

Disciplinary Referral Sheet

(a.k.a. "This Kid's a royal pain in the rump.")

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Windows 98+ Software
Version 3.0

It seems that now-a-days teachers have to keep records of everything and disciplined students have to be kept track of as part of daily routine in the teacher's already busy day. So at Baggetta_Ware we have come up with another tracking program to help you with this job. We call the program *Disciplinary Referral Sheet* (although it does have an alternate name that captures the essence of its objective) The idea came from report sheets we use to have to fill out when reporting some kind of classroom misdemeanor to the principal. Usually there were problems with reading handwriting and not giving enough information, so we came up with a computer alternative, which works very well.

Install this program on your Windows PC machine, and you are good to go. After installation you will find an icon on your desktop. Double click this icon and you will get the main workscreen which looks like the illustration here. The title of the program shows at the top of the screen, along with the school logo (we'll explain how to put

your logo up there, later on). Essential information about the student is entered automatically from lists that you prepare once, at the start of the school year, including the student's name, year of graduation, identification, and home room and a counselor name and email address (if you want to use this feature). You can also include your name, the date on which the incident occurred, and finally a detailed explanation of what happened. Administrators love all this information when issued such a report. Give them one of these reports, and you will be the talk of the school. You will also see a couple of built-in features: *Offences* (available at the bottom of the window) and *Save or Open reports* on the menu. There is also a checkbox to preserve the built-in comments, in case you are doing several students at a time.

There are three text lists you must prepare at the start of the school year, and they will be used by the program. You can prepare them in any word processor or simply use the Notepad that is part of the Windows operating system (Start/Accessories/Notepad). Regardless of which processor you use, make sure you are saving as a text file. This usually has an extender on the file name of .txt and not the usual document extender of .doc. You can set this in the Save dialog of your program. If you need further help with this, contact us at baggetta@baggetta.com and we will try to assist you.

Disciplinary Referral Sheet *High School Anywhere*

Complaint

Issue an Office Report Issue a Parent Report

Student: Como, Perry

Teacher: James Bond

Retain Offence Comment For Multiples

Comments and Action Taken (Be Specific -- Don't Generalize)

Perry has not been cooperating in class. He wears heavy sweaters that seem to make him very sleepy and he is constantly crooning songs while I am trying to give a lesson.

Student Data

Cal/On: 8/17/2005

Student's Grade: 2001

Student's I.D.#: 2878

Student's HmRm: CAF

Administrator: Mr.Wilson(bac)
Email Requires Outlook

Print Report (Printer) Quit

View Office Report View Parent Report

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Here are the names of the three text files you will create and the format each uses.

Create and save a text file called **MasterList.txt**. This file will contain the names and other information of all of your students. If you have a helpful computer administrator in your building who does class lists, he can prepare this list for you in ASCII format, and this will save you a lot of typing, if you have a large number of students. A short list is easy to prepare, however, so here's the format to use on each line in your text file. Don't let the explanation scare you away. After you get use to using the system it is really quite simple, but it takes a bit to explain.

STUDENT NUMBER, "LAST NAME","FIRST NAME","HM. RM. #","COUNSELOR NAME/EMAIL","YEAR OF GRADUATION"

Pay attention to punctuation with the comma and the quotation marks. Also notice that there is no spacing between each of the entries (before or after the commas). You can space however between words or numbers typed in quotations.

We type the student number (four digits) first. And there are not quotation marks around the number. Type a comma after the number. Put quotations around the student's **last** name, next. This is followed by a comma. Put quotations around the student's **first** name, next – still on the same line. Next you will type the student's home room number (or some other numbered location – you could also use a code here instead), also placed in quotation marks. Follow it with a comma. The "other #" also placed in quotation marks can be anything (bus number, age, etc.). It doesn't really matter what you enter here – you can even just put a space in the quotes, if you like, since this is not being used by the program. This is also followed by a comma. Finally type the year of graduation in quotation marks at the end of the entry – usually a four digit number. After you finish typing this entire entry as described, tap the ENTER key on your computer to move down a line and start the next entry using the same format described above.

Here is the MasterList.txt file we sent along with the program installation. Study it a minute and notice how the format is set up, as described above.

```
3230,"Armstrong","Louis","44","Mr. Baggetta(baggetta@baggetta.com)","2002"  
2878,"Como","Perry","CAF","Mr. Wilson(baggetta@baggetta.com)","2001"  
2479,"Sinatra","Frank","04","James Madison(baggetta@baggetta.com)","2001"  
3866,"Davis","Betty","56","","2004"  
2480,"Mix","Thomas","10","Abraham Lincoln(baggetta@baggetta.com)","2001"  
3433,"Lugosi","Bella","57","Mrs. Foyder(baggetta@baggetta.com)","2003"  
2481,"Lincoln","Abraham","60","Mr. James Talor(baggetta@baggetta.com)","2001"
```

Administrator or Counselor Email Address

The fifth field (after the room number) is now available for a Counselor's or Administrator's name and email address. Some schools have email available to all teachers and administrators, so it is very easy to send the report directly to them via email –if you have Microsoft Outlook available on your system. If you wish to use this field, you must set the entry ups as follows: **NAME OF ADMINISTATOR(ADDRESS@ADDRESS.COM)**

Notice the name of the administrator comes first followed by an open parenthesis (no space) followed by the email address, followed by a close parenthesis. The program will use this format to set up the name and mail address so that it will work in Outlook.

If you don't want to include an email address, just leave this field blank as a null. That is two quotes with nothing between them, as we did with Betty Davis above. We have used different pseudo names for our counselors in the sample list, but the email is the same – for Baggetta_Ware test purposes. You can change these to work with your mail, if you like – or leave them as is for testing purposes.

When you have completed your list, save the MasterList.txt file to the program directory. This is the **C:/Program Files/Disciplinatory Sheet/** path on your hard drive. This new list will replace the one we sent you, so save the old one under a different name if you want to keep it.

We'll explain how this list appears in the program later on. But now, let's take a look at a couple of other lists you will want to prepare with Notepad, now that you are feeling good about list making.

The next list you will also have to save in the program directory (same as above) is a simple teacher list. This is a list of teachers who are going to be using the program. The sample only has one in it, but you can add others if you like. Of course, you will want to have your name in it as the main user. Save this file as **TeacherList.txt**. This can be created in Notepad as well.

The third text list (created the same way as the previous lists) is simply a list of generic or specific offences. You might want to have this list for offences that are repeated often (chewing gum, punching fellow students, talking out of turn, etc. You can make this list as long as you like, having one phrase or sentence on each line. Do not use commas in the sentence or phrase, however, since this will throw off the computer. Here's the list we include with the program. Of course you can make changes in it or add your own ideas.

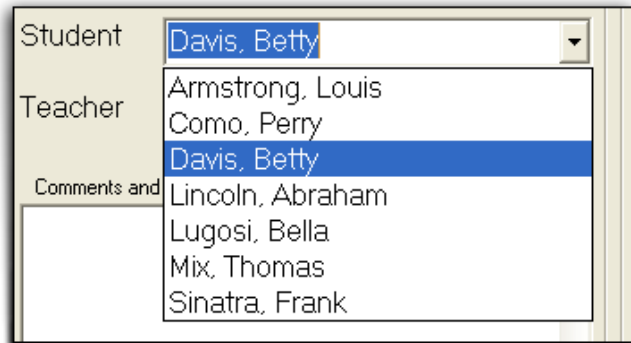
Chewing gum
Causing a class disturbance
Late to class regularly
Skipping class
Does not bring textbook to class
Does not come to class
Does not follow instructions
Falls asleep in class regularly
Instigating a fight in the locker room.
This kid is a royal pain in the rump

After you modify or complete the list, make sure you save it again to the program directory under the name **OffenceList.txt**.

Okay. Now that all of our lists have been created and safely placed in the program directory, we can see how the program works.

Program operation is simple. Boot up the program from the icon on the desktop. You can minimize the window also, in case you want to always keep it on the Taskbar at the bottom of the screen. This way you can bring it up when it is needed.

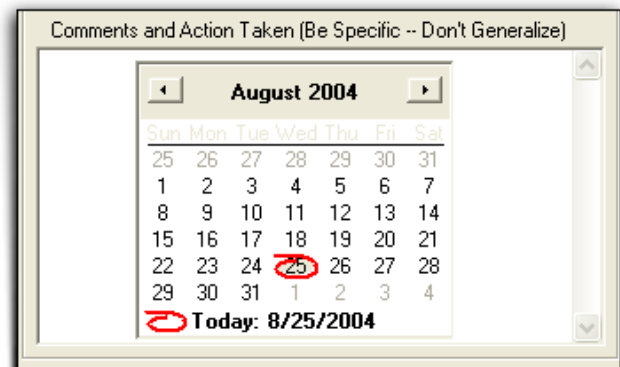
If you click on the arrow to the right of the Student Name text box, you will get a dropdown list of all the students you deal with. This is from the student list you created and saved. To enter a student's name, simply click on the name from the list, and it is placed in the name box. You can change this if need be. You can also just type in the name, in case the student is not on your list.



The advantage of the dropdown list, of course, is that all of the other student information boxes are filled in when you make your selection. If you type a student's name in you will have to provide the other information manually.

Now, enter your teacher name, using the same method as above, from the teacher dropdown list. You can just type in your name also, if you prefer.

You will also want to date the report. You can type the date in the date box next to the CalOn button, or you can use the onboard calendar control. Simply click the CalOn button and the selection calendar appears over the comments box. Find the current date (the default of the calendar) or some other date if necessary and click on it. The date will be placed in the proper box and the calendar will close. You can also close the calendar by clicking on the CalOn/CalOff button which acts as a toggle.



Once all of this information is complete, you may then type in the offences or comments about the student, that are going to be communicated to the principal. This is done in the Comments window. If you decide to use one of the Stock phrases you created in the offence list, click the dropdown window at the bottom of the program screen and make your selection. To add this to comments you already wrote or to simply place it in the window, click the CLICK HERE button, next to the comment window, and it will be added.

When you have completed your report, you will want to do two things. First you will want to save it, for future reference. You can do this by clicking on the Files option on the menu bar and selecting save. Give the file a name (we generally use the student's name or some variation to differentiate – such as dates, etc.) and click save. You can use the same menu option to Open the file in the future.

You can print two types of sheets, using the information you have recorded. If you click the "Issue an Office Report" you will get a report similar to the illustration at the right. If you would also like a report to send home to parents and have it returned signed, you should check the "Issue a Parent Report." You can do both at the same time or separately. The reports will be

High School Anywhere

Discipline Report

Student: Armstrong, Louis Date: 12/10/2004

Grade: 2002

Teacher: Mr. Baggetta I.D. # 3230

HmRm. 44

Teacher's Signature _____

Parent or Guardian Return Signature _____ Date: _____

Please return this sheet to me, signed and dated.

Student Issues

Louis has been a problem in the halls, this week. He continually plays a trumpet that he brings to school with him, even though the principal has told him not to. I would like to have something done about this so that we can all get on with the business of his education.

High School Anywhere

Disciplinary Referral Sheet

Student: Armstrong, Louis Date: 12/10/2004

Grade: 2002

Teacher: Mr. Baggetta I.D. # 3230

HmRm. 44

Comments: Louis has been a problem in the halls, this week. He continually plays a trumpet that he brings to school with him, even though the principal has told him not to. I would like to have something done about this so that we can all get on with the business of his education.

REPLY

Date: _____

Student: Armstrong, Louis

Teacher: Mr. Baggetta

Action Taken: _____

To be filled out by the office

printed on a half sheet of paper. You can print another report by inserting your paper into the printer in reverse order and printing again, or you might simply want to fold the

bottom half of the sheet over the top half as a cover, stapling the two for security reasons. The parent report looks like the illustration here.

If you would like to view these reports before printing, click on the view buttons on the lower right side of the work screen. The reports will be presented on a pop up screen. After you view them, click the close button to return to the work screen.

Parents' Night Introductory Sheet

On the menu you will find one other type of sheet that can be printed. It is the Parent Introduction sheet. So often when Parents' Night would come around at our school, we would be required to meet with parents for a short time to discuss the goods-and-bads of their children.

High School Anywhere Mr. James Bond

Parents and Guardians. Thank you for coming. If you feel you need more time to discuss an important issue concerning your son or daughter, please make arrangements with a guidance counselor. Because of the large number of parents we are expecting, we will have to limit the number of minutes for this meeting.

To help with introductions, please complete the information below and then give the sheet to the teacher you are visiting with.

Parent or Guardian Name(s) _____

Student's Name _____

So many children come from broken families or families that have gone through remarriage and other kinds of unions that many of the children have assorted names, which can be very confusing on Parents' Night. Because of this I developed the Parent Introduction sheet, and you can now print a ready made sheet right from this program.

Click on the option on the menu and you will get an option to include a name and/or course title: Mrs. Jones – English Literature or J. D.

Fletcher – Math and Science, etc. If you don't want a heading, just click ok and go on. Two copies of the form will print out on the sheet. You can print more from here or take the printout to your copier to make more. Cut the sheets in half and have your student secretary give them to the waiting parents to fill out. When they come into the room, have them give you the sheet for a quick perusal. You won't have to wonder if they are there for the correct student anymore.

Sending Your Report By Email

Some schools allow teachers and administrators access to email, using Microsoft Outlook. If your school system allows this, you can send your report directly to a counselor or administrator using *Disciplinary Referral Sheet*. You will have to set up our Master List according to the format given above.

When you open a Student in the program you will notice that the Counselor's name and email are included in the main form. To send a completed or opened report, click the word

Disciplinary Sheet

Disciplinary Referral Sheet -- Email Report

TOPIC: Disciplinary Report for: Armstrong, Louis

ADMINISTRATOR: Mr. Baggetta

SEND TO: Mr. Baggetta(baggetta@baggetta.com)

COMMENT:

This is an internal report sent by the teacher listed, to the administrative counselor for ARMSTRONG, LOUIS. Please advise the teacher of the recourse taken.

DATE: 12/10/2004

STUDENT # 3230 **STUDENT GRADE** 2002

HOMEROOM 44 **TEACHER:** Mr. Baggetta

Louis has been a problem in the halls, this week. He continually plays a trumpet that he brings to school with him, even though the principal has told him not to. I would like to have something done about this so that we can all get on with the business of his education.

Administrator on the form, and your email will open on screen, as it will look when sent. Here's a sample here. We opened our saved report for Louise Armstrong and have opted to send it via email. Click "Send Email Report" to send your email, or "Cancel Email Report" to return to the workscreen.

Keep in mind that you must have access to Microsoft Outlook already established on your system, otherwise the program will produce an error.

Creating Your Own School Logo

The logo that is built into the program is loaded at the start up from a file called *banner.jpg*. You can create your own banner if you like with a program like Photoshop or some other art program that will save a .jpg file. The banner should be made according to the following specs:

303 pixels wide
64 pixels height
72 is the picture resolution.

You can play with these figures of course, to see if your own banner will fit the area. When you have finished creating the banner, save it as *banner.jpg* in the program directory and instead of our generic banner appearing you will have your own at the top of the program. If you need further help with this or would like us to do a banner for you for FREE, please contact us at baggetta@baggetta.com.

Disciplinary Referral Sheet is just one of the many time saving programs we are developing for teachers everywhere. If you like using this program, you might want to see our latest version of **INSTANT LESSON PLANNER 2000 Plus** at our website www.baggetta.com.

We are constantly trying to improve the quality of our products through testing and development; however, sometimes a problem develops because of specific machine requirements. We will try to help you resolve the problems, of course, but we will not be responsible for any damage caused by this program due to unforeseen software conflicts or user misuse. If you cannot accept these terms, do not use this program. Please let us know of any bugs you encounter by writing us via email at baggetta@baggetta.com

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