

Enter conduct incidents in the office

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

The screenshot shows the Office Input page. At the top, there is a search bar labeled "Name/ID" with an "Add..." button and a "Multi-Add..." button. Below the search bar, it indicates "0 of 1 selected" and a date filter set to "6/16/2023". A table displays incident records with the following columns: Student > Name, Student > Local ID, Student > Primary phone, Student > Homeroom, Student > YOG, Code, Date, Time, Location, Description, and ID. One record is visible for "Adams, Melina" with a local ID of 29929309, homeroom 303, YOG 2024, code "Parking", and time 3:17 PM. The ID is 003696.

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 community service, click the **Actions** sub-tab. (See *Add actions to a conduct incident.*)

The screenshot shows the Incident entry form. The "Incident" tab is selected, and the "Actions" sub-tab is highlighted with a red circle. The form contains several fields: Student > Name (Abreu, James), Special Education Status (Referred), Primary code, Additional codes (Add), State - Do Not Report, Date (12:43 PM), Time, Location, Owner > Name, Referral Staff > Name, Victim/Target > Name, Meeting date, and Activity date. On the right side, there are fields for Incident ID (003646), Victims (# of Students, # of Staff, # of Non-school, # of Unknown), and Offenders (# of Students, # of Non-students, # of Non-school). There are also fields for DOE Description and Physical Injury. At the bottom, there are "Save" and "Cancel" buttons.

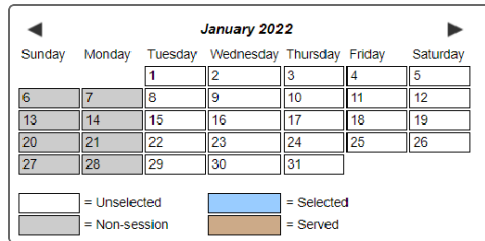
Note: It is recommended that you add an action before saving the incident record.

6. Click **Save**.

Add actions to a conduct incident

1. Log on to the School view.
2. Do one of the following:
 - Select **Conduct > Incident History**. Select the checkbox in the row of the incident you want to add actions to. Then click the student's name to view the details.
 - Click the **Student** tab. On the Student List, search for and click select the student, then click the **Conduct** side-tab. Click the appropriate incident code to view its details.

- At the top of the Incidents page, click the **Actions** sub-tab. Then click **Add**.
- If you select a detention or suspension Code, an interactive calendar appears. Click the individual rectangles representing the day(s) the detention or suspension is to be served.



- Enter the incident information.
- Click **OK**.

Enter conduct incident involving multiple students

You can view, edit, or enter a conduct incident involving multiple students on the Conduct tab.

To view, edit, or enter an incident for multiple students:

- Log on to the School or Staff view.
- Click the **Conduct** tab. The Office Input page appears.
- Click **Multi-Add**. The **Incident** sub-tab on the Multi-Add Conduct pop-up appears.
- In the **Students** box, determine how you will select the students involved in the incident:
 - Select **Selection** to make your choices from the Student Pick List.
 - Select **Snapshot** to choose an existing snapshot from the Snapshot Pick List.
- Enter the incident information.
- If restraints were used after the incident, select the **Restraints** tab and click the **Add** button to enter restraints information.
- Click the **Actions** sub-tab to enter that information. You can add actions after you save this incident, by selecting the student name(s) from the Office Input page.
- Click **Save**.

Print the Suspension Notice report

- Select **Reports > Suspension Notice**. The Suspension Notice pop-up 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).
- Click **Run**. The letter appears in the format you specify.

