

Referral Codes & Actions

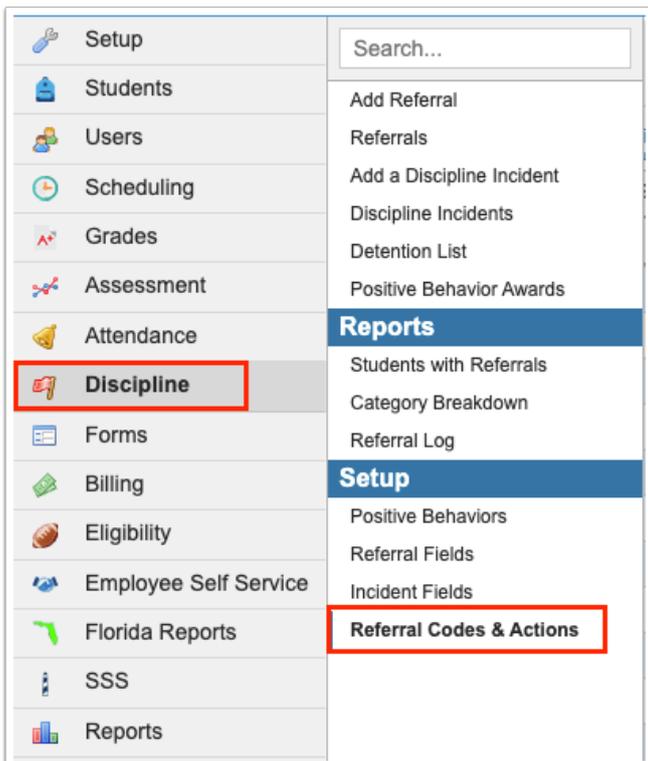
The Referral Codes & Actions screen allows the district to limit the actions that can be assigned for each discipline code. The view and use of specific discipline codes and actions on a discipline referral can also be restricted by user profile. In addition, the length of an action can be limited for 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 Pi		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 Pi		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 Pl		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		
<input type="button" value="Prev"/> Page: <input type="text" value="2"/> / 3 <input type="button" value="Next"/>		<input type="button" value="Export"/>		<input type="button" value="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 Pi	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 Pi	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 Pi			<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 Pi			<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 Pi			<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"/>	
Assigned Saturday Sch			<input type="checkbox"/>	<input type="checkbox"/>	
Assigned Time Out			<input type="checkbox"/>	<input type="checkbox"/>	
Detention			<input type="checkbox"/>	<input type="checkbox"/>	
Expulsion School			<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"/>	

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 a table with columns: Title, ESE/504, Grade Levels, Withdrawal Code, Re-Entry Warning Message, Restrict Re-Entry, Detention, School Exemptions (Re-Entry), Override Profile, School Years, and Letter. The 'Expulsion' row is selected. The 'Override Profile' dropdown is open, showing a search bar and a list of activities. The 'Activities' section is highlighted in blue.

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

The screenshot shows the same table as above. The 'School Years' dropdown for the 'Expulsion' row is open, showing a list of years from 2014 to 2023. The year 2023 is 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

Title	Withdrawal 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 Pi		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.

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 Pi		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**.

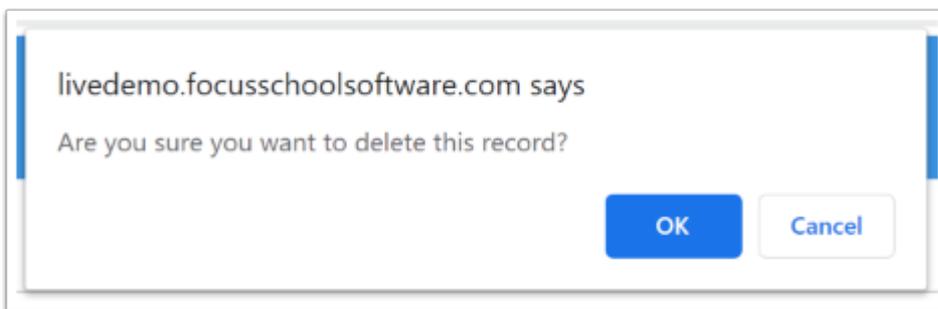
Codes Actions

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**.



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.

Title	Code	Severity	SESIR	Incident Type	ISS Days	OSS Days	Actions	Offenses	Allowed Profiles	Re-Entry Warning Message	Restrict F
		None	<input type="checkbox"/>		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"/>
Alcohol Sale/Purchase	04	None	<input checked="" type="checkbox"/>	Alcohol ...	Min Max	Min Max		Edit			<input type="checkbox"/>

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

Title	Code	Severity	SESIR	Incident Type	ISS Days	OSS Days	Actions	Offenses	Allowed Profiles	Re-Entry Warning Message	Restrict F
Fighting		None	<input type="checkbox"/>		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"/>

3. Enter the **Code**.

 SESIR codes must be the state-defined 3 characters.

Title	Code	Severity	SESIR	Incident Type	ISS Days	OSS Days	Actions	Offenses	Allowed Profiles	Re-Entry Warning Message	Restrict F
Fighting	137	None	<input type="checkbox"/>		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"/>

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

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 1 - Minor	<input type="checkbox"/>	Alcohol ...	Min Max	Min Max		Edit			<input type="checkbox"/>
Alcohol Using	03	2 - Normal 3 - Major	<input type="checkbox"/>	Alcohol ...	Min Max	Min Max		Edit			<input type="checkbox"/>
Alcohol Sale/Purchase	04	4 - Severe 5 - Dangerous	<input type="checkbox"/>	Alcohol ...	Min Max	Min Max		Edit			<input type="checkbox"/>
Arson (SESIR)	02	None	<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.

 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.

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.

Title	Code	Severity	SESIR	Incident Type	ISS Days	OSS Days	Actions	Offenses	Allowed Profiles	Re-Entry Warning Message	Restrict F
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.

Title	Code	Severity	SESIR	Incident Type	ISS Days	OSS Days	Actions	Offenses	Allowed Profiles	Re-Entry Warning Message	Restrict F
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 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...		[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Use/Possessor	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Under Influenc	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Using	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Sale/Purchase	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Arson (SESIR)	Arson	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Battery (SESIR)	Battery	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]

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 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...		[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Use/Possessor	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]
Alcohol Under Influenc	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]
Alcohol Using	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]

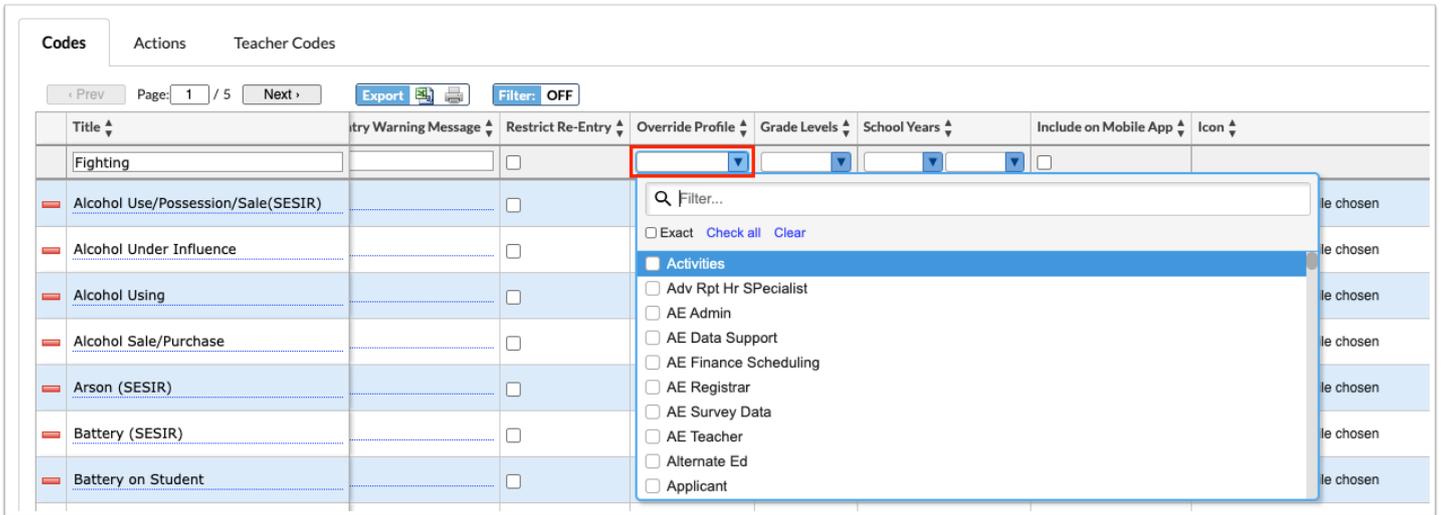
11. Select **Restrict Re-Entry** to prohibit the student from being enrolled in a district school.

Codes Actions Teacher Codes

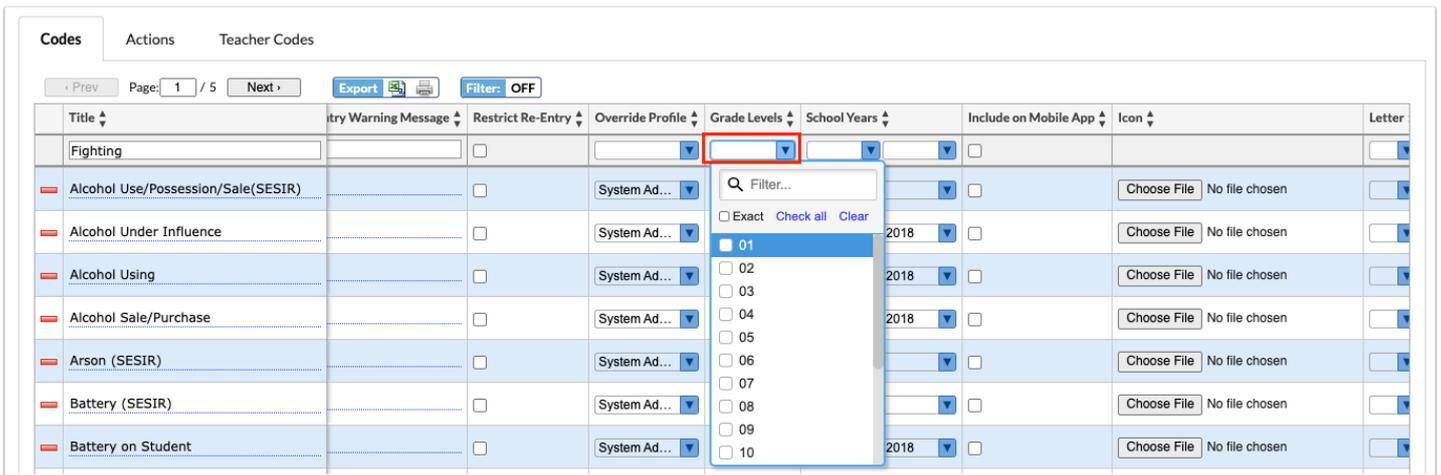
Page: 1 / 5 Filter: OFF

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...		[Dropdown]	[Text Field]	<input type="checkbox"/>	[Dropdown]
Alcohol Use/Possessor	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]
Alcohol Under Influenc	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]
Alcohol Using	Alcohol ...	Min Max	Min Max	[Dropdown]	Edit	[Dropdown]	[Text Field]	<input type="checkbox"/>	System Ad... [Dropdown]

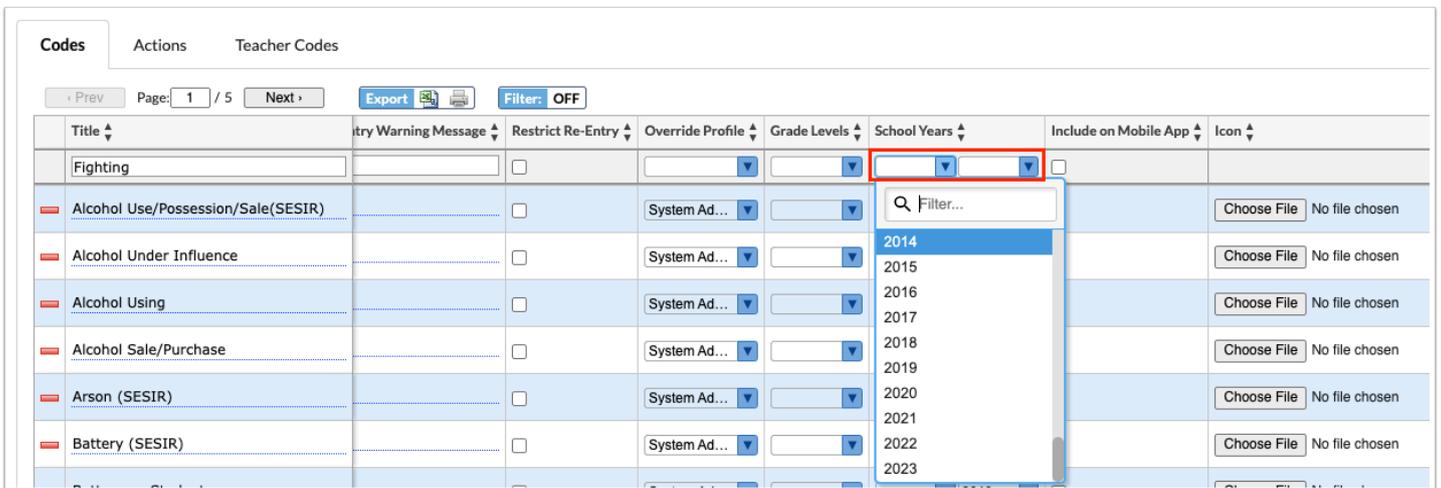
12. In the **Override Profile** pull-down, select the profiles that will be able to override the restrictions placed on the discipline code.



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



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



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.

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.

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"/>

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.

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.

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/Physic	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

25. Press **Enter** to add the row.

26. Continue adding additional entries as needed.

27. 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

1. 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
		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		

2. Click any field on an existing code 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 a Code

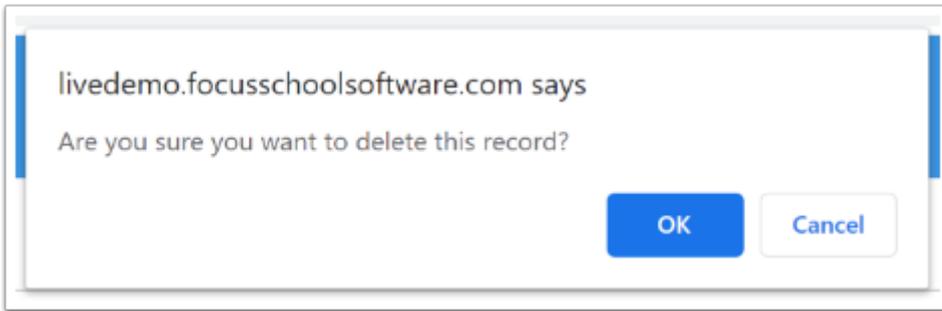
1. Click the **Codes** tab if not already opened.

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

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



i 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.

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**.

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.

i 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.

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.

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.

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.

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

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"/>			

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

Codes Actions **Teacher Codes**

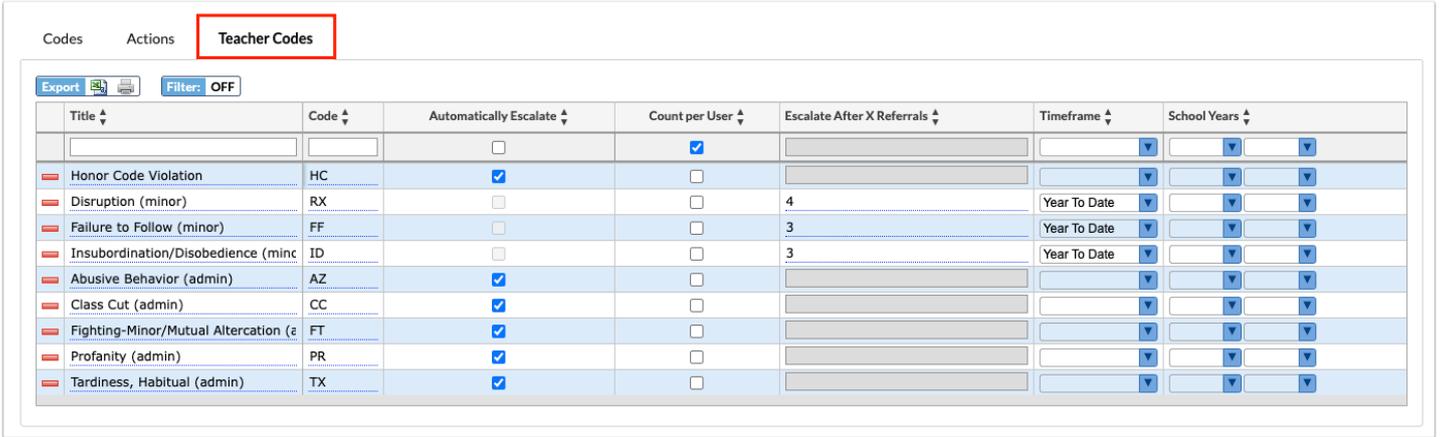
Export Filter: OFF

Title	Code	Automatically Escalate	Count per User	Escalate After X Referrals	Timeframe	School Years
		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Honor Code Violation (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.

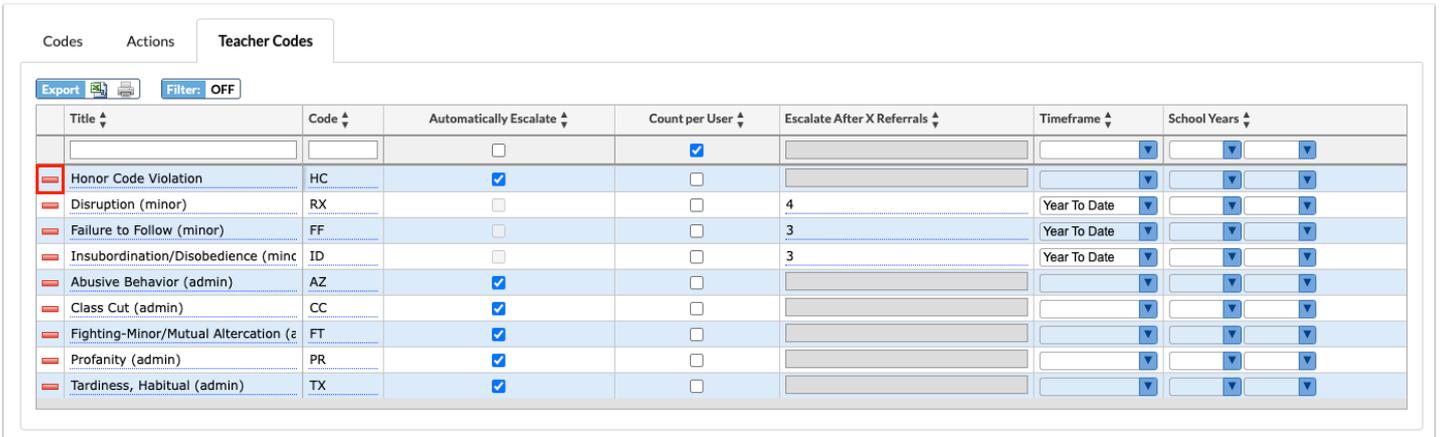
Deleting a Teacher Code

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



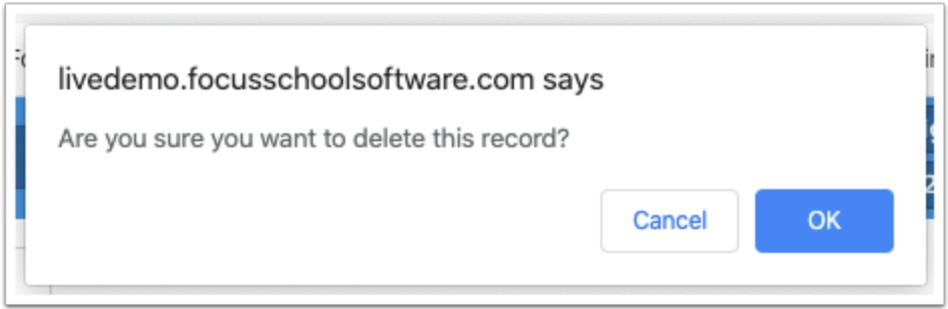
Title	Code	Automatically Escalate	Count per User	Escalate After X Referrals	Timeframe	School Years
		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Honor Code Violation	HC	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Disruption (minor)	RX	<input type="checkbox"/>	<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**.



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"/>			

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



 The row will flash and then will be deleted.