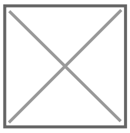
Behavior And Discipline

Behavior And Discipline Management Setup

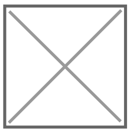
Student Success is the primary goal of the student Behavior and Discipline Management module. It is important to set up the data capture items correctly so that a student's behavior infraction can be accurately recorded and that data and information can be used to remediate the student.

To view, add, and edit the data items of the module, navigate to: **Menu >>Settings>>Behavior>>Behavior Fields**

There will be a list of default fields and values associated with them. Inspect each of these items and add/edit/delete as per your exact requirement. Students Involved, Witness, Date of Incident, and Time of Incident are fields that cannot be edited. These are system fields.



As an example, click on the field Possible Motivation, and the default options will be shown on the right. You can add to the list by clicking on Add Selection Choice. Edit an existing data by clicking on the pencil icon and delete an existing data by clicking on the trash can icon. Remember, if the field value (data) is already used in a referral, then that value cannot be deleted as it will have a database association.



Once you are satisfied with the values of each item, you are ready to use the module to record student behavior infractions.

How To Add A Behavior And Discipline Report Against A Student

Managing student behavior is a crucial aspect of maintaining a safe and productive learning environment. In CrownSIS, you can easily report and track disciplinary incidents involving students. Here's a step-by-step guide on how to add a behavior and discipline report against a student.

Step 1: Access the Behavior & Discipline Section

From the CrownSIS dashboard, navigate to the **Behavior & Discipline** section using the left-side navigation menu. This section allows you to track incidents, manage behavior reports, and assign responsibilities for handling discipline cases.

Step 2: Add a New Report

Once in the **Behavior & Discipline** section, look for the **Add New** button in the top right corner of the screen. Clicking this button will bring up a list of all the students in the system.

Step 3: Select Students

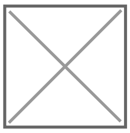
You will now see a list of students. From this list, select one or more students against whom you wish to file a behavior or discipline report. This flexibility is helpful when the incident involves multiple students. After selecting the students, click the **Next** button to proceed.

Step 4: Fill in Incident Details

On the incident details page, you will be required to provide specific information about the event. The following fields must be completed to ensure a thorough and accurate report:

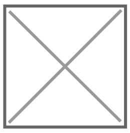
- **Witnesses** : Include the names of any individuals who witnessed the incident.
- **Date of Incident** : Specify the exact date the incident occurred.
- **Time of Incident** : Provide the time when the behavior or discipline issue took place.
- **Possible Motivation** : Record any information regarding the potential motivation behind the student's behavior (e.g., bullying, frustration, misunderstanding).
- **Location of Incident** : Select the location where the incident took place, such as the classroom, playground, cafeteria, or any other area within the school.
- **Problem Behaviors** : Document the specific problematic behaviors involved (e.g., disrespect, physical altercation, use of inappropriate language). These behaviors should be selected from predefined categories, or you may use any custom behavior fields that have been added by the school.
- **Detailed Description** : Provide a clear and detailed account of the incident, including any relevant context and how the behavior unfolded.

Here is a sample form:



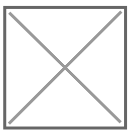
Step 5: Assign Report to a Staff Member

On the right-hand panel of the details page, you will see an option to assign the report to a staff member. This could be a teacher, counselor, or administrator responsible for handling discipline issues. Select the staff member to ensure the report reaches the appropriate individual for follow-up action.



Step 6: Tag the Incident Based on Urgency

You can also tag the incident based on its seriousness or urgency. This feature allows the person in charge to prioritize and manage the issue accordingly. For example, incidents tagged as "Urgent" may require immediate attention, while less serious ones can be handled during a regular review.



Step 7: Submit the Report

After filling in all the required fields and assigning the report, click the **Submit** button at the bottom of the page. Your behavior and discipline report will be successfully applied, and the assigned staff member will be notified.

Adding a behavior and discipline report in CrownSIS is an essential step in maintaining transparency and accountability in handling student behavior. By capturing important details such as the incident’s time, location, witnesses, problem behaviors, and possible motivations, the system ensures that each case is thoroughly documented and managed effectively.

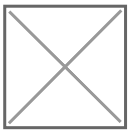
This streamlined process allows schools to monitor discipline cases closely and respond appropriately, fostering a better environment for both students and staff.

How To Add An Extra Field For Capturing Student Behavior Infractions In CrownSIS

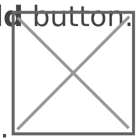
When recording a behavior infraction for a student in CrownSIS, it's important to capture all relevant details accurately. Sometimes, the default fields provided may not cover all the information you need. In such cases, you can add an extra field to the behavior record form. This guide will walk you through the process.

Step 1: Navigate to Behavior Fields

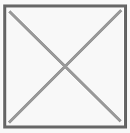
1. **Go to Settings:**
   - From the navigation menu, click on **Settings** to access various configuration options in CrownSIS.
2. **Access Behavior Fields:**
   - Under the Behavior section, select **Behavior Fields**. Here, you'll see a list of fields that currently appear by default when adding a behavior issue for a student.



Step 2: Add a New Behavior Field

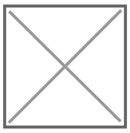
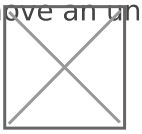
1. **Click on "Add New Field":**
   - To create a new field, click on the **Add New Field** button. This will open a form  where you can define the details of the new field.
2. **Enter Field Details:**
   - **Field Name:** Provide a name for the new field. This is the label that will appear when adding a behavior record.
   - **Sort Order:** Specify the sort order for this field, which determines where it will appear in relation to other fields.
   - **Field Type:** Choose the type of field you want to add. The options include:
     - Text Field

- Date Field
- Multiple Select Box
- Coded Pull-Down (a drop-down menu with pre-defined options)

> > 

1. **Submit the New Field:**
   - After entering all the necessary details, click on **Submit** to save the new field.

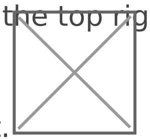
Step 3: Configure Selection Choices for Coded Pull-Down Fields

1. **Add Selection Choices:**
   - If the new field type is a **Coded Pull-Down** , you’ll need to define the selection choices. Click on **Add Selection Choice** to open the choice configuration window. 
2. **Define Choices:**
   - **Title:** Enter the title for each selection choice (e.g., "Minor Infraction").
   - **Code:** Assign a code that corresponds to each title (e.g., "MNR").
   - You can add multiple selection choices by repeating the process.
3. **Remove a Choice (if necessary):**
   - To remove an unwanted choice, click on the trash icon next to the choice you wish to delete. 
4. **Save Choices:**
   - Once all choices are added, click on **Submit** to save them.

Step 4: Delete a Custom Behavior Field

1. **Access the Behavior Field:**

- If you wish to delete a custom-made behavior field, go to the **Behavior Fields** list and click on the newly added field.

2. **Delete the Field:**
   - On the details page that opens, click on the **Trash** icon located at the top right side  of the page. This will delete the custom behavior field from the list.

Step 5: Use the New Field in Behavior Records

1. **Add a Behavior Record:**
   - When you add a new behavior record for a student, the new field you created will now appear in the form. This allows you to capture the additional information required for the behavior infraction.

By following these steps, you can easily customize the behavior recording process in CrownSIS to better fit your school's needs. Adding extra fields ensures that all necessary details are captured accurately, allowing for more effective tracking and management of student behavior.