

# Behaviour Notes



## Table of Contents

### Contents

<b>Types of Notes</b> .....	<b>2</b>
<b>Behaviour Notes Control</b> .....	<b>3</b>
Opened View of Behaviour Control .....	4
Opened View of Discipline Add / Edit .....	5
Action Details (Discipline only) .....	5
Opened View of Special Notes Add / Edit (same view for Merits & General Notes) .....	6
Save and Email .....	7
<b>Reports</b> .....	<b>9</b>

## Types of Notes

There are four Behaviour or Note types available for use. It is largely up to the discretion of the individual school how they wish to use these.

### **Discipline**

- Used for NEGATIVE behaviour.
- Allows the teacher to record bad student behaviour and allocate demerit points that can later be used in calculating detentions or other disciplinary measures.
- Follow-up Actions to the negative behaviour can also be recorded such as letter to parents, lunchtime or afterschool detention etc.

### **Merits**

- Used for POSITIVE behaviour.
- Allows the teacher to record good student behaviour and allocate merit points that can later be used in calculating awards or other prizes for good achievement.

### **General Notes**

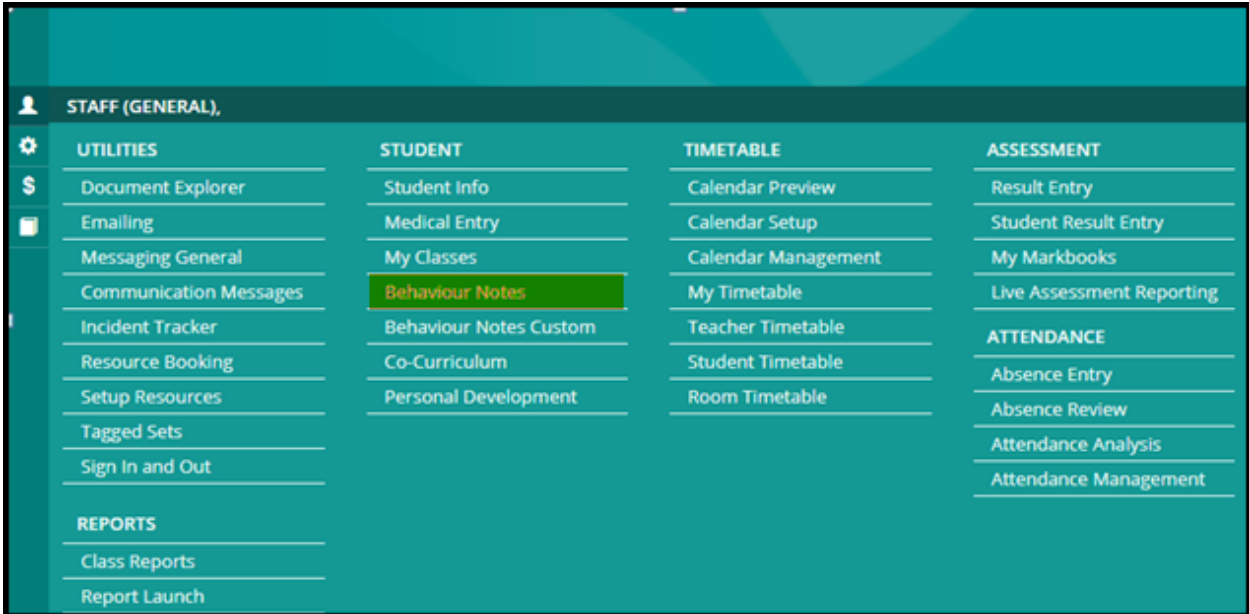
- Suggested option is for general teaching staff (form and subject teachers) to use General Notes to record student observations.
- Example: “Sarah has been struggling in class this week, I had a meeting with her and she advised that her parents have separated and she is finding things at home difficult”.

### **Special Notes**

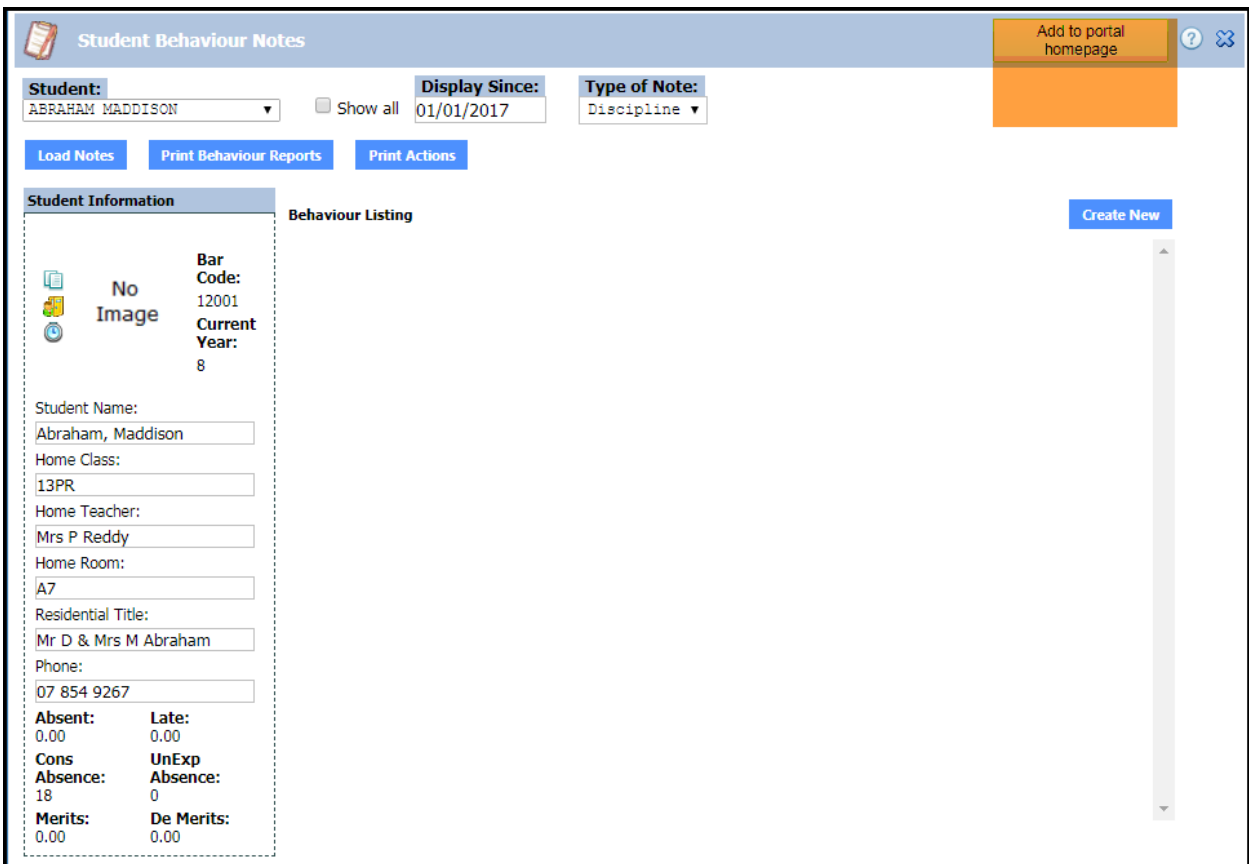
- Suggested option is for specialist teaching staff (Principal, school counsellor, priest) to use Special Notes to record student observations or meetings, session notes with parents etc.

## Behaviour Notes Control

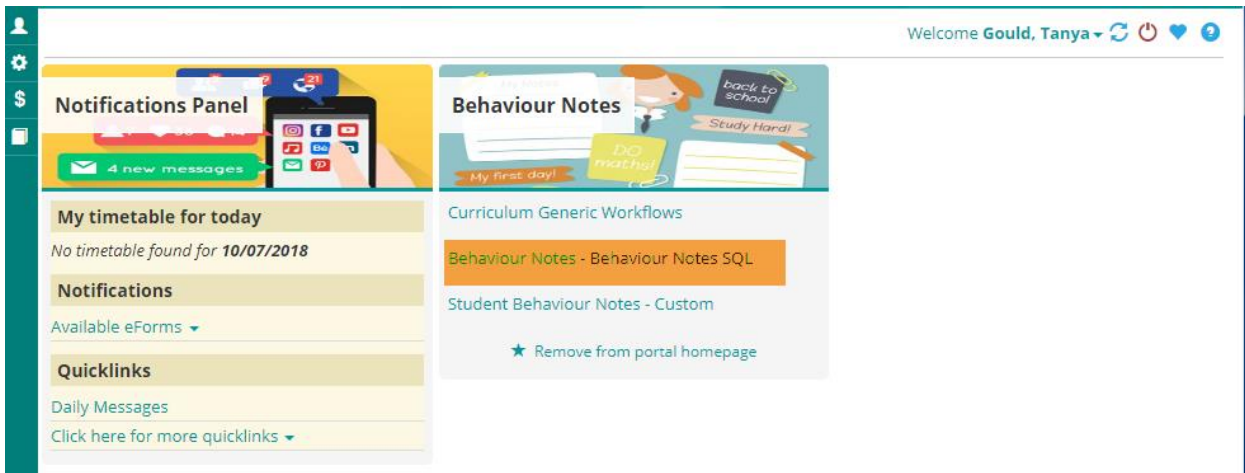
Select 'Behaviour Notes' from your main Staff Menu.



You will be taken to the following page where you can then choose to 'Add to Portal Homepage'

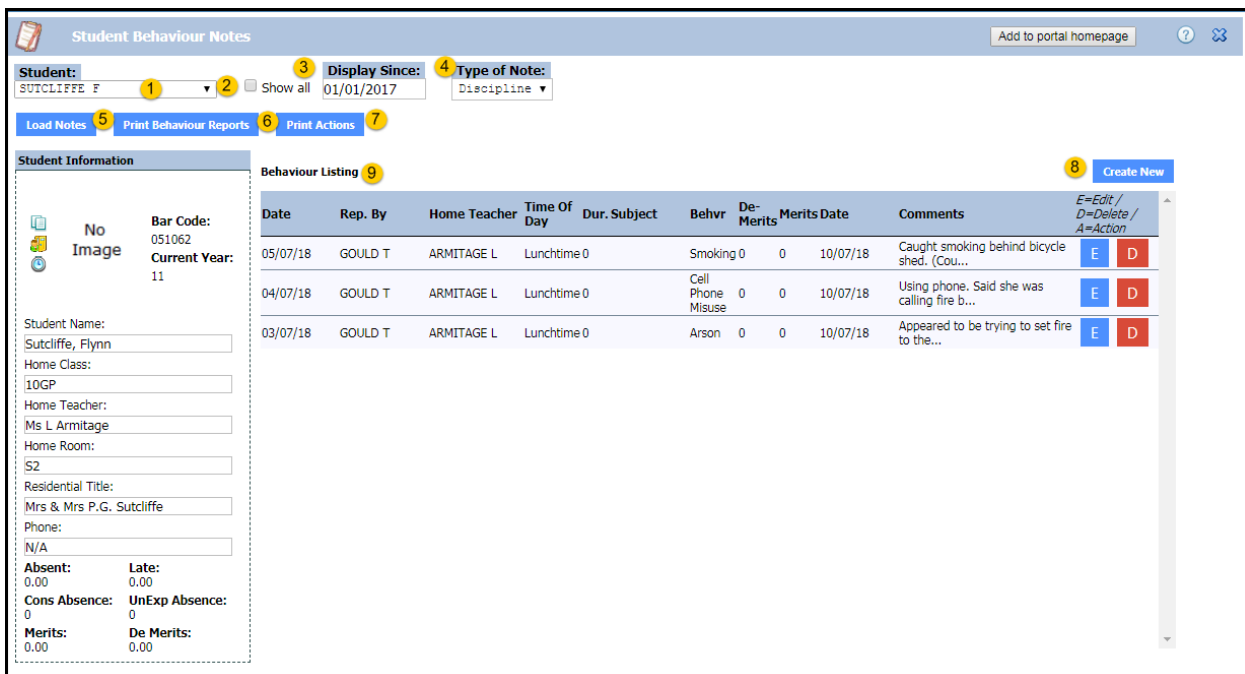


Once it is added it will appear as follows and you can just select 'Behaviour Notes – Behaviour Notes SQL'.



This control allows teachers to see any behaviour or note records reported by them. They will not see records reported by other staff members.

### Opened View of Behaviour Control



1.	<b>Student</b>	Select Student required
2.	<b>Show all tick box</b>	Use this to select from all past and present students. Unticked it will choose only from present students
3.	<b>Display Since</b>	Select the date you wish to load notes from
4.	<b>Type of Note</b>	Drop down menu where you select from the 4 types: <ul style="list-style-type: none"> <li>• Discipline</li> <li>• Merits</li> <li>• General Notes</li> <li>• Special Notes</li> </ul>
5.	<b>Load Notes</b>	Used in conjunction with the 'Display Since' and 'Type of Note'. N.B. You can not load all types together.

6.	<b>Print Behaviour Reports</b>	Where you can print various Behaviour Reports
7.	<b>Print Actions</b>	Prints the actions. NB only Discipline notes have actions.
8.	<b>Create New</b>	Click on this to create a new Behaviour
9.	<b>Behaviour Listing</b>	Lists all notes under 'Type of Note' selected.

**Opened View of Discipline Add / Edit**

1.	<b>Date</b>	Enter date the offence took place
2.	<b>Reported by</b>	Will default to the Teacher logged in.
3.	<b>Time of Day</b>	Dropdown menu. Most schools will model this on the timetable.
4.	<b>Behaviour</b>	Dropdown menu of Disciplinary Behaviour types
5.	<b>Subject</b>	Optional. Usually used in conjunction with academic merits.
6.	<b>Duration</b>	Optional.
7.	<b>Comments</b>	Free form comment area for detailing what took place
8.	<b>Save and Email</b>	Click this to save the behaviour and process to emailing people concerned.
9.	<b>Save</b>	Use this just to save behaviour and not progress to email.
10.	<b>Cancel</b>	Cancels entry.

**Action Details (Discipline only)**

Behaviour Entry [Edit #1005] for SUTCLIFFE F

Note Details

Date: 03/07/2018 Reported By: GOULD T Time Of Day: LCH - Lunchtime

Behaviour: ARSON - Arson Subject:

Duration: 0 Merits: 0 Demerits: 0

Comments: Appeared to be trying to set fire to the bicycle sheds.

Reset

Reset Merits to: 0.00 Reset Demerits to: 0.00 Reset Merits / Demerits Reset Merits / Demerits to 0

Action Details

Date: 04/07/2018 Action: FRI Friday I Time Of Day: FD Friday I

Signed By: ARMITAGE L Sign Date: 05/07/2018 Sign Off?:

Comments: Detention attended.

Save & Email Save Cancel

1.	<b>Merits/Demerits</b>	If using Merit/Demerit points you can reset them here
2.	<b>Date</b>	Date Action takes place
3.	<b>Action</b>	Type of Action eg: Detention/Suspension/Meeting with Parents etc
4.	<b>Time of Day</b>	Time of Day for Action eg: Lunchime Detention
5.	<b>Signed By</b>	Teacher in charge of Action
6.	<b>Sign Date</b>	Date action signed off
7.	<b>Sign Off</b>	Confirmation that Action signed off
8.	<b>Save</b>	Save buttons

**Opened View of Special Notes Add / Edit (same view for Merits & General Notes)**

Behaviour Entry [Edit #1008] for SUTCLIFFE F

Note Details

Date: 10/07/2018 Reported By: GOULD T Time Of Day:

Behaviour: ACADEMIC1 First Academic in Cla: Subject:

Duration: 0 Merits: 0 Demerits: 0

Comments: Came first in class in Science (Combustion)

Reset

Reset Merits to: 0.00 Reset Demerits to: 0.00 Reset Merits / Demerits Reset Merits / Demerits to 0

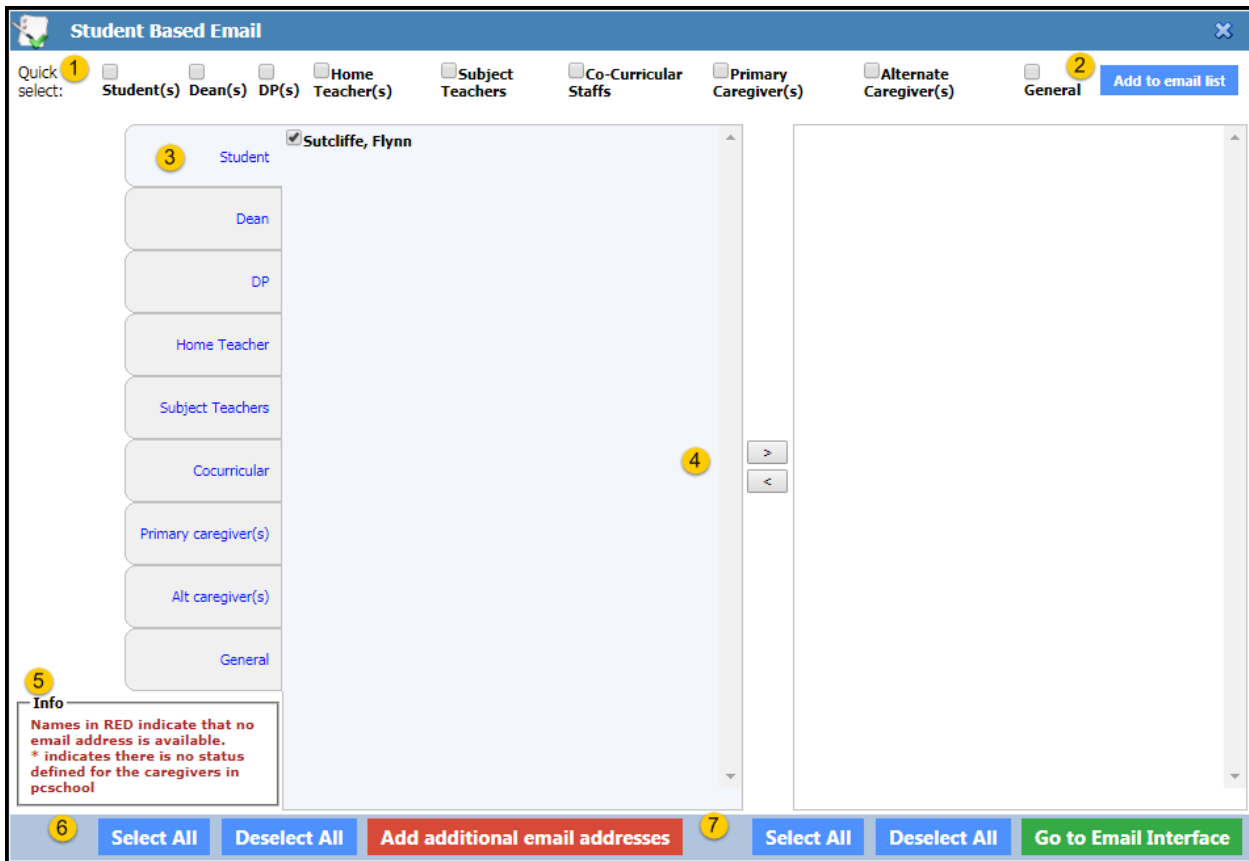
Save & Email Save Cancel

1.	<b>Date</b>	Date Merit earned
2.	<b>Reported by</b>	Will default to the Teacher logged in but can be altered with drop down menu.
3.	<b>Time of Day</b>	Optional
4.	<b>Behaviour</b>	Drop down menu for Merits
5.	<b>Subject</b>	Optional. Usually used in conjunction with academic merits.
6.	<b>Duration</b>	Optional.
7.	<b>Merits</b>	If Merits points used you can enter them here
8.	<b>Demerits</b>	Greyed out as would not be used in case of Merits
9.	<b>Comments</b>	Free form comment for further information
10.	<b>Reset Merits/Demerits</b>	Reseting of Points if used
11.	<b>Save</b>	Save buttons

### Save and Email

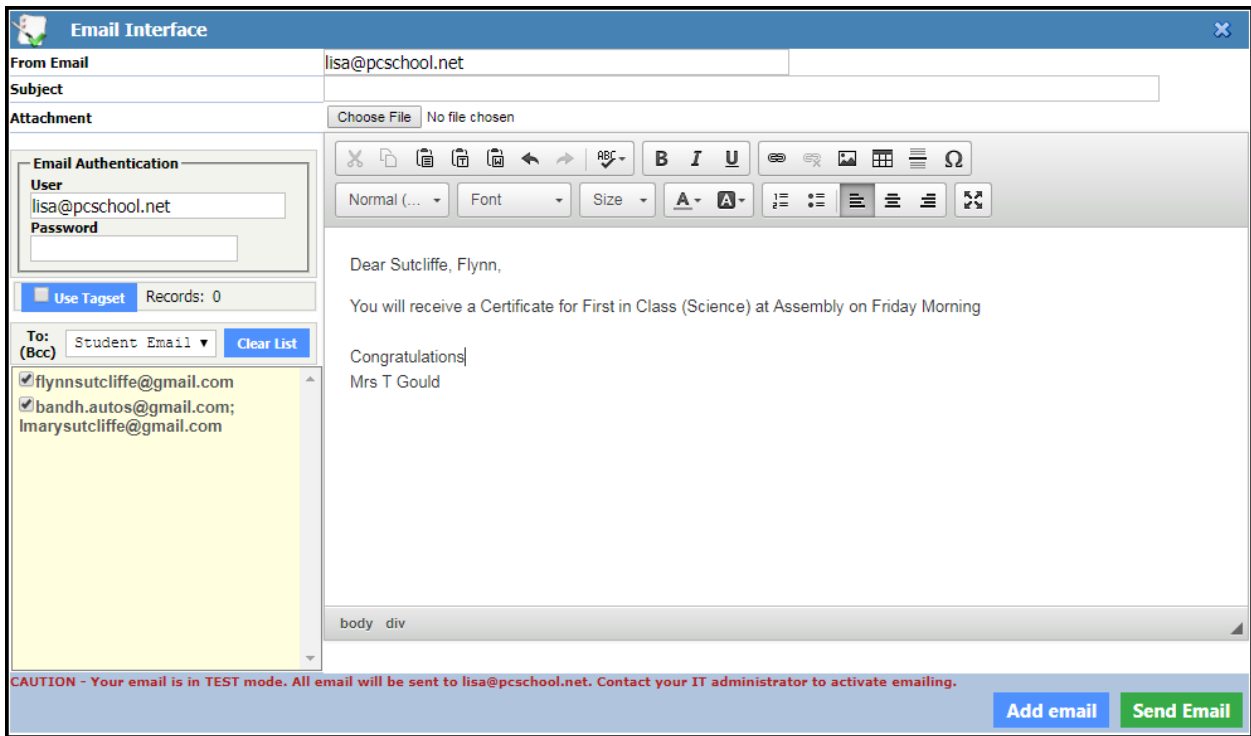


Should you wish to email those with a vested interest you can select the 'Save & Email' button. This will take you through to the following screen. Please note that it will default to the Student but you can select or deselect other parties as you wish.



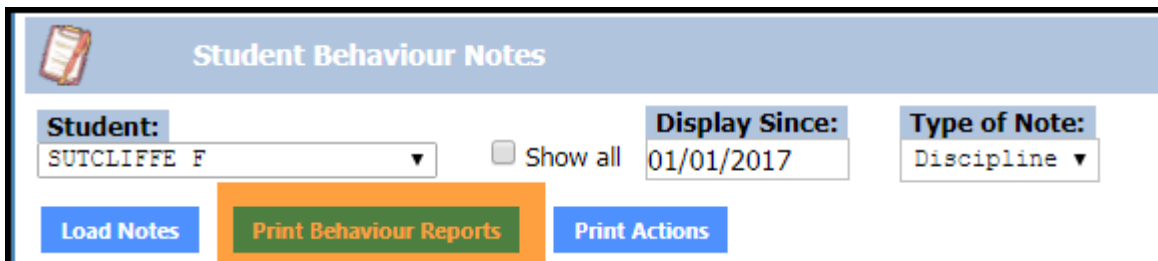
1.	<b>Quick Select</b>	Tick Boxes for Quick Selection recipients
2.	<b>Add to Email List</b>	Will add all ticked recipients to Email list
3.	<b>Tabs</b>	Clicking on Tabs will show you how is listed as a recipient under each heading
4.	<b>Push/Pull arrows</b>	For adding and deselecting recipient listed on the right hand panel.
5.	<b>Info</b>	Important information regarding no emails etc
6.	<b>Select All etc buttons</b>	Will select all recipients or deselect. You can also add extra recipients not listed
7.	<b>Go to Email Interface</b>	Will take you to the email interface.



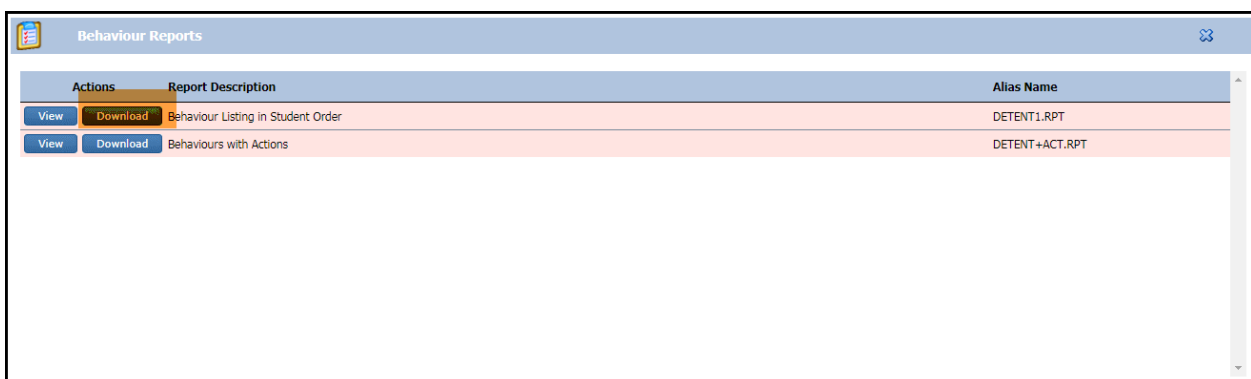


## Reports

Clicking on 'Print Behaviour Reports' will take you through to the various reports you may have listed.



Select the 'Download' button of the report required



This will take you through to the following screen where you can make your selection.

The screenshot shows a 'Report Launch' form with the following fields and callouts:

- 1:** Date from (01/01/2017) and Date to
- 2:** From Student Code (SUTCLIFFE F) and To Student Code (SUTCLIFFE F)
- 3:** Year (All Current Students)
- 4:** Campus
- 5:** Time of Day
- 6:** Teacher
- 7:** Print Reason Options (Print Reason)
- 8:** Behaviour Type (All Behaviour)
- 9:** Download Report button

1.	<b>Date From Date To</b>	You can use these to select a date range
2.	<b>Student Code</b>	Use this to select an individual student or range or leave blank for all
3.	<b>Year</b>	Select a particular year level or all
4.	<b>Campus</b>	Select a particular campus if you have more than one
5.	<b>Time of Day</b>	Select the time of day (optional)
6.	<b>Teacher</b>	You can select by Teacher or leave blank for all
7.	<b>Print Reason Options</b>	This is a drop down menu giving you the following options: <ul style="list-style-type: none"> <li>• Print Reason</li> <li>• Don't Print Reason</li> </ul>
8.	<b>Behaviour Type</b>	This is a drop down menu giving you the following options: <ul style="list-style-type: none"> <li>• All Behaviour</li> <li>• Positive Behaviour</li> <li>• Negative Behaviour</li> <li>• Notes</li> <li>• Special Notes`</li> </ul>
9.	<b>Download Report</b>	Click on this to process the report

From 01/01/2017 To 11/07/2018							
Student	Date	Class	Subject	Time	Reported By:	Behaviour	Comments
#Sutcliffe, Flynn	03/07/2018	11	10GP	LCH	GOULD T	ARSON	Appeared to be trying to set fire to the bicycle sheds.
#Sutcliffe, Flynn	04/07/2018	11	10GP	LCH	GOULD T	CELL PHONE	Using phone. Said she was calling fire brigade.
#Sutcliffe, Flynn	05/07/2018	11	10GP	LCH	GOULD T	SMOKE	Caught smoking behind bicycle shed. (Could be a common thread here).
#Sutcliffe, Flynn	10/07/2018	11	10GP	LCH	GOULD T	ILLEGAL	Found to be in possession of various illegal items, namely: matches, cigarette lighter, cell phone, hatchet, rope and chewing gum. NB. 1 large amount for a five year old to carry.
Sutcliffe, Flynn	10/07/2018	11	10GP		GOULD T	ACADEMIC1	Came first in class in Science (Combustion).