### **Tracking and Monitoring Sanctions**

Last Updated: 04/03/2018

### **Scheduling Sanctions**

• When assigning deadlines, schedule the due date for either the 1st or 15th of the month

### **Documenting Complete Sanctions**

- Students may submit documentation in person to the office or via postal mail, fax, or email NOTE: Original copies are not necessary
  - When documentation is submitted in person or via postal mail or fax, the Administrative Assistant will upload the sanction to the child case and inform the Hearing Officer
    - In the event that the student delivers the documentation to the office and the Administrative Assistant or a student worker is not available, see Receiving Sanctions (Admin)
  - $\circ$   $\;$  If the documentation is delivered directly to the Hearing Officer via email,
    - Upload the document to the child case in Advocate
- Redact any information that should not be saved, such as impertinent medical information, Social Security Numbers (SSNs), or student ID numbers
- Mark the sanctions as complete in Advocate (see Appendix I for instructions)

### **Extending Deadlines**

- When students request deadline extensions, carefully examine whether the request is reasonable and/or warranted, then use discretion in determining whether the deadline will be extended
- In the event that a deadline extension is granted,
  - indicate the new deadline date in Advocate (see Appendix II for instructions)
  - add a note in the notes section in Advocate indicating the extension (see Appendix II for instructions)

### **Tracking Past Due Sanctions**

- Check for any incomplete sanctions in Advocate on each business day following the 1<sub>st</sub> and 15<sub>th</sub> (see **Appendix III for instructions**)
- Make a list of students with past due sanctions
- Work with each case to determine if the sanction is in fact past due by checking for any notes in the child case
- If the deadline should have been extended based on a note in the student's case, see *Extending Deadlines* above
- If the student has past due sanctions, place a hold on the student's record (Appendix IV)

- NOTE: In the case of placing a hold on a student' record for incomplete sanctions, below is an outline of the attempts that must be made to contact student to before case is Close Flagged/Hold.
  - Initial hold notification sent one business day after deadline in Advocate (See Appendix V)
  - Hold reminder notification sent 1 month after last missed "active" sanction deadline (probation not included)
- See *Close Flagging* in the event that the student still has not completed the past due sanction(s) the next time incomplete sanctions are reviewed

From the "Core Information" tab of the student's incident report, click on "Sanction Follow up" button.



Locate the sanction you would like to edit and under "Completed" mark "Yes". Choose the date the sanction was complete and select the "Completion Date".

		0					
Completed							
● Yes ◎ No	© ⊦	lold					
Completion Date							
Completion Date		_	_				
	?		Ju	ne 20	15		×
Deadline Misse	«			Today			»
🔘 Yes 🧕 No	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
		0	9	10	11	12	13
🗄 Remove Sanc	7	0	-				
💩 Remove Sanc	7 14	15	16	17	18	19	20
<ul> <li>Remove Sand</li> <li>Add Additiona</li> </ul>	7 14 21	15 22	16 23	17 24	18 25	19 26	20 27

Under "Deadline Missed" click whether the student turned in their sanction after the" Sanction Due By" date and click "Submit"

Completed Yes © No © Hold		
Completion Date 2015-06-15		
Deadline Missed		
8 Remové Garichian		

# Appendix II: Changing Deadline Dates in Advocate

From the "Core Information" tab of the student's incident report, click on "Sanction Follow up" button.

Core Information	Summary	1	Meetings	1	Provisions	0	Sanctio
Pendin	g Meeting	Pen	ding Decision		Pending Re	solutio	n
Pos	sible Next Step ose Incident	os: San	ction Followu	p)	Student Appe	al	
9	Use "Other Ac	tions"	for additional	option	ns.		

2015-07	-15			
Complet	ed			
© Yes	No	© Hol	d	
Complet	ion Date	•		
		0	)	
Deadline	Missed	i		
© Yes	No			
8 Remov	/e Sanct	tion		
AND NAME				
+ Add Ad	Iditional	Sanctio	n	

Under "Sanction Due By", change the due date to match the new deadline and click "Submit".

At the top of the page, click on the "Notes" tab, and click on "Add New Note".

Core Information	Summary	1	Meetings	1	Provisiona	0	Sandlions	1	Lebers	1	Аррнын	Û	Documents	0	Notes	0	Ex Li
Keywonds																	
P Apply Sea	rch Sa	ve Del	laulta 🚺 🕈 N	for <del>n</del> F	Bern												
+ Add New	Note:	_				_		_		_		_				_	

For the Note's subject enter "Sanction Deadline Extended". Within the body of the note, include the original deadline date, your initials, and brief explanation for deadline extension.

ubject	Sanction Deadline Extended
ody*	6/15/2015 (DRB) - Original deadline date for Community Service 7/1/2015. Student request extension due to family emergency that prevented student from service at a community event scheduled on 6/14/2015. Student is currently looking for new service opportunity.

Within the "Category" dropdown, select "Other"

Note Details

Category	Other	
Note Type*	Reminder Phone Call Follow-up Information Meeting Notes	he author, Supe notes tab for th
	Other	

To allow others to view the note, be sure the "Note Type" is marked as "Semi-Private". The "Discussion Area" should be marked "Yes". The "Response Notification" and "Request Info from a 3rd Party" should both be marked as "No", then click "Submit"

Note Type:	Private rotes are viewable by the autror, Super-views, and any user with permakaion to view Private notes. Servi private notes are visible to users who have access to the notes tail for this ubject.						
	Estim-Private G Private						
Discussion Area	Choose VE3 to allow others who can view this rule to add comments in a threaded discussion area.						
	Yes © No						
Response Notification	Choose VES to be notified via enall of internal discussion/responses - the system will NOT notify you of 3nt Party Responses or internal responses submitted via the 3nd Party Requests.						
	O Yes * No						
Request info from a 3rd Party	O Yes . # No						
s Submit							

## Appendix III: Checking for Past Due Sanctions

There are two ways to check for past due sanctions: through your calendar or through the sanctions tab.

To view your calendar, click on "My Calendar" on the right side of the screen.



Click on the "Month" tab at the top of the calendar. The sanctions that are due will be displayed in red (if overdue) and blue if not submitted. Note: Items appearing green have been marked as completed.

ump to] •			< June 2015 >			100 Aven 200 20
1000 C		Name of Street o	advente I	Theodor .	++++	Barrier .
	2010 2010					
	1					
	· III		Nation inter			
	-		ш ш	-		
1	an an		•		4.	
			This Month's Events			
on, Jun 1 (All day) on, Jun 1 (All day)	Incident Sanction Dead Incident Sanction Dead Incident Sanction Dead	line #00020-001 line #00020-001 line #00020-001	-2015 Sanction: Career Focus -2015 Sanction: Community Se -2015 Sanction: Community Se	Reflection ; Student: D ervice Reflection while : ervice affile Suspender	ale Chowtie Suspended; Student: Da I. Student: Dale Chowtie	ie Chowtie
on, Jun 3 (All day) on, Jun 3 (All day)	Incident Sanction Dead Incident Sanction Dead	line #00080-001 line #00115-001	-2015 Sanction: Mentor Progr -2015 Senction: AOD Educatio	an Assignment ; Stude n: UHC or Court Manda	nt: Cypress Zayd Raske ited: Student: Tatim Ras	-Austin hel Kiloska
an, any 1 (All day)	Incident Sanction Dead	line #00115-001	-2015 Sanction: Community Sa	envice and Group Reflect	tun ; Student: Tatim Ra	shell Kataky

To view the sanctions due on that particular day, click on the date. All sanctions due on that date will appear at the top of the screen.

mp taj 🔹	< Tuesday, June 16 >	
Incident Sanctie	as Deadline #00326-001-2015 Sanction: AOD Inlycation; Stude	ntr Olivatian Ray Bell
SU AM		
il an		
10.AM		
1797		
0. A99		

To view sanctions with missed deadlines using the "Sanctions" feature, click on the "Sanctions" tab under "Incident Reports" on the left side menu bar.

4 • 11 •	Student Groups Incident Reports Current Reports		pply Search	🕄 🛩 Save Detaut	e ) (+ Akora Filtura	0											
•	Archived Reports Draft Reports		Actions	a ite mu 1-20 of 0	Student(s)/Studen	e i	Assigned	Sanction		Amount 🔻	Amount	Deadline	*	Show Deadline	pein T	20 • Jump 1 Completed •	· insta
	Sanctions		BB		Terrance Michael		J. Barratt	ACO Educati	0ń		USING .						Christ
	Primitions	- 11	BIB	00240-001-2015	West (1	0	Matone	white Susper	ided.			July 1, 201	•	110		140	Mramor
	Incident Scokes	10	B1 [≥	00013-001-2015	Scot Charles	-	Douglas	ACD Educati	08			November	٩.	No.		No	Douglas

To filter for sanctions that have missed the deadline, click on the "+ More Filters" button.

🕂 Home	Sanctions						
Calendar	Sanction						
두 Announcements	List						
🚖 Students	Keywords						
🐴 Student Groups	neynordo						
👔 Incident Reports	Apply Search	Save Defaul	ts + More Filters				
Current Reports							
<ul> <li>Archived Reports</li> </ul>	<ul> <li>Batch Option</li> </ul>	Items 1-20 of 9	103				
Draft Reports	Ha Actions	IR#	Student(s)/Student	Assigned	Sanction	•	Amount 🔻
<ul> <li>Legacy Reports</li> </ul>			Group(s)	10			

Select hearing officer in drop down box labeled "Assigned To".

Sanction Dae Ry 👘 🙆 tu 👘 🥥	
	Ablasha Aparajthan
Completion	Alan Campbell Student Azura Morgan
Deadline Missel D Yes D tea	Heau Seagraves
Created By	Erandon Mastromartino
57577790.	Came Chitwood Carrie Smith
	Chrisy Mramor
	Student Group Deck Boxe Jr
	Emmie Gatch
	Eric Adkingon
	J. Malone

Next to completed, mark "No" and "Deadline Missed" mark "Yes". Click on "Apply Search".

Sanction		~	Assigned To-	Douglas Bell •	
Sanction Dee By			Assigned To Group		
Complicted	No •		Stadont		
Deadline Missed	W Yes C No				
contact By					
			Student Group		

Once a list is generated in Advocate the list can be exported into an excel spreadsheet printed by selecting "Batch Options" and "Save as Excel".

L

A	pply Search	n Clear	Save Defaults - Few	ver Filters	
•	Batch Option	Items 1-16 of	16		
S N N	cnd Email Iark Complete Iark Past Due	• • #	Student(s)/Student Group(s)	Assigned To	
S	ave As Exce	080-001-2015	Cypress Zayd Rankin-Austin 🗵 🏼	Douglas Bell	0000
	R D	00445 004 0045	Tatim Rashel	Douglas	

### **Appendix IV: Adding and Removing Holds**

- Send Place or Remove Hold email
  - Send email to Administrative Assistant for SDSC
    - CC: Senior Coordinator for Student Conduct and Senior Coordinator for Staff Development and Case Manager
- Subject of email: Place (or remove) hold: student name
- Body of email:
  - Student name
  - Case number
  - Reason for placing or removing hold (e.g. late sanction)

### **Appendix V: Late Sanction Hold Notification**

From the "Core Information" tab of the student's incident report, click on "Sanction Follow up" button.

Core Information	Summary	1 Mee	tings 1	Provisions	0	Sanctions	1
Pending	Meeting	Pending D	ecision	Pending Re	solution	App	eal /
Poss	sible Next Step	os:					
Clo	ose Incident	Sanction I	Followup	Student Appe	al		
Q	Use "Other Ac	tions" for ad	ditional optio	ns.			

Review to ensure student has a late sanction. Scroll to the bottom and select "Save & Create Letter"

Sanction Due By 2015-06-01	
Completed © Ycs  No  Hold	
Completion Date	
Deadline Missed Yes © No	
e Remove Sanction	
+ Add Additional Sanction	
Submit Save & Create Letter	

Within the Letter Template dropdown, select appropriate hold notification letter.

#### Notification Letter

Letter	Hold (Informal Sanctions)	-	
Template	CSB Hold-No Sanction Submitted		
Subject	Hold (Formal Sanctions) Hold (Formal Sanctions) - Batch Email		
	Hold (Informal Sanctions)		
HTML Format	Hold (Informal Sanctions) - Batch Email Hold Reminder (Formal Sanctions) Hold Reminder (Informal Sanctions)		
HTML Body*	Incident Sanctions Follow-Up Sanction Complete		

Click "Submit No Email" to edit the document.

Click on the "Letters" tab, and then on the edit button next to the letter to edit.

Please check for errors or incorrect information. Some common edits and errors include:

- Incorrect name (especially if student uses their middle name)
- Incorrect dates: Make sure all dates in the document are accurate
- Font and spacing within sanction language.
- Be sure to remove/clean up language such as "Sanction 1)" and "Start Date" "End Date"
   Remember when editing spacing in Advocate to hold the shift key while pressing enter

Once done editing, click "Print PDF Preview" to ensure the letter is correct and free of errors. Print a PDF copy for the student file.



Finally, click "Email Letter Now" to email the hold notification to the student.

Online Preview	Print PDF Preview	Email Letter Now	Submit (No Email)	Save As Draft	× Cancel
	2				