

## **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.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessmen	t Schedule	Global	Tools	Admin			
Office In	put													
Office Input	Optio	ns 🔻 Rep	orts 🔻	Help 🔻 💈	Search on Name	0	Y III	a-z) II	=					
Incident History							Name	/ID				G Add	Multi-Add	
Action														 
HISTOLY										0 of 0	selected 🥒			Incident Date ◄
Detentions		itudent > Nam	Ð				Code		Date		Time		Location	Description

**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.

Incident	Actions			
Student > Name *		٩	Incident ID	00181760
Primary code *	Q			
Additional codes	Add			
Incident Date *	12/21/2016			
Incident Time	3:01 PM			
Location	<b>T</b>			
Owner > Name		Q		
Referral Staff > Name		٩		
Victim/Target > Name		م		
Meeting date				
Description				6
Narrative				5



- **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							
					Add 💼 Delete		
B Save ★ 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 *	Detention		Q	Detention					
Start date *									
No. of detentions	0								
End date									
	•		D	ecember 20	16				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1	2	3		
	4	5	6	7	8	9	10		
Davs	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
	= Unselected Non-session				= Selected = Served				
Description								Ē	
GK X 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.

Students							
0	Selection Snapshot						
	Shared incident ID						
Selected students: 0							

- 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.



## **Print the Suspension Notice Report**

- 1. Go to **Reports>Suspension Notice**. The Suspension Notice dialog box appears.
- 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.