KAMEHAMEHA SCHOOLS

SMS User Guide

Student Behavior

Overview: This guide provides some easy and helpful steps on how to add a student behavior record.

1- Search for student as you normally would do.

2- Go to the students Demographics page and click on the "**Student Behavior**" link located on the left side of the page.
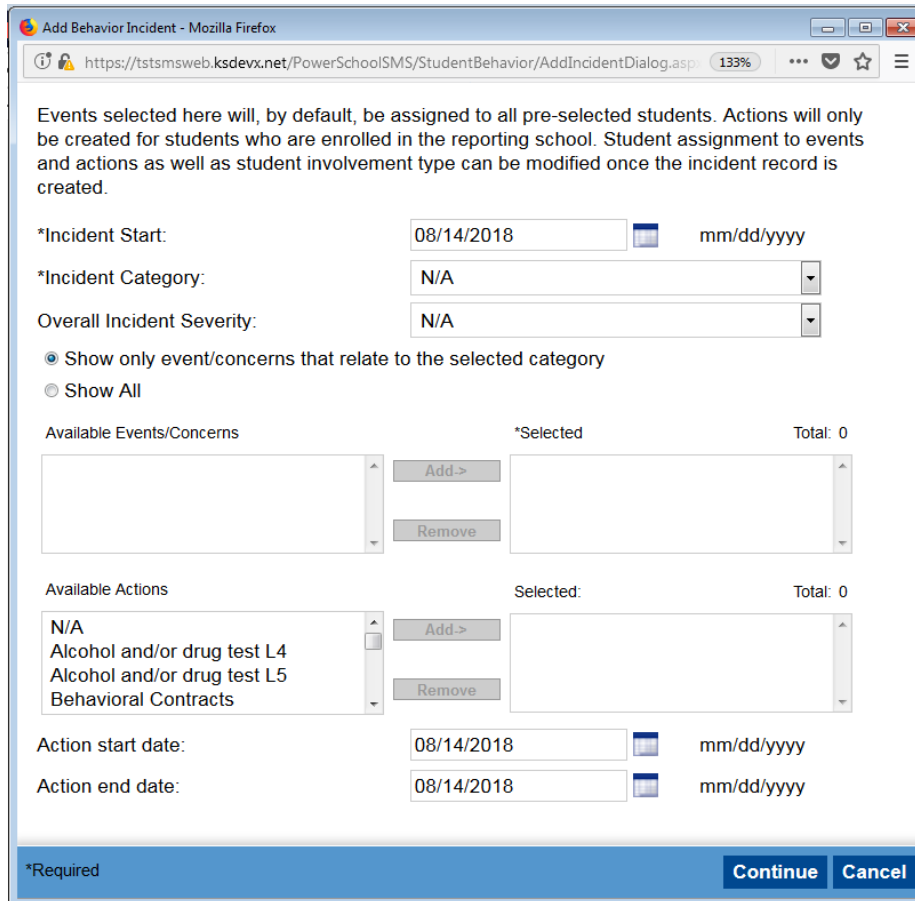

3- When the screen refreshes you will be in the student's behavior page. If the student has any student behavior records they would show up here.

4- To begin adding a behavior incident click on the Action tab on the top of the page then Add Behavior Incident.
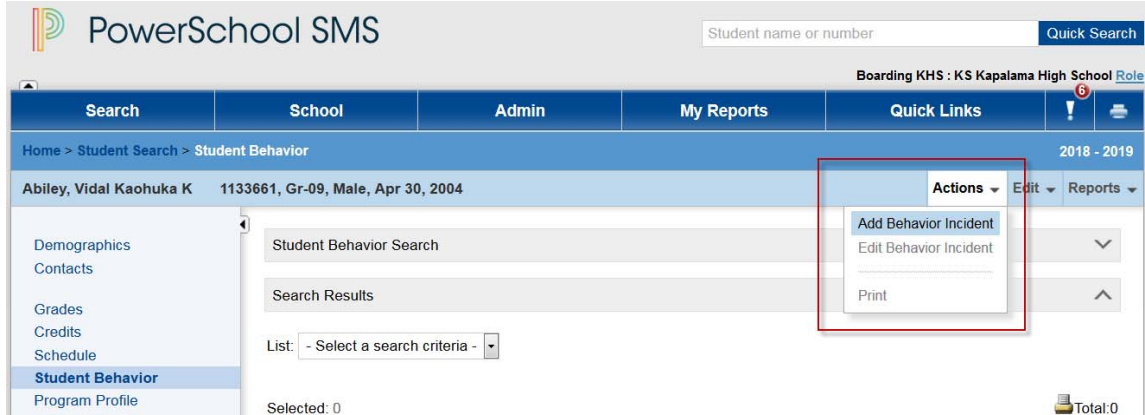
5- A new window will open.

6- You will need to choose an Incident start date and and Incident category. When you choose an incident category, a list of concerns to choose will populate in the window below.

- Enter Incident Start date, Incident Category and Overall Incident Severity.

- Choose an event from the window and click on "Add" to move it to the right. If you want to remove it, highlight item and select "Remove".

- Choose an available action like "detention" or "warning". If you want to remove it, highlight item and select "Remove".

- Choose an Action Start date (and Action End date, if applicable) to indicate when the incident will start and or end.

- Click Continue. The page will refresh.

7- You may enter more details for the incident in the following fields:

- Incident details:
  Incident end is used to add an end date if the incident took place over a period of time.
  Referred by is used to add a staff member that was involved in the incident.
  Incident Description is used to add more details to the incident.

8- Boarding Dept: When you have completed entering the Incident – Select "Additional Incident Details" link. Check "Boarder Incident" box from Boarder Incident Information panel, then press OK.

- Persons Involved

  Select School Student is used to add another student from the same school.

  Select District Student is used to add a student that is from another school but part of that same district.

  Select Staff is used to add a staff member.

  Add other is used to add another person that was involved in the incident. This person is somebody that is not part of the School or the District.

  Remove is used to remove any person that was added to the incident by mistake.
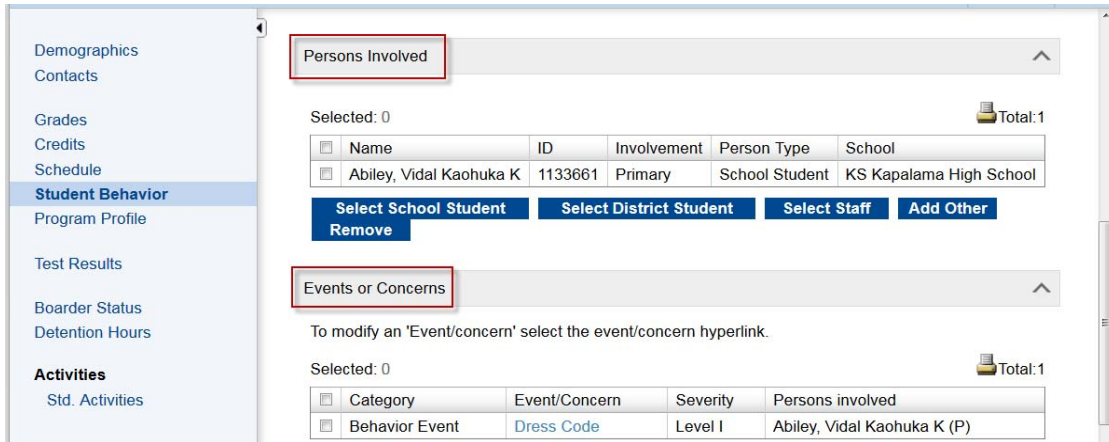
o When you click on **Select School Student** you have the option to:
Add Primary: Used to add another primary person involved in this incident.
Add Victim: Used to add a victim to the incident.
Add Witness: Used to add a witness.

o In order to Add another student you first will have to search for the student then select the check box to the left of their name and then click on the appropriate option (same as above), then select OK.
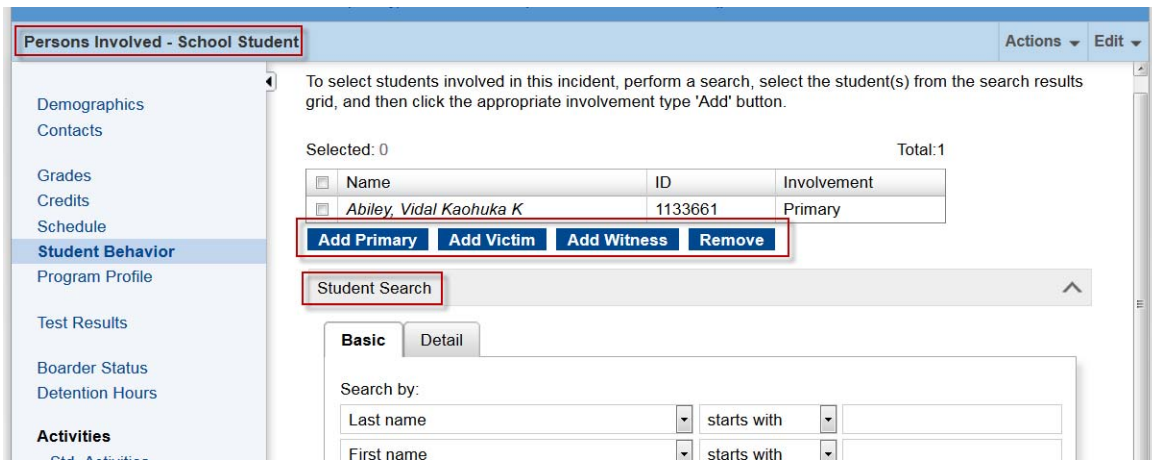
- Events and Concerns:

- Actions:
  To modify a specific **'Action'** select the action hyperlink. To define dates and times for **'Action steps'** select the action step(s) hyperlink.

*Do not press OK until you have added an Action step.

9- Add Action step: Actions > Add Action Step

Once the Page refreshes, you will be able to Add an Action Step and Detention hours. Adding Action step data to the incident.

Action step category: Always choose one

Action step: KS Policy

Description: is used to add a description of what kind of work
will the student do to serve the assigned detention hours.
For example they will serve lunch duty in the dining hall.

Action step status: This step is not necessary. It is used to let
another person who might read this file to contact the
person who created this incident in order to get a status
update.

Action Step Date Ranges: Add date and time that the action or detention will
take place.

Select OK.

Action Step for Abiley, Vidal Kaohuka K

*Action step category: N/A

*Action step: N/A

Description:

Maximum 1000 characters

Action step status: N/A

Action Step Date Ranges

Selected: 0   Total:1

	* Start Date mm/dd/yyyy	* End Date mm/dd/yyyy	Start Time hh:mm	End Time hh:mm
☐	08/14/2018	08/14/2018	12 : 00 AM	12 : 00 AM

Detention Hours Assigned

Detention Hours: 0

Detention Hours Served

Hours Served

Selected: 0   **Add   Edit   Delete**

☐	*Date	*Hours Served	*Responsible Person	Con

No records match the search criteria.

Detention Hours: add hours

Detention Hours Served: To add hours served select ADD (page refreshes).
Enter the information in fields: Date, Hours served, Responsible person,

Detention Hours Served

*Date: 8/14/2018   m/d/yyyy

*Hours Served:

*Responsible Person:

Comments:

10- Click **OK** to save the behavior incident.
When the screen refreshes you will see your new saved behaviors incident. You can go back
to the record by clicking on the **Student Behavior** in the left hand column on the main
homepage or the student's record.

Incident datails
Persons Involved
Events and Concerns
Actions/ Detention Hours

List of Events/Concerns

Academic Dishonesty	PDA
Appear Code	Physical Contact
Arson	Plagiarism
Assault	Poor Manners
Bomb Threat	Posession drug paraphernalia
Burglary	Posession of Drugs
Card Playing and/or Trading	Possession dangerous weapon
Cheating	Possession of Alchohol
Conduct Off Cmp	Presence of Alcohol
dest/ damage studnt wk	Presence of Drugs
Det Canceled	Refusal to Present Student ID
Det Hrs Compl	Refuse Drug/Alcohol testing
Det. No Show	Rules
Dishonesty	Serious or terroristic threat
Disobey Auth.	Severe Insubord or phys aslt
Distribution/dealing Alcohol	Sexual Misconduct
Distribution/dealing of drugs	Sexual Offenses
Dress Code	Tampering fr alarm/sfty equip
Excessive Tardy	Tobacco Product
Extortion	Unath use/possesion sch prop
Fighting	Unexcused Abs
Fire/Safety	Unfit Conduct
Forgery	Unmod L1
Gambling	Unmod L1 or L2
Harass/Hazing	Unmod L2 or L3
Horse Play	Use of Alcohol
Inappropriate Lang/ gestures	Use of Drugs
Inappropriate PDA	Vand/Destruct
Inappropriate Use technology	Violence
Incomplete Work	Weapon/Replica
Insubrd/Defiant	
Intermediate Theft	
Major Theft	
Minor Theft	
Misuse of School Property	
N/A N/A	
Negligence/ Prop Dam	
Off Limits	

List of Actions

Alcohol and/or drug test L4	Loss of part pgrm L3
Alcohol and/or drug test L5	Loss of part pgrm L4
Behavioral Contracts	Loss of part pgrm L5
Community service L3	N/A N/A
Community service L4	On campus work assignment
Community service L5	Outside counseling L2
Conduct Probation L2	Outside counseling L3
Conduct probation L3	Outside Counseling L4
Cont of Level 1 options	Outside Counseling L5
Cont of Level 1 or 2 options	Release from School L3
Cont of Level 1, 2, 3 options	Release from School L4
Cont of Level 1,2,3,4 options	Release from School L5
Detention L1	Release Sch or Prgm L3
Detention L2	Repair/replacement
Detention L3	Request of school leave L4
Financial restitution L3	Restitution
Financial restitution L4	School Counseling L1
Financial restitution L5	School counseling L2
Impact on grade	School counseling L3
In school restriction L1	School Counseling L4
In school restriction L2	School Counseling L5
In school restriction L3	Susp Suspended
Loss of part co -cur L1	Suspension L2
Loss of part co -cur L2	Suspension L3
Loss of part co -cur L3	Suspension L4
Loss of part co -cur L4	Suspension L5
Loss of part co -cur L5	Time-out
Loss of part pgrm L1	Verbal Warning
Loss of part pgrm L2	Written Reprimand