

Using SchoolTool to Input a DASA or Discipline Referral


Log into School Tool and select the student you wish to submit the referral on. You have two options for selecting the student depending on your access rights: 1) Select the student from your class roster or 2) Search for a student using the **Discipline** tab and then select **Discipline Search**. Type in the student's name and then select the **Search** button.

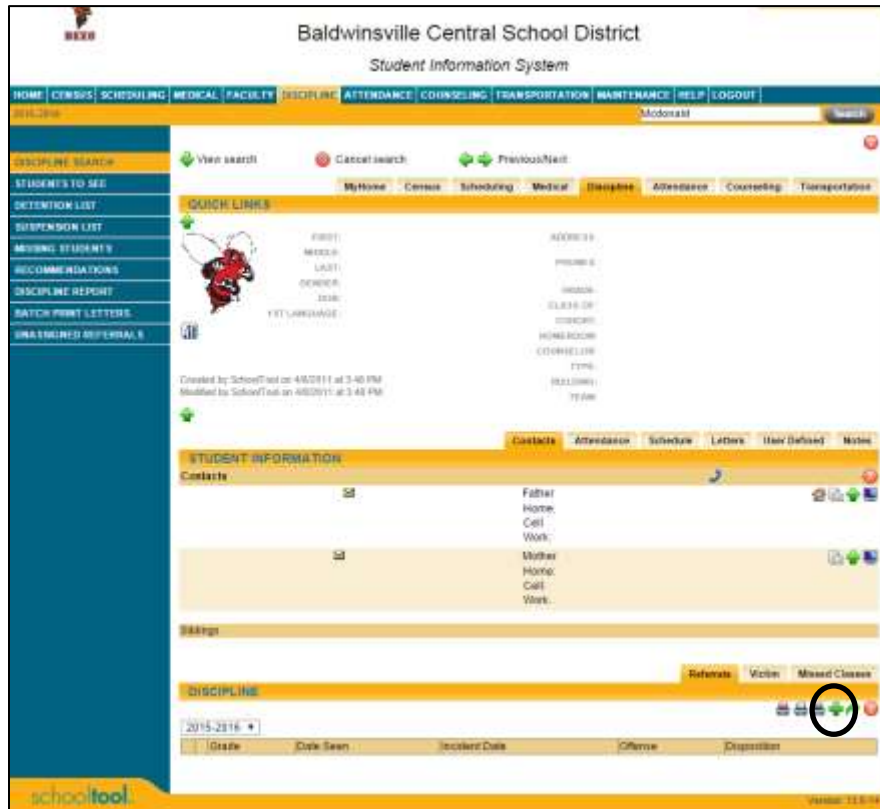
Option #1

The screenshot shows the SchoolTool interface for Charles W. Baker High School. The top navigation bar includes 'HOME', 'DISCIPLINE', 'ATTENDANCE', 'HELP', and 'LOGOUT'. The 'DISCIPLINE' tab is selected. Below the navigation bar, there are sections for 'PERSONAL INFORMATION' and 'QUICK LINKS'. The 'STUDENT' section at the bottom has a search icon circled in red.

Option #2

The screenshot shows the Baldwinville Central School District Student Information System interface. The top navigation bar includes 'HOME', 'CENSUS', 'SCHEDULING', 'MEDICAL', 'FACULTY', 'DISCIPLINE', 'ATTENDANCE', 'COUNSELING', 'TRANSPORTATION', 'MAINTENANCE', 'HELP', and 'LOGOUT'. The 'DISCIPLINE' tab is circled in red. Below the navigation bar, there is a search bar and a dropdown menu. The 'DISCIPLINE SEARCH' option is highlighted in the dropdown menu.

Once the student's information appears on the screen, you will need to **add** a referral using the  button on the bottom right side of the webpage/screen.



Baldwinsville Central School District
Student Information System

HOME | CENSUS | SCHEDULING | MEDICAL | FACILITY | DISCIPLINE | ATTENDANCE | COUNSELING | TRANSPORTATION | MAINTENANCE | HELP | LOGOUT

Modorasi

DISCIPLINE SEARCH

View search | Cancel search | Previous/Next

STUDENTS TO SEE

DETENTION LIST

SUSPENSION LIST

ISSUING STATEMENTS

RECOMMENDATIONS

DISCIPLINE REPORT

WATCH PRINT LETTERS

UNASSIGNED REFERRALS

QUICK LINKS

CONTACTS

ATTENDANCE

SCHEDULE

LETTERS

USER DEFINED

NOTES

STUDENT INFORMATION

CONTACTS

Father
Home:
Cell:
Work:

Mother
Home:
Cell:
Work:

DISCIPLINE

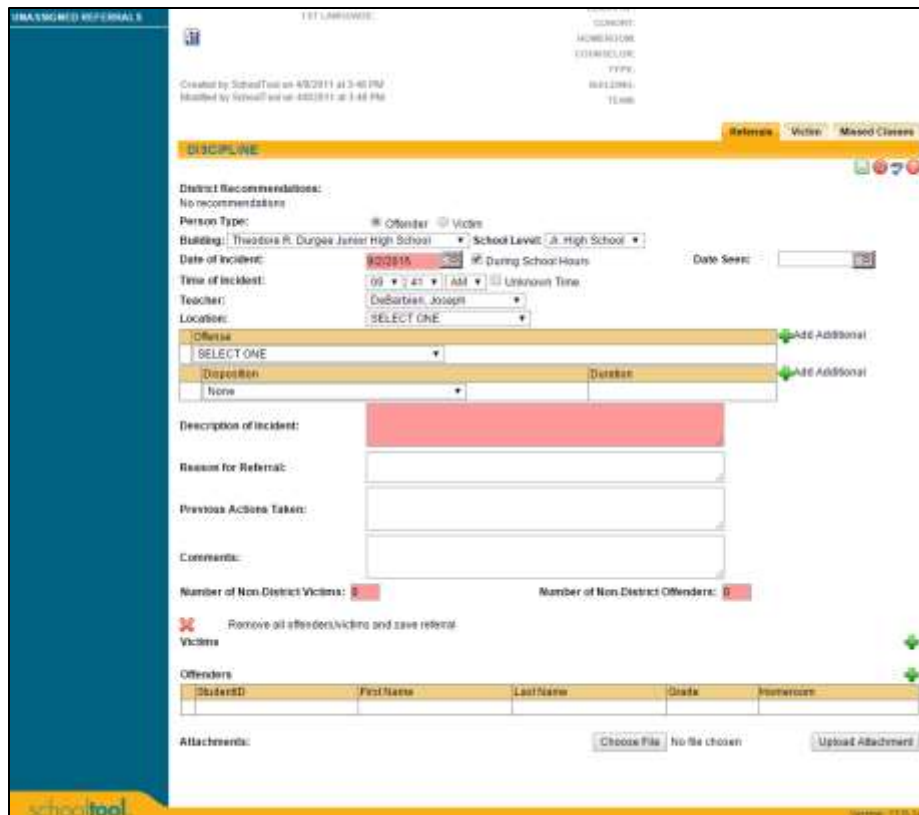
2015-2016

Grade Date Seen Incident Date Offense Disposition

Referrals Victim Missed Classes

schooltool

The **referral** will appear on the screen (see referral below).



UNASSIGNED REFERRALS

177 LARROWE

SEARCHED: 4/20/11
CORRECTOR: 4/20/11
TYPE: 4/20/11
TEAM:

Created by SchoolTool on 4/20/11 at 3:40 PM
Modified by SchoolTool on 4/20/11 at 3:48 PM

Referrals Victim Missed Classes

DISCIPLINE

District Recommendations:
No recommendations

Person Type: Offender Victim

Building: Theodore R. Durfee Junior High School School Level: Jr. High School

Date of Incident: 4/20/11 During School Hours Date Seen:

Time of Incident: 09:41 Add Unknown Time

Teacher: DeSartre, Joseph

Location: SELECT ONE

Offense: SELECT ONE

Disposition: none

Description of Incident:

Reason for Referral:

Previous Actions Taken:

Comments:

Number of Non-District Victims: 0 Number of Non-District Offenders: 0

Remove all offenders/victims and save referral

Victims


Offenders

StudentID	First Name	Last Name	Grade	Assignment

Attachments: No file chosen

schooltool

The steps to completing a referral are as follow:

- 1) Identify the Date of the Incident, Time of Incident, and Location of the Incident
- 2) Select the Offense as **DASA Founded Incident** by choosing from the dropdown menu (see insert below). Once you have selected the **DASA Founded Incident**, you we need to select the **Type** of DASA and the **Category**. You may also add additional offenses by selecting the .

10.2 - VADIR Item 2 Box

- Burglary
- Criminal Mischief
- Larceny, or Other Theft Offenses
- Bomb Threat
- False Alarm
- Riot
- Weapons Possession Only, Confiscated
- Weapons Possession Only, Other
- Use, Possession, or Sale of Drugs
- Use, Possession, or Sale of Alcohol
- Other Disruptive Incidents
- Property misuse
- ***** DASA Below *****
- DASA Unfounded Incident
- DASA Founded Incident**

Person Type: Offender Victim


Building: School Level: High School

Date of Incident: 9/2/2015 During School Hours

Time of Incident: 10:15 AM Unknown Time

Teacher: DeBarbieri

Location: SELECT ONE

Offense: SELECT ONE 

Description of Incident: [Redacted]


Reason for Referral: [Redacted]


Previous Actions Taken: [Redacted]


Comments: [Redacted]

Number of Non-District Victims: 0

Number of Non-District Offenders: 0

 Remove all offenders/victims and save referral

Victims 

Offenders 

StudentID	First Name	Last Name	Grade	Homeroom

Attachments: No file chosen

The options below will appear once you select DASA Founded Incident

DASA Type:

Verbal Threat

Physical Contact

Cyberbullying

Cyberbullying with Threat

Category:

Race

Ethnic Group

National Origin

Color

Religion

Religious Practice

Disability


Gender

Sexual Orientation

Sex

Weight


Other

- 3) Write a Description of the Incident
- 4) Write the Reason for Referral
- 5) Write the Previous Action Taken
- 6) Write any additional Comments
- 7) Add any Victims or Additional Offenders by selecting the  .

PREFERENCES

STUDENT VISITS

VIRTUAL CLASSROOM

QUICK LINKS 

FIRST: _____

MIDDLE: _____

LAST: _____

GENDER: _____

DOB: _____

1 ST LANGUAGE: _____

ADDRESS: _____

PHONES: _____

GRADE: _____

HOMEROOM: _____

HR TEACHER: _____





COUNSELOR: _____

TYPE: _____

BUILDING: _____


Created by SchoolTool on 4/8/2011 at 3:39 PM
Modified by SchoolTool on 4/8/2011 at 3:39 PM

Contacts
Schedule
Attendance
Discipline
Grades
Assessments
Assignments
Letters
User Defined
Notes

STUDENT    

Person Type: Offender Victim


Building: School Level: High School

Date of Incident: 9/2/2015  During School Hours

Time of Incident: 10 15 AM Unknown Time

Teacher: DeBarbieri

Location: SELECT ONE

Offense  Add Additional

SELECT ONE


Description of Incident:

Reason for Referral:

Previous Actions Taken:

Comments:

Number of Non-District Victims: 0 Number of Non-District Offenders: 0

 Remove all offenders/victims and save referral

Victims

Offenders

StudentID	First Name	Last Name	Grade	Homeroom

Attachments: No file chosen

Steps 3 to 6

Step 7




This screen will appear when you add a Victim or Offender to the referral.

DISCIPLINE Referrals Victim Missed Classes

Add Faculty: SELECT ONE +

SEARCH Student

Saved Searches NEW SEARCH

Add Search Criteria SELECT CRITERIA

LAST NAME: Last Name Group


Random

Use "AND" for like terms

Search

Select the **Last Name Search Criteria** to find the Victim or additional Offenders (you may also add a faculty name if appropriate). Once you have typed the last name select the **Search** button, check the box next to the student's name and then select the **Continue** button. The Victim or Offender will be added to the referral.

8) You may upload any attachments that are pertinent to the referral (papers, ect.)

9) The final and most important step is to select the  button at the top of referral so that it becomes saved (see picture below).

PREFERENCES QUICK LINKS

STUDENT VISITS

VIRTUAL CLASSROOM

Contacts Schedule Attendance Discipline Grades Assessments Assignments Letters User Defined Notes

STUDENT

Person Type: Offender Victim

Building: School Level: High School

Date of Incident: 9/2/2015 During School Hours

Time of Incident: 10:15 AM Unknown Time

Teacher: DeBarbieri

Location: SELECT ONE

Offense: SELECT ONE + Add Additional

Description of Incident:

Reason for Referral:

Previous Actions Taken:

Comments:

Number of Non-District Victims: 0 Number of Non-District Offenders: 0

Remove all offenders/victims and save referral

Victims

StudentID	First Name	Last Name	Grade	Homeroom

Attachments: Choose File No file chosen Upload Attachment

Final Step to Save the Referral (Step 9)



Step 8