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)*
  - 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**)

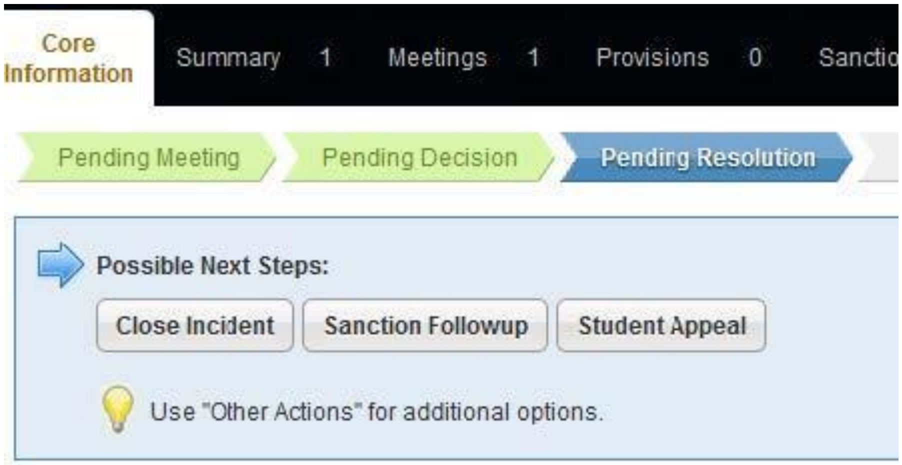
Tracking Past Due Sanctions

- Check for any incomplete sanctions in Advocate on each business day following the 1st and 15th (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)**

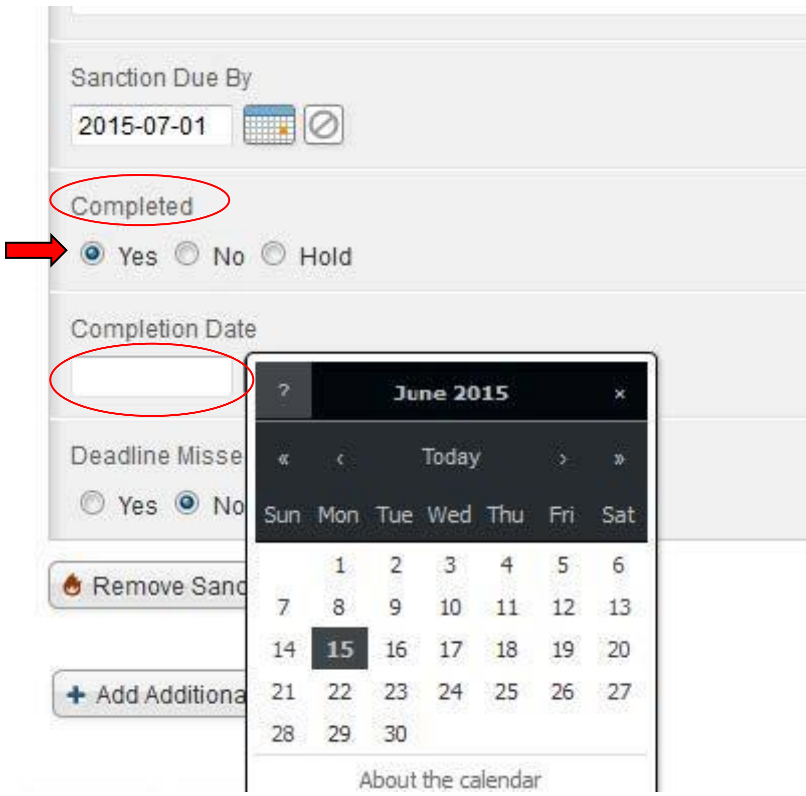
- NOTE: In the case of placing a hold on a student' record for incomplete sanctions, below is an outline of the attempts that must be made to contact student to before case is Close Flagged/Hold.
    - Initial hold notification sent one business day after deadline in Advocate **(See Appendix V)**
    - 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

Appendix I: Marking Sanctions as Complete in Advocate

From the “Core Information” tab of the student’s incident report, click on “Sanction Follow up” button.



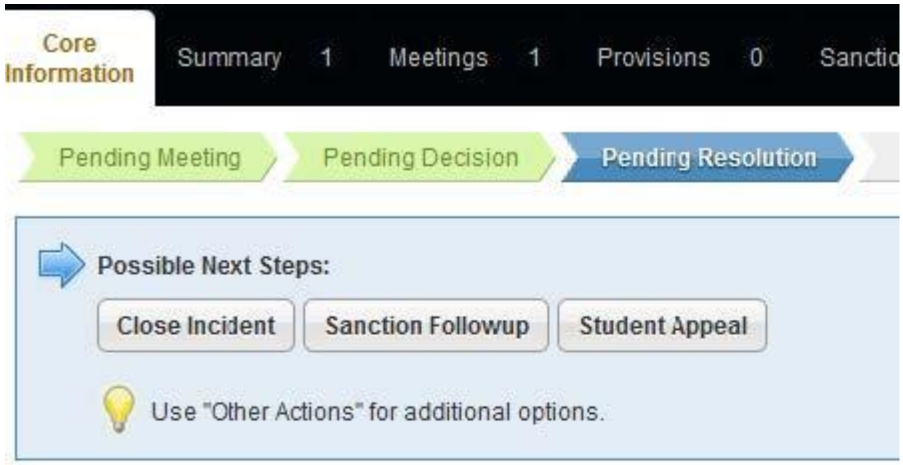
Locate the sanction you would like to edit and under “Completed” mark “Yes”. Choose the date the sanction was complete and select the “Completion Date”.

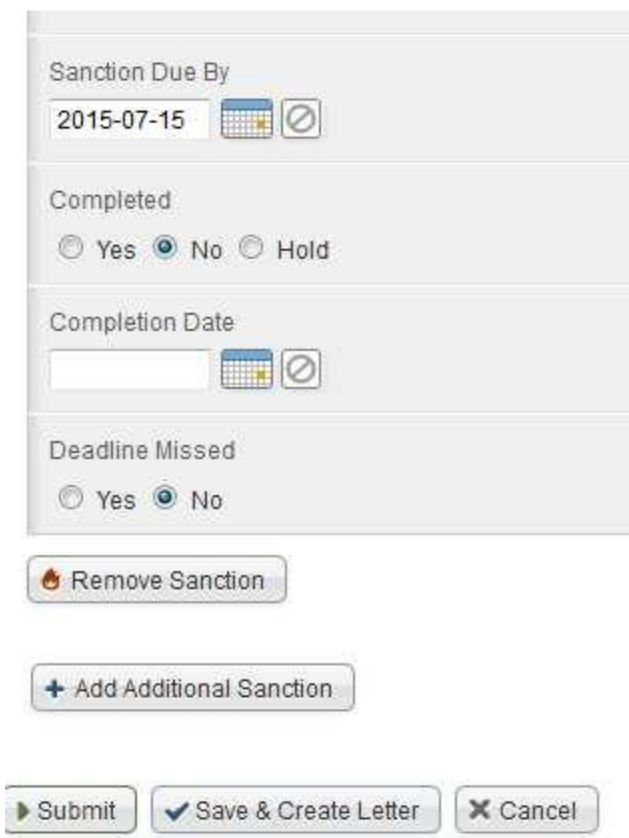


Under “Deadline Missed” click whether the student turned in their sanction after the” Sanction Due By” date and click “Submit”

Appendix II: Changing Deadline Dates in Advocate

From the “Core Information” tab of the student’s incident report, click on “Sanction Follow up” button.

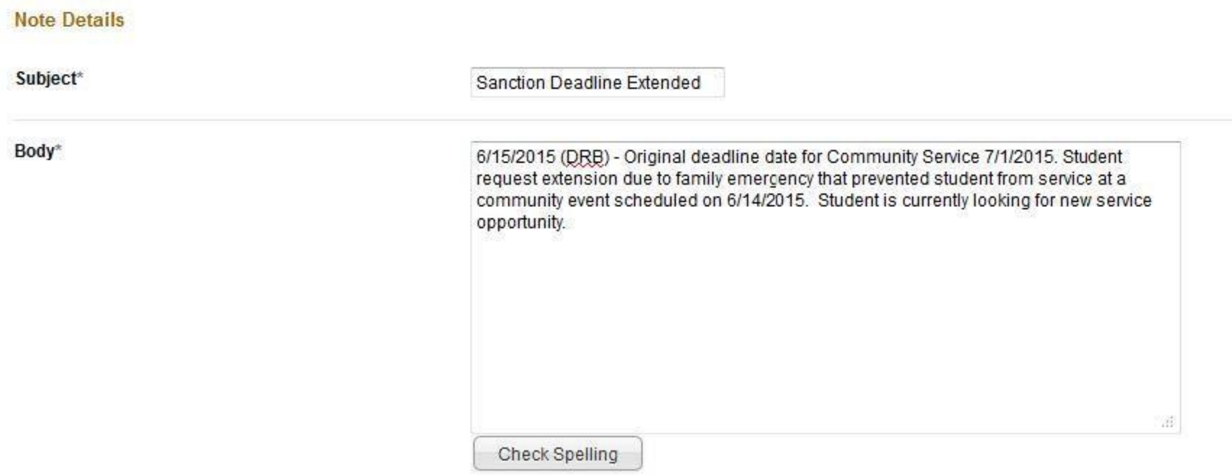




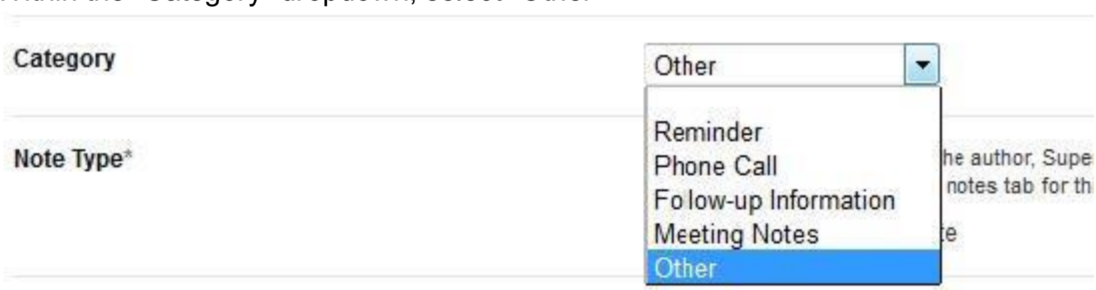
Under “Sanction Due By”, change the due date to match the new deadline and click “Submit”.

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

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.



Within the "Category" dropdown, select "Other"

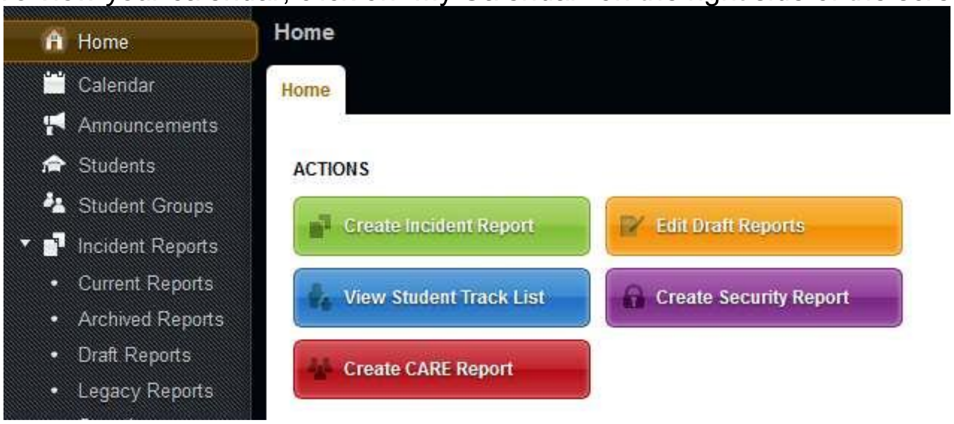


To allow others to view the note, be sure the "Note Type" is marked as "Semi-Private". The "Discussion Area" should be marked "Yes". The "Response Notification" and "Request Info from a 3rd Party" should both be marked as "No", then click "Submit"

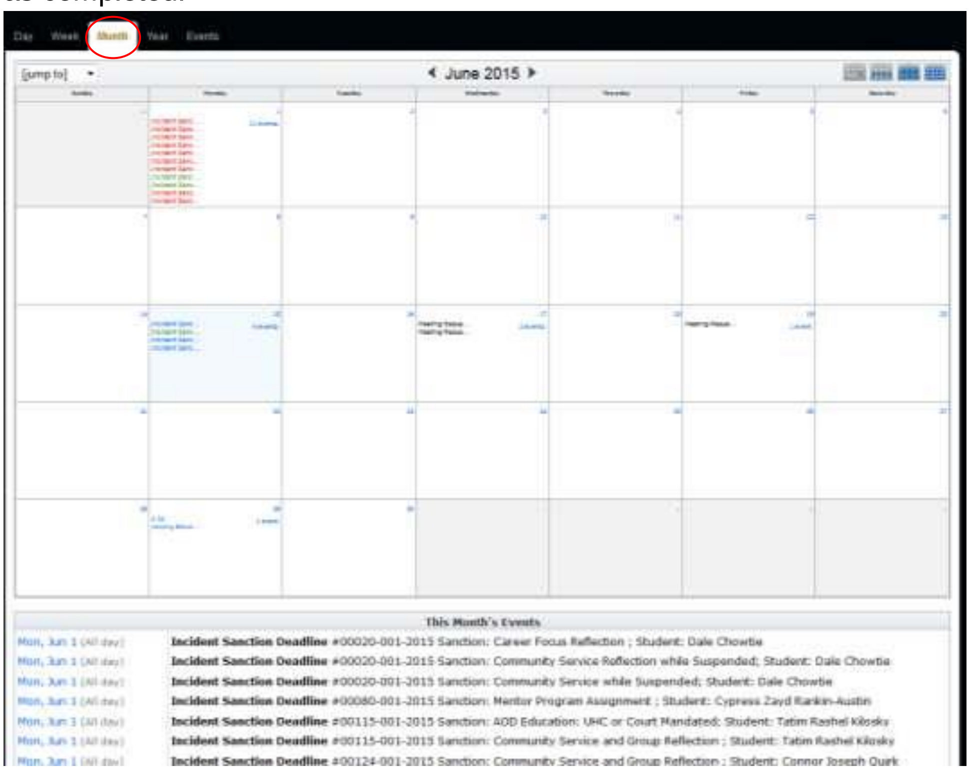
Appendix III: Checking for Past Due Sanctions

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.



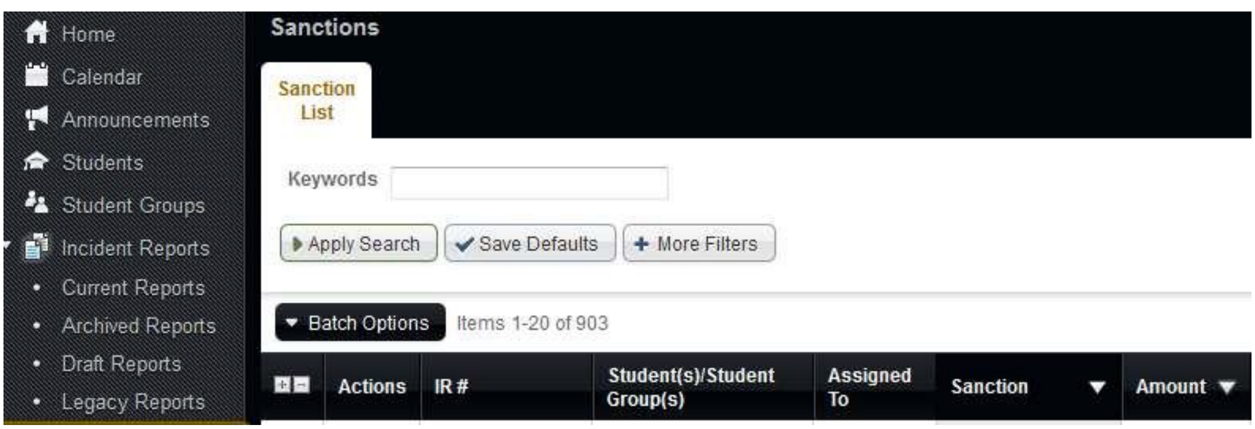
Click on the “Month” tab at the top of the calendar. The sanctions that are due will be displayed in red (if overdue) and blue if not submitted. Note: Items appearing green have been marked as completed.



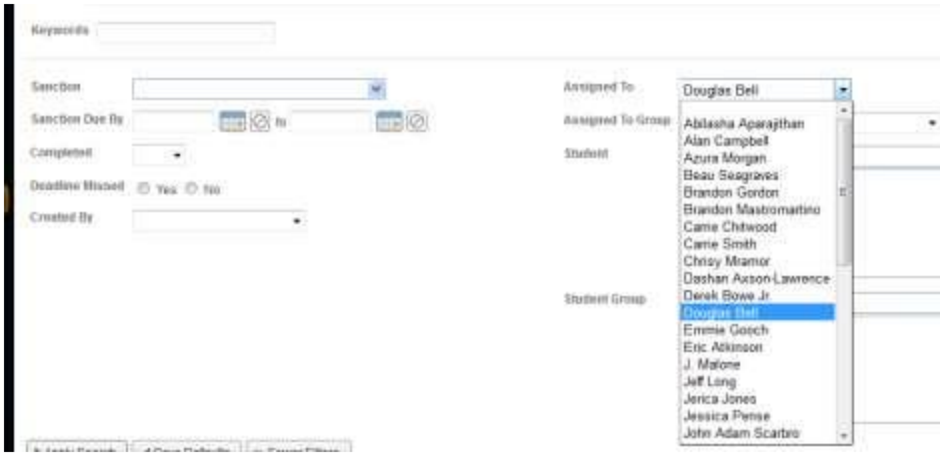
To view the sanctions due on that particular day, click on the date. All sanctions due on that date will appear at the top of the screen.

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

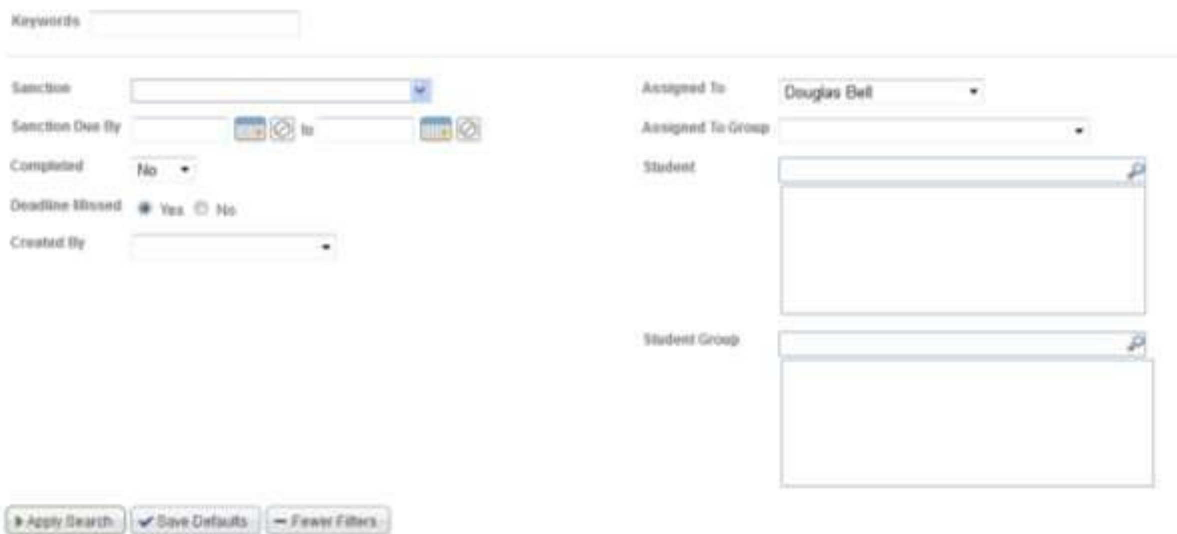
To filter for sanctions that have missed the deadline, click on the “+ More Filters” button.



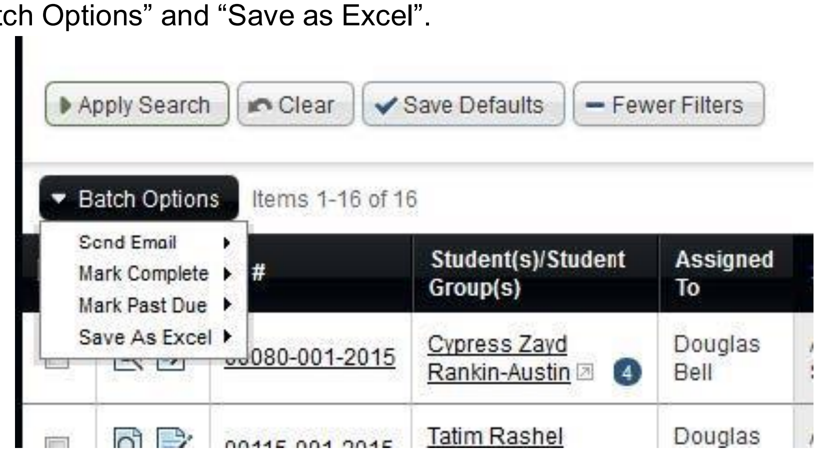
Select hearing officer in drop down box labeled “Assigned To”.



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



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".



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.

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

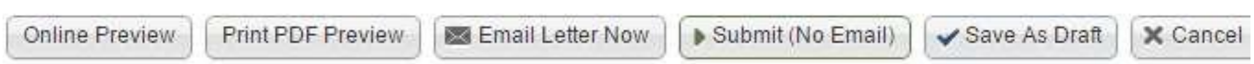
Within the Letter Template dropdown, select appropriate hold notification letter.

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.