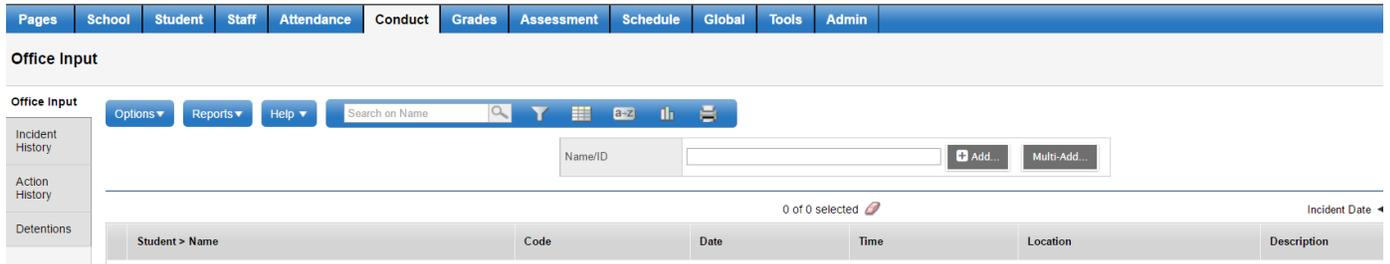


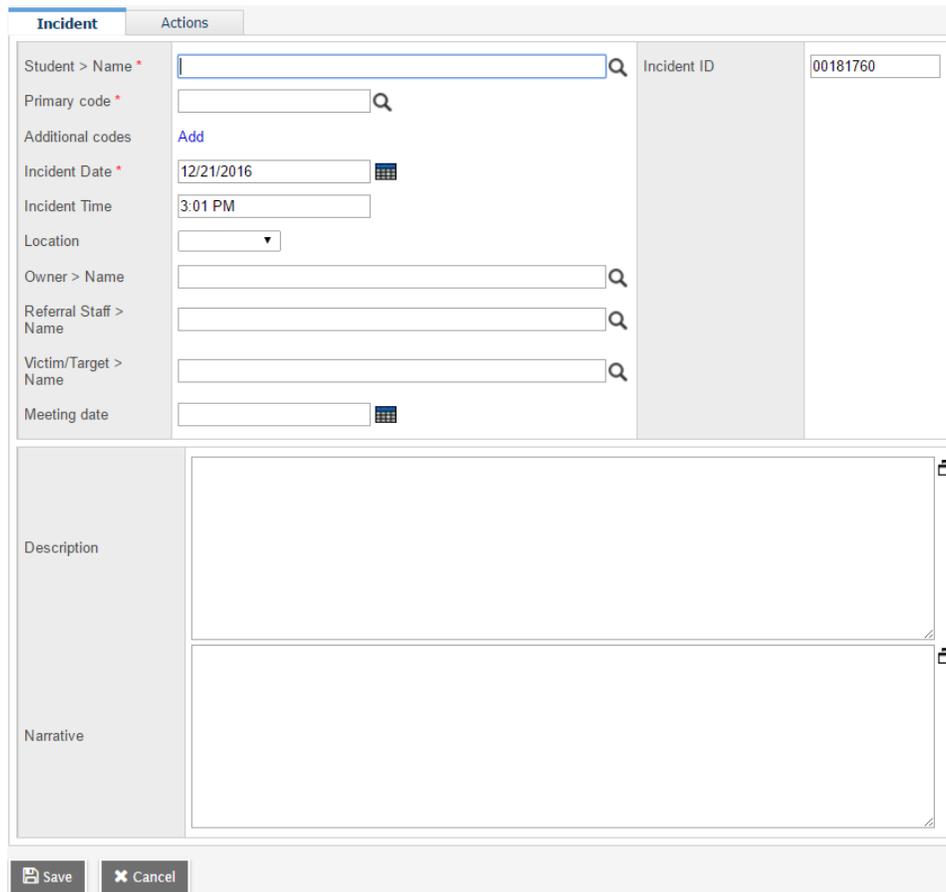
# CONDUCT

## Enter Conduct Incidents in the Office

- 1) Log on to the School view.
- 2) Click on the **Conduct** top tab. The Office Input page appears.



- 3) Enter the student's name or ID, and click **Add**. The Conduct Entry pop up appears.  
*\*Note: If you type a partial name or there are duplicates, make your selection from the Student Pick List.*



- 4) On the **Incident** tab, enter the incident information. (Fields with a red asterisk \* are required).
- 5) To add an action such as detention or suspension, click the **Actions** sub tab. Then click "Add".

Incident		Actions			
ActionCode	Start	End	Penalty	Closed?	
No matching records					
				<input type="button" value="+ Add"/> <input type="button" value="Delete"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

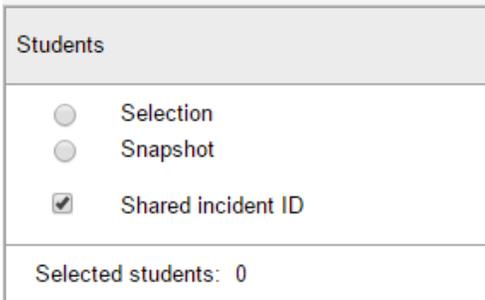
Select an Action Code by clicking on magnifying glass. If you select detention or suspension, an interactive calendar appears. Click on the rectangles representing the day(s) the detention or suspension is to be served. **Click OK.**

Action code *	<input type="text" value="Detention"/> <input type="button" value="Q"/> Detention																																			
Start date *	<input type="text"/> <input type="button" value="Calendar"/>																																			
No. of detentions	<input type="text" value="0"/>																																			
End date																																				
Days	<span>◀</span> <b>December 2016</b> <span>▶</span>																																			
	Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday																																			
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Description	<div style="border: 1px solid gray; height: 100px;"></div>																																			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>																																				

## Add a Conduct Incident to More than One Student at the Same Time

If several students are involved in the same incident, such as a fight in the parking lot, you can create one incident and select the appropriate students. This way, there is only 1 incident ID.

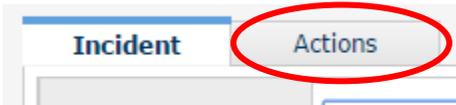
- 1) Log on to the School View.
- 2) Click **Conduct > Office Input**.
- 3) Click **Multi-Add**. The Multi-Add Conduct dialog box appears.



- 4) Click **Selection** or **Snapshot** to select the student offenders, then click **OK**.
- 5) Enter the incident information.

*NOTE: Before clicking Save, it is important to add actions to the incident. If you don't, you will have to go into each record individually to do so.*

- 6) To add an action, click the **Actions** sub-tab.



- 7) Click **Save**.

## Print the Suspension Notice Report

1. Go to **Reports>Suspension Notice**. The Suspension Notice dialog box appears.
2. Fill in the fields, including students to include and action codes. Select the **Alternate Mailings** checkbox if you want a copy sent to the student's alternate households (such as if the parents are divorced).
3. Click **Run**. The letter appears in the format you specify.