

Access Your Account

Access your Discipline account by double-clicking on the Discipline icon on your desktop, or by visiting <https://discipline.educatorshandbook.com> with your web browser.

Login using your school email username. The default password is your last name followed by your first initial in lowercase characters.

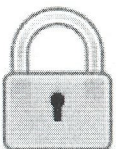
For example, if your email address is:

jsmith@stoningtonschools.org

Your login credentials would be:

School: **stoningtonhs**
 Username: **jsmith**
 Password: **smithj**

Lost Password



School:

Username:

Password:

Write a Discipline Referral

To write a discipline referral, click on **Write Referral** in the menu and fill out the referral form:

Student: A Choose a Student...

Add a Student...

Date/Time: Today at 10 : 35

Location: Choose a Location...

Subject: Choose a Subject...

Arrangement: Choose an Arrangement...

Offense: Choose an Offense...

Description:

Student. The student who committed the offense. Add more students to the incident by clicking the *Add a Student...* link.

Date/Time. The date and time of the incident.

Location. The place the behavior occurred.

Subject. The academic subject being taught when the behavior occurred.

Arrangement. The instructional arrangement the student was in at the time of the offense.

Offense. The behavior that resulted in the referral. If there was more than one offense, choose the most severe and list the others in the description box.

Description. A description of the incident including: record of parent contact, steps or interventions taken to change the behavior prior to writing the referral, and other pertinent information.

When you have completed the form, click **Send Referral**. You will receive an email confirmation when an administrator has processed your referral.