

Guidance Notebook

Tracking Bullying

1. In F8-20 "Display/Update/Print Guidance Codes", add a code for bullying. Here are some sample codes for the guidance system, maintained by school building.

F8-20		05-04-11 13:12		GUIDANCE CODES		PAGE 1
TYPE	CODE	SHORT DESC	MEDIUM DESCRIPTION	LONG DESCRIPTION	COMMENTS	
CONTACTS						
C	LET	Letter	Letter	Letter		
C	MEET	Meeting	Meeting	Meeting		
C	PASS	Pass	Pass in hallways	Pass for students in hallways		
				Pass created for students in hallways		
ENTRIES						
E	ADMI	admin	admin contact/decision			
E	CALL	ccp	couns. called parent			
E	CCP	ccp		Counselor contacted parent		
E	CONF	Conference	Conference with student	Conference with student		
E	CRF	request	counselor request form			
E	FAIL	Failure L	Failure Letters	Senior Failure Letters		
				Letters sent to those seniors who failed a class each grading period		
E	FORM	form	signed teacher form			
E	GR	Gr in Prog	Grades in Progress	Grades in Progress		
				Reports for grades in progress for students who are withdrawing from school.		
E	H/B	H/B	Harassed/Bullied	Harassed/Bullied		
				Federal law requires documentation on bullying.		
E	HOME	Homework	Homework Assignments	Homework assignments sent home.		
E	LETT	letter	letter	Parent requests. Letter from parent		
E	NOTE	sent note	student or parent	Letter sent to school from parent		
E	NUR	nurse		Sent a note to the parent/guardian via USPS		
E	PARC	Par Call	Parent Call	Parent Call		
E	PARL	parentlett	Parent Letter			
E	PARM	P. Meeting	Parent Meeting	Parent Meeting		
E	PCC	PCC		parent contacted counselor		
E	REF	Referral	Referral	Referral		
E	SCC	scc	student contacted couns.			
E	SESS	session	session w student			
E	TCC	tcc	teacher contacted couns.			
E	TEAC	teacher	I contacted or they did			
E	WDLT	Wd Letter	Withdrawal Letter	Withdrawal Letters		
				Letters sent to teacher so that they may sign out students when they withdraw from school.		
NOTES						
N	ACED	acedemics				
N	ATTD	attendance				
N	BEH	Behavior	Behavior	Behavior		
N	CAR	career				
N	COMM	hours	community service hours			
N	CONF	conference				
N	CRED	credits				
N	DIP	diploma				
N	FAIL	Failure	Failure	Failure		
N	FAM	family				
N	HOME	homebound				
N	IEP	IEP				
N	LEG	legal				
N	MED	Medical				
N	PERS	personal				
N	PROB	Problems	Problems	Problems		
N	SCHE	schedule				
N	SESS	session	session with student			
N	SOC	social	social problem			
N	TEST	testing				
N	504	plan				
RECIPIENTS						
R	FAIL	Failure Le	Failure Letter	Failure Letter for Seniors		
				Letters sent to senior each grading period.		

R	GR	gr in prog	Grades in Progress	Grades in Progress	Grades in progress for student who are withdrawing from high school.
R	HOME	homework	homework for home	Request for homework to be sent home.	
R	PAR	Parent	Parent	Parent	
R	STUD	student	student	Student conference	
R	UNIV	University	University	University	
R	WDLT	Wd Letter	Withdrawal Letter	Withdrawal Letters	

2. Guidance notebook entries are made in F8-8-23, F1=Add. Only 3 entries are needed to record the bullying ... **Date, Notebook Entry, Comment**. All data elements are available for General Letter Writing F8-1 & F8-2.

X11 Guidance Notebook- Detail Screen

5140081 Name: Abbott, Amy Grade: 09 Sex: F

Date: 5 4 11 Time: 11 20 Notebook Entry: H/E Handled by: RCH
 (erase "Handled by" to make this entry public)

Cara Smith is always waiting for Amy after her 8th hour class and makes hateful comments to intimidate her.

Notes: _____

Discussion: _____

Participants: _____

Purpose: _____ Program Area: _____

Scheduled Dt: _____ Time: 00 00 Location: _____

Method of Contact and Date: _____

Tchr#: _____ Referred by: _____ Period: _____ Incident: _____

GPA: _____ No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____

Letter: _____ Term: _____ Date: _____ Recipient: _____

ENTER=Validate, F2=Guidance Codes, F10=Tchr Help, F18=Help, F16=Exit

3. Reporting of bullying incidents can be done in F8-9-11, with an option to create an excel file called XLGUID in your school library.

X11 Guidance Report

Date Range: _____ thru _____ (For a single day, enter a beginning date only)

School Year: 10 11

Notebook Entry Code: _____

Include Comments: Y (Y/N)

Grade Level: _____ (I/E) I

Handled By: _____ (blank = public access)

Referred By (teacher #): _____

Create output: R (R=Report, E=Excel File, B=Both)

Sort options: 4 (1=Date/Alpha, 2=Grade/Alpha, 3=Alpha, 4=Notebook Entry Code/Alpha, 5=Homeroom/Alpha, 6=Team/Alpha)

ENTER=Validate, F12=Code Help, F16=Exit

Fields in XLGUID:
 GradeTeam, Student No, Stu Last Name, Stu First Name, Gender, Ethnicity, Lunch Code, Special Ed, Entry Date, Entry Time, School, (Notebook Entry) Code, Entry Description, Referred by Teacher No, Referred by Teacher Name

F8-9-11 05-04-11 13:31
X11

RDS High School
Guidance Report
01-01-11 thru 04-30-11

Homerm	Gr	Tm	x	Stu	Nbr	Student Name	Date	Time	Code	Notes
C110	09	T9	M	9112345	Axxxxx	Sam	01-21-11	00:00		Comments: Approved for aid for Mrs.Henderson as 9th grader.
C110	09	F	9220030	Bxxxxx	Amy	Amy	01-12-11	00:00		Comments: Put student in regular biology- form signed by both teacher and parent.
C110	09	F	9220030	Bxxxxx	Amy	Amy	01-12-11	00:00	H/B	Comments: Cara Smith is always waitingfor Amy after her 6 th hour class and makes hateful comments to intimidate her.
C218	09	F	9250027	Bxxxxxxx	Amy	Amy	01-21-11	00:00		Comments: Student approved to be aide 2nd period, as SH way overfilled.
C218	09	M	9460121	Bxxxxxxx	Sam	Sam	01-20-11	00:00		Comments: Put in 2nd period SH (even though full). Mom wants Jimmy to get help with Alg. (D last sem).
C218	09	M	9460121	Bxxxxxxx	Sam	Sam	01-21-11	00:00		Comments: Put Sammy in PE AD - Mom wanted him in SH, but going to give Sammy a change. Needs PE AD for football training. If Sammy's grade does not improve in math, we will pull the PE AD and have Sammy go into Study Hall.
C218	09	F	9510125	Bxxxxxxx	Amy	Amy	01-24-11	00:00		Comments: Student wanted to change b0 teachers. I explained the policy on this and the process if her parents wanted to proceed.
C218	09	M	9330082	Bxxxx	Sam	Sam	01-27-11	00:00		Comments: Will take on-line health in summer (gave info. about how to sign up through parent access on line at end of Feb.)
C218	09	M	9650068	Bxxxxxxxxxxx	Sam	Sam	01-19-11	00:00		Comments: Wants to drop Comp. Aps. No other elective openings. Can only take study hall. Sam wants to take SH, but gave him form for mom to sign.
E220	09	M	9170004	Bxxxx	Sam	Sam	01-25-11	00:00		Comments: Student will stay in PE 2nd semester and "audit" grade from summer. No other electives available.

Guidance Security

On the Maintain User Security File Screen, F1-1, Guidance is privilege 16.

15	<u>A</u>	RtI
16	<u>A</u> <u>A</u> <u>A</u>	Guidance Notebook (valid entries are A, W, R, or blank)
14	<u>A</u>	Test Scores
17	<u>A</u>	Address Integrity
18	<u>A</u>	Miscellaneous Data

A=Administrative privileges to create codes. Also has Read/Write privileges.
W=Write privileges to create notebook entries.
R=Read only privileges to review notebook entries.
Blank=no access

All access is limited to the users own entries and to public entries.

Level 1 - Access to Guidance Summary Screen showing list of guidance entries.
Level 2 - Access to Guidance Detail Screen showing detail of individual entries.
Level 3 - Access to the full page of Guidance Notes behind the detail screen.