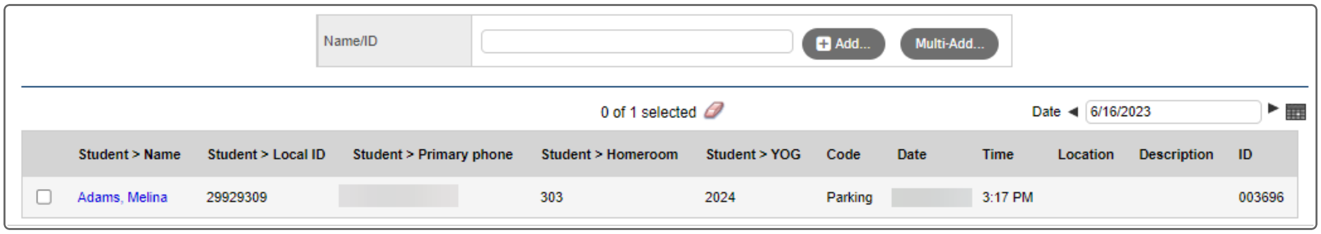
Enter conduct incidents in the office

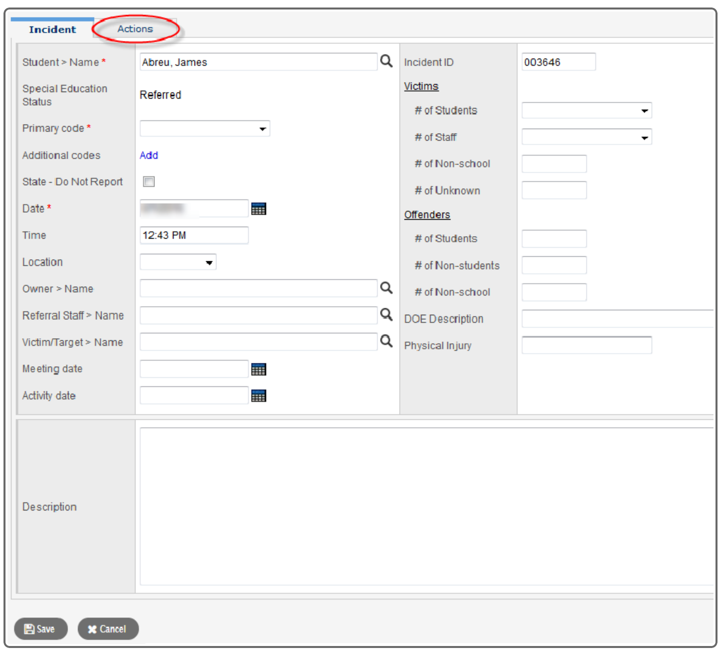
1. Log on to the School view.
2. Click the **Conduct** tab. The Office Input page appears.



3. Enter the student's name or ID, and click **Add**. The Conduct Entry pop-up appears.

> **Note:** If you type a partial name or there are duplicates, make your selection from the Student Pick List.

4. On the **Incident** tab, enter the incident information. (Fields with a red asterisk * are required.)
5. To add an action, such as detention or community service, click the **Actions** sub-tab. (See *Add Actions to a Conduct Incident*.)



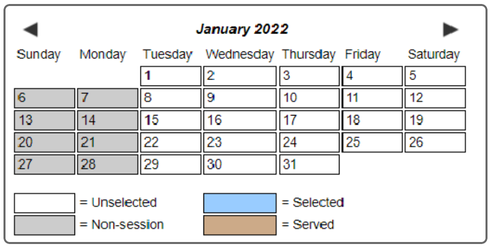
> **Note:** It is recommended that you add an action before saving the incident record.

6. Click **Save**.

Add actions to a conduct incident

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

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



5. Enter the incident information.
6. Click **OK**.

Enter conduct incident involving multiple students

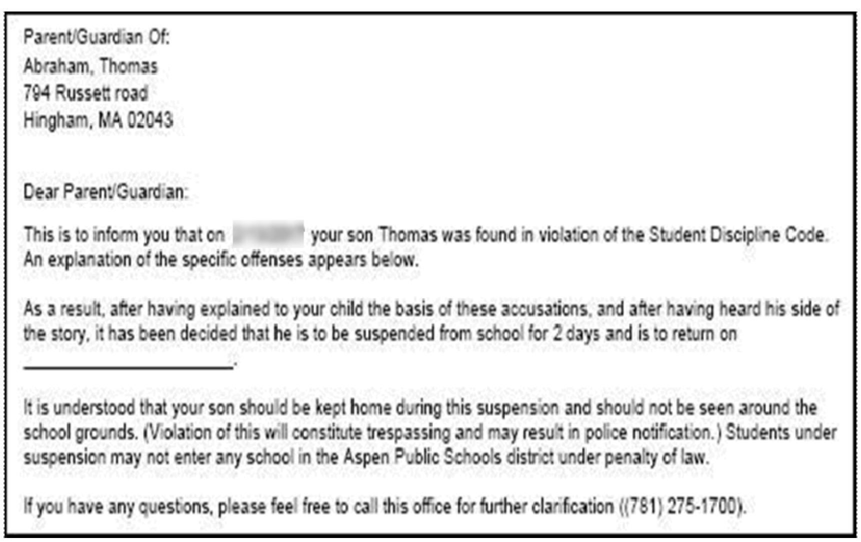
You can view, edit, or enter a conduct incident involving multiple students on the Conduct tab.

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

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

Print the Suspension Notice report

1. Select **Reports > Suspension Notice**. The Suspension Notice pop-up appears.
2. Fill in the fields, including students to include and action codes. Select the **Alternate mailings** checkbox if you want a copy sent to the student's alternate households (such as if the parents are divorced).
3. Click **Run**. The letter appears in the format you specify.



Parent/Guardian Of:
Abraham, Thomas
794 Russett road
Hingham, MA 02043

Dear Parent/Guardian:

This is to inform you that on your son Thomas was found in violation of the Student Discipline Code. An explanation of the specific offenses appears below.

As a result, after having explained to your child the basis of these accusations, and after having heard his side of the story, it has been decided that he is to be suspended from school for 2 days and is to return on ____________________.

It is understood that your son should be kept home during this suspension and should not be seen around the school grounds. (Violation of this will constitute trespassing and may result in police notification.) Students under suspension may not enter any school in the Aspen Public Schools district under penalty of law.

If you have any questions, please feel free to call this office for further clarification ((781) 275-1700).