

# Introduction

Now that you have configured your team members profiles, you must configure the sanctions in the **Behaviour Profiler**. In this section we will use the words *sanction* and *consequence* interchangeably.

At this point, you should spend some time analyzing your Code of Life to consider which sanctions may be assigned to students for misbehaviour. Sanctions may be a simple warning to a suspension. Most schools will have anywhere from 20 to 30 sanctions. Below are examples of sanctions:

- |            |                            |                          |
|------------|----------------------------|--------------------------|
| Warning    | Bus: Warning               | Sent Home                |
| Detention  | Detention Learning Packet  | Reimbursement            |
| Suspension | Suspension Learning Packet | Meeting: Teacher & Admin |

The examples above are certainly not an exhaustive list, but provide you with some ideas on what you may want to include in your system.

## Configuring a Sanction

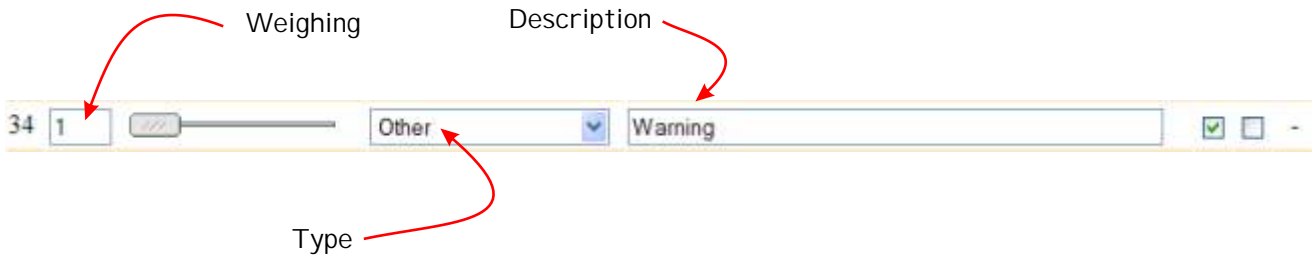
To configure sanctions, click on **Configuration**, then **Configure Sanctions**. This is shown in the next diagram.

1. Click on Configuration



2. Click on Configure Behaviours

When configuring a sanction you need to input 3 pieces of information: a weighing (demerit point), a category or a type and a description. This is shown in the next diagram:



The weighing can be thought of as demerit points for misbehaviour. The weighing can range from 0 to 15, 0 being something that is trivial, and a 15 being something that is very serious. For example, a warning could have a weighing of 1 while a suspension could have a weighing of 10. It is important that you spend some time thinking about how you want to set up your weighing because the **Behaviour Profiler** uses weighing in many of its reports. Note that you can always go back and revise the weighing at a later date if necessary. The next diagram shows a student's profile along with its various observations and associated weighing.



The red dots represent the observations and their height on the graph represent the weighing of each incident. Weighing is calculated by adding all of the sanctions that were given for an observation.

Each sanction must be categorized in one of seven categories. Categories include Detention, Suspension, Reflection, Confiscation, IEP/At Risk Meeting, Community work and other. Note that most sanctions will fall under the Other category. The diagram on the next page depicts the 7 categories along with a brief description of each.

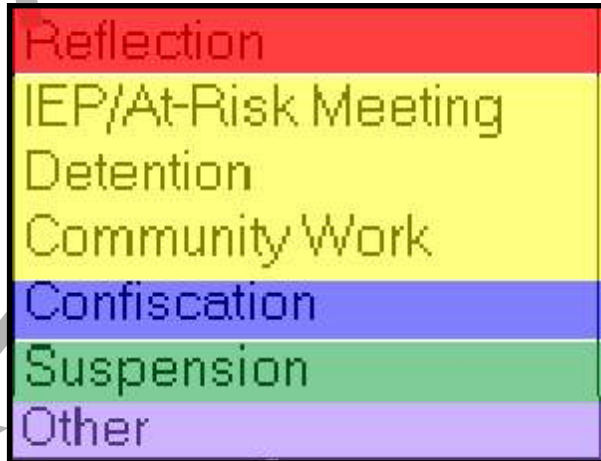
# Configuring Sanctions

## Types of Consequences

# Configuring Sanctions

A **Reflection** type of sanction is one in which you would give a student something to read. It could be a reflective piece with questions to answer. When you assign this type of consequence the **Behaviour Profiler** prompts you for a date for the work to be completed, and reminds you when it's due.

The **IEP/At-Risk Meeting, Detention and Community Work** type sanctions provide the user with a calendar to schedule meetings. The **Behaviour Profiler** tracks these meetings and reminds you if they are not complete. These 3 sanction types need to be configured further. There is a separate document which addresses this issue.

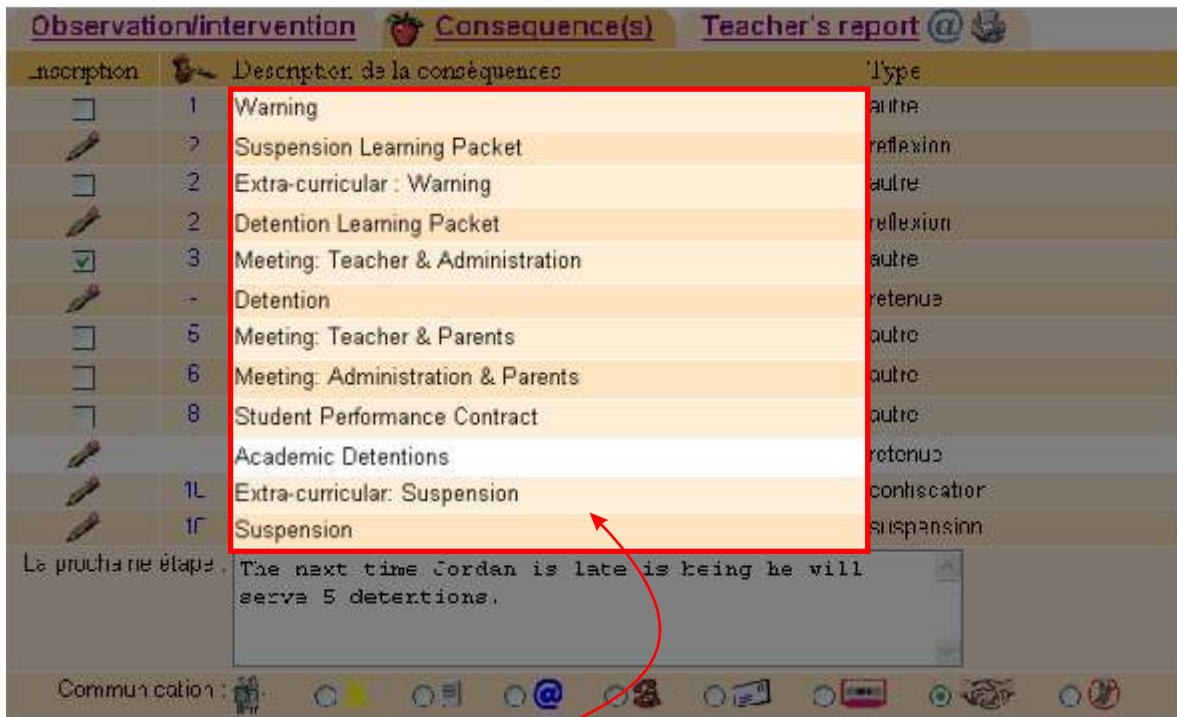


The **Confiscation** type of sanction is used when you confiscate an item. For example, you might confiscate a hat from a student who refuses to take it off in the school. When you assign a confiscation type of sanction you are prompted for a description of the item (ex: black hat with red logo) and a return date. The **Behaviour Profiler** reminds you when the item is to be returned to the student.

The **Suspension** type of sanction is used when you would suspend a student. When a student is suspended you are prompted to indicate whether it is a mandatory or discretionary suspension, and indicate a return date.

The **Other** type of Sanction is used for any consequence that does not fall into the other 6 types of consequences. Note that most consequences will fall under this category.

Once you have decided on a weighing value and chosen a sanction type you need to provide a short description. It is important to keep this description brief as it appears in a form every time it is assigned. Making it too long will clutter your screen. We recommend 3 or 4 words, maximum. The next diagram shows you the form, along with the various sanctions available to each behaviour.



Description of the sanction in its associated form.

Note that you can always go back and make changes to information that you input into the **Behaviour Profiler**. ***We recommend that you hit the Save button every time you finish entering a sanction.*** After entering the sanctions, you should start configuring the behaviours.



Save



Save



Save