



MyEducationBC

Conduct Management

April 2019 v2.2

Version History

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1.0	2015-03-31	Initial Document
2.0	2017-04-21	Minor edits and updated screenshots throughout, added section 7. Expiring Conduct Incidents.
2.1	2019-03-22	Added section 8 - date validation filters.
2.2	2019-04-17	Added hyperlinks to Table of Contents

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1.0 Conduct in MyEducation BC

Conduct in MyEducation BC is controlled on the Student Conduct Incident table, and the related Student Conduct Action table. These tables will allow you to assign Conduct incidents to your students as they are entered, along with what actions will be taken as a result. There are related Reference Tables that store Conduct Incidents, Actions and Location Codes that are managed at the Enterprise level; however you may add your own codes to these reference tables for your district or specific schools within your district.

1.1 Setting up Users to be Able to Record Student Conduct

In order to record Conduct Incidents for students, you must have Create, Read and Update permissions on the *Student Conduct Incident* table.

Category	System Table	C	R	U	D	G	M	Other
Student	Student Conduct Incident	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Override conduct restrictions

There are currently 5 Baseline Security Roles that have these permissions:

- District Support (Help Desk/Level 1)
- Clerical – School Admin Assistant
- Clerical – SIS Admin
- Clerical – SIS Clerk
- School Administrator

If you wish to use a different role, you can customize a Baseline role and add these permissions to this table, or you can create an *Add-On Security Role*, giving the add-on role a name, the school view, and the above permissions. Save that role and add all the required users to it.

1.2 Setting up Conduct Management Staff

When creating a Conduct Incident for a student or group of students, there must be a member of staff designated as the “Owner” of this incident. These people will be the ones who are responsible for the conduct actions – usually a Vice Principal or Principal. When clicking the magnifying glass beside the Owner field, it will give you a list of only a small list of these staff.

The field that determines who appears on this list will be the *Staff Type* field on the **Staff Details** page. This pop-up list will be populated by all staff at your school with the Staff Type of “Administrator”. From the **Staff** top tab, choose your staff member by checking the checkbox beside their name, and select the **Details** side tab. On the right side, find the Staff Type field and select the pull down menu to select *Administrator*.

School > Name

Staff Type

Staff ID

Employee number

Calendar ID

Special education

Special education role

Administrator

Administrator

Counsellor

EA

Secretary

SSCF

Support

Teacher

TOC

Your staff member is now available to be selected from the Conduct Owner list as being responsible for the conduct process at your school.

1.3 Setting up Additional Conduct Incidents and Actions

MyEducation BC has several Conduct Incidents, Actions and Locations already determined by the Ministry of Education. You may choose to use these existing codes or you may create your own at the **District** or **School** view for the schools in your district. You may choose to hide the default codes from your entire district or only certain schools within.

1.3.1 Creating New Conduct Reference Codes

District or School view > Admin top tab > Data Dictionary side tab > Reference sub-side tab

1. Select the reference table you wish to add codes to by checking the box beside that table's name, or else clicking the blue, hyperlinked name of the table. The codes you will want to work with are:
 - a. Conduct Actions
 - b. Conduct Incidents
 - c. Conduct Location Codes
2. Click the **Codes** leaf. Ensure that your code does not already exist.
3. From the **Options** menu, click **Add**.

- Fill in values for *Code* and *Description* fields (these can be the same values if you prefer). When you are finished, click the **Save** button

- Your new code will be on the list, and will be available to all schools in your district when assigning Conduct Actions/Incidents/Locations. If you wish to have certain schools not able to see these new codes, see *section 1.3.2 – Hiding Codes*.

1.3.2 Hiding Codes

To hide default codes, you will need to contact Fujitsu Service Desk to hide existing codes in any reference table. If you create your own codes, you may choose to hide them from certain schools where they may not apply (for example, codes that apply only to elementary may be hidden from Middle and Senior High Schools if you wish).

To hide codes you have created:

District view > Admin top tab > Data Dictionary side tab > Reference sub-side tab

- Select the table you wish to have hidden codes for schools in your district by checking the box beside the table name, or else clicking the blue, hyperlinked name of the table.
- Click the **Codes** leaf.
- Click the blue, hyperlinked name of the code you wish to hide from a school in your district. **Note:** this will only work with codes that you have created.

- On the code details, click the **Hidden By** sub-top tab. Click the **Add** button to add your school(s) you wish to not see this code.

The screenshot shows the 'Arrow Lakes 2016-2017' interface. The 'Hidden By' tab is selected, and the 'Add' button is highlighted with a red box. The interface includes a top navigation bar with 'District View', 'Select District', 'Bawarandwa, Chrisadrienne', and 'Log Off'. Below this is a menu bar with 'Pages', 'District', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. The main content area shows 'Reference Tables :: Conduct Location Codes :: Machine Shop'. On the left, there are tabs for 'Users', 'Security', 'Data Dictionary', 'Reference Details', 'Codes', 'Fields', 'Comments', and 'Logs'. The 'Hidden By' tab is active, showing a table with 'Owner' and 'Arrow Lakes (District)'. The 'Add' button is highlighted with a red box.

- An Owner field will appear. Click the magnifying glass to choose the type. Change this to school, and pick your school(s) from the list. Click the **OK** button.

The screenshot shows the 'Arrow Lakes 2016-2017' interface with the 'Hidden By' tab selected. The 'Owner' field is highlighted with a red box, and a magnifying glass icon is next to it. A red arrow points to the magnifying glass icon. The search results for 'Schools' are displayed, showing a list of schools with their IDs and names. The 'OK' button is highlighted with a red box.

ID	Name
1010003	Edgewood Elementary
1010012	Burton Learning Academy
1099217	Arrow Lakes DL.

- Repeat steps 4-5 until you have hidden the code from every school you wish.
- Save the record.

Note: Any user looking at the reference table where this code is hidden will still see the code in the Reference Table itself. Hiding the code only manifests itself in the pick lists and pull-down menus that call this reference table.

1.4 Link Conduct Action Reference Codes to Daily Attendance Codes

To set up automatic attendance records for suspensions, Conduct Action code for suspensions must be linked to the appropriate Student Daily Attendance code(s). There are currently two different suspension codes already set up in this manner in MyEducation BC: Suspension – In and Suspension Out.

When you assign one of these codes, a corresponding Daily Attendance code will be assigned to the student: **ISS** when you assign *Suspension – In* and **OSS** when you assign *Suspension – Out*. If the suspension will be a multi-day suspension, the Daily Attendance code will also be assigned for each of those days automatically.

To create or modify codes:

From the District view, click the **Admin** tab.

1. Click the **Data Dictionary** side tab.
2. On the **Data Dictionary** side tab, click **Reference**. A list of reference tables appears.
3. Find the *Conduct Action* reference table, and select the checkbox next to its name.
4. On the **Data Dictionary** side tab, click **Codes** leaf. Any existing *Conduct Action* codes appear.
5. If you wish to create a new code, click **Add** from the **Options** menu. This will bring up the New Reference Code details. If you wish to modify an existing code, simply click the blue, hyperlinked name.

6. In the *Local code* field, enter the Student Daily Attendance code(s) to use when creating attendance records for suspensions. Doing so links the conduct action of suspension to one or more attendance codes. You might enter a single code (such as OSS) or multiple codes (such as A, ISS) based on your district's configuration.
7. In the *Template Context* field, type **.suspension** to link suspension conduct actions to the appropriate calendar.
8. Click **Save**.

Now, when you assign this particular Conduct Action with a date or date range, the student will also have the Daily Attendance code(s) assigned to them for the same days you selected.

1.5 Set Up Detention Codes

In order to manage detentions in MyEducation BC, you must designate one or more conduct action codes as detention codes. Also, you need to link detention conduct actions to the appropriate calendar.

1. From the District view, click the **Admin** tab.
2. Click the **Data Dictionary** side tab.
3. On the **Data Dictionary** side tab, click **Reference**. A list of reference tables appears.
4. Find the *Conduct Action* reference table, and select the checkbox next to its name.
5. On the **Data Dictionary** side tab, click **Codes** leaf. Any existing *Conduct Action* codes appear.
6. If you wish to create a new code, click **Add** from the **Options** menu. This will bring up the New Reference Code details. If you wish to modify an existing code, simply click the blue, hyperlinked name.

The screenshot shows the 'Reference Tables :: Conduct Action :: Detention' page. The left sidebar has tabs for 'Users', 'Security', 'Data Dictionary', 'Reference', 'Comments', and 'Logs'. The 'Reference' tab is active, showing a tree view with 'Details', 'Codes', and 'Fields'. The 'Codes' tab is selected. The main form is titled 'General' and contains the following fields:

- Code ***: Detention
- Description**: Detention
- Local code**: (empty)
- State code**: (empty)
- Federal code**: DetMgt (highlighted with a red box)
- Dependent code**: (empty)
- System code**: (empty)
- Disabled**: ☐
- Sequence number**: 0
- Is a category?**: ☐
- Category**: (empty dropdown)
- Template Context**: .detention (highlighted with a red box)

At the bottom of the form are 'Save' and 'Cancel' buttons. Above the form, there are tabs for 'Hidden By', 'Record Level Security', 'Code Dependencies', and 'Translate'. The top navigation bar includes 'Pages', 'District', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'.

7. In the *Federal code* field, type **DetMgt**. This field is case-sensitive.
8. In the *Template Context* field, type **.detention**.
9. Click **Save**.

Now, when you assign this new Detention code, the *Detention* dialog will appear for you to assign further detention parameters. As well, when taking detention attendance, you can filter by Detention type. See *section 5.2 – Taking Detention Attendance*.

2.0 Entering a Conduct Incident

When a record of a situation or event would be beneficial, you can enter a conduct incident in MyEducation BC. Then, you can add the actions you take in response to that incident.

Office staff or administrators responsible for student conduct at your school probably enter several conduct incidents for different students every day.

2.1 Entering a Conduct Incident for a Student

To enter conduct incidents:

1. From the **School** view, click the **Conduct** tab. The *Office Input* page appears with the cursor in the Name/ID field.

0 of 0 selected Incident Date 21/03/2017

Student > Name	Code	Date	Time	Location	Description
No matching records					

2. Do one of the following to search for a student:
 - Type a student's full or partial name. If an exact match cannot be found, a list of students appears, starting with the closest match.
 - Type a student's Pupil #.
3. Click **Add**. The *Conduct Entry* dialog box appears:

Incident Actions

Student > Name * Incident ID 00196469

Primary code *

Additional codes Add

Incident Date * 22/03/2017

Incident Time 10:22 AM

Location

Owner > Name

Referral Staff > Name

Victim/Target > Name






Meeting date

Description

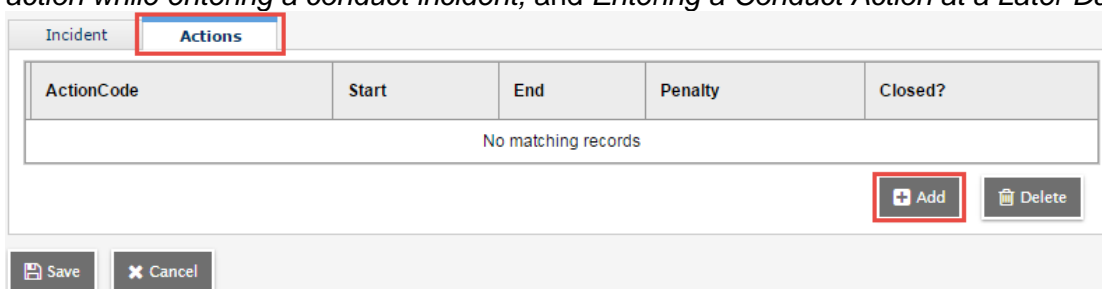
Narrative

Save Cancel

4. Use the following table to enter information in the fields:

Field	Description
Student > Name	The student's name appears. You can click  to select a different student's name.
Primary Code	Click  to select the code that best describes the incident or is the most egregious offense (if more than one). For example, if a student was caught smoking and cutting gym class, you might select Smoking as the primary code.
Additional Codes	Click Add to select any additional, or secondary, offenses related to the primary offense. The offense name(s) appear. Note: You can select as many codes as needed.
Date	Today's date automatically appears. Or, type or select the date the incident occurred.
Time	The current time automatically appears. Or, type the time the incident occurred.
Location	Select the location of the incident.
Owner > Name	Click  to select the name of the administrator responsible for entering this conduct incident.
Referral Staff > Name	Click  to select the name of the staff member who reported the incident.
Victim/Target > Name	Click  to select the name of the student who was the victim of the incident, if applicable.
Meeting Date	Type or select the date of the meeting, if one has been scheduled, to discuss the incident with the student. [optional]
Activity Date	Type or select the date that the student can return to activities (sports, clubs, etc.) if you revoke their privileges. [optional]
Incident ID	If you auto-assign incident IDs, the system automatically enters an ID. You can edit this value to match another conduct incident that might be related. To assign a new incident ID to an existing incident, on the Options menu, click Reassign incident ID .
Description	Type a detailed description of the incident.

5. Add actions, if applicable. Then save the record. See sections:– *Entering a conduct action while entering a conduct incident*, and *Entering a Conduct Action at a Later Date*



2.2 Entering a Conduct Incident for Multiple Students

To enter conduct incidents:






1. From the **School** view, click the **Conduct** tab. The *Office Input* page appears with the cursor in the Name/ID field. Click the **Multi-Add** button.

The screenshot shows the 'Office Input' page. At the top, there is a 'Name/ID' field with a search icon and a 'Multi-Add' button highlighted with a red box. Below this is a table with columns: Student > Name, Code, Date, Time, Location, and Description. The table is currently empty, showing '0 of 0 selected' and 'Incident Date: 20/03/2017'. A message 'No matching records' is displayed at the bottom of the table.

2. This will bring up the multi-add window. The first section will let the system know how you would like to determine which students to include. Choose *Selection* for a pop-up window to appear to allow you to pick from a list of all active students in your school. Choose *Snapshot* to assign students from a saved snapshot stored on the student top tab. The system also allows you to decide if you would like a single shared Incident ID for all students in this incident, or each one student can have a separate ID number.

The screenshot shows the multi-add window. At the top, there is a 'Students' section with three radio buttons: 'Selection', 'Snapshot', and 'Shared incident ID'. The 'Shared incident ID' option is selected. Below this is a 'Selected students: 0' label. The main section is titled 'Incident' and contains several fields: 'Primary code *', 'Additional codes' (with an 'Add' link), 'Incident Date *' (22/03/2017), 'Incident Time' (10:24 AM), 'Location' (dropdown), 'Owner > Name', 'Referral Staff > Name', 'Victim/Target > Name', and 'Meeting date'. To the right of these fields is the 'Incident ID' field, which contains the value '00196472'. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Use the following table to enter information in the fields:

Field	Description
Student > Name	The student's name appears. You can click  to select a different student's name.
Primary Code	Click  to select the code that best describes the incident or is the most egregious offense (if more than one). For example, if a student was caught smoking and cutting gym class, you might select Smoking as the primary code.
Additional Codes	Click Add to select any additional, or secondary, offenses related to the primary offense. The offense name(s) appear. Note: You can select as many codes as needed.
Date	Today's date automatically appears. Or, type or select the date the incident occurred.
Time	The current time automatically appears. Or, type the time the incident occurred.
Location	Select the location of the incident.
Owner > Name	Click  to select the name of the administrator responsible for entering this conduct incident.
Referral Staff > Name	Click  to select the name of the staff member who reported the incident.
Victim/Target > Name	Click  to select the name of the student who was the victim of the incident, if applicable.
Meeting Date	Type or select the date of the meeting, if one has been scheduled, to discuss the incident with the student. [optional]
Activity Date	Type or select the date that the student can return to activities (sports, clubs, etc.) if you revoke their privileges. [optional]
Incident ID	If you auto-assign incident IDs, the system automatically enters an ID. You can edit this value to match another conduct incident that might be related. To assign a new incident ID to an existing incident, on the Options menu, click Reassign incident ID .
Description	Type a detailed description of the incident.

4. Add actions, if applicable. Then save the record. See sections: *Entering a conduct action while entering a conduct incident*, and *Entering a Conduct Action at a Later Date*

Note: If you choose to enter the actions for a multiple student Conduct Incident, you will have to enter the actions for each individual student one at a time. Best practice is to enter the Conduct Actions for a multi-student Conduct Incident at the time you create the Incident.

2.3 Viewing Conduct Incident History

You can view the Conduct history for your school day-by-day or in a list format for the entire school year.

School view > Conduct top tab > Office Input side tab

From here, you can view all conduct incidents for a given day at your school. You can change the Incident Date using the date field in the top right of the screen to select your date, and it will list all incidents by *Student Name* as a default. You may change the sort at your own discretion, as well as modify the fields you view in the Field Set management.

Pages School Student Staff Attendance **Conduct** Grades Assessment Schedule Global Tools Admin

Office Input

Office Input Options Reports Help Search on Name

Incident History Action History Detentions

Name/ID Add Multi-Add

0 of 1 selected Incident Date 22/03/2017

Student > Name	Code	Date	Time	Location	Description
This, Student	Cell Phone Misuse	22/03/2017	9:24 AM	Classroom	Student was texting during class time

You may also choose to look at a list of all conduct incidents at your school over the current school year.

School view > Conduct top tab > Incident History side tab

Here you can view all conduct incidents at your school for a given year, listing all incidents by *Student Name* as a default. You can click the blue, hyperlinked name of the student to get the details for the Incident.

Pages School Student Staff Attendance **Conduct** Grades Assessment Schedule Global Tools Admin

Incidents

Office Input Incident History Details Action History Detentions

Options Reports Help Search on Pupil #

1:1370877 | Cumminghobso... 0 of 22 selected Current Year

Student > Name	Student > Pupil #	Code	Date	Time	School > Name	ID
Cumminghobson, Jodyshelley	1370877	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006
Darkazangi, Alekhine	2120430	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006
This, Student	2125092	Attendance Issues	22/03/2017	9:32 AM	Smithers Secondary	00163005
This, Student	2125092	Cell Phone Misuse	22/03/2017	9:24 AM	Smithers Secondary	00163004
Abdaladesouzaferreira, Beina	220296	Attendance Issues	22/03/2017	9:32 AM	Smithers Secondary	00163005

3.0 Entering a Conduct Action

You can enter Conduct Actions at the same time as entering a Conduct Incident, or else you may enter the incident and then the actions at a later time or date.

3.1 Entering a Conduct Action While Entering a Conduct Incident

After entering your Conduct Incident, you may wish to add the appropriate Conduct Action at the same time. Before you click the **Save** button after entering the Incident, click the **Actions** sub-top tab to move to the Actions section of the incident, and click the **Add** button.

This will bring up the Conduct Action pop-up.

Code	Description	State
Apology	Apology	
Behaviour Plan	Behaviour Plan	
Bus Susp	Bus Suspension	
Bus Warning	Bus Warning	
Cleanup Duty	Cleanup Duty	
Community Service	Community Service	
Computer Use Revoked	Computer Use Revoked	
Conference	Conference	
Confiscation	Confiscation	
Contract	Contract	

Here, you can put in an Action Code – taken from the Conduct Action reference table; a Start Date of when the Action will commence; an End Date when the last day of the Action will be; the option to say that the action is closed; and a description field. Enter these values and click the **OK** button. When you return to the actions page, you will be able to save the record.

3.2 Entering a Conduct Action at a Later Date

If you enter a Conduct Incident and either are not ready to enter the Conduct Action until later, or else want to change a Conduct Action for an existing Incident.

In order to do this, you will need to go to the following location in MyEducation BC:

School view > Conduct top tab > Incident History side tab

From here, you will see all the Conduct Incidents for your current school year. This list will be sorted by the student's name, although you can change the sort and field set to suit your purpose at any time. Choose the Incident you wish to add or edit the Conduct Actions for by clicking the blue, hyperlink of the name of the student for the date you wish to edit. When the Incident details open, click the **Actions** sub-top tab. There you may click the **Add** button to add a new Action or click the blue, hyperlinked name of the existing action if you wish to make a change.

When finished, click the **Save** button to confirm the new Action.

3.2.1 Viewing Action Changes to an Incident

When looking at a Conduct Action, you may want to see if any changes have been made to the action, and what changes were made if they were.

This will give a list of changes made to that particular incident and action. You have the option of looking for just today, yesterday, this week, last week, this month or all records.

4.0 Deleting a Conduct Record

In the event you wish to delete a Conduct Incident or Conduct Action, you may do so easily in MyEducation BC.

4.1 Deleting a Conduct Incident

You may delete a Conduct Incident from three different locations in MyEducation BC, depending on how you would like to search for a particular incident.

4.1.1 All Incidents at your school during the school year

School view > Conduct top tab > Incident History side tab

This view will display a list of all incidents for all students at your school. This list will be sorted by the Student Name; however you can also choose to browse by date if you are looking for a particular incident.

When you have found the incident, click the checkbox beside its name, and then choose **Delete** from the **Options** menu.

Pages School Student Staff Attendance **Conduct** Grades Assessment Schedule Global Tools Admin

Incidents

Office Input

Incident History Details

Action History

Detentions

Options Reports Help

Search on Pupil #

1 of 22 selected

Current Year

Student > Pupil #	Code	Date	Time	School > Name	ID	
1370877	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006	
2120430	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006	
2125092	Attendance Issues	22/03/2017	9:32 AM	Smithers Secondary	00163005	
2125092	Cell Phone Misuse	22/03/2017	9:24 AM	Smithers Secondary	00163004	
220296	Attendance Issues	22/03/2017	9:32 AM	Smithers Secondary	00163005	
<input checked="" type="checkbox"/> Acostarjuna, Makkai	220306	Attendance Issues	22/03/2017	9:32 AM	Smithers Secondary	00163005
<input type="checkbox"/> Dadja, Luara	220316	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006
<input type="checkbox"/> Danelis, Dittychacko	220327	Admin Concern	22/03/2017	9:38 AM	Smithers Secondary	00163006

4.1.2 All incidents at your school on a particular date

School view > Conduct top tab > Office Input side tab

From this view, you can choose to select a single day during the school year when the incident may have occurred. If you wish to check the day before or the day after, you can quickly go from day to day using the ◀ ▶ icons on either side of the date.

When you have found the incident, click the checkbox beside its name, and then choose **Delete** from the **Options** menu.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Office Input

Office Input Options Reports Help Search on Name

Incident History Action History Detentions

Delete Send Email...

Name/ID Add... Multi-Add...

1 of 12 selected Incident Date 22/03/2017

<input type="checkbox"/>	Student > Name	Code	Date	Time	Location	Description
<input checked="" type="checkbox"/>	Csipkes, Gerid	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Cumminghobson, Jodyshelley	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Curieberman, Keyoumu	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Dadja, Luara	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break

4.1.3 All Incidents for a particular student

School view > Student top tab > Conduct side tab > Incidents sub-side tab

From the **Student** top tab, you can select a student, and choose the **Conduct** side tab to see all Incidents that have been assigned to that particular student for the current school year. These will be sorted by Date by default; however you can change this using the **Sort** icon if you wish. If you wish to see incidents from a previous school year, you can change the filter to *All Records*.

When you have found the incident, click the checkbox beside its name, and then choose **Delete** from the **Options** menu.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Office Input

Office Input Options Reports Help Search on Name

Incident History Action History Detentions

Delete Send Email...

Name/ID Add... Multi-Add...

1 of 12 selected Incident Date 22/03/2017

<input type="checkbox"/>	Student > Name	Code	Date	Time	Location	Description
<input checked="" type="checkbox"/>	Csipkes, Gerid	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Cumminghobson, Jodyshelley	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Curieberman, Keyoumu	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break
<input type="checkbox"/>	Dadja, Luara	Admin Concern	22/03/2017	9:38 AM	Cafeteria	Food fight during lunch break

4.2 Deleting a Conduct Action

You may delete a Conduct Action from three different locations in MyEducation BC, depending on how you would like to search for a particular Action.

4.2.1 All Actions at your school during the school year

School view > Conduct top tab > Action History side tab

This view will display a list of all actions for all students at your school. This list will be sorted by the Student Name; however you can also choose to browse by date if you are looking for a particular incident.

When you have found the incident where the action was assigned, click the blue, hyperlinked name of the student to bring up the Conduct pop-up.

When the pop-up appears, click the **Actions** sub-top tab. Select the checkbox beside the Action you wish to delete, and then the **Delete** button. When you are finished deleting all Actions for that incident, click the **Save** button.

Incident		Actions			
	ActionCode	Start	End	Penalty	Closed?
<input checked="" type="checkbox"/>	Detention	22/03/2017		3	N
<input type="checkbox"/>	Letter Home	22/03/2017		0	N

4.2.2 All Actions at your school on a particular date

School view > Conduct top tab > Office Input side tab

From this view, you can choose to select a single day during the school year when the incident may have occurred. If you wish to check the day before or the day after, you can quickly go from day to day using the ◀ ▶ icons on either side of the date.

When you have found the incident, click the checkbox beside its name, and then choose **Delete** from the **Options** menu.

4.2.3 All Actions for a particular student

School view > Student top tab > Conduct side tab > Actions sub-side tab

From this location, you can view all actions that have been assigned to that particular student for the current school year. These will be sorted by Date by default; however you can change this using the **Sort** icon if you wish. If you wish to see actions from a previous school year, you can change the filter to *All Records*.

When you have found the action, click the checkbox beside its name, and then choose **Delete** from the **Options** menu.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 08 - This, Student

Options Reports Help Search on Date

1 of 5 selected

Incident > Code	ActionCode	Start	Penalty	Closed?
Attendance Issues	Meeting	22/03/2017	0.0	N
Attendance Issues	Letter Home	22/03/2017	0.0	N
Cell Phone Misuse	Conference	22/03/2017	0.0	N
Cell Phone Misuse	Apology	22/03/2017	0.0	N
Cell Phone Misuse	Confiscation	22/03/2017	0.0	N

5.0 Detentions

5.1 Assigning Detentions

Detentions are Conduct Actions that have extra functionality in MyEducation BC. When you select the Action Code for Detention, it will bring up a calendar underneath with a count of detentions and a calculated End Date.

Action code * Detention

Start date *

No. of detentions

End date

Days

March 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	31	

☐ = Unselected ☒ = Selected
☐ = Non-session ☐ = Served

Description

In the calendar, click a rectangle representing the first day of the student's detention. The rectangle turns blue, and the Start Date and No. of detentions fields are automatically populated. Repeat as needed.

Note: To deselect a day, click the rectangle again. It turns white. The first day you select is the first day the student's name appears on the detention list. The student will appear on the detention list every day selected until the detention is served.

5.2 Taking Detention Attendance

Take detention attendance in the School view by clicking the Conduct tab, Detentions side-tab. A roster of students with unserved detentions on a specified date appears. When a student is marked present, a Detention Served record is created, giving them credit for a single detention.

Detention actions are automatically closed when the number of detentions served matches the action penalty time. Students are removed from the roster when they no longer have outstanding detentions.

To take detention attendance:

School view > Conduct tab > Detentions side tab.

1. In the list of students who have unserved detentions, users can filter the detentions by code, such as *Office Detention* or *Saturday Detention*, click the **Code** drop down. This will default to having the code *Detention*. To add new codes, see *section 1.5 – Set Up Detention Codes*.
2. For each student, select the checkbox in the appropriate detention column to mark them present.
3. Click **Save**. The system automatically reduces the *Detention Count* field by 1 and updates each student's Detention Served record (**Student tab > Conduct side tab > Detentions Served**).

6.0 Suspensions

6.1 Assigning Suspensions

Suspensions are Conduct Actions that also have extra functionality in MyEducation BC. Similar to Detentions, you will get a calendar on when a suspension will start and finish when you have set them up properly. To set up suspension codes, see *section 1.4 - Link Conduct Action Reference Codes to Daily Attendance Codes*.

Action code *

Suspension - Out

Suspension

Start date *

03/07/2017

Duration (days)

3

End date

03/09/2017

Days

March 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	31	

= Unselected

= Selected

= Non-session

= Served

Description

OK

Cancel

In the calendar, click a rectangle representing the first day of the student's suspension. The rectangle turns blue, and the Start Date and suspension duration fields are automatically populated. Repeat as needed.

Note: To deselect a day, click the rectangle again. It turns white.

6.2 Suspensions Automatically Populating Attendance Codes

When an Action Code that results in an absence from school or an absence from classes, such as **OSS** (Out-of-School Suspension) or **ISS** (In-School Suspension) is used, MyEducation BC instantly marks the student absent on the designated days in both the Attendance Office and on the **Attendance Input** screens of all of the student's teachers.

7.0 Expiring Student Conduct Incidents

Districts or schools that do not wish to have student conduct incidents travel to another school or the next school year, can choose to have these set to expire.

All Incidents with an expiry date that is on or before EOYR will be deleted when the Enterprise job is run to remove expired incidents.



7.1 Expiring individual student incidents

1. Go to the **School** view.
2. In the **Student** top tab, select the **Conduct** side tab
3. Click the **Incident** sub-side tab.
4. Click the blue hyperlink of the incident to expire.
5. Populate the **Expiration Date** field.
6. Click **Save**.

Incident	Actions
Primary code * <input type="text" value="Attendance Issues"/> <input type="button" value="Q"/> Attendance Issues Additional codes <input type="button" value="Add"/> Incident Date * <input type="text" value="20/03/2017"/> <input type="button" value="Calendar"/> Incident Time <input type="text" value="9:32 AM"/> Location <input type="text"/>	Incident ID 00163005 Investigation status N/A Owner > Name <input type="text" value="Dzali, Kennylaupui"/> <input type="button" value="Q"/> <input type="button" value="X"/> Referral Staff > Name <input type="text"/> <input type="button" value="Q"/> Victim/Target > Name <input type="text"/> <input type="button" value="Q"/> Expiration Date <input type="text"/> <input type="button" value="Calendar"/>

7.2 Expiring Multiple Student Incidents

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

1. Go to the **School** view.
2. In the **Conduct** top tab, select the **Incident History** side tab.
3. Click the  icon and select the **Expiring Conduct Incidents** field set.
4. In the **Options** menu, select **Modify List**. Click the  icon to make the fields editable.
5. Populate the **ExpDate** field and **click the green check mark to save**.

ExpDate	
<input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="text" value="30/06/2017"/>	<input type="button" value="Calendar"/>
<input type="text" value="30/06/2017"/>	<input type="button" value="Calendar"/>
<input type="text" value="30/06/2017"/>	<input type="button" value="Calendar"/>

8.0 Incident and Action Validation

8.1 Date Validation

Filters are available in District and School view to identify Actions with invalid dates entered. The filters include records within the current school year.

District or School view > Conduct top tab > Incident History side tab

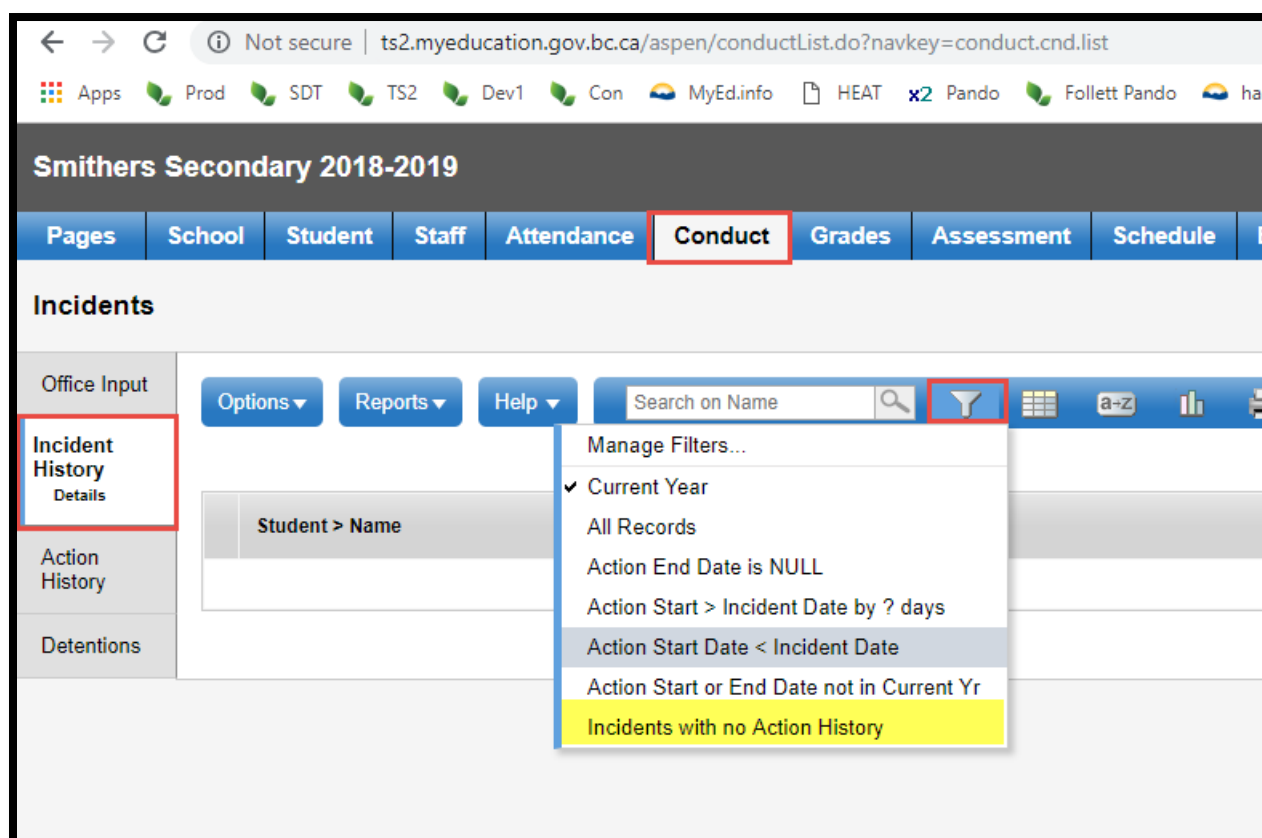
The screenshot shows the MyEducationBC web application interface. At the top, there's a navigation bar with tabs: Pages, School, Student, Staff, Attendance, **Conduct** (highlighted with a red box), Grades, Assessment, and Schedule. Below this, the 'Incidents' section is visible. On the left, there's a sidebar with 'Incident History Details' (highlighted with a red box), 'Action History', and 'Detentions'. The main area shows a table with a header 'Student > Name'. Above the table, there's a toolbar with 'Options', 'Reports', 'Help', a search bar, and a filter icon (highlighted with a red box). The filter dropdown menu is open, showing the following options: 'Manage Filters...', 'Current Year' (checked), 'All Records', 'Action End Date is NULL' (highlighted in yellow), 'Action Start > Incident Date by ? days' (highlighted in yellow), 'Action Start Date < Incident Date' (highlighted in yellow), 'Action Start or End Date not in Current Yr' (highlighted in yellow), and 'Incidents with no Action History'.

- **Action End Date is NULL** - retrieves Current Year Incident Records, where the associated Action record has a start date but no end date.
- **Action Start Date < Incident Date** – retrieves Current Year Incident Records where the associated Action record start date *precedes* the Incident date.
- **Action Start or End Date not in Curr Year** – retrieves Current Year Incident Records where the Start Date or the End Date of the associated Action record is not in the *Current Year* date range.
- **Action Start Date Exceeds Incident Date by *X* days** – retrieves Current Year Incident Records where the associated Action record start date *exceeds* the incident date by more than X number of days (X supplied as a parameter by the end-user).

8.2 Incidents with no Action History

A filter is available in District and School view to identify Incidents with no associated Actions. The filter includes records within the current school year.

District or School view > Conduct top tab > Incident History side tab



- **Incidents with no Action History** – retrieve Current Year Incident Records where NO associated Action record exists.

9.0 APPENDIX 1: Conduct Reports

9.1 Conduct Action List

Run the Conduct Action List report to view a list of student conduct incidents and their associated actions.

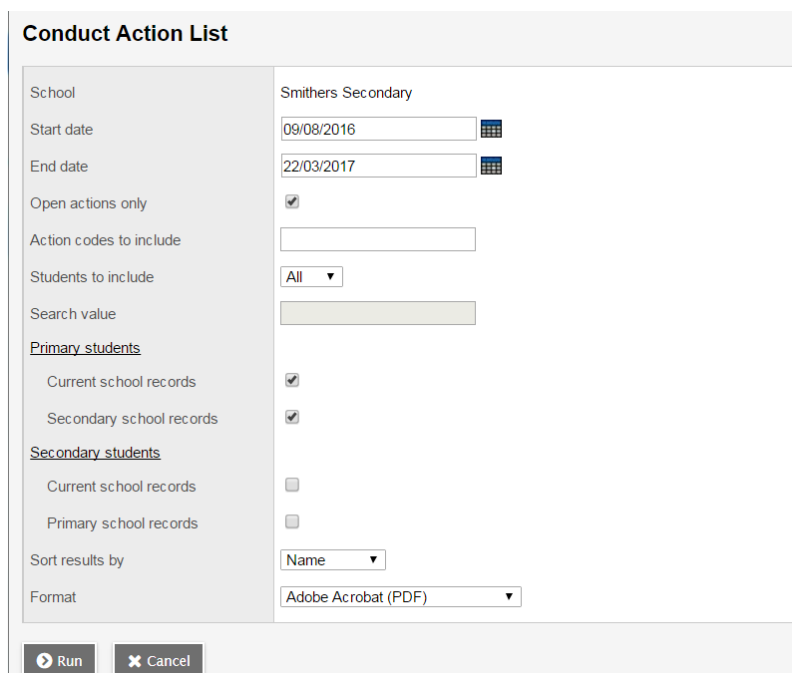
This report sorts actions by students' last names.

To run the Conduct Action List report:

District or School view > Conduct top tab > Reports menu > Conduct Action List report

1. The Conduct Action List dialog box appears.
2. Enter the report parameters. The report appears in the format you select.

Conduct Action List input screen:



The screenshot shows the 'Conduct Action List' dialog box. It has a light gray header with the title 'Conduct Action List'. The main area is divided into two columns. The left column contains labels for various input fields, and the right column contains the corresponding input values or controls. At the bottom, there are 'Run' and 'Cancel' buttons.

School	Smithers Secondary
Start date	09/08/2016
End date	22/03/2017
Open actions only	<input checked="" type="checkbox"/>
Action codes to include	
Students to include	All
Search value	
<u>Primary students</u>	
Current school records	<input checked="" type="checkbox"/>
Secondary school records	<input checked="" type="checkbox"/>
<u>Secondary students</u>	
Current school records	<input type="checkbox"/>
Primary school records	<input type="checkbox"/>
Sort results by	Name
Format	Adobe Acrobat (PDF)

Buttons: Run, Cancel

9.2 Conduct Totals

Run the Conduct Totals report to view the number of conduct incidents or actions, broken down by category, reported at your school during the specified date range.

There are many ways to group totals. For example, you might set the **Group totals by** field to **Incidents by location** to see if more lunch monitors are needed in the cafeteria. Or, to see how many students have displayed a particular disruptive behavior, group totals by **Incident**.

To run the Conduct Totals report:

District or School view > Conduct top tab > Office Input side tab > Reports menu > Conduct Totals
District or School view > Conduct top tab > Incident History side tab > Reports menu > Conduct Totals
District or School view > Conduct top tab > Action History side tab > Reports menu > Conduct Totals

Enter the report parameters. The report appears in the format you select.

Conduct Totals input screen:

Conduct Totals

School	Smithers Secondary
Start date	09/08/2016
End date	22/03/2017
Group totals by	Actions
Students to include	All
Search value	
<u>Primary students</u>	
Current school records	<input checked="" type="checkbox"/>
Secondary school records	<input checked="" type="checkbox"/>
<u>Secondary students</u>	
Current school records	<input type="checkbox"/>
Primary school records	<input type="checkbox"/>
Order by totals	<input type="checkbox"/>
Format	Adobe Acrobat (PDF)

9.3 Conduct History

Run the Conduct History report to view all conduct incidents entered for a single student within a date range. This report sorts incidents by date in ascending order. For each incident, the report displays the following information:

- Date
- Referred by
- Incident Code
- Administrator
- Time
- Description
- Place
- Table of Actions

To run the Conduct History report:

School view > Student top tab > Conduct side tab > Reports menu > Conduct History report
District view > Student top tab > Conduct side tab > Reports menu > Conduct History report

Enter the report parameters. The report appears in the format you select.

Conduct History input screen:

Conduct History

Start date	09/08/2016
End date	22/03/2017
Format	Adobe Acrobat (PDF)

9.4 Suspension Notice

Run the Suspension Notice report to print a letter to be sent to parents/guardians regarding their child's suspension.

This letter goes into the student's file. You have the option of printing a parent copy, student services copy, and school copy.


To run the Suspension Notice report:



1. Log on to the Enterprise or School view.
2. Click the Conduct tab.
3. Click the Incident History side-tab.
4. Search for and select the student.
5. On the Reports menu, click Suspension Notice. The Suspension Notice dialog box appears.
6. Enter the report parameters.

Note: If you need to print an additional copy of this letter to be sent to another address (such as for divorced families), select the Alternate mailings checkbox.

Suspension Notice report input screen:

Suspension Notice

School	Smithers Secondary
Students to include	Current selection ▼
Date	22/03/2017 
Action code	Suspension - In ▼ Suspension
Alternate mailings	<input type="checkbox"/>
<u>Primary students</u>	
Current school records	<input checked="" type="checkbox"/>
Secondary school records	<input checked="" type="checkbox"/>
<u>Secondary students</u>	
Current school records	<input type="checkbox"/>
Primary school records	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

 Run
  Cancel