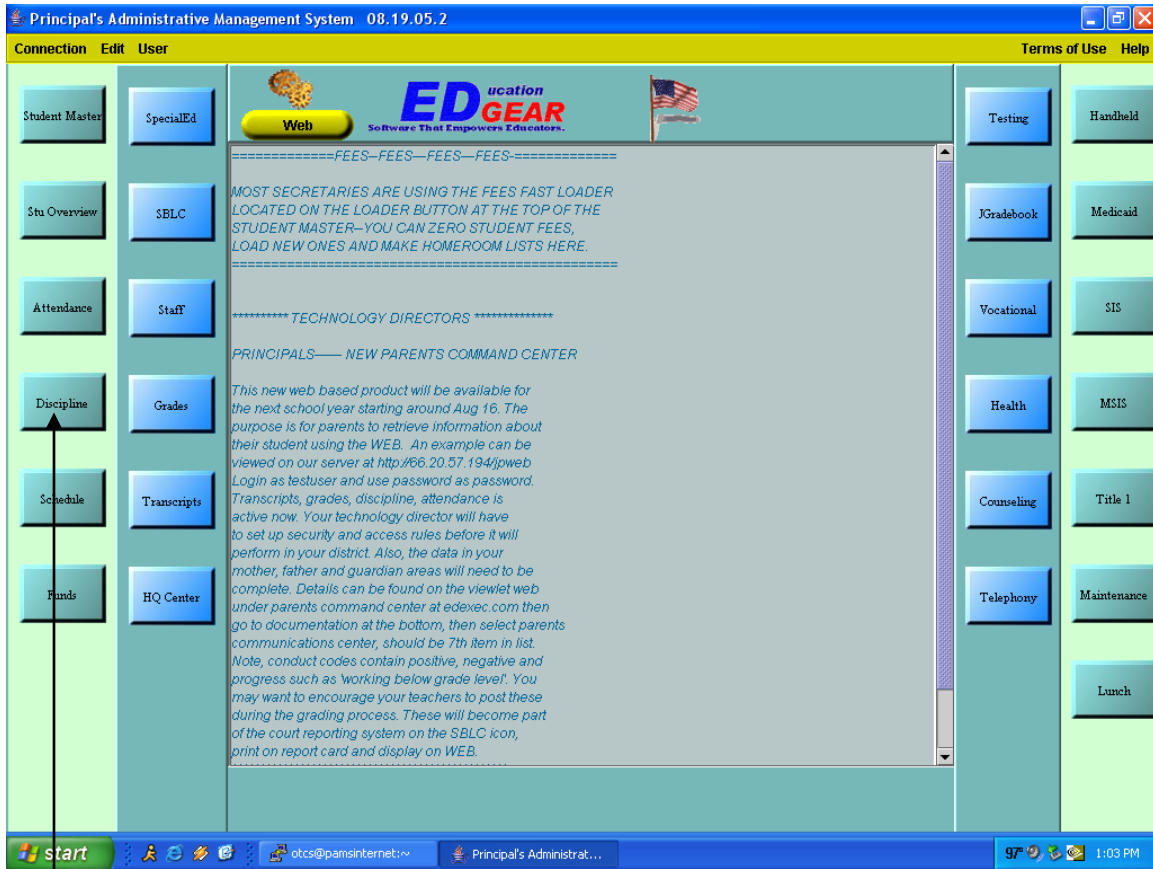


# **JPAMS**

## **Discipline**

## Getting Started



1) When in JPAMS, double click on the button labeled “Discipline.”

NO	RUN	HELP	PROGRAM NAME	LAST RUN	USER	VERS	
01		HELP	DISCIPLINE OVERVIEW	08/21/2005 01:11:24		1002024618	Current
02	RUN	HELP	Posting and Reports	07/19/2005 12:13:06	GEG	1.01126	Discipl
03	RUN	HELP	Discipline Grid	06/10/2005 04:00:40	KLS		Discipl
04	RUN	HELP	Discipline Utility	04/27/2005 11:00:40	GEG	01.03.02	Discipl
05	RUN	HELP	Detention List	04/27/2005 11:00:00	RM		Detent
06	RUN	HELP	Discipline Report Teacher/Gra...	05/04/2005 08:49:09	KS		Discipl
07	RUN	HELP	Suspension/Expulsion List	06/10/2005 04:00:47	KLS		ISS/OOS
08	RUN	HELP	Discipline Referral List	06/10/2005 03:59:03	KLS		Discipl
09	RUN	HELP	Student Statistic Review	04/18/2005 01:26:50	KLS		Discipl
10	RUN	HELP	Frequency Report	06/10/2005 03:59:22	KLS		Freque
11	RUN	HELP	Point System	03/01/2005 03:48:44	KLS		Point S
12	RUN	HELP	Discipline Ethnic/Gender/Grade	02/09/2005 11:03:41	KLS		Discipl
13	RUN	HELP	Incident & Action Taken Matrix	09/18/2003 02:00:00	KLS		Discipl
14	RUN	HELP	Incident & Action Matrix 2	10/30/2004 12:19:01	KLS		Discipl
15	RUN	HELP	Referral Number Audit	04/18/2005 01:48:38	KLS		diReal
16	RUN	HELP	Click to Launch Help   Referrals	04/29/2004 11:00:00	KLS		Studen
17	RUN	HELP	Discipline Summary Report	02/09/2005 12:08:50	KLS		difFullR
18	RUN	HELP	Referral Export to File	06/28/2004 10:00:00	SW5		Referr
19	RUN	HELP	Discipline Hot List	10/19/2004 09:30:00	VA		Discipl
20	RUN	HELP	Discipline Audit	03/23/2005 15:30:00	VA		Discipl

2) When the button labeled “Discipline” has been double clicked, a dashboard appears. Click on “RUN” next to “02” or the program called “Posting and Reports.”

## The Setup Box

1) When entering the “Posting and Reports” program, a setup box should appear in the lower right hand corner.

The setup box contains the following information:

- A) School
- B) School District
- C) School Year
- D) Options concerning:
  - I) JSPED
  - II) JHealth
  - III) Emailing Referrals
  - IV) The Call System
- E) Location of Staff Information
- F) Disciplinarians/Administrators

2) Items A, B, and C should be set upon entry to the program. Item C, School Year, can be changed by simply clicking on the box containing the year and selecting the school year desired.

3) In the “Options” area, there should be a check in the box next to the option labeled “Use JSPED.” If any other boxes need to be checked, please ask Jessie Joubert.

4) In the “Staff Location” area, the item “Use HR System” should be bubbled in.

5) In the “Administrators” area, this is where the names of the disciplinarians are inserted to the system. In the boxes provided, simply type the names of the staff members who handle discipline issues. When this has been entered, click “ENTER DISCIPLINE.”



State Department Of Education School Behavior Reporting System v08.Z3.05 VA

**Behavior Referral Form** For TIFFANY NICOLE ADAMS SID:2010037 GR:08 Fri, Sep 2, 2005 04:36 13 PM R: 2 (Rev: 04/05/05)

NAME: ADAMS TIFFANY NICOLE SIDNO: 2010037  BUS REFERRAL REF: 2

STAFF: BELL SHELIA ID: 250004204 ROOM #:

PHONE: GRD: 08 PRINC: Theodore Lane

SCHOOL: 001 Lake Providence Junior High

INCIDENT DATE: 09/02/2005 TIME: 16:35 LOC:

PRIME: Code Nature of Referral Incident Description:

REMARKS:

Web Delete Help Clear Quit Save Prev Next Terms

RefPG1  
RefPG2  
Admin  
Comments  
Stu Hist  
Audits  
Letters  
Custom  
Setup  
Find Ref  
Reports  
Stats  
Suspend

4) Next, we must look at the incident date, time, and location. Single click on the date to have a calendar pop up. Select the month and year by click on the drop down menus. Then click on the date for it to be loaded into the field. Adjust the time of day by clicking the up or down arrows on either side of the field to adjust the time. The right side adjusts the minutes, while the left adjusts the hour. To select a location, simply click in the field next to the test "LOC:" and a pop up box will appear with various locations to choose from. Simply single click on the location that is appropriate.

Date v0307030747

September 2005

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

09/02/2005

Select month and year first then select your day, or enter a valid date in the box provided.

If date is correct, click the 'X' in the top right corner of calendar.

16:35

Athletic Field  
Auditorium  
Auditorium 2  
Basketball Courts  
Bathroom  
Bus  
Cafeteria  
Classroom  
Campus

Code	Nature of Referral Incident Description:

5) Select the incident that occurred by clicking in the first green cell under the heading "Code." When clicked, a box will appear with a list of state codes. Single click on the code to select it. Up to four incident codes can be selected by clicking in each respective green cell.

**Nature of Incident**

01 Willful disobedience  
 02 Treats an authority with disrespect  
 03 Makes an unfounded charge against authority  
 04 Uses profane and/or obscene language  
 05 Is guilty of immoral or vicious practices  
 06 Conduct or habits injurious to others  
 07 Uses/possesses controlled dangerous substances  
 08 Uses/possesses tobacco and/or lighter

6) Add any remarks by the student in the "Remarks:"

REMARKS:

State Department Of Education School Behavior Reporting System v08.23.05 VA

**Behavior Referral Form** For TIFFANY NICOLE ADAMS SID:2010037 GR:08 Sat, Aug 27, 2005 08:31 06 PM R: 2 Ref:445538

NAME: ADAMS TIFFANY NICOLE SIDNO: 2010037  BUS REFERRAL REF: 2

STAFF: BELL SHELIA ID: 250004204 ROOM #:

PHONE: GRD: 08 PRINC: Theodore Lane

SCHOOL: 001 Lake Providence Junior High

INCIDENT DATE: 08/27/2005 TIME: 20:30 LOC: Auditorium

Code	Nature of Referral Incident Description:
01	Willful disobedience

REMARKS:

7) This is one of three pages. To move onto the next page, notice the buttons on the right side of the page. Click RefPG2.

- RefPG1
- RefPG2
- Admin
- Comments
- Stu Hist
- Audits
- Letters
- Custom
- Setup
- Find Ref
- Reports
- Stats
- Suspend

State Department Of Education School Behavior Reporting System v08.23.05 VA

For TIFFANY NICOLE ADAMS SID:2010037 GR:08 Sat, Aug 27, 2005 08:38 37 PM R: 2 Rec:945538

### Behavior Referral Form

By Teacher:

Code	Action Taken By Teacher, Bus Driver Or Other Employee

Parental Contact:  -PLCN- Date:

**Teacher Actions**

- 01 Conference with Pupil
- 02 Referred to Counselor
- 03 Placed in Detention
- 04 Assigned Remedial Work
- 05 Referred to Social Worker
- 06 Referred to office

RefPG1  
RefPG2  
Admin  
Comments  
Stu Hist  
Audits  
Letters  
Custom  
Setup  
Find Ref  
Reports  
Stats  
Suspend

Web Delete Help Clear Quit Save Prev Next Terms

8) The first option on the page is "Action take By Teacher, Bus Driver, Or Other Employee." To input information, click in the first green cell under the heading "Code." When this cell is clicked, a selection box appears. Choose the appropriate choice. Up to four options can be selected.

Parental Contact:  -PLCN- Date:

**Personal Contact**

- P Phoned the parent (fill in the date of contact)
- L Sent home a letter to parent
- C Conferenced with the parent
- N No parent contact done by teacher prior to referral

9) Next, fill in if and/or how and when a parent/guardian was contacted. Click in the field next to the text "Parental Contact:" to bring up a box. Choose the appropriate choice. Then, fill in the date, if necessary, of when the parent/guardian was contacted by clicking in the field next to the text "Date." This will, again, bring up a calendar to select the correct date in which the parent was contacted.

10) Any Teacher/Employee recommendations, type them in the area provided.

Teacher/Employee Recommendations:

Date School Employee Signed Form:

- RefPG1
- RefPG2
- Admin ▼
- Comments
- Stu Hist
- Audits
- Letters
- Custom
- Setup
- Find Ref
- Reports
- Stats
- Suspend

11) Click in the field next to the text “Date School Employee Signed Form:” to log when the Teacher/Employee field out and sign the referral.

12) Click on the button labeled “Admin” to move on to the third page.

State Department Of Education School Behavior Reporting System v08.23.05 VA

**Behavior Referral Form** For TIFFANY NICOLE ADAMS SID:2010037 GR:08 Sat, Aug 27, 2005 09:42 10 PM R: 2 Rec: 945538

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration (Description)	DATE

Points Lost:   
Points Earned:

Other Remarks: (Only the first four lines will print on letters. Please DO NOT type in all capital letters.)

STUMASTER JSPED HEALTH SBLC LEGAL Committees

Date Disciplinarian Signed Form: 08/27/2005 Disciplinarian:

-----Post Hearing Expulsion Results-----

Post Expulsion Decision Start Date:  Return Date:

Remove Expulsion

RefPG1  
RefPG2  
Admin  
Comments  
Std List  
Audits  
Letters  
Custom  
Setup  
Find Ref  
Reports  
Stats  
Suspend

Web Delete Help Clear Quit Save Prev Next Terms

13) On this page, the decision on how to discipline the student is reflected here.

I) For a Bus Suspension, click the green cell below the letters "BUS."

II) For an Out of School Suspension, click the green cell below the letters "OSS."

III) For an In School Suspension, click the green cell below the letters "ISS."

IV) For a Detention, click the green cell below the letters "DET."

V) For a Conference, click the green cell below the letters "CO."

**Bus Suspension Arrangements**

Recommend Expulsion

Days  Start  Returns

Weapon Type

Hearing Date:  Time:  Loc:

14) When the green cell below "BUS" is clicked, the Bus Suspension Arrangement box appears. First, set the number of days the student will have a Bus Suspension by click on the up or down arrows on the box next to the text "Days." The left arrows adjust the first digit, the right set of arrows adjust the second digit.

**Bus Suspension Arrangements**

Recommend Expulsion

Days  Start  Returns

Weapon Type

Hearing Date:  Time:  Loc:

15) After the days suspended is correct, click in the field next to the text "Start" to bring up a calendar to select the date the student starts his/her Bus Suspension. When the days and start date have been entered, the "Return" field will automatically adjust to the correct day the student can return to the bus.

16) If an expulsion is recommended for this suspension, put a check in the box next to “Recommend Expulsion.” Then, if the information is know, fill out the hearing date, simply by click in the field and selecting a date from the calendar, the time, and the location. If a weapon is involved, put a check in the box next to “Weapon” and then click in the field next

to “Type” to select a weapon type used. Then Click “OK.”

17) When the green cell below “OSS” is clicked, the Out of School Suspension Arrangements box appears. First, set the number of days the student will have an Out Of School Suspension by click on the up or down arrows on the box next to the text “Days.” The left arrows adjust the first digit, the right set of arrows adjust the second digit.

18) After the days suspended is correct, click in the field next to the text “Start” to bring up a calendar to select the date the student starts his/her Out Of School Suspension. When the

days and start date have been entered, the “Return” field will automatically adjust to the correct day the student returns to school.

19) Click in the blue field under the header “Code.” This is to select the main reason the student is being placed in Out Of School Suspension. It is not automatically filled in from the previous selection on page 1 because a student may have more than one incident to a referral. Only one is accepted by the state as the reason the student is being placed in Out Of School Suspension.

**Out of School Suspension Arrangements**

Recommend Expulsion

Days  Start  Returns

Weapon Type

Hearing Date:  Time:  Loc:

Code	SIS Incident Description: (Incident Report to DOE)
01	Willful disobedience

Code	Nature of Referral Incident Description:
01	Willful disobedience

20) If an expulsion is recommended for this suspension, put a check in the box next to “Recommend Expulsion.” Then, if the information is known, fill out the hearing date, simply by clicking in the field and selecting a date from the calendar, the time, and the location. If a weapon is involved, put a check in the box next to “Weapon” and then click in the field next to “Type” to select a weapon type used. Then Click “OK.”

**In School Suspension Arrangements**

Recommend Expulsion

Days  Start  Returns

Weapon Type

Hearing Date:  Time:  Loc:

Code	SIS Incident Description: (Incident Report to DOE)

Code	Nature of Referral Incident Description:
01	Willful disobedience

21) When the green cell below “ISS” is clicked, the In of School Suspension Arrangements box appears. First, set the number of days the student will have an In School Suspension by clicking on the up or down arrows on the box next to the text “Days.” The left arrows adjust the first digit, the right set of arrows adjust the second digit.

22) After the days suspended is correct, click in the field next to the text “Start” to bring up a calendar to select the date the student starts his/her In School Suspension. When the days

and start date have been entered, the “Return” field will automatically adjust to the correct day the student returns to school.

23) Click in the blue field under the header “Code.” This is to select the main reason the student is being placed in In School Suspension. It is not automatically filled in from the previous selection on page 1 because a student may have more than one incident to a

referral. Only one is accepted by the state as the reason the student is being placed in In School Suspension.

24) If an expulsion is recommended for this suspension, put a check in the box next to “Recommend Expulsion.” Then, if the information is know, fill out the hearing date, simply by click in the field and selecting a date from the calendar, the time, and the location. If a weapon is involved, put a check in the box next to “Weapon” and then click in the field next to “Type” to select a weapon type used. Then Click “OK.”

**Detention Arrangements**

**DAYS STUDENT IS PLACED ON DETENTION**

<input type="checkbox"/> MONDAY	START TIME:	8:00	END TIME:	2:30
<input type="checkbox"/> TUESDAY	START TIME:	8:00	END TIME:	2:30
<input type="checkbox"/> WEDNESDAY	START TIME:	8:00	END TIME:	2:30
<input type="checkbox"/> THURSDAY	START TIME:	8:00	END TIME:	2:30
<input type="checkbox"/> FRIDAY	START TIME:	8:00	END TIME:	2:30
<input type="checkbox"/> SATURDAY	START TIME:	8:00	END TIME:	2:30

**PLEASE CHECK OFF THE DAYS OF WEEK FIRST TO CALCULATE THE DATE SPAN BELOW CORRECTLY.**

Days: 00    Starts:    Returns:    **CALC**    **DAYS**

LOCATION OF DETENTION: [ ]

**SET TIMES**    **OK**    **CLEAR**    **CANCEL**

25) When the green cell below “DET” is clicked, the Detention Arrangements box appears. First, place a check next to the days the student will have detention. Then, adjust the time of day the student will be in detention. Next, set the number of days the student will have Detention by click on the up or down arrows on the box next to the text

“Days.” The left arrows adjust the first digit, the right set of arrows adjust the second digit.

26) After the days in Detention is correct, click in the field next to the text “Start” to bring up a calendar to select the date the student starts his/her Detention. When the days and start date have been entered, the “Return” field will automatically adjust to the correct day the student returns to a normal school day.

27) Click the down arrow on the box next the text “Location of Detention” to select to location of the students detention. Then click “OK”

28) When the green cell below “CO” is clicked, the Conference Arrangements box appears. First, put a check mark next to the appropriate option.

29) Click in the field next to the text “Date Scheduled/Held” to select the date the conference was held on or when the conference will be held.

30) Next the “Conference Location,” click on the arrow on the drop down menu to select the location of the conference.

31) Adjust the time of day, next to “Time Scheduled/Held, by clicking the up or down arrows on either side of the field to adjust the time. The right side adjusts the minutes, while the left adjusts the hour.

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration (Description)	DATE
NO		02da			10	ISS On Site	08/30/2005

32) Once an disciplinary action has been filled out, the field “Action taken By School Administration (Description)” is filled in to show the action. If actions are taken outside of ISS, OSS, DET, etc. click on the green cell under the current action to add a new action.

State Department Of Education School Behavior Reporting System v08.23.05 VA

**Behavior Referral Form** For TIFFANY NICOLE ADAMS SID:2010037 GR:08

Sat, Aug 27, 2005 11:28 12 PM R: 2 Rec: 945538

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration (Description)	DATE
NO		02da			10	ISS On Site	08/30/2005

Points Lost:

Points Earned:

Other Remarks: (Only the first four lines will print on letters. Please DO NOT type in all capital letters.)

STUMASTER JSPED HEALTH SBLG LEGAL Committees

Date Disciplinarian Signed Form: 08/27/2005 Disciplinarian:

-----Post Hearing Expulsion Results-----

Post Expulsion Decision Start Date:  Return Date:

RefPG1  
RefPG2  
Admin  
Comments  
Stu Hist  
Audits  
Letters  
Custom  
Setup  
Find Ref  
Reports  
Stats  
Suspend

Web Delete Help Clear Quit Save Prev Next Terms

33) If there are any other remarks, place them in the space provide.

34) Date the Disciplinary Action page by clicking in the field next to "Date Disciplinarian Signed Form:"

35) Click in the field next to

"Disciplinarian" to select the Disciplinarian. These options were entered in the setup box.

36) Click "Save" to save the referral.

## To Find a Referral

1) Upon entering "Posting and Reports," click on the button, on the side panel, "Find Ref." A box will appear listing all referrals in the current system. To look at a referral, click on the appropriate one.

STUDENT NAME		REF	DATE	TIME	SIDNO	GRD
ADAMS TIFFANY NICOLE		1	2004-05-04	920	2010037	08
ATKINS ROBERT LEE		1	2004-01-12	811	2051511	06
BAILEY TIERNY LEANNE		1	2003-12-04	800	3040025	06
BARIDEAUX BEVERLY CATHERINE		1	2004-01-07	931	3010006	08
BARIDEAUX BEVERLY CATHERINE		2	2004-01-15	1133	3010006	08
BASS RONNIQUITTIA CHENEL		1	2004-01-13	1014	4010000	06
BASS RONNIQUITTIA CHENEL		2	2004-01-14	1014	4010000	06
BASS RONNIQUITTIA CHENEL		3	2004-02-12	811	4010000	06
BASS RONNIQUITTIA CHENEL		4	2004-03-17	800	4010000	06
BASS RONNIQUITTIA CHENEL		5	2004-05-07	940	4010000	06

## To Print Letters/Forms

1) Find a referral.  
 2) Click on the button "Letters." When "Letters" is clicked, a box appears. Select the appropriate letter to print.

Department of Education School Behavior Report
Suspension Form
Expulsion Form
Expulsion Recommendation
Student Assignment Sheet
Disciplinary Letter to Parents
Detention Notification
Bus Suspension Notification
Alternative Detention Notification
Alternative Suspension Notification
Alternative Fill-in Letters
Suspend License Form

## To Post an Expulsion Hearing Decision

- 1) Enter "Posting and Reports"
- 2) On buttons on the right, click the button "Audits."
- 3) Place a check by the option "Hearings Pending"

REFERRAL HISTORY ANALYSIS 05.05.05 VA

COPIES: 01 DATE: From 08/01/2005 TO: 08/27/2005

COMPLETE  HEARINGS PENDING

CONFERENCE PENDING  DETENTION PENDING

OK PRINT

4) Click "OK" to get a list of referrals with hearings or click "PRINT" to get a print out of the hearings pending.

5) If you clicked "OK," a box should appear listing all referrals with hearings pending.

EXPULSIONS PENDING LIST 08/27/2005 05.05.05 VA

To View A Referral, Click on the Desired Referrals Row.

STUDENT INFORMATION: ---REFERRAL--- ---ADMINISTRATOR---

SC	STUDENT	GR	REF	RDATE	PRC	RC2	RC3	RC4	REFERRAL REAS	ADATE	PAC	AC2	AC3	AC4
----	---------	----	-----	-------	-----	-----	-----	-----	---------------	-------	-----	-----	-----	-----

Print Close

- 6) Locate the student name and the referral number.
- 7) Print and/or close this box.
- 8) Click Find Ref.
- 9) Click on the correct referral.
- 10) When the correct referral is brought up, the Admin page will be shown first.
- 11) Near the bottom of the page is the area to post hearing/expulsion results.

Start Date: 
 Return Date:

12) Click on “Post Expulsion Decision.”

13) Click on the appropriate decision.

**Student Placement**

1 Return To Class: Student can return to normal school setting.

2 Suspension (OS\*) Student is temporarily prohibited from participating in his/her usual placement within school with no provision of instructional services. Include only suspensions resulting in removal for at least one full day.

3 Expulsion (OS\*) Removal (Exit) of a student from school for a determined number of days with no provision of instructional services. \*\*Also requires submission of an Exit Record.

4 In-School Suspension 1) Student is temporarily removed from his/her usual classroom placement to an alternative setting for a minimum of one COMPLETE school day, AND 2) No interruption of instructional services occurs. (An Aalternative Setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of LEA personnel or their designees.)

5 In-School Expulsion 1) Student is temporarily removed from his/her usual classroom placement to an alternative setting a period of time specified by the LEA, AND 2)No interruption of instructional services occurs. (An alternative setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of LEA personnel or their designees.)\*\*Exiting the student is optional.

14) Next, click in the field next to “Start Date:” to select the start date of the student’s expulsion.

15) Click in the field next to “Return Date:” to select the student return date.

16) Click “Save.”