

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):

CO	Det	ISS	OSS	Bus	Code	Action Taken By School Administratio...	Date
		1da			10	004 ISS On Site	2020-01-28

Points Lost :
Points Earned :

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

ISS BOX - 10.21.2019

check if applicable → Recommend Expulsion

Suspension Date Range

Days : 2 Start : Jan 23 2020 Return : Jan 27 2020 Calc Days

Incident/Weapon

SIS Incident : 01 X Willful disobedience

Weapon Weapon Type :

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.

CO	Det	ISS	OSS	Bus	Code	Action Taken By School Administratio...	Date
					69	009 Suspension - IS (partial day)	2020-01-24

Points Lost :
Points Earned :

Administrative Comments :

Date Disciplinary Signed Form : Jan 24 2020

Other Agencies :

Minutes Removed : 180 0.47 Day(s)

Disciplinary Signed Form :
Alt Site/Program :
 Third Party Authorized Punishment

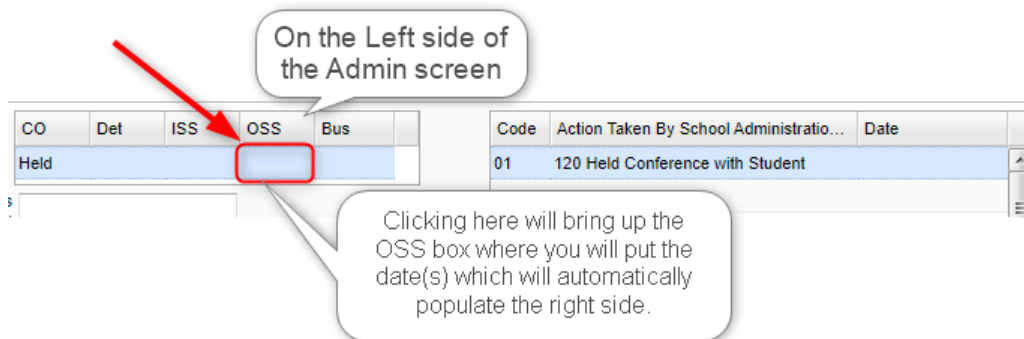
The Attendance entry for partial day ISS must be entered manually. JCampus will not enter the ISS on the Attendance Screen. It should be entered as a 03 (P- In School Suspension) in Attendance, with a "check out" and "check in" which reflects the time of day the student is out of the classroom. (This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

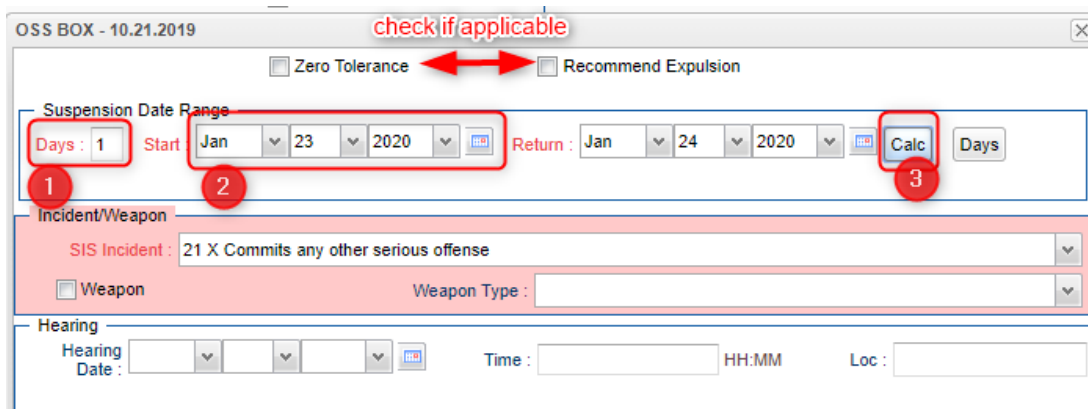
3. **Full Day OSS** (code 09) which is entered on the left side of the Admin Screen and populates the right side of the screen (no minutes removed entry necessary):

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

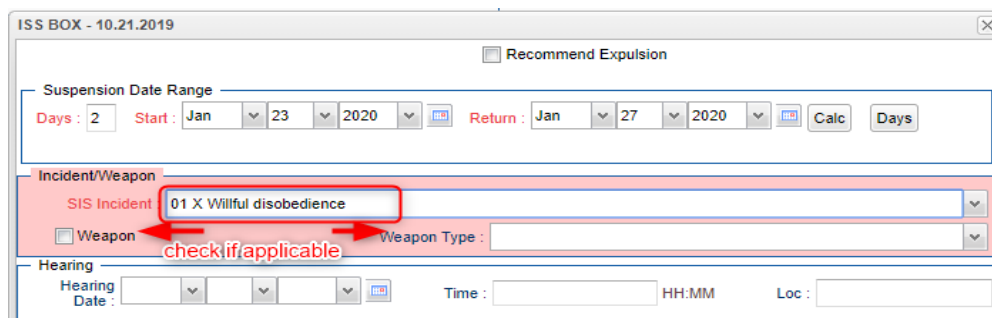


- Click in the **Days** cell and enter the number of days the student will have an OSS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her OSS. Click the **Calc** button to have the system figure the **Return** date.

****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.
 - 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**”.

CO	Det	ISS	OSS	Bus
Held			1da	

Points Lost :
Points Earned :

Code	Action Taken By School Administration...	Date
09	002 Out of school suspension	2020-01-23
01	120 Held Conference with Student	2020-01-22

The Attendance entry is done automatically 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.

CO	Det	ISS	OSS	Bus

Points Lost :
Points Earned :

Administrative Comments :

Date Disciplinary Signed Form : Jan 24 2020

Other Agencies :

Minutes Removed : 180 0.47 Day(s)

Perpetrator Received

Serious Injury :

Event Related To

Hate/Bias : Drugs Alcohol

Changed :

Cod	Action Taken By School Administration...	Date
68	008 Suspension - OOS (partial day)	2020-01-24

diSuspDays 03.25.2019 ML

School	Ref#	Date	OSS	Minutes	Total	ISS	Exp
1	034	1	2020-01-23			2	

This window appears if the student has any prior minutes/days removed.

Name	SIDNO	OSS	Min/Days	Total	ISS	Exp
		0	0/0	0	2	0

The Attendance entry for partial day OSS must be entered manually. 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 screenshot shows the Admin Screen interface. At the top, there are tabs for CO, Det, ISS, OSS, and Bus. A table below shows a row with 'Code' 45, 'Action Taken By School Administratio...' 040 In-School Detention, and 'Date' 2020-01-24. A red arrow points to the 'Code' field. Below the table, there are fields for 'Points Lost', 'Points Earned', 'Administrative Comments', 'Date Disciplinary Signed Form' (Jan 24, 2020), 'Disciplinary Signed Form', 'Other Agencies', 'Alt Site/Program', and 'Minutes Removed' (180). A red box highlights the 'Minutes Removed' field. There is also a checkbox for 'Third Party Authorized Punishment'.

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)

The screenshot shows the Admin Screen interface with the 'Det' tab selected. The tabs are CO, Det, ISS, OSS, and Bus. A red box highlights the 'Det' tab.

- 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. Be sure to use Military Time as shown below! Click **OK** when done to return to the detention screen.

The screenshot shows the 'Detention Arrangements- 02.21.2017' dialog box. It has a list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Below the list are fields for 'Exclude Dates', 'Days', and 'Start'. A 'Setup Detention Times' sub-dialog box is open, showing a table with columns for day, start time, and end time. The table is as follows:

Day	Start Time	End Time
Monday	15:00	16:00
Tuesday	15:00	16:00
Wednesday	15:00	16:00
Thursday	15:00	16:00
Friday	15:00	16:00
Saturday	09:00	12:00

A red arrow points to the 'Set Times' button at the bottom of the dialog box.

- 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**.

Detention Arrangements- 02.21.2017

<input type="checkbox"/> Monday	Start Time : 15:00	HH:MM	End Time : 16:00	HH:MM
<input checked="" type="checkbox"/> Tuesday	Start Time : 15:00	HH:MM	End Time : 16:00	HH:MM
<input type="checkbox"/> Wednesday	Start Time : 15:00	HH:MM	End Time : 16:00	HH:MM
<input checked="" type="checkbox"/> Thursday	Start Time : 15:00	HH:MM	End Time : 16:00	HH:MM
<input type="checkbox"/> Friday	Start Time : 15:00	HH:MM	End Time : 16:00	HH:MM
<input type="checkbox"/> Saturday	Start Time : 09:00	HH:MM	End Time : 12:00	HH:MM

Please check off weekdays "first" to calculate date span below correctly.

Exclude Dates : []

Days : Start : Jan 14 2020 Return : Jan 17 2020

Location Of Detention : Detention Room