CIVICA

Behaviour Management Manual

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Integris Behaviour Manual

Introduction

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1 Introduction

1.1 Integris Behaviour Module

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, isolations/withdrawals and other incidents.

A range of standard Behaviour reports, letters and advices are produced for easy stream lining of departmental policy. Users can create their own customised Behaviour reports, letters and advices via the mail merge facility. The production of statistical reports on behavioural data is also obtainable.

The creation of Individual Behaviour Plans is made straightforward. It allows the user to select a directory in which to create a new document or select a file to link to the document.   Individual behaviour Plans and behavioural records can be exported and imported from one Integris School to another. The module will also update the Lesson Attendance Module with details of suspensions and withdrawals.

1.2 Key Features

Integris Behaviour Module includes the following key features.

- Enter a behaviour record of one or more students.
- Record additional details for suspensions or isolation/withdrawals.
- View behaviour history for a student.
- Multi – student behaviour recording.
- Displays totals for all behaviour types.
- Produces summaries and statistical reports on behaviour data.
- Create, view and maintain Individual Behaviour Plans.
- Import and Export behaviour reports and totals between Integris schools.
- Updates Lesson Attendance records for suspensions and withdrawals.
- Facility to mail merge to school generated advices and letters.
- The ability that allows users to log and maintain records of letters sent
- Notify principal, parents and relevant staff of a behaviour incident via email.
- The ability to change parameters to fit in with jurisdiction policies and school processes

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Getting Started

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2 Getting Started

2.1 Adding the Behaviour Module

The Behaviour Module is loaded into **INTEGRIS** using the **Add Module** function. To install the module:

- Select **Control** from the **General** sidebar.

- From the Control window double-click **Add Module.**
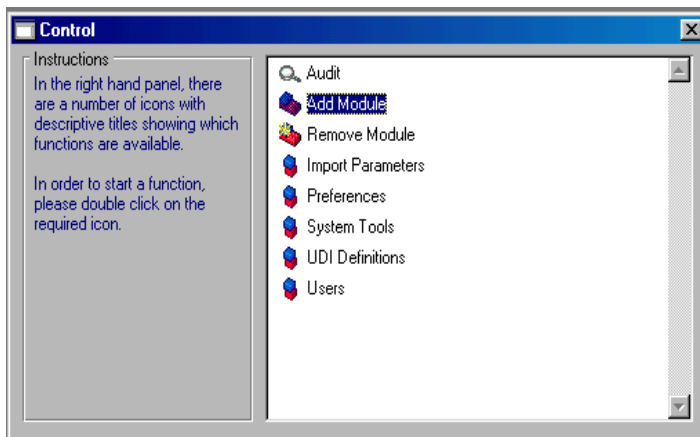
- The **Add Module** window appears.
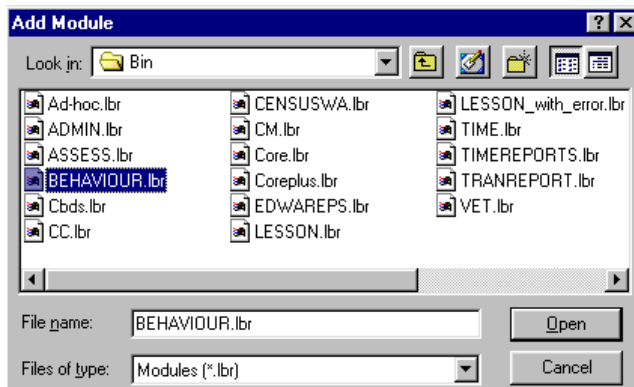
- Double click on Behaviour .lbr
- A message should then appear advising that the module was loaded successfully:
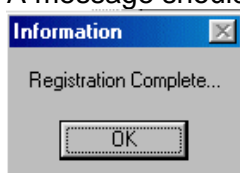
- Click **OK**.

2.2 Logging on to Integris

- Click on the **Integris** icon on the desktop.
- The user login dialog box is displayed:

- In the **User Name** field enter your user name.
- Press the **Tab** key. In the **Password** field enter your password.
- Click on **Login** or press **Enter**. You will then be allowed access to the system.

2.3 Locking/Minimising the Software on your Computer

The software contains a function that enables users to lockout other users while away from the computer.
To lock the software click on File > Lock Terminal or use the shortcut of
<Ctrl> + <L>.

To unlock it use the **Unlock** button.
Enter your password when prompted.

While Integris is locked, it is possible to access other applications by minimising Integris using the
Minimise button in the top right corner of the screen.

2.4 Accessing the Behaviour Module from Integris

- Log on to Integris.
- Click on the **Behaviour** button on the sidebar. The functions within Behaviour are displayed on the sidebar. If you cannot see the Behaviour Tab in the sidebar, contact your Support Centre regarding installation of this module, (details of how to contact your Support Centre are shown on the back of this Manual).

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Behaviour Sidebar Functions

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3 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 students records to be entered. Creation of Individual Behaviour Plans, standard or customised letters, reports and advices, Behaviour incident notification via email.

Reports - Statistical Management reports for monitoring purposes. Standard Letters and exports that need to be sent to 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 SIS schools and set defaults for template pathways, file storage, and Lesson Attendance suspension/withdrawal codes.

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The Behaviour Module and Lesson Attendance Links

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4 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. Do not add suspensions or withdrawals, or make changes to them, using the Lesson Attendance module once the Behaviour module is in use.

When a code is selected and a Behaviour record is entered this code will be used within Lesson Attendance to record or update their attendance records. For instance if users chose the Attendance Suspension Code of "Z" in system preferences, this will then be transferred to the Lesson Attendance Module and when viewing the students Attendance records of that period of time a "Z" will be recorded.

In addition a comment will be added to the Lesson Attendance notes with details of the suspension created in the Behaviour module.
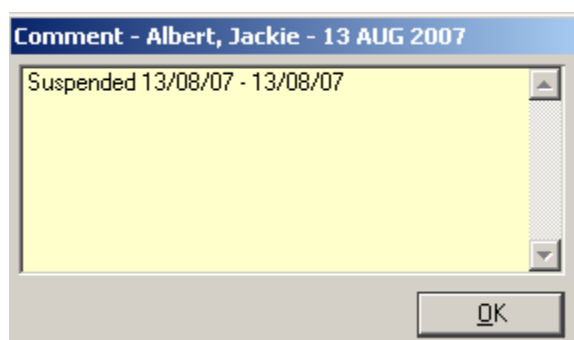
In Lesson Attendance, version 2.2 and above, the suspension and withdrawal codes are unavailable for selection if the Behaviour module is in use. It will not be possible to edit a suspension or withdrawal record created in Behaviour in these later versions of Lesson Attendance. This will ensure the data for suspensions and withdrawals in both Lesson Attendance and Behaviour is synchronised.

4.1 Links to Lesson Attendance v12.00.00 (New Zealand Only)

> *Note: This section applies to New Zealand users only.*

4.1.1   Updating of the Activity Log

For New Zealand users only, whenever the Behaviour module automatically updates a marked attendance code (not '*' or '?') within Lesson Attendance v12.00.00, an entry is made in the activity log for each change. The reason is automatically populated by the system with standard text in accordance with the following.

Action	Reason text
Marked attendance changed to the Attendance Stand Down Code by the Behaviour module	'Stood down via the Behaviour Module'
Marked attendance changed to the Attendance Withdrawal Code by the Behaviour module	'Withdrawn via the Behaviour Module'
Stand Down or Withdrawal behaviour record is edited to a different action within the Behaviour module	'Edited via the Behaviour Module'
Stand Down or Withdrawal behaviour record is deleted from within the Behaviour module	'Deleted via the Behaviour Module'

4.1.2   Calculation of Half-day Attendance

The calculation of half-day attendance has changed in Lesson Attendance v12.00.00 and a new algorithm has been employed. The Behaviour module now uses this new algorithm when it instigates a re-calculation of the half day attendance.

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Behaviour System Preferences

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5 Behaviour System Preferences

The Behaviour module stores the default settings in System Preferences. There are two windows associated with Behaviour System Preferences:

Within the **Paths** window users can set:
- Default template for Individual Behaviour Plans
- Default pathway for saving Individual Behaviour Plans
- Default location for mail merge KST files
- Default pathway for saving mail merge KST files

Within the **General** window users can set:
- Default codes for Lesson Attendance
- Mandatory checks when entering student 'Suspension'
- Default setting for 'Retain on Transfer' check
- Default Position (Notice Letter)
- Default email address when sending a Behaviour export file

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

5.1 Individual Behaviour Plan Pathways

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.

To set the Individual Behaviour Plan Pathways:
- Click on the **Behaviour** > **Utilities** icon.
- Double click on **System Preferences** option.
- The **System Preferences** window will be displayed.
- Click on the **Paths** tab.
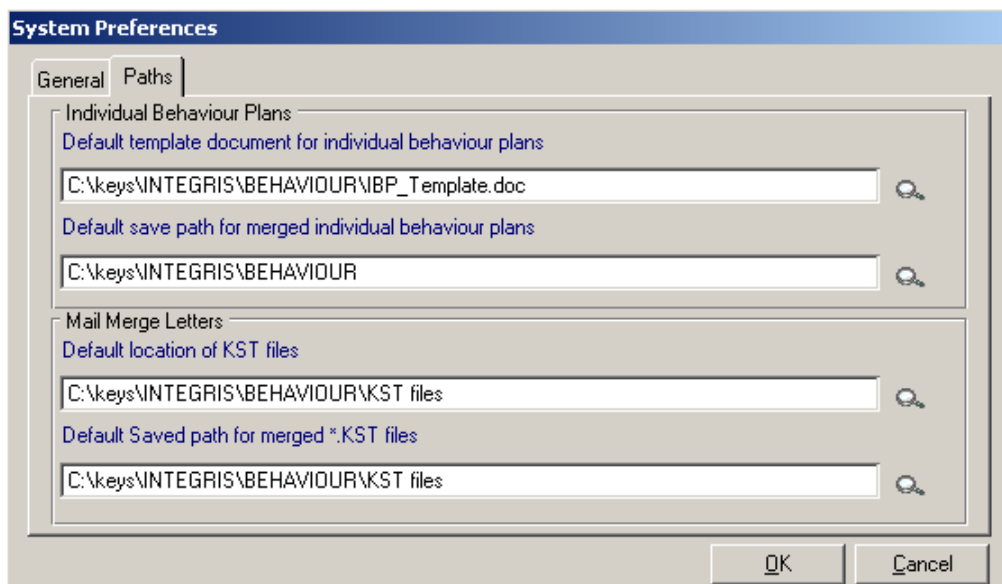
To set the path for the **Default template document for individual behaviour plans:**

- Click on the 🔍 icon.
- Navigate to the location of the selected template.
- Select the desired template document.
- Click on **Open**. This will now set the pathway.

To set up the **Default pathway for merged individual behaviour plans**:

- Click on the 🔍 icon.
- Navigate to the location of the selected folder.
- Click **OK**.

5.2 Mail Merge Letter Template (KST) File Pathways

Users can set a default pathway for selecting a mail merge letter template (KST) and also a default pathway for storing their merged KST files.

To set the Mail Merge KST File Pathways:
- Click on the **Behaviour** > **Utilities** icon.
- Double click on **System Preferences** option.
- The **System Preferences** window will be displayed.
- Click on the **Paths** tab.

To set the path for the **Default location KST template files:**

- Click on the 🔍 icon.
- Navigate to the location of the selected folder.
- Click **OK**.
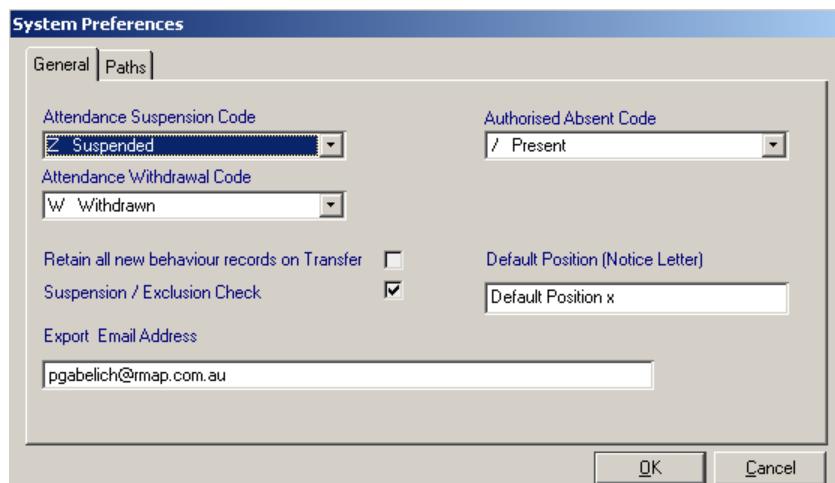
To set the **Default saved path for merged *.KST files**:

- Click on the 🔍 icon.
- Navigate to the location of the selected folder.
- Click **OK**.

5.3 Default codes for Lesson Attendance

To set the Default codes for Lesson Attendance:
- Click on the **Behaviour** > **Utilities** icon.
- Double click on **System Preferences** option.
- The **System Preferences** window will be displayed.
- Click on the **General** tab.

5.3.1   Attendance Suspension code

Note: for WA Schools the default Suspension Code should be set to Z.

To set the Attendance Suspension code**:**
- Use the drop down list and select Z.
- Click **OK** to save this setting.

5.3.2   Attendance Withdrawal Code

Note: for WA Schools the default Withdrawal Code should be set to W.

To set the Attendance Withdrawal code**:**
- Use the drop down list and select W.
- Click **OK** to save this setting.

5.3.3   Authorised Absent Code

The code that is selected here is used if a suspension or withdrawal is deleted, or if the negative action of a suspension or withdrawal is changed to some other action.

Note: for WA Schools the default Authorised Absent Code should be set to / for Present.

To set the Authorised Absent Code:
- Use the drop down list and select / Present.
- Click **OK** to save this setting.

5.4 Default setting for Retain all new Behaviour Records on Transfer
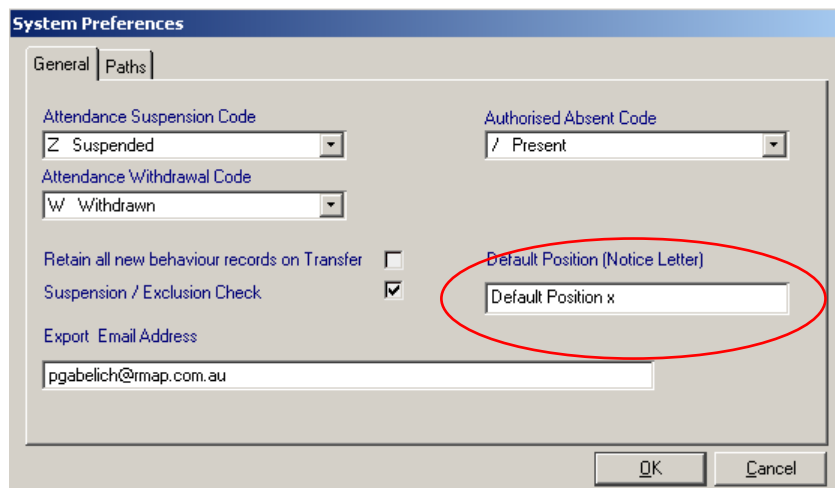
Use the checkbox Retain all new behaviour records on Transfer ☑ to automatically set the ☑ Retain on transfer check when adding a new Student Behaviour record.

Note: for NT and NZ the default setting is automatically set to ticked.

Note: for WA, if the Action selected is a Suspension then the 'Retain on transfer' check will always be ticked regardless of the default setting.
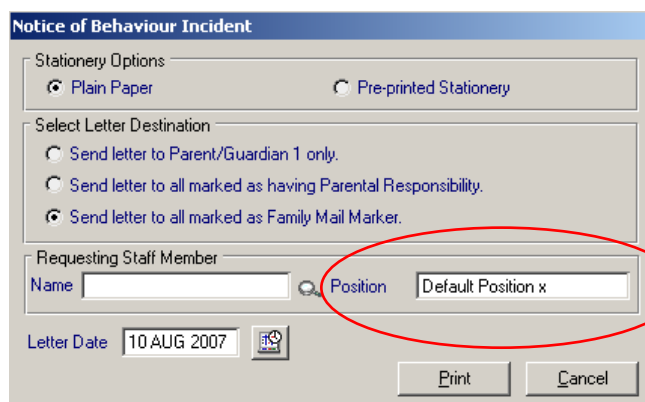
5.5 Default Position (Notice Letter)

Use this to enter the Default Position to appear on the Notice of Behaviour Incident letter.

This will then appear by default in the Position field when generating a Notice of Behaviour Incident letter.

5.6 Suspension/Exclusion Check

Use this check to force the user to confirm whether any of the following actions have been whenever a student suspension is entered:

- Notification to parent of intent to Suspend
- Immediate suspension for serious breach

- Discussion of suspension with parent/student
- Letter of notification to parents
- Letter of notification to student
- Development of Behaviour Management Plan

Note: The Suspension / Exclusion Check will be set to ticked by default.

If this box is ticked then when attempting to save a student suspension the following dialog will appear:
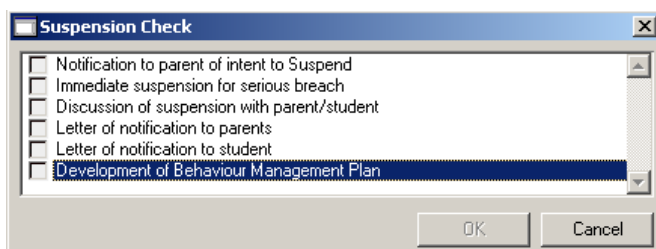
The user must check/uncheck at least one of the boxes in order to activate the OK button and save the record of suspension.

5.7 Export Email Address

When exporting a Behaviour data report, the user has the option to email the resulting CSV file. Use this field to enter a default email address for sending the export file to.

Note: Export Email Address is not required for WA Schools.

Close the Utilities window by clicking the cross on the top right hand corner.

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Behaviour Parameters

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6 Behaviour Parameters

The Behaviour Parameters define the operation of the module. There are a number of parameters that will be initialised with a set number of codes.
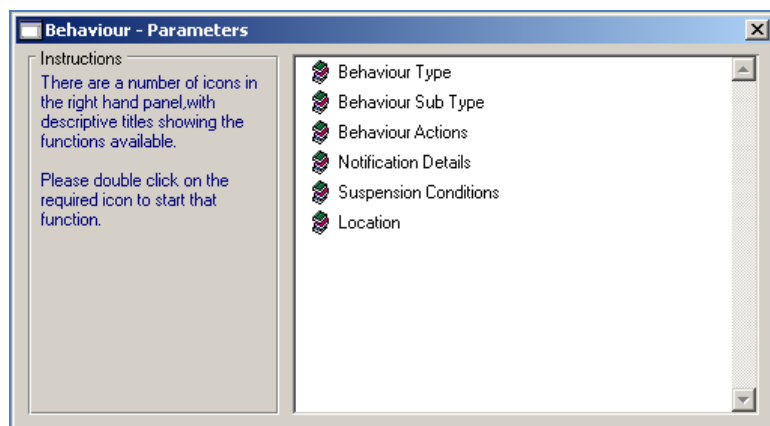
6.1 Maintaining Parameters

Use the Parameters functions to define the lists that users see when entering data.

To access the parameters, click on the **Parameters** icon.

Some Behaviour Parameters are pre-populated and may or may or may not be edited. **Behaviour Type**, for example, contains 13 types all of which are locked and may not be edited. **Behaviour Sub Types** however, may be added and edited by the school

Before starting to use the system, you may need to set up the parameters you intend to use. You can use the same procedure to set up many of the parameters used throughout Integris as they consist of a code, a school code and description. Some will have been set up for the school.

Each of the other parameters is set up using slightly different procedures dependent upon the information that needs to be held. A separate section is given to each one later in this part of the manual.

WARNING: Changing some Integris parameters will affect the integrity of the school's data. Contact your Support Centre if you are unsure prior to changing any parameters. (Details of how to contact your Support Centre are shown on the back of this Manual).

6.2 Adding/Editing Parameters – General Information

- From the Behaviour Parameters window, double click on the icon for the parameter you want to update.
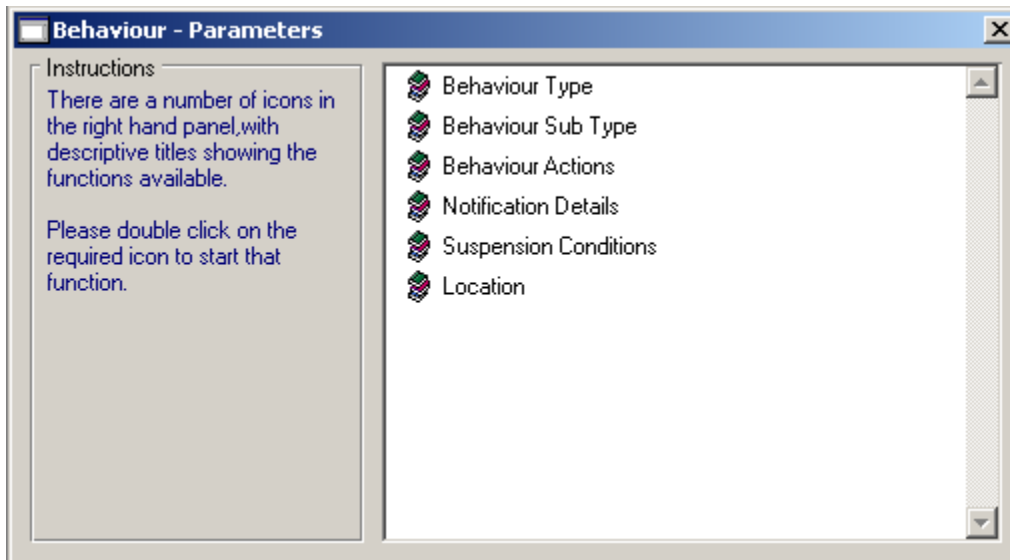
The system displays the appropriate window. The following is an example of Behaviour Type parameter set up in **Behaviour Sub-Type.**

- 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**

If the parameter is to be locked:

- Highlight the Sub Type
- Click Toggle Lock Status
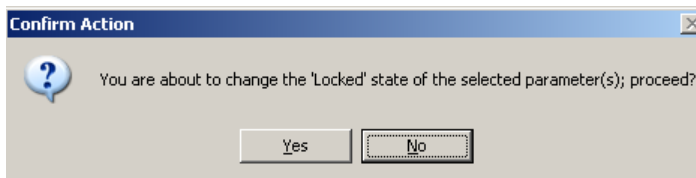
- Click **Yes**

- Repeat the above steps to create the further Behaviour Sub Types

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

6.3 Printing a list of Parameters

Clicking onto the **Print Parameters** icon will produce a list of all the parameters.

West Coast District High School

Behaviour Type, parameter report

Category	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 plan, classroo...	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

Example of the printed parameter report

6.4 Deleting Parameters

- To delete a parameter click onto the **Delete Selected Parameters** icon 🗑
- A confirmation message will appear.
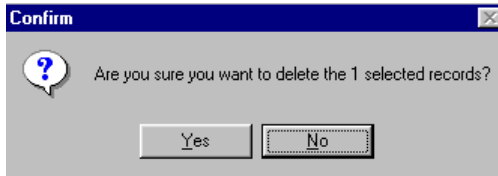
- Make the appropriate selection.

Note: The deletion of a parameter that is in use can have an impact on the schools data file. Please contact your Customer Support Centre prior to deleting any Parameters.

Note: Some parameters contain a value 'Not Specified'. Do not change or delete any existing 'Not Specified' parameters.

6.5 Toggle active property

When you first set up your parameters, they are all active. If a school does not wish to use all of the parameters, a parameter can be made inactive, thereby switching it off, so it is not available to users. You can make an inactive parameter active again at a later date if required.

Note: you can only make a parameter inactive if it is unlocked and if it is not being used.

6.6 Making a Parameter Inactive

When viewing a parameter list, click on the line/s that you wish to make inactive.

- Click on the **Toggle Active Property** icon 🖵 or, right click on the parameter and select 🖵 Toggle 'Active' Status from the menu. The system displays a message asking you to confirm this action.
- Select **Yes** to proceed. The system reverses the "Active" state of the selected parameter/s. The value 'No' is shown in the Active column.

6.7 Lock Status

Click on the **Toggle Lock Status** icon ![key] or right click within the pane and click **Toggle 'Locked' status**. Confirm that you wish to change the 'locked' status. The value in the Locked column changes to 'NO'.

A confirmation message will appear. Click the appropriate button.
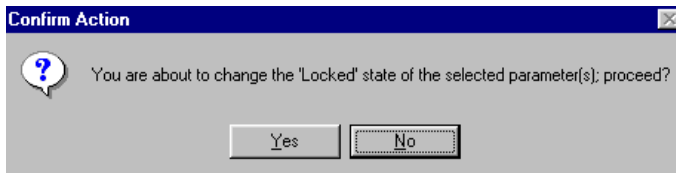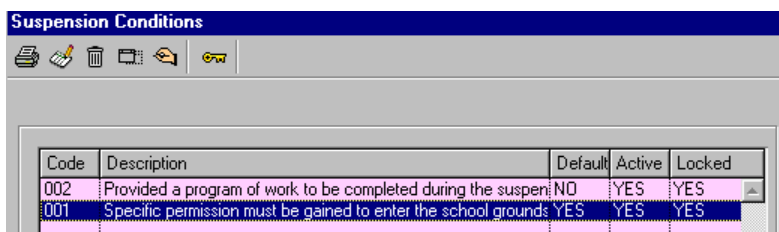
- To change the status back to 'locked', simply re-select the line and click on the **Toggle Lock Status** button.

6.8 Defaults

The Suspension Conditions parameters have the option to set a default when applying a suspension to a student record.

- When viewing the parameter list, click on the line that you wish to make the default entry.

The following example uses the Suspensions Conditions parameter: "Specific permission must be gained to enter the school grounds."

- Click on the Toggle default condition icon ![hand].

- A confirmation message will appear:
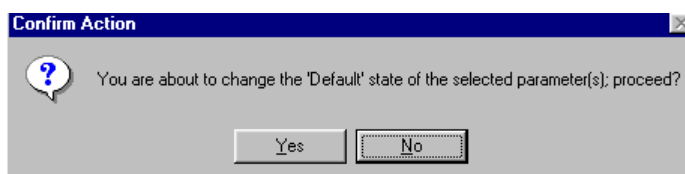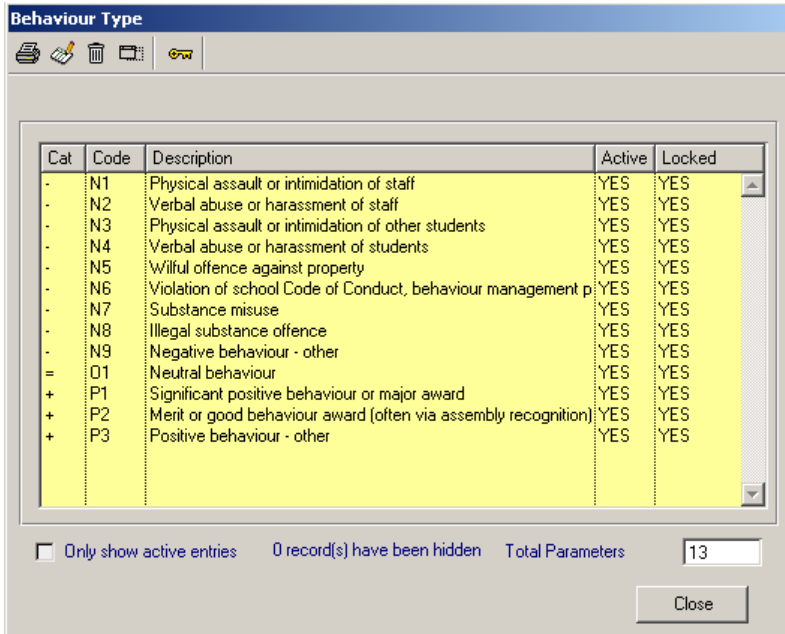
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Behaviour Type

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7 Behaviour Type

The Behaviour Type parameter has a number of initialised codes. Three of these are Positive, nine are Negative and one is a Neutral code.

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
=	01	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

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Behaviour Sub-Type

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8 Behaviour Sub-Type

The Behaviour Sub-Type is linked to a Behaviour Type and allows schools to monitor different aspects of that particular behaviour type.

The process of adding or modifying a Behaviour Sub-Type differs from that of other Behaviour Parameters as each new Sub-Type must be associated with an existing Behaviour Type.

To add a new **Sub-Type**:

- Click on the **Modify parameter descriptions and add parameters** icon.
- The **Add/Edit Behaviour Sub Type** dialog will appear.

- Enter the **Sub-Type** code (maximum 5 alphanumeric characters).
- Enter the Sub-Type code **Description** (maximum 50 alphanumeric characters).
- Select a **Behaviour Type**.
- Click **OK** to Save.

To modify an existing Sub-Type:

- Highlight the **Sub-Type** in the **Behaviour Sub Type** window and Click on the **Modify parameter descriptions and add parameters** icon.
- Continue steps as for adding a new Sub-type.

Note: There is no limit to the number of Sub-Types that can be recorded against one Behaviour Type.

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Behaviour Actions

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9 Behaviour Actions

The Behaviour Actions window is displayed below and shows the initialised codes for negative and positive behaviour.

Currently the following Behaviour Action codes are provided and cannot be edited or deleted by the user.

D	**Detention**
I	**Intention to Suspend**
L	**Loss of Privilege**
O	**Other**
R	**Reprimand**
S	**Suspended**
W	**Withdrawal**
n/s+	**Not Specified**
n/s-	**Not Specified**
n/s=	**Not Specified**

Positive or negative Behaviour Actions may be added by the user.

Users can set up as many default actions as they wish to appear on the **Behaviour Details Report** (see section **18.1.1**) or the **Individual Behaviour Report (**see section **18.1.2).** These need to appear as **"YES"** in the **Report1** column. The toggling of Report Status can be done in two ways

---

- Highlight the action and click on the **Toggle 'Report1' Status** icon or, right click on the parameter/s and select Toggle 'Report 1' Status from the menu. The system displays a message asking you to confirm this action.
- Select **Yes** to proceed. The system changes the "Report" state of the selected parameter/s. The value 'Yes' is shown if the parameter is included in the default set.

The **Report2** column will allow a maximum of 7 actions to be selected and these values will default to any other reports using Behaviour Actions. This can be done in the same way as mentioned above, however selecting *Toggle 'Report2' Status* Toggle 'Report 2' Status instead of '*Report1*'.

Note: Once a maximum of 7 parameters have their 'Report2' status set to 'Yes' (including the three compulsory 'Not Specified' Behaviour Actions), you will not be able to set the 'Report2' status of any other parameter to 'Yes'.

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Notification Details

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10 Notification Details

The Notification Details default to those displayed in the report sample below.

West Coast District High School

Notification Details, parameter report

Code	Description	Active	Locked
AB	Aboriginal Indigenous Education Officer (AIEO)	YES	YES
BC	Behaviour Management Coordinator	YES	YES
CH	School Chaplain	YES	YES
DP	Deputy Principal	YES	YES
FT	Form Teacher	YES	YES
MS	Manager Student Services (District Office)	YES	YES
OA	Outside Agencies	YES	YES
PA	Parent	YES	YES
PO	Police	YES	YES
PR	Principal	YES	YES
SC	SAER Coordinator	YES	YES
SN	School Nurse	YES	YES
SP	School Psychologist	YES	YES
SS	School Services Coordinator	YES	YES
SW	Social Worker	YES	YES
YC	Year Coordinator	YES	YES
n/s	Not specified	YES	YES

Refer to section 6 for details on how to modify or add behaviour parameters.

CIVICA
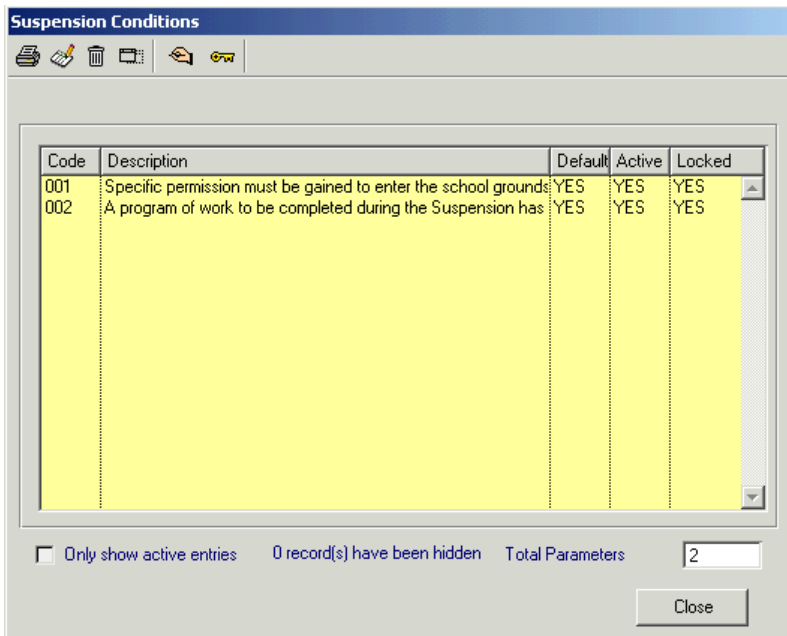
Integris Behaviour Manual

Suspension Conditions

11

11 Suspension Conditions

The system comes with 2 active suspension conditions, both marked as default.
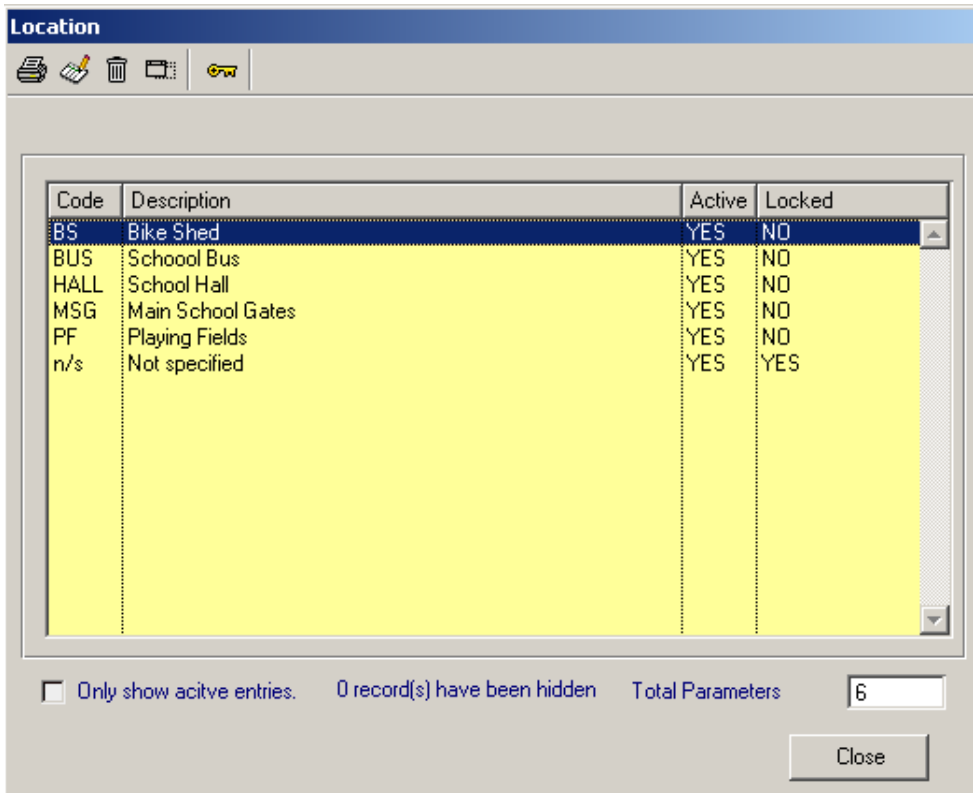
Note: For WA schools do not delete any from the list. Additional suspension conditions can be added. Defaults can also be changed.

Refer to section 6 for details on how to modify or add behaviour parameters.

CIVICA

Integris Behaviour Manual

Location

12

12 Location

The Location parameter allows schools to monitor behaviour off site and at specific locations within the school grounds.

Refer to section 6 for details on how to modify or add behaviour parameters.

Integris Behaviour Manual

Management of Student Behaviour

13

13 Management of Student Behaviour

13.1 Student Behaviour Management Window Options

Selecting the Management icon [Management] from the Behaviour sidebar provides access to the Student Behaviour management data entry window.

13.2 Finding Students

Students can be found via the **Find Student** icon or **Search** field.

The cursor will default to the Search field on opening the window.

13.2.1 Student Find Tool

The student find tool operates in the same manner as within all other Integris Modules. (For further details see the Administration Manager Manual)

13.3 Print Student Behaviour Records

Student records can be printed from this screen. The Report that is generated will be the first entry in the Behaviour History Screen. This will be highlighted by default when first entering the student's record. If another record needs to be printed, select the record required and then click

the **Print Student Behaviour** icon. 🖨 All details pertaining to the particular record will be displayed in the report.

Sunset Senior High School
Student Behaviour

| Rebecca Bloor | | Year/Form: | **10/10.1** |
| Reported By: Craig Pringle | | Date: | 11 FEB 2003 |

Behaviour Category/Type	Action
Negative (3) Physical assault or intimidation of other students	Suspension 3 Days 19 MAR 2003 PM - 21 MAR 2003 PM

Behaviour Details
Physical assault of another students. See previous Behaviour records for previous incidents. Rebecca assulted Michelle Zip with a knife, slashing xxxx her arm and neck. Mr Craig Pringle was on duty and intervened.

Example of the Student Behaviour report

- For multiple records hold the <**Control**> Key down and click on the desired selection. An information message will appear detailing how many selections have been made.

Student Behaviour

ℹ️ You have selected 2 student behaviours to print. Please confirm to proceed.

[OK]   [Cancel]
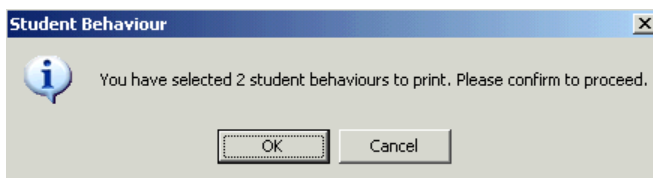
13.4 Send letter

📝
Refer to section 17.1

13.5 Plan

📝
Refer to section 14.

13.6 Create Customised Letter

📝
Refer to section 17.7

13.7 Send an Email

📧
Refer to section 17.9.

13.8 View Main Student Details

Selecting the View Main Student details icon 👤 opens the Student details screen in read only mode. (See below).

> Note: the user may not edit the student's details, change to another student, add a new student or search for students from the Student Details window when accessed via the Behaviour module.

- Click on the cross in the top right hand corner of the main **Student** details window to return to the **Student Behaviour** window.

13.9 Roll status

Student records are available for all rolls.

- Admissions
- Current
- Former
- External (if this is checked on in General>Control>Preferences)

- Click onto the lookup menu and highlight the appropriate roll.

13.10 Show only students with Behaviour Records

This creates a browse set of only the students that have a Behaviour Record. Once the browse set has been created the icon changes to reflect this.

- Click onto the **Show only students with Behaviour records** icon.
- To release the browse set click onto the icon again and the browse set will be released.

13.11 Behaviour Sort

A drop-down box with a default to **All** (all Behaviour Types) appears across the top of the toolbar. This is used in conjunction with the **Show only students with Behaviour records** function (refer to section 13.10).

The options for this drop-down are:

> **All** (all behaviour types)
> **Negative** (all behaviour types)
> **Positive** (all behaviour types)
> **Neutral** (all behaviour types)

With the - **Show all students** set the drop-down box will have no affect on which students are displayed.

The - **Show students with Behaviour records only** works together with the drop-down box as shown.

Drop-down Box Setting	- Show students with Behaviour records only.	- Show all students.
All (all behaviour types)	Show students with Behaviour records only (any)	Show all students.
Negative (all behaviour types)	Show only students with **Negative** Behaviour records.	Show all students.
Positive (all behaviour types)	Show only students with **Positive** Behaviour records.	Show all students.
Neutral (all behaviour types)	Show only students with **Neutral** Behaviour records.	Show all students.

13.12 Behaviour History

Options within Behaviour History are:

- **Current Year** – when this option is selected the Current Years records are displayed. This will be for the current academic year that is set up within the Schools Diary.
- **All years** - when this option is selected all records are displayed for the current and previous years.

Users can filter this selection further by choosing the Behaviour Types and Actions. The standard options are:
- All
- Positive Behaviour
- Neutral behaviour

- Negative Behaviour
- Detention
- Intention to suspend
- Loss of privileges
- Other
- Reprimand
- Suspended
- Withdrawal

The list will also include any further Actions added by the user under **Behaviour > Parameters > Behaviour Actions**.

13.13 Previous Schools Details

☑ Display behaviour records received from previous school (shown in grey)

Integris provides the ability to import and export specified behaviour records between Integris schools. This transfer method transfers all student data, which includes Behaviour records. The data transferred will include the behaviour report details for all reports where the 'Retain for transfer' flag has been set to ' Yes' within Student Behaviour Management add mode.

(For further details on Importing and Exporting Student Records refer to the Administration Manager Manual)

Users have the option to include these records or not. If the records from a previous school are not required uncheck the tick box and they will not be displayed.

 The details of the incident will be displayed in the Behaviour History section of the screen in grey.

13.14 Suspensions and Withdrawal

Totals are displayed below in the history list and are reflected in the current filter, which can be applied to the history list. (This list will default to the current year – for all schools).

Total to date this school		Total to date previous schools
Withdrawals : 0	Suspensions : 0 (0.0) days	Suspensions : 0 (0.0) days

For students joining the school after the start of the year their Behaviour information from other schools will only be available if it has been electronically transferred from another Integris School or retrospectively entered manually if received on paper.

13.15 Student Photo

Clicking on the camera 📷 icon at the bottom of the behaviour management screen allows the user to view the student photo.
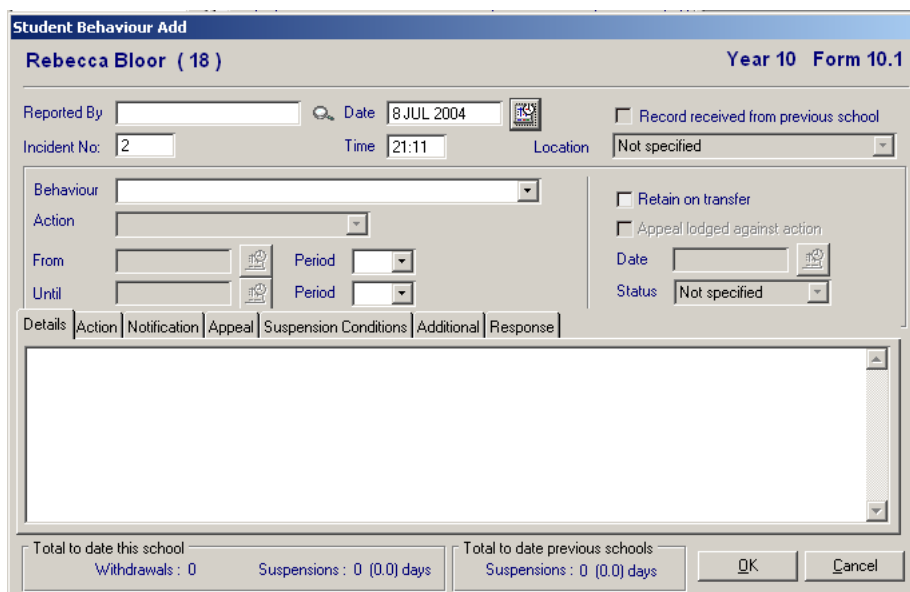
13.16 Retrospective entry of student Behaviour Records

To enter a student's Behaviour record retrospectively.
- Select the student's records

- Click onto the filter and select Behaviour History Filter: All years . This will allow users to select the appropriate date for which the entry is to be made.

- Click onto the **Add Student Behaviour** icon .
- The Student Behaviour Add screen will appear.

- The software allows users to enter directly into the **Reported By** field or by clicking on the **Find Staff** icon to display a list of the current teaching staff to select from.
- Users can enter the date into the Date field directly or choose to use the date selector.

The Date Selector

Single red arrows enable the user to scroll through months, while double red arrows are for selecting other years. The blue arrow takes the user back to the current date.

Click on the appropriate date and select **OK**. The system enters the selected date into the date field.

13.17 Adding a Student Behaviour Record

Integris enables schools to hold a great deal of information about student Behaviour.   The Behaviour records entry window is used for both entry and maintenance of records. The window is accessed by clicking on the **Add Student Behaviour** icon or the **Edit Student Behaviour** icon to the right of the history list on the Student Behaviour screen. To locate a Student

Behaviour Record use either the Search or the Find Student functions. (For details on how to use these functions refer to the Administration Manager Manual.)

The student's name will appear at the top left of the window, their Year and Form on the top right.

The **Reported By** field is where a teachers name can be recorded. Two options are available to users are:

- Type the Teacher's name directly into the field or Click onto the **Find Staff** icon. This opens the **Staff Selection List** window. The Staff List is drawn from Staff Details within Administration Manager.

- Click on the **Staff Member** required.
- Click **OK**.

This will place the teacher's name into the **Reported By** field.

Reported By | Ms Sandra Corner | 🔍

13.18 Incident Number
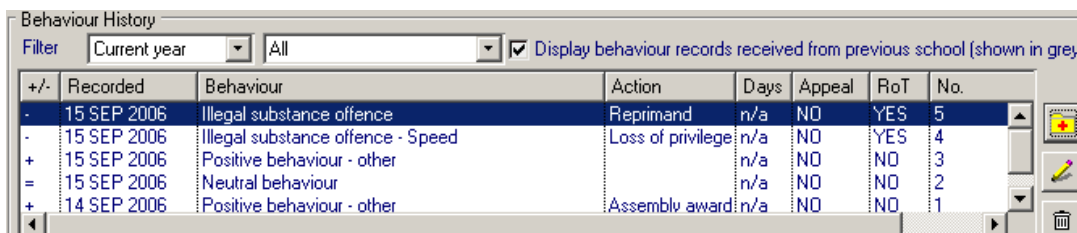
When adding a new Behaviour record, the next sequential Behaviour Incident number will automatically be generated. Incident No: 14

So that separate behaviour records may be linked, the Incident number can be edited to be the same as an existing Incident number.

- Click on the **Incident No.** field and type the desired number.
- If a number higher than the next sequential number is entered the following message will be displayed:

Incident Number Warning

ⓘ Please enter Incident No. already used or press Enter to use the next sequential number.

OK
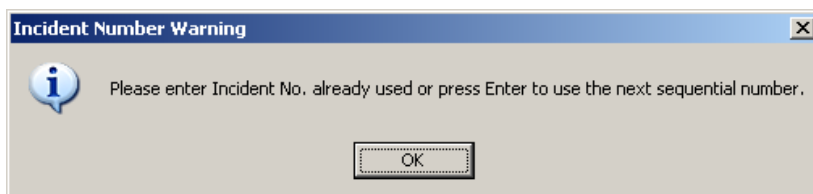
The Incident number is displayed in the far right column (labelled 'No.**'**) of the **Behaviour History** on the **Student Behaviour** window.

+/-	Recorded	Behaviour	Action	Days	Appeal	RoT	No.
-	15 SEP 2006	Illegal substance offence	Reprimand	n/a	NO	YES	5
-	15 SEP 2006	Illegal substance offence - Speed	Loss of privilege	n/a	NO	YES	4
+	15 SEP 2006	Positive behaviour - other		n/a	NO	NO	3
=	15 SEP 2006	Neutral behaviour		n/a	NO	NO	2
+	14 SEP 2006	Positive behaviour - other	Assembly award	n/a	NO	NO	1

Behaviour History
Filter: Current year — All ✓ Display behaviour records received from previous school (shown in grey)

13.19 Time of Behaviour Incident

When adding a new Behaviour record, the current time is automatically recorded for Time of Incident. Time 13:03 The Time of Incident can be edited:

- Click on the **Time** field and type the desired time (using the 24-hour clock).
- If an invalid time is entered the record will not save when clicking **OK**.

13.20 Location

Users can record the location where the Behaviour incident took place. When adding a new Behaviour record by default the **Location** drop down list will be disabled and the Location will be set to 'Not specified'. Location Not specified The **Location** drop down list will be enabled once ANY Behaviour type is selected in the **Behaviour** field.

Student Behaviour Add

Jackie Albert (878)   **Year 4   Form Room 4**

Reported By [   ] 🔍 Date [21 SEP 2006] 📅   ☐ Record received from previous school

Incident No: [15]   Time [17:42]   Location [Not specified ▼]
                                                              Bike Shed
Behaviour [Negative behaviour - other   ▼]   Main School Gates
                                                              Not specified
Action   [▼]   Playing Fields
                                                              School Hall
From   [   ] 📅 Period [▼]   Date [   ] 📅

Until   [   ] 📅 Period [▼]   Status [Not specified ▼]

A Location can now be selected. The Locations that are displayed in the list are generated from Behaviour Parameters. (See section 6 - Behaviour Parameters)

13.21 Behaviour Type

A Behaviour Type can now be selected. The Behaviour Types that are displayed in the lookup menu are generated from Behaviour Parameters. (See section 6 - Behaviour Parameters)

The selections of Behaviour types that the system is initialised with are:

Merit or good behaviour award (often via assembly recognition)
Positive behaviour - other
Significant positive behaviour or major award
Illegal substance offence
Negative behaviour - other
Physical assault or intimidation of other students
Physical assault or intimidation of staff
Substance misuse
Verbal abuse or harassment of staff
Verbal abuse or harassment of students
Violation of school Code of Conduct, behaviour management plan, classroom or school rules
Wilful offence against property
Neutral behaviour

The list will also include any Behaviour Sub-Types added by the user in Parameters.

If a Behaviour Type has Sub Types displayed in the list, then the Behaviour Type Description will be displayed as bold. If the Behaviour Type does not have Sub Types displayed in the list, then the font will remain normal (ie not bolded).

If the Behaviour Type (or Sub-Type) is negative then an Action must be entered (see Section 13.22 Action)

An Action is optional for positive or neutral Behaviour types. A positive or neutral Behaviour record may be saved at this stage as there is no requirement to enter any further information.

13.22 Action

Behaviour Actions are drawn from the Behaviour Parameters. (See section 6 - Behaviour Parameters)

If the Behaviour Type is Negative the **Action** menu will be populated with negative Actions only.

If the Behaviour Type is Positive the **Action** menu will be populated with positive Actions only.

If the Behaviour Type is Neutral the **Action** menu will be populated with neutral Actions only.

- Select the Action required from the drop down list.

If **Suspended** is the selected Action for a negative Behaviour Type then refer to section 13.23 - Suspensions for details on additional prompts and entry of information required.

13.23 Suspensions

Suspension conditions only apply to Negative Behaviours. If users enter details for a Suspension and then change the Behaviour Action the suspension information that has been added will be deleted.

13.23.1 Default Suspension Conditions

When a suspension is chosen users will be prompted if they would like to select the default suspension conditions:

If **Yes** is selected the Suspension Conditions that were checked as a default in Parameters will be checked on.

If **No** is selected the user has the option to select from the available Suspension Conditions by checking the required option.

13.23.2 Suspension From and Until

When **Suspended** is the selected Action, the **From** and **Until** fields need to be completed. This is to record how long the Negative Behaviour Action will be enforced. Users can enter the date

directly into the date field or use the date selector. (For details on how the use the Date Selector see section 13.16)

If the date entry is invalid a warning message will appear describing the error date. If the date is invalid the OK button will be greyed out, not allowing users to proceed with the entry.
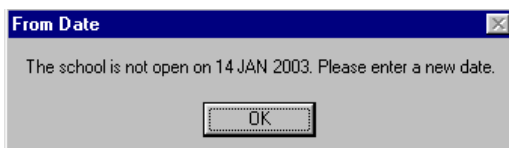
Note: the From and Until Fields can be used for all Behaviour Types.

13.23.3 Suspension Period

After a date range has been entered Integris allows users to enter the period in which a Suspension or Withdrawal is to be used. Users can enter the period the student is to commence the Negative Behaviour consequence and when the last Period of the consequence will be.

The **Last period of day** is checked on when a **From** and **Until** date is selected. If you wish to change the selection and the student is returning on the same day uncheck the check box and an information message will appear.
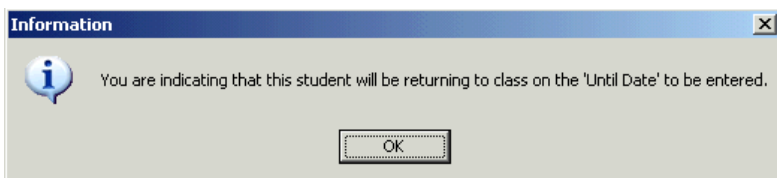
Enter the period that the student is returning.

13.23.4 Suspension Date Overlap

If users enter a suspension for the same day as an existing suspension then a Date overlap with Existing Incident Record warning will appear.
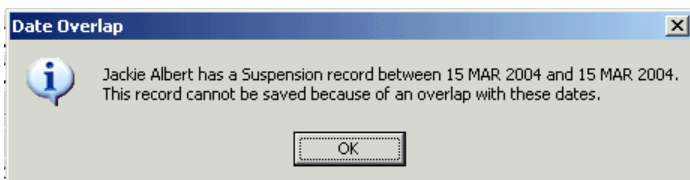
13.23.5 Suspension Total to date

Suspensions are displayed as **Total to date this school.** Details are also recorded for Withdrawals. Withdrawals are totalled by occurrence. The time is not indicated.

Within suspensions the totals reflect how many suspension and how many days the student was suspended for within that particular suspension.
These totals are accumulative.

The totals are displayed in the history list and reflect the current filter applied to the history list (by default 'current year – all schools'). If 'All Years' is chosen this will reflect in the totals displayed.

Users have the option when entering a suspension to Retain on Transfer. (See section 13.24 – Retain on Transfer)

Special Considerations

Total Days is derived from the **From** and **Until** dates or periods. Records from a previous school can be incorrectly recalculated if the term structure or closure days differ between the current and previous schools. Therefore records from previous schools or for a previous academic year cannot be edited. To cater for errors, records from previous schools can be deleted, subject to users' access rights. (For details on users' access rights refer to the Administration Manager Manual).

For students joining the school after the start of the year their behaviour information from other schools will only be available if it has been electronically transferred from another Integris school or retrospectively entered manually if received on paper with the student's records.

13.23.6 Number of School Days (NT Schools Only)

When run in NT mode, the Student Behaviour Add/Edit window will display an additional field for withdrawals and suspensions entitled 'Number of School Days' as illustrated below.

Using the 'From' and 'Until' dates entered by the user, the system calculates the number of days the school is open during this time, based on the school diary.

Only school open days are counted. All days for which the school is closed (for any reason) are omitted from the calculation.

There are no links between this new field and any other module (other than the school diary).
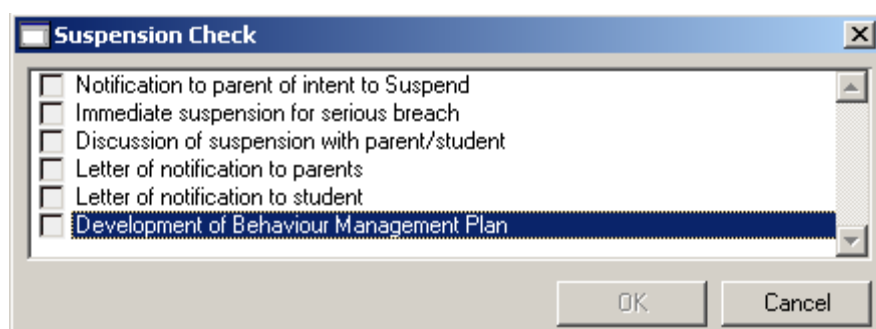
The Periods chosen by the user on the Student Add/Edit window are not taken into account for this calculation. Any part of a day is counted as a whole day.

The field is always displayed as a whole number of days (e.g. 3 days rather than 2.5 days).
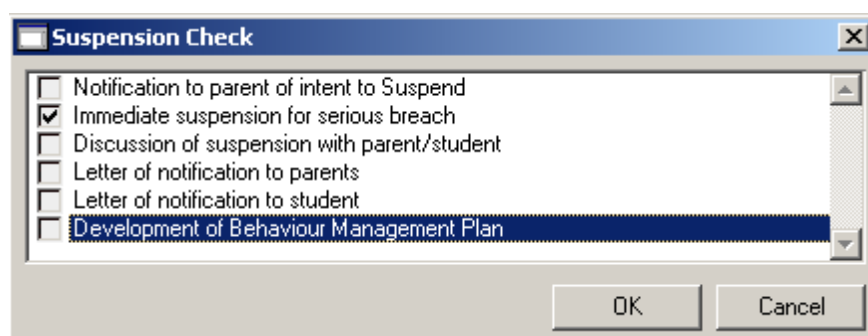
Note: This field is hidden for WA Schools.

13.23.7 Suspension/Exclusion Check

When a record of suspension is saved the user is prompted with the following checks:
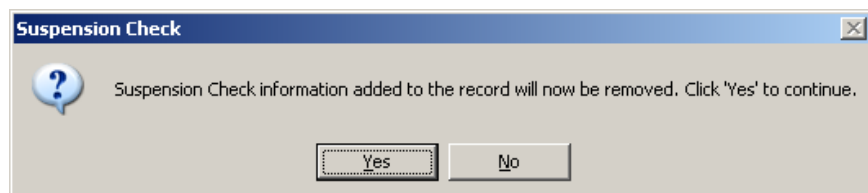
The user must check/uncheck at least one of the boxes in order to activate the **OK** button and save the record of suspension.

Note: for WA the checkboxes are automatically checked in the Letter to District Office (refer section 17.6) and therefore must be presented to the user for verification. (See example below)

If the user edits the Behaviour record and selects another Action that is not a suspension, a dialog box with the following message will be displayed:

- Click **Yes** to save the Action change.
- The suspension checks will be cleared.

13.24 Retain on transfer

Users have the option to choose to save a particular student record.
This option allows users to retain a behaviour record when Importing and Exporting student behaviour records. The default option is set in Behaviour > Utilities > System Preferences.

If users require the record to be transferred via the electronic school to school transfer in the future then tick ☐ Retain on transfer .

Note: for WA schools this is defaulted to ticked on, for all suspensions.

13.25 Appeal lodged against action

Integris allows users to record if there is an appeal lodged against a Suspension. The function will only be enabled when a Negative Behaviour Type is selected. Once this is selected this option is made available.

To record an appeal a check needs to be placed in the **Appeal lodged against action** checkbox.

13.25.1   Appeal Date

The date that the appeal was lodged must be entered. This can be entered directly into the field or by using the Date Selector.

13.25.2   Appeal Status

The Status of the Appeal can also be selected. Users can select from the lookup menu.

- Not Specified
- In Progress
- Rejected
- Successful

Once the Appeal lodged against action is checked on the default selection of **In progress** is placed in Status.

13.25.3   Appeal Details

The Appeal Details tab also becomes active once the **Appeal lodged against action** checkbox has been selected. Details of the appeal can be entered.

13.26 Behaviour Details

Once the fields that are required have been selected, if users have entered a Negative Behaviour Type of either Suspension or Withdrawal some text must be entered in the Behaviour Details section. Each record has a free entry text (of up to 32000 characters) for the currently highlighted behaviour record.

Users can cut and paste detail of Behaviour records from other applications such as Word. Users can use the Edit functions on the top tool bar. Edit

Keyboard shortcut functions to copy and paste are, <Ctrl> + C to copy and <Ctrl> +V to paste.

13.27 Action Details

The Action **Details** field is for users to enter information regarding the Action taken for or during the recorded Behaviour incident. This field is a free-entry text (of up to 32000 characters). This is not a default screen and users can close the Behaviour record without entering any details into this screen.

13.28 Notification Details

The **Notification** Details screen allows users to select from a list of professionals that need to be notified about the particular Behaviour incident. This list is drawn from Behaviour Parameters. (To add or edit the list see section 6 - Behaviour Parameters).

Once a record has been created the selection list will only display what was selected initially.

13.29 Suspension Conditions

Note: the label for this tab will vary according to jurisdiction.

NT	NZ	UK	WA
Re-entry Conditions	Stand Down Conditions	FT Exclusion Conditions	Suspension Conditions

Suspension Conditions can be set as a default in Suspension Condition Parameters. One or more of them may be applicable to the current suspension. Suspension Conditions marked as default will automatically be offered on selecting the **Suspended** action (see Section 13.23.1 - Default Suspension).

13.30 Log

Functionality is available to record and save behaviour letters created for the student. Refer to section 17.8 for details.

13.31 Additional Behaviour Types

The user may enter additional Behaviour Types to associate with a particular behaviour record. For example if a student used an illicit drug and then vandalised a class room, the main Behaviour Type would be drug abuse but associated Behaviour types may be vandalism, abuse to staff and abuse to other students.

- Click on the **Additional** tab.
- A full list of Behaviour Types and Behaviour Sub-Types as specified in Behaviour Parameters is displayed. (Sub-Types are shown as indented in the list).

- Tick the checkbox for each additional **Behaviour Type** or **Behaviour Sub-Type** required.

13.32 Response

The user has the ability to record whether the parent/guardian has responded to the Behaviour advice sent.

- Click on the **Response** tab.
- Tick the **Parent Response** checkbox.
- The free text field becomes active.
- Enter details on the Parent response.

13.33 Multi-student Behaviour recording

A Behaviour record can be created for a group of students in a current browse set. The existence

of a Subset is indicated by the Subset icon changing from grey to red.

13.34 Multi-student Entry

Users can record a Behaviour Record for multiple students.

- Users need to select the students through the **Find Student** tool .
- Create the Browse set.
- Click on the **Add Student Behaviour** icon.
- A selection message will appear.
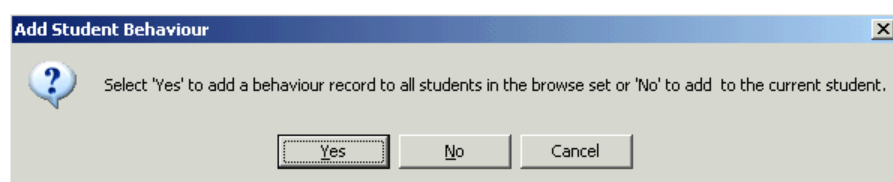
- To record the details for the browse set of student click .
- A Group Behaviour Warning Message will appear. This is a reminder that students selected may have different Period Structures and therefore each record should be checked at the conclusion of the Add process to ensure any period differences between students are catered for.
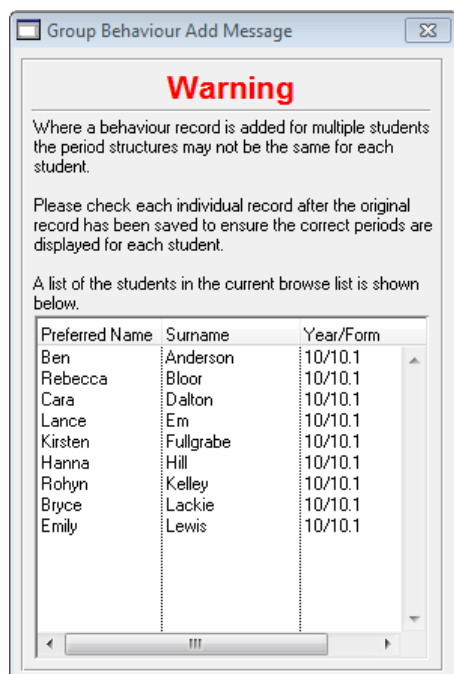
- The number of students in the selected subset will be displayed at the top of the Student Behaviour Add screen and the Subset indication icon will change from grey to red.
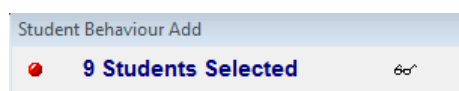
- To view the students' names in the subset, click onto the **View students in browse set** icon .
- This will display a list of student's names.

When the details have been entered a **Student Behaviour Add Status, Behaviour Save Log** will be displayed.
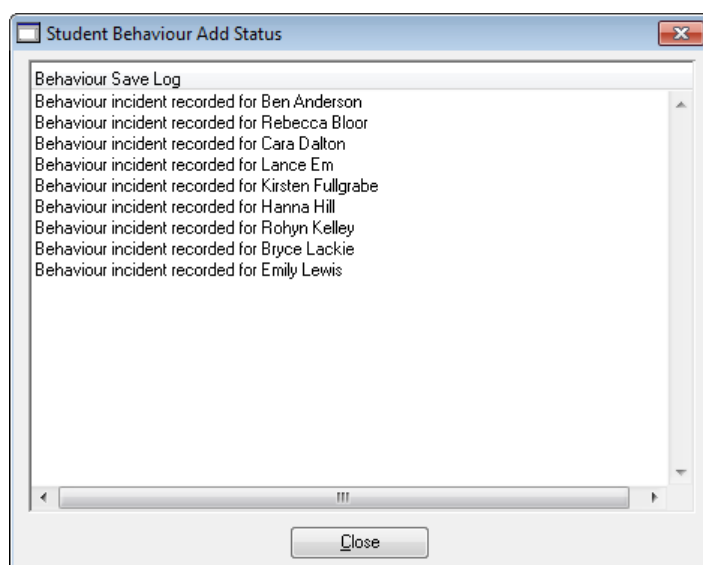
- Click Close to close the log.
- The Group Behaviour Warning message can then be closed

13.35 Editing Behaviour Records

- To edit a Behaviour record, select the record that requires editing.

- Click onto the **Edit Student Behaviour** icon . This will open up the **Student Behaviour Edit** window and allow users to make adjustments.

- Any changes that users make to a Student Behaviour Record for either a Suspension or Withdrawal will also be reflected in the Lesson Attendance Module.

Note: Records imported from another school or external system cannot be edited and a message will be displayed.
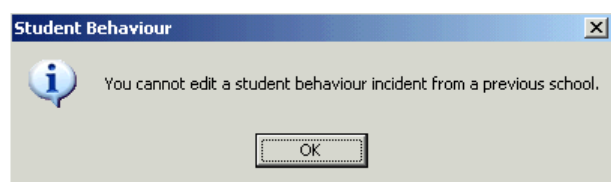
13.36 Editing a Behaviour Record from a Previous Year

A user granted the access rights to *Edit Previous Year Records* will be able to edit any behaviour incidents which were entered prior to this academic year.

Note that any changes to the From and Until dates of suspensions for previous schools or previous years will not affect any attendance data within Integris. Attendance data will need to be manually modified to ensure that it accurately reflects the student's attendance at the school.

On selecting a record from a previous year and clicking on the edit icon the following message will be displayed:
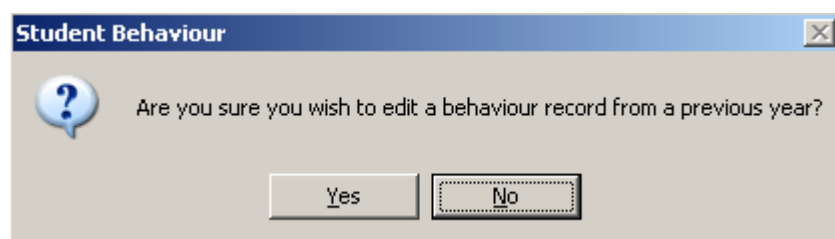
Click **Yes** to continue to edit the record or **No** to cancel.

13.37 Display Behaviour Records from Previous School

Users may wish to view Students details from a previous school. This option is set as the default.

Records from a previous school will be displayed in grey.
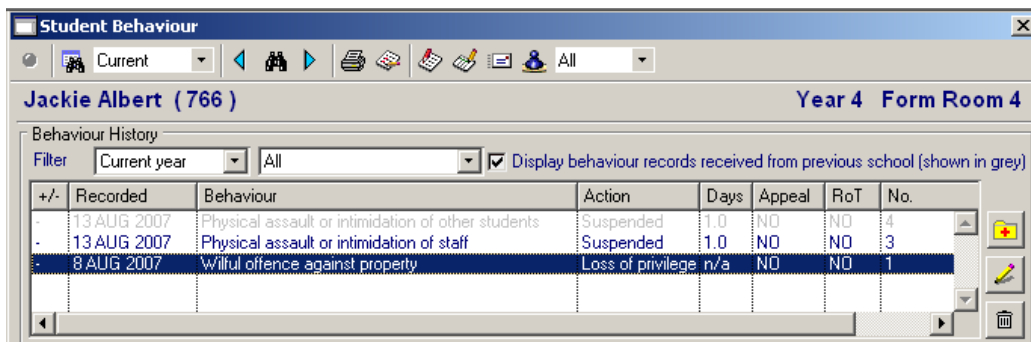
If the records **do not** need to be displayed then remove the tick in the **Display Behaviour Records from Previous School** check box and the previous school records will no longer be displayed.
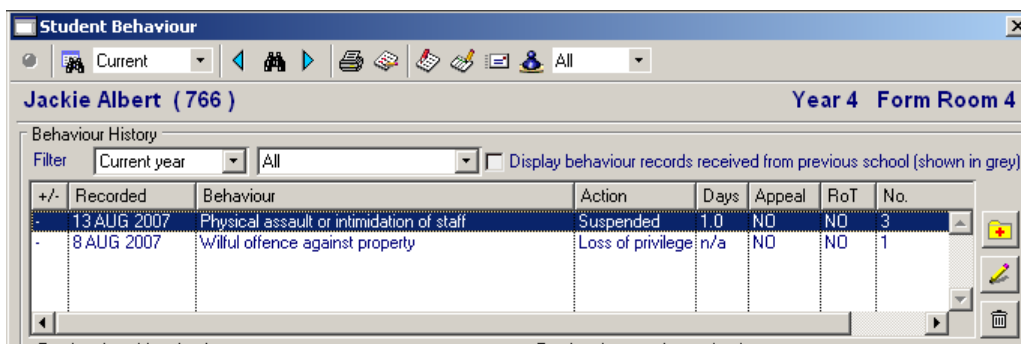
13.38 Deleting a Behaviour Record

Users who have Administrator access rights are able to delete either the student's complete behaviour history or an individual behaviour record.

To delete the records:

- Highlight the selected record(s).
- Click on to the **Delete Student Behaviour** 🔲 icon.
- A confirmation message will appear.
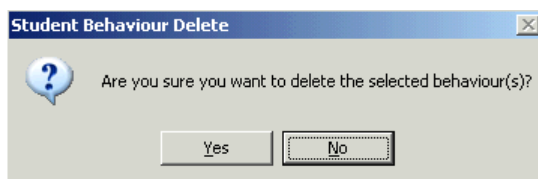
- Selecting **Yes** will remove the record(s).

Once a student's records have been deleted they will no longer appear in the **Show only students with Behaviour Records** if this function is selected.

CIVICa

Integris Behaviour Manual

Creating an Individual Behaviour Plan

14

14 Creating an Individual Behaviour Plan

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 customised by the user in word and placed into Integris. Users must set up a default path to direct the storage of the template.

If this path is not set, users will see a prompt asking them to establish the pathway.
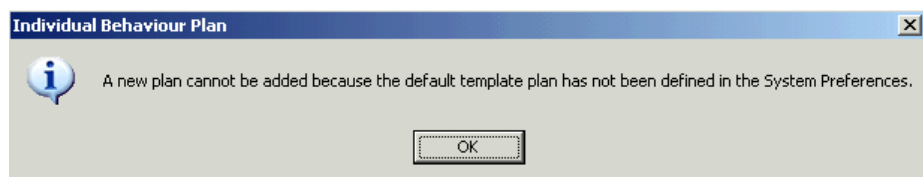
14.1 Set Up of Individual Behaviour Plan Template

For template creation, users will need to create their own, for instance in Word. To include student details, three fields can be bookmarked within the template.

14.2 Bookmarks for Student details

The Behaviour Module is designed to populate three bookmarks in the Behaviour Plan template (i.e. Microsoft Word document). The names of the bookmarks need to match the following:

StudentName
PlanDate
ReviewDate

Users can create their own template and include these bookmarks in any location as desired and the Behaviour Module will replace these bookmarks with the relevant information.

Users can still create a template without any of these bookmarks and use the Behaviour Module to create the plan for students. In this instance the Behaviour Module will not populate the information as described above.

When the users have created a template this will need to be placed in a folder in a shared location. This will allow for the creation of a default path.

14.3 Adding an Individual Behaviour Plan to a student behaviour record

- To access the Individual Behaviour Plan function click onto the **Plan** icon

The Student's First Name and Legal Surname will appear on the top task bar. Note that the Legal Surname and First Name are drawn from Student Details.

The options available in the Individual Behaviour Plan appear in the top tool bar.
To add a new behaviour Plan:

- Click onto the **Create New Plan** icon.

The **Add Individual Behaviour Plan** window will be displayed and several fields will need to be completed:

- Date Created – this will default with today's date.
- Document Name – For example this could be the student's first initial and surname.
- Document Path- this is set in the System Preferences (see section - Setting the pathway for the 'Default template document for individual behaviour plans'.)
- Review Date – A future date when the plan should be reviewed.

- Once these have been entered click **OK**.

Note: If the Document path is not set correctly warning messages will be displayed prompting users to set these in the System Preferences.

Individual Behaviour Plan

A new plan cannot be added because the default template plan has not been defined in the System Preferences.

OK

Document Template

The Plan Document Template setup in the Behaviour Preferences is invalid. Please correct this before attempting to create a plan.

OK
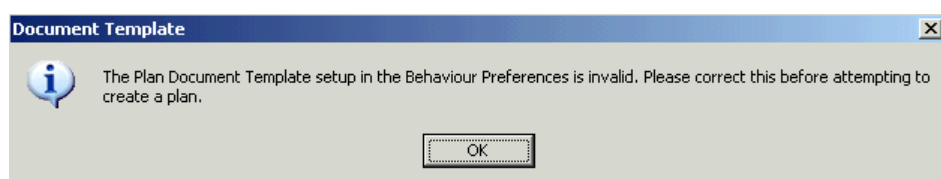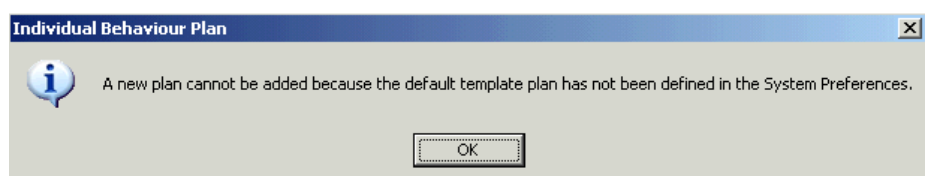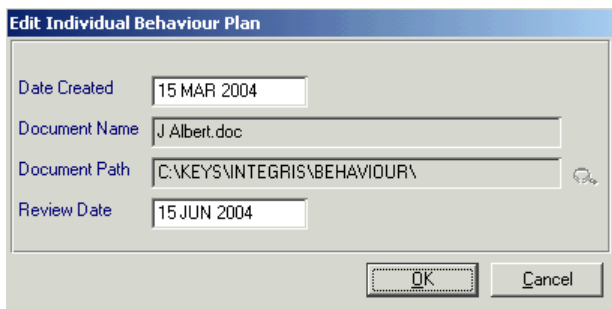
- If the pathways have been set correctly the Individual Behaviour Plan template will launch and be displayed on the bottom toolbar displaying the document name the user entered. The fields that have been bookmarked (see section 14.2 - Bookmarks for Student details) will be populated. These are Student Name, Plan Date and Review Date.

14.4 Editing an Individual Behaviour Plan Name

To edit the details for a Behaviour Plan, such as the Review date or Entry date;

- Highlight the entry you wish to edit.
- Click on the **Edit Plan** 🖉 icon. This will open the **Edit Individual Behaviour Plan** window.

The only details that can be changed are the Date Created and the Review Date.

Enter the new details.
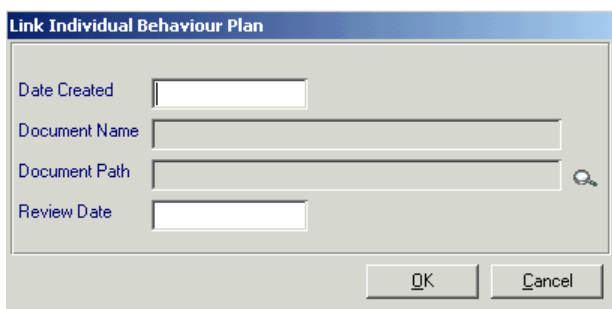
- Click **OK**.

14.5 Linking an Individual Behaviour Plan or other Word document

Users can link an existing Individual Behaviour Plan or other related document that have been created previously. The document needs to be saved into the Behaviour folder. This creates a record of the document and allows users to view and edit directly from the Behaviour Module.
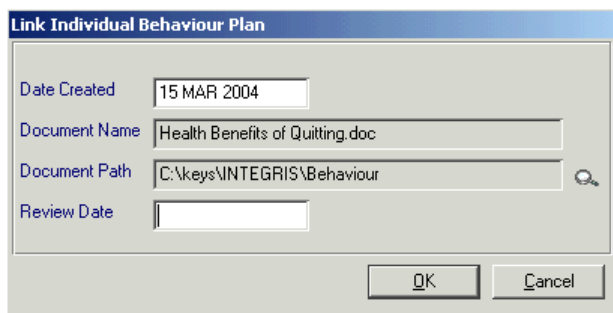
To link this document:

- Click on the **Link Plan** icon on the **Individual Behaviour Plan** toolbar.

- Click on the 🔍 icon to navigate to the saved Word file location.
- Select the required document.
- Click **Open**.
- This will now be recorded in the Link Individual Behaviour Plan document Path.
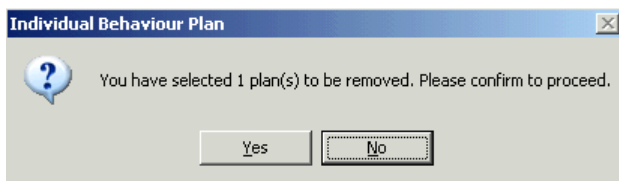
- Click **OK**

Linked documents can be launched, viewed and edited via the **Edit Plan Details** icon.

14.6 Deleting Individual Behaviour Plans

In the event that users wish to delete an Individual Behaviour Plan reference or the plan document:

- Select the document that you wish to delete.
- Click on the Delete **Plan** icon .
- A message will be displayed:
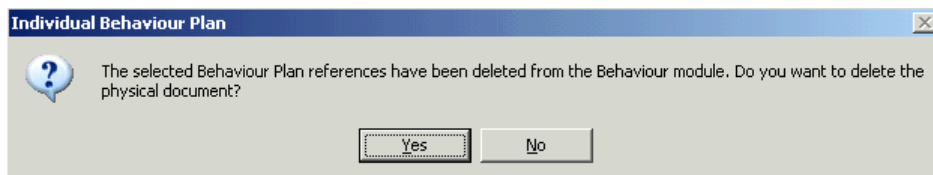
- Click **Yes** to remove the plan references.

- Click **Yes** to delete the reference and the document from the Behaviour Plan folder.
- Click **No** and this will only delete the reference to the document.

14.7 Edit an Individual Behaviour Plan details

Once an Individual Behaviour Plan has been created users may wish to edit the details.
To edit the document:

- Highlight the reference.
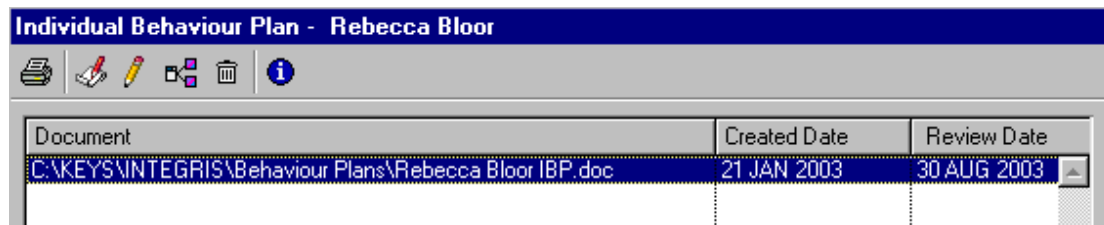
- Click on the **Edit Plan Details** icon .
- The document will be launched.
- Make the required changes.
- Save the changes.

14.8 Printing an Individual Behaviour Plan

- Select the Behaviour Plan you wish to print.
- Click on the **Print Plan** icon.
- This will send the plan directly to the printer.

CIVICA

Integris Behaviour Manual

Importing and Exporting of Behaviour Records

15

15 Importing and Exporting of Behaviour records

Integris provides the function to import and export specified behaviour records between Integris schools and import behaviour records from other systems.

The data transfer will include the behaviour report details for all reports where the 'retain for transfer' flag is set to 'yes'. This would include all data, including the additional suspensions and withdrawal information but with the exception of reporting staff member name, the Notification comments.

There are two methods of importing student behaviour records:

15.1 Integris School to School Transfer Method

Student behaviour records are transferred within the standard School-to-School Import and Export functions. If a student is moving to a new school and their records are to be exported, their behaviour records will be transferred also. For further details refer to the Administration Manager Manual.

15.2 Import Behaviour Data from an external system

The Import Behaviour Data from an external system is a utility that imports data from another system in a *csv* format. To be able to import the data some pre conditions need to be met.

1) The import file is a comma separated value file (i.e. *csv*).
2) The Behaviour codes and Action codes in the import file will be compared with the existing Behaviour Codes, if there is a successful match the details will be added to the student. If the match is unsuccessful the description will be checked and details will be added to the student using the existing codes.

15.3 Fields available 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
- From Date
- To Date
- No. Days Suspended

The last 3 would only be for actions that were suspensions.

15.4 Mandatory import fields

The following fields are mandatory. If data for any of the following fields is not specified, the system will report an error and the record will not be imported. The user will be required to correct the errors, revalidate the data, and if there are no errors, complete the import.

1) Student Ref
2) Surname
3) Firstname
4) Date recorded
5) Behaviour code
6) If an Action code of Suspended (s) exists then from date, to date and total days suspended are mandatory

15.5 Validation Rules

The following rules will apply when validating the imported data.

1) Behaviour code

The imported behaviour description will be compared with the existing behaviour description. If there is a successful match the description of the imported behaviour code and description will be set to the existing behaviour code and description.

For example if the imported behaviour code was 'N4' (Verbal abuse or harassment of staff) and the existing code was 'N2' (Verbal abuse or harassment of staff), the imported code 'N4' would be transferred to the existing one 'N2' on the student's record.

If there is not a successful match the record will be imported and set to the existing behaviour code 'N9' (Negative Behaviour – other).

2) Action code

The imported action code will be compared with the existing action code. If there is a successful match the description of the imported action code and description will be set to the existing action code and description.

For example if the imported action code was 'L' (Loss of privilege) and the existing code was 'A' (Loss of privilege), the imported code 'L' would be transferred to the existing one 'A' on the student's record.

If there is not a successful match the record will be imported and set to the existing action code 'n/s=' (Not specified).

If the action code is 'S' then the 'from' date, 'until' date and 'no of days suspended' must be provided. Otherwise an error will be generated and the import process terminated.

3) Student Ref (SIS Ref No)

The Student Ref number must match an existing Integris student reference number. Otherwise an error will be generated and the import process terminated.

4) Surname

The Surname in the import file will be compared to the surname in the database and the user warned if there is a mismatch. This will be regarded as a warning only, and the import will continue.

5) First name

The First name in the import file will be compared to the first name in the database and the user warned if there is a mismatch. This will be regarded as a warning only, and the import will continue.

6) Date Recorded
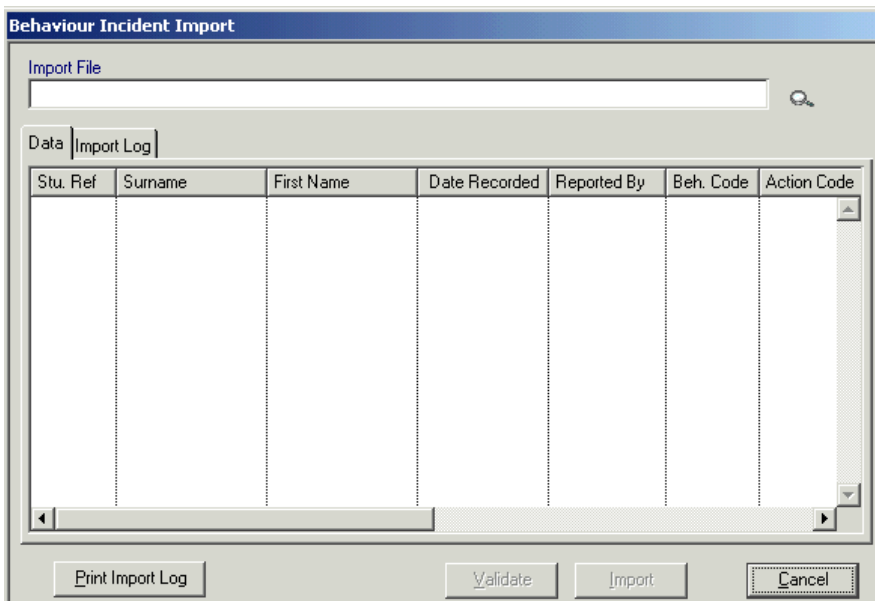
The date recorded cannot be a future date. Otherwise an error will be generated and the import process terminated.

7) From and Until date

The 'from' date recorded cannot be a future date and has to be earlier than the 'until' date. Otherwise an error will be generated and the import process terminated.

15.6 Importing behaviour data from an external system

- Once the pre conditions have been met and the csv file is ready for importing open **Behaviour>Utilities**.
- Double click on Import Behaviour data from an external system. The **Behaviour Incident Import** window will be displayed.

- Click on the **Select Import file** icon.
- Navigate to the import file location.
- Select the import file and click **OK.**

- Select the imported data to be validated and click on the **Validate** button.

- If any validation errors occurred a warning message will be displayed:
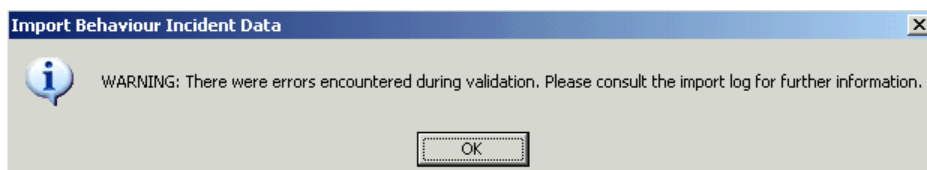
- View the Import Log for any validation errors that need rectifying. For example:

- If no errors occurred the **Import** button will become active.
- Click the **Import** button and the selected correctly validated records will be imported.
- A log of the import can be printed by clicking on the **Print Import Log** button.

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Integris Behaviour Manual

Behaviour User Access Rights

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16 Behaviour User Access Rights

Each user account has an accompanying set of access privileges that need to be activated. The way in which these are set, defines the parts of the system to which each user is allowed access.

To set the user access rights for Behaviour a user would need the appropriate level of access to be able to set up and manage user accounts if this is available:

- From the **General** sidebar select the **Control** icon**.**
- Double click on **Users**
- Double click on the User Name of the user whose privileges you wish to set. Alternatively, click once on the appropriate User Name and then click on the **Set User Access Rights** icon .
- The system displays the **Access Control** window, showing a list of the modules your school uses.
- Each installed module on your system is represented by a folder on the tree at the left-hand side of the window.
- Select the Behaviour folder by clicking on the Folder to the left of the word Behaviour.
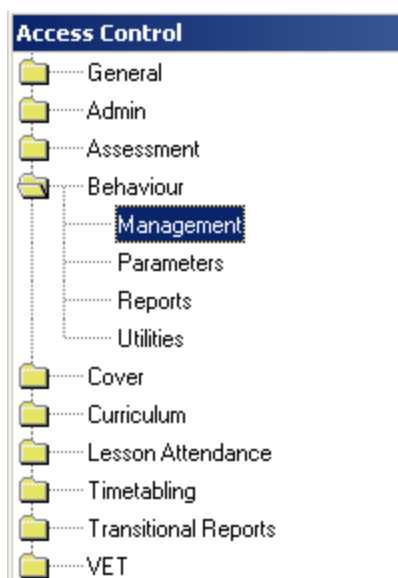
- Whether or not a specific facility of the module is accessible by the selected user is defined by the presence of a "Y" or an "N" in the access column. In the example below, the user does not yet have any access Delete Behaviour records.

- You need to set up access rights to each component of the system you want the user to be able to access. Each folder in the access control tree contains a list of components of the module.

For further information on setting user access rights refer to the **Administration Manager Manual**.

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Integris Behaviour Manual

Behaviour Letters, Advices and Emails

17

17 Behaviour Letters, Advices and Emails

The production of Suspension Notices for the District Office is available through the Reports menu, as for other Behaviour Management Reports. All other letters, advices and the email functionality is available from the Student Behaviour Management screen.

17.1 Send Letter Function

The send letter function is available by clicking on the **Send Letter** icon in the Student Behaviour window.

The type of letter or advice option provided will depend on the type of behaviour selected.

For a positive behaviour type the options provided are:

- Internal School Advice-Behaviour Incidents and Commendations
- Commendation Letter 2

For a negative behaviour type other than a suspension the options provided are:

- Internal School Advice-Behaviour Incidents and Commendations
- Notice of Behaviour Incident
- Suspension Considered

For a suspension the options provided are:

- Internal School Advice-Behaviour Incidents and Commendations
- Notice of Behaviour Incident
- Suspension Notice

For a neutral behaviour type the option provided is:

- Internal School Advice-Behaviour Incidents and Commendations

To access the letters and advices:

- Select a single behaviour record
- Click on the **Send Letter** icon.
- The Select Letter/Advice window is opened.
- Select the letter or advice required.
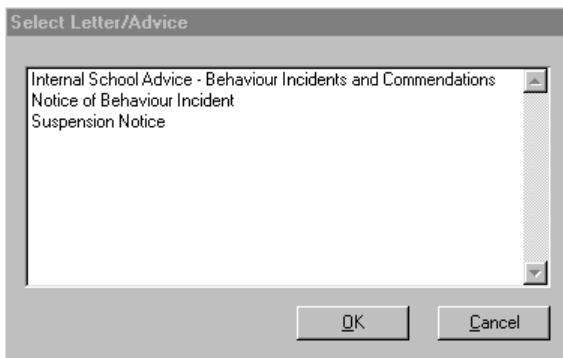
- Click **OK**
- Complete the printing options (this will depend on the type of letter or advice selected.)
- Select the report destination

17.2 Internal School Advice- Behaviour Incidents and Commendations

In the Behaviour Management screen select the student for whom you wish to produce a letter or advice. The Internal School Advice- Behaviour Incidents and Commendations can be used for Behaviour Incidents of any type. Its intention is to produce a hard copy, which is distributed within the school.

To print out the Advice:

- Select the record for which the letter or advice applies.

- Click on the **Send Letter** icon.
- The Select Letter/Advice window is opened.
- Select the Internal School Advice-Behaviour Incidents and Commendations.
- Click **OK.**

- Select the referring Staff Member, this can be typed in directly or use **Find Staff** icon to access the Staff list.
- Enter the Letter date by either entering the date in directly or using the Date Selector.
- Click **Print**.

- Users then have the option to preview or send the document to the printer.

BEHAVIOUR INCIDENT NOTIFICATION/COMMENDATIONS

INTERNAL SCHOOL ADVICE

Ben Anderson   **Year 10 / Form 10.1**

Referring Staff Member: Ms Maria Theresa Alan   **5 December 2007**

- ☐ 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
- ☐ Social Worker   ☐ Year Coordinator

Behaviour Category   N8   Illegal substance offence

Behaviour Details
Ben was caught using an illegal substance in the Science Lab.

Actions
Withdrawn from class and sent to Administration.

Notification Comments
Parent
Police
Principal

Suspension Details
A program of work to be completed during the Suspension has been provided
Specific permission must be gained to enter the school grounds
Suspension Period: 4 DEC 2007 Home Room - 4 DEC 2007 Lesson 5
Duration: **1.0 Days**

Please contact me should you wish to discuss this further.

Example of Internal School Advice
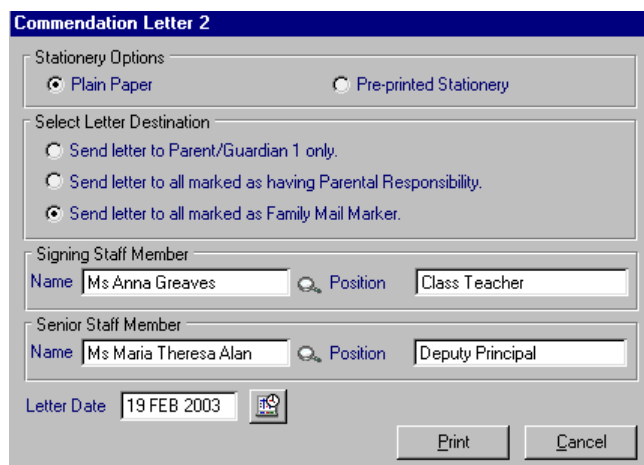
17.3 Commendation Letter Two

The Commendation Letter can be used for any Behaviour Incident with a Positive Behaviour Type.

- To generate the advice enter the Positive Behaviour then select the **Send Letter** icon.
- Select Commendation Letter 2 from the Select Letter /Advice window.
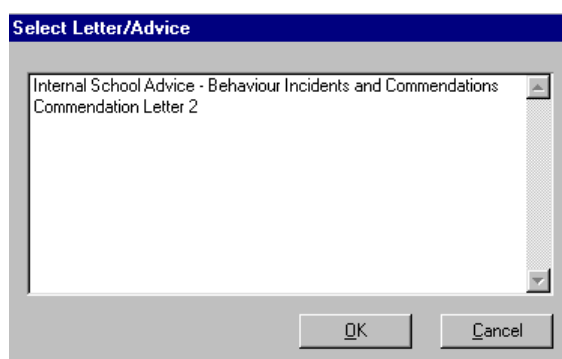
- Click **OK**

Users can then select the following options:

- Stationery Options – plain paper or Pre-printed Stationery.
- Select Letter Destination – the default will be Send letter to all marked as Family Mail Marker.
- Select Signing Staff member
- This field can be reselected by using the icon. Alternatively type the appropriate name or Position directly into the field.
- Select the Senior Staff Member using the icon.
- This field can be reselected by using the icon. Alternatively type the appropriate name or Position directly into the field.
- Enter the Date of the Letter by either typing it in directly or using the Date Selector. The default date will be the current date.

West Coast District High School

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Ms Albert
9 Marmion Drive
PINEY WOODS WA 6999

Dear Ms Albert

We are pleased to let you know that Jackie has been a commendable student at school today.

Award - Aussie of the week

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

Mr Tim Jones   Mr Carl Best
Class Teacher   Deputy Principal

15 March 2004

Example of Commendation Letter Two

17.4 Suspension Considered Advice

When the **Intention to Suspend** action is selected, a Suspension Considered advice can be generated to notify the parents/guardian of the student's impending suspension.

- To generate the advice enter the action **Intension to suspend** and then select the **Send Letter** icon.
- Select Suspension Considered from the Select Letter /Advice window.
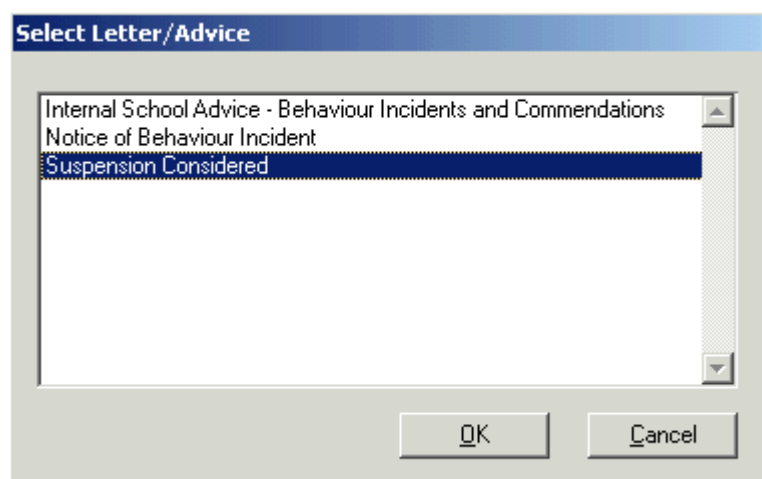
- Click **OK**

Users can then select the following options:

- Stationery Options – plain paper or Pre-printed Stationery.
- Select Letter Destination – the default will be Send letter to all marked as Family Mail Marker.
- Select referring Staff member – this field defaults with the Principal's name. This field can be reselected by using the **Find Staff** icon. Alternatively type the appropriate name or Position directly into the field.
- Select the Contact Staff Member using the **Find Staff** icon.
- Type the Position of the Contact Staff Member e.g. Teacher.
- Enter the Date of the record by either typing it in directly or using the Date Selector. The default date will be two school days after the current date.
- The schools telephone number is the default. If another telephone number is required this can be directly typed into the field.
- The Letter date will default to the date at the time of creating the letter.
- Users then have the option to preview or send the document to the printer.

West Coast District High School

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Mrs Bloggs
7 Anzio Court
LEEDERVILLE WA 6010

Dear Mrs Bloggs

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

Graffiti of senior girls toilets using a permanent black marker pen.

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 Carl Best, Deputy Principal on 9412 3456 by 4th February 2004 to discuss:

- Merika's behaviour at school;
- factors that may have contributed to the behaviour;
- the range of possible consequences for the behaviour, and
- an ongoing behaviour management plan for Merika.

Yours sincerely

Dr Tania O'Regan
Principal

2 February 2004

Example of Intention to Suspend Letter

17.5 Notice of Behaviour Incident

The Notice of Behaviour Incident is available for any Behaviour Incident with a Negative Behaviour Type.
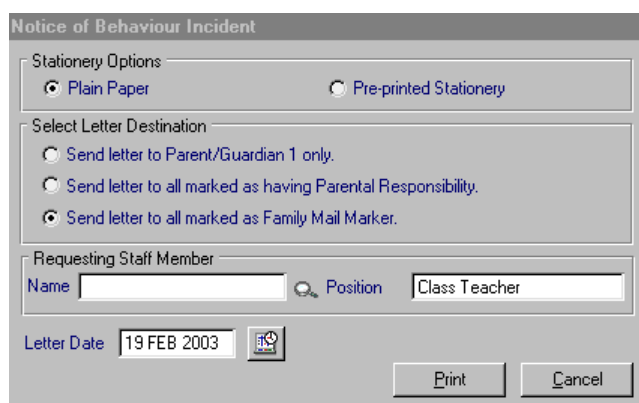
- To generate the advice enter the Negative Behaviour and then select the **Send Letter** icon.

- Select Notice of Behaviour Incident from the Select Letter /Advice window.
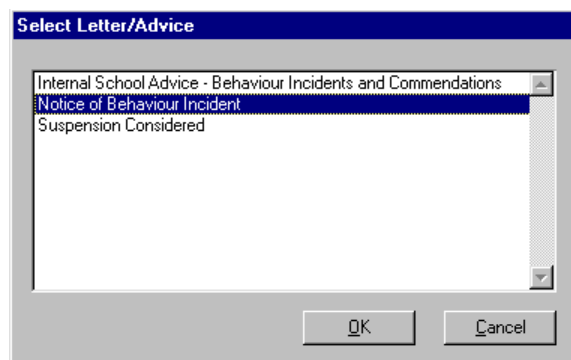
- Click **OK.**
- The Notice of Behaviour Incident window will be displayed:

User can select the following options:

- Stationery Options – Plain paper or Pre-printed Stationery.
- Select Letter Destination – the default will be Send letter to all marked as Family Mail Marker.
- Select requesting Staff Member. This field can be selected by using the Find Staff icon. Alternatively type the appropriate Name and Position directly into the field.
- Enter the Date of the record by either typing it in directly or using the Date Selector. The default date will be the current date.
- Click **Print.**
- Users then have the option to preview or send the document to the printer.

West Coast District High School

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Mrs Bennett
12 Minilya Loop
SUBIACO WA 6009

NOTICE OF BEHAVIOUR INCIDENT

Tracey Bennett   **Year 9 / Form 9.3**

Dear Mrs Bennett

West Coast District High School 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:
Bullying-Verbally abusing and physically threatening another student in art class after the othe student sat in their seat.

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 Carl Best
Class Teacher

15 March 2004

✂ -
Notice of Behaviour Incident - Acknowledgement Slip

Please return to: **Mr Carl Best**
I acknowledge receipt of the Notice for Tracey Bennett dated 15 March 2004.

Parent/Caregiver Comment: _____

_____

_____

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

Example of Notice of Behaviour Incident Letter
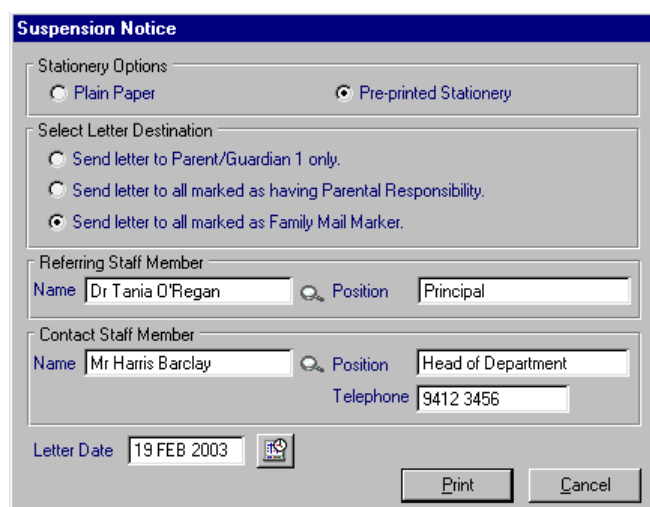
17.6 Suspension Notice

This Letter is available for any Behaviour incident with a Negative Behaviour Type and with a suspension action.

- To generate the advice enter the Negative Behaviour and Action **Suspended** then select the
  Send Letter icon.
- Select Suspension Notice from the Select Letter /Advice window.
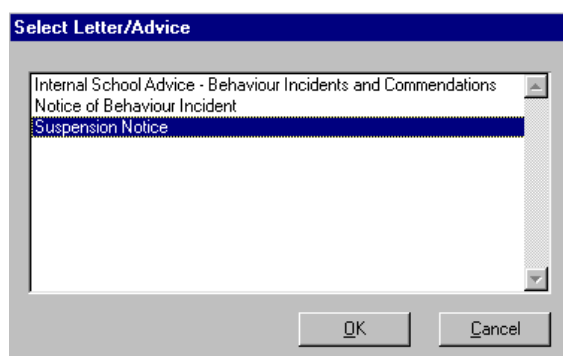
- Click **OK**
- The **Suspension Notice** window will be displayed.

Users can then select the following options:

- Stationery Options – plain paper or Pre-printed Stationery.
- Select Letter Destination – the default will be Send letter to all marked as Family Mail Marker.
- Select Referring Staff member – this field defaults with the Principal's name. This field can be reselected by using the icon. Alternatively type the appropriate name or Position directly into the field.
- Select the Contact Staff Member using the icon.
- Type the Position of the Contact Staff Member- Teacher.
- Enter the Date of the record by either typing it in directly or using the Date Selector. The default date will be two school days after the current date.

- The schools telephone number is the default. If another telephone number is required this can be typed directly into the field.
- The Letter date will default to the date at the time of creating the letter.
- Click **Print.**
- Users then have the option to preview or send the document to the printer.

West Coast District High School

1120 Hay Road
PERTH WA 6005

Telephone 9412 3456
Fax 9423 6980

Mr Bailey
17 Solander Close
SUBIACO WA 6009

Dear Mr Bailey

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

Illegal Substance- Ms Corner was on duty and found the student with three others smoking marijuana behind the Maths block.

The period of suspension is from 15 March 2004 (Period 1) until 17 March 2004 (Period 4), a total of 3.0 school days.

Steven has now been suspended for a total of 0.0 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 Steven returns to school, an individual behaviour management plan will be negotiated to determine management strategies and future consequences for behaviour.

Please contact Mr Carl Best, Deputy Principal on 9412 3456 if you wish to discuss the period of suspension, any conditions imposed, or the management of Steven's behaviour at school.

Yours sincerely

Dr Tania O'Regan
Principal

15 March 2004

Example of Suspension Notice Letter

17.7 Create Customised Letter

The Create Customised Letter function utilises the KST mail merge letter facility familiar to Integris Users.

17.7.1 Creating a Behaviour KST Template

To create a KST template to mail merge student behaviour information into:

Start > Microsoft Word

- Select **File > Open**
- Navigate to **C:\keys\INTEGRIS\MMTPL\LETTERS**
- Select Files of Type **All Files**
- Double click on **BEHAVIOUR.KST (See example below)**

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

RM Management Solutions

Behaviour Management Mailing Fields

-

11 September 2014 (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>	
Legal Surname	<LegalSurname>	
DOB	<DOB>	
Age	<Age>	
Year/Class (UK)	<Year/Class>	
Year/Form (Australia)	<Year/Form>	
Class (UK)	<Class>	Student Details
Form (Australia)	<Form>	
Class Tutor 1(UK)	<Tutor1>	
Class Tutor 2(UK)	<Tutor2>	
Form Teacher 1(Australia)	<Teacher1>	
Form Teacher 2(Australia)	<Teacher2>	
Year	<Year>	
SEN Stage	<SENStage>	
House	<House>	
Ethnicity (UK)	<Ethnicity>	
Indigenous Status (Australia)	<Indigenous Status>	

Religion	<Religion>	
Mother Tongue	<MotherTongue>	
Prevous School	<PrevSch>	
Entry Date	<EntryDate>	
Destination School	<DestSch>	
Leave Date	<LeaveDate>	
CentrisID	<CentrisId>	
Reference	<Reference>	
UPN	<UPN>	
ExamCandNo (UK)	<Exam No.>	
Student No. (Australia)	<Student No.>	
Email	<Email>	
Phone 1	<Phone1>	
Student Address (Line)	<StuAddressLine>	Student Address details
Student Address (Block)	<StuAddressBlock>	
Student Address (Split)	<StuAddShortBlock> <StuAddTown> <StuAddCountyState> <StuAddPostcode> <StuAddCountry>	
He/She	<He/She>	Gender derived fields
he/she	<he/she>	
His/Her	<His/Her>	
his/her	<his/her>	
Him/Her	<Him/Her>	
him/her	<him/her>	
Boy/Girl	<Boy/Girl>	
Male/Female	<Male/Female>	
boy/girl	<boy/girl>	
male/female	<male/female>	
son/daughter	<son/daughter>	
Doctor	<Doctor>	Medical Details
Medical Practice	<Practice>	
Practice Address (Block)	<Practice Address>	
Practice Phone 1	<Practice Tel1>	
Practice Phone 2	<Practice Tel2>	
Practice Fax	<Practice Fax>	
Dentist's Name	<Dentist>	
Dental Practice	<Dental Practice>	
Dental Practice Address	<Dental Practice Address>	
Dental Practice Telephone	<Dental Practice Tel>	
Permission to Call Doctor (Yes/No)	<Permission Call Doctor>	
Permission to Administer First Aid (Yes/No)	<Permission First Aid>	

Permission to Call Dentist (Yes/No)	<Permission Call Dentist>	
Medical Condition 1	<Med Con 1>	
Medical Condition 1 Emergency Notes	<Med Con 1 Notes>	
Medical Condition 1 Flagged status (Yes/No)	<Med Con 1 Flagged>	
Medical Condition 2	<Med Con 2>	
Medical Condition 2 Emergency Notes	<Med Con 2 Notes>	
Medical Condition 2 Flagged status (Yes/No)	<Med Con 2 Flagged>	
Medical Condition 3	<Med Con 3>	
Medical Condition 3 Emergency Notes	<Med Con 3 Notes>	
Medical Condition 3 Flagged status (Yes/No)	<Med Con 3 Flagged>	
Medical Condition 4	<Med Con 4>	
Medical Condition 4 Emergency Notes	<Med Con 4 Notes>	
Medical Condition 4 Flagged status (Yes/No)	<Med Con 4 Flagged>	
AddresseeName	<AddeeName>	
AddresseeInitials	<AddeeInitials>	
AddresseeFirstName	<AddeeFirstName>	
AddresseeSurname	<AddeeSurname>	
AddresseeSalutation	<AddeeSalutation>	
AddresseeTitle	<AddeeTitle>	These fields are updated when "Send to Family Mail Marker" is selected.
AddresseeAddress (Block)	<AddeeAddress>	
AddresseeAddress (Split)	<AddeeAddShortBlock> <AddeeAddTown> <AddeeAddCountyState> <AddeeAddPostcode> <AddeeAddCountry>	
ConName1	<ConName1>	
ConInitials1	<ConInitials1>	
ConFirstName1	<ConFirstName1>	
ConSurname1	<ConSurname1>	.
ConSalutation1	<ConSalutation1>	1st Contact as displayed in contacts list on the student browse window. (Contacts are displayed in Emergency order) To produce details for other contacts change the "1" in the field name to the appropriate number e.g. <ConName2>
ConTitle1	<ConTitle1>	
ConAddress1 (Block)	<ConAddress1>	
ConAddress1 (Split)	<ConAdd1> <ConAdd1Town> <ConAdd1CountyState> <ConAdd1Postcode> <ConAdd1Country>	
ParName1	<ParName1>	

ParInitials1	<ParInitials1>	
ParFirstName1	<ParFirstName1>	
ParSurname1	<ParSurname1>	
ParentSalutation1	<ParSalutation1>	.
ParentTitle1	<ParTitle1>	
ParentAddress1 (Block)	<ParAddress1>	Parent/Guardian 1 Details
ParentAddress1 (Split)	<ParAdd1> <ParAdd1Town> <ParAdd1CountyState> <ParAdd1Postcode> <ParAdd1Country>	
ParName2	<ParName2>	
ParInitials2	<ParInitials2>	
ParFirstName2	<ParFirstName2>	
ParSurname2	<ParSurname2>	.
ParentSalutation2	<ParSalutation2>	
ParentTitle2	<ParTitle2>	
ParentAddress2 (Block)	<ParAddress2>	Parent/Guardian 2 Details
ParentAddress2 (Split)	<ParAdd2> <ParAdd2Town> <ParAdd2CountyState> <ParAdd2Postcode> <ParAdd2Country>	
Behaviour Type Code	<BehTypeCode>	
Behaviour	<Behaviour>	
Behaviour Sub type	<BehSubType>	
Behaviour Sub-Type Description	<BehSubDesc>	
Behaviour Action	<Action>	
Behaviour From Date	<From Date>	
Behaviour To Date	<Until Date>	
Behaviour From Period	<From Period>	
Behaviour To Period	<To Period>	
Behaviour Details	<Details>	
Behaviour Action Details	<Action Details>	
Behaviour Total Days	<Total Days>	
Behaviour Suspension Days	<Suspension Days>	
Behaviour Reported By	<Reported By>	
Behaviour Notification	<Notification Details>	
Behaviour Appeal Status	<Appeal Status>	
Behaviour Appeal	<Appeal>	
Behaviour Report Date	<ReportDate>	
Behaviour Time	<Time>	
Behaviour Additional Sub Types	<AddSubTypes>	
Behaviour Location	<Location>	

Behaviour List of Suspension Conditions	<Suspension Conditions>	
School Address	<SchoolAddress>	
School Address (Split)	<SchoolAdd> <SchoolAddTown> <SchoolAddCountyState> <SchoolAddPostcode> <SchoolAddCountry>	
School Name	<SchoolName>	
District Name (Australia)	<DistrictName>	
Head Teacher Name (UK)	<HeadTeacherName>	
Principal Name (Australia)	<PrincipalName>	
Head Teacher Title (UK)	<HeadTeacherTitle>	
Principal Title (Australia)	<PrincipalTitle>	
Head Teacher Salutation (UK)	<HeadTeacherSalutation>	
Principal Salutation (Australia)	<PrincipalSalutation>	
LEANo (UK)	<LEANo>	
District (Australia)	<DistrictNo>	
DfESNo (UK)	<DCSFNo>	
School Number (Australia)	<SchoolNo>	
LEACode (UK)	<LEACode>	
District Code (Australia)	<DistrictCode>	
Exam Centre Number (UK)	<ExamCentreNo>	
School Type	<SchoolType>	
School Control	<SchoolControl>	
Curriculum Group	<CurricGroup>	
Intake Year	<IntakeYear>	
Leavers Year	<LeaverYear>	
Maximum Intake	<MaxIntake>	
Number on Roll	<RollCount>	
Telephone 1	<TelNo1>	
Telephone 2	<TelNo2>	
Fax	<Fax>	
School E-Mail Address	<SchEmail>	

- Open a New Blank Document in Word
- Insert the school logo by navigating to **Insert > Picture > From File** and navigating to the location of a school logo on your network and choose **Insert**
- Insert the date by selecting **Insert > Date and Time**, select the format
- Create the letter template (an example is provided below) copying and pasting the relevant fields from the BEHAVIOUR.KST document
- If any of the merge fields are not in the same font as the rest of the letter then change them
- Choose **File > Save**
- Navigate to **C:\keys\INTEGRIS\MMTPL\Letters**
- Enter the file name "INSERT FILE NAME.kst" (it is **VERY IMPORTANT** that the file name includes the quotation marks and the .kst file extension)

- Close the Word document
- Close the .kst document

17.7.2 Utilising the Create Customised Letter Function

Once a behaviour KST template has been created and saved the Create Customised Letter function can be utilised with the template for mail merging individual or groups of student behaviour records into letters.

To create a customised letter or advice:

- Click on **Behaviour > Management**.
- Select a Student and highlight a relevant Behaviour record.
- Click on the **Create Customised Letter** icon. 🖌️
- The **Mailing Options** window will open.

- If required, tick the Send to all Contacts marked as Family Mail Marker. (The default to Send to all Contacts marked as a family mail marker check is un-ticked and in this case the letter will only be sent to the specific parent/guardian whose merge fields are included into the *KST* template).

Note: this checkbox should only be checked if the 'Addee' fields are included in the KST template that will be used for the merge.

- Click **OK** to proceed, or **Cancel** to exit the Custom letter creation process.
- You will be prompted to **Select a letter template** (*KST* file). The default path for Behaviour *KST* files is defined in **Behaviour > Utilities > System Preferences > Paths**.
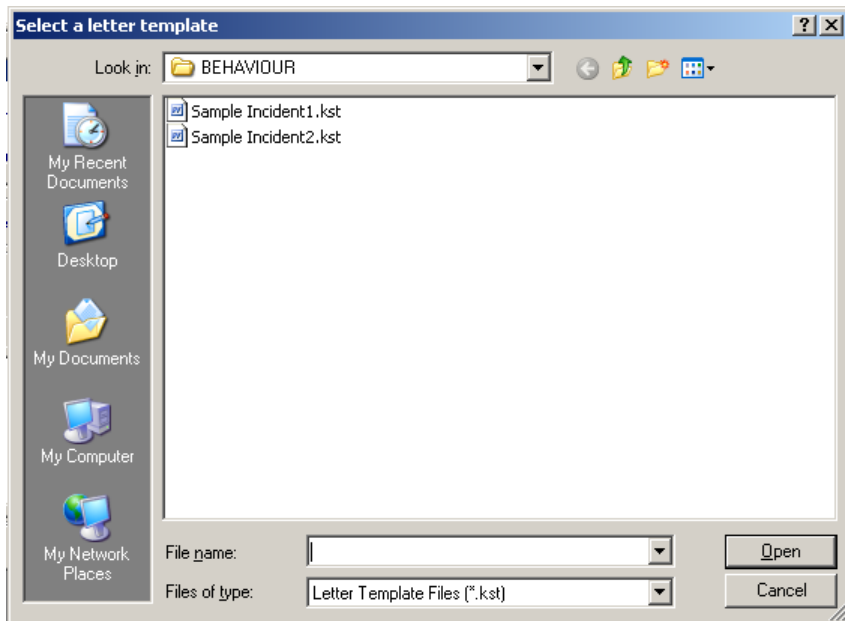
- Select the required template.
- Data defined in the *KST* merge fields will be extracted from the highlighted behaviour record and saved in a WORD document created from the template. The name of the WORD document will be formed from the *KST* filename, date and time. The default path for saving the WORD document is defined in **Behaviour > Utilities > System Preferences > Paths**
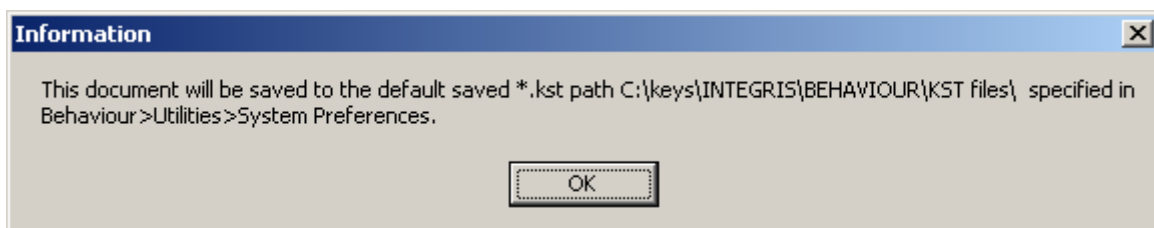
- Click **OK**

The window will navigate to the default behaviour letter template location (Refer to section 5.2 for set up.)

- Double click on the desired KST behaviour letter template
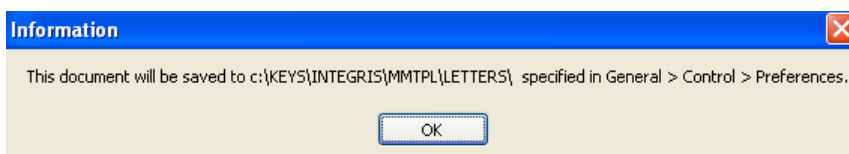
- Click on **OK** to proceed.

You will be prompted whether to send details of the letter to the Student's Behaviour log.(Refer to section 17.8)
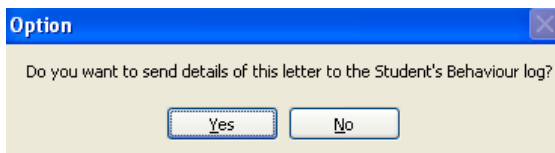
- Click **Yes** if you wish to save details of the letter to the Student's Behaviour Log.
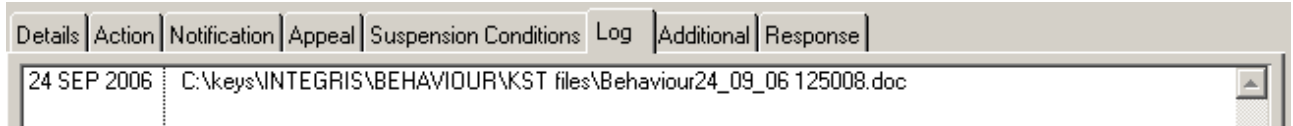
- The letter will merge with the student information
- The merged letter will be displayed on the bottom toolbar

17.7.3 Creating Customised Letter for Multiple Behaviour Records

The following output will occur when multiple behaviour records are selected:

- When a single student is selected and multiple behaviour records are highlighted, a letter will be created for each incident (record). All letters will be stored in the one document.

- If a browse set of students is selected, a letter will be created for the latest Behaviour incident recorded for each student. All letters will be stored in the one document.
- The letters will merge with the student information
- The merged letters will be displayed on the bottom toolbar

If the letter has been logged this can be viewed in the Behaviour Log tab.
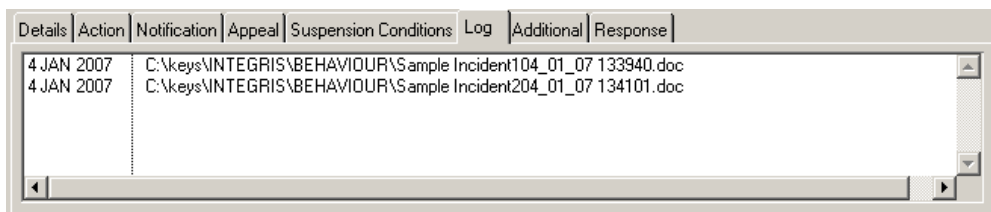
To view a logged letter:

- Highlight the hyperlink for the letter and double click to open

17.8 Log Letters

When Letters are produced from the Behaviour module the user is given the option to save details of the letter in the Behaviour Log.
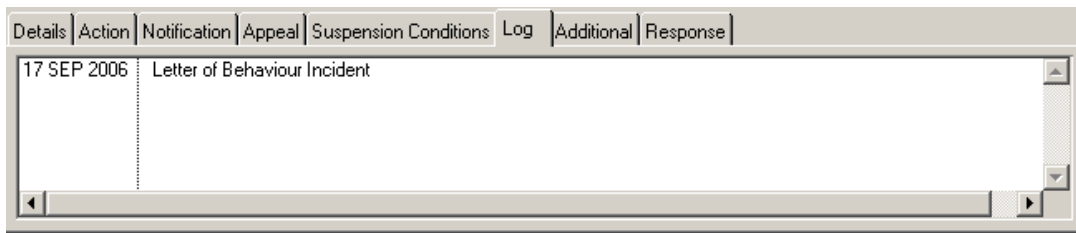
After producing the letter the following dialog is displayed:
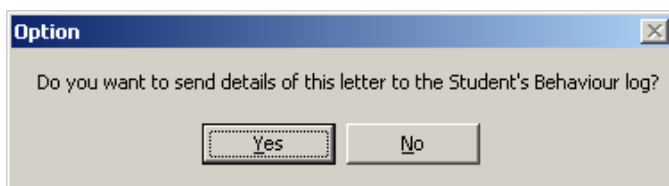
- Click **Yes** to record the details of the internal letter sent.
- The date and name of the letter will be stored under the 'Log' tab of the Student Behaviour Management window.

For customised letters, the name will reflect the path and file name of the letter. To view a customised letter:

- Double-click on the customised letter label.
- The customised letter will open in MS-WORD.

17.8.1 Deleting Log Files

To delete a logged file:

- Select the log file to delete:
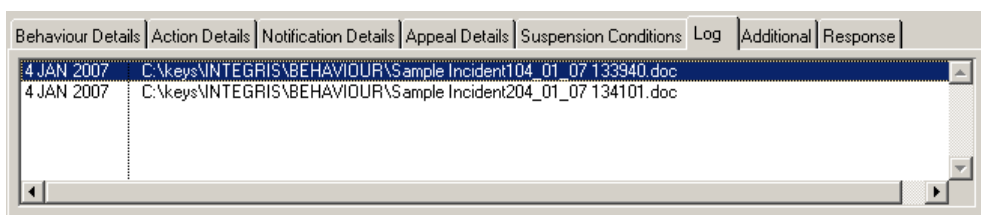
- Right click the mouse to bring up the following window
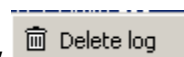
The following message will be displayed:
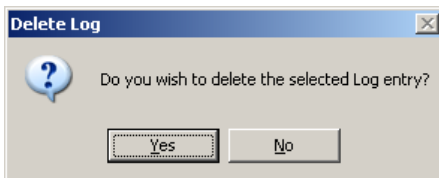
- Click **Yes** to delete or **No** to cancel

If Yes is selected the following message will be displayed
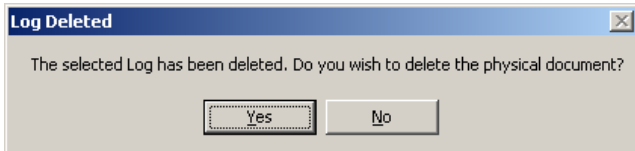
- Click **Yes** to delete the physical document or **No** to cancel

If Yes is selected the following message will be displayed:
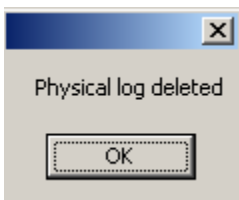
- Click **OK**

17.9 Send an Email

The Behaviour module can send an email or emails with attachments.

To send an email:

- Click send an email icon
- In the **To** field either type an email address directly in the field or click on the To icon to locate any related email addresses to the student record.
- If using the **To** icon the associated email addresses will be retrieved e.g.:
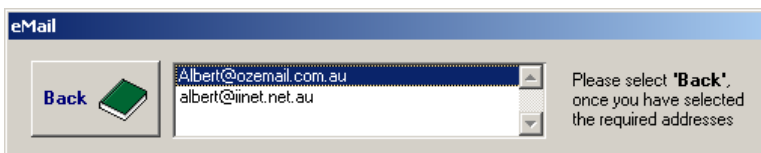
- Select the email address(s) (additional addresses can be selected by holding the <Ctrl> key) then click the Back icon
- Type a subject in the S**ubject field** e.g. Intention to Suspend
- Click on the **Message** tab to enter a message

To attach files:

- Click on the **Attached Files** tab

Click on and navigate to the file location. E.g.

- Click **Send**

17.10 Suspension Notice – District Office

This Suspension Notice - District Office is available from the **Behaviour** > **Reports** menu in the **Letters** Folder. Users are required to input a date range into the View Suspensions List Criteria section. The report will include all suspensions commencing within the date range.

- Open the Behaviour – Reports by clicking on the **Reports** icon on the Behaviour sidebar.
- Click on the **Letters** folder and select the **Suspension Notice – District Office.**

Note: the dates entered in the From Date and Until Date fields relate to the incident dates of suspensions.

- Enter the range of incident dates.
- Place a tick in the box next to **Display Suspension list over Date Rage for specific letter selection**. (This produces a Suspension Letter Selection List – see below. If the tick is left off, all of the Suspension Notices will automatically be generated for the selected incident date range.)
- Enter the Letter date.
- If required, place a tick in the box next to **Include Behaviour Sub-Type information**
- Click **Print.**
- The following screen will be displayed if **Display Suspension list over Date Rage for specific letter selection** was selected:

- Select the students a Suspension Letter – District Office needs to be generated for and click **OK**.

- Users then have the option to preview or send the document to the printer.

Note: the checkboxes under 'Actions taken in terms of this suspension' are automatically populated from the Suspension/Exclusion checks presented when saving a suspension.

Notification to Dis. ct Education Office

STUDENT SUSPENSION FROM SCHOOL

IDENTIFICATION DETAILS

School:	West Coast District High School	District:	West Coast
Student Name:	**Jackie Albert**	Date of Birth:	18 June 1997
Year of Schooling:	4	Sex:	**Female**
Parent Name:	Ms Rita Albert	Indigenous Status	**Not Aboriginal or TSI**
Home Address:	9 Marmion Drive PINEY WOODS, WA, 6999		
Telephone:	9396 7008		

SUSPENSION DETAILS

Suspension Category: N3   Physical assault or intimidation of other students
Date of incident: 3 January 2007
Reason for suspension: Punched Sally Smith

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

Staff contact: Mr Carl Best, Principal, 9412 3456

Suspension Dates: From: 4 December 2006 (Period 1) to: 4 December 2006 (Period 2)
Return to School: 5 December 2006
This suspension: 1.0   School days
Total this year: 0.0   School days

Actions taken in terms of this suspension:	Y	N
• Notification to parent of intent to Suspend	☐	■
• Immediate suspension for serious breach	■	☐
• Discussion of suspension with parent/student	☐	■
• Letter of notification to parents	☐	■
• Letter of notification to student	☐	■
• Development of behaviour management plan	☐	■

Mr Carl Best
Principal

3 January 2007

Page 1

Example of Notification to District Office

CIVICA

Integris Behaviour Manual

Reports

18

18 Reports

The Behaviour Reports can be accessed by clicking on the Reports icon on the Behaviour Sidebar.

Four folders are available which include:

- Management Reports (Refer to section 18.1)
- Letters (Refer to section 17.7)
- Exports (Refer to section 0)
- Custom Reports (Refer to section 18.4)
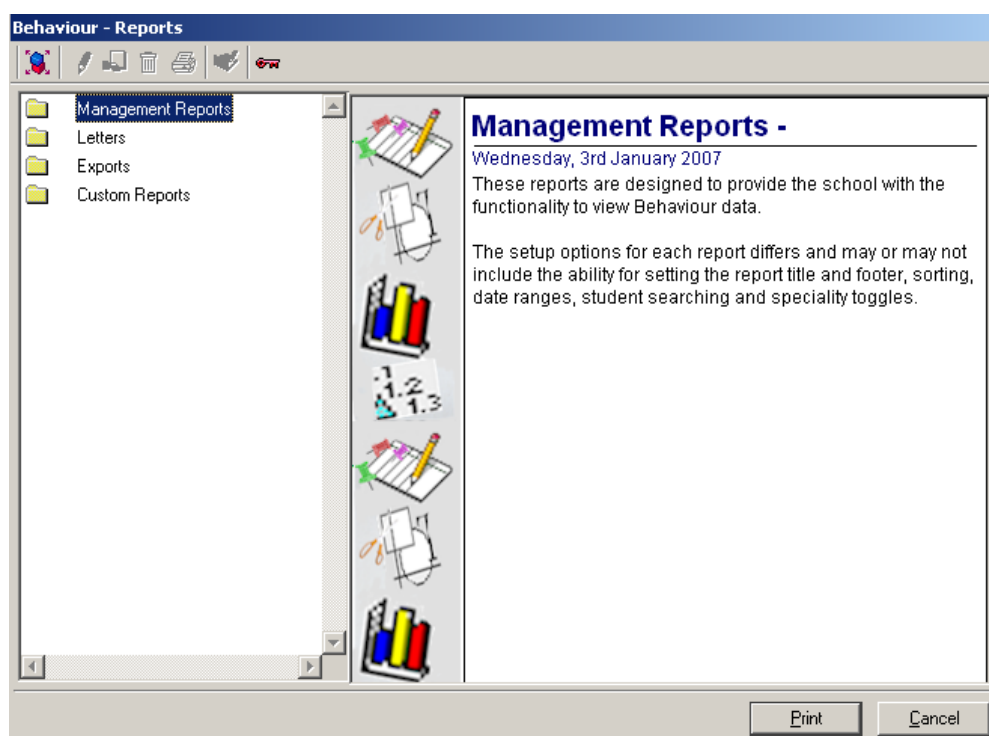
18.1 Management Reports

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

The Reports that are available are:

- **Behaviour Details** – 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.
- **Individual Behaviour Report** – The intention of this report is to provide full details of selected behaviour incidents for a student (s) on a one page per incident basis.
- **Student Suspensions Summary** – The intention of this report is to provide details of suspensions for selected students(s) from a historical perspective.
- **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 data range.

- **Suspensions – Statistical Overview –** This report is similar to Behaviours – Statistical Overview but is based solely on those behaviours that have resulted in confirmed suspension actions.
- **School Summary – Number of Suspensions –** This report shows the number of suspensions for each Year group and gender. The report also shows the number of suspensions for each suspension category.
- **School Summary – Number of Times Suspended -** This report provides a breakdown by Year and Gender of the number of students, and the number of times they have been suspended.
- **Suspension Status -** This report provides information for suspensions that are in progress for the specified date. It displays the student's name, year, suspension start date and end date, the number of days the suspension is for and the date the student will return to school.
- **Detention Statistical Overview –** This report will provide a comprehensive statistical overview of the number of detentions on a period by period basis for a selected student or group within a given date range.

18.1.1 Behaviour Details Report

The Behaviour Details report is available for any Behaviour type.

Within the report it refers to the referring staff member and the date that the report was generated. Details that are included in this report are:

- Student Name
- Year Group
- Form
- Reporting Date Range
- Date Incident Reported
- Type/Sub Type
- Location
- Reported By
- Action (-, + or =)
- Behaviour Details
- Action Details
- Suspension Details will appear if the incident has been recorded as a suspension.

The Main title can be tailored to the user's needs and individualised page footer can also be inserted.

Users can select to have a page per student. This is the default setting. If this is not desired uncheck this option.

The **Options** tab allows for the selection of an Incident Reported Date range:

- From and Until

The primary sort options are:
- Surname
- First Name
- Year
- Form
- Gender
- Reported by
- Location

The secondary sort options are:
- Date
- Behaviour Type
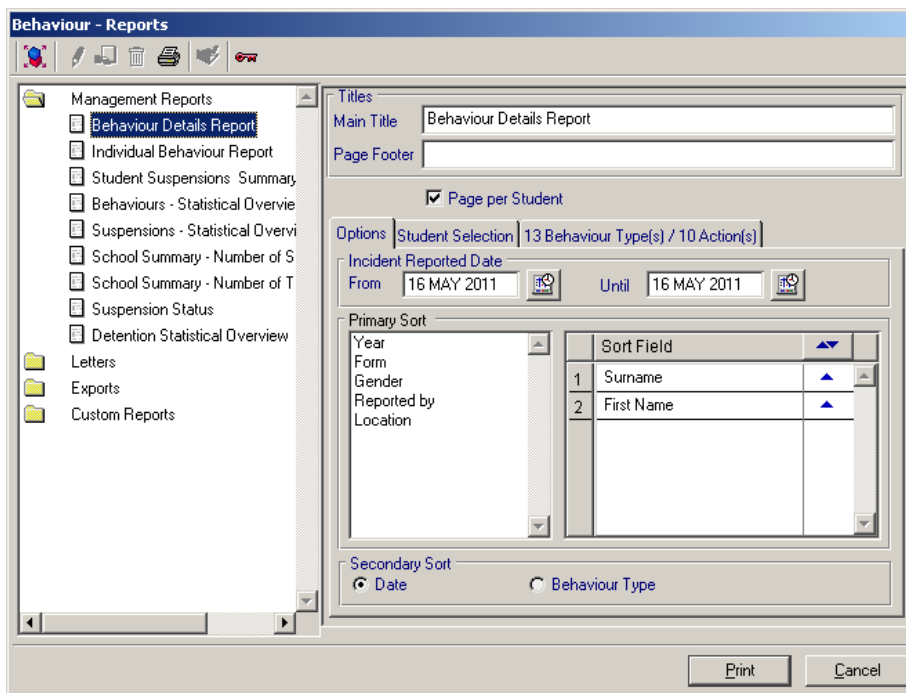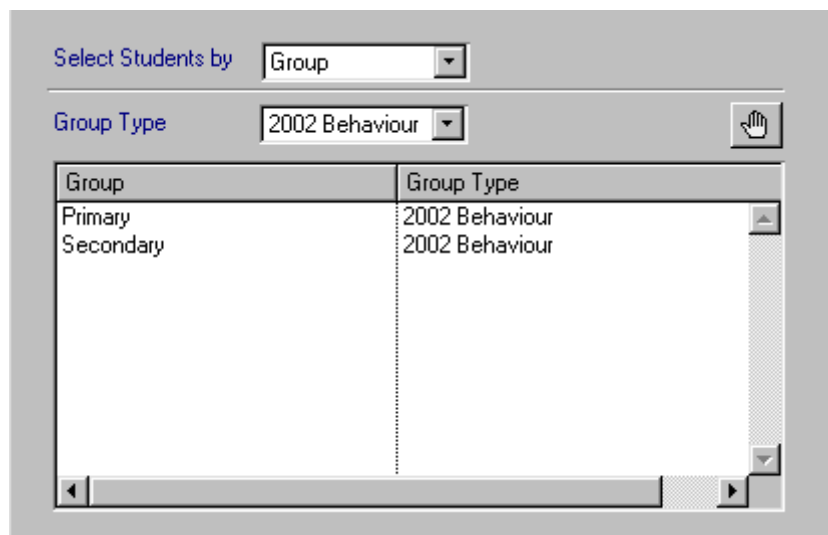
The **Student Selection** tab allows users to select the students they wish to generate the report for.
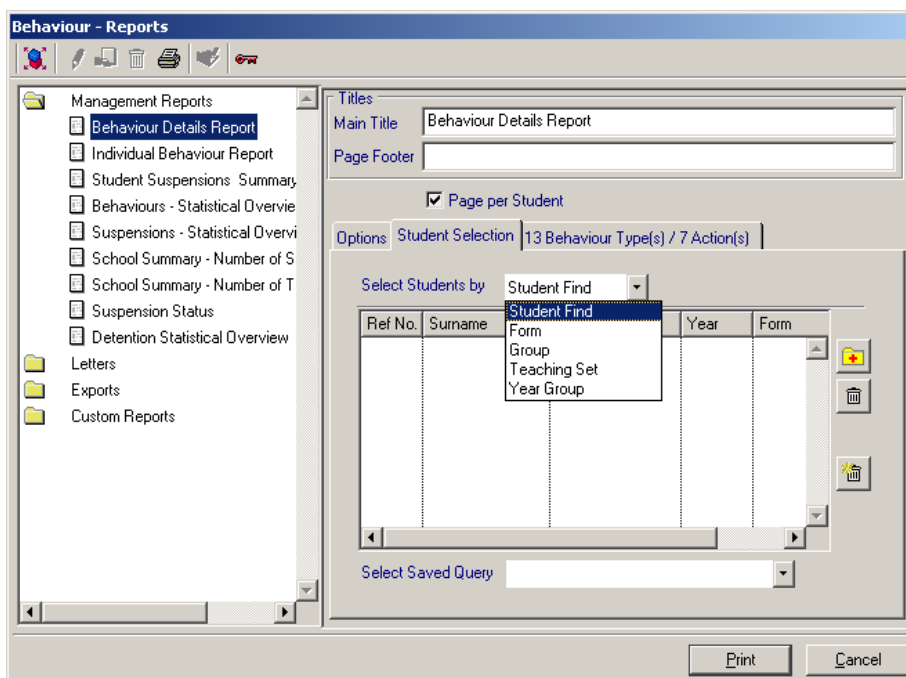
The options available are:

- **Student Find** - when the student Find option is required uses can access the student search window by clicking on the **Add Students** icon.

- To delete a particular student selection click on the **Remove Students** icon.

- To delete the student list click on the **Remove All Students** icon.

- **Form** – to select all forms click on the **Select All** [icon] icon and this will highlight all forms. If users wish to make a random selection hold down the <Ctrl> key and select the required forms.
  - **Year Group** – to select all Year Groups click on the **Select All** [icon] icon and this will highlight all Year Groups. If users wish to make a random selection hold down the <Ctrl> key and highlight the required Year Groups.
  - **Group** – select the Group Type, and then highlight the group required.
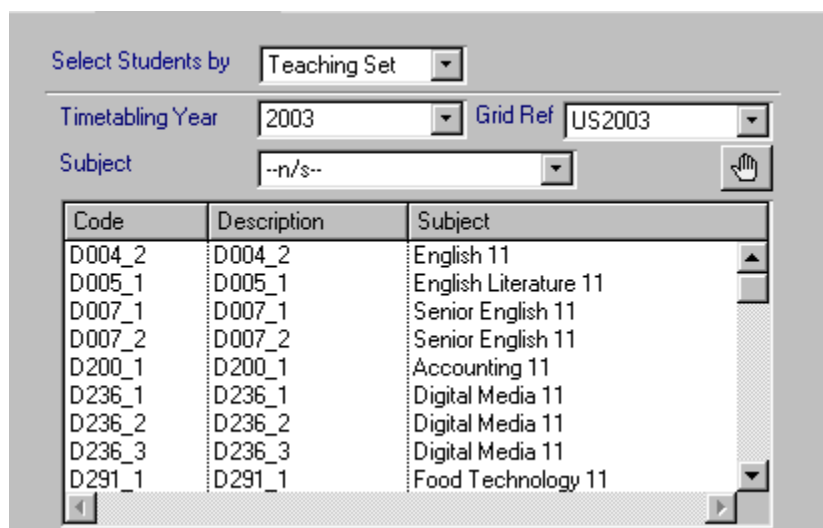
- **Teaching Set** – select the Year Period and Subject. To select all Teaching Sets click on the **Select All** [icon] icon.

The **Behaviour Type(s)/ Action(s)** tab allows users to select the Behaviour Type(s) and Action(s) that will be reported on. The defaults are:

- **Behaviour Types** - all 13 default Behaviour Types as defined in **Behaviour > Parameters > Behaviour Types**.
- **Actions** – all default Behaviour Actions as defined in **Behaviour > Parameters > Behaviour Actions** with **Report1** status set to **Yes**.
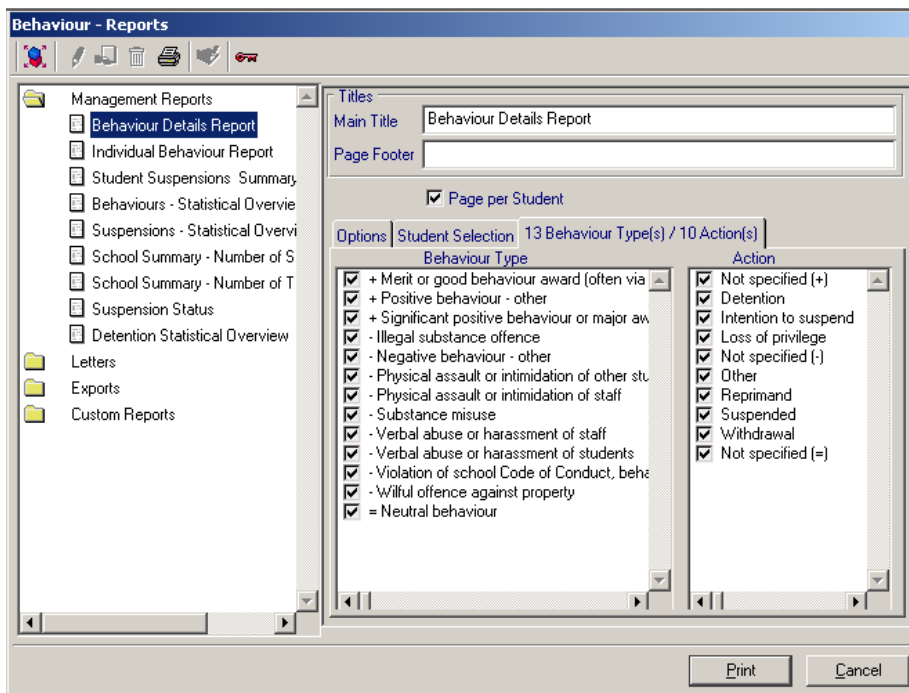
- To deselect a Behaviour Type, uncheck the relevant checkbox.
- To deselect an Action uncheck the relevant checkbox.

For example, if only negative **Behaviour Types** are checked and the only **Action** unchecked is 'Suspended' then the Behaviour Analysis Report will only display records for Negative Behaviour incidents where the Action is NOT suspended.

To print the report:

- Click on the **Print** button.

West Coast District High School

Behaviour Details Report

Selection criteria: Student Find - 2 / Behaviour Type - All / Actions - Intention to suspend, Suspended, Withdrawal

Date Range : **1 October 2007 to 5 February 2008**

Albert, Jackie   Year/Form : **4/Room 4**

Date	Type / Sub-Type	Location	Reported By	Action (-, + or =)	Behaviour Details	Action Details
18 OCT 2007	N3	JPG Junior Pla	Mr Carl Best	Withdrawal (-) 19/10 T1 - 19/10 t2	Jackie was caught punching two students in the head.	Removed from class and sent home for the remainder of the day.
26 NOV 2007	N4	CLASS Classroom	Ms Elaine Abbott	Withdrawal (-) 26/11 T1 - 26/11 t2	Jackie was using unacceptable language to other students in the class.	Withdrawn from the classroom and supervised by Administration.

Alkitik, Adam   Year/Form : **9/9.1**

Date	Type / Sub-Type	Location	Reported By	Action (-, + or =)	Behaviour Details	Action Details
18 OCT 2007	N7	SC1 Science La	Mr Carl Best	Suspended (-) 19/10 T1 - 19/10	Adam was caught using an illegal substance in the Science Lab.	Taken straight to Administration by Mr Best.
4 DEC 2007	N1	CLASS Classroom	Mr Carl Best	Withdrawal (-) 04/12 t2 - 04/12 t2	Adam was very abusive to the Mr Best. He then began throwing writing implements at Mr Best.	Withdrawn from class to the Admin area for the morning.
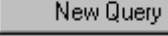
An example of a Behaviour Details Report

18.1.2 Individual Behaviour Report

The intention of this report is to provide the full details of a selected behaviour incident for a selected student or students on a one page per incident basis.

Details that are included in this report are:

- Student Name
- Year Group
- Form
- Student Photo (optional)
- Reported By
- Date
- Incident Number
- Time of Incident
- Location
- Behaviour Type (Sub-Type)
- Action (and period of suspension if applicable)
- Behaviour Details
- Action Details
- Notification Details
- Appeal Details
- Suspension Details
- Additional Details
- Parent Response

To select the students for this report, users can access the Find Tool by the | New Query | button. When the selection is made this information will be displayed in the cell adjacent.

| Selected Subset 1 entry | ▼ | .

The Incident Reported Date can be entered either directly or by using the date selector.

To display the Student Photo on the Individual Behaviour Report tick the ☑ Student Photo checkbox.

The **Behaviour Type(s)** tab allows users to select the Behaviour Type(s) that will be reported on. The Default is all selections are checked on.

The **Action(s)** tab allows users to select the Action(s) that will be reported on.
The Default Actions for reporting are defined in **Behaviour > Parameters > Behaviour Actions**. These are activated by the YES option for Report1 in Parameters.

To select or deselect any of these options, click into the adjacent box.

To print the report:

- Click on the **Print** button.

West Coast District High School
Individual Behaviour Report

Rebecca Bloor

Year/Form:	10/10.1	Incident Number:	9
Date:	15 FEB 2006	Time of Incident:	13:00
Reported By:	Mr Harris Barclay	Location:	Not specified

Behaviour Type (Sub-Type)	Action (-,+ or =)	
Negative 8 (N8b) Illegal substance offence (Amphetamines)	Suspended (-)	2.0 Day(s)
	16 FEB 2006 (Period 1) - 17 FEB 2006 (Period 7)	

Behaviour Details
Rebecca's classmates reported that she had taken speed. Rebecca was caught smashing windows in the canteen.

Action Details
Rebecca will be suspended from school for the next two days.

Notification Details
Behaviour Management Coordinator Form Teacher Parent Police Principal

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

Additional Details
Wilful offence against property

Example of Individual Behaviour Report

18.1.3 Student Suspensions Summary

This report will provide details of a suspension for a selected student or students from a historical perspective.

Included details are:

- Selected criteria
- Date range
- Student name
- Year
- Form
- Date
- Number of days of suspension
- Behaviour Type (Sub-Type) Code
- Brief Details of Incident
- Reporting Teacher
- Total number of suspensions
- Total days of suspension within the date range.

This report allows users to determine what criteria they would like to report on. The Main title can be tailored to the user's needs and individualised page footer can also be inserted.

The **Options** tab allows users to select the incident reported date
- Enter a 'From and Until' date range

Primary **Sort** options are available:

- Surname and First Name (default sort fields)

Other options are:
- Year
- Number of Times Suspended
- Form
- Gender

The **Secondary Sort** options are:
- Date (default)
- Behaviour Type
- Teacher

Additional Constraints:
- Minimum number of Suspensions
- Minimum number of days Suspended

Secondary Sort:
- Date
- Behaviour Type
- Teacher

The **Student Selection** tab allows users to select which students or student group the report is to be generated for.

The options are:

- Student Find
- Form
- Year Group

Student Find

When the student Find option is required, users can access the find tool by clicking on the **Add Students** 🗀 icon.

- To delete a particular student selection click on the **Remove Students** 🗑 icon.
- To delete the student list click on the **Remove All Students** 🗑 icon

Form

To select all forms click on the **Select All** ✋ icon and this will highlight all forms. If users wish to make a random selection hold down the <Ctrl> key and highlight the required forms

This can be filtered by Group Type.

To select all groups click on the **Select All** ✋ icon and this will highlight all groups. If users wish to make a random selection hold down the <Ctrl> key and highlight the required forms

Year Group

To select all forms click on the **Select All** ✋ icon and this will highlight all forms. If users wish to make a random selection hold down the <Ctrl> key and highlight the required forms

Behaviour Type(s)

The tab required users to select a particular negative Behaviour Type. The default setting has all negative Behaviour Types on the list selected.

To deselect an item, click into the check box.
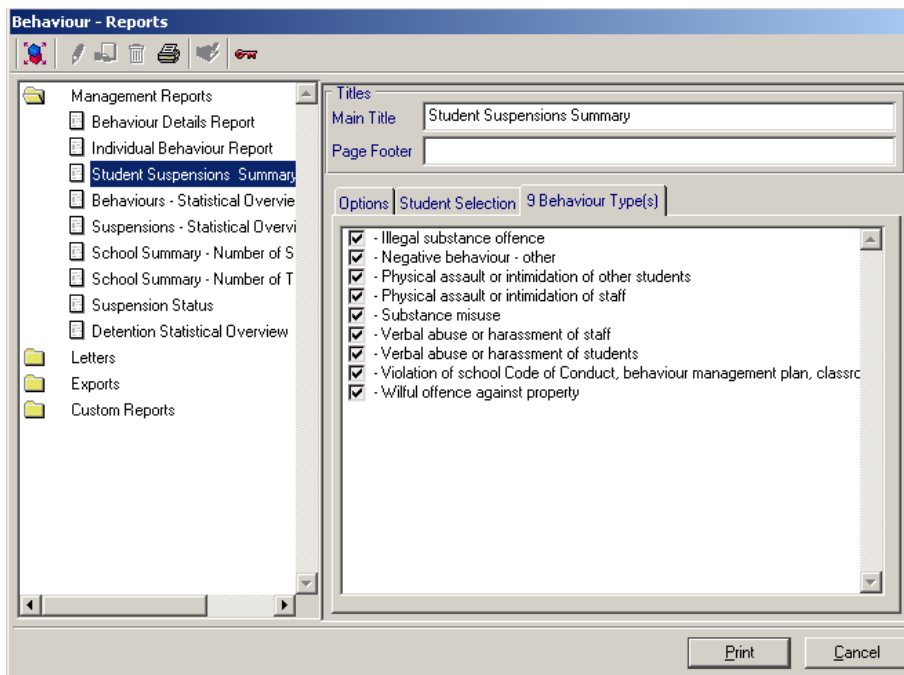
To print the report:

• Click onto the **Print** button

West Coast District High School

Student Suspensions Summary

Selection criteria: Student Find - 2 / Behaviour Type - All

Date Range: 23 September 2005 to 23 September 2006

Rebecca Bloor   Year/Form: 10/10.1

Date	No. days	Type (Sub-Type)	Brief description of incident	Reporting Teacher
15 FEB 2006	2.0	8 (N8b)	Rebecca's classmates reported that she had ta...	Mr Harris Barclay
17 AUG 2006	1.0	3	Rebecca gave John Smith a black eye during re...	Ms Jennifer Calvin
1 SEP 2006	0.5	1 (N1b)	Rebecca told her history teacher that she would...	Mr Tony Duke

3 Suspensions   3.5 days in the date range

Example of Student Suspensions Summary Report

18.1.4 Behaviours – Statistical Overview

This report will provide a comprehensive statistical overview of the behaviour details held for a selected student or group within a given date range.

Details included are:
• Selection criteria
• Name
• Year
• Form
• Behaviours – Positive:

1 – Significant positive behaviour or major award
2 – Merit or good behaviour award (often via assembly recognition)
3 – Other positive behaviour

- Negative:

    1 – Physical assault or intimidation of staff
    2- Verbal abuse or harassment of staff
    3- Physical assault or intimidation of other students
    4-Verbal abuse or harassment of students
    5- Wilful offence against property
    6- Violation of school code of Conduct, behaviour management plan, classroom or school rules
    7- Substance misuse
    8- Illegal substance offence
    9- Other (negative behaviour)
- Other codes
  Actions – codes:
    S - Suspension
    D - Detention
    I – Intention to suspend
    L – Loss of privilege
    O – Other
    R – Reprimand
    W- Withdrawal

- Totals - are given on an individual student bases and accumulative for example over a Form or Year group. The totals for each student are displayed alongside the student's name. The accumulative totals and averages are displayed at the end of each group and for all selections at the end of the report.

- Averages are calculated to one decimal place.

For example if the Total=3, this is divided by the total number of students in the selection e.g. if there were 14 students selected the calculation would be 3 divided by 14 = 0.2 (Rounded to 1 decimal place).

- A number of options for displaying totals and averages can be selected. The default is to include individual student information. If this is not required, click into the check box.

☐ Include Totals and Averages for the selected students.
☑ Include individual student information. (show totals and averages only)
☐ Include the code key. (provides descriptions for all behaviour types and actions)

- Code Key - provides description for all behaviour types and actions.

On the **Student Selection** tab users can select the required students or group.

The options are:

- Student Find
- Form
- Year Group

Student Find

When the student search option is required uses can access the find tool by clicking on the **Add Students** 🗀 icon.

- To delete a particular student selection click on the **Remove Students** 🗑 icon.
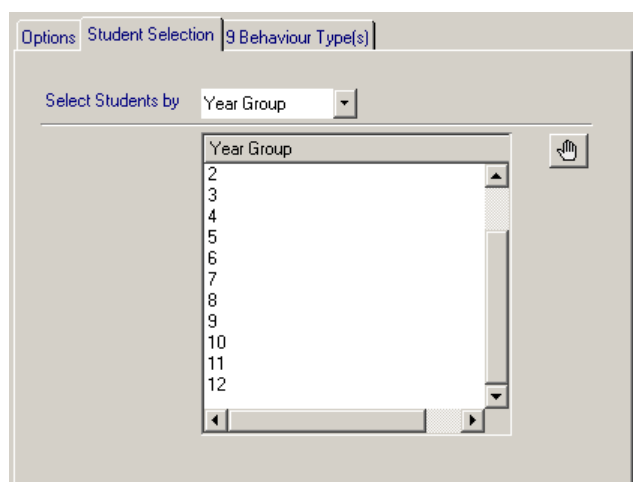- To delete the student list click on the **Remove All Students** 🗑 icon.

Form

To select all forms click on the **Select All** ✋ icon and this will highlight all forms. If users wish to make a random selection hold down the control key and highlight the required forms

Year Group

To select all Year Groups click on the **Select All** ✋ icon and this will highlight all Year Groups. If users wish to make a random selection hold down the control key and highlight the required Year Groups.

To print the report

- Click onto the **Print** button.

West Coast District High School
Behaviours - Statistical Overview

Selection criteria: Form - Room 4

Date Range: **10 October 2002 to 30 March 2003**

Name	Year/Form	Sex	Positive 1	2	3	Tot	Negative 1	2	3	4	5	6	7	8	9	Tot	Other	S	D	I	L	O	R	W
Albert Jackie	4/Room 4	F		2	2	4	1							2	3	6	2	4 (3.0)		1				1
Bailie Doyen	4/Room 4	M												1		1		( )						1
Dunstan Jennifer	4/Room 4	F		1		1												( )						
Edwards Julie	4/Room 4	F		1		1												( )						
Farmer Kristof	4/Room 4	M		1		1												( )						
Gray Thi reth	4/Room 4	M		1		1												( )						
Jones Tim	4/Room 4	M	1	2	1	4			1				1	3	2	7		1 (0.5)	1	2	2			1
Marshall Kristy	4/Room 4	F		1		1												( )						
Moor Chris	4/Room 4	M		1		1												( )						
North Mathew	4/Room 4	M		1		1												( )						
Price Tiffani	4/Room 4	F		1		1												( )						
Sorrell Sarah	4/Room 4	F		1		1												( )						
Varricchio Kim	4/Room 4	F		1		1												( )						
Williett Elizabeth	4/Room 4	F		1		1												( )						
Totals			1	15	3	19	1		1				1	6	5	14	2	5 (3.5)	1	3	2			3
Averages			0.1	1.1	0.2	1.4	0.1		0.1				0.1	0.4	0.4	1.0	0.1	0.4 (0.3)	0.1	0.2	0.1			0.2
Final Totals			1	15	3	19	1		1				1	6	5	14	2	5 (3.5)	1	3	2			3
Final Averages			0.1	1.1	0.2	1.4	0.1		0.1				0.1	0.4	0.4	1.0	0.1	0.4 (0.3)	0.1	0.2	0.1			0.2

Bless this house
Produced on 19th February 2003 at 13:00

West Coast District High School
Behaviours - Statistical Overview

Selection criteria: Form - Room 4

Date Range: **10 October 2002 to 30 March 2003**

Behaviours

		Positive			Negative
1	P1	Significant positive behaviour or major award	1	N1	Physical assault or intimidation of staff
2	P2	Merit or good behaviour award (often via assembly recognition)	2	N2	Verbal abuse or harassment of staff
3	P3	Other positive behaviour	3	N3	Physical assault or intimidation of other students
			4	N4	Verbal abuse or harassment of students
			5	N5	Wilful offence against property
			6	N6	Violation of school Code of Conduct, behaviour management plan, classro…
			7	N7	Substance misuse
Other		Neutral behaviour	8	N8	Illegal substance offence
			9	N9	Other (negative behaviour)

Actions

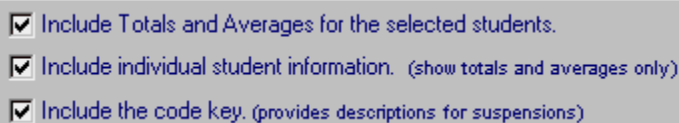|	
S	Suspended
D	Detention
I	Intention to suspend
L	Loss of privilege
O	Other
R	Reprimand
W	Withdrawal

Example of Behaviours – Statistical Overview report

18.1.5 Suspensions – Statistical Overview

The purpose of this report is very similar to the Behaviours – Statistical overview but is based solely on those behaviours that have resulted in a confirmed suspension action. This report will not include the action of Intention to suspend.

Included details are:

- Selection criteria
- Date Range
- Name
- Year
- Form
- Gender
- Suspension Reasons

    1 – Physical assault or intimidation of staff
    2- Verbal abuse or harassment of staff
    3- Physical assault or intimidation of other students
    4-Verbal abuse or harassment of students
    5- Wilful offence against property
    6- Violation of school code of Conduct, behaviour management plan, classroom or school rules.
    7- Substance misuse
    8- Illegal substance offence
    9- Other (negative behaviour)

- Totals - are given on an individual student bases and accumulative for example over a Form or Year group. The totals for each student are displayed alongside the student's name. The accumulative totals and averages are displayed at the end of each group and for all selections at the end of the report.

- Averages are calculated to one decimal place.

- A number of options for displaying totals and averages can be selected. The default is to include individual student information. If this is not required, click into the check box.

☑ Include Totals and Averages for the selected students.
☑ Include individual student information. (show totals and averages only)
☑ Include the code key. (provides descriptions for suspensions)

- Code Key- provides a description of the suspensions.

On the second tab users can select the required students or group.

The search options are:
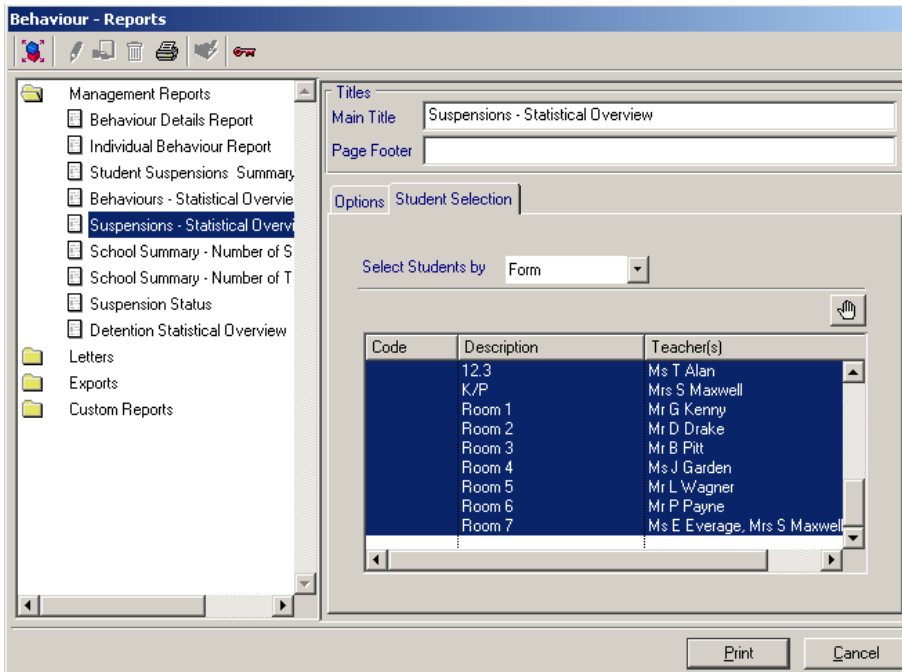
- Student Find (default)
- Form
- Year Group

Student Find

- When the Student Find option is required uses can access the find tool by clicking on the **Add Students** icon.

- To delete a particular student selection click on the **Remove Students** icon.

- To delete the student list click on the **Remove All Students** icon.

Form

To select all forms click on the **Select All** [icon] icon and this will highlight all forms. If users wish to make a random selection hold down the control key and highlight the required forms

Year Group

To select all Year Groups click on the **Select All** [icon] icon and this will highlight all Year Groups. If users wish to make a random selection hold down the control key and highlight the required Year Groups.

To print the report:

- Click on the **Print** button.

West Coast District High School
Suspensions - Statistical Overview

Selection criteria: Year - 10

Date Range : 15 March 2004 to 15 March 2004

Name	Year/Form	Sex	1	2	3	4	5	6	7	8	9	Total	Total Days
Steven Bailey	10/10.2	M								1		1	3.0
Britt Laughton	10/10.2	F								1		1	3.0
Sara Nichols	10/10.2	F								1		1	3.0
Brandon Percival	10/10.2	M								1		1	3.0
Totals										4		4	12.0
Averages										1.0		1.0	3.0
Final Totals										4		4	12.0
Final Averages										1.0		1.0	3.0

	Code	Description
1	N1	Physical assault or intimidation of staff
2	N2	Verbal abuse or harassment of staff
3	N3	Physical assault or intimidation of other students
4	N4	Verbal abuse or harassment of students
5	N5	Wilful offence against property
6	N6	Violation of school Code of Conduct, behaviour management plan, classroom or school rules
7	N7	Substance misuse
8	N8	Illegal substance offence
9	N9	Negative behaviour - other

Example of Suspensions-Statistical Overview Report

18.1.6 School Summary-Number of Suspensions

The purpose of this report is to summarise the number of suspensions within the school. It presents a whole school view, with a year and gender breakdown.

Included details are:

- Student selection - All students, Non-Aboriginal Students or Aboriginal Students. Current Roll (default), Former Roll, External Roll, Admissions Roll.
- Date Range
- Gender totals – Male, Female
- Year
- Total for a year and gender group
- Total of days suspended for each year and gender group
- Overall totals for gender group and all selected
- Code key

Note: For NT Schools an additional column will appear on this report entitled 'Total Sch Days'. This summarises the data for the 'Number of School Days' field displayed on the Student Add/Edit window. See section 13.23.6 on page 13-15 for further details of this field.

To print the report:

- Enter the Selection option using the radio button (All students is the default)
- Select the required roll(s)
- Select the Incident Reported Date Range
- Click on the **Print** button.

West Coast District High School
School Summary - Number of Suspensions

All Students - Current Roll   Date Range : **30 MAR 2010 to 30 MAR 2010**

Year	Sex	1	2	3	4	5	6	7	8	9	Total	Total Days
9	M								1		1	1.0
	F										0	0.0
10	M	1									1	2.0
	F										0	0.0

	Sex	1	2	3	4	5	6	7	8	9	Total	Total Days
Total	M	1							1		2	3.0
	F										0	0.0
	All	1							1		2	3.0

	Code	Description
1	N1	Physical assault or intimidation of staff
2	N2	Verbal abuse or harassment of staff
3	N3	Physical assault or intimidation of other students
4	N4	Verbal abuse or harassment of students
5	N5	Wilful offence against property
6	N6	Violation of school Code of Conduct, behaviour management plan, classroom or school rules
7	N7	Substance misuse
8	N8	Illegal substance offence
9	N9	Negative behaviour - other

Example of the School Summary-Number of Suspensions Report for WA schools

Darwin Sample School
School Summary - Number of Suspensions

All Students - Current Roll   Date Range : **1 JUN 2012 to 31 AUG 2012**

Year	Sex	1	2	3	4	5	6	7	8	9	Total	Total Days	Total Sch Days
07	M	4									4	0.0	16
	F	4									4	4.5	16
08	M	3									3	13.0	16
	F	2									2	10.5	11
09	M										0	0.0	0
	F	3							1		4	23.0	24

	Sex	1	2	3	4	5	6	7	8	9	Total	Total Days	Total Sch Days
Total	M	7									7	13.0	32
	F	9							1		10	38.0	51
	All	16							1		17	51.0	83

	Code	Description
1	N1	Assault
2	N2	Intimidation, Bullying, Harassment
3	N3	Dangerous Act
4	N4	Weapons Offence
5	N5	Property Offence
6	N6	Violation of Agreement
7	N7	Substance Misuse
8	N8	Illegal Substance Offence
9	N9	Negative Behaviour

Example of the School Summary-Number of Suspensions Report for NT schools

18.1.7 School Summary – Number of Times Suspended

This report presents the school with an overall school view with a Year and Gender breakdown. However this report is based on the number of times a student is suspended.

This report includes:

- Student selection - All students, Non-Aboriginal Students, Aboriginal Students
- Date Range
- Gender totals – Male, Female
- Year
- Number of Times Suspended – 1 to over 4
- Total for a year and gender group
- Overall totals for gender group and all selected

To print the report:

- Enter the Selection option using the radio button (All students is the default)
- Select the Incident Reported Date Range
- Click on the **Print** button

West Coast District High School

School Summary - Number of Times Suspended

All Students   Date Range : **4 February 2008 to 6 June 2008**

| Year | Sex | Number of Times Suspended | | | | | Total |
		1	2	3	4	>4	
7	M	1					1
	F						0
8	M	7	1				9
	F	3	1	1			8
9	M	8	3				14
	F	10	4	2	3		36
10	M	21	2	1	2	1	41
	F	5	4	2		2	29
11	M	1	4				9
	F						0
12	M	2					2
	F						0
Total	M	40	20	3	8	5	76
	F	18	18	15	12	10	73
	All	58	38	18	20	15	149

Example of the School Summary-Number of Times Suspended Report

---

Please Note: The "Total" columns are calculated by multiplying the number of times suspended to each number in the corresponding row. In the example above 1 Year 10 male has been suspended 3 times so a total of 3 suspensions are reported.

For ">4" suspensions, the actual number of suspensions is multiplied so in the example above the Male and Females in Year 10 have both had 5 suspensions recorded.

18.1.8 Suspension Status

This report provides details of those students who are currently on suspension and those who are expected to return from suspension for a given date.

The report includes:
- Name of Students on Suspension for a specified date
- Name of Students that are returning on the specified date
- Name of students that were on suspension on the day prior to the specified date
- Year and Form
- Suspension Start and Finish Dates for each student
- Total of Days for the suspension.

To print the report:
- Enter Date for Suspension status information
- Click on the **Print** button.

West Coast District High School
Suspension Status

Students on Suspension as of Monday, 15 March 2004

Name	Year	Form	Start Date	Finish Date	Days	Date of Return
Steven Bailey	10	10.2	15 Mar (P1)	17 Mar (P4)	3.0	18 Mar (P1)
Britt Laughton	10	10.2	15 Mar (P1)	17 Mar (P4)	3.0	18 Mar (P1)
Sara Nichols	10	10.2	15 Mar (P1)	17 Mar (P4)	3.0	18 Mar (P1)
Brandon Percival	10	10.2	15 Mar (P1)	17 Mar (P4)	3.0	18 Mar (P1)

Example of the Suspensions Status Report

Note: This Report includes the names of students whose last day of suspension was the previous day to the date selected in the Report window.

18.1.9 Detention Statistical Overview

The objective of the report is to allow the user to obtain analysis on the number of detentions for a particular period in the day.

This report includes:

- Student selection criteria
- Date Range
- Student Name
- Year
- Form
- Gender
- Number of detentions each period per student
- Total number of detentions over all periods each student
- Totals for all selected students
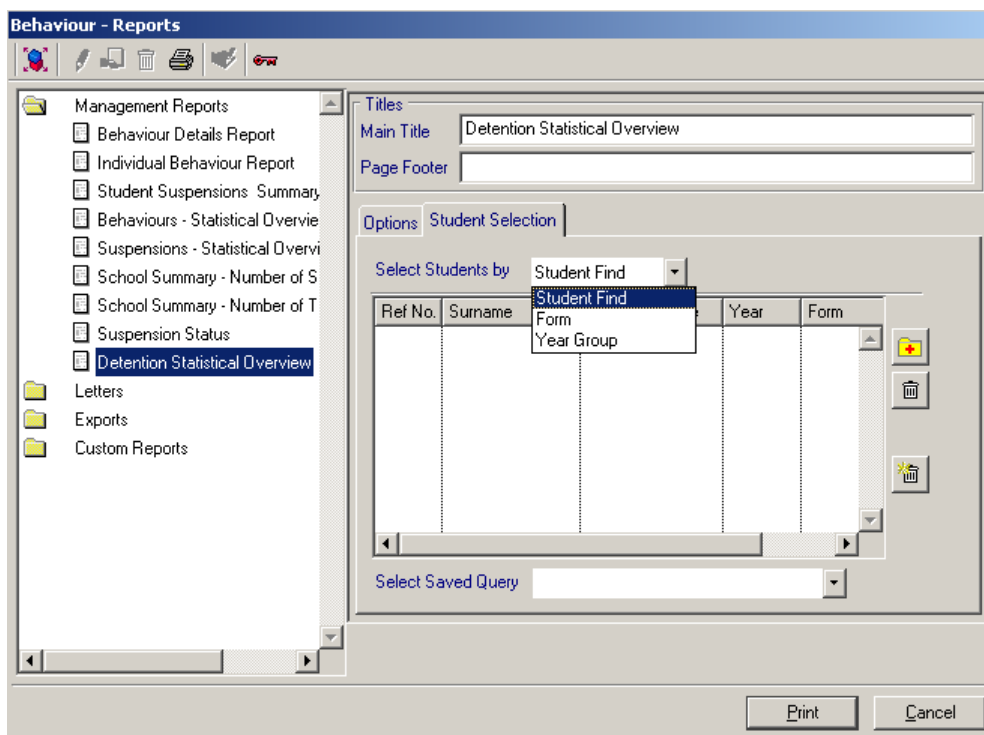- Row and column totals of the detentions.

To print the report:

- Select the incident reported date range.

Select the **Student Selection** tab users can select the required students or group.

The options are:
- Student Find
- Form
- Year Group

Student Find

When the student search option is required uses can access the find tool by clicking on and make the **Add Students** icon.

- To delete a particular student selection click on the **Remove Students** icon.
- To delete the student list click on the **Remove All Students** icon.

Form

To select all forms click on the **Select All** icon and this will highlight all forms. If users wish to make a random selection hold down the control key and highlight the required forms

Year Group

To select all Year Groups click on the **Select All** icon and this will highlight all Year Groups. If users wish to make a random selection hold down the control key and highlight the required Year Groups.

- Click on the **Print** button.

West Coast District High School
Behaviour - Detention Statistical Overview

Selection criteria: Student Find - All

Date Range : 23 September 2005 to 23 September 2006

Name	Year/Form	Sex	Period										
			1	2	3	4	5	6	7	8	9	10	Total
Adam Alkitik	9/9.1	M	1	1									2
Penelope Allen	5/Room 5	F	1	1									2
Tamara Allen	2/Room 2	F	1										1
Kyle Amber	2/Room 2	M	1										1
Kurt Anderson	3/Room 3	M	1	1									2
Rachael Andrews	11/11.1	F	1										1
Grand Total			6	3									9

Example of Detention Statistical Overview Report

Note: For primary schools using AM/PM, the first two columns will be populated only.

18.2 Letters

Clicking on the Letters folder will display the list of available letters.
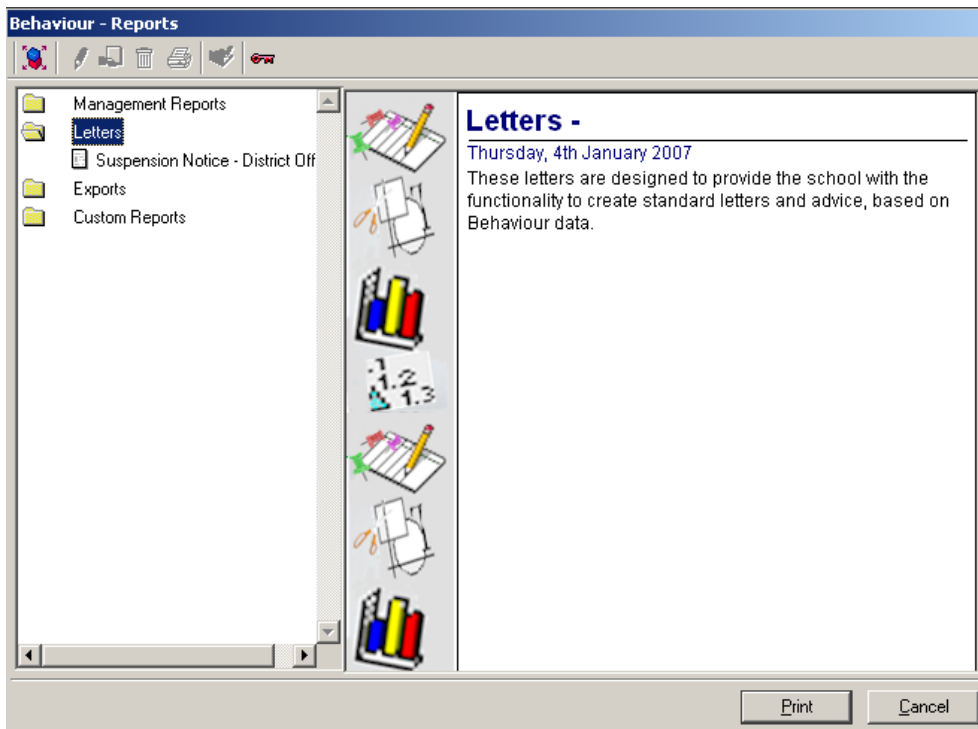
Currently the Suspension Notice –District Office is the only letter available from the Letters folder. (Please refer to section 17.10 for details.)

Other letters are available from the Behaviour Management window. (Please refer to section 17 for further details.)

18.3 Exports

The Exports section under Behaviour > Reports, provides the ability to export in CSV format, a Behaviour Analysis Report or a Behaviour Suspension Notification.

18.3.1 Behaviour Analysis Report

This export feature will generate a CSV format file containing totals for Behaviour types and Actions recorded against each student in the browse set over a specified date range.

To create and export the Behaviour Analysis Report:

- Open **Behaviour > Reports**.
- Double-click on **Exports**.
- Click on **Behaviour Analysis**.
- The following window is displayed.
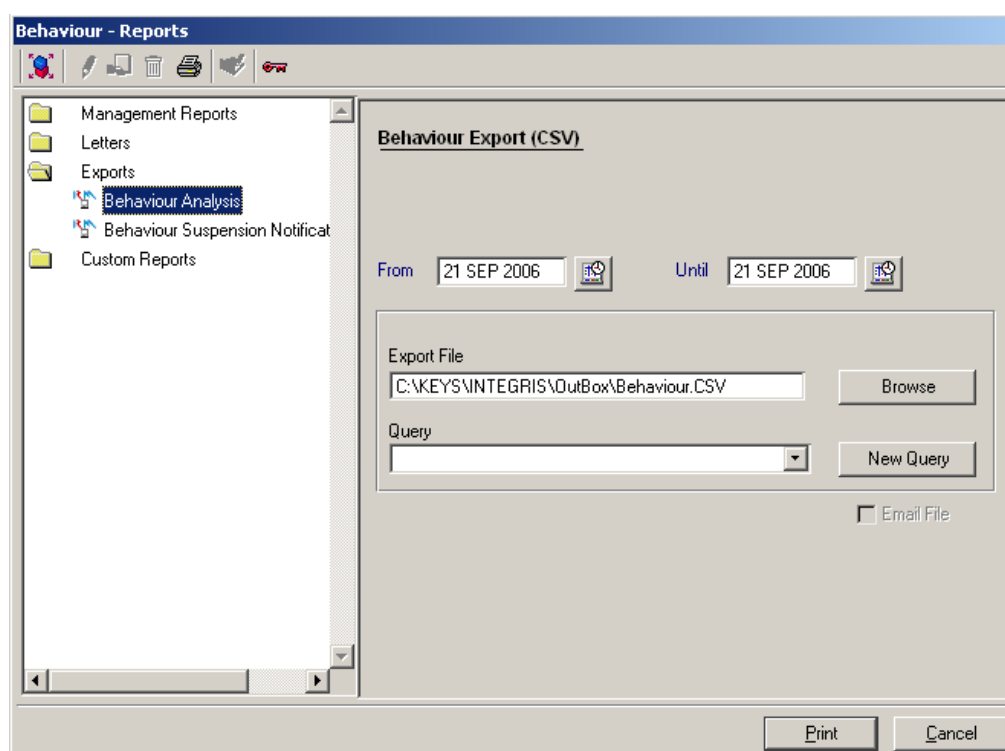
- The default path for the **Export File** field will be as defined in the **General > Control > Preferences > General** tab. The default file name is Behaviour.CSV
- Use the **Browse** button to select a new **Export File** path. Enter a new file name if required.
- Use the **New Query** button to select a browse set of students to report on OR select an existing query from the **Query** drop down list.
- Data will be collated from Behaviour Incidents that fall between the **From** and **Until** dates. Users can enter the date directly into the date field or use the Date Selector. (For details on how the use the Date Selector see section 13.16).
- Click on **Print** to generate the CSV export file.

The file can now be emailed from the location as an attachment.

To Email the file:

- Check the Email File check box ☐ Email File

The following window will be displayed with the file automatically attached:

- In the **To** field either type an email address directly in the field
- Type a subject in the S**ubject field**
- Click on the **Message** tab to enter a message

- Click **Send** to dispatch the Email.

```
Name,RegGroup,Sex,Year,P1,P2,P3,N1,N2,N3,N4,N5,N6,N7,N8,N9,N10,N11,N12,D,I,L,O,R,S
Jackie Albert,9/9.1,F,9,1,0,2,4,0,0,0,5,0,6,6,0,0,0,0,3,4,2,4,5,4
Billy Strange,9/9.1,M,9,0,0,0,0,3,4,2,4,0,0,0,3,3,4,2,4,2,4,3,4,2
Fiona Davidson,9/9.1,F,9,0,0,0,0,0,3,4,2,4,5,0,3,3,4,2,4,2,0,3,0,3
Jess Victa,9/9.1,F,9,0,0,0,0,0,0,3,4,2,4,5,0,3,3,0,3,3,0,3,0,3
```

An example of the Behaviour Analysis Report.

If the date range is invalid a warning message will appear.
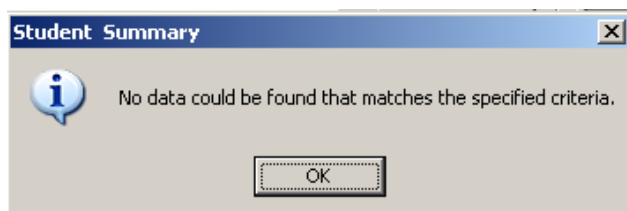
18.3.2 Behaviour Suspensions Notification Export

This export feature will generate a CSV format file containing student suspensions for a set of students over a specified date range. The CSV file will automatically be sent to a specified email address e.g. Head Office.

The following fields are included in the export file:

Field
Incident number
UPN
Student First Name
Student Middle Name
Student Surname
DOB
Gender
Indigenous Status
Grade
School Code
School
School Type
Principal
Teacher
Year
Term
Date of incident
Reported by
Suspension Start Date
Start date Period
Suspension End date
End date Period
Total days suspended
Place
Time
Behaviour Type
Behaviour Subtype
Behaviour Subtype

additional
Behaviour Actions
Notification Details
Suspension conditions
Behaviour Details
Action Details
Appeal Details
Appeal Date
Appeal Status
SEN Stage

Note: For NT Schools an additional field is included after the SEN Stage. This field is the 'Total School Days Suspended'. The data is taken from the 'Number of School Days' field on the Student Add/Edit window. See section 13.23.6 for further details.

To create and export the Behaviour Suspensions Notification CSV file:

- Open **Behaviour > Reports**.
- Double-click on **Exports**.
- Click on **Behaviour Suspension Notification**.
- The following window is displayed.

- The default path for the **Export File** field will be as defined in the **General > Control > Preferences > General** tab. The default file name is BehSusNot.CSV.
- Use the **Browse** button to select a new **Export File** path. Enter a new file name if required.
- Use the **New Query** button to select a browse set of students to report on OR select an existing query from the **Query** drop down list.
- Data will be collated from Behaviour Suspensions that fall between the **From** and **Until** dates. Users can enter the date directly into the date field or use the Date Selector. (For details on how the use the Date Selector see section 13.16).

- Tick the ☐ Display behaviour records received from previous school checkbox to include suspensions received from previous schools that still qualify the selection criteria.
- Tick the ☐ Include all behaviour records (including suspensions) checkbox to include all behaviour records (including suspensions) that still qualify the selection criteria.
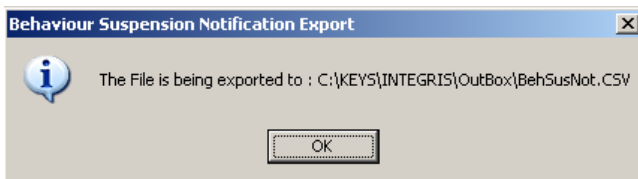- Click on **Print** to generate the CSV export file.

The CSV export file will automatically be sent to the email address as defined in **Behaviour > System Preferences > General** > **Export Email Address**.

If a file already exists in the location the following message will be displayed:

Information

? This export file:C:\KEYS\INTEGRIS\OutBox\BehSusNot.CSV already exists

Do you want to overwrite?

[Yes]   [No]
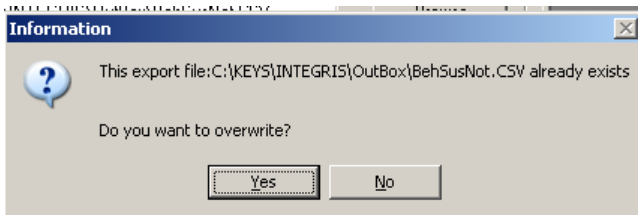
- Click **Yes** to overwrite or **No** to cancel

If **Yes** is selected the follow message will be displayed:

Behaviour Suspension Notification Export

ⓘ The File is being exported to : C:\KEYS\INTEGRIS\OutBox\BehSusNot.CSV

[OK]

- Click **OK**

The following message will be displayed:

Behaviour Suspension Notification Export

Export complete. File can be found at: C:\KEYS\INTEGRIS\OutBox\BehSusNot.CSV

[OK]
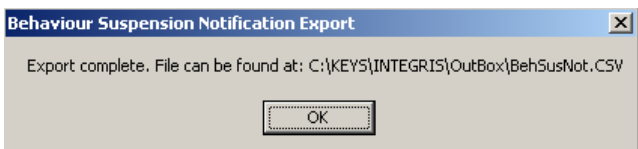
- Click **OK**

The file can now be emailed from the location as an attachment.

Note: If either of the following error messages is displayed…

Must supply a SMTP server (arg 1)   *or*   Error establishing a connection with the server
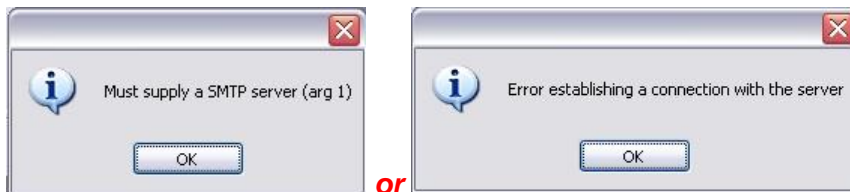
…please check the email settings at the following three locations;

1. Export Email address (where you are sending the export too)

Behaviour > Utilities > System Preferences > Export Email Address

2. SMTP Server (your mail server that you are using to send the email)

3. Default from email Address (the email address that it will be sent from)

General > Control > Preferences > eMail / Web

18.4 Custom Reports
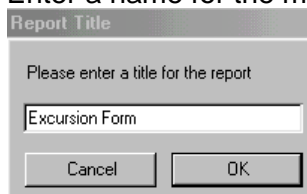
Within the Behaviour Reports users have the option to save reports as a Custom Report. This allows users to tailor and reuse a particular report with the settings and required fields in place. The reports that can be saved as a custom report are

- School summary – Number of Suspensions
- School summary – Number of Times Suspended
- Suspension status

18.4.1 Saving a Custom Report

To save a custom report:

- Modify the standard report settings as required.

- In the Reports window, click on the **Save as a Custom Report** button.
- The system displays the Report Title window. By default the name displayed on this window will be the name of the report that was used as the template.
- Enter a name for the modified report.

- Click **OK**. The system saves the new report and places it in the "Custom Reports" folder.

> *Note: this report will only be available to the user who created the custom report and to users with system administrator status. To make the report available to all users, see the following section of the manual.*

18.4.2 Sharing a Custom Report

To share the report and make it available to other users
- Open the **Custom Reports** folder.
- Select the custom report to be shared.
- To share the custom report with other users click on the **Allow Custom report to be used by others** icon
- If you wish to amend a shared report, edit it and save the changes. The shared access can only be removed by deleting the report.

18.4.3 Renaming a Custom Report

To rename a custom report:

- Open the **Custom Reports** folder.
- Select the custom report to be renamed.
- Click on the **Rename Custom Report** icon.
- The system places a box around the report name and highlights the current text.
- Enter the new name for the report.
- Press <Enter>.

18.4.4 Saving a Report to File

To save a report to file

- When the report has been sent to screen Click on the **Save** icon. The system displays the **Name of Report File** window.
- Navigate to the location where you want to save the report.
- Enter a name for your report.
- Click on **OK**. The system saves the report in the chosen location.

18.4.5 Deleting a Custom Report

To delete a custom report

- Open the **Custom Reports** folder.
- Select the custom report you wish to delete.
- Select the **Delete Custom Report** icon on the toolbar.
- Select **Yes** to delete.

Note: the standard reports supplied with the system cannot be deleted.

18.5 Report Security

There are three main steps in setting up user access to Behaviour Reports:
1. Allocate report security access rights to appropriate users;
2. Set the report security profile;
3. Activate Report Security.
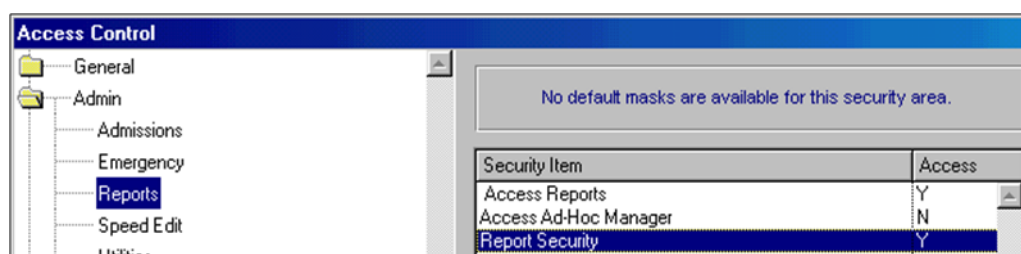
18.5.1 Setting the Report Security Profile

This function is only available to users who have had access rights allocated in Control > Users.

- In the Reports window, click the **Report Security** icon to open the Report Security window.
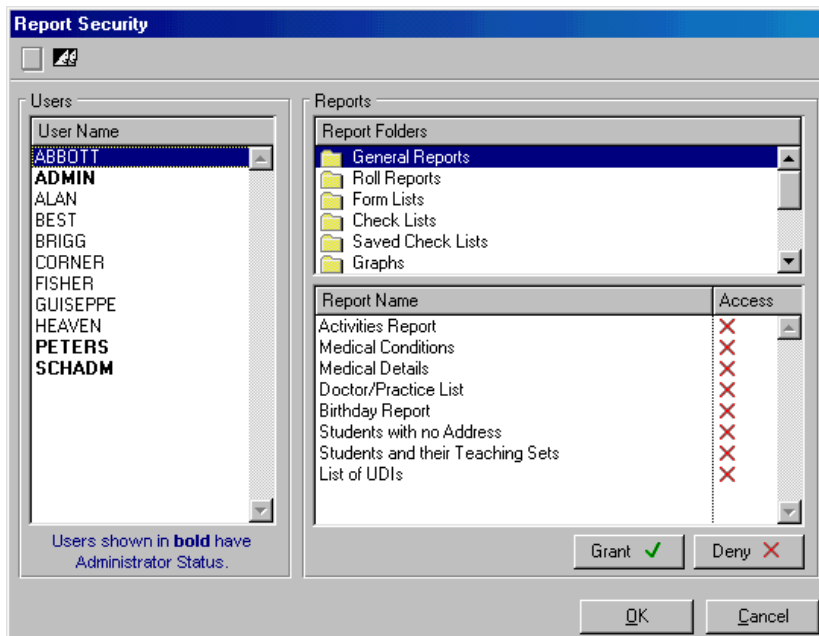
The Report Security window has two operating modes:
- Allocate Reports to Users and;
- Allocate Users to Reports.

Either mode can be used to allocate report access.

When the window is first opened it is operating in the first of these modes. The operating mode can be changed by use of the toolbar buttons at the top of the window.

Once the report access profile has been set up as required, clicking **OK** will save the security settings. Alternatively, the **Cancel** button will close the window without saving your settings.

18.5.2 Allocate Reports to Users

In this operating mode, the left-hand side of the window shows a list of active users in the Integris data file. Users with Administrator Status (who have access to all reports) are displayed in bold. Only one user from this list may be selected at any one time.
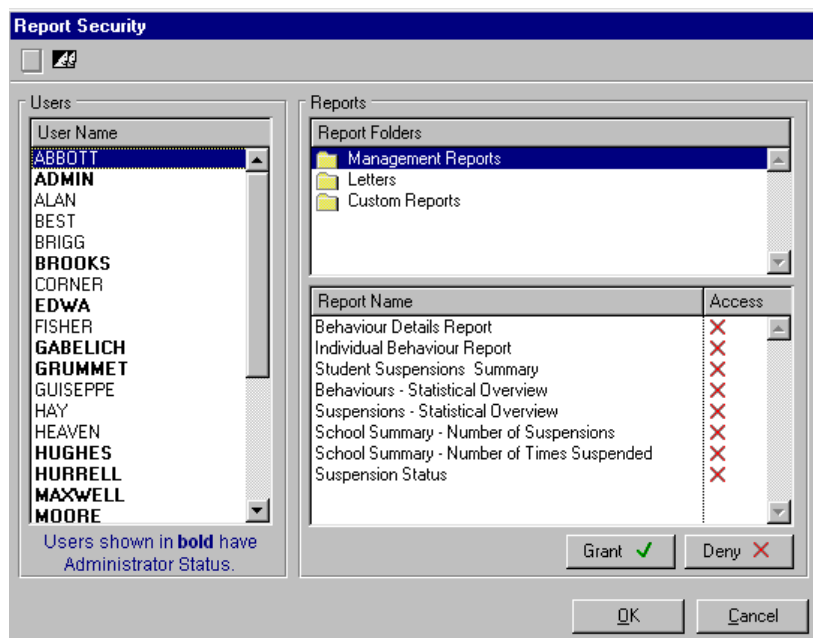
The right-hand side of the window displays a list of report folders, and a list of the reports present in the selected folder. Multiple selections are permitted in this reports list. To select more than one report name, hold the <Ctrl> key and click on the report names in the list. Click **Grant** or **Deny** to change the user's access.

Ticks and crosses are displayed to indicate whether the selected user has access to a report. Double clicking can toggle these. Alternatively, access can be granted or denied to a selection of reports at once by selecting several entries in the report list and using the **Grant** and **Deny** buttons.

18.5.3 Allocate Users to Reports

In this operating mode, the left-hand side of the window shows a list of report folders and a list of the reports present in the selected folder. Only one report from this list may be selected at one time.
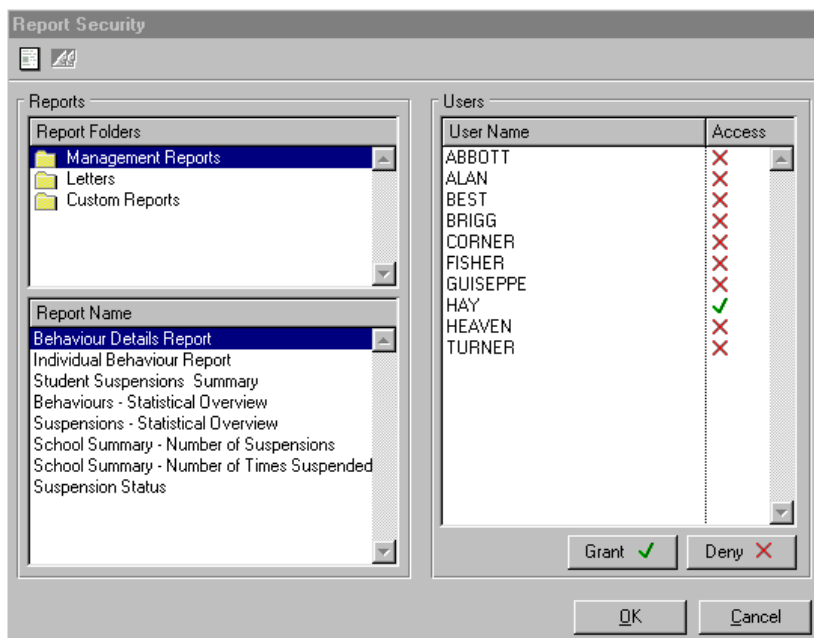
The right-hand side of the window displays a list of active Integris users. Users with Administrator Status are omitted, as they have full access to all reports. Multiple entries may be selected from this list.

Ticks and crosses are displayed to indicate whether a user has access to the selected report. Double click on a user name to toggle (change) access rights. Alternatively, access can be granted or denied to a selection of users at once by selecting several entries in the user list and using the **Grant** and **Deny** buttons.

18.5.4 Activate Report Security

Once the required access settings for reports have been set up in the Report Security window, Report Security can be activated (If it has not already been done). This is achieved by ticking the **Report Security Active** checkbox in the Preferences window (General > Control > Preferences > Security tab). See the screen shot below.
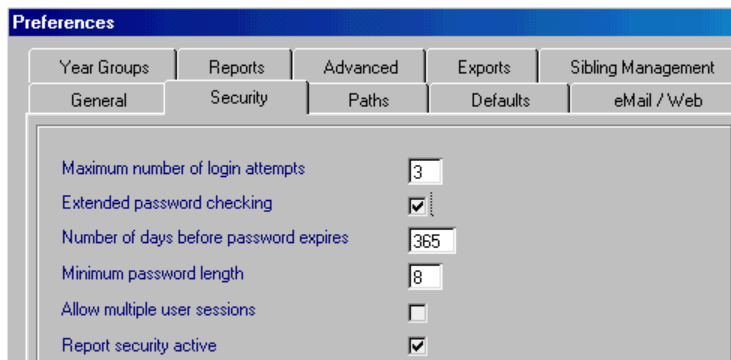
When Report Security is active, the following banner will be displayed in the Reports window if a user attempts to select a report to which they do not have access.
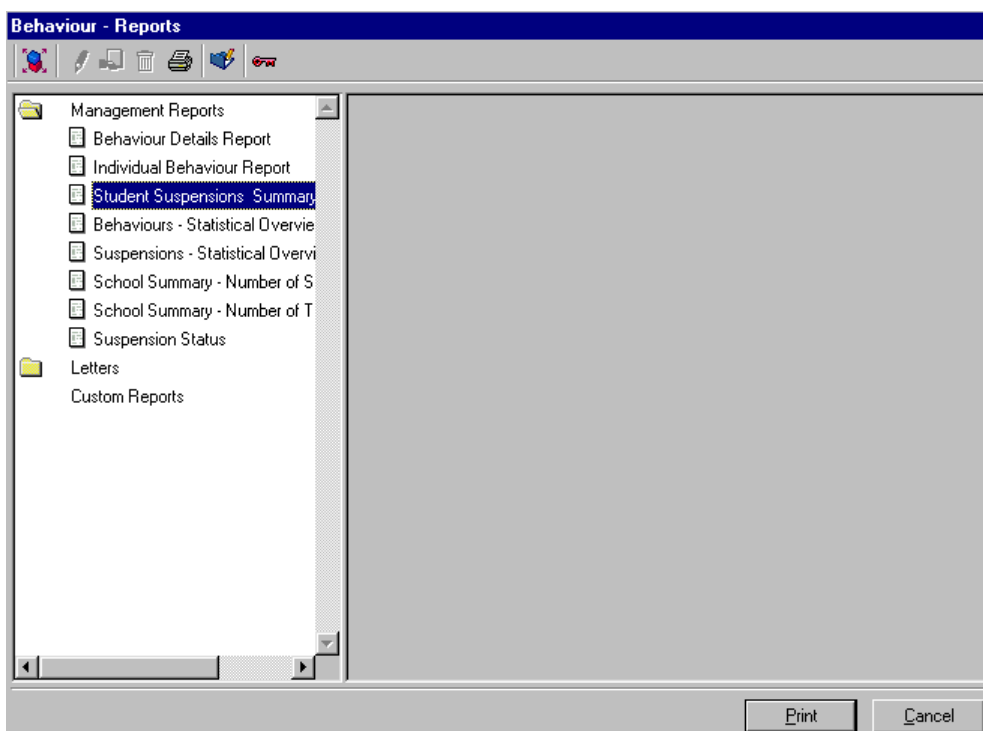
Users who have Administrator Status automatically have access to all reports. By default, Report Security is inactive in a new or upgraded data files.

18.5.5 Custom Report Security

Custom reports are only included in the Report Security system if they are shared. Unshared reports are only available to the user who created them, whereas shared reports are visible to all users in the system. Shared custom reports are initially only accessible by their creator and users with Administrator Status

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Integris Behaviour Manual

Support

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20 Support

20.1 WA

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

Contact details below:

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.

Fax (CSC)

9264 4701

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

Email (CSC)

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

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

20.2 NT

Should you require support please contact the following:

DEET SAMS Support

Email   sams.deet@nt.gov.au
Or   Call DEET Hotline   8999 3531
Or   Fax SAMS/DEET   89995611
Or   Web Site   http://www.latis.net.au/sams/