

Discipline Assistant Website Instructions

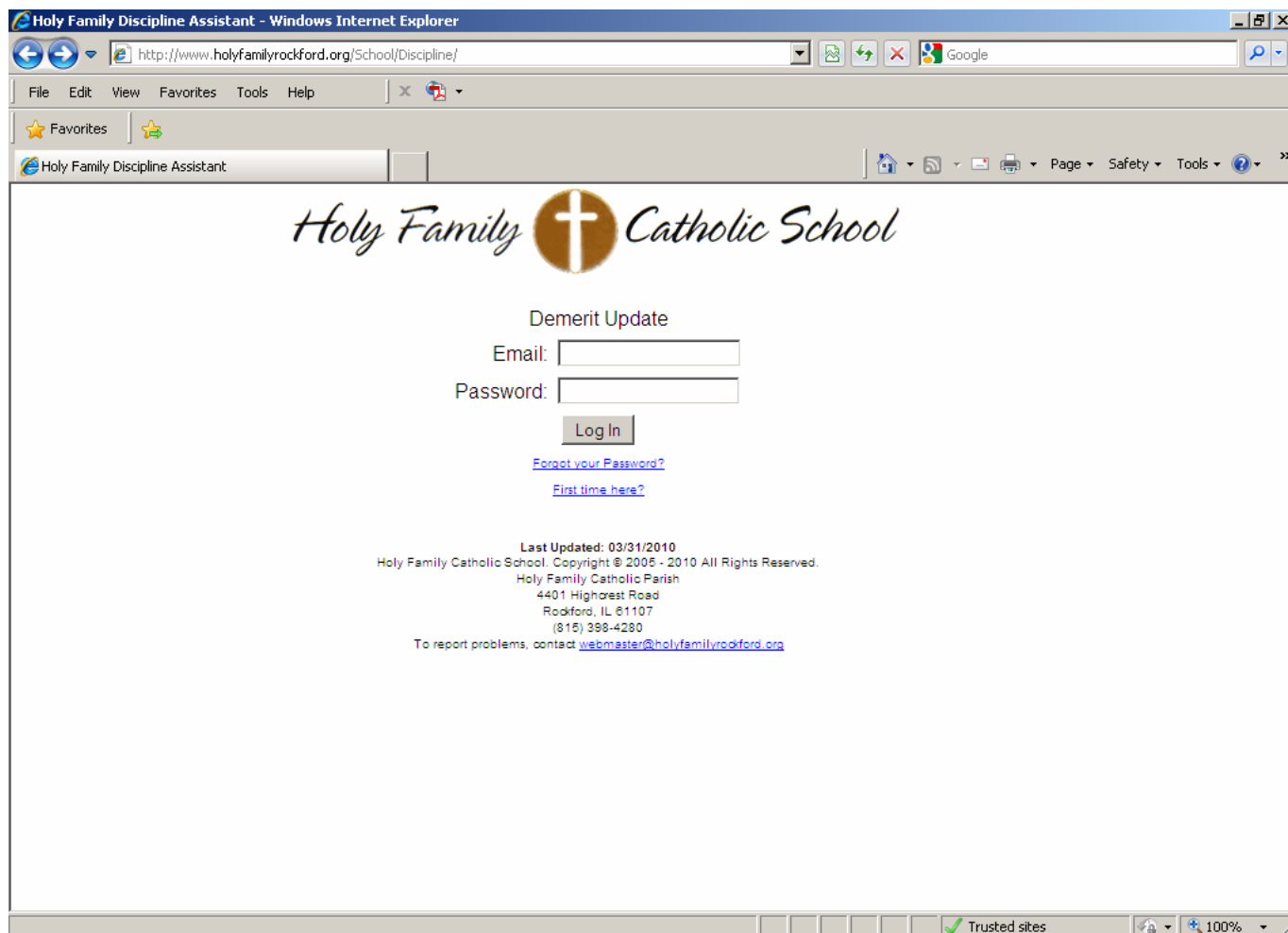
The Discipline Assistant is a web-based program that allows parents and students in 6th through 8th grades access to student demerit logs and reports.

If you are a parent/guardian, you will be able to track and monitor the demerit status of your children. If you are a student, you will be able to track and monitor your own demerits.

To access the Discipline Assistant website, paste the web address below into your browser.

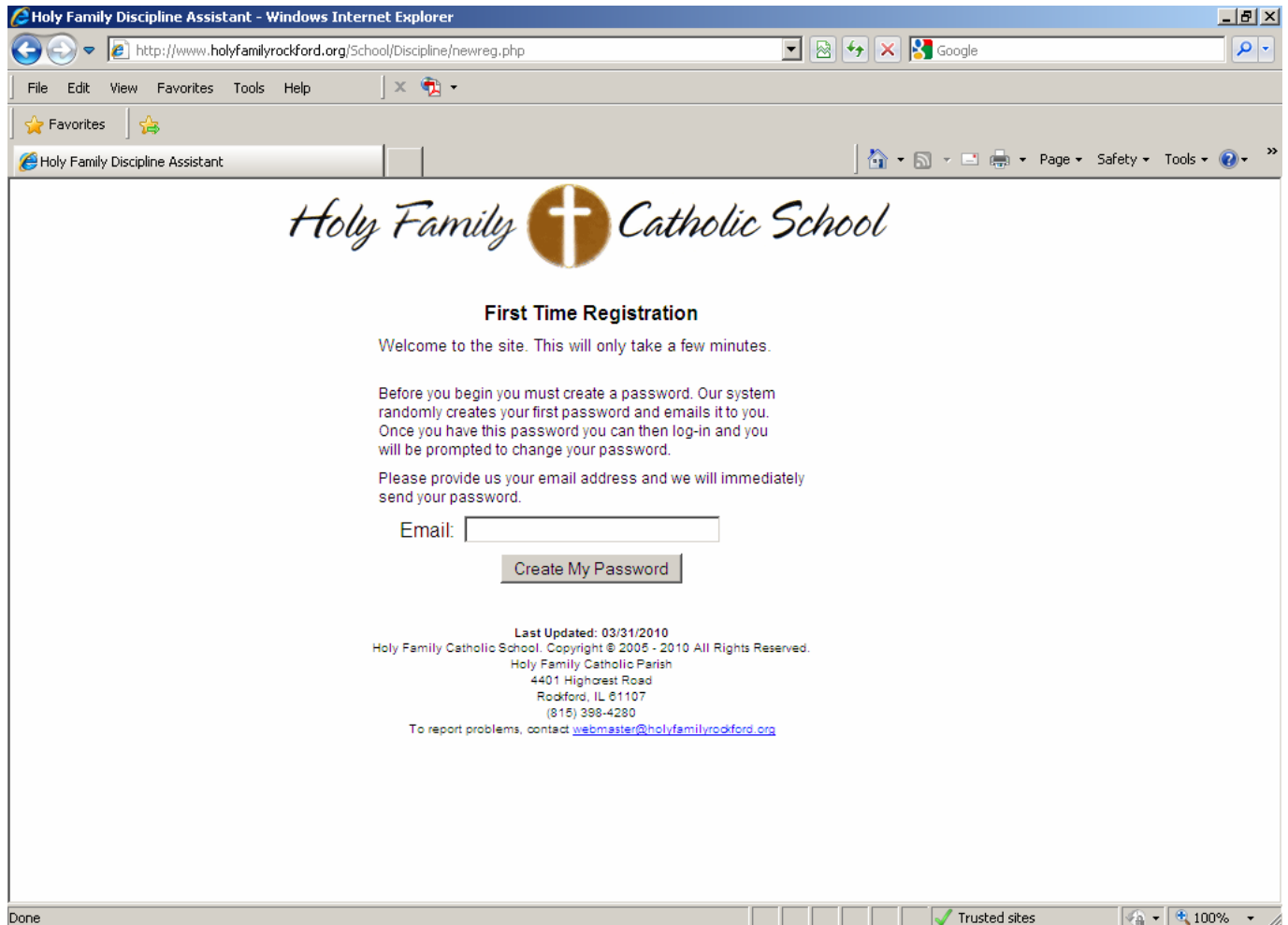
<http://www.holyfamilyrockford.org/School/Discipline/>

1. Click on "First Time Here" located below the Log In button.



The screenshot shows a Windows Internet Explorer browser window displaying the Holy Family Discipline Assistant website. The browser's address bar shows the URL <http://www.holyfamilyrockford.org/School/Discipline/>. The website header features the text "Holy Family Catholic School" with a central logo of a cross inside a circle. Below the header, there is a "Demerit Update" section with two input fields: "Email:" and "Password:". A "Log In" button is positioned below these fields. Underneath the "Log In" button, there are two blue hyperlinks: "Forgot your Password?" and "First time here?". At the bottom of the page, there is a footer containing the following text: "Last Updated: 03/31/2010", "Holy Family Catholic School, Copyright © 2005 - 2010 All Rights Reserved.", "Holy Family Catholic Parish", "4401 Highest Road", "Rockford, IL 61107", "(815) 398-4280", and "To report problems, contact webmaster@holyfamilyrockford.org". The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of "100%".

2. Enter your email address, then click on the "Create My Password" button. This email address must match the one used for TeacherEase and be on file with the Administrative Assistant.

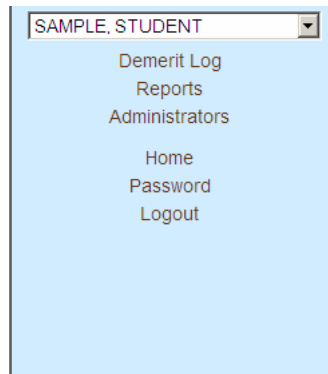


3. A random password will be generated and sent to your email account.
4. Check email for password, then return to the Discipline Assistant Log In page. (The email containing the password should be delivered immediately.)
5. Enter your email and the generated password, then click the Log In button.
6. Once you have access to the site, you will be given a prompt to change your password.

7. The welcome screen will show the following information.



8. Click on the “Student” drop down box to find your child’s name. If you have more than one sixth through eighth grade student in school, the drop down box will give you the choice of which student records to access.



9. The “Demerit Log” section will give you the current demerit balance for your student at the top of the page. It will also provide a chart listing of all demerits received during the year by date, violation, issuing teacher, value, and running balance.

Holy Family Discipline Assistant - Windows Internet Explorer

http://www.holyfamilyrockford.org/

Holy Family Discipline Assistant

Holy Family Catholic School

SAMPLE, STUDENT Demerit Log

Demerit Log
Reports
Administrators

Home
Password
Logout

STUDENT SAMPLE currently has 11 demerit(s).

Date	Violation	Value	Balance
02/12/2010	Library book, family envelope, eligibility notice, etc. - Mrs. Karen Morman	1	1
02/16/2010	Jr. High Parent Notice must be signed and returned by the next day - Mrs. Cindy Hamilton	1	2
02/16/2010	missing book, homework, supplies, etc. - Mrs. Cindy Hamilton	1	3
02/23/2010	Automatic First Reduction - System	-1	2
02/24/2010	student was not seated before the bell rang - Mrs. Karen Morman	1	3
02/26/2010	deliberate defiance to comply to a teacher request - Mrs. Cindy Hamilton	3	6
03/05/2010	Automatic First Reduction - System	-1	5
03/11/2010	Students cannot eat outside of the cafeteria or chew gum at any time on sch - Mrs. Karen Morman	1	6
03/12/2010	Demerit Workoff (Mrs. Karen Morman) - Mrs. Karen Morman	-1	5
03/16/2010	disrespectful, demeaning words, profanity - Mrs. Karen Morman	5	10
03/23/2010	excessive talking - Mrs. Cindy Hamilton	1	11

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Holy Family Catholic Parish
401. Holy Family Road

Trusted sites 68%

10. The “Reports” section will list demerit record, eligibility warning, and ineligibility warning letters in PDF format.

Holy Family Discipline Assistant - Windows Internet Explorer

http://www.holyfamilyrockford.org/Sch

File Edit View Favorites Tools Help

Holy Family Discipline Assistant

Holy Family Catholic School

SAMPLE, STUDENT

- Demerit Log
- Reports
- Administrators
- Home
- Password
- Logout

Reports

Type	Description
Demerit Record	03/23/2010with 11 demerits, balance of 17
Eligibility Warning	03/23/2010with 11 demerits, balance of 17
Ineligibility Warning	03/23/2010with 11 demerits, balance of 17
Eligibility Warning	03/23/2010with 11 demerits, balance of 17
Ineligibility Warning	03/23/2010with 11 demerits, balance of 17
Ineligibility Warning	03/23/2010with 11 demerits, balance of 17
Eligibility Warning	03/23/2010with 11 demerits, balance of 17
Ineligibility Warning	03/23/2010with 11 demerits, balance of 17

Last Updated: 03/21/2010
 Holy Family Catholic School, Copyright © 2005 - 2010 All Rights Reserved.
 Holy Family Catholic Parish
 4401 Highway 100 East
 Rockford, IL 61107
 (815) 395-4200
 To report problems, contact: webmaster@holyfamilyrockford.org

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Sample Eligibility Letter

Holy Family Discipline Assistant - Windows Internet Explorer

http://www.holyfamilyrockford.org/School/Discipline/showreport.php

File Edit View Favorites Tools Help

Holy Family Discipline Assistant

Holy Family Catholic School

Close Window

HOLY FAMILY CATHOLIC SCHOOL

An Education Ministry of
Holy Family Catholic School

4407 HIGHCREST ROAD • ROCKFORD, ILLINOIS 61107 • 815/398-5331 • FAX 815/398-5902 • www.HolyFamilyRockford.org/School

NOTICE OF INELIGIBILITY

FOR THE WEEK OF 03/24/10 to 03/30/10

Ineligibility runs from Wednesday morning until Tuesday midnight.

Date: 3/23/2010

Dear Parents of STUDENT SAMPLE,

I am writing to inform you that your student, STUDENT SAMPLE, is on this week's ineligibility list. She/he is ineligible to participate in:

The ineligibility is due to failing grade or grades in the following subjects or demerits:

Ineligibility means he/she will not be allowed to attend or participate in practice, games and/or tournaments involving their team.

Eligibility is reviewed on a weekly basis. We will attempt to keep you notified weekly of warnings and ineligibility.

Please sign the form below, cut off at the dotted line and have your student return it to me tomorrow. Please call the teacher/teachers who issued the warnings should you have any questions about this notice.

Sincerely yours,
Mrs. Hamilton, Mrs. Morman

Done

Start Holy Family Discipline Ass... Holy Family Discipline... Discipline Assistant Webs...

Trusted sites 79° 100% 2:10 PM

11. When you are finished accessing your student(s) records, click on the “Log Out” button in the Navigation panel on the left-hand side of the page to exit the system.