

# Merit and Discipline Incidents

CASES21 Administration User Guide

Chapter 6 | January 2015 v1\_3

Compliant with CASES21 v55.1



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## Code of Conduct and Privacy

The school CASES21 database contains personal and health information about students, family members and staff.

Database queries, data extractions and disclosures must only be carried out by authorised officers and must comply with the Department's Information Privacy Policy and ICT Security Policy, and the Code of Conduct for the Victorian Public Sector.

The relevant information privacy principles which need to be considered are:

- Collection
- Use and Disclosure
- Data Quality
- Data Security and Unique Identifiers
- Anonymity
- Transborder Data Flow.

For more information about these principles go to:

<https://edugate.eduweb.vic.gov.au/Services/privacy/Pages/resources.aspx>

## Overview

This Chapter provides a step-by-step process for recording details of:

- students' behaviour (both positive and negative)
- extracurricular activities
- awards
- disciplinary actions
- and any follow-up actions relating to negative behaviours.

This Chapter offers you the flexibility to choose from existing behaviours and disciplinary actions, or to create your own.

Using CASES21 to record student behaviour, awards, disciplinary actions etc. will give you a record of a student's merit and discipline history throughout their years at your school.

It can be used to **track repeated behaviours** that do not require being reported as an incident in CASES21 under Accidents and Sickbay.

You will need to have the **Welfare group** applied and the **Reference Table** (Ref\_Table) role to use the Merit and Discipline area in CASES21. See [Chapter 10 – Passwords and User Rights](#) for further details.

## Record Discipline Incidents [SID11001]

When a student is involved in any negative behaviour, the details of the incident should be recorded in CASES21 as a discipline incident. There are many pre-existing negative behaviour codes already in CASES21 in the Behaviour Classifications list.

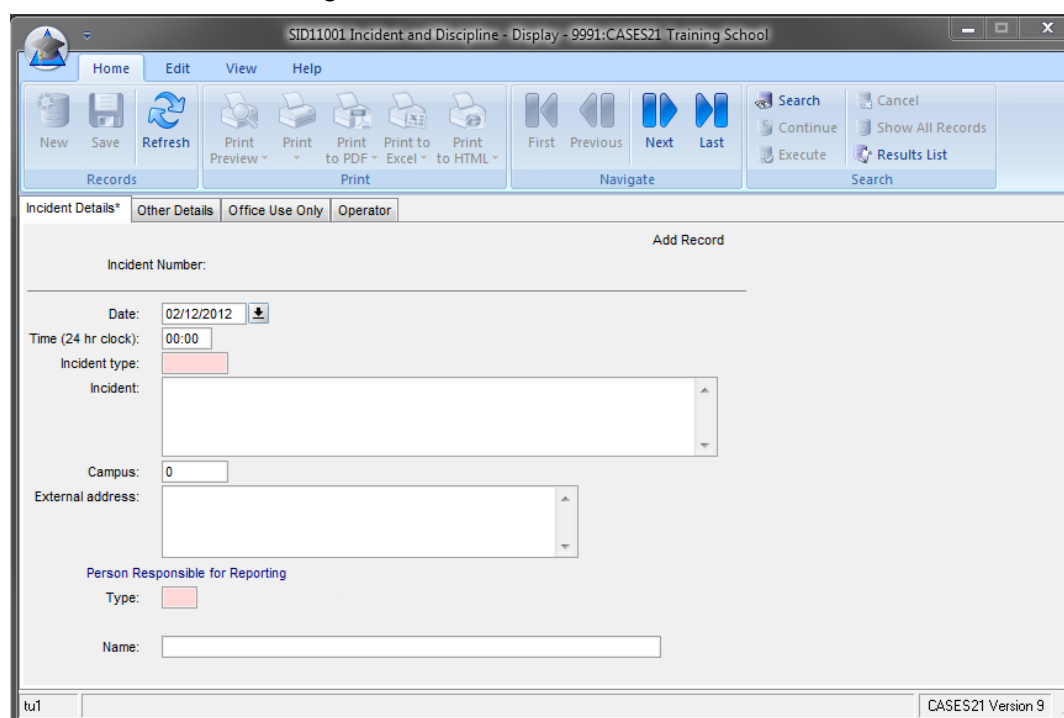
**Note:** If the behaviour code does not appear on this list, you can add it to the list of behaviour classifications by following the instructions in the [Add and modify behaviour codes](#) section in this Chapter.

You can record any disciplinary action taken or sanctions imposed on a student involved in a discipline incident. Any actions taken or sanctions imposed can be communicated to parents/guardians using a *Student Incident Letter*, which indicates whether the school is simply informing the parents/guardians of actions taken in regard to the incident, or whether the school needs to discuss the incident in more detail.

### Recording details of the discipline incident

- Open the Students | Discipline/Welfare | Incidents | Add or Modify Incidents or Discipline [SID11001] format.
- Click the **Add a New Record** icon on the tool bar.

You will see the following screen:



- Enter the **Date** of the incident.
- Enter the **Time** of the incident.
- Enter a negative behaviour code into the **Incident type** field by selecting from the drop-down list. Hint – behaviours can be sorted alphabetically by clicking once on the Description heading.

**Note:** If the behaviour code does not appear on this list, you can add it to the list of behaviour classifications by following the instructions in the [Add and modify behaviour codes](#) section of this Chapter.

- Enter the details of the incident in the **Incident** field — specifically, who did what. This is a compulsory field.

**Important:** The contents of this field will appear in the *Student Incident Letter* in the **Description of Issue** section. The *Student Incident Letter* is sent to the parents.

- Enter the **Campus** number if the incident occurred at school.

If the incident occurred away from the school leave this field blank. Once you tab out of the **Campus** field, the number **0** (zero) will be entered into that field and a further **External Address** field will appear. Enter the address where the incident occurred.

- Select the **Person Responsible for Reporting** by choosing **SF** (staff member), **ST** (student), or **OT** (other) from the **Type** drop-down list.
  - If you have selected **SF**, select the staff member from the drop-down list.
  - If you have selected **ST**, select the student reporting the incident from the drop-down list.
  - If you have selected **OT**, enter information into the **Name** field.
- **Save** your changes.

The screenshot displays the 'SID11001 Incident and Discipline - Display - 9991:CASES21 Training School' application. The interface includes a menu bar (Home, Edit, View, Help) and a toolbar with icons for New, Save, Refresh, Print, and navigation. The main form is titled 'Incident Details' and contains the following fields:

- Incident Number:** (Empty text box)
- Date:** 30/11/2012
- Time (24 hr clock):** 13:15
- Incident type:** N102 Fighting
- Incident:** Students Damien Trott and Ryan Fowler have been fighting
- Campus:** 1 CASES21 Training School Campus 1
- Person Responsible for Reporting:**
  - Type:** SF Staff member
  - Person:** AND Mr Stuart ANDERSON

The bottom status bar indicates 'tu1' and 'CASES21 Version 9'.

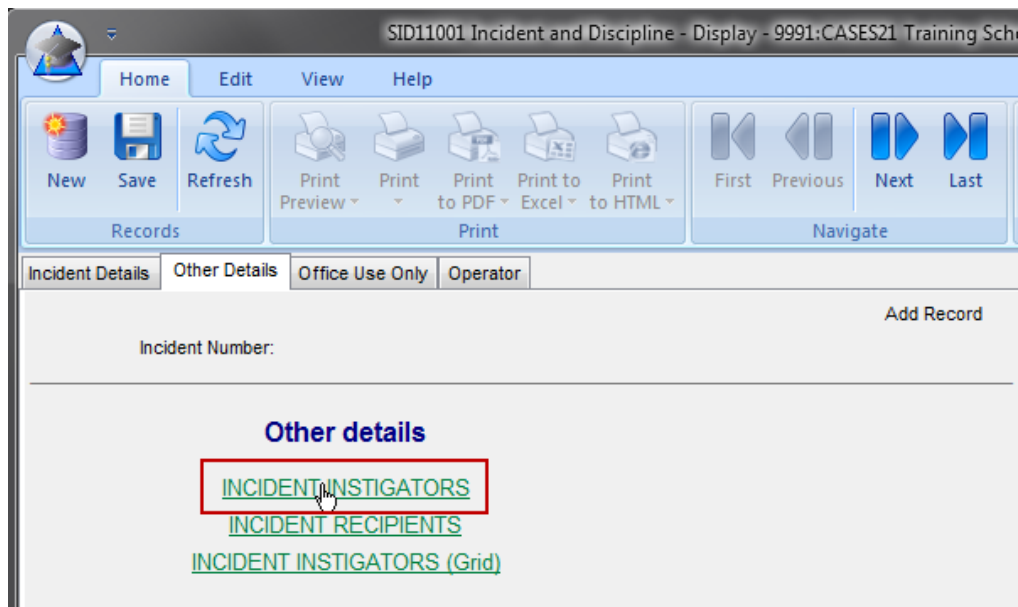
- Click on the **Other Details** panel-tab.



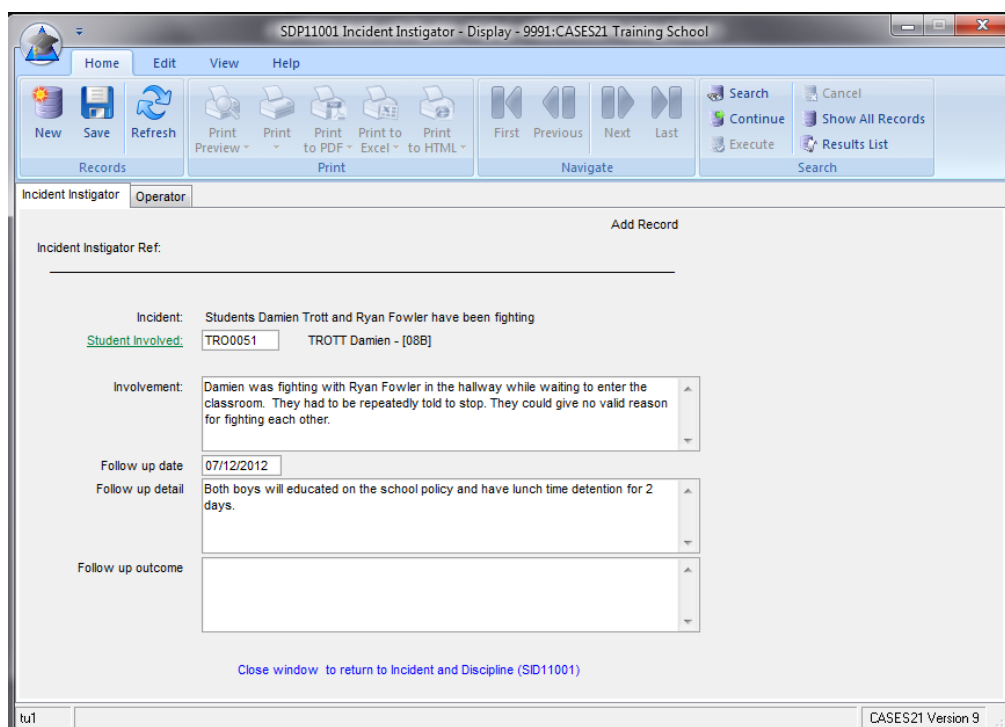
## Record details of the incident instigator

The incident instigator is the student(s) responsible for the incident (for example, a student who is bullying other students or a student caught cheating on a test).

- In the **Other Details** panel-tab, click on the **Incident Instigators** daisy-chain.



You will see the following Incident Instigators [SDP11001] screen:



- Select the student from the **Student Involved** drop-down list.
- Enter **details of the selected student's** involvement in the incident in the **Involvement** field. This is a free-text field.

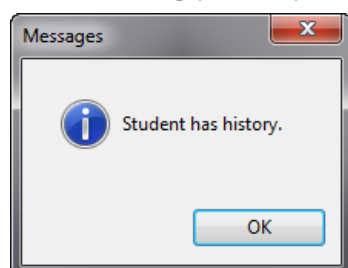
**Important:** The **contents of this field** appear in the *Student Incident Letter* in the **Student Participation** section. The *Student Incident Letter* is sent to the parents.

- Enter a **Follow up date**, if applicable.
- Enter **Follow up detail**, if applicable. This is a free-text field.

**Important:** The **contents of this field** will appear in the *Student Incident Letter* in the **Follow-up School Support** section.

- Enter any **Follow up outcomes**, if applicable.
- **Save** your changes.

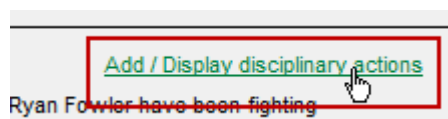
When **saving** you may see the following message:



- When you save the record, the **Add/Display disciplinary actions** daisy-chain appears on the right-hand side of the screen.

## Record the disciplinary action taken

- Click on the Add/Display disciplinary actions Daisy-chain.



This takes you to the Incident Instigator Discipline [SDP11003] screen.

- **Incident Instigator Ref:** field will show the student recorded in the previous screen. The drop-down box will display the records for other Incident Instigators already recorded for your school.

- Tab to the **Action Taken by** field, **select the person** taking this disciplinary action from the drop-down list.
- Enter a discipline code into the **Action Taken** field by selecting from the drop-down list. Hint – actions taken can be sorted alphabetically by clicking once on the Brief heading.

- Enter any other disciplinary action taken into the **Other Action** field. This is a free-text field.

**Important:** The contents of this field appear in the *Student Incident Letter* in the **Other Action (if required)** section. The *Student Incident Letter* is sent to the parents.

- Enter **Y** or **N** into the **Complied by Student** field.

- Enter **Y** or **N** into the **Parental Contact** field.
- **Save** your changes.
- Close the Incident Instigator Discipline [SDP11003] screen — this will take you back to the Add or Modify Incidents or Discipline [SID11001] format.

You will see the **Other Details** panel-tab.

If other students were involved in instigating this incident, you should follow the same steps to record any disciplinary action against those students.

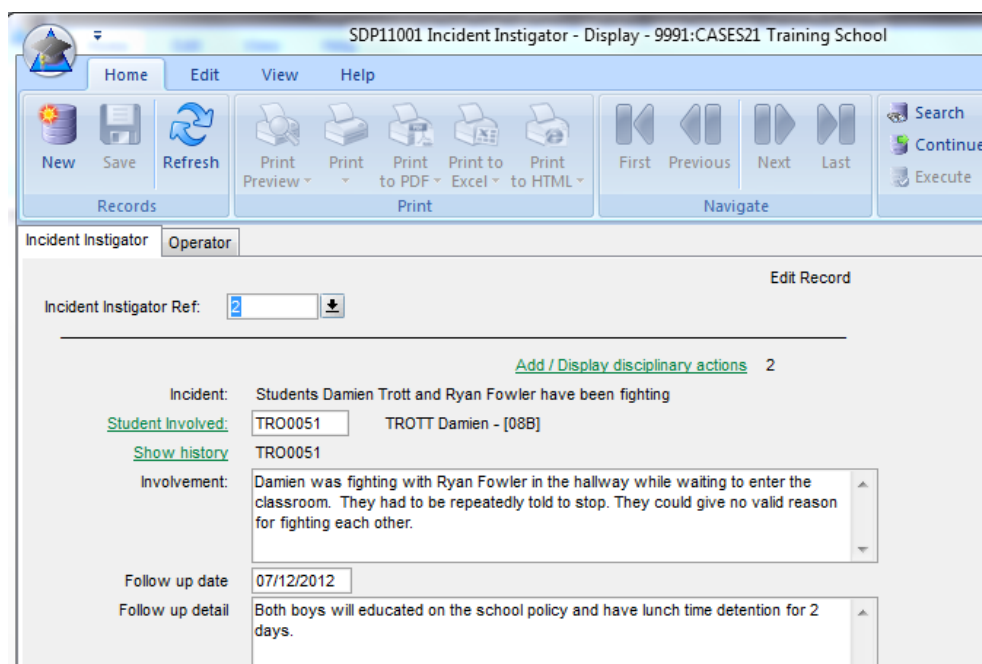
### Add other instigators to the incident

**Important:** First confirm the correct **Incident Number** has been selected.

- **Click** on the Daisychain Incident Instigators again.



It will open and show the **last student attached** to the incident.



- Click on the **new icon** to add the details for the next student.
- **Select the student** from the **Student Involved** drop-down list.
- Enter **details of the selected student's** involvement in the incident in the **Involvement** field. This is a free-text field.

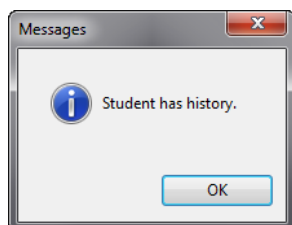
**Important:** The **contents of this field** appear in the *Student Incident Letter* in the **Student Participation** section. The *Student Incident Letter* is sent to the parents.

- Enter a **Follow up date**, if applicable.
- Enter **Follow up detail**, if applicable. This is a free-text field.

**Important:** The **contents of this field** will appear in the *Student Incident Letter* in the **Follow-up School Support** section.

- Enter any **Follow up outcomes**, if applicable.
- **Save** your changes.

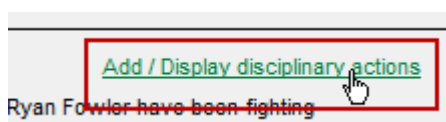
When **saving** you may see the following message:



- When you save the record, the **Add/Display disciplinary actions** daisy-chain appears on the right-hand side of the screen.

Record the disciplinary action taken for other instigators of the incident

- Click on the Add/Display disciplinary actions Daisy-chain



This takes you to the Incident Instigator Discipline [SDP11003] screen.

**Incident Instigator Ref:** field will show the student recorded in the previous screen. The drop-down box will display the records for other Incident Instigators already recorded for your school.

Sdpkey	Incident Date	Incident Type	Student Key
1	7/05/2012	N102	TR00051
2	30/11/2012	N102	TR00051
3	30/11/2012	N102	FOW0050

- **Select the person** taking this disciplinary action from the **Action Taken by** drop-down list.
- Enter a discipline code into the **Action Taken** field by selecting from the drop-down list.

The screenshot shows a software interface for recording disciplinary actions. A dialog box titled "Choose from Standard Disciplinary Actions" is open, displaying a list of actions. The action "Detention (Lunchtime)" is highlighted. In the background, the main form has "Action Taken by" set to "AND" and "Mr Stuart ANDERSON".

Kamkey	Brief
11	Student improvement plan
12	Support Group Meeting
13	Student support Services
14	Warned of possible consequence
15	Note in Diary
16	Removal from Class
17	Special privilege withheld
18	Conduct Card issued
19	Detention
2	Include in Newsletter
20	Parent - Letter (Negative reinforcement)
21	Parent - Interviewed
22	Suspension from School (Primary)
23	Expulsion procedures
24	Detention (After school)
25	Detention (Lunchtime)
26	Suspension from School (Secondary)
27	Parent Phone Call (Contact)

- Enter any other disciplinary action taken into the **Other Action** field. This is a free-text field.

**Important:** The **contents of this field** appear in the *Student Incident Letter* in the **Other Action (if required)** section. The *Student Incident Letter* is sent to the parents.

- Enter **Y** or **N** into the **Complied by Student** field.

The screenshot shows a dialog box titled "Inlist". It contains a table with two columns: "Options" and "Details". The "Y" option is selected, which corresponds to "Student complied with disciplinary action".

Options	Details
Y	Student complied with disciplinary action
N	Student did not comply with disciplinary action

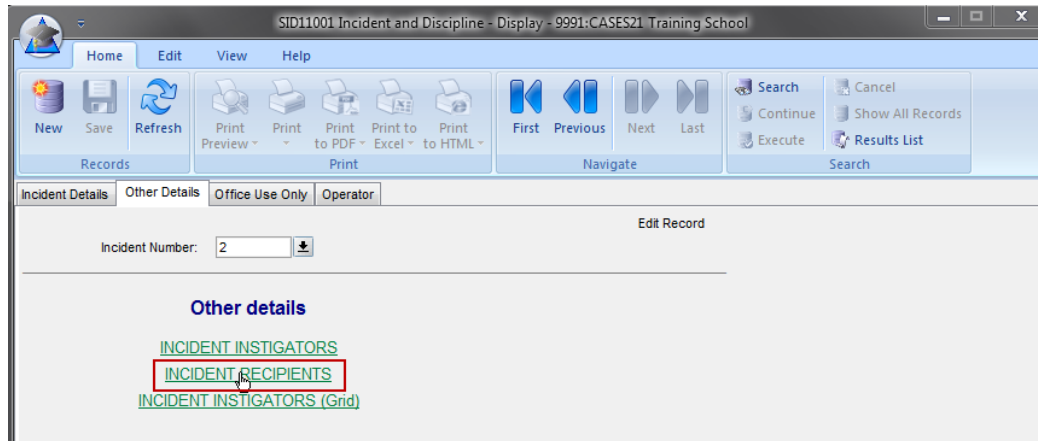
- Enter **Y** or **N** into the **Parental Contact** field.
- **Save** your changes.
- **Close** the Incident Instigator Discipline [SDP11003] screen — this will take you back to the Add or Modify Incidents or Discipline [SID11001] format / **Other Details** panel-tab.

**Note:** Continue recording if further students are involved by repeating the [steps above](#).

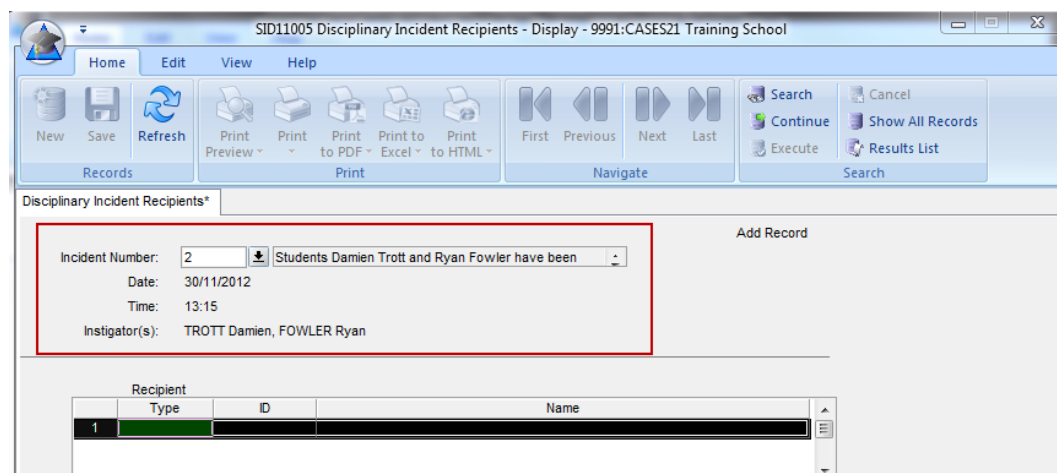
## Record details of the discipline incident recipient

A discipline incident recipient is the victim in a discipline incident (for example, a student who is being bullied). You only need to record details of incident recipients if there is a victim involved.

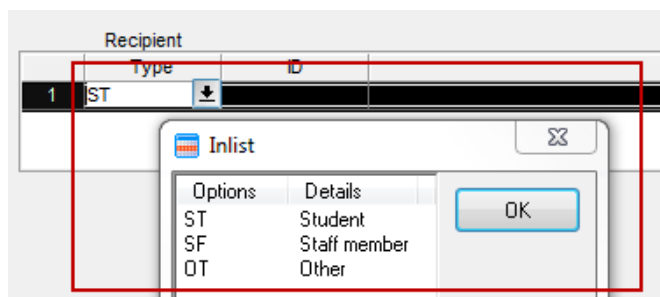
- Click on the **Incident Recipients** daisy-chain.



You will see the Disciplinary Incident Recipients [SID11005] screen with the **Incident Number** and a short description of the incident displayed.



- Select **ST** (student), **SF** (staff member), or **OT** (other) from the **Recipient Type** drop-down list.



- If you have selected **ST**, select the student affected by the incident from the **ID** drop-down list. The student's name appears in the **Name** field.
  - If you have selected **SF**, select the staff member from the **ID** drop-down list. The staff member's name appears in the **Name** field.
  - If you have selected **OT**, you must first enter information into the **Recipient Name**, **Address**, and **Phone** fields before proceeding to and entering details in the **How was the person affected** field — this is a free-text field.
- **Save** your changes.
- Note:** If there were other incident recipients, follow the same steps to record their details but you will have to **add a new record** by clicking on the New icon.
- Close the Disciplinary Incident Recipients [SID11005] screen. This will take you back to the Add or Modify Incidents or Discipline [SID11001] format / **Other Details** panel-tab.
  - You can check what has been entered by clicking on the INCIDENT INSTIGATORS (Grid) Daisy-chain.

You will see the following screen:

	Student Involved	Student ID	Student Name	Home Group	1st Incident?
1	2	TRO0051	TROTT Damien	08B	Y
2	3	FOW0050	FOWLER Ryan	10A	Y

Close Window to return to Incident and Discipline (SID11001)

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- Close the screen. This will take you back to the Add or Modify Incidents or Discipline [SID11001] format / **Other Details** panel-tab.



## Record details of the discipline incident for school use only

You can record specific information relating to a discipline incident **visible only to your school's staff**. This information **won't appear** on the *Student Incident Letter* or any other reports.

- In the Add or Modify Incidents or Discipline [SID11001] format, click on the **Office Use Only** panel-tab.
- Check you have the **correct Incident Number** selected.
- **Enter information** in the field as required. This information will not appear in any reports.
- **Save** your changes.

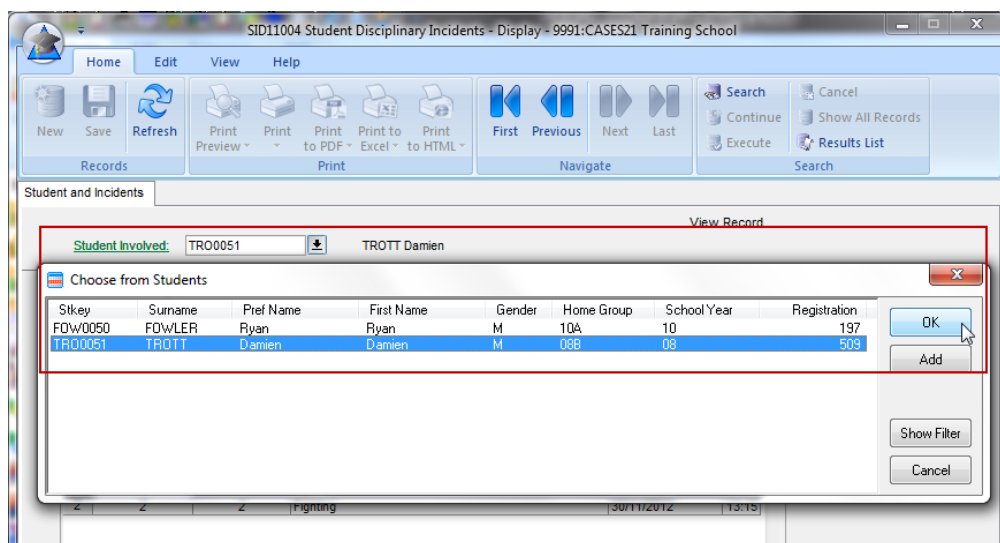
The screenshot shows a software window titled "SID11001 Incident and Discipline - Display - 9991:CASES21 Training School". The window has a menu bar with "Home", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for "New", "Save", "Refresh", "Print Preview", "Print", "Print to PDF", "Print to Excel", "Print to HTML", "First", "Previous", "Next", "Last", "Search", "Cancel", "Continue", "Show All Records", "Execute", and "Results List". The window has four tabs: "Incident Details", "Other Details", "Office Use Only", and "Operator". The "Office Use Only" tab is selected. In this tab, there is a field labeled "Incident Number:" with the value "2". Below this field is a large text area with a red border. The text area contains the following text: "Record any extra information here. This information will not appear in any reports." and "SCHOOL USE: Enter free text here that will not appear in any reports." The status bar at the bottom of the window shows "tu1" on the left and "CASES21 Version 9" on the right.

## Report on Discipline Incidents [SID11004]

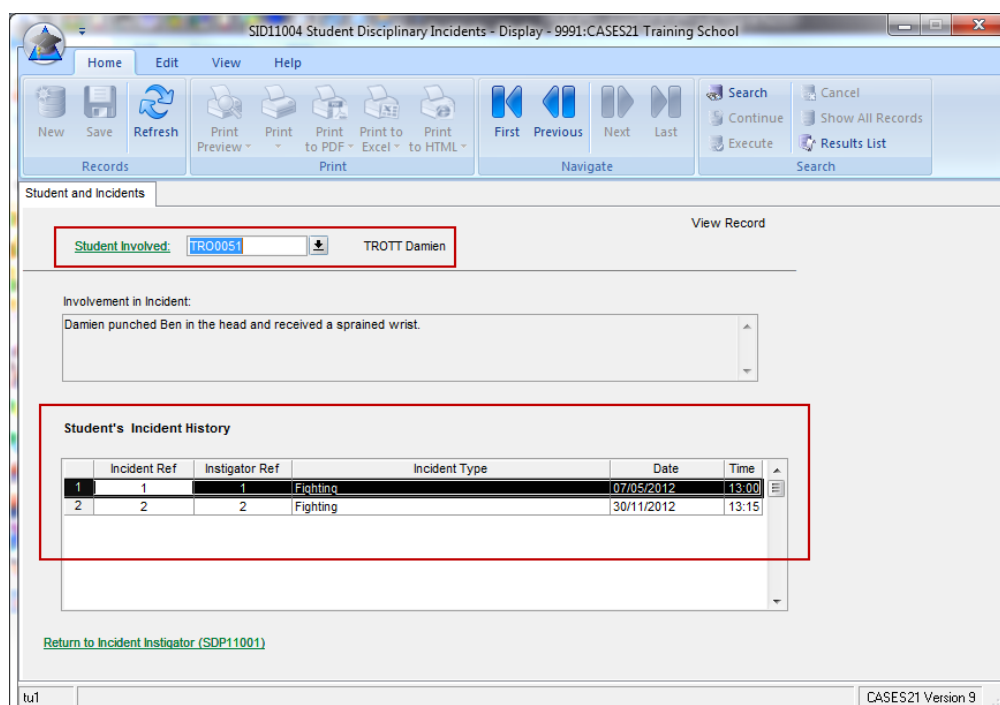
### View discipline incidents by student

This format allows you to view the details of all incidents recorded for a particular student.

- Open the Students | Discipline/Welfare | Incidents | Student Disciplinary Incidents [SID11004] format.
- Select the desired student from the **Student Involved** drop-down list. Only those students who have discipline incidents recorded are listed.



You'll see a description of the student's involvement in any discipline incident in the **Student's Incident History** table at the bottom of the screen. In our example, we selected **Damien Trott** who has been involved in **two recorded** incidents.



- **Select any row** in the **Student's Incident History** table to see the selected student's involvement in that incident.

You will see information relating to the incident in the **Involvement in Incident** field above the Student's Incident History.

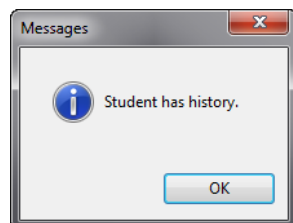
	Incident Ref	Instigator Ref	Incident Type	Date	Time
1	1	1	Fighting	07/05/2012	13:00
2	2	2	Fighting	30/11/2012	13:15

[Return to Incident Instigator \(SDP11001\)](#)

- You can click on the Incident Instigator [SDP11001] format screen from here by clicking on the Dasiy-chain to view the original details entered.

[Return to Incident Instigator \(SDP11001\)](#)

You may get the message:



Otherwise you will see the following format screen [SDP11001]:

## View details of discipline incidents [SDP11002]

This format allows you to view all instigators of student discipline incidents and the disciplinary actions associated with each incident.

- Open the Students | Discipline/Welfare | Incidents | Incident Instigators and Discipline [SDP11002] format.
- Select the desired incident from the **SDP Key** drop-down list.

SDP11002 Incident Instigators and Discipline - Display - 9991:CASES21 Training School

Home Edit View Help

New Save Refresh Print Preview Print to PDF Print to Excel Print to HTML First Previous Next Last Search Continue Execute Cancel Show All Records Results List

Incident Instigator and Actions View Record

SDP Key: 2

Student: TRO0051 TROTT Damien

Incident: 2 Fighting

Involvement: Damien was fighting with Ryan Fowler in the hallway while waiting to enter the classroom. They had to be repeatedly told to stop. They could give no valid reason for fighting each other.

Discipline ID	Action Taken	Staff Responsible	Complied	Parent Informed
2	Detention (Lunchtime)	Mr Stuart ANDERSON	Y	Y

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- The top half of the screen shows the **Student** who instigated the selected incident, the **Incident** number and the student's **Involvement** in the selected incident.

In our example, we chose the **SDP Key 2**, which shows **Damien Trott** as the instigator of this incident. The **Involvement** field describes further details of Damien's involvement.

- The table in the bottom half of the screen displays details of the action taken, and the staff member responsible for that action. It also displays whether the student complied with the action and if the parents were informed.

## Student incident instigator history report [SDP21001]

This view-only format lists students involved in instigating incidents on a particular date(s), the action(s) taken, and any other instigators involved.

- Open the Students | Discipline/Welfare | Incidents | Student Incident Instigator History [SDP21001] format.

You can refine this report on the parameter screen by:

- From Student – To Student
- From Date – To Date

- You will see the following screen once you have refined your selections:

Student ID	Student Name	Homegroup	Incident Date	Incident	Action Taken	Other instigators
FOW0050	Ryan FOWLER	10A	30/11/12	Fighting	Detention (Lunchtime)	Damien TROTT
TRO0051	Damien TROTT	08B	07/05/12	Fighting	Suspension from School (Second	
			30/11/12	Fighting	Detention (Lunchtime)	Ryan FOWLER

## Incident follow up dates report [SDP21002]

This view-only format lists the dates of any follow-up action required for students who have instigated discipline incidents. You can refine this report by date only.

- Open the Students | Discipline/Welfare | Incidents | Incident Follow Up Dates [SDP21002] format.

You can refine this report on the parameter screen by:

- Date Range

- You will see the following screen once you have refined your selection on the parameter screen:

Follow Up Date	Student Name	Home Group	Incident Type	Incident Date
9/05/2012	TROTT Damien	08B	Fighting	7/05/2012
7/12/2012	FOWLER Ryan	10A	Fighting	30/11/2012
7/12/2012	TROTT Damien	08B	Fighting	30/11/2012


## Student incident letter [SDP21003]

This view-only format allows you to print a letter that can be sent home for a discipline incident. After printing, you can indicate whether the letter is simply a notification to the parents or if further contact is required.

- Open the Students | Discipline/Welfare | Incidents | Student Incident Letter [SDP21003] format.

You can refine this report on the parameter screen by:

- Student
  - Date
  - Home group
  - Incident type
  - Family type
  - School Signatory - School Principal, School Assistant Principal, Campus Principal or Campus Assistant Principal
- You will see the following screen once you have refined your selection on the parameter screen:

**CASES21 Training School Campus 1**

Happy Road  
DOCKLANDS  
VIC 3008

02/12/2012

Notice of Student Issue

**Mr TROTT**  
336 Mitri Grove  
FISHERMANS BEND  
VIC 3207

Damien TROTT (08B) - Std ID [TRO0051]  
was involved in the following issue.

---->fold

Date	Time	Type of Issue	Person reporting issue
7/05/12	13:00	Fighting	Ms Richards

**Description of Issue**  
Fight during football training between Damien Trott and Ben Webster on the football oval.  
Damien punched Ben in the head.  
Both students received first aid and were returned to class.

**Action Taken**  
Suspension from School (Secondary)

**Other Action (if required)**  
Damien internally suspended for 3 days.

**Parental Support**  
☐ Notification - please discuss the above incident with your child.  
☐ Please contact me on 03 9670 4533 to arrange a mutually agreeable time to meet and discuss this incident.

**Follow-up School Support**  
Damien instigated the fight.

fold>----


Regards

.....  
**Mr P Turner**  
School Principal

## Student Incident Report [SDP21004]

This view-only format lists students and the details of any discipline incidents they have been involved in.

- Open the Students | Discipline/Welfare | Incidents | Student Incident Report [SDP21004] format.  
You can refine this report on the parameter screen by:
  - From Student – To Student
  - From Date – To Date
  - From Year Level – To Year Level
  - From Home Group – To Home Group
  - From Incident type – To Incident Type
  - From Action Taken – To Action Taken
  - Sort Order
  - Current or All Students
  - Gender – Male, Female, Both
- You will see the following screen once you have refined your selection on the parameter screen:



9991:CASES21 Training School

From Student ABB0001 to ZUN0050

From Incident Type N102 to N102

Student Incident Report

From Year Level 00 to UG

From Home Group 01A to SC2

From 07/05/2012 to 30/11/2012

From Action Taken DETENTION (LUNCHTIME) to SUSPENSION FROM SCHOOL (SECONDARY)

Student ID	Student Name and H/Grp	Date	Incident Type	Reported By	Action Taken	Follow-up Action (if required)
TRO0051	TROTT, Damien (08B)	7/05/12	Fighting	Ms Richards	Suspension from School (Secondary)	Damien instigated the fight
		30/11/12	Fighting	Mr S Anderson	Detention (Lunchtime)	Both boys will be educated on the school policy and have lunch time detention for 2 days.
FOU0050	FOWLER, Ryan (10A)	30/11/12	Fighting	Mr S Anderson	Detention (Lunchtime)	Both boys will be educated on the school policy and have lunch time detention for 2 days.

## Record Merit Incidents [ST11022]

Merit incidents are positive behaviours displayed by students. For example, sporting achievements, leadership positions, peer support, and participation in extracurricular activities and school performances.

When a student is involved in any positive behaviour, the details of the incident can be recorded in CASES21 as a merit incident.

There are many pre-existing positive behaviour codes already in CASES21 in the behaviour classifications list.

**Note:** If the behaviour code does not appear on this list, you can add it to the list of behaviour classifications by following the instructions in the [Add and modify behaviour codes](#) section in this Chapter.

- To record a merit incident open the Students | Discipline/Welfare | Merit | Add or Modify Student Merit Incidents [ST11022] format.
- **Select the student** you want to record the merit incident for from the **Student ID** drop-down list. **Note:** the list will open with the last student selected.
- Click the **New** icon on the toolbar.

The screenshot shows the 'ST11022 Student Merit Behaviour - Display - 9991:CASES21 Training School' window. The toolbar at the top contains icons for 'New', 'Save', 'Refresh', 'Print Preview', 'Print', 'Print to PDF', 'Print to Excel', 'Print to HTML', 'First', 'Previous', 'Next', 'Last', 'Search', 'Continue', 'Execute', 'Cancel', 'Show All Records', and 'Results List'. The 'New' icon is highlighted with a red box. Below the toolbar, the 'Student ID' field is highlighted with a red box, showing 'DOU0003' and 'DOUGLAS Naomi - Yr: 05 HGrp: 05A'. The form includes fields for 'Positive Behaviour', 'Details', 'Start Date', 'End Date', 'Award', and 'Comment'.

- Select a **Positive Behaviour** by selecting from the drop-down list from the Positive Behaviour field. Hint – behaviours can be sorted alphabetically by clicking once on the Description heading

**Note:** If the behaviour code does not appear on this list, you can add it to the list of behaviour classifications by following the instructions in the [Add and modify behaviour codes](#) section in this Chapter.



Student Merit Behaviour\* Operator

Student ID: DOU0003 DOUGLAS Naomi - Yr: 06 HGrp: 06A

Positive Behaviour: P7 Junior school council

Details:

Start Date:

End Date:

Recommending Person Type:

Award:

Comment:

Choose from Behaviour Classifications

Key	Pos Neg	Description
P67	P	Willingness to assist
P68	P	Care for others
P69	P	Community spirit
P7	P	Junior school council
P70	P	Positive ambassador
P71	P	Initiative
P72	P	School rules (Follows directions)
P73	P	Initiates projects and completes
P75	P	Other - Specify in notes (Secondary)
P76	P	Other - Specify in notes (Primary)
P77	P	P.A.S.E. Award (Primary)
P78	P	P.A.S.E. Award (Secondary)
P79	P	Sport -- Cricket (Primary)
P8	P	Landcare group member
P80	P	Sport -- Football (Primary)
P81	P	Sport -- Netball (Primary)
P82	P	Sport -- Summer (Primary)
P83	P	Sport -- Winter (Primary)
P84	P	Sport -- Interschool (Primary)

OK

Add

Show Filter

Cancel

- Type in the details of the student's behaviour in the **Details** field. This is a required field, meaning information must be entered.

In our example, Naomi Douglas has been an excellent member of, and contributor to, the Junior School Council.

Positive Behaviour: P7 Junior school council

Details: Naomi Douglas has been an excellent member and contributor of the Junior School Council

- Enter the **Start Date** and the **End Date** for this behaviour.
- Select **SF** (staff member), **DF** (family member), or **OT** (other) from the **Recommending Person Type** drop-down list.
  - If you have selected **SF**, identify the staff member by selecting the appropriate name from the **Staff ID** drop-down list.
  - If you have selected **DF**, identify the family member by selecting the appropriate name from the **Family ID** drop-down list — this person can be a member of any school family, not necessarily the student's own family. Next, indicate whether they are **Adult A** or **Adult B**.
  - If you have selected **OT**, enter information into the **Other Persons Details** field.

Start Date: 01/01/2012

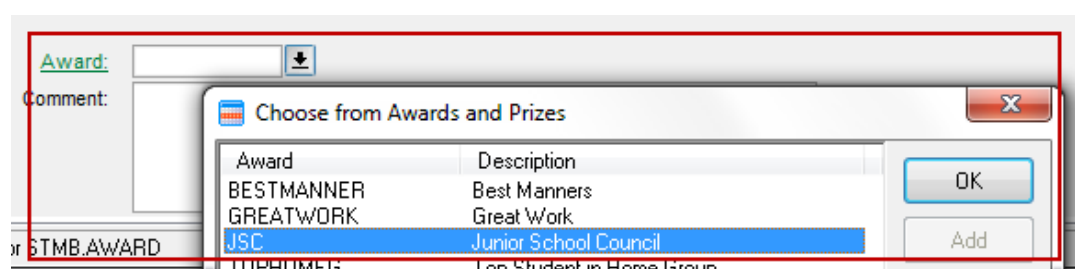
End Date: 31/12/2012

Recommending Person Type: SF Staff member

Staff ID: BC00 Mrs Bronwyn CATTANACH

- Select the award the student will receive from the **Award** drop-down list.

**Note:** You can create an award here by clicking on the **Award** daisy-chain and following the instructions in the [Add a new award](#) section in this Chapter.



- **Enter any comments** relating to this award in the **Comment** field – this is a free-text field so you can type as much as necessary.

- **Save** your changes.

## Create Awards for Merit Incidents [KGW11001]

Awards are recognitions given to **students who have merit incidents recorded** against their name. Awards are not a compulsory part of the merit incident recording process and you can choose when and how to use them.

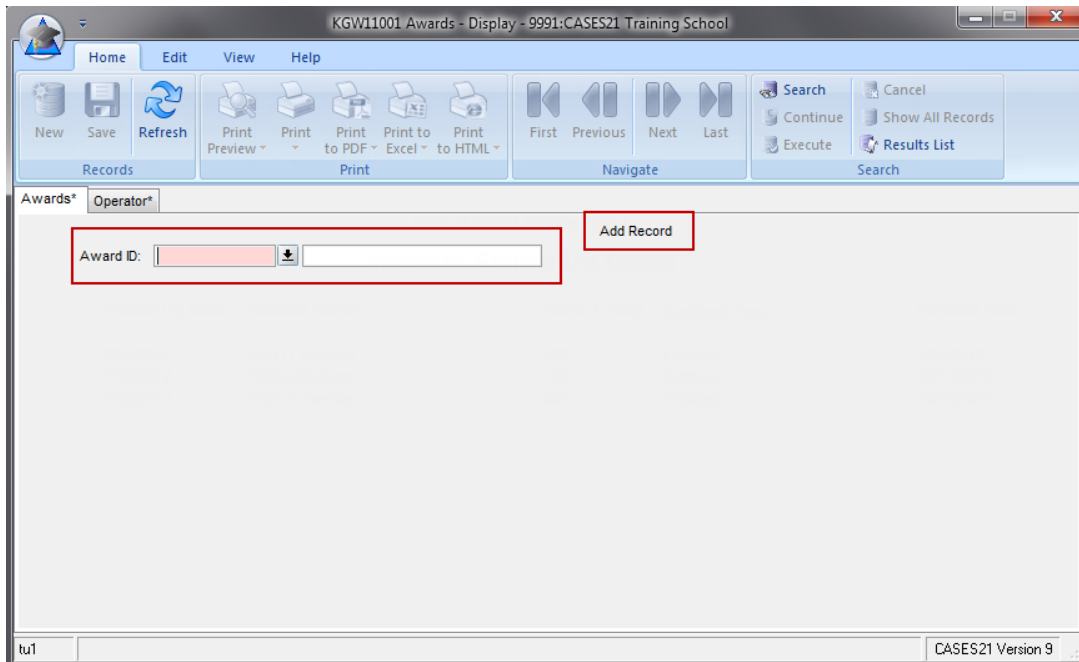
There are no pre-existing awards on the system, so if you wish to use this feature you must add your own awards.

The first time you open this format there will be no awards recorded on the system, and the format will open in the **Add Record** mode.

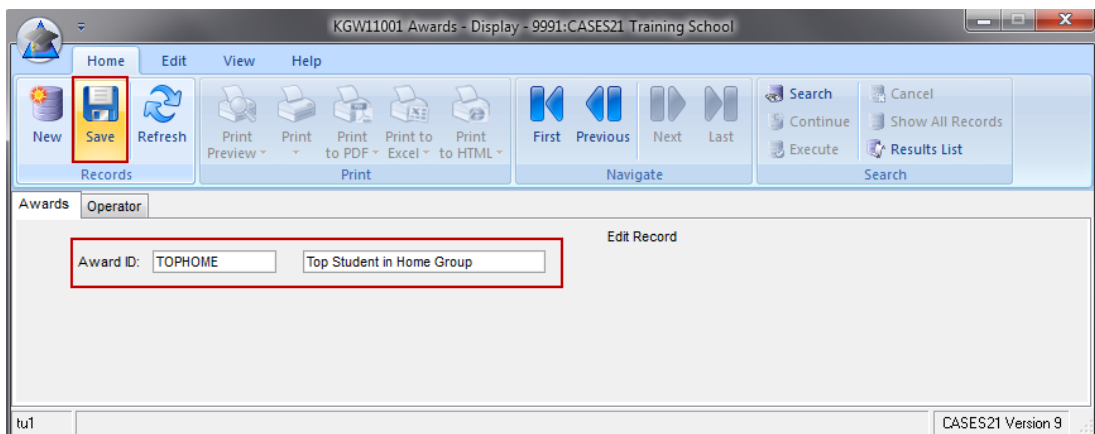
## Add a new award

- Open the School | Reference Tables | Awards | Add or Modify Awards [KGW11001] format.
- The first time you open this format there will be no awards recorded on the system.

To **add the award just type in the Award ID:** field then you can add the Description. This will activate adding further awards.

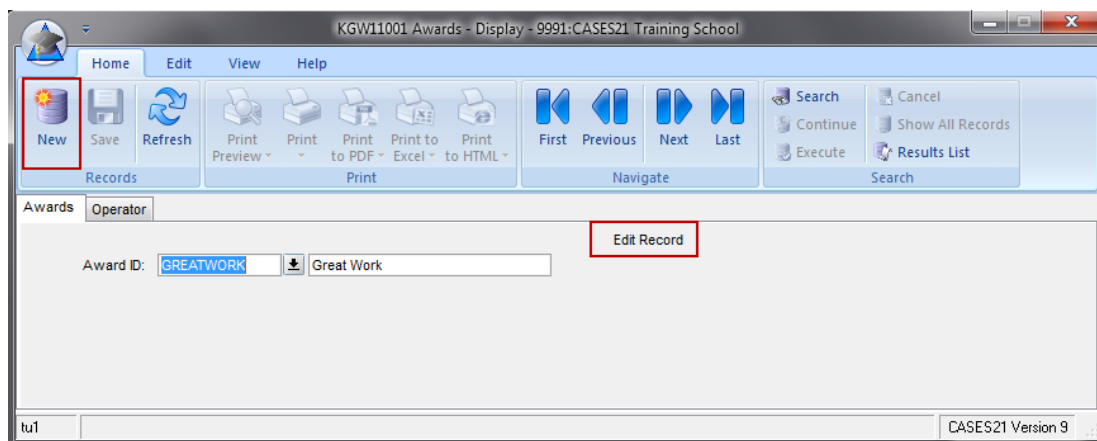


- Enter the **Award ID** - you can only use ten characters. In our example, we added a new award for the top student in a home group called **TOPHOME**.
- Enter a description of the new award into the blank field next to the **Award ID**. In our example, we entered the description **Top Student in Home Group**.



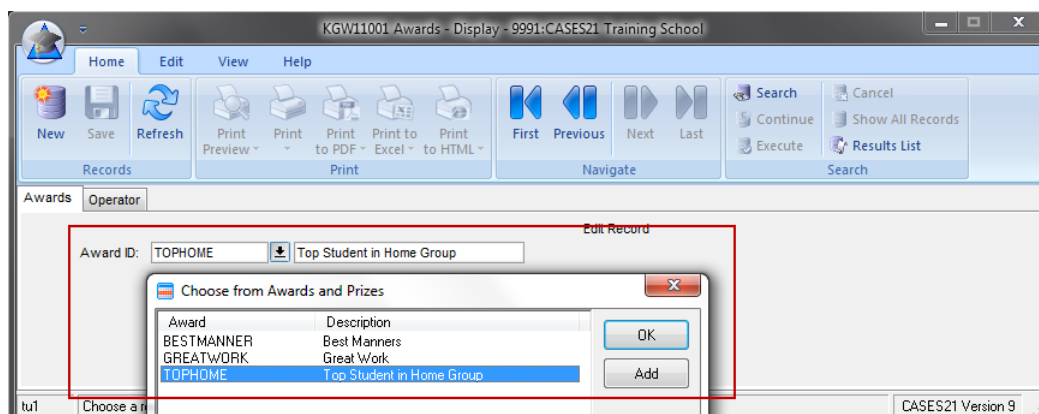
- **Save** your changes.

**Note:** Once an award has been added to the system, the format will open in **Edit Record** mode and you will need to click the **New** icon on the tool bar to add a new award.



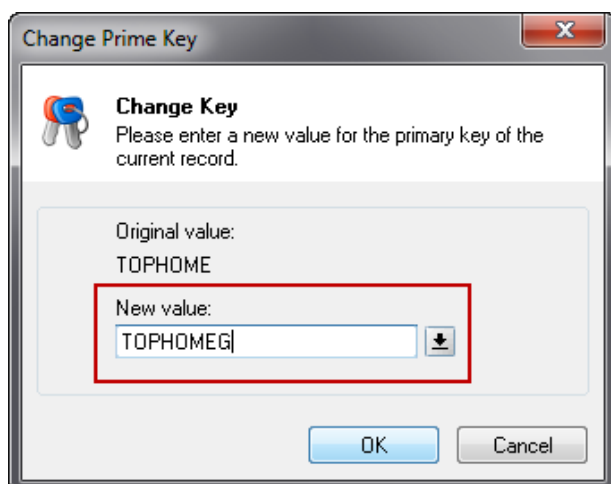
### Edit an existing award [KGW11001]

- Open the School | Reference Tables | Awards | Add or Modify Awards [KGW11001] format.
- Select the award you want to modify from the **Award ID** drop down list.



- Select **Change Key** from the **Edit** menu.
- **Modify** the text as required.

In our example, we are renaming the **TOPHOME** award **TOPHOMEG** so the **Award ID** better reflects the actual award. To do this, we had to change the **Award ID** key.



- Once you click **OK**, the changes you have made will be automatically saved.

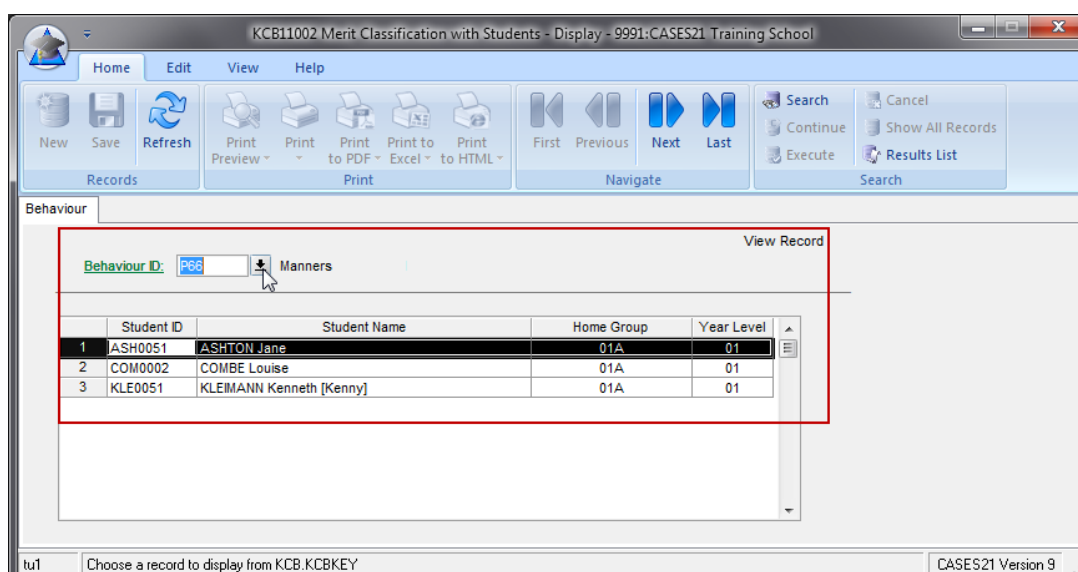
## Report on Merit Incidents

### Display students by merit classification [KCB11002]

This format allows you to list the students that have a particular positive behaviour recorded.

- Open the Students | Discipline/Welfare | Merit | Display Students by Merit Classification [KCB11002] format.
- Select the **Behaviour ID** from the drop-down list. **Only positive behaviours** recorded will be listed.

You will see a list of all the students that have the selected behaviour in the table at the bottom of the screen. Our example is for Manners.



Behaviour

Behaviour ID: P66 Manners View Record

	Student ID	Student Name	Home Group	Year Level
1	ASH0051	ASHTON Jane	01A	01
2	COM0002	COMBE Louise	01A	01
3	KLE0051	KLEIMANN Kenneth [Kenny]	01A	01

### Student merit report [STMB21001]


This view-only format lists students involved in merit incidents on a particular date/s and any associated awards they have earned.

- Open the Students | Discipline/Welfare | Merit | Student Merit Report [STMB21001] format.

You can refine this report on the parameter screen by:

- From Student – To Student
- From Date – To Date
- From Home Group – To Home Group
- From Merit Type – To Merit Type

- You will see the following screen once you have refined your selection on the parameter screen:

<div>  9991:CASES21 Training School </div>						
<div> <div> <b>Student Merit Report</b> </div> <div> From Student ABB0001 to ZUN0050  From 01/01/2012 to 02/12/2012 </div> <div> From Home Group 01A to SC2  From Merit Type P66 to P7 </div> </div>						
Std ID	Student Name and H/Grp	Date	Merit Type	Details	Recommended By	Award
ASH0051	ASHTON, Jane (01A)	1/02/12	Manners	Jane shows excellent use of Manners at all times.	Mr K Harris	Best Manners
COM0002	COMBE, Louise (01A)	2/12/12	Manners	Louise shows excellent use of Manners at all times.	Mr K Harris	Best Manners
KLE0051	KLEIMANN, Kenneth (01A)	8/10/12	Manners	Louise shows excellent use of Manners at all times.	Mr K Harris	Best Manners
DOU0003	DOUGLAS, Naomi (06A)	1/01/12	Junior school council	Naomi Douglas has been an excellent member and contributor of the Junior School Council	Mrs B Cattanach	Junior School Council



## Merit recognition [STMB21002]

This view-only format produces a certificate for a selected student, outlining any positive behaviour exhibited, and any associated awards they have earned.

- Open the Students | Discipline/Welfare | Merit | Merit Recognition Certificate [STMB21002] format.

You can refine this report on the parameter screen by:

- From Student – To Student
  - From Date – To Date
  - From Home Group – To Home Group
  - Authorising person – You can select a staff member.
- You will see the following screen once you have refined your selection on the parameter screen:

 CASES21 Training School Campus 1		Happy Road DOCKLANDS VIC 3008															
<b>Merit Recognition Certificate</b>																	
Jane ASHTON (01A) - Std ID [ASH0051] has achieved the following merits between 01/01/2012 and 02/12/2012.																	
<table border="1"> <thead> <tr> <th colspan="2">Date</th><th rowspan="2">Merit Type</th><th rowspan="2">Merit Details</th><th rowspan="2">Award</th><th rowspan="2">Comments</th></tr> <tr> <th>Start</th><th>End</th></tr> </thead> <tbody> <tr> <td>1/02/12</td><td>31/12/12</td><td>Manners</td><td>Jane shows excellent use of Manners at all times.</td><td>Best Manners</td><td>Jane shows excellent use of Manners at all times.</td></tr> </tbody> </table>				Date		Merit Type	Merit Details	Award	Comments	Start	End	1/02/12	31/12/12	Manners	Jane shows excellent use of Manners at all times.	Best Manners	Jane shows excellent use of Manners at all times.
Date		Merit Type	Merit Details	Award	Comments												
Start	End																
1/02/12	31/12/12	Manners	Jane shows excellent use of Manners at all times.	Best Manners	Jane shows excellent use of Manners at all times.												
<hr/> <div>  Mr K Harris </div>																	

## Manage Positive and Negative Behaviour Codes [KCB21001]

Student behaviours describe actions and incidents students are involved in. They can be classified as either positive or negative, and the consequences of these actions can be listed as a merit or discipline incident recorded against a student's name.

A list of behaviours already exists in CASES21 — these include negative behaviours (for example, fighting, bullying, stealing, vandalism, and truancy), and positive behaviours (for example, leadership positions, sporting, and academic achievements).

### Add a behaviour code

- Open the School | Reference Tables | Merit / Incidents | Behaviour Classifications [KCB21001] format.
- Check the behaviour classifications report shown below:

Behaviour	Description	Positive/Negative
N1	Offensive gesture	N
N100	Melee	N
N102	Fighting	N
N104	Aggression towards staff	N
N105	Aggression towards student	N
N106	Stealing	N
N107	Vandalism to equipment	N
N108	Vandalism	N
N109	Truant - Absent from school grounds	N
N110	Substance Abuse - Tobacco/Alcohol	N
N113	Substance Abuse - Taking	N
N114	Other	N
N116	Bullying - Harassment	N
N117	Victimized	N
N174	Lack of work	N
N175	Disruptive	N
N178	Plagiarism	N
N179	Defiant - Failure to follow instruction	N
N182	Missed deadline	N
N186	Behaviour--Conflict/Defiant/	N
N187	Behaviour--Rude/Disruptive/	N
N195	Substance Abuse - Possession on campus	N
N196	Late to class - Persistent Lateness	N
N197	Late to school - Primary	N
N2	Swearing - Offensive language	N
N205	Truant - Skipped class or part of day	N
N206	Sport day absence	N
N213	Physical aggression	N
N214	Exclusion	N
N218	Weapons	N

If the behaviour you want to record does not appear on the list, add it by following the steps below:

- Open the School | Reference Tables | Merit / Incidents | Add or Modify Merit or Incident events [KCB11001] format.
- Click the **New** icon on the toolbar. You will see a blank **Behaviour Classification** screen.

- Type in a new **Behaviour ID** code, ensuring that it does not already exist in the behaviour classifications list. In our example, we added a new negative behaviour, so the **Behaviour ID** is **N198** as this is the next number sequence on our current list.
- **Enter a description** of this behaviour into the blank field next to the **Behaviour ID**. In our example, we added **Cheating on Tests** into this field.
- Enter the action as a **P** (positive) or **N** (negative) behaviour in the **Positive/Negative** field.

- **Save** your changes.

### Modify a behaviour code

- Select the behaviour you want to modify from the **Behaviour ID** drop-down list.
- Change information in the appropriate fields. In our example, we modified **N198 – Cheating on Tests** to **N198 – Cheating**.

- **Save** your changes.

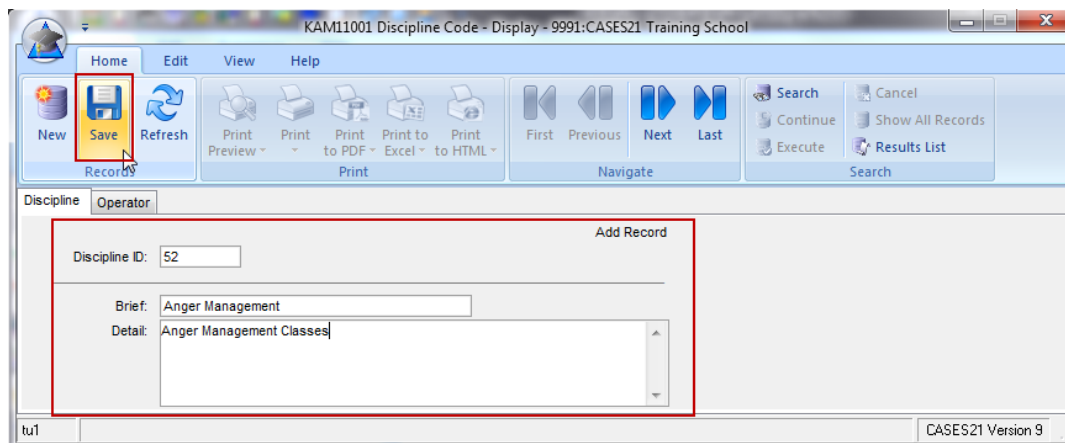


## Manage Discipline Codes [KAM11001]

Discipline codes are disciplinary actions or sanctions that schools may impose on students who have a discipline incident recorded against them. There are many discipline codes that already exist in CASES21; however, you can add your own discipline codes to this list.

### Add a discipline code

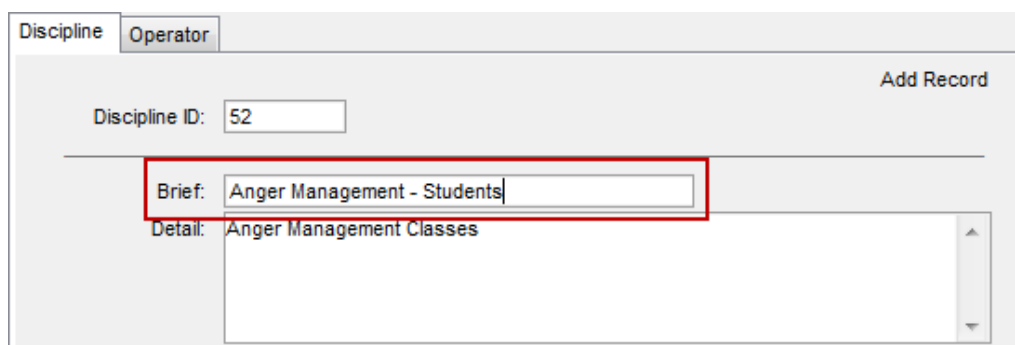
- Open the School | Reference Tables | Merit / Incidents | Add or Modify Discipline Codes [KAM11001] format.
- Click on the **New** icon on the tool bar.
- Enter the **Discipline ID** — this should be the next number in the list. In our example, we added the new discipline code *Anger Management* for a student, giving it the **Discipline ID** number of 52.
- Enter a description of the **new discipline code** into the **Brief** field.
- Enter information in the **Detail** field as required.



- **Save** your changes.

### Modify a discipline code

- **Select the discipline code** you want to modify from the **Discipline ID** drop-down list.
- **Change information** in the appropriate fields. In our example, we modified **Discipline ID** 52 – Anger Management to 52 – Anger Management - Students.



- **Save** your changes.