

HOW2 X2 @ BARNSTABLE PUBLIC SCHOOLS

www.x2dev.net/barnstable

Don't forget:

There are X2 manuals, Quick Start cards, and Online Help for most tasks if you need more help.

How to Record a Conduct Incident

There are three steps to entering a conduct incident:

1. Enter the details of the incident .
2. Enter the details of the action taken by the school.
3. Close the Action once it is complete.

1. Enter the details of the incident

There are two ways to record a conduct incident – either directly through the student's record or through the conduct tab. Both ways require the same information.

- **Through the conduct tab:** Select the 'Conduct' top tab and then the 'Office Input' side tab. Either enter the student's name in the box at the top of the screen or just click the 'Add' button and you will be able to choose the student involved.
- **Through the student tab:** When in the student top tab, select the student involved and then click on the conduct side tab. Select the 'Incidents' side tab. Then from the 'Options menu' (top left just beneath the top tabs) select 'Add'.

Quick tip:

Use Ctrl f on any list to find the entry you want

The screenshot shows the 'Incident' form in the X2 software. The 'Owner > Name' field is highlighted with a red circle and an arrow pointing to it from the text on the right. The form contains various input fields for incident details, including student name, date, time, location, and counts for victims and offenders.

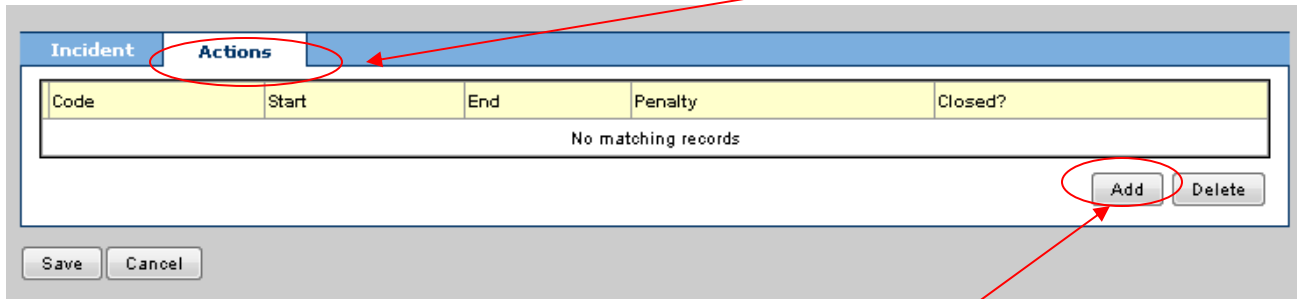
You will then see the window to the left and be prompted to enter the details of the incident. This includes the 'Primary Code' i.e. the most serious offences and any additional codes for other offences committed. You will also be asked to enter the date, time and location of the incident. The 'owner' is the member of staff (e.g. principal, house master) who will be responsible for handling the incident and any action taken. The referral staff is the staff member who reported the incident.

DON'T FORGET!

Always 'SAVE' once you have finished entering information in any screen.

2) Enter the action taken.

Once you have completed entering the information on the incident then click the 'Action' tab at the top of the window to enter the action being taken by the school.




Now click add to enter information on the action being taken.

A new screen will appear prompting you to enter further information.

Quick tip:

Whenever you see

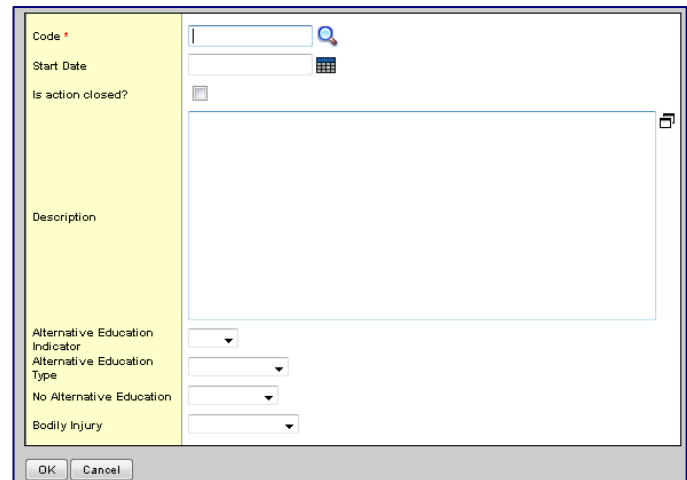
 beside a field you can click on it to see a list of options for that field

The start date is the date of on which the action is to take place, for most one off actions this will be the day the student is informed of the action. You should mark the action as closed if no follow up action is required.

The window will change if you enter certain codes. This action to the right is the most common one. The three alternatives is explained over the page.

The alternative education fields allow you to enter information on whether or not alternative education is offered (e.g. is a student is suspended) and the type of education.

Once you have completed entering the information on the action, click 'OK' and then, if necessary add the details of any further actions to be taken.



>>> Once all actions have been listed, click SAVE to ensure the details are saved. <<<

All of the incidents a student has been involved in and the actions taken are listed as part of their student record, under the 'Conduct' side tab.

3) Closing an action

Once a student has met the requirements of the conduct incident action you should close the action. Find the incident action either through the student's record or through the 'Conduct' tab ('Actions' side tab) and check the box 'Is this closed?'

Code * Detention

Start Date

No. of detentions 0

Days

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

= Unselected = Selected
 = Non-session = Served

Description

Detention: Including lunch time detention (DTNL), Saturday school and work detail. You will be prompted to select the dates which the student will serve their detention. The start date and No. of detention fields will then be filled in automatically.

Code * OSS Excused

Start Date

Duration (days) 0

End Date

Demerits 0.0

Days

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

= Unselected = Selected
 = Non-session = Served

Description

Out of School / In School suspension: As with detentions you will be prompted to enter the dates of the suspensions and the duration and start date fields will be filled in automatically. By entering an out of school suspension a student's attendance record will be updated automatically.

Code * DEM

Demerits * 0.0

Is action closed?

Description

OK Cancel

Demerits: When you select the demerits code you will be prompted to enter the number of demerits the student is to receive.