

Introduction

Now that you've configured your team members and sanctions, you must configure behaviours.

Like sanctions, most schools will have anywhere from 20 to 30 behaviours. The best way to configure behaviours is to examine your Code of Life, then list the behaviours you encounter most often at the office. They could range from being late to class to vandalism. As you define behaviours you will attach sanctions which can be applied to them. Below is a list of behaviours that you might want to include in the **Behaviour Profiler**:

- | | | |
|-----------|----------------------------------|------------|
| Bullying | Opposition to Authority | Attendance |
| Fighting | Smoking on School Board Property | Language |
| Vandalism | Inappropriate Use of Technology | Bus Report |

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

Configuring a Behaviour

To configure behaviours click on Configuration, then Configure Behaviours. This is shown in the next diagram.

1. Click on Configuration



2. Click on Configure Behaviours

There are two steps in defining a behaviour: the definition part and the assigning sanctions part. This is shown in the diagram on the next page.



- 1. Provide a short description
- 2. Provide the student expectations

Add a New Behaviour

Description:

Student Expectations:

Sanctions (max 10)

<input type="checkbox"/> [1] Warning	<input type="checkbox"/> [2] Suspension Learning Packet
<input type="checkbox"/> [2] Extra-curricular : Warning	<input type="checkbox"/> [2] Reimbursement
<input type="checkbox"/> [2] Bus : Warning	<input type="checkbox"/> [2] Apology
<input type="checkbox"/> [2] Hold Back Report Card/Timetable	<input type="checkbox"/> [2] Detention Learning Packet
<input type="checkbox"/> [3] Sent Home : Behaviour	<input type="checkbox"/> [3] Meeting : Teacher & Administration
<input type="checkbox"/> [3] Sent Home : Inappropriate Clothes	<input type="checkbox"/> [3] Detention
<input type="checkbox"/> [5] Bus : Suspension	<input type="checkbox"/> [5] Person Search
<input type="checkbox"/> [5] Plagiarism : First Offence	<input type="checkbox"/> [5] Locker Search
<input type="checkbox"/> [5] Confiscation	<input type="checkbox"/> [5] Meeting : Teacher & Parents
<input type="checkbox"/> [6] First Absenteeism Letter	<input type="checkbox"/> [6] Meeting : Administration & Parents
<input type="checkbox"/> [6] Bullying : First Offence	<input type="checkbox"/> [7] Second Absenteeism Letter
<input type="checkbox"/> [8] Bullying : Second Offence	<input type="checkbox"/> [8] Plagiarism : Second Offence
<input type="checkbox"/> [8] Student Performance Contract	<input type="checkbox"/> [8] Academic Detentions
<input type="checkbox"/> [10] Extra-curricular : Suspension	<input type="checkbox"/> [10] Suspension
<input type="checkbox"/> [10] Police Intervention	<input type="checkbox"/> [10] Charge

- 3. Choose all sanctions that apply
- 4. Click Add to save the new behaviour

As for sanctions, the description should be brief since it appears in a drop down menu. This is shown in the next diagram.

The Behaviour Profiler

Start [Configure](#) [Supervision](#) [Logout](#)

Activities: [First](#)

Attendance

Bullying

Bus Report

Clothing

Drugs & Alcohol - Influence

Drugs & Alcohol : Possession

Electronic Devices

Fighting

Fire Alarm and Evacuation

Headgear

Inappropriate Use of Technology

Language

Late

Locker

Moral Tone

Opposition to Authority

Other

Plagiarism

Smoking on School Property

Textbooks

Vandalism

Interventions

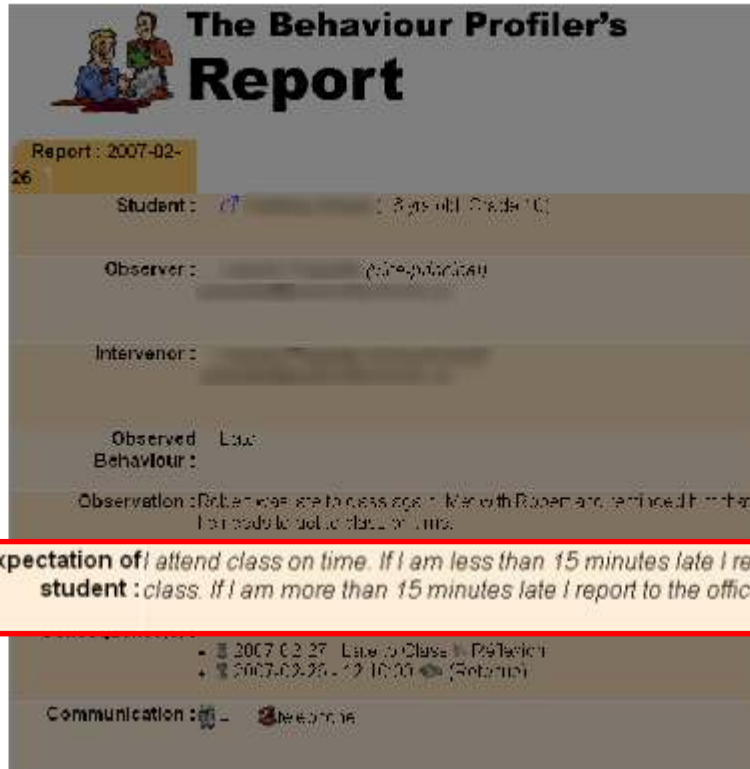
2006-2007

2005-2006

2003-2007

Save

It is important that you provide a student expectation description because it is included in each staff report. This is shown in the next diagram.

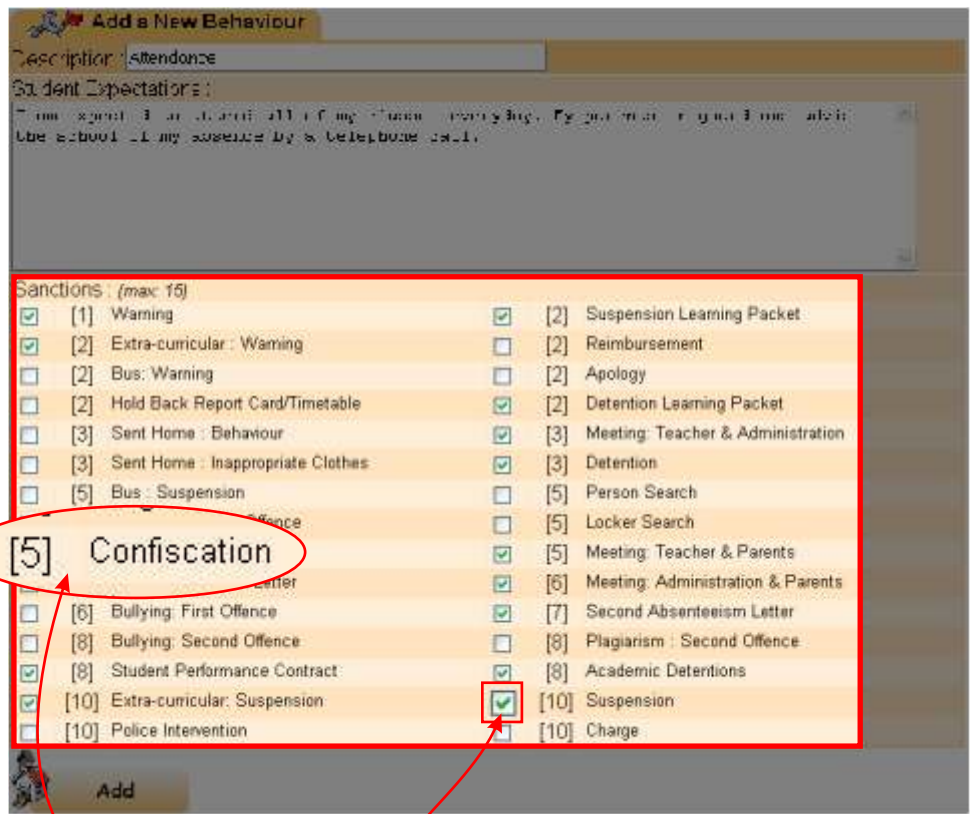


Configuring Behaviours

The last step in creating a new behaviour is to attach sanctions to it. For example, the truancy behaviour could have the following sanctions attached to it:

- Warning
- Detention
- Detention Learning Packet
- Suspension
- Suspension Learning Packet

You can assign a **maximum of 15 sanctions** to each behaviour. To select a sanction, click on the checkbox beside it. The number beside the sanction is the weighing value you assigned to it when it was defined. Note that you can edit any behaviour by adding or removing a sanction from it. The next diagram depicts the sanction assignment section of the **Add Behaviour** form.



A sanction along with its weighing value.

Click on each check box to assign a sanction to the current behaviour. You can assign a maximum of 15 sanctions to each behaviour.

Once you are finished defining a behaviour, **do not forget to click the Add button to save your work.**



TOP SECRET Behaviour

The TOP SECRET behaviour can be used by an administrator who has the *Supervisor Permission* assigned.

The type of observation that you would put in the TOP SECRET behaviour is one that is sensitive. We recommend keeping this information separately and not in the Behaviour Profiler but if you wish to use it is available.

Note that TOP SECRET behaviours cannot be emailed to staff.

The diagram below shows the steps in setting up the TOP SECRET behaviour.

1. Make sure you have Supervision Rights.



2. Click on Configure Behaviours

The Behaviour Profiler

Start Configuration Students Reports Supervision Logout

Actions: Team Configuration Trillium Import Configure Detention Configure Community Work Configuration IEP/AI-Risk Meetings Configure Sanctions Configure Behaviours Clean database

Add a New Behaviour

Description:

Student Expectations:

Sanctions: (max: 15)

<input type="checkbox"/> [1] Warning	<input type="checkbox"/> [2] Suspension Learning Packet
<input type="checkbox"/> [2] Extra-curricular : Warning	<input type="checkbox"/> [2] Reimbursement
<input type="checkbox"/> [2] Bus : Warning	<input type="checkbox"/> [2] Apology
<input type="checkbox"/> [2] Hold Back Report Card/Timetable	<input type="checkbox"/> [2] Detention Learning Packet
<input type="checkbox"/> [3] Sent Home - Behaviour	<input type="checkbox"/> [3] Meeting: Teacher & Administration
<input type="checkbox"/> [3] Sent Home - Inappropriate Clothes	<input type="checkbox"/> [3] Detention
<input type="checkbox"/> [5] Bus : Suspension	<input type="checkbox"/> [5] Person Search
<input type="checkbox"/> [5] Plagiarism : First Offence	<input type="checkbox"/> [5] Locker Search
<input type="checkbox"/> [5] Confiscation	<input type="checkbox"/> [5] Meeting: Teacher & Parents
<input type="checkbox"/> [6] First Absenteeism Letter	<input type="checkbox"/> [6] Meeting: Administration & Parents
<input type="checkbox"/> [6] Bullying: First Offence	<input type="checkbox"/> [7] Second Absenteeism Letter
<input type="checkbox"/> [8] Bullying: Second Offence	<input type="checkbox"/> [8] Plagiarism : Second Offence
<input type="checkbox"/> [8] Student Performance Contract	<input type="checkbox"/> [8] Academic Detentions
<input type="checkbox"/> [8] Retention	<input type="checkbox"/> [10] Extra-curricular: Suspension
<input type="checkbox"/> [10] Suspension	<input type="checkbox"/> [10] Police Intervention
<input type="checkbox"/> [10] Charge: smoking	

TOP SECRET : When selected, only members with supervision rights will be able to see and use this behaviour.

Save

3. Select TOP SECRET behaviour