

SchoolSpeak 

Your School and You



*Go Green*

**Do more with SchoolSpeak**

Solution for Elementary and Middle Schools

**Seminar Series**  
**Conduct Reporting**

**SchoolSpeak Confidential**

# Agenda

- Overview of conduct report
- Considerations when creating a new conduct resource
- Create a new conduct report using SchoolSpeak's default conduct template
- Create a new behavior report using SchoolSpeak's default behavior template

# Conduct/Behavior Report

- Method to monitor student's conduct or behavior
- Reports can be created for a single or multiple students
- Reports are organized by general areas
  - Reports can be customized if required (please contact SchoolSpeak Support)
- Teachers have ability to add comments to reports
- Parents may view the reports from the portal

# Considerations

- Who should see the report?
  - Parents, teachers, students
- Should an email be sent to the parents and/or students when a new report is created?
- Should parents sign or acknowledge the report?
- What are the parameters for the conduct referrals?
  - The school should look to its policies in determining the consequence of the actions.
  - The default templates will have some basic ideas

# Considerations

- Who can create a new report?
  - Only homeroom teacher, all of the faculty
- Who should see the report?
  - All of the teachers, the homeroom teachers, the principal
- How long should a report be visible on the homepage?

# Sample Report

- Create a new conduct report resource
  - Within the staff group
  - Parents may be notified
  - Additional email to the principal
  - Message should stay on homepage for 7 days
  - Parents should have to sign the report
- Create a new report for a single student, multiple students
- View reports as a parent
- Change it to a behavior report and see the differences

# Steps

Create new resource in staff group



Create mock reports before going live to parents



When testing is complete, link to other grade levels

# Reminders

- Sample default templates for conduct and behavior are available within SchoolSpeak
- Customization is possible to suit individual school's needs
  - Contact SchoolSpeak Support
- When testing – start in the staff group to work on scenarios before giving parents access



# *QUESTIONS?*

THANK YOU!!

***Support Contacts:***



[support@schoolspeak.com](mailto:support@schoolspeak.com)

(877) 773-2513



[karenb@schoolspeak.com](mailto:karenb@schoolspeak.com)

203-302-9672



[info@schoolspeak.com](mailto:info@schoolspeak.com)



[www.schoolspeak.com](http://www.schoolspeak.com)