohol Use/Possession/Sale(SESIR) | | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File No file chosen | | |
| Alcohol Under Influence | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | |
| Alcohol Using | | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | |

16. To generate and print/email a letter for the student when the code is assigned to the student's referral, select the **Letter**.

Letters set up in Students > [Print Letters & Send Email](#) that are attached to Discipline are available for selection.

| Codes | | | | | | | | | |
|---|------|--------------|--------------|-------------------------------------|----------------------------|--------|--------------------------|----------------------------|--|
| Actions Teacher Codes | | | | | | | | | |
| <div> <div> <div>Prev</div> <div>Page: 1 / 5</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filters: OFF</div> </div> </div> | | | | | | | | | |
| Title | file | Grade Levels | School Years | Include on Mobile App | Icon | Letter | Requires HOPE Form | Requires Threat Assessment | |
| Fighting | | | | <input checked="" type="checkbox"/> | | D... | <input type="checkbox"/> | | |
| Alcohol Use/Possession/Sale(SESIR) | | | | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | | |
| Alcohol Under Influence | | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | | |
| Alcohol Using | | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | | |

17. For districts that use the SSS module, select **Requires HOPE Form** to generate a HOPE event when this discipline code is selected for the student.

In Discipline > [Referral Fields](#), give the appropriate profiles access to the the system field "Create Hope Event." This field provides a link on the referral form that will generate the HOPE event in SSS. Additionally, give the appropriate profiles access to the system field "Hope Event." This field is a select one pull-down containing any previously created HOPE events for the student. The appropriate HOPE event can be selected by the user on the referral.

18. For districts that use the SSS module, select **Requires Threat Assessment** to generate a Threat Assessment event when this discipline code is selected for the student.

In Discipline > [Referral Fields](#), give the appropriate profiles access to the the system field "Create Threat Assessment Event." This field provides a link on the referral form that will generate the Threat Assessment event in SSS. Additionally, give the appropriate profiles access to the system field "Threat Assessment Event." This field is a select one pull-down

containing any previously created Threat Assessment events for the student. The appropriate Threat Assessment event can be selected by the user on the referral.

Codes
Actions
Teacher Codes

Prev
Page: 1 / 5
Next

Export
Filter: OFF

| Title | file | Grade Levels | School Years | Include on Mobile App | Icon | Letter | Requires HOPE Form | Requires Threat Assessment |
|------------------------------------|------|--------------|--------------|-------------------------------------|----------------------------|--------|--------------------------|----------------------------|
| Fighting | | | | <input checked="" type="checkbox"/> | | D... | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol Use/Possession/Sale(SESIR) | | | | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol Under Influence | | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol Using | | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> | <input type="checkbox"/> |

19. Press **Enter** to add the discipline code.

i

After pressing Enter, the row is added to the list of codes. The row will flash to indicate the new code was saved.

20. If you selected "Include on Mobile App" for the discipline code, select the icon to use in the mobile app. In the **Icon** column, click **Choose File** and select the file from your computer.

Codes
Actions
Teacher Codes

Prev
Page: 3 / 5
Next

Export
Filter: OFF

| Title | Restrict Re-Entry | Override Profile | Grade Levels | School Years | Include on Mobile App | Icon | Letter | Requires HOPE Form |
|---------------------------------------|--------------------------|------------------|--------------|--------------|-------------------------------------|----------------------------|--------|--------------------------|
| | <input type="checkbox"/> | | | | <input type="checkbox"/> | | D... | <input type="checkbox"/> |
| Breaking and Entering/Burglary(SESIR) | <input type="checkbox"/> | System Ad... | | | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> |
| Inappropriate Behavior | <input type="checkbox"/> | System Ad... | | | <input checked="" type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> |
| Inappropriate (Clothing) | <input type="checkbox"/> | System Ad... | | 2018 | <input type="checkbox"/> | Choose File No file chosen | | <input type="checkbox"/> |

21. After adding a discipline code, the Edit button in the Offenses column is available. Click **Edit**.

This function is used if the same discipline code has different actions based upon the number of occurrences. When adding a referral for a student and a discipline code is selected, the system will determine how many offenses with this discipline code have occurred for this student. The list of Actions available to assign to the student will be limited based on the Offenses setup. The number of ISS and OSS days that can be assigned will also be limited by the Offenses setup.

Codes Actions Teacher Codes

Export Filter: ON

| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message |
|--------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|
| Fighting Lesser/Physical | 08 | None | <input type="checkbox"/> | | Min Max | Min Max | | Edit | | |
| Fighting (SESIR) | 37 | None | <input checked="" type="checkbox"/> | Fighting ... | Min Max | Min Max | | Edit | | |

22. In the pop-up window in the blank row, enter the first **Threshold**.

Offenses

Export Filter: OFF

| Threshold | ISS Days | OSS Days | Actions |
|-----------|----------|----------|---------|
| 1 | Min Max | Min Max | |

Close

23. Select the **Actions** that are allowable for the threshold entered. One or multiple can be selected.

Offenses

Export Filter: OFF

| Threshold | ISS Days | OSS Days | Actions |
|-----------|----------|----------|-----------|
| 1 | Min Max | Min Max | Detention |

Close

24. For in-school or out-of-school suspension actions, enter the minimum and maximum **ISS Days** and **OSS Days** that can be assigned for the threshold.

Offenses

Export

Filter: OFF

| Threshold | ISS Days | OSS Days | Actions |
|-----------|----------|----------|-----------|
| 1 | Min Max | Min Max | Detention |

Close

- Press **Enter** to add the row.
- Continue adding additional entries as needed.
- Click **Close** when finished.

Offenses

Export

Filter: OFF

| Threshold | ISS Days | OSS Days | Actions |
|-----------|----------|----------|-----------------------|
| | Min Max | Min Max | |
| 5 | Min Max | 1 3 | Suspension Out of ... |
| 3 | 1 3 | Min Max | Suspension In Sch... |
| 1 | Min Max | Min Max | Detention |

Close

Editing a Code

- Click the **Codes** tab if not already opened.

Codes Actions Teacher Codes


Prev Page: 1 / 5 Next

Export

Filter: ON

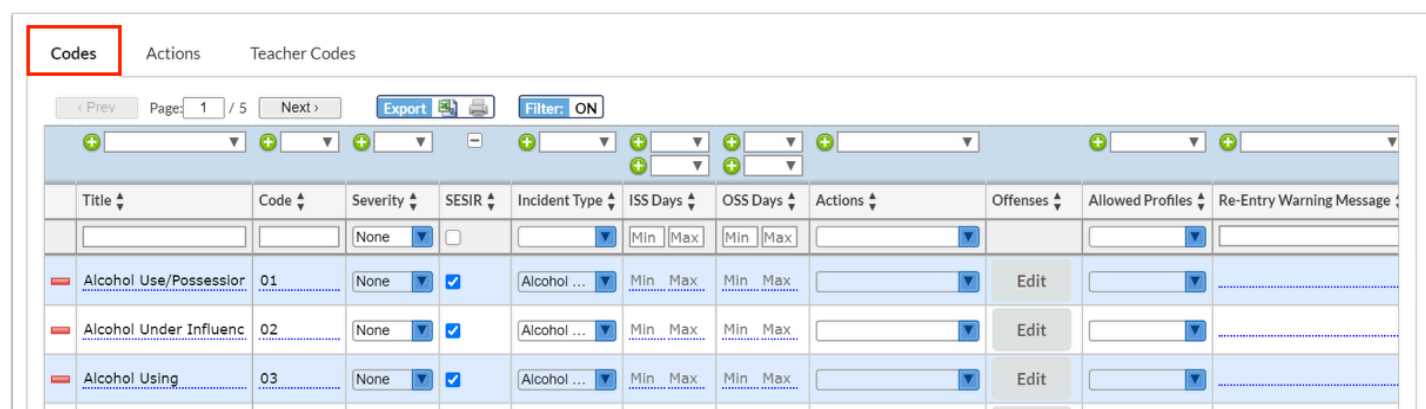
| Title | Code | Severity | SESIR | Incident Type | ISS Days | OSS Days | Actions | Offenses | Allowed Profiles | Re-Entry Warning Message |
|------------------------|------|----------|-------------------------------------|---------------|----------|----------|---------|----------|------------------|--------------------------|
| Alcohol Use/Possessor | 01 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | |
| Alcohol Under Influenc | 02 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | |
| Alcohol Using | 03 | None | <input checked="" type="checkbox"/> | Alcohol ... | Min Max | Min Max | | Edit | | |

2. Click any field on an existing code and make the desired change.

 After making a change to a field, the row will flash to indicate the change was auto-saved after you click or Tab out of the field.

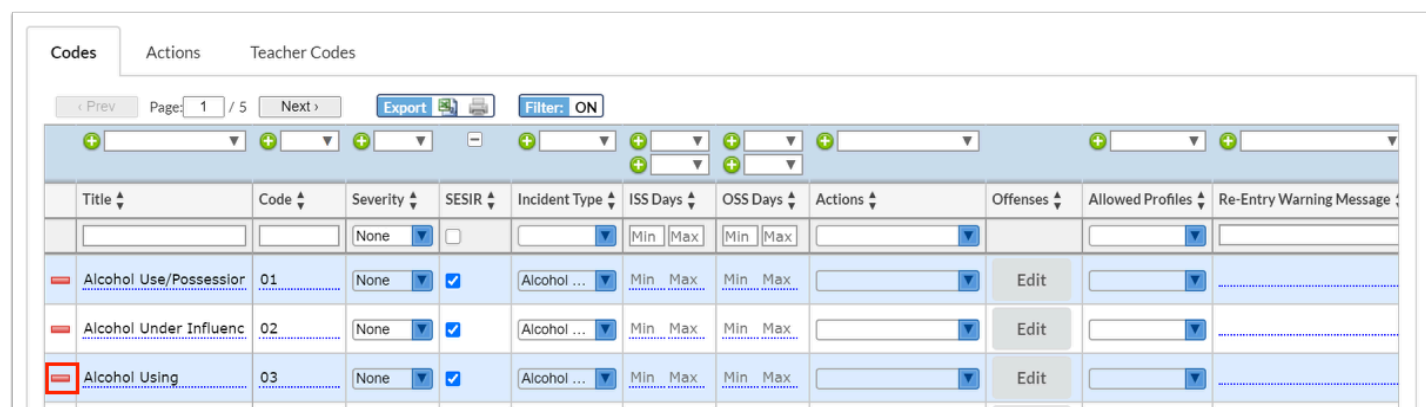
Deleting a Code

1. Click the **Codes** tab if not already opened.



The screenshot shows the 'Codes' tab selected in a software interface. The interface includes a table with columns: Title, Code, Severity, SESIR, Incident Type, ISS Days, OSS Days, Actions, Offenses, Allowed Profiles, and Re-Entry Warning Message. The table contains three rows of codes: 'Alcohol Use/Possessor' (01), 'Alcohol Under Influence' (02), and 'Alcohol Using' (03). The 'Codes' tab is highlighted with a red box.

2. Next to the code, click the red **minus sign**.




The screenshot shows the 'Codes' tab selected in a software interface. The interface includes a table with columns: Title, Code, Severity, SESIR, Incident Type, ISS Days, OSS Days, Actions, Offenses, Allowed Profiles, and Re-Entry Warning Message. The table contains three rows of codes: 'Alcohol Use/Possessor' (01), 'Alcohol Under Influence' (02), and 'Alcohol Using' (03). The red minus sign next to the 'Alcohol Using' code is highlighted with a red box.

3. In the confirmation pop-up window, click **OK**.

livedemo.focusschoolsoftware.com says
Are you sure you want to delete this record?

OK

Cancel



 The row will flash and then will be deleted.









Adding a Teacher Code

When the minor infractions functionality is enabled for your school (controlled by the system preference "Enable Minor Infractions" in Setup > [System Preferences > General tab](#)), then the Teacher Codes tab is available on the Referral Codes & Actions screen, where teacher discipline codes for use in minor infractions are defined. When teachers mark a referral as "Minor infraction - No administrative action needed," they will select a teacher discipline code for the referral.

1. Click the **Teacher Codes** tab.

Codes Actions **Teacher Codes**

Export   Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
|  Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
|  Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

2. In the blank row at the top of the table, enter the **Title** for the code.

3. Enter the **Code**.

Codes Actions **Teacher Codes**

Export Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| Honor Code Violation | HC | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

4. Select **Automatically Escalate** to remove the "Minor Infraction- No administrative action needed" selection on the referral when this code is selected by the teacher. The referral will be sent to administrators for processing.

5. Count per User can be used in conjunction with the Escalate After X Referrals functionality.

In the **Escalate After X Referrals** field, enter the number of referrals with this code that can occur before the next referral is escalated to administrators.

Keep **Count per User** selected to count the number of referrals per teacher. Deselect Count per User to count the referrals cumulatively.

After the number of referrals is reached, the next referral with this code will have the "Minor Infraction - No administrative action needed" selection removed on the referral and the referral will be sent to administrators for processing.

Either the "Automatically Escalate" or the "Escalate After X Referrals" options can be used; both cannot be used on the same code. If one option is used, the other is disabled.

Codes Actions **Teacher Codes**

Export Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|--------------------------|----------------------------|--------------|--------------|
| Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

6. Select the **Timeframe** in which to count referrals for the "Escalate After X Referrals" feature.

Options are Year to Date, Semester To Date, Quarter to Date, Last 90 Days, Last 60 Days, or Last 30 Days.

Codes
Actions
Teacher Codes

Export
Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|--------------------------|----------------------------|--------------|--------------|
| Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

7. To set a minimum and maximum school year that this code will be active, select the school years in the **Years** column.

Codes
Actions
Teacher Codes

Export
Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|--------------------------|----------------------------|--------------|--------------|
| Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

8. Press **Enter** to add the discipline code.

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After pressing Enter, the row is added to the list of codes. The row will flash to indicate the new code was saved.

| Teacher Codes | | | | | | |
|---|-------------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| Export | Filter: OFF | | | | | |
| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |


Editing a Teacher Code

1. Click the **Teacher Codes** tab if not already opened.

| Teacher Codes | | | | | | |
|---|-------------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| Export | Filter: OFF | | | | | |
| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

2. Click any field on an existing code and make the desired change.



| Teacher Codes | | | | | | |
|---|-------------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| Export | Filter: OFF | | | | | |
| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Honor Code Violation (admin) | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
| Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
| Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |










-  After making a change to a field, the row will flash to indicate the change was auto-saved after you click or Tab out of the field.

Deleting a Teacher Code

1. Click the **Teacher Codes** tab if not already opened.



Codes Actions **Teacher Codes**










Export   Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|-------------------------------------|----------------------------|--------------|--------------|
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
|  Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
|  Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

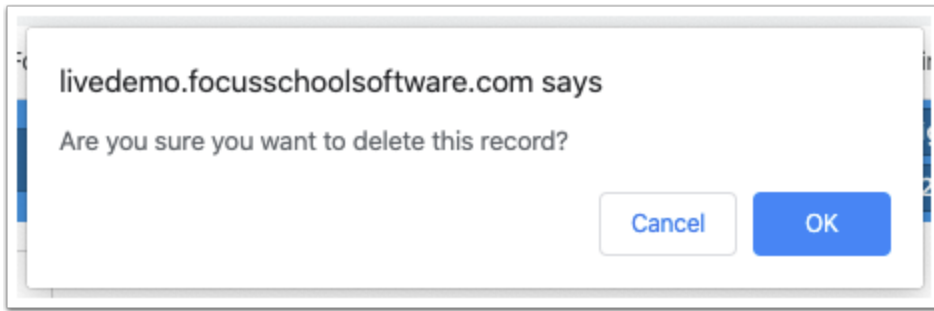
2. Next to the code, click the red **minus sign**.


Codes Actions **Teacher Codes**

Export   Filter: OFF

| Title | Code | Automatically Escalate | Count per User | Escalate After X Referrals | Timeframe | School Years |
|---|------|-------------------------------------|--------------------------|----------------------------|--------------|--------------|
|  Honor Code Violation | HC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Disruption (minor) | RX | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Year To Date | |
|  Failure to Follow (minor) | FF | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Insubordination/Disobedience (minor) | ID | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Year To Date | |
|  Abusive Behavior (admin) | AZ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Class Cut (admin) | CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Fighting-Minor/Mutual Altercation (admin) | FT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Profanity (admin) | PR | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
|  Tardiness, Habitual (admin) | TX | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |

3. In the confirmation pop-up window, click **OK**.



 The row will flash and then will be deleted.