CIVICA

Integris Behaviour Manager Training Notes

Document Versions

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Contents

1 Introduction

The Integris Behaviour module gives schools and educators an effective tool for managing Student Behaviour records. This encompasses positive, negative and neutral behaviour. Users can easily record behaviour records for one or more students. All users can view and edit student records and record additional details for suspensions, withdrawals and other incidents.

These Training Notes provide a reference during and following RM Behaviour module training. They cover all of the main sections of the Behaviour module. The Behaviour Manual provides a comprehensive guide to the software.

During training we will be working with fictitious data and all the exercises contained within this user guide refer to that data.

1.1 Behaviour Manager Training Program

Time	Contents
8.45 am	Coffee
9.00 am	Welcome/ Housekeeping and Introductions Tool Bars and Sidebars Locating Student Details Entering Staff Details Behaviour System Preferences Behaviour Parameters Entering Behaviour Records
10.30 am	Morning Tea
10.50 am	Entering and Maintaining Behaviour Records Entering Suspensions Producing Behaviour Notifications Individual Behaviour Plans Linking Additional Documents to a Behaviour Record
12.30 pm	Lunch
1.10 pm	Links to the Lesson Attendance module Producing a Mail Merge letter from student details Export and Import of Student Records Behaviour Reports Creating a Behaviour Students at Risk Group
2.40 pm	Afternoon Tea
3.00 pm	Review Activity / Questions

1.2 Training Outcomes

At the end of the training participants should be able to:

- Set up Behaviour module system preferences
- Set the paths for Individual Behaviour Plans
- View and modify Behaviour Parameters
- Enter, edit and delete Behaviour Records for individuals
- Enter Behaviour Records for groups of students
- Attach an Individual Behaviour Plan
- Locate the Lesson Attendance Links for suspensions and withdrawals
- Produce various Behaviour Reports including statistical information
- Create a group
- Generate a mail merge letter for a group of students
- Create a simple KST (Keys Standard Template) document for use in a subsequent mail merge

1.3 Getting Started

Please read the following information and advice before using the module.

1.3.1 Installation of the Behaviour Module

Please see your school SIS Administrator if the Behaviour Module does not appear on the Integris sidebar. The Department of Education will provide schools with information regarding the installation of the software on your school network.

1.3.2 The Behaviour Module and Lesson Attendance links

When the Behaviour Module is loaded all suspension and withdrawal information will be entered using this module. Lesson Attendance records will be automatically updated if a suspension or withdrawal is added in the Behaviour Module. If a suspension or withdrawal needs to be changed or deleted this must be done in the Behaviour Module.

In Lesson Attendance, the Suspension and Withdrawal codes are unavailable for selection if the Behaviour Module is in use. It is not possible to edit a suspension or withdrawal record created in Behaviour in Lesson Attendance. This will ensure the data for suspensions and withdrawals in both Lesson Attendance and Behaviour are synchronised.

1.3.3 Data Entry Guidelines

When entering additional information into the Behaviour Details and Actions Details sections type using sentence case.   The information that is entered here is used when producing letters and advices from within the module.

When entering the Behaviour Details it is recommended that you use a key word first, and then follow this with the additional details, for example, Fighting – Graeme was involved in a fight during lunchtime.

1.4 Logging on to the System

Activity

- To log on, double click on the **Integris Training** icon on the desktop

- Type **ADMIN** as the User Name for use in today's training
- Press **<Tab>** to move the cursor to the Password box
- Enter the password: **keys**

- Click on **Login** or press **<Enter>**

In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration


Note: It is strongly recommended that you change your password once a month.

1.5 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.
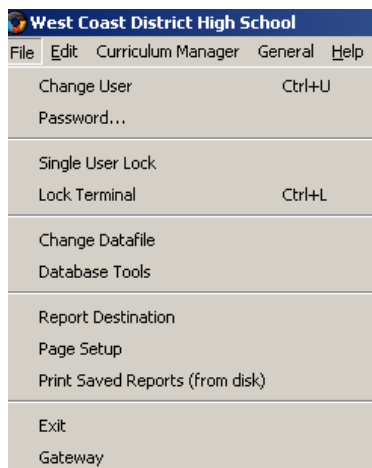
- **Change User** should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Lock Terminal** may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again.
- **Report Destination** allows the user to choose where to send any report created in Integris. The options are displayed below.
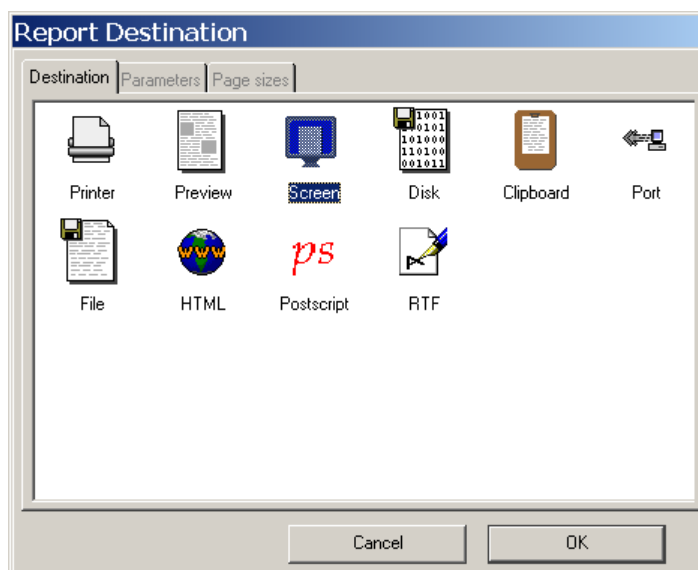
1.6 Using the Sidebars

Once you have logged onto the system a blank window with a control panel (sidebar) appears down the right-hand side of the screen. The General sidebar is displayed.

The Administration module comprises of two sidebars. The one displayed on the left of this page is the *General* sidebar. This provides access to the core functions. From here you can enter school details, view and enter student and staff details and create groups of students and staff.

It is also where schools set up their own parameters for the system and use the Control function to add new modules at a later date, and set up new users and passwords.

By clicking on the *Admin* tab on the bottom of the sidebar a second bar is revealed over the General side bar. This is the *Admin* sidebar which provides an emergency report function, enables users to speed edit information in students' records, carry out year end procedures and produce reports.

Other sidebars will be available dependent on your school and level of access.

2 Student Details

General > Student Details

From the General sidebar choose Student Details. The Student window opens.
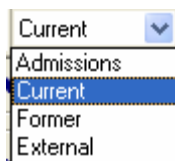

This is the summary window and displays the basic student data and a photograph of the student (where available).

Photos are accessed by clicking on Display Student Photograph [icon] at the bottom right-hand corner of the window.

To view specific areas of a student's record use the buttons on the tool bar at the top of the Student window:
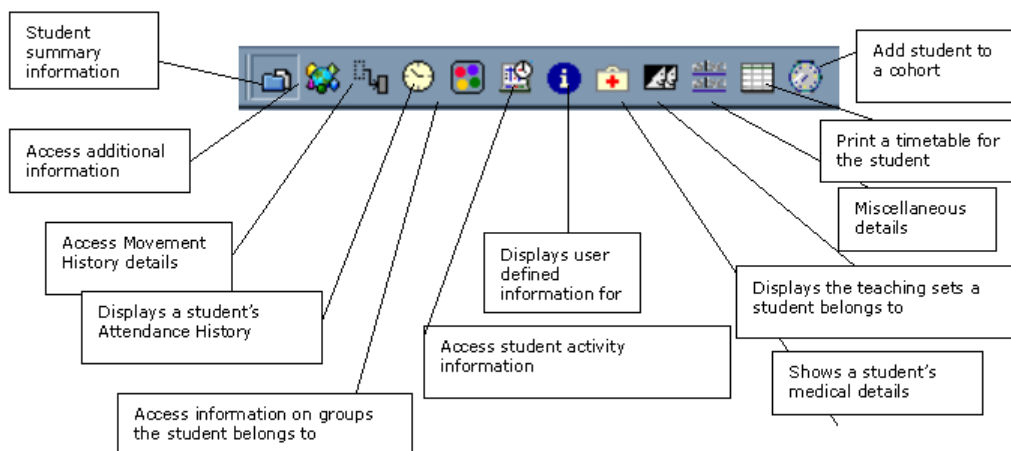
Student Details Toolbar

This drop-down menu enables the user to decide which of the rolls they wish to view: the Admissions Roll, Current Roll, Former Roll or the External Roll.

 The Next Student and Previous Student arrows on either side of the binoculars allow you to scroll through the database either forward or backward in alphabetical order.

 The Find Student tool enables users to find individual students or groups of students based on selected criteria.

 Add a new student

 Edit student data

 Move a student to the Former Roll

 Print student details

 Send a letter

 Send an e-mail

Student Status Bar

The Student Status Bar is designed to be visible from all panes of the window, giving users a view of key student indicators at a glance.

The Status Bar is split into two sections, with the left-hand section reserved for more sensitive data. In both sections, information on the current student is displayed using icons. Hover the pointer over an icon and it will display a description of its meaning.

Normal Bar		**Sensitive Status Bar**

Normal Bar

📋 Student has a flagged medical condition

🗒 Language Background other than English

🚫 Access restriction

🕐 Part-time student

👍 Accepted (Admissions Roll)

V VET Student

📒 Student Notes

name Name Change

Sensitive Status Bar

🔔 Educational Support Program

2.1 Locating Students' Records

General > Student Details

There are five methods of searching for students in Student Details

- Using the Previous Student/Next Student arrows
- Using Quick Search
- Using the standard Integris Find function 🔍
- Using the Advanced Find Student Search 🔍
- Making Siblings the Browse set

2.1.1 Using the Previous Student/Next Student Arrows

◀ 🔍 ▶

The Previous Student/Next Student arrows are located at the top left of the Student window.

They can be used to scroll through the current browse set of students.

Click on the Next Student arrow ▶ to move to the next student in the browse set. Click on the Previous Student arrow ◀ to move to the previous student in the browse set.

2.1.2 Quick Search
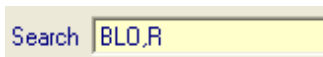
Search [   ]

The Summary screen in Student Details provides a Simple Student Search facility to enable the user to quickly locate and load a specific student's record. It is located at the bottom left corner of the Student window.

The search operates on the currently defined browse set in the Student Details window. If no browse set is defined, the currently selected roll will be searched.

Activity

General > Student Details

- Place your cursor in the *Search* box

- To search for a student Rebecca Bloor enter the following

- Press <*Enter*>

Search | BLO,R

The Student Details screen for Rebecca Bloor is displayed.

- Place your cursor in the Search box or
- Type *SMITH*
- Press *<Enter>*

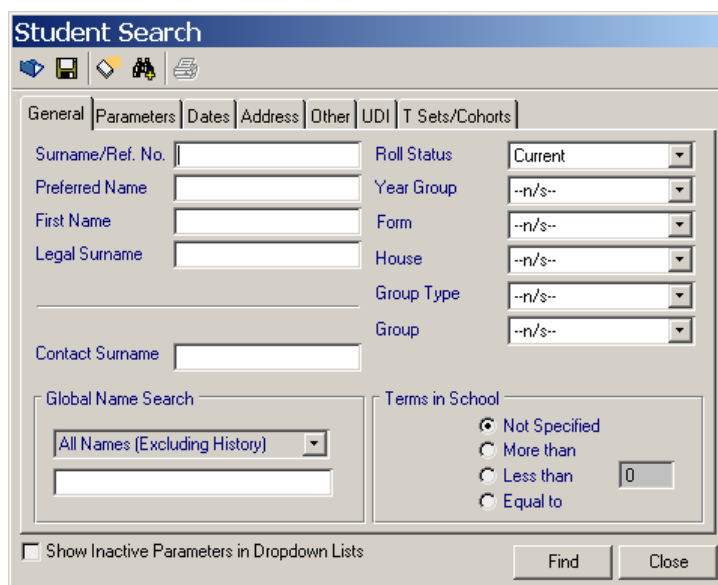A list of all students with the surname of Smith will be displayed.

- Double click on Kane Smith to view his details

2.1.3 Find Student Function

Another method of finding a student's record is by using the standard Find Student function located at the top of the Student window. This function is used in other sections of Administration Manager and in other Integris modules.

Use the Find Student tool to select students by a variety of different search criteria. Click on the Find Student icon and the following window appears.

Find a particular student by entering either a surname or Student Reference number in the Name/Number field. It is not necessary to enter the whole surname. Enter the first few characters and press <Enter>. A list of students' names matching the characters entered will be displayed. Double click on the appropriate name.
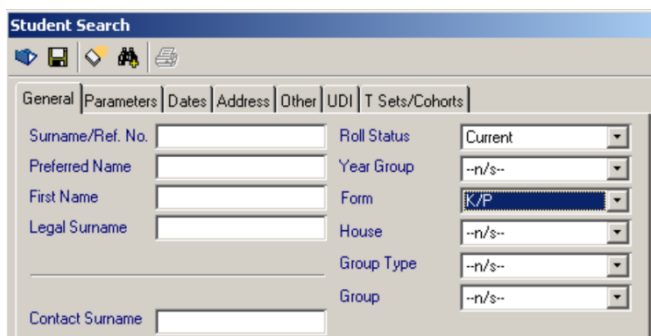
You can find individual students or groups of students by many other criteria such as year group, form, teaching set, group, previous school, indigenous status, dates (including birthdays and students' ages), addresses and user-defined information (UDI).

The system can save any search criteria you enter - this is called a Query. A query can then be used at a later date to save you setting up the search again.

Activity

Find the students on K/P Form

- Find the students in *Form: K/P*
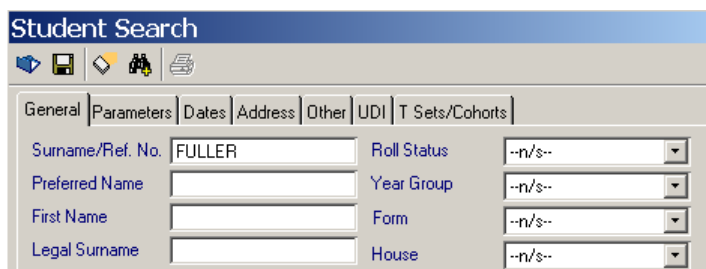
- Click *Back*
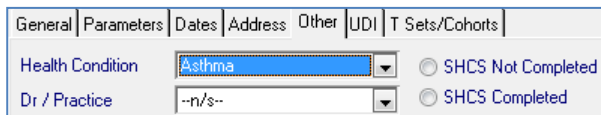- Clear your settings

Find students using Surname and Roll Status

- Find the student with the Surname *Fuller*
- Change the *Roll Status* to *n/s* to search the Admission, Current and Former Rolls
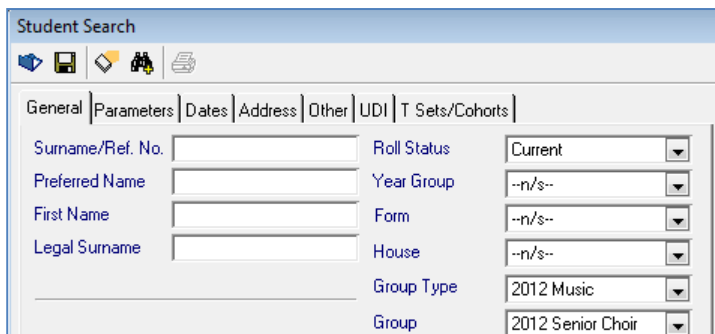
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Find students using Health Condition

- Select the *Other* tab
- Choose *Health Condition: Asthma*

- Click *Back* and clear your settings

Find and print a list of students in 2012 Senior Choir:

- Select *Group Type*: *2012 Music*
- In *Group* field select *2012 Senior Choir*

- Click *Find* button to load the Search Results
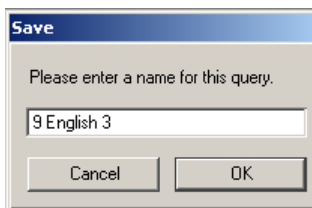- Click *Back* and clear your settings

Find students by Teaching Set and save the Query

- Click on the *Teaching Sets/Cohort* tab
- Find the students in *9ENG_3*

- To save the query click on the floppy disc icon

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- Enter an appropriate name for the search

Save

Please enter a name for this query.
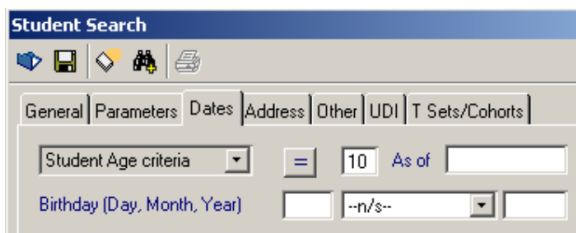
9 English 3

| Cancel | OK |

- Click **Back** and clear your settings

To load a saved query

- Click View the Query List
- Highlight **9 English 3**
- Click **Load**
- Click **Find** to locate the students matching the query
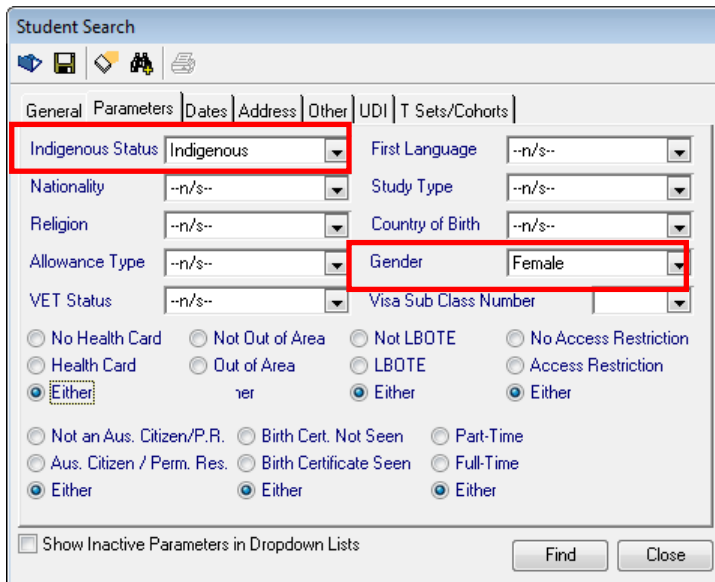-

Find students by Age

- Find the students who are 10 years old TODAY

Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts |

Student Age criteria   =   10   As of

Birthday (Day, Month, Year)   --n/s--

- Click **Back** and clear your settings

Save a query for Indigenous girls

- Select the *Parameters* tab
- Choose *Indigenous status: Indigenous*
- Chose *Gender: Female*
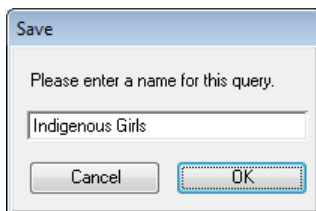
- Click *Find*

- View the results then click *Back*
- Save 🖫 this query
- Give it an appropriate name and click *OK*

- Clear ◇ your search criteria
- Click View the Query List ➡
- Highlight *Indigenous Girls*
- Click *Load*
- Click *Find* to locate the students matching the query

Note: Saving a query saves the question not the answer. Every time the query is loaded, an up-to-date list of the students matching the search criteria is displayed.

Method 4: Advanced Find Student Search 🔍
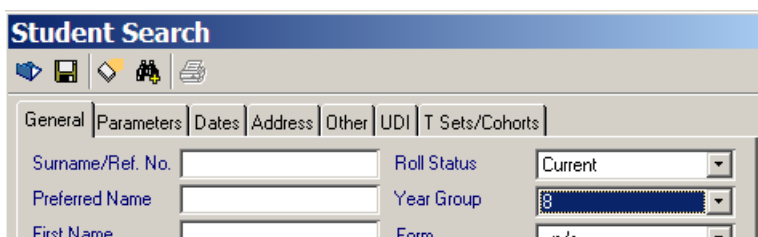
When searching for students the Advanced Find Student Search tool can be used to add another student or group of students to an existing search results list. Once the desired list of students is displayed the Advanced Find Student Search tool can be used to add students to the existing list.

Activity: Advanced Student Search

Find the Year 8 and 9 Boys

- Click Find 🔍
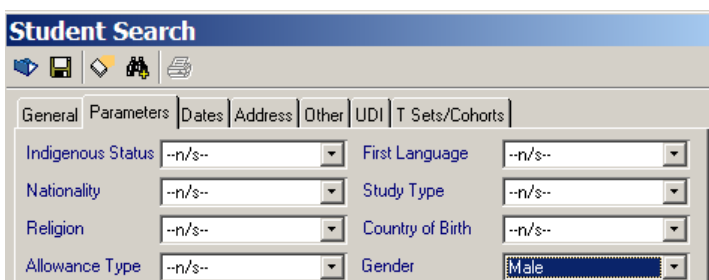- On the *General* tab, select *Year Group: 8*

- In the *Parameters* tab, select *Gender: Male*

- Click *Find* or press <*Enter*>

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- Click Advanced Find   to search for the additional students to add to the query

- Click Add Students   to find for the Year 9 boys

- Click **Find, Select and Yes**
- Click on the **Form** column header to sort into Forms
- Click Print   and send the report to the screen
- Close the report

- Click **Select** and **Yes** to create a combined list of the Year 8 and 9 boys
- Click **Select** and **Yes** to create a browse set of Year 8 and 9 boys

- Clear the browse set by clicking on

Note: There is currently no ability to save advanced searches.

Method 5: Make Siblings the Browse Set

Once a student's record is loaded, and any necessary changes have been made, it is easy to create a browse set of the student's siblings so that the siblings' records can be edited. In the Contacts pane, right click and select *Make Siblings the Browse Set.*

Activity

General > Student Details

- Right click in the contacts pane for Jackie Albert

- Select *Make Siblings the Browse Set*

🔴 Indicates that a Browse Set (a subset of student records) has been created.

- Click Next Student ▷

Jennifer Zolter-Albert's records will be displayed.

- Click Previous Student ◁ to return to Jackie's records
- Click 🔴 and *Yes* to clear the browse set

3 Staff Details

General > Staff Details

Administration Manager can hold details on staff. The staffing section of the system is accessed via the **Staff Details** icon on the General side bar. Functionally it is very similar to the Student window, using many of the same icons.

Activity

You will now enter yourself as a staff member of West Coast DHS so that your name can be selected from the staff list during training. At school your details should have been entered by the school's Integris administrator.

General > Staff Details
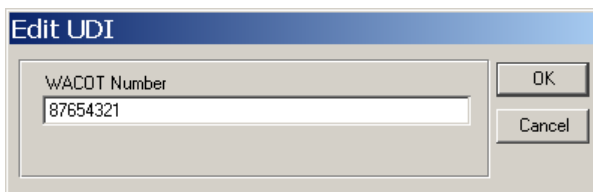
- Click Add ![icon]
- Enter the following information about yourself, tabbing between the fields:
  o Title
  o Surname *
  o First Name *
  o Gender
  o Date of Birth *
  o Staff Code * (first three letters of your surname and your first initial)
  o ID Number*
  o Staff Type

*Note: * indicates the field is mandatory*

UDI – WACOT Number

WACOT is the Western Australia College of Teachers.

- Click on the **UDI** tab to enter the details of the WACOT number.
- Highlight **WACOT Number**
- Click on the Edit UDI ![icon]
- Enter the WACOT number

Edit UDI

WACOT Number
87654321

OK   Cancel

- Click **OK** to save the WACOT number

- Click **OK** to save the Staff Details entered

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4 Behaviour

4.1 Behaviour Sidebar Functions

The Behaviour features of Integris are grouped on the Behaviour sidebar.

Management – Student Behaviour record data entry point. This allows for one or more student records to be entered, the creation of Individual Behaviour Plans and notification details recorded.

Reports - Statistical Management reports for monitoring purposes are available along with standard letters and advices that need to be sent to parents, school personnel and district office staff.

Parameters - The Behaviour module will give users the ability to select and create their own codes to monitor and use in the management of student Behaviour Records.

Utilities – The system provides the ability to import and export specified behaviour records between Integris schools.

4.2 Behaviour System Preferences
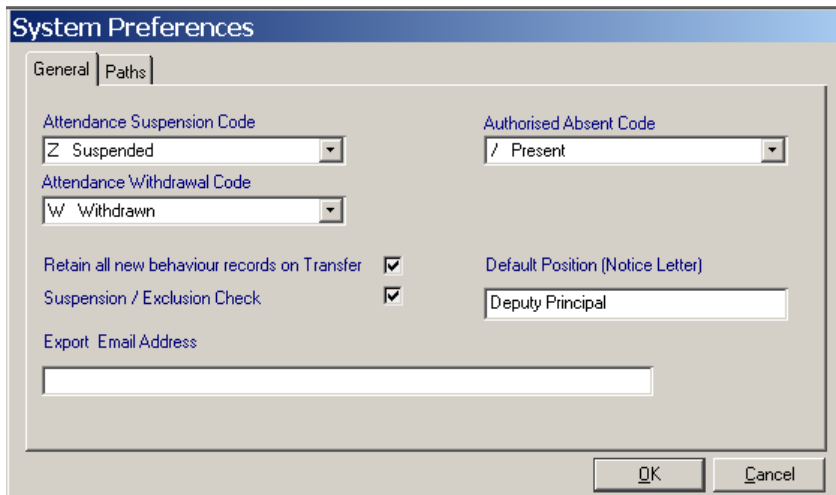
The Behaviour module stores the default settings in System Preferences. Within the Paths tab, users can activate the pathway for saving Individual Behaviour Plans, the default path for the Individual Behaviour Plan template, mail merge source documents and merged letters. Within the System Preferences General tab the default codes for Lesson Attendance can also be set.

Note: Users will not be able to enter a behaviour record if System Preferences are not setup.

Activity

Behaviour > Utilities > System Preferences

- Click on the *General* tab

- View the default codes
- Check *Retain all new behaviour records on transfer*
- Enter *Deputy Principal* as the *Default Position (Notice letter)*

Notes: Suspension/Exclusion Check is checked by default. Export Email Address is not required.

Behaviour > Utilities > System Preferences

- Click on the *Paths* tab
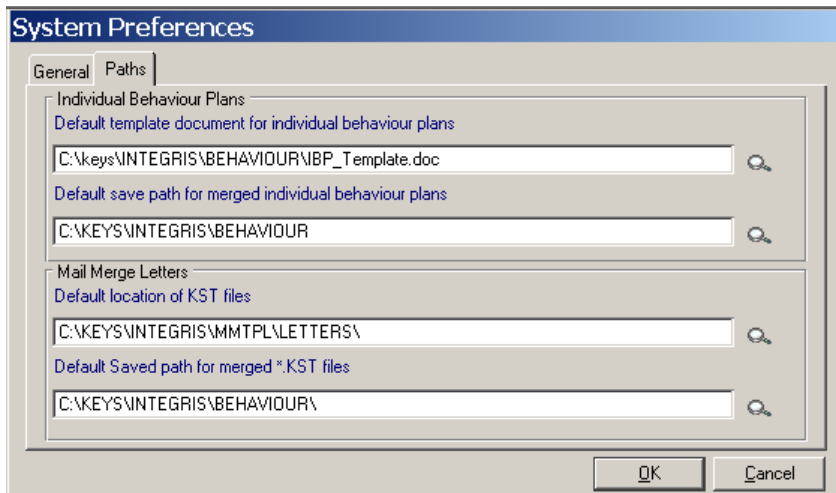
- View the pathways already set
- Set the Mail Merge pathways

Note: The Mail Merge Letters locations must be specified if mail merge is to be used.

- Click *OK* to save

- Close *Utilities*

4.3 Behaviour Parameters
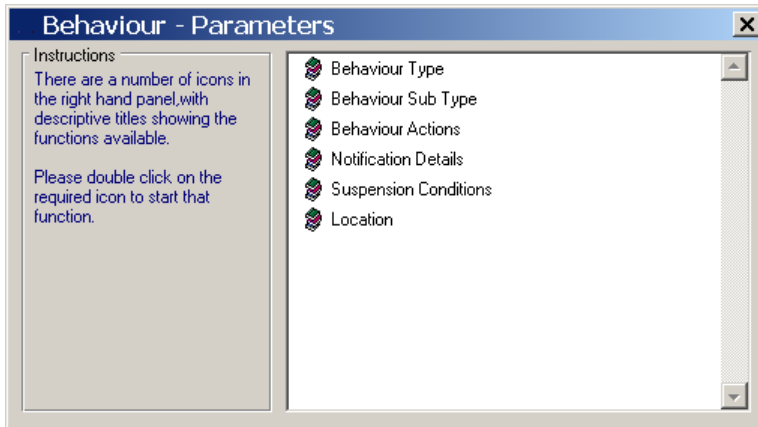
The Behaviour Parameters define the operation of the module. Before starting to use the system, you may need to set up some of the parameters you intend to use.

4.3.1 Adding Parameters

Click Modify parameter descriptions and add parameters, enter a code and a description.

Highlight the required parameter and click make active.

Click on the Lock function to prevent accidental editing.

To set defaults, click on the item in the list and click Toggle default condition.

4.3.2 Making Parameters Inactive
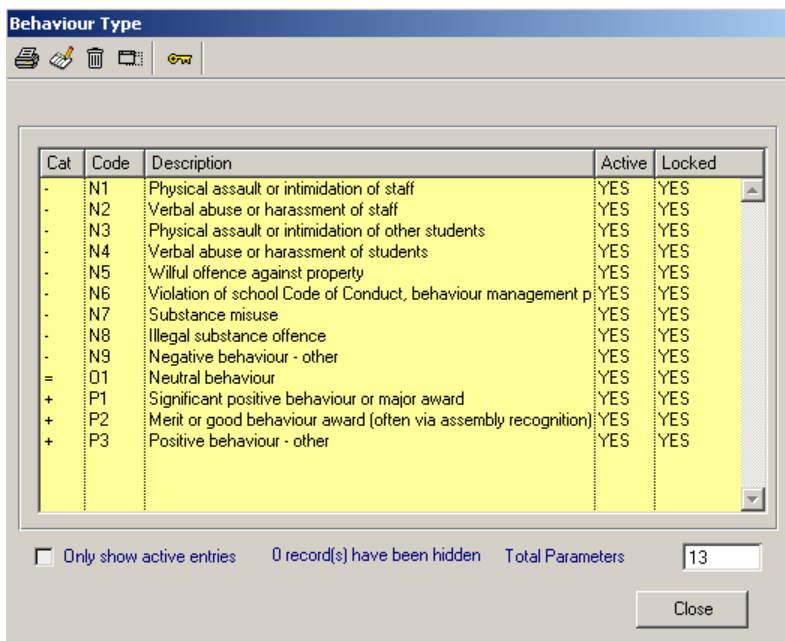
- Select it from the list:
- Click Toggle lock status
- Highlight the item again and select Toggle active property

Note: It is advised to contact your Customer Support Centre or Senior Project Officer if you are unsure prior to editing, deleting or adding any parameters.

4.3.3   Behaviour Type

The system comes with 13 active behaviour types. Behaviour is grouped using three categories Negative (-), Neutral (0) or Positive Behaviours (+).

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*Note: **This parameter is locked and may not be edited by schools.***

Behaviour Type

Cat	Code	Description	Active	Locked
-	N1	Physical assault or intimidation of staff	YES	YES
-	N2	Verbal abuse or harassment of staff	YES	YES
-	N3	Physical assault or intimidation of other students	YES	YES
-	N4	Verbal abuse or harassment of students	YES	YES
-	N5	Wilful offence against property	YES	YES
-	N6	Violation of school Code of Conduct, behaviour management p	YES	YES
-	N7	Substance misuse	YES	YES
-	N8	Illegal substance offence	YES	YES
-	N9	Negative behaviour - other	YES	YES
=	O1	Neutral behaviour	YES	YES
+	P1	Significant positive behaviour or major award	YES	YES
+	P2	Merit or good behaviour award (often via assembly recognition)	YES	YES
+	P3	Positive behaviour - other	YES	YES

☐ Only show active entries   0 record(s) have been hidden   Total Parameters | 13 |

Close

Activity

Behaviour > Parameters > Behaviour Type

- View the list of Behaviour Types
- To produce a report of the Behaviour Types click Print Parameters 🖨
- Click **OK** to send the report to screen
- Close the report by clicking on the cross in the top right hand corner
- Close Behaviour Types

4.3.4 Behaviour Sub Type

Schools are able to customise records to closely track targeted behaviours. For example, a school may want to track types of offences against property. They may set up Sub Types such as school, student and off site property damage. Behaviour Sub Type is grouped using three categories: Negative (-), Neutral (0) or Positive Behaviours (+).

Activity

Behaviour > Parameters > Behaviour Sub Type

- Click Modify parameter descriptions and add parameters

Note: To ensure Behaviour Sub Types are attached to the correct parent Behaviour Type, schools should check the Behaviour Type details first before adding.

- Enter the new Behaviour Sub Type details
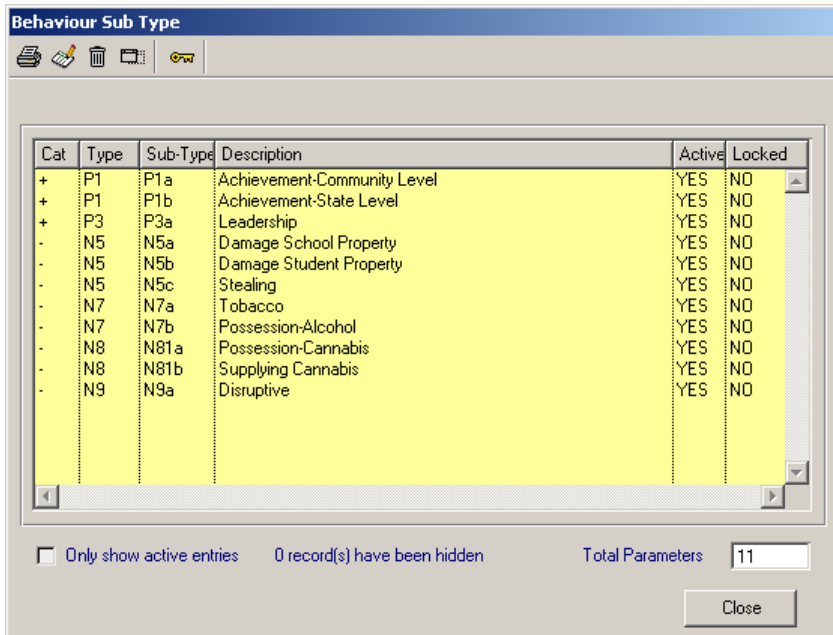
- Click **OK**

- Highlight the newly created Sub Type

- Click Toggle Lock Status 🔑

- Repeat the above steps to create the following behaviour subtypes

Behaviour Sub Type

Cat	Type	Sub-Type	Description	Active	Locked
+	P1	P1a	Achievement-Community Level	YES	NO
+	P1	P1b	Achievement-State Level	YES	NO
+	P3	P3a	Leadership	YES	NO
-	N5	N5a	Damage School Property	YES	NO
-	N5	N5b	Damage Student Property	YES	NO
-	N5	N5c	Stealing	YES	NO
-	N7	N7a	Tobacco	YES	NO
-	N7	N7b	Possession-Alcohol	YES	NO
-	N8	N81a	Possession-Cannabis	YES	NO
-	N8	N81b	Supplying Cannabis	YES	NO
-	N9	N9a	Disruptive	YES	NO

☐ Only show active entries   0 record(s) have been hidden   Total Parameters [11]

[Close]

- Highlight the new Sub Types

- Click 🔑

Confirm Action

❓ You are about to change the 'Locked' state of the selected parameter(s); proceed?

[Yes]   [No]
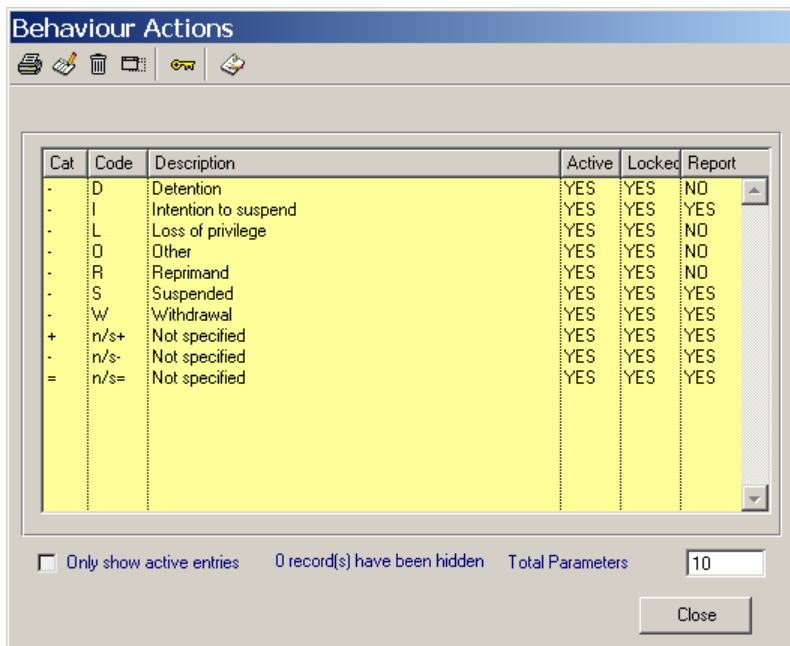
- Click **Yes**
- Close Behaviour Sub Types

Note: Editing options may also be accessed by right clicking on mouse. Parameters may be selected and locked together.

4.3.5 Behaviour Actions

The system comes with seven active negative behaviour actions, plus three not specified actions (positive, negative and neutral)

> *Note: Schools can add their own Behaviour Actions but must not edit or delete existing actions.*

Behaviour Actions

Cat	Code	Description	Active	Locked	Report
-	D	Detention	YES	YES	NO
-	I	Intention to suspend	YES	YES	YES
-	L	Loss of privilege	YES	YES	NO
-	O	Other	YES	YES	NO
-	R	Reprimand	YES	YES	NO
-	S	Suspended	YES	YES	YES
-	W	Withdrawal	YES	YES	YES
+	n/s+	Not specified	YES	YES	YES
-	n/s-	Not specified	YES	YES	YES
=	n/s=	Not specified	YES	YES	YES

☐ Only show active entries   0 record(s) have been hidden   Total Parameters   10

Close

Activity
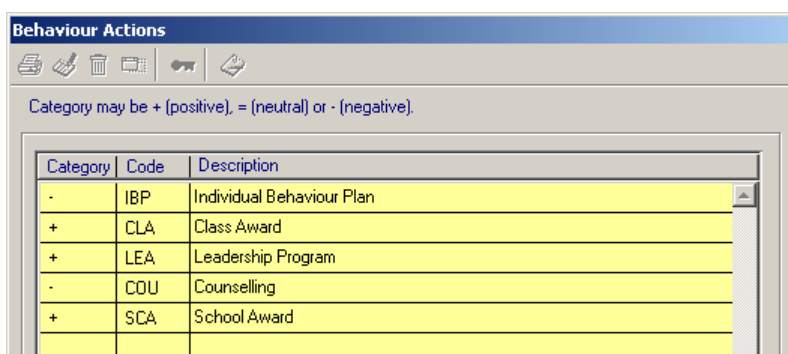
Behaviour > Parameters > Behaviour Actions

Note: If the school does not want to use all items, then unlock and deactivate those that are not needed. Do not delete any from the list.

- Click Modify parameter descriptions and add parameters
- Type in the **Category (-)**, press **<Tab>**
- Type in the **Code IBP**, press **<Tab>**
- Type in the **Description**: **Individual Behaviour Plan**

- Enter the remaining Behaviour Actions

- Click **OK**

When Behaviour Actions are added, they automatically default to appear on the Behaviour Details Report and the Individual Behaviour Report.

Report1 and Report2 columns refer to the Behaviour Actions that will default to appear on particular Behaviour Reports. Report1 Column Actions will default to appear on the Behaviour Details Report and the Individual Behaviour Report.

Report2 Column Actions are limited to 7 at any one time and these are the defaults that appear on any other report that uses Behaviour Actions.

- Highlight any two of the unlocked items and right click

- Click on ToggleReport1 Status
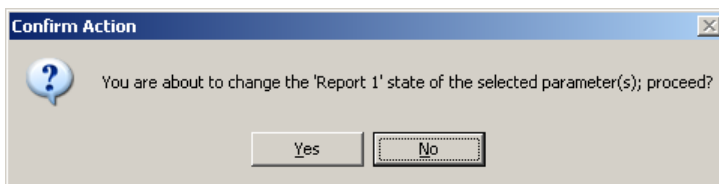
- Click Yes
- Click on the *Locked* heading to sort the Behaviour Actions by locked status

- Select click on all of the unlocked items and click Toggle lock status
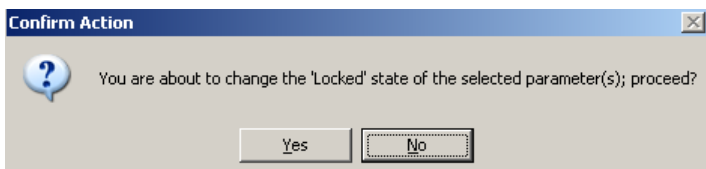
- Click *Yes*
- Close Behaviour Actions

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4.3.6   Notification Details

The system comes with 17 active notification options. When an item is inactive it does not appear in the list during the data entry process.

> **Note: If the school does not want to use all of these options, then unlock and deactivate those that are not needed. Do not delete any from the list.**

Activity
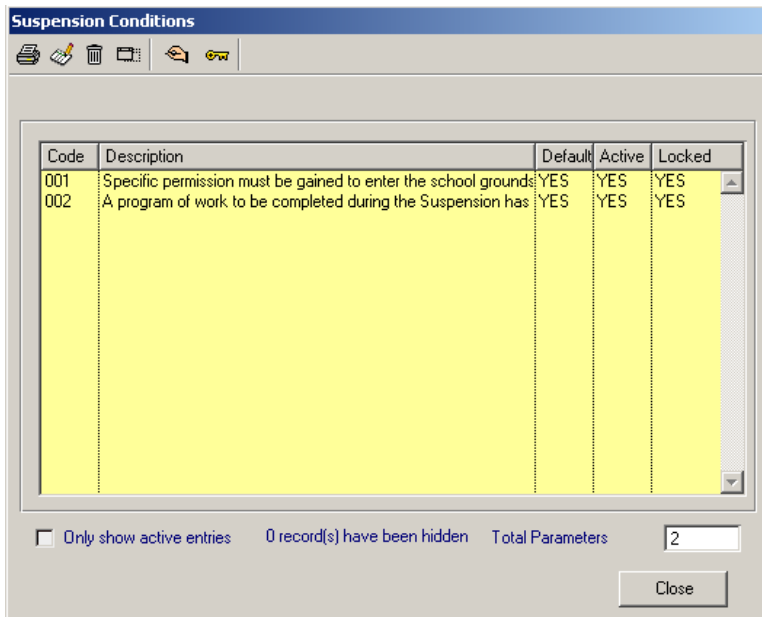
Behaviour > Parameters > Notification Details

This school will not be using the *Social Worker* notification parameter so we will deactivate it.

- Select *Social Worker* from the list

- Click on Toggle lock status [key icon] and *Yes*

- Highlight the item again and select the Toggle active property [icon]
- Click *Yes*

- Highlight the item again and click Toggle lock status [key icon]
- Close Behaviour Actions

4.3.7 Suspension Conditions

The system comes with two active suspension conditions, both marked as default.

Note: Additional suspension conditions can be added. Defaults can also be changed; do not delete any from the list.

Activity

Behaviour > Parameters > Suspension Conditions

- Click Modify parameter descriptions and add parameters
- Type in the *Code 003* and press *<Tab>*
- Type in the *Description*: *Commence anger management counselling*
- Click *OK*

- Highlight the new suspension condition
- Right click to make this new condition active
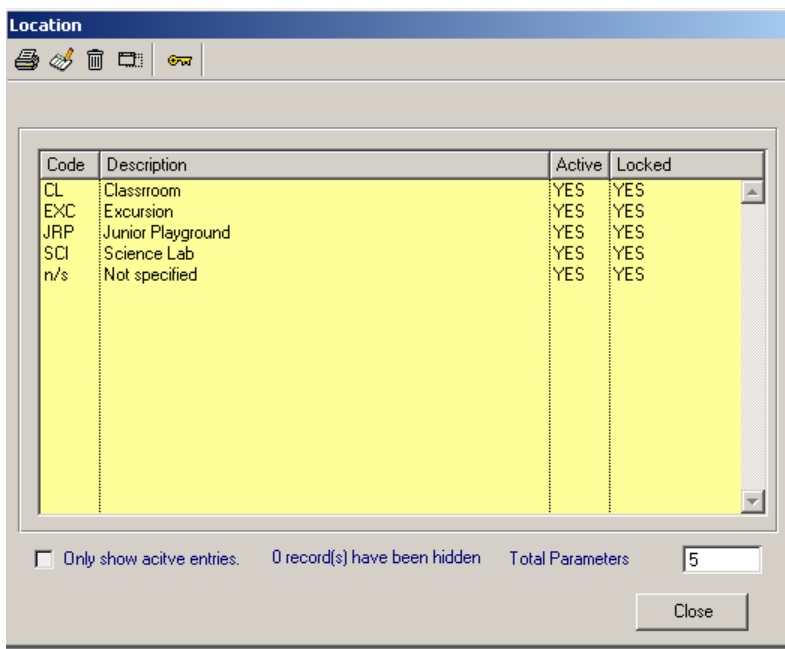
- Repeat this step to lock the new Suspension Condition
- Close Suspension Conditions

4.3.8 Location

Schools are able to monitor the location of student behaviour. This can be edited to meet the needs of the individual school.
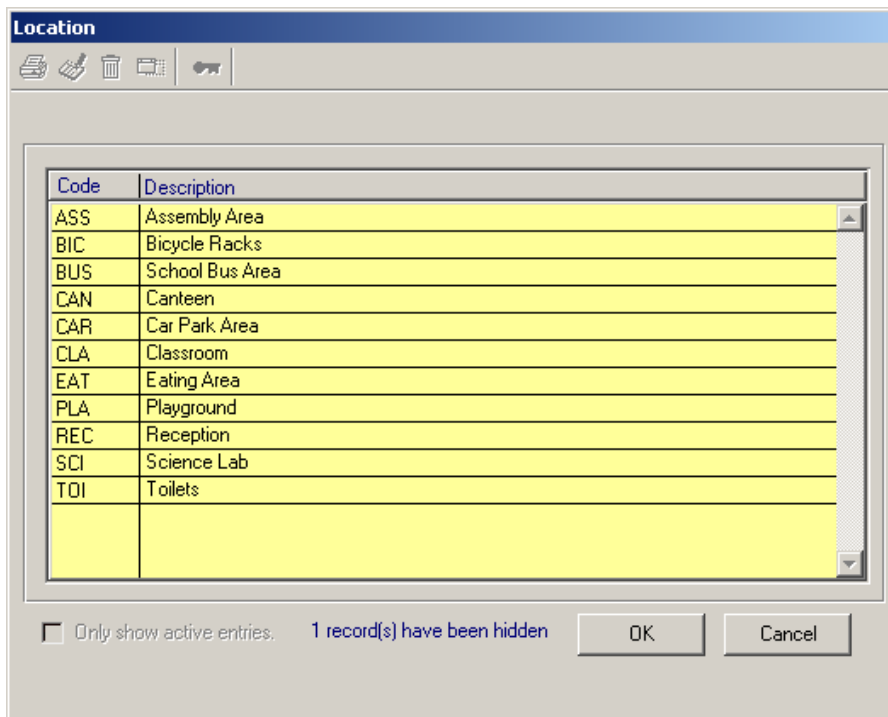
Activity

Behaviour > Parameters > Location

- Click Modify parameter descriptions and add parameters 🖌️
- In **Code: ASS**
- In **Description: Assembly Area**
- Click **OK**
- Highlight the new location
- Click on 🔑 to lock the location option and prevent accidental editing
- Repeat the steps above to include **some** of the following locations:

Note: A number of parameters can be added easily by tabbing to create new lines.
Parameters can be selected and locked at the same time.

Location

🖨️ 🖌️ 🗑️ 🗐 | 🔑

Code	Description
ASS	Assembly Area
BIC	Bicycle Racks
BUS	School Bus Area
CAN	Canteen
CAR	Car Park Area
CLA	Classroom
EAT	Eating Area
PLA	Playground
REC	Reception
SCI	Science Lab
TOI	Toilets

☐ Only show active entries.   1 record(s) have been hidden   [OK]   [Cancel]

- Highlight all of the newly created locations and click on 🔑 to lock them all
- Click Print Parameters 🖨️
- **Close** the Behaviour Parameters window

4.4 Behaviour Management

The Student Behaviour window is accessed by clicking on the Management icon on the Behaviour sidebar. It allows users to add, edit, delete and view student records. Within this window users can filter what records they would like to see. Student details such as their Year and Form are displayed and also any status symbols on the status bar.

	Browse set active/Clear browse set		Create a Mail Merge using .KST
	Show only student with Behaviour Records		Send an Email
	Previous/ Next Student		Open General Student Details
	Student Find		Add Student Behaviour
	Print Student Behaviour		Edit Student Behaviour
	Send Letter (System Generated Letters)		Delete Behaviour entry
	Create Individual Behaviour Plan		Filter by Behaviour Category.

Use in conjunction with show all students

4.4.1 Behaviour History Filter Options

The Filter option allows users to view student records for the Current Year or All years.
The second filter option allows the user to view by a particular Behaviour Type or Action.
These include:

• Negative
• Positive
• Neutral
• Detention
• Intention to suspend
• Loss of privilege
• Other
• Reprimand
• Suspension
• Withdrawal

4.4.2 Display Details of Behaviour Records from Previous Schools

Check the box to view behaviour records from previous schools.

4.4.3 Totals to Date this School and Total to date Previous Schools
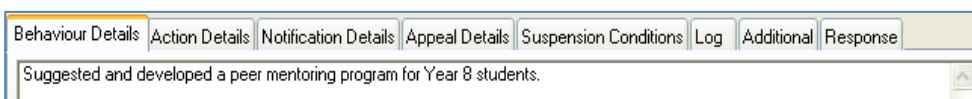
This shows suspensions and withdrawals for the student while at the current school and from previous schools. If the student had any suspensions or withdrawals recorded at their previous school and these have been imported into Integris, the data would be displayed here.

4.4.4 Details Area

This section of the window relates to the record that is highlighted in the Behaviour History section. This will display the person who reported the incident, what Action was taken and a Date reference. If an Appeal is lodged this will be indicated. The tabs display further information on:

• Behaviour Details
• Action Details
• Notification Details
• Appeal Details
• Suspension Conditions
• Log
• Additional Information
• Response

4.4.5   Positive Behaviour Records

Activity

Scenario: Four students from Year 7 in the primary school have received a merit certificate at the assembly and we would like to record this.
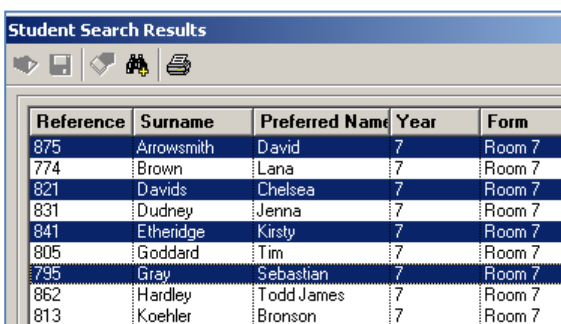
Behaviour > Management

- Click Find Student ![binoculars icon]
- Select *Year Group 7* and click *Find*
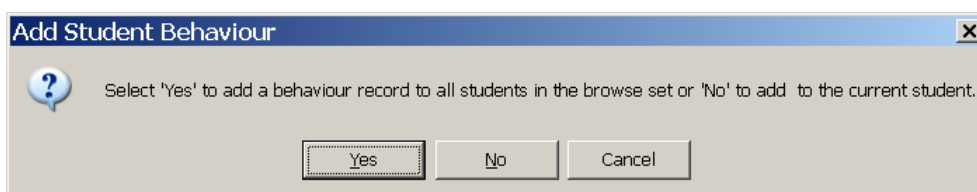
- Hold down *<Ctrl>* and select *David Arrowsmith*, *Chelsea Davids*, *Kirsty Etheridge* and *Sebastian Gray*

- Click *Select* and *Yes* to create the browse set

- Click Add Student Behaviour ![icon] and view the message:

- Choose *Yes*

The Group Behaviour Message Warning window can be closed when the behaviour details are saved. This message warns staff that for multiple Secondary students, they may have different Period Structures in the Timetable, so periods should be checked for each student record once they are saved.
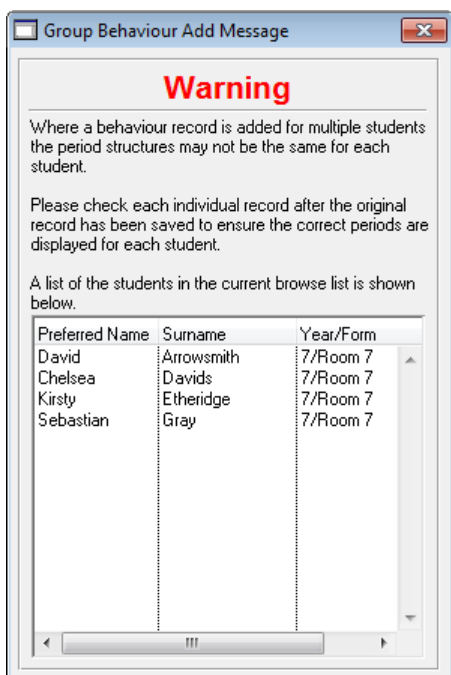
- The students in the browse set can also be viewed by clicking on ![glasses icon]
- Close the browse set window

- Click Find Staff ![magnifier icon] next to **Reported By** field and select your name
- Leave the Date as TODAY's date

- Select **Merit or good behaviour award (often via assembly recognition)** from the **Behaviour** drop-down menu
- Select **School Award** form **Action**
- Select the **Location Playground.**

Note: All suspensions and withdrawals must be retained on transfer. All other behaviour incidents can be retained or not retained at the discretion of the school.

- In **Behaviour Details** enter: **For assisting in the rescue of an injured kangaroo on the school grounds.**
- In the **Action Details** enter: **Merit Certificate to be awarded at Assembly.**

Click **OK**

- A list of all students who have had the behaviour recorded will be displayed

- Close the list
- Close the Warning message
- Using the Next Student arrow ▷ view the individual behaviour records
- Click Clear Subset selection 🔴 and Click **Yes** to release the browse set

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Activity

We have been notified by the teacher on duty that a student, Lana Brown, had assisted a pre-primary student who had injured herself in the playground. You would like to record the details and also formally notify the student's parents.

Behaviour > Management

- Type `Search BRO,L` in the search field, press **<Tab>**
- Click Add Student Behaviour 📁
- Click Find Staff 🔍 and select your name
- Leave the **Date** as TODAY's date
- From the **Behaviour** drop-down menu, select **Positive behaviour – other**
- From **Location** , select **Playground**
- From the **Action** menu select **Class Award**
- In **Behaviour Details** enter: **Lana assisted a pre-primary student who had hurt herself in the playground**

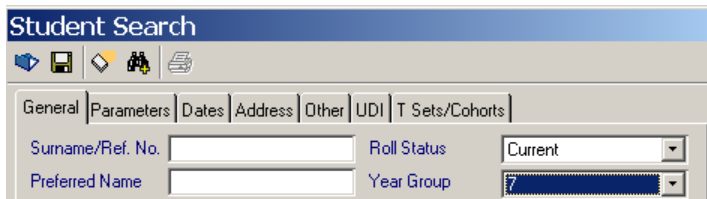| Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

Lana assisted a pre-primary student who had hurt herself in the playground

- In **Action Details** enter: **Will be given a class award as recognition for this act of kindness**
- On the **Notification** tab, select **Form Teacher** and **Parent**

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

☐ Aboriginal Indigenous Education Officer (AIEO)
☐ Behaviour Management Coordinator
☐ Deputy Principal
☑ Form Teacher
☐ Manager Student Services (District Office)
☐ Not specified
☐ Outside Agencies
☑ Parent
☐ Police

- Click **OK**

Note: Information entered in the Behaviour details area will be displayed on the correspondence to parents/guardian.
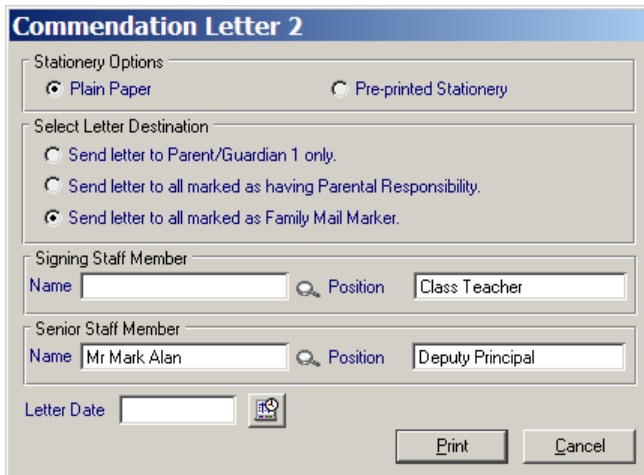
LEAVE this WINDOW OPEN as we are now going to produce a commendation letter for the student.

4.4.6 Commendation Letter

Activity

Behaviour > Management

- Click Send Letter 📖
- Select the *Commendation Letter 2*

- Leave the default option of *Plain Paper*
- Leave the *Letter Destination* as *Send Letter to all marked as Family Mail Marker*
- Choose your name as the *Signing Staff Member*
- Choose *Mr Mark Alan* as the *Senior Staff Member*
- Click *Print, OK* and *Yes* to record the letter in the Student Behaviour Log
- View then close the letter
- Click on the *Log* tab to view the record of the letter being created

Note: Only customised letters can be printed from the Behaviour Log once the letter has been produced through Behaviour > Management.

West Coast District High School

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Mr Brown
31 Parramatta Street
PINEY WOODS WA 6999

Dear Mr Brown

We are pleased to let you know that Lana has been a commendable student at school today.
Lana assisted a pre-primary student who had hurt herself in the playground

We appreciate the personal efforts and cooperation of students who seek to enhance the positive environment of our school. We would like to acknowledge the contribution your child has made to the school's pursuit of excellence.

Yours sincerely

Ms Elaine Abbott   Mr Mark Alan
Class Teacher   Deputy Principal
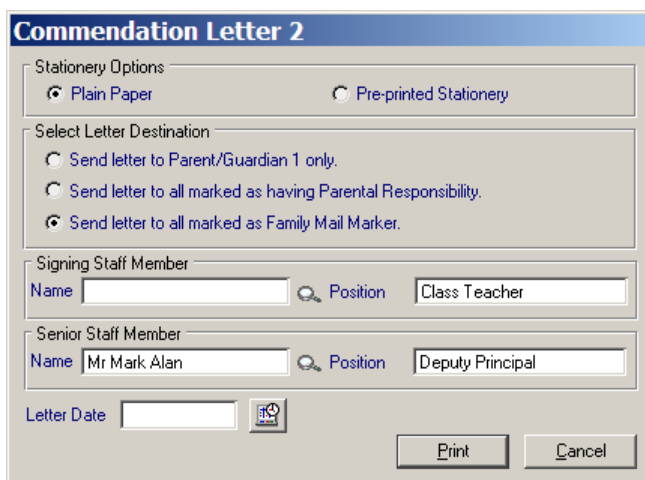
4.4.7 Modifying Behaviour Letters

Activity

Scenario: If a modification needs to be made to the body of any of the behaviour letters, this can be achieved by saving in RTF (Rich Text Format) and opening in Word to edit.

Behaviour > Management

- Select the Send Letter function on the top tool bar
- Select the **Commendation Letter 2**
- Click **OK**
- The print options window will be displayed:

- Leave the default option of **Plain Paper**
- Leave the **Letter Destination** as **Send Letter to all marked as Family Mail Marker**
- Choose your as the **Signing Staff Member**
- Choose **Mr Mark Alan** as the **Senior Staff Member**
- Click **Print**,
- Select **RTF** as the **Report Destination**
- Click **OK**
- Choose **Desktop** as the save location and type **Commendation** as the file name
- Click **Save**
- Select **No** to recording the letter in Student Log

- Minimise Integris and open the commendation letter by double clicking on it
- It will now be available in Word to edit. Close the letter and return to the Integris screen by clicking on West Coast District High on the bottom toolbar

Later in training we will look at creating our own customised letters for use in a subsequent mail merge.

4.4.8 Neutral Behaviours

Activity
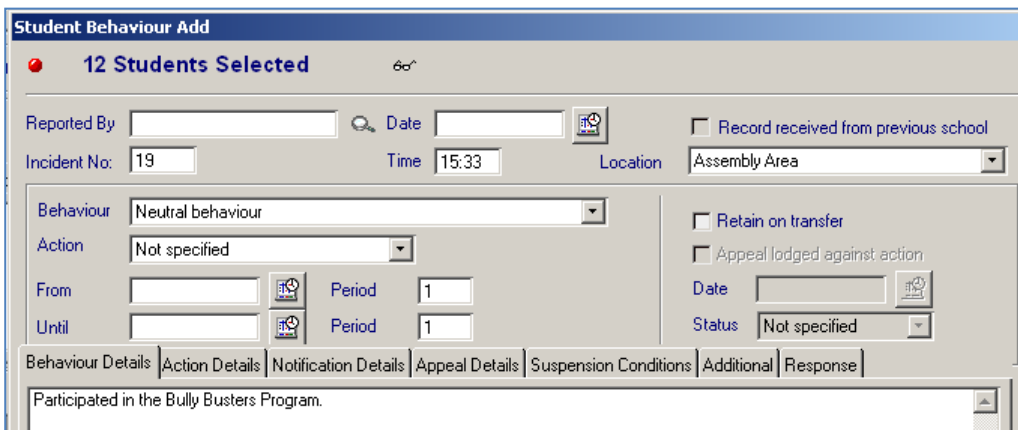
Scenario: The students in Year 6 participated in the Bully Buster program and you would like to record this information.

Behaviour > Management

- Click Find 🔍
- Select *Year Group 6* and click *Find*
- Click *Select* and *Yes* to create the browse set
- Click Add Student Behaviour 📁
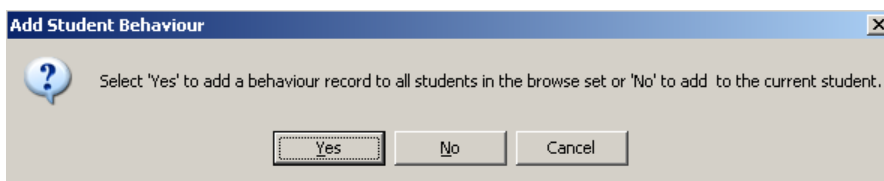
- Click *Yes*
- Click Find Staff 🔍 and select your name from the list
- Leave the *Date* as TODAY's date
- From the *Behaviour* drop-down menu select *Neutral Behaviour*
- From the *Action* drop down menu select *Not Specified*
- In *Behaviour Details* enter *Participated in the Bully Busters Program*

- From the *Location* drop down menu select *Assembly Area*
- Click *OK*

A list of all students who have had this behaviour recorded will be displayed.

- *Close* the list

- Click Next Student ▷ to view the behaviour records for the subset of students
- Click Clear Subset Selection 🔴 to release the browse set

4.4.9 Detention

Activity:

Scenario: Two Year 10 students, Ben Anderson and Gavin Parsons were involved in a fight during lunch in the car park area

- Find **Ben Anderson** and **Gavin Parsons**
- Click Add Student Behaviour 📁
- Click **Yes** to add the behaviour record for all students in the Browse Set
- Click Find Staff 🔍 and select your name from the list
- Leave the **Date** as TODAY's date
- From the **Behaviour** drop-down menu select **Physical assault or intimidation of other students**
- From **Location** select **Car Park Area**
- From **Action** select **Detention**

- In **Behaviour Details**, enter **Student was involved in a fight during the lunch time break. It was caused by a student taking another student's hat.**

Behaviour Details | Action Details | Notification Details | Appeal Details | Suspension Conditions | Additional | Response
Student was involved in a fight with another child during the lunchtime break. It was caused by a student taking another student's hat.

- In **Action Details** enter **Student will apologise for taking the other student's hat and to the duty teacher for his bad language.**

Behaviour Details | Action Details | Notification Details | Appeal Details | Suspension Conditions | Additional | Response
Student will apologise for taking another student's hat and to the duty teacher for his bad language.

- In **Notification Details** check **Deputy Principal**, **Form Teacher** and **Parent**

Behaviour Details | Action Details | Notification Details | Appeal Details | Suspension Conditions | Additional | Response
- ☐ Aboriginal Indigenous Education Officer (AIEO)
- ☐ Behaviour Management Coordinator
- ☑ Deputy Principal
- ☑ Form Teacher
- ☐ Manager Student Services (District Office)
- ☐ Not specified
- ☐ Outside Agencies
- ☑ Parent

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- On the **Additional** tab check **N2** and **N4**

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

☐ N1 - Physical assault or intimidation of staff
☑ N2 - Verbal abuse or harassment of staff
☐ N3 - Physical assault or intimidation of other students
☑ N4 - Verbal abuse or harassment of students
☐ N5 - Wilful offence against property
☐ N6 - Violation of school Code of Conduct, behaviour management plan, classroom or school rules
☐ N7 - Substance misuse
☐ N8 - Illegal substance offence
☐ N9 - Negative behaviour - other

- Click **OK**
- Close the Warning message

Editing Behaviour Records

Activity

Gavin Parson's Record needs to be edited because he did not verbally abuse a staff member. We will edit the Action Details

- Click Next Student ▷

- Click Edit Student Behaviour ✎
- Select the **Action Details** tab
- Delete the action details for Gavin Parsons.
- Select the **Additional** tab and uncheck **N2**
- Click **OK**

- Click Clear Subset selection 🔴 to release the browse set

4.4.10 Intention to Suspend

Activity

A Year 9 student Simone Aspinall has written graffiti in the girl's toilets using a black permanent marker. She became quite agitated when approached by staff and swore at the duty teacher. An intention to suspend will be recorded and a Suspension Considered letter will be generated.

Behaviour > Management

- Locate the record for **Simone Aspinall**

- Click Add Student Behaviour

- Click Find Staff and select your name from the list
- Leave the **Date** as TODAY
- From the **Behaviour** drop-down menu select **Wilful offence against property -Damage School Property**
- From **Location** select **Toilets**
- From **Action** drop select **Intention to suspend**

Note: The "From" and "Until" dates do not need to be entered as this is only an Intention to Suspend.

- In **Behaviour Details** enter **Simone was found at recess writing graffiti on the walls of the girl's toilet using a permanent marker. When approached by the duty teacher, she used inappropriate language.**

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

Simone was found at recess writing graffiti on the walls of the girl's toilet using a permanent marker. When approached by the duty teacher, she used inappropriate language.

- In **Action Details** enter **Simone will assist in the removal of the graffiti and write a letter of apology to the duty teacher for the bad language**

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

Simone will assist in the removal of the graffiti and write a letter of apology to the duty teacher for the bad language.

- In **Notification Details** check **Deputy Principal** and **Parent**

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Additional	Response

☐ Aboriginal Indigenous Education Officer (AIEO)
☐ Behaviour Management Coordinator
☑ Deputy Principal
☐ Form Teacher
☐ Manager Student Services (District Office)
☐ Not specified
☐ Outside Agencies
☑ Parent
☐ Police

- In *Additional* check *N2*

- Click *OK*

LEAVE this WINDOW OPEN as we are now going to produce a Suspension Considered Letter.

4.4.11 Suspension Considered Letter

Activity

Behaviour > Management

- Click Send Letter
- Select **Suspension Considered** and click **OK**
- Leave the default option of **Plain Paper**
- Leave **Send letter to all marked as Family Mail Marker**
- Leave the **Referring Staff Member** as the **Principal**
- Choose **Mark Alan** as the **Contact Staff Member** and enter his **Position** as **Deputy Principal**
- Enter a date two days in advance of today's date (this provides a cut off date for the parent/guardian to respond)
- The **Letter Date** can be left as today's date

- Click **Print**
- Select **RTF** and click **OK**
- Save the letter in the following path **C:\keys\INTEGRIS\BEHAVIOUR**

- In **File Name** type **AspinallSddmmyy**
- Make sure the **Save as type** is **RTF Files (*.rtf)**

- Click **Save**

Option ✕

Do you want to send details of this letter to the Student's Behaviour log?
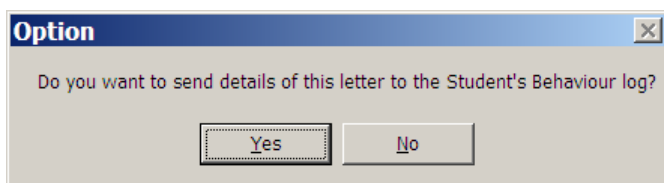
[Yes]   [No]

- Click **Yes**

Note: The Document has been saved to the Behaviour Folder using the paths set up in System Preferences.

- Navigate to **C:\keys\INTEGRIS\BEHAVIOUR\AspinallSddmmyy.rtf to** view the intention to suspend letter for Simone. RTF files may need to be edited or formatted once opened.

- Close the letter and view the **Log** tab

Behaviour Details	Action Details	Notification Details	Appeal Details	Suspension Conditions	Log	Additional	Response
9 JAN 2012	Considered Letter						
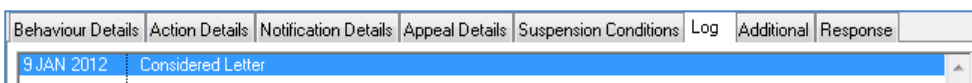
West Coast District High

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Ms Aspinall3
Requa Crescent
WEST PERTH WA 6008

Dear Ms Aspinall

The information that I have received suggests that your child, Simone, has breached the school's Code of Conduct by behaving in the following manner:

Simone was found at recess writing graffiti on the walls of the girl's toilet using a permanent marker. When approached by the duty teacher, she used inappropriate language.

As a consequence of this behaviour, a period of suspension from school is being considered.

You are invited to contribute to the decision making process by expressing your views with regard to the alleged behaviour of your child and the consideration that your child be suspended from school.

Please contact Mr Mark Alan, Deputy Principal on 9412 3456 by 4th July 2013 to discuss:

- Simone's behaviour at school
- Factors that may have contributed to the behaviour
- The range of possible consequences for the behaviour
- An ongoing behaviour management plan for Simone.

Yours sincerely

Mr Carl Best
Principal

4.4.12 Emailing a Behaviour Advice

Activity

Scenario: Mrs Aspinall has requested that a copy of the Intention to Suspend Notice be emailed to her at work.

Behaviour > Management

- Click View Maintain Student Details
- Double click on **Ms Maria Aspinall's** entry in the **Contacts** area
- View the email address then close Contact Information and Student Details

- Click Send an email

- Click on

- Highlight the email address **maspinall@sw.com.au** and then click back.
- In **Subject,** type **Intention to Suspend**
- Click on the **Message** tab and type:

Dear Mrs Aspinall, Further to our recent conversation regarding Simone, please find attached a copy of the Intention to Suspend Notice. Yours faithfully, Mr C Best
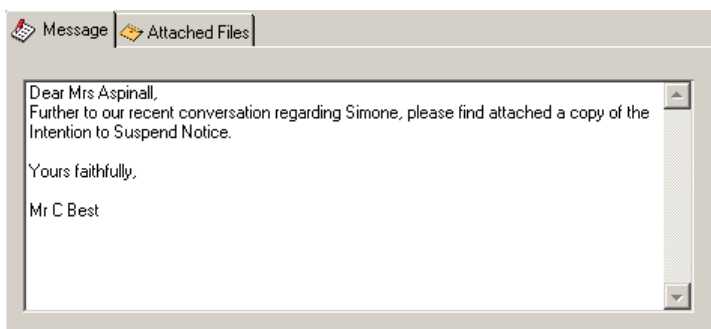
- Click the **Attached Files** tab
- Click on and navigate to **C:\keys\INTEGRIS\BEHAVIOUR\AspinallSddmmyy.rtf**
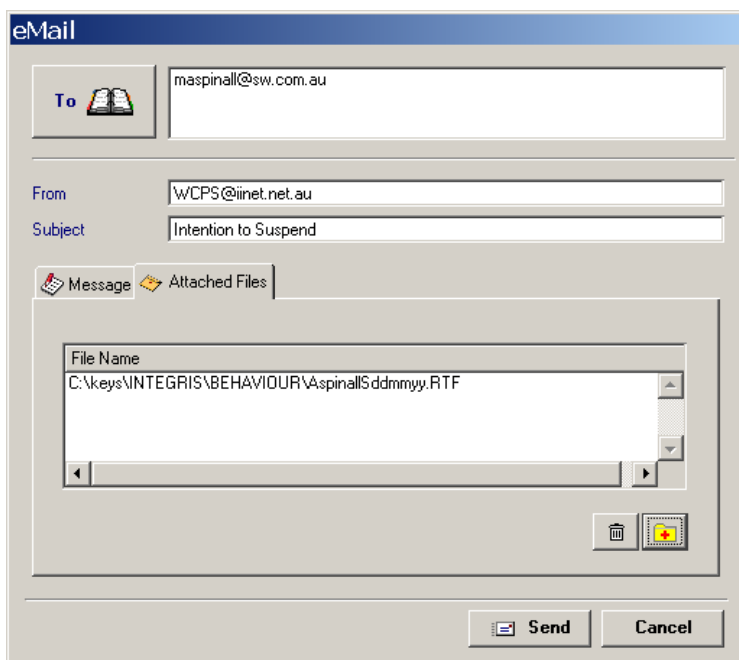
- Click **Send**

In training only you will see the following message because you are not connected to the internet.
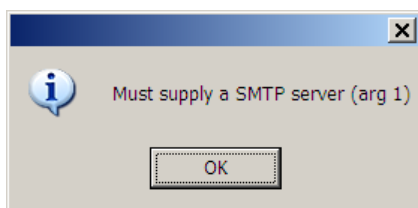
Note: Email addresses recorded in Student Details are available in the Behaviour Module email address book. This can be accessed by clicking on the open book icon on the To button. Email addresses for the current student will be shown.
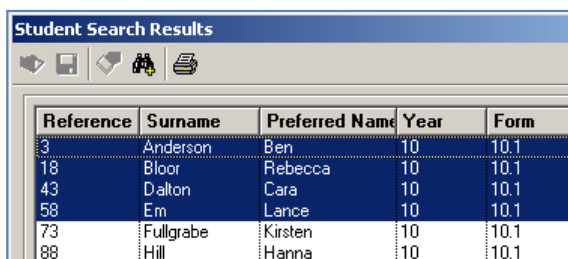
4.4.13 Suspension

Activity

A group of secondary students have been caught smoking marijuana near the Bike Racks before school and are going to receive an immediate suspension for two days as it is a serious breach. Students were also found to have damaged play equipment through misuse.
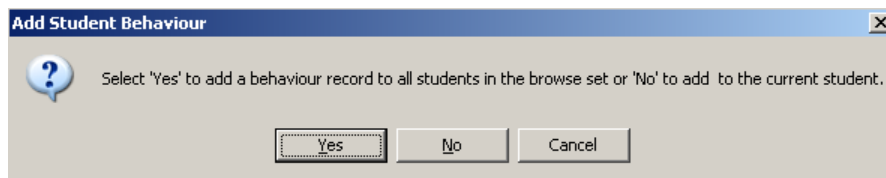
Behaviour > Management

- Click Find Student 🔍
- Select *Form 10.1* and click *Find*
- Select the first four students

- Click *Select* and *Yes*
- Click Add Student Behaviour 📁

- Click *Yes*
- To view the students names for whom the behaviour will be added click *View students in browse set* 👓
- Close the Current Browse Set window

- Click Find Staff 🔍 and select your name from the list
- Leave the *Date* as TODAY's date
- From the *Behaviour* drop-down menu select *Illegal Substance Offence-Possession Cannabis*
- From *Location* select *Bicycle Racks*
- From *Action* select *Suspended*

Default Conditions

Do you want to use the default Suspension conditions?

[Yes] [No]
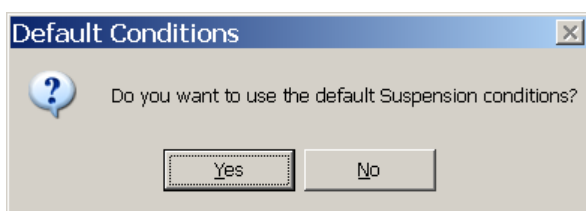
- Click **Yes**
- In **From** enter TODAY'S date **– Period 4**
- In **Until** enter TOMORROW **– Period 5**

Notes: On Thursday, West Coast District High School has an early finish. In the Period Structure lunch is taken in the slot which is labelled period 4 and period 4 occurs during the slot labelled lunch.

Retain on transfer *is selected by default and will allow the record to be exported if a student transfers to another school*

For WA schools all suspensions must be marked Retain on transfer.
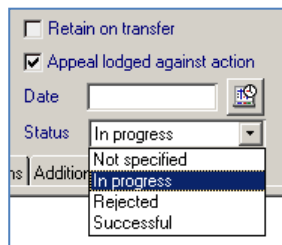
- In **Behaviour Details**, type **Student was found with three others smoking marijuana near the Bicycle Racks.**
- In **Action Details** enter **Student waiting in Deputy's office awaiting police attention and parent notification.**
- In **Notification Details** check **Deputy Principal**, **Parent**, **Police** and **Principal**
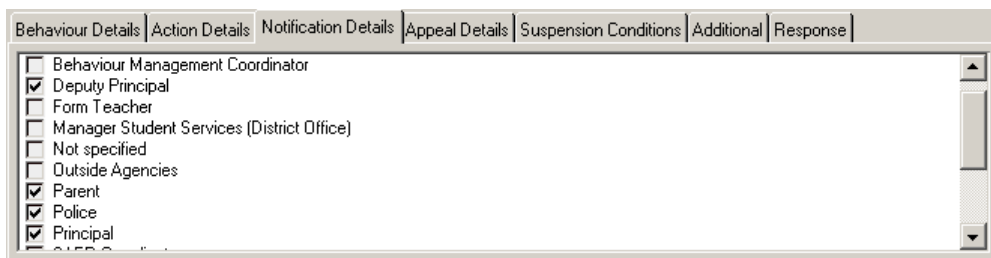
- In **Additional** check **N6** and **N8-1a**
- Click on the **Appeal Details** tab.

This tab would remain inactive unless the **Appeal lodged against action** checkbox had been selected.
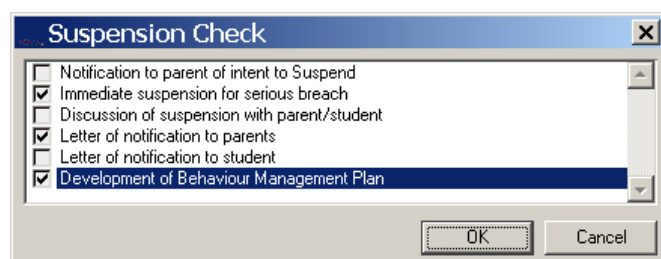
Note: We will not be entering an appeal for this suspension as it is an immediate suspension. If an appeal was lodged the Date of the Appeal would be entered in the Date field. The Status of the appeal options would be selected from the Status drop down list as shown below.

- Click **OK**
- Check the following items and click **OK**

- View the list of all students who have had the behaviour incident added to their record then **Close**
- Close the Multiple Student Warning message

- Click Next Student ▶ to view the individual behaviour records
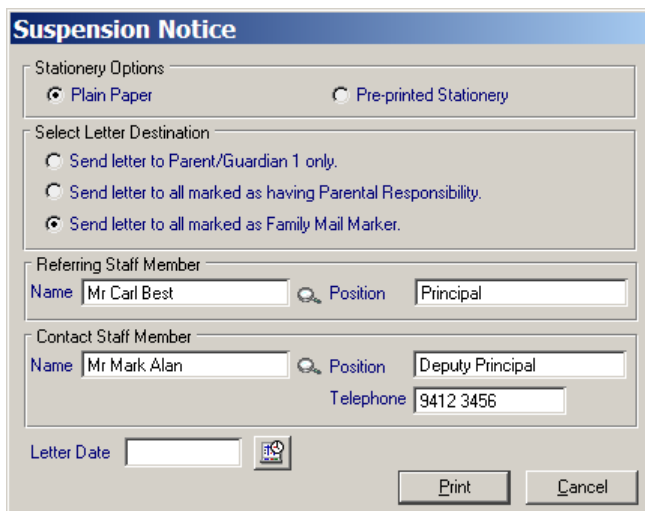
LEAVE this WINDOW OPEN as we are now going to produce a Suspension Notice for Ben Anderson.

4.4.14 Suspension Notice

Activity

Behaviour > Management

- Return to Ben Anderson's behaviour record
- Select Send Letter 📖
- Select **Suspension Notice** and click **OK**
- Enter the details as shown below

- Leave the **Letter Date** as TODAY
- **Print** the report to the **Screen**
- Click **Yes** to send the details of the letter to the student's behaviour log
- Select the **Log** tab to view the record of the Notice to Suspend

Note: This process would need to be repeated for the other in the browse set students

LEAVE this WINDOW OPEN as we are now going to produce an Internal School Advice.

West Coast District High

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Mr and Mrs Anderson
7 McMahon Street
PINEY WOODS WA 6999

Dear Mr and Mrs Anderson

Your child, Ben, has been suspended from attendance at West Coast District High. The suspension is a consequence for the following behaviour/s:

Student was found with three others smoking marijuana near the Bicycle Racks.

The period of suspension is from 2 July 2013 (Recess) until 3 July 2013 (Lesson 5) a total of 1.5 school days.

Ben has now been suspended for a total of 1.5 school days this year.

The following conditions apply to this period of suspension:

A program of work to be completed during the Suspension has been provided,
Specific permission must be gained to enter the school grounds.

When Ben returns to school, an individual behaviour management plan will be negotiated to determine management strategies and future consequences for behaviour.

Please contact Mr Mark Alan, Deputy Principal on 9412 3456 if you wish to discuss the period of suspension, any conditions imposed, or the management of Ben's behaviour at school.
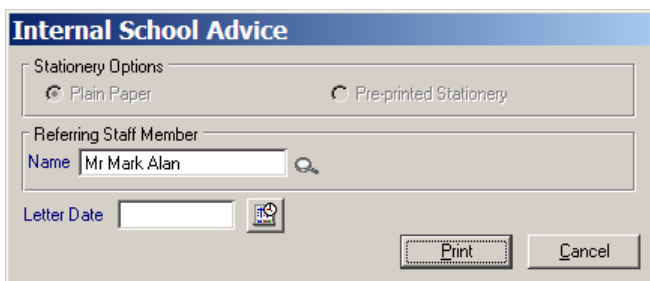
4.4.15 Internal School Advice

Activity

The Internal School Advice is used to advise other relevant staff of the incident that has occurred and includes a distribution check area on the top section of the form.

Behaviour > Management

- Select **Ben Anderson's** behaviour record
- Click Send Letter 📖
- Select **Internal School Advice** and click **OK**

- Click Find Staff 🔍 and select **Mark Alan** as the **Referring Staff Member**
- Enter the date you wish to have printed on the Internal School Notification

- Click **Print** and **OK** to send the report to the **Screen**
- Click **Yes** to record the letter in the student behaviour log

Note: This process would be repeated to produce Internal School Advice for the other students in the browse set.

- Close the Student Behaviour window

BEHAVIOUR INCIDENT NOTIFICATION/COMMENDATIONS

INTERNAL SCHOOL ADVICE

Ben Anderson   **Year 10 / Form 10.1**

Referring Staff Member: Mr Mark Alan   **2 July 2013**

☐ Aboriginal Indigenous Education Off...   ☐ Behaviour Management Coordinator   ☐ Deputy Principal

☐ Form Teacher   ☐ Manager Student Services (District ...   ☐ Not specified

☐ Outside Agencies   ☐ Parent   ☐ Police

☐ Principal   ☐ SAER Coordinator   ☐ School Chaplain

☐ School Nurse   ☐ School Psychologist   ☐ School Services Coordinator

☐ Year Coordinator

Behaviour Category   N8   Illegal substance offence

Behaviour Details
Student was found with three others smoking marijuana near the Bicycle Racks.

Actions
Student waiting in Deputy's office awaiting police attention and parent notification.

Notification Comments
Deputy Principal
Parent
Police
Principal

Suspension Details
Suspension Period: 2 JUL 2013 Recess - 3 JUL 2013 Lesson 5
Duration: **1.5 Days**

Please contact me should you wish to discuss this further.

4.4.16 Suspension Notice for District Office

> *In WA schools the Suspension Notice for District Office is not required unless requested, as suspensions are automatically extracted from Integris.*

4.4.17 Further Suspension

Activity

Ben Anderson has recently been suspended for smoking marijuana and for damaging the school playground. On returning to school he assaulted and verbally abused a student whom he believed had informed the staff of the incident.

Behaviour > Management

- Find the student **Ben Anderson**
- Click Add Student Behaviour
- Click Find Staff and select your name
- Enter the date as the day Ben returned to school following the last suspension
- From the **Behaviour** drop-down menu select **Physical Assault or Intimidation of other Students**
- From **Location** select **Toilets**
- From **Action** select **Suspended**
- Click **Yes** to the two default conditions and check **Commence anger management counselling**
- In **From Date** enter the date of the incident, **Period H**
- In the **To Date** - enter the date four days after the incident, the last period of the day

- **Retain on transfer** will be checked by default. This allows the record to be exported if a student transfers to another school

Note: For WA schools all suspensions must be marked Retain on transfer.

- In **Behaviour Details** enter **Physical assault - punched, kicked and verbally abused a student whom he believed was the informant on his marijuana smoking**
- In **Action** enter **Waiting in Deputy's office for parent pick up**
- In **Notification** check **Form Teacher , Parent, Principal** and **Year Coordinator**
- On the **Response** tab, check **Parent Response tick** box and type **Parents will pick the student up this morning and attend a meeting on Monday ddmmyy**
- Click **OK**
- Complete the **Suspension Check** and click **OK**
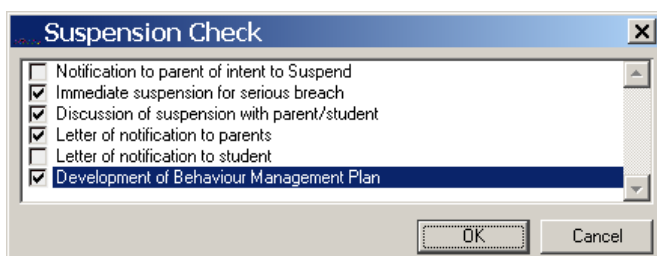
Note: For this Training Activity only we will not be producing the required notifications.

4.4.18 Withdrawal

Activity
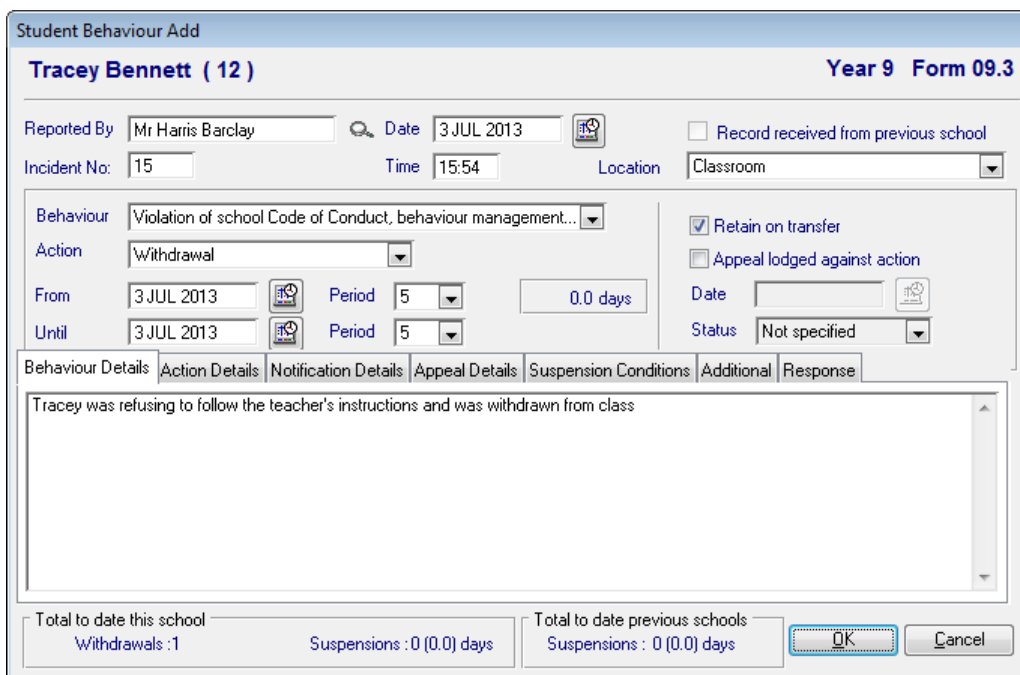
A Year 9 student, Tracey Bennett, has been sent to the Deputy's office for being disruptive in an Art class and refusing to follow teacher's instructions.

Behaviour > Management

- Locate **Tracey Bennett's** records
- Click Add Student Behaviour 📁
- Click Find staff 🔍 and select your name
- Enter the date of the incident as TODAY'S date
- From the **Behaviour** drop down menu select **Violation of school Code of Conduct …**
- From **Action** select **Withdrawal**
- Enter the **From** and **Until** dates as TODAY
- Enter **Period 5** as the first and last withdrawal period

Note: If today is a Thursday, mark the withdrawal as Period 4 as this is the last period of instruction on Thursdays for West Coast District High.

- From **Location** select **Classroom**

- Enter *Behaviour Details: Tracey was refusing to follow the teacher's instructions and was withdrawn from class*
- In *Action Details* enter: *Tracey has been withdrawn to the deputy's office to complete set tasks for the last period of the day.*
- In *Notification Details* check *Parent* and *Year Coordinator*
- Click *OK*

Note: For secondary schools which have a home period this will be counted as one of the periods in the lesson attendance module when calculating lesson attendance data. See screen shot below for an example of the resulting lesson attendance data taken from Day View.

Note: For Primary school Period T1 would mark the AM cell and Period t2 would mark the PM cell in lesson attendance.
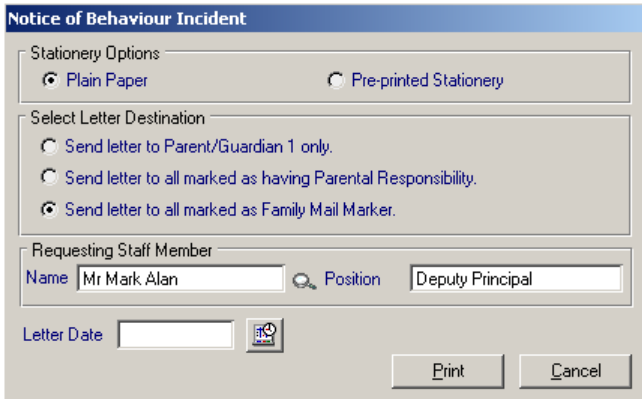
LEAVE this WINDOW OPEN as we are now going to produce a Notice of Behaviour Incident letter for the student.

4.4.19 Notice of Behaviour Incident

Activity

Behaviour > Management

- Click Send Letter
- Select *Notice of Behaviour Incident* and *c*lick **OK**
- Select the following options

- Select **Mark Alan** as the *Requesting Staff Member*
- Leave the Letter Date as TODAY
- *Print* the letter to the *Screen*
- Select *Yes* to record the letter in the student log
- Click on the *Log* tab to view a record of the letter being produced

- Click Edit record and select the *Response* tab
- Check *Parent Response* ☑ Parent Response and enter a comment *Parent returned notice of withdrawal. Interview arranged. Parent requested School Psychologist attend*
- Click *OK*

Mr and Mrs Bennett
12 Minilya Loop
SUBIACO WA 6009

NOTICE OF BEHAVIOUR INCIDENT

Tracey Bennett   **Year 9 / Form 09.3**

Dear Mr and Mrs Bennett

West Coast District High is preparing students to become responsible and educated citizens valued by the broader community. I wish to draw your attention to the following specific incident that is of concern.

Details of the specific incident of concern:
Tracey was refusing to follow the teacher's instructions and was withdrawn from class

You are invited to discuss this matter with me. Please complete and sign the attached acknowledgement slip and return it to me within two days.

Yours sincerely

Mr Mark Alan
Deputy Principal

3 July 2013

✂ -

Notice of Behaviour Incident - Acknowledgement Slip

Please return to: **Mr Mark Alan**
I acknowledge receipt of the Notice for Tracey Bennett dated 3 July 2013.

Parent/Caregiver Comment: _____

_____

_____

_____   ____ / ____ / ____
(Signature of Parent/Caregiver)   Date

4.5 Searching, Editing and Deleting Behaviour Records

4.5.1 Searching Student Behaviour Records

<table>
<tr><td>

Activity

Behaviour > Management

- Click Show Only Students with Behaviour Records

- Browse through the student records

We will now refine our search to find all Year 10 students who have a behaviour record.

- Click Find Student
- Select *Year Group 10*
- Click **Find,** *Select* and *Yes*
- Browse through the year 10 student records that display a behaviour incident
- Click Clear Subset Selection

Behaviour > Management

- From the top tool bar drop-down menu select *Neutral*

- Browse through the student records

</td></tr>
</table>
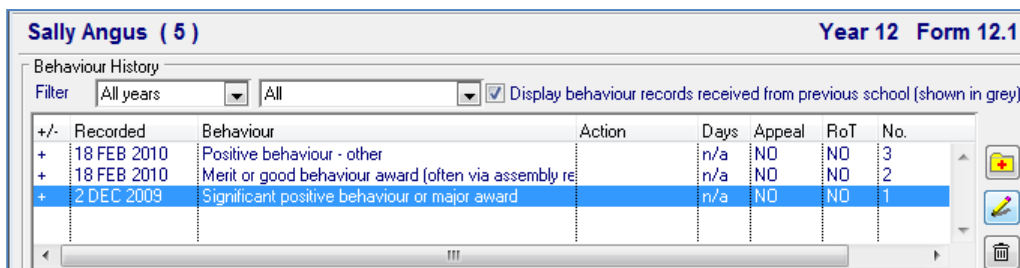
4.5.2 Editing Behaviour Records

Activity

Behaviour > Management

- Locate **Simone Aspinall's** record
- Click Edit
- Select the **Response** tab and check the **Parent Response** box
- Enter the following parent response details: **Simone's mum has discussed the Intention to suspend with Mr Mark Alan and because of work commitments and Simone's previous good record, Simone will receive 3 periods of lunchtime detention.**
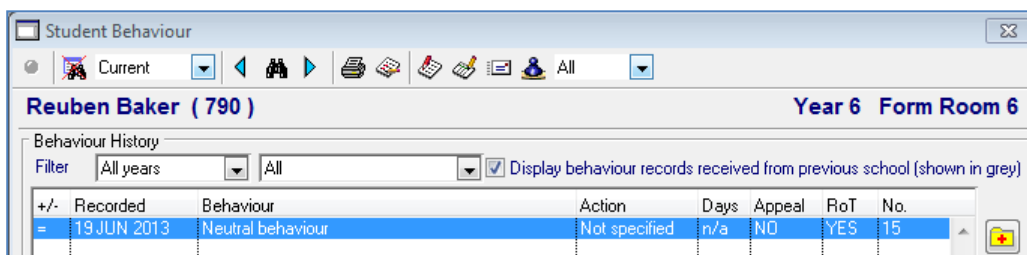- Change the Intention to suspend action to **detention**
- Click **OK** to update the record

- Locate **Sally Angus**
- Filter to show **Behaviour History** records for **All years**
- Highlight the record for **2009**

- Click Edit and **Yes**
- Enter **Behaviour Details** to read **State winner of the Tim Winton writing competition**
- Click **OK** to save

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4.5.3 Deleting Behaviour Records

Activity

Scenario: Rueben Baker was absent and did not attend the Bully Busters program we entered earlier, so the school officer wishes to remove the record.

Behaviour > Management

- Locate **Rueben Baker** and highlight the behaviour record
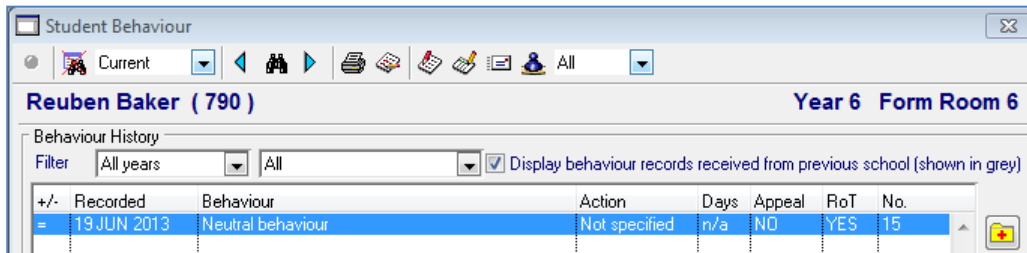
- Click Delete Student Behaviour
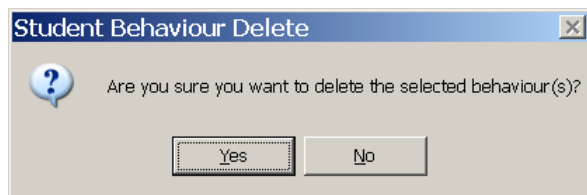
- Select **Yes** to delete

4.5.4 Printing Behaviour Records

Activity

Behaviour > Management

- Locate **Ben Anderson's** record
- Highlight one or more of his behaviour records
- Click Print Student Behaviour
- Click **OK** to send the report to the screen

Note: Users have the option of selecting and printing selected individual or multiple records if more than one behaviour record exists.

5 Individual Behaviour Plans

In some instances users may choose to create an Individual Behaviour Plan. A Behaviour Plan can be created in association with a Behaviour record or independently. When initiating the plan users are launched into a Word template. This template can be individualised by the user in Word and linked to Integris. Users must set up a default path to direct the storage of the document.

5.1.1 Creating an Individual Behaviour Plan

Activity

Scenario: A year 8 student, Aaron Atkins has been bullying another student at the Bus stop. An Individual Behaviour Plan will be linked to his behaviour record.

Behaviour > Management

- Locate *Aaron Atkins* record
- Click Add Student Behaviour
- Click Find staff and select *Joseph Brigg* as the reporting staff member
- Enter the *Date* as TODAY
- From the *Behaviour* drop-down menu select *Verbal abuse or harassment of students*
- Enter the *Location* as *School Bus Area*
- In *Action* select *Individual Behaviour Plan*
- Enter the *Behaviour Details: Bullying - Continually taunting another student about his hair colour*

Behaviour Details | Action Details | Notification Details | Appeal Details | Suspension Conditions | Additional | Response |
Bullying - Continually taunting another student about their hair colour
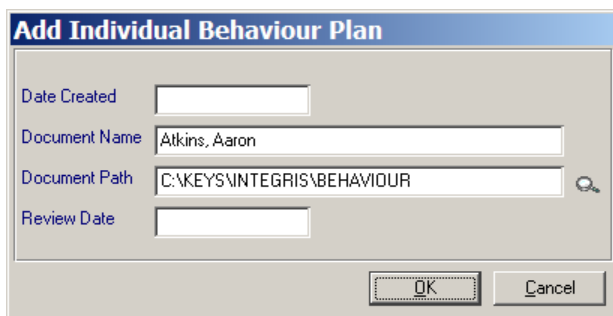
- Enter the *Action Details: As Aaron is continually taunting David Smith an IBP (Individual Behaviour Plan has been put into place*

Behaviour Details | Action Details | Notification Details | Appeal Details | Suspension Conditions | Additional | Response |
As Aaron is continually taunting David Smith an IBP (Individual Behaviour Plan) has been put into place

- In *Notification Details* check *Behaviour Management Coordinator, Deputy Principal, Parent* and *School Psychologist*
- Click *OK*

LEAVE this WINDOW OPEN as we are now going to produce an Individual Behaviour Plan for the student

- Click **Plan** and **Create New Plan**
- Leave TODAY'S date as the **Date Created**
- In **Document Name** enter **Atkins, Aaron**

Add Individual Behaviour Plan

Date Created	
Document Name	Atkins, Aaron
Document Path	C:\KEYS\INTEGRIS\BEHAVIOUR
Review Date	

[OK]   [Cancel]

Note: The default Document Path is displayed. At school this will be K:\keys\INTEGRIS\BEHAVIOUR.

- Enter a **Review Date** one month from TODAY
- Click **OK**

- Highlight the path to the plan and click
- The document will open and be available from the bottom tool bar
- Add the following actions
  - *Must report to the school bus duty teacher immediately after school*
  - *Must not make any comments to David Smith*
  - *Will attend weekly meeting with School Psychologist*

- Close the document and click **Yes** to save changes

Other options available in the Individual Behaviour Plan window include:

Print Plan sends the selected plan directly to the printer

Edit Plan enables the user to edit the review date etc

Link Plan enables additional documents or existing Individual Behaviour Plans to be linked to the student record.

Edit Plan Details will launch the selected document and enable the user to edit the details

Delete Plan enables the user the option to delete the plan

5.1.2 Linking Behaviour Records to Other Documents

In this example we are going to link the sheet outlining the health benefits of quitting smoking. Schools could use this option to link existing Individual Behaviour Plans created previously or any other documents.
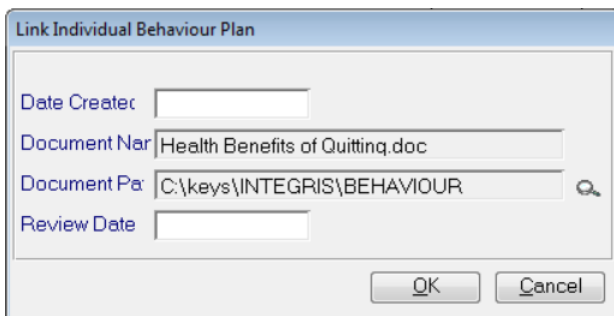

Activity

A Year 10 student, Rebecca Bloor has been smoking at the bicycle racks. A sheet outlining the health benefits of quitting smoking will be provided to the student and linked to the behaviour record.

Behaviour > Management

- Locate **Rebecca Bloor's** record
- Click Add Student Behaviour
- Click Find Staff and select **Elaine Abbott**
- Leave the **Date** as TODAY
- From the **Behaviour** drop-down menu select: **Substance misuse – Tobacco Misuse**
- In **Location** select **Bicycle racks**
- In **Action** select **Reprimand**
- On the **Behaviour Details** tab enter **Smoking at the bicycle racks**
- In **Action Details** enter **Notification sent to parents and health sheet provided**
- In **Notification Details** check **Parent** and **Year Coordinator**
- In **Response** check **Parent Response** and enter **Parents have agreed to speak to Rebecca about smoking**
- Click **OK**

LEAVE this WINDOW OPEN as we are now going to produce a link to the Health sheet provided to the student.

- Click Plan and Link Plan
- Enter TODAY'S date as the **Date Created**
- Click on the magnifying glass, navigate to **C:\keys\INTEGRIS\BEHAVIOUR\Health Benefits of Quitting**

Link Individual Behaviour Plan

Date Created |
Document Name | Health Benefits of Quitting.doc
Document Path | C:\keys\INTEGRIS\BEHAVIOUR
Review Date |

OK | Cancel

- Click **OK**
- Click Edit Plan Details to view the linked document
- Close the document and the Individual Behaviour Plan window

5.1.3 Modifying the IBP Template

The sample template supplied with the software can be modified to suit the schools own requirements.

Activity

- Open Word
- *Open C:\keys\INTEGRIS\Behaviour\IBP_Template*
- Change the **RM Secondary School** to your school name
- *Save* and close
- Click on West Coast District High at the bottom of your screen to return to Integris.

Behaviour > Management

- Use Rebecca Bloor
- Click Plan
- Click Create Plan
- Enter a name for the document and the **Review Date**
- Click **OK**
- From there you can enter details on to the document for that student
- Close the plan and Behaviour Management

6 Links to Lesson Attendance

Activity

Lesson Attendance > Week View

- Select **Form 10.1**
- Enter the date for the Monday of this week
- View the Lesson Attendance suspension records that were created earlier in Behaviour

Ref No	Form	Student Name	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
3	10.1	Anderson, Ben	/	/	Z	Z	Z	Z	Z	Z	Z	Z
18	10.1	Bloor, Rebecca	/	/	Z	Z	Z	Z	/	/	/	/
43	10.1	Dalton, Cara	/	/	Z	Z	Z	Z	/	/	/	/
58	10.1	Em, Lance	/	/	Z	Z	Z	Z	/	/	/	/

- Use Select Date 🗓 to select the last Monday of the current term

Attendance Term Dates for students for 2013:

Term 1- Monday 4 February to Friday 19 April
Term 2 - Monday 6 May to Friday 5 July
Term 3 - Monday 22 July to Friday 27 September
Term 4 - Monday 14 October to Thursday 19 December

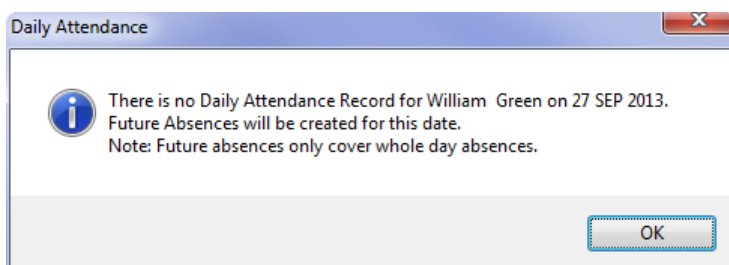- Notice the daily records have not been created for the last day of term

Note: For training purposes only we have created our daily records for the term in advance. At school this will not be the case. Attendance codes Z and W are deactivated in the list of attendance codes in Lesson Attendance as these are managed by the Behaviour module.
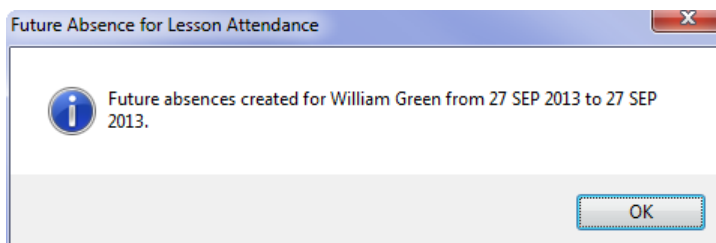
- Exit Week View

A Year 9 student, William Green has been suspended for swearing at a teacher. He also pushed over a table, breaking some beakers. The Daily Records have not been created. For the purposes of this exercise we will create a future absence.

Behaviour > Management

- Locate **William Green**
- Click Add Student Behaviour
- Select **Harris Barclay** as the **Reported By** teacher
- Enter the incident **Date** as the second last day of current term
- Select the **Behaviour Verbal abuse or harassment of staff**
- Enter the **Location** as **Science Lab** and the **Action, Suspended**
- Click **No** as you do not wish to use the **default Suspension conditions**
- Check **Specific permission must be gained to enter the school grounds**
- In **From**, enter the date of the suspension as the last day of current term

Daily Attendance

There is no Daily Attendance Record for William Green on 27 SEP 2013.
Future Absences will be created for this date.
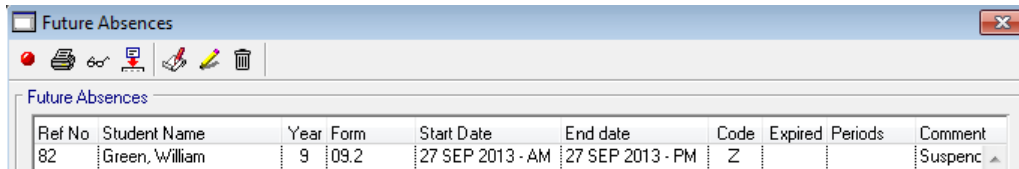Note: Future absences only cover whole day absences.

OK

- Click **OK**
- Select **Period 5** as the **Until Period**
- Record the details of the incident in **Behaviour Details**
- Record the action taken in **Action**
- Check **Deputy Principal, Principal, Form Teacher** and **Parent** on the **Notification**
- Check **N5a** on **Additional**

- Click **OK** to Save

- Check **Immediate suspension for serious breach** and **Letter of notification to parents**
- Click **OK**

Future Absence for Lesson Attendance

Future absences created for William Green from 27 SEP 2013 to 27 SEP 2013.

OK

- Click **OK**
- Close the Student Behaviour window

Lesson Attendance > Absences > Future Absences

- Click on Apply Filter [icon] and type in **Green** next to Student Name
- Click on *Apply Filter*
- View the details of the future absence for William Green.

Ref No	Student Name	Year	Form	Start Date	End date	Code	Expired	Periods	Comment
82	Green, William	9	09.2	27 SEP 2013 - AM	27 SEP 2013 - PM	Z			Suspenc

When Daily Records are created for this day, the suspension will be displayed in William Green's Lesson Attendance records

- *Close* Future Absences

Lesson Attendance > Parameters > Create Daily Records

- Enter the date for the last day of the current term

Create Daily Records

This window will create daily Lesson Attendance records for the selected year groups. Clicking on the **Create** button will insert records from the date that the year group last had records created until the date specified below.

Click on the date selector to temporarily change the 'Created Up To' date.

Create New Records Up To | 27 SEP 2013 |

Year Group	Created Up To	Create Daily Records
2	26 SEP 2013	✓
3	26 SEP 2013	✓
4	26 SEP 2013	✓
5	26 SEP 2013	✓
6	26 SEP 2013	✓
7	26 SEP 2013	✓
8	26 SEP 2013	✓
9	26 SEP 2013	✓
10	26 SEP 2013	✓
11	26 SEP 2013	✓
12	26 SEP 2013	✓

Deselect All   Create   Exit

- Click *Create* and *Yes*

The daily records will be created for each year group for one day

- Click *Exit* and close Parameters

Lesson Attendance > Week View

- Enter the date for the Monday of the last week of current term
- Select **Student Find**
- Enter **GRE,W** in **Student / Ref No** and <**Enter**>

Student Selection		
Select students by	○ Form	○ My Form
	○ Teaching Set	○ My Sets
	● Student Find	
Student / Ref No.	GRE,W	🔍 ✎

- View the data that has now been updated with the Future Absences created by Behaviour

Ref No	Form	Student Name	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
82	09.2	Green, William	/	/	/	/	/	/	/	/	Z	Z	▲

- **Exit** Week View

Lesson Attendance > Day View

- Leave the date as TODAY
- Select **Student Find**
- Type **BEN,T** and <**Enter**>
- View Tracey Bennett's attendance withdrawal record created earlier

1 student selected.																		
Ref No	Form	Student Name	AM	PM	🗒	H	1	2	B	3	4	L	5					
12	09.3	Bennett, Tracey	/	/	☐	/	/	/	-	/	/	-	W					▲

- **Exit** Day View

Behaviour > Management

- Locate **Tracey Bennett's** records
- Highlight her behaviour record, click Delete 🗑 and **Yes**

Lesson Attendance > Day View

- Locate **Tracey Bennett's** records
- View the updated attendance data
- **Exit** Day View

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7 Mail Merge

7.1 Producing a .KST Template

If schools wish, they can create their own Customised Letters using kst templates. These letters can then be Mail Merged from the Behaviour Module.

Activity

The students involved in smoking marijuana are being invited to attend a Drug Awareness Program with their parents. This activity is being coordinated by the School Nurse. We are going to create a letter inviting them to attend using the mail merge function within the Behaviour module.
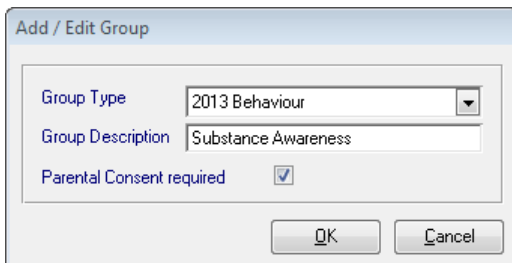
We will begin by adding a Group Type called **2012 Behaviour** to the Groups Parameter. We will then create a Group called **Substance Awareness** into which we will place the students

General > Parameters > Group Types

- Right click and choose *Add New Parameter*
- Type **2013 Behaviour**
- Click **OK** and **Close**

General > Groups
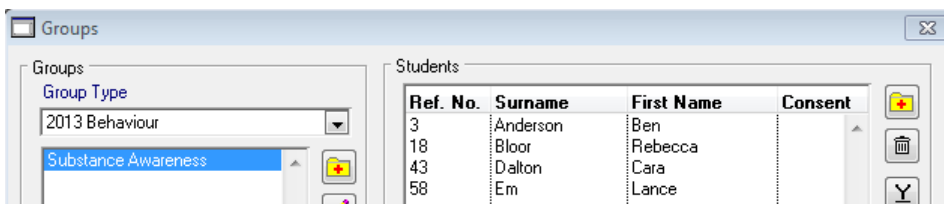
- From the **Group Type** drop down menu select the **2013 Behaviour**
- Click Add Group
- In **Group Description** type **Substance Awareness** and check the **Parent Consent** box

- Click **OK**
- Click Add Members on the right hand side
- **Find Form 10.1**
- **Select** the first four students

- Click Print Selected Groups

Now a group has been created, the Mail Merge function in Integris can be used. The Mail Merge fields available in Behaviour Manager can be accessed from a *.kst* document on your K: Drive at school.

- Navigate to *C:\keys\INTEGRIS\MMTPL\LETTERS\Behaviour*
- Double click on the *BEHAVIOUR.KST file*

Note: This document lists all student fields from the Behaviour module that can be used when creating a mail merge letter. Fields can be copied and pasted into a letter template.

- Open a new blank document in Word
- Insert the school logo by selecting *Insert > Picture > From File* and navigating to *C:\keys\INTEGRIS\CM\Images\Admin Logo*
- Insert the date by selecting *Insert > Date and Time*
- Create the letter template on the following page by copying and pasting the relevant fields from *BEHAVIOUR.KST*

RM Management Solutions
Behaviour Management Mailing Fields

4 July 2013 (note – this is a Word Date field. It can be used in your letter templates)

Field Name	Displays	Notes
Known Name(UK)	<KnownName>	
Preferred Name(Australia)	<PreferredName>	
First Name	<FirstName>	
Second Name	<SecondName>	
Surname	<Surname>	

The Mail Merge Fields may be typed in but each one must include the <> symbols. All fields are case and space sensitive so must appear exactly as in the Behaviour.kst document.

- If any of the merge fields are not in the same font as the rest of the letter then *highlight* all of the text in your letter and change the font
- Go to *File > Save As*
- Navigate to *C:\keys\INTEGRIS\MMTPL\Letters\Behaviour*
- Enter the file name *"Invitation to Drug Awareness Program.kst"*

NOTE:The file name MUST include the quotation marks and.kst.

- Close the Word document
- Close the .kst documents

7.1.1 Sample .KST Template

<AddeeSalutation>
<AddeeAddress>

Dear <AddeeSalutation>,

As you are already aware, your child <FirstName> <Surname> was recently involved in a serious incident at school.

As a consequence, I would like to invite you and <FirstName> to attend a Drug Information Evening at school from 7:30 pm on (Insert Date).
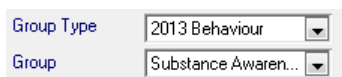
Please contact myself on 9412 3456 to confirm your attendance or if you have any questions regarding this evening.

<PrincipalName>

Principal

Behaviour > Management

- Click Find 🔍
- From *Group Type* select *2013 Behaviour*
- From the *Group* select *Substance Awareness*

Group Type	2013 Behaviour
Group	Substance Awaren...
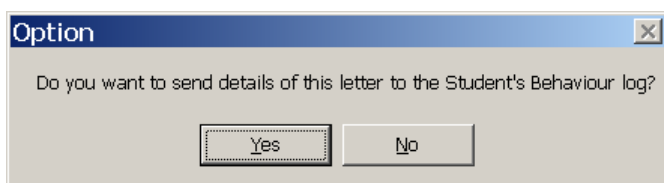
- Click *Find*, *Select* and *Yes*
- Click Create Customised Letter 🖌️
- Check *Send to all Contacts marked as Family Mail Marker*

Mailing Options

A letter will be sent to "Word" using a "kst" template

☑ Send to all Contacts marked as Family Mail Marker

[OK] [Cancel]

- Click *OK*
- Open the *Behaviour* folder and double click on the *Invitation to Drug Program.kst*

Information

This document will be saved to c:\KEYS\INTEGRIS\MMTPL\LETTERS\ specified in General > Control > Preferences.

[OK]

- Click *OK*

Option

Do you want to send details of this letter to the Student's Behaviour log?

[Yes] [No]

- Click *Yes* to save the letter to the Student's Behaviour log

The letters will merge with the student information. The merged letters will be displayed on the taskbar at the bottom of the screen.

- View, then close the merged letters
- Select the *Log* tab
- Highlight the hyperlink for the letter and double click

Note: Only Customised Letters (Those created as .kst mail merge documents) can be reopened from the student's Log screen. The merged documents can be also accessed through C:KEYS\INTEGRIS\MMTPL\Letters\Invitation to Drug Program ddmmyytime.doc

- View merged letters and close

7.2 Importing and Exporting Behaviour Records

7.2.1 Export of the Student Behaviour Records using School to School Export

Placing a tick in the box ☑ Retain on transfer will allow the record to be exported if a student transfers to another school and the school administrator initiates a school to school export.

<div style="border: 2px solid red; background-color: #f44;">

IMPORTANT

For WA schools, all suspensions must be marked Retain on transfer.

</div>

7.2.2 Import of Student Records using the School to School Import

When a school imports a student record from another school, all behaviour records the school has marked as **Retain on transfer** will be imported into the behaviour module.

7.2.3 Import of Behaviour Data from an External Source

Behaviour > Utilities > Import Behaviour Data from an external system

This utility enables schools to import behaviour data from another system in a csv format. To be able to import the data some requirements need to be in place.

- The import file is a comma separated text file (csv).
- The Behaviour codes and Action codes in the import file must match codes defined in the Behaviour Category and Negative Action parameters.
- The user will need to place the csv file in the Inbox within Integris.

Available Fields for Import

- Student Ref (SIS Ref No.)
- Student Surname
- Student First Name
- Date Recorded
- Reported by (first name surname)
- Behaviour Code (SIS code)
- Action Code (SIS code)
- Behaviour Details text
- Action Details text
- Suspension Actions:
  - From Date
  - To Date
  - No. Days Suspended

8 Behaviour Reports

The Behaviour Reports consist of a number of standard reports that schools can produce to view either individual behaviour records or statistical comparisons.

8.1.1 Behaviour Details Report

The intention of this report is to provide the stored behaviour incident details and actions for a selected student(s) in a hard copy report.

Activity

Behaviour > Reports > Management Reports > Behaviour Details Report

- Uncheck ☐ Page per Student
- On the **Options** tab enter the Incident **Reported Dates** as the current term
- Drag **Year**, **Reported by** and **Location** into the **Sort Field** column

- Select the **Student Selection** tab
- From the **Select Students by** menu, select **Year Group**
- Click Select All ✋

View the **Behaviour Types/Actions** tab and add Class Award

- *Print* the report to the screen
- View and close the report

If you wish to filter options to report only on certain Behaviour Types/Actions, select those that are required and reprint the report.

Note: Actions marked as 'YES' in the Report1 column in Behaviour>Parameters>Behaviour Actions will display as selected on this report. To remove them simply deselect them before printing the report.

8.1.2 Individual Behaviour Report

The intention of this report is to provide full details of particular or selected behaviour incidents for a student(s) on a one page per incident basis.

Activity

Behaviour > Reports > Management Reports > Individual Behaviour Report

- Click **New Query** and **Find** the **Year 9** students
- Enter the date range for the current term
- Check **Student Photo**

- **Print** the report to the screen

8.1.3   Student Suspensions Summary

The intention of this report is to provide details of suspensions for selected student(s) from a historical perspective.

Activity

Behaviour > Reports > Management Reports > Student Suspensions Summary

- On the **Options** tab enter the Date range for the current term
- Double Click **Year** to add to the **Sort Fields**
- Select **Date** from **Secondary Sort**

- On the **Student Selection** tab **Select Students by Year Group**
- Click Select All
- Leave all **Behaviour Types** selected
- **Print** the report to the screen

- View **Behaviour Type** and **Teacher** as **Secondary Sort** options

---

8.1.4 Behaviours - Statistical Overview

The intention of this report is to provide a comprehensive statistical overview of the behaviour details held for selected students and groups for a given date range.

Activity

Behaviour > Reports > Management Reports > Behaviours - Statistical Overview

- On the *Options* tab enter the date range for the current term
- Check *Include the code key*

- On the *Select Student* tab select *Year Group 10*
- *Print* the report to the screen

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8.1.5   Suspensions - Statistical Overview

This report is based solely on behaviours that have resulted in confirmed suspension actions

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Activity

Behaviour > Reports > Management Reports > Suspensions - Statistical Overview

- On the *Options* tab enter the date range for the current term
- Check *Include Totals and Averages for the selected students*
- Check *Include the code key*

- On the *Student Selection* tab, select *Year Group 10*
- *Print* the report to the screen

8.1.6   School Summary – Number of Suspensions

This report is based solely on behaviours that have resulted in confirmed suspension actions. It will not contain any records for the action of Intention to suspend.

Activity

Behaviour > Reports > Management Reports > School Summary – Number of Suspensions

- Leave the *Selection* as *All students* and *Current Roll*
- Enter the date range for the current term

- *Print* the report to the screen

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8.1.7 School Summary – Number of Times Suspended

This report provides a school suspension statistical overview with a year and gender breakdown.

Activity

Behaviour > Reports > Management Reports > School Summary – Number of Times Suspended

- Enter the *Incident Reported Date* range for the current term

- *Print* the report to the screen

8.1.8 Suspension Status

This report provides the students who are currently on suspension for a given date.

Activity

Behaviour > Reports > Management Reports > Suspension Status

- Enter the *Date of Suspension status information* as TODAY
- *Print* the report to the screen
- **View** and **close** the report

This Report can be copied and pasted by dragging your mouse over the document and pressing **Ctrl C** on your keyboard, opening a Word document and pressing **Ctrl V** to paste.

West Coast District High School
Suspension Status

Students on Suspension as of Thursday, 4 July 2013

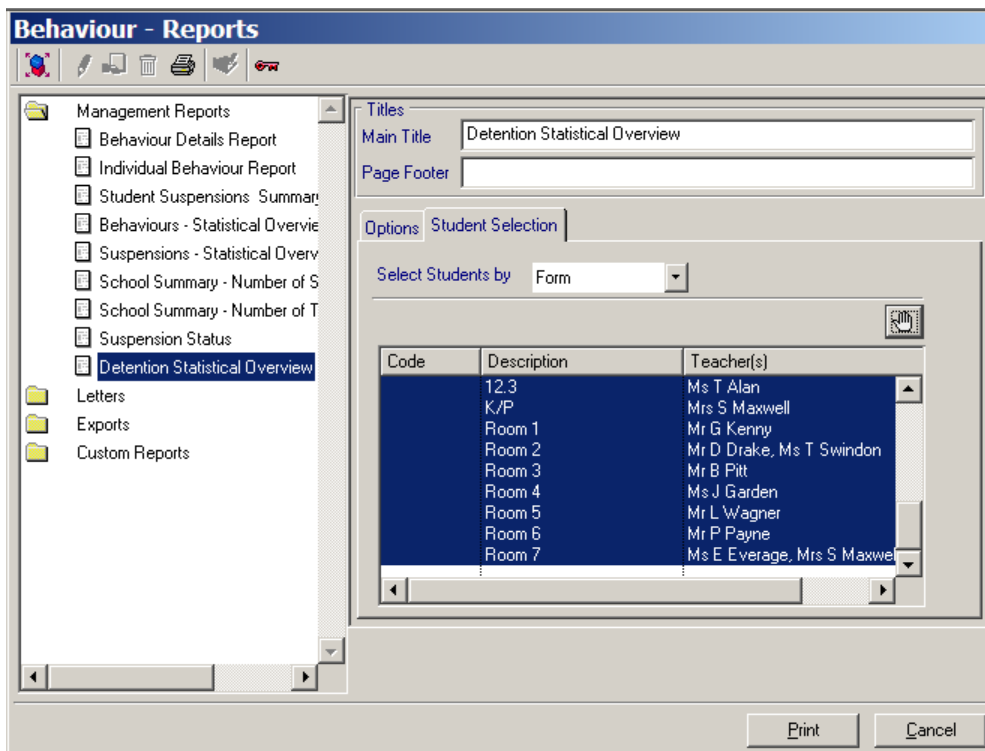| Name	Year	Form	Start Date	Finish Date	Days	Date of Return
Ben Anderson	10	10.1	4 Jul (H)	5 Jul (5)	2.0	24 Jul (H)
Ben Anderson	10	10.1	2 Jul (B)	3 Jul (5)	1.5	
Rebecca Bloor	10	10.1	2 Jul (B)	3 Jul (5)	1.5	
Cara Dalton	10	10.1	2 Jul (B)	3 Jul (5)	1.5	
Lance Em	10	10.1	2 Jul (B)	3 Jul (5)	1.5	

8.1.9   Detention Statistical Overview

This report provides a school suspension statistical overview with a year and gender breakdown.

Activity:

Behaviour > Reports > Management Reports > Detention Statistical Overview

- Enter the *Incident Reported Date* range for the current term

- On the *Student Selection* tab, select *Form* Select Students by Form ▼

- Click Select All 🖐

- *Print* the report to the screen

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9 Review

Activity

Write the steps/path you would take to:

1. Set up the System Preferences used by the Behaviour module.

2. Produce an Individual Behaviour Report. (There are two answers.)

3. Record a negative behaviour and the action as Intention to suspend for Ben Anderson.

4. Create an Intention to Suspend letter to be sent home for Ben Anderson.

5. Attach a Behaviour Management Plan to Ben Anderson's records and enter some information.

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10 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education and Training.

Contact details below:

10.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number*, *contact details* and a *brief description* of the problem.

10.2 Fax (CSC)

9264 4701

Please include your *ID number*, *contact details* and a *brief description* of the problem.

10.3 Email (CSC)

customer.service.centre@education.wa.edu.au

Please include your *ID number*, *contact details* and a *brief description* of the problem.

11 Online Manuals and Training Notes

11.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

www.civicaeducation.com.au.

Select online manual login.
Username: school
Password: help

11.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all SIS Administration modules.

http://www.det.wa.edu.au/intranet/stims

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.