




Conduct Management – Reporting Incidents and Actions

Purpose:

1. All incidents must have at least one associated action. The action must have a start and end date.
2. The district standard is: “Any incident that results in a suspension must be entered into MyEducation BC.”
3.
 - A. Student Conduct records are created only through the **Student** Top Tab, **Conduct** Side Tab - unless incidents are entered for multiple students
 - B. Actions are not automatically created for incidents. Therefore, actions need to be manually added through the  button
4. Remember that the [SD73 - Reporting Student Conduct - Form.pdf](#) is available.

Administrators will be requested to correct any records that do not comply with the checklist.

Checklist:

| Incident | Action |
|--------------------------------|-----------------------------------------------|
| 1. Primary Code Selected | 11. Action Code |
| 2. Additional Codes (optional) | 12. Start Date (within 5 days of incident) |
| 3. Incident Date | 13. End Date |
| 4. Incident Time | 14. Action Closed |
| 5. Location | 15. Description (Optional) |
| 6. Owner Name (you) | For Suspensions/Detentions |
| 7. Referral Staff | 11. Action Code |
| 8. Expiration Date | 12. Start Date (within 5 days of incident) |
| 9. Description | 13. Number of detentions / days of suspension |
| 10. Narrative (optional) | 14. Report Attendance |
| | 15. Action Closed |



This document contains 2 parts:

- A. Entering a single incident & action that involves a single student
- B. Entering a single incident and action that involves multiple students



Conduct Management – Reporting Incidents and Actions

Entering a single incident:

1. Click the **Student** top tab and find the student and click the  next to the student name
2. Click the **Conduct** side tab
3. Adjust filter . Select *Current Year* (to see the incidents of the current year) or *All Records* (to see all conduct incidents for this child).
4. Click **Options** then **Add**. Complete the **Incident** sub top tab as shown below. There are 10 boxes to complete click **SAVE** when finished entering.

The screenshot shows the 'Incident' sub-top tab with the following fields and callouts:

- Primary code ***: Callout 1. Select the type of incident
- Additional codes**: Callout 2. Select other incident codes, if necessary
- Incident Date ***: Callout 3. Select the date
- Incident Time**: Callout 4. Enter time
- Location**: Callout 5. Select the location
- Incident ID**: 00178603
- Investigation status**: N/A
- Owner > Name**: Callout 6. Select P/VP name
- Referral Staff > Name**: Callout 7. Select staff member that referred the incident
- Victim/Target > Name**: DO NOT ENTER
- Expiration Date**: Callout 8. Enter the date you want the incident to disappear from the student record OR Leave blank so that the incident will not disappear
- Description**: Callout 9. State the facts. Keep it short. I.e. student name was in a fight with another student. Do not identify other students.
- Narrative**: Callout 10. Give more detail, if necessary.
- 11. Save**: Callout 11. Save

Note: Populating the **Expiration Date** in the current school year will delete the conduct record during End of Year Rollover. P/VP will have the opportunity to review the expiration date as a pre-EYOR step.



Conduct Management – Reporting Incidents and Actions

5. Click the **Actions** sub top tab, then the **Add** button.

| ActionCode | Start | End | Penalty | Closed? |
|---------------------|-------|-----|---------|---------|
| No matching records | | | | |

Add **Delete**

Save **Cancel**

↑
Click here

6. A new box will open (and will change depending on the action selected), complete all fields.

Action code * **1. Select Action Code**

Start date * **2. Select start date**

End date **3. Select end date**

Is action closed? **4. Check this box**

Description **5. Enter as necessary**

6. Click Ok

OK **Cancel**

Action code * **1. Select the Action Code**

Start date * **2. Select the Start date**

Duration (days) **3. Select the number of days**

End date

OR

September 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | | | | | | 16 |
| 17 | | | | | | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

2. Select the days the student would be serving the suspension or detention

= Unselected = Selected
 = Non-session = Served

Description

OK **Cancel** **Click OK**

7. **Save** the Action(s)

| ActionCode | Start | End | Penalty | Closed? |
|-------------------------------------------------------------------|------------|------------|---------|---------|
| <input checked="" type="checkbox"/> Suspension Out of School SD73 | 04/01/2017 | 11/01/2017 | 6 | N |


Add **Delete**

Save **Cancel**



Conduct Management – Reporting Incidents and Actions
Reporting Attendance for Suspensions/Detentions:

Once the student has completed the suspension, the action needs to be closed:

1. **Student** Top Tab, **Conduct** Side Tab, **Actions** Sub Side Tab
2. Adjust filter . Select *Current Year* (to see the actions of the current year) or *All Records* (to see all conduct actions for this child).
3. Find the incident record and click in

| Incident > Code | Incident > ID | ActionCode | Incident > Date | Start | End | Penalty | Closed? |
|--------------------------------------------------------|---------------|-------------------------------|-----------------|------------|------------|---------|---------|
| <input type="checkbox"/> Admin Concern | 00178603 | Suspension Out of School SD73 | 03/01/2017 | 04/01/2017 | 11/01/2017 | 6.0 | N |

4. Complete the required fields and then **save**.

Suspension(s)

Action | Action dates

Incident > Incident ID: 00178603
 Incident > Primary code: Admin Concern
 Incident > Incident Date: 03/01/2017
 Incident > Incident Time: 1:02 PM
 Incident > Location: Cafeteria
 Incident > Owner > Name: Masked
 Incident > Referral Staff > Name: Masked
 Incident > Meeting date:
 Incident > Activity date:

Action code *
 Susp Out SD73 | Suspension Out of School SD73

Start date *
 04/01/2017

End date
 11/01/2017

Penalty time
 6.0

Served time
 0 | 1. Enter served time

Is action closed?
 2. Check this box

3. Save

Detention(s)

Action | Incident Details

Name: Masked
 Incident code: Arson
 Incident date: 04/01/2017
 Action code *
 Detention | Detention
 Start date *
 04/01/2017
 End date
 | 1. Select End Date
 Penalty time
 6.0
 Is action closed?
 2. Check this box

Served | Type

3. Save

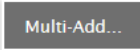

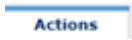
When finished the record should look like this:


| Incident > Code | Incident > ID | ActionCode | Incident > Date | Start | End | Penalty | Closed? |
|--------------------------------------------------------|---------------|-------------------------------|-----------------|------------|------------|---------|---------|
| <input type="checkbox"/> Admin Concern | 00178603 | Suspension Out of School SD73 | 03/01/2017 | 04/01/2017 | 11/01/2017 | 6.0 | Y |



Conduct Management – Reporting Incidents and Actions

Entering a single incident involving multiple students:

1. Click on the **Conduct** top tab, **Office input** side tab
2. Click the  button, a pop up will happen and complete the new box
3. Complete the  sub top tab, and then the  sub top tab, then **save**

11. Click here 

Students

Selection **1. Select the group of students**

Snapshot

Shared incident ID

Selected students: 3

Incident **Actions**

Primary code * Arson Arson **2. Select primary code**

Additional codes Add **3. Select additional codes, if necessary**

Incident Date * 04/01/2017 **4. Select incident date**

Incident Time 9:42 AM **5. Enter incident time**

Location **6. Select location**

Owner > Name **7. Select P/VP name**

Referral Staff > Name **8. Select staff that referred the incident**

Victim/Target > Name **DO NOT ENTER** **8. Select staff that referred the incident**

Meeting date

Description **9. State facts. Keep it short. DO NOT ENTER any student names or any other identifiable information**

Narrative **10. DO NOT ENTER any student names or any other identifiable information**



Conduct Management – Reporting Incidents and Actions

Students

- Selection
- Snapshot
- Shared incident ID

Selected students: 3

Incident **Actions**

| ActionCode | Start | End | Penalty | Closed? |
|---------------------|-------|-----|---------|---------|
| No matching records | | | | |

Click here

2. A new box will open (and will change depending on the action selected), complete all fields.

Action code * **1. Select Action Code**

Start date * **2. Select start date**

End date **3. Select end date**

Is action closed? **4. Check this box**

5. Enter as necessary

Description

6. Click Ok

Action code * **1. Select the Action Code**

Start date * **2. Select the Start date**

Duration (days) **3. Select the number of days**

End date

OR

September 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

2. Select the days the student would be serving the suspension or detention

= Unselected = Selected
 = Non-session = Served

Description

3. **Save** the Action(s)



Conduct Management – Reporting Incidents and Actions

Incident **Actions**

| ActionCode | Start | End | Penalty | Closed? |
|--------------------------------------------------------|------------|------------|---------|---------|
| <input type="checkbox"/> Suspension Out of School SD73 | 04/01/2017 | 11/01/2017 | 6 | N |

If the actions were detentions/suspensions, then follow the directions on [Reporting Attendance for Suspensions/Detentions](#) on page 4.