



# Conduct Management in Yukon Schools Content Guidelines

This short guide accompanies the Conduct Management guide from Fujitsu, that may be found at: <http://www.myeducationbc.info/resources/school-users/>

## Entering Incident Information for a Single Student

- Conduct TopTab > Incident History SideTab
- Options > Add

The screenshot shows the 'Incident' form in a web application. The form is divided into several sections:

- 1**: The 'Incident' tab and 'Actions' sub-tab at the top.
- 2**: The 'Incident ID' field, which is pre-filled with '00286837'.
- 3**: The 'Incident Date' field, set to '11/12/2018'.
- 4**: The 'Location' dropdown menu, currently set to 'Classrooms'.
- 5**: The 'Owner > Name' field, which is empty and has a search icon.
- 6**: The 'Referral Staff > Name' field, which is empty and has a search icon.
- 7**: The 'Description' text area, containing instructions and an example: 'Enter relevant, factual information related to event (e.g. trigger/antecedent, more observable details about behaviour, response of staff/others). DO NOT IDENTIFY OTHER STUDENTS WITHIN THIS RECORD. If other students are involved, the information will reside within their individual records. Example: • Was in a fight with another student.'
- 8**: The 'Narrative' text area, containing instructions: 'Precipitating factors, history of this incidence/type of behaviour for student. Give full details. Tell the story. Again, do not use names. Use "a student" or "other students".'
- 9**: The 'Save' and 'Cancel' buttons at the bottom left.

1. Select the student name from the list, by clicking on the Pick List Icon (magnifying glass)
2. Choose a Primary Code from the list, by clicking on the Pick List Icon (magnifying glass):

Code	Description
1 MINOR INCIDENT	PRIMARY CODE: MINOR INCIDENT (handled by staff members)
2 MAJOR INCIDENT	PRIMARY CODE: MAJOR INCIDENT (immediate referral to administration)
3 INJURY INCIDENT	PRIMARY CODE: INJURY INCIDENT
4 VTRA INCIDENT	PRIMARY CODE: VIOLENCE THREAT RISK ASSESSMENT (VTRA) INCIDENT
5 WRA INCIDENT	PRIMARY CODE: WORKPLACE RISK ASSESSMENT (WRA) INCIDENT

Choose additional code(s) that describe the incident.

3. Enter the Incident Date and Time.
4. Choose the Incident Location from the list (the most relevant).
5. DO NOT fill in the Victim/Target Name.
6. Select a meeting date (if appropriate).
7. Enter a Description.
8. Enter a Narrative.
9. Save your work.

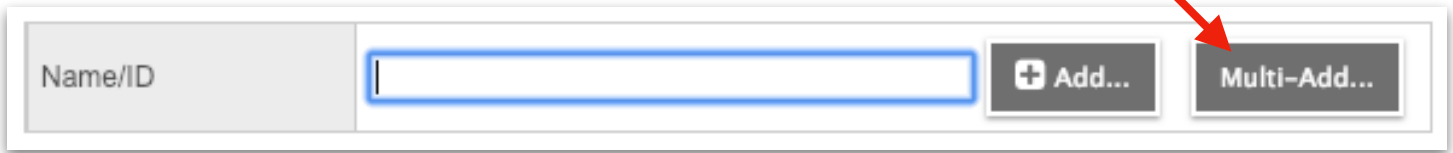
### Actions SubTopTab

- Click the Add button

## Entering Incident Information for Multiple Students

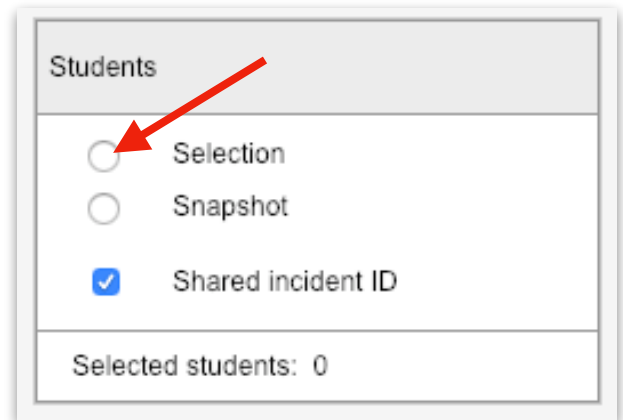
When multiple students are involved in an incident, you create a record that is connected to both students.

- Select the Conduct TopTab. Click the Multi-Add Button:



A screenshot of a web interface for entering incident information. It features a text input field labeled "Name/ID" with a blue border. To the right of the input field are two buttons: "Add..." and "Multi-Add...". A red arrow points to the "Multi-Add..." button.

- In the Students box, Click the Selection Radio Button.
- Choose your students
- Follow the same rules for entering information from Page 1
- You may then go back to the individual records to customize information for a student



A screenshot of a "Students" selection box. It has a title bar "Students" and three radio button options: "Selection", "Snapshot", and "Shared incident ID". The "Shared incident ID" option is selected with a blue checkmark. A red arrow points to the "Selection" radio button. Below the options, it says "Selected students: 0".

## Non-School Members and Names

If an incident involves someone from outside the school, refer to the person in a generic way, such as "student from another school", or "relative". Reference can also be made to a paper file that is kept secure by the principal, which may contain specifics, until the incident is resolved. Do not use this person's name within any student record within Aspen.

## Expiring MINOR and INJURY Incidents

- There should be an expiry date set to "July 1" of the current school year.
- The incident will be deleted at End of Year Rollover (EOYR).

To add an expiry date to an incident:

1. School View
2. Student TopTab > Select the student
3. Conduct SideTab > Incident SubSideTab
4. Click the blue link of the incident
5. Fill in the Expiration Date field
6. Click Save

## MAJOR, VTRA, and WRA Incidents DO NOT EXPIRE

- No expiry date will be entered for the record.
- The record will be retained, and travel to other schools, and into the next school year.