

Aspen On Line Conduct Workflow & Conduct Expectations 2016

1. All Schools and teachers, paras , school staffare asked to use the electronic conduct workflow to submit classroom referrals to the conduct person for a student instead of emails or paper referrals. Supporting directions are enclosed.

EXPECTATIONS OF ALL FRPS STAFF

2. Conduct/behavior that can be handled internally within the classroom by the teacher or through any school based interventions do not need to be submitted to the office. Do **not** use the conduct workflow.
3. Conduct/behavior that a teacher is requesting the school office or administrator review and impose possible consequences according to the FRPS District Discipline Policy **should use** the Aspen Conduct Workflow to submit
4. Possible outcomes of your referral A. Post it (to mak it an official conduct incident) B. Do Not Record C. Convert to a Social Emotional Workflow
5. Incidents that happen in common areas can still be entered as incidents by office staff the traditional way of Options >Add.

Pages 2 + are the instructions to follow for creating a conduct referral that we have used for several years. Below find some of the improvements we have made this year that enhance the existing workflow

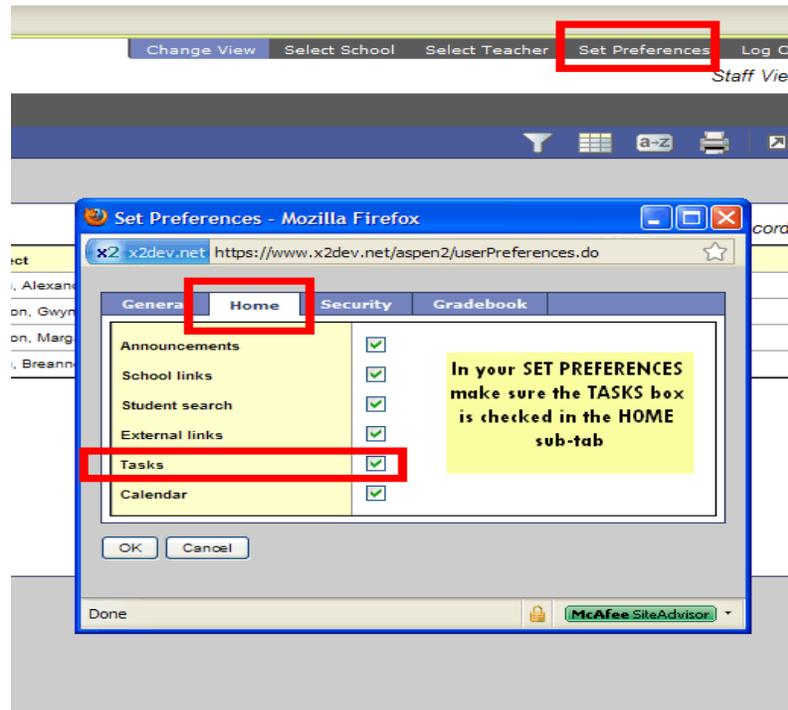
1. **Conduct Admin now have an additional option besides posting to the students conduct record. They now can take a conduct issue and change to a Social Emotional referral where counselors can now be involved with meeting with the student**
2. **Teachers will now be reminded to review the results of a completed Conduct workflow without having to change their Tasks from Open to Closed. Now the task box will show the step **Teacher Review** as a new open step to remind teachers to review the completed referral.**

| Received | Workflow | Task |
|-------------------|-------------------|----------------------|
| 9/5/2016 10:11 AM | Conduct Referral | Teacher Review |
| 8/1/2016 9:02 AM | Staff Info Update | APPROVE VERIFICATION |

[1 - 2 of 2]

FRPS TECH SUPPORT CENTER

ON-LINE CONDUCT REFERRALS USING YOUR X2 ASPEN STAFF VIEW



Spencer Borden Elementary School 2010-2011
Mikolazyk, Christina L

Change View Select School Select Teacher Set Preferences Log Off Staff View

My Info Student Attendance Gradebook PD Tools

Announcements

Class List

Student Search

Search Include Archive

Favorites

- B.M.C. Durfee High School
- Henry Lord Middle School
- Matthew J. Kuss Middle School
- Edmond P. Talbot Middle School
- James Madison Morton Middle School
- John J. Doran School
- James Tansey Elementary School
- Carlton Viveiros Elementary School
- Alfred Letoumeau Elementary School
- Frank M. Silvia Elementary School
- Mary Fonseca Elementary School

On your X2 Aspen homepage (PAGES Tab) should now display the TASKS widget where you can online referrals and receive updates of recently sent referrals.

OPEN TASKS will show any workflow that needs your attention. CLOSED TASKS will show any workflows that you have completed your part for.

NOTE: Clicking the EDIT link of this widget will bring you to the Workflow area of your TOOLS Tab and will give you an expanded view of your tasks on its own page.

Tasks Edit

Open Tasks

Open Tasks

Closed Tasks

| Workflow | Task | Subject |
|----------|------|---------|
| No Tasks | | |

Detailed View

Calendar

November 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |

TO CREATE A CONDUCT REFERRAL

Tasks Edit

Open Tasks ▼

Open Tasks

Closed Tasks

CLICK INITIATE TO START

Initiate...

Workflow Task Subject

No Tasks

Detailed View

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow0.do;jsessionid=7E51E32C394F4EAFDF9E6A88813A7DBF.app& ☆

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow

Date

Conduct Referral

PD Activity Request

Training Compliance

Choose CONDUCT REFERRAL from the workflow list and click NEXT

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow0.do ☆

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow

Date

Conduct Referral

11/9/2010

Student Selection

Selected

Snapshot

Selected: 0

1. Choose CONDUCT REFERRAL from the workflow list.

2. Edit the DATE if the incident did not happen today. This will be the date used.

3. Once you choose the referral from the list the STUDENT SELECTION area will appear.

4. Select the student or students for the referral. You will be able to pick from any student in your school and can choose more than one student of which separate referrals will be created for each student.

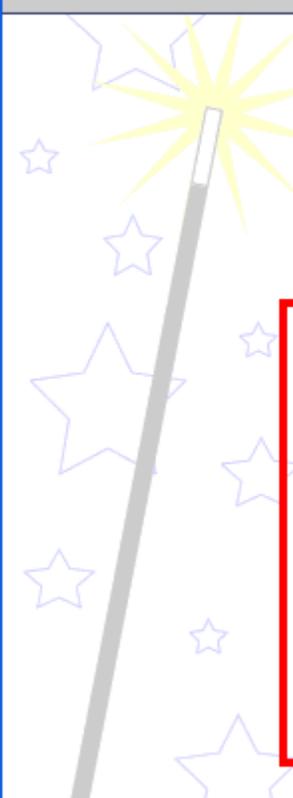
5. Click NEXT to continue

< Back Next > Finish Cancel

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3



Conduct Referral Details

| | |
|---------------------|-----------|
| Incident date * | 11/9/2010 |
| Incident time * | 8:21 AM |
| Incident ID | 173067 |
| Incident location * | Classroom |

Incident description *

1. Edit the date, time and location as needed.
2. TYPE in a complete description of the incident. This will be used by the administrator when speaking with the student and may end up on the referral that is sent home.
3. Click NEXT to continue

< Back Next > Finish Cancel

Done McAfee SiteAdvisor

X2 Aspen: Initiate Workflow - Mozilla Firefox

x2dev.net https://www.x2dev.net/asp2/initiateWorkflow2.do?validWizard=true

Initiate Workflow: Confirmation Step 3 of 3



| | |
|--------------------|------------------|
| Workflow | Conduct Referral |
| Number to Initiate | 1 |
| Date | 11/9/2010 |

Click NEXT on Step 3 of the wizard to SUBMIT your referral to the conduct administrator for the student. You can see your completed referral in the Closed section of your TASKS box on your homepage.

Done McAfee SiteAdvisor

| Tasks | | | | | | |
|-----------------|----------------------------------|----------|--------------------------|----------|-------------|--|
| Received | Workflow | Task | Subject | Outcome | Date Closed | |
| 9/17/10 9:52 AM | Conduct Referral | Referral | Ahmed, D. (Mrs) Maria | Complete | 9/17/2010 | |
| 9/1/10 10:37 AM | Conduct Referral | Referral | Addison, M. (Mrs) Taylor | Complete | 9/1/2010 | |
| 9/1/10 10:37 AM | Conduct Referral | Referral | Audrey, K. (Mrs) Isabel | Complete | 9/1/2010 | |
| 2/5/10 2:22 PM | Conduct Referral | Referral | Abel, A. (Mrs) David | Complete | 2/5/2010 | |

[1 - 4 of 4] [Detailed View](#)

NOTE: If you click into the Conduct Referral link you can see any updates to the referral or print out a copy

WHAT HAPPENS NEXT?

Your referral is automatically directed to the conduct administrator for the student. The referrals show up as Open Tasks in their Task Box. They will then review your referral and act upon it with one of 3 choices.

POST – means they will officially act on the referral and it will become part of the student conduct record for the student.

NO ACTION – means the administrator has read the referral but will not take any further action.

MORE INFO NEEDED – means the referral needs more information from you. The administrator is sending it back for you to edit the information (that you will need to submit again) so they can properly act on your referral.

Conduct Referral Checklist **Camara, Jinae Jayde**

| Phase Name | Date Due | Completed | Completed By | |
|--------------------|----------|-----------|-------------------------|--|
| ✓ Referral | | 1/12/2010 | Bustin, Bradford Joseph | |
| ✓ Determine action | Post | 1/13/2010 | Desmarais, Matthew J | |

Teachers can view the status of the referral workflow as needed. The pencil icon allow you to see the online version of the referral. The printer icon allows you to print out a copy.