Calcasieu ISS/OSS/ISD/DET

1. **Full Day ISS** which is entered on the **left side** of the Admin Screen and populates the right side of the screen (no minutes removed entry necessary):

*DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU *

The Attendance entry is done automatically by JCampus. (03-P in school Suspension) There is no need to enter the ISS on the Attendance Screen.

2. **Partial Day ISS** (code 69) for more than 2 hours and less than a whole day - it is entered on the **right side** of the Admin Screen and minutes removed must be entered on the Admin Tab.


The Attendance entry for partial day ISS must be entered manually. JCampus will not enter the ISS on the Attendance Screen. It should be entered as a 03 (P- In School Suspension) in Attendance, with a "check out" and "check in" which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

Example:

| 14 | | 07:45 | 05 | U | Dr./Parent Note Needed | | | | | 10 | 64 |
14										03	11
15		07:50	03	P	In School Suspension	11:00	03	P	In School Suspension	08	70
15										06	46
15										03	12

3. **Full Day OSS** (code 09) which is entered on the left side of the Admin Screen and populates the right side of the screen (no minutes removed entry necessary):

-   To assign an Out of School Suspension (**OSS**), click in the cell below **OSS**. (**On the Left side of the Admin screen**)
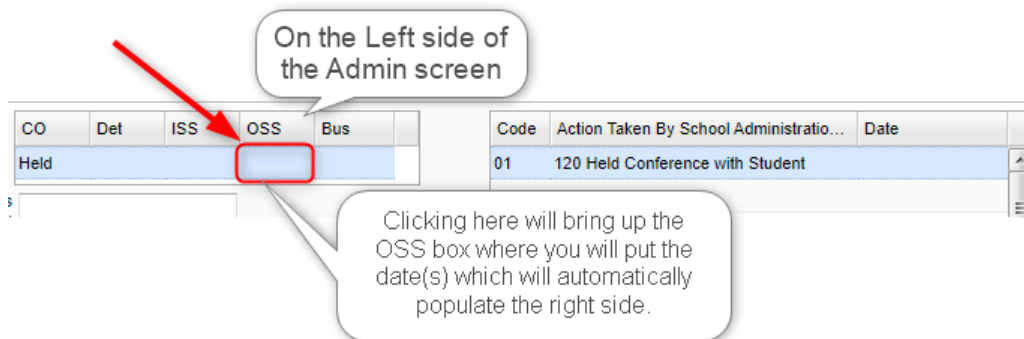

-   Click in the **Days** cell and enter the number of days the student will have an OSS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her OSS. Click the **Calc** button to have the system figure the **Return** date.

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**DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU **
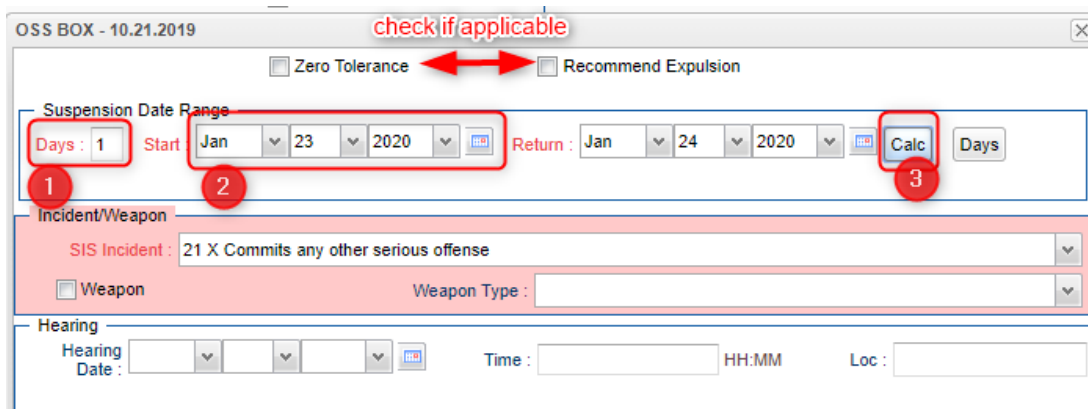
-   In the pink area, select the **SIS incident** code to be reported to the state.
    a. If a weapon was involved, pick the **Weapon** check box, then identify the type of weapon from the drop down selection (Required for state reporting).
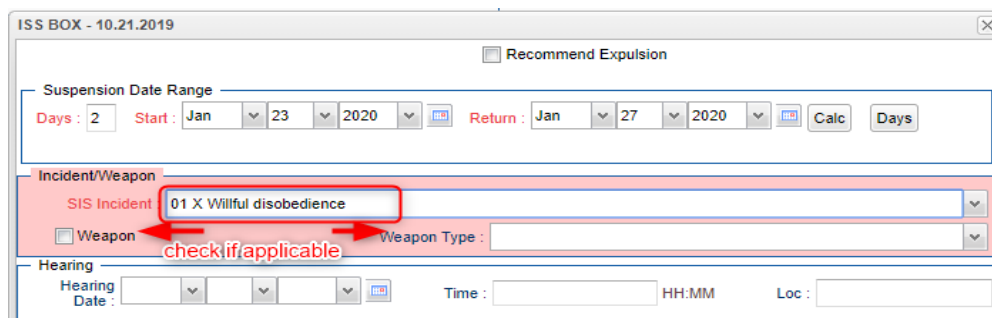
- Click **OK** to close the OSS details window. The user will now see a count of days under the OSS label, and an action of "OSS Out of School Suspension" will be displayed on the right under "**Action Taken By School Administration**".

The Attendance entry is done <u>automatically</u> by JCampus. (09 –Out of School Suspension) There is no need to enter the OSS on the Attendance Screen.

4. **Partial Day OSS** (code 68) for less than a whole day - it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab.

The Attendance entry for partial day OSS must be entered <u>manually</u>.   JCampus will not enter the OSS on the Attendance Screen. It should be entered as an 09 (S-Out of School Suspension) in Attendance with a "check out" and "check in" which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

4. **In-School Detention** code 45 (during class time) – it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab. **Must be 2 hours or less. If more than 2 hours, it needs to be a partial day ISS (see page 1).**

The Attendance entry for In-school Detention must be entered manually. Use code 31 (Time out room) for this attendance code. (The times in attendance should reflect when the student was out of the classroom. This way the teachers will know where that student is and not to mark them in attendance.)

5. **Detention** that is before school, after school, at lunch, or at recess (no instructional time is missed) – it is entered on the left side of the screen with the addition of the detention schedule – no minutes removed entry is necessary)

- To assign a detention, click the cell below the letters **DET**. (On the Left side for the Admin screen)

- First, set the days and times of the regularly scheduled detentions by clicking **Set Times**. This only needs to be done once to set default days and times of detention.

- For the desired day(s) on which detention will be held, set the detention times. <u>Be sure to use Military Time as shown below</u>! Click **OK** when done to return to the detention screen.

- Pick the **day(s)** of detention. Enter the number of days and the start date. Click the **Calc** button to let the system figure the end of detention (return) date. Click to enter the **Location of detention**. When done, click **OK**.