

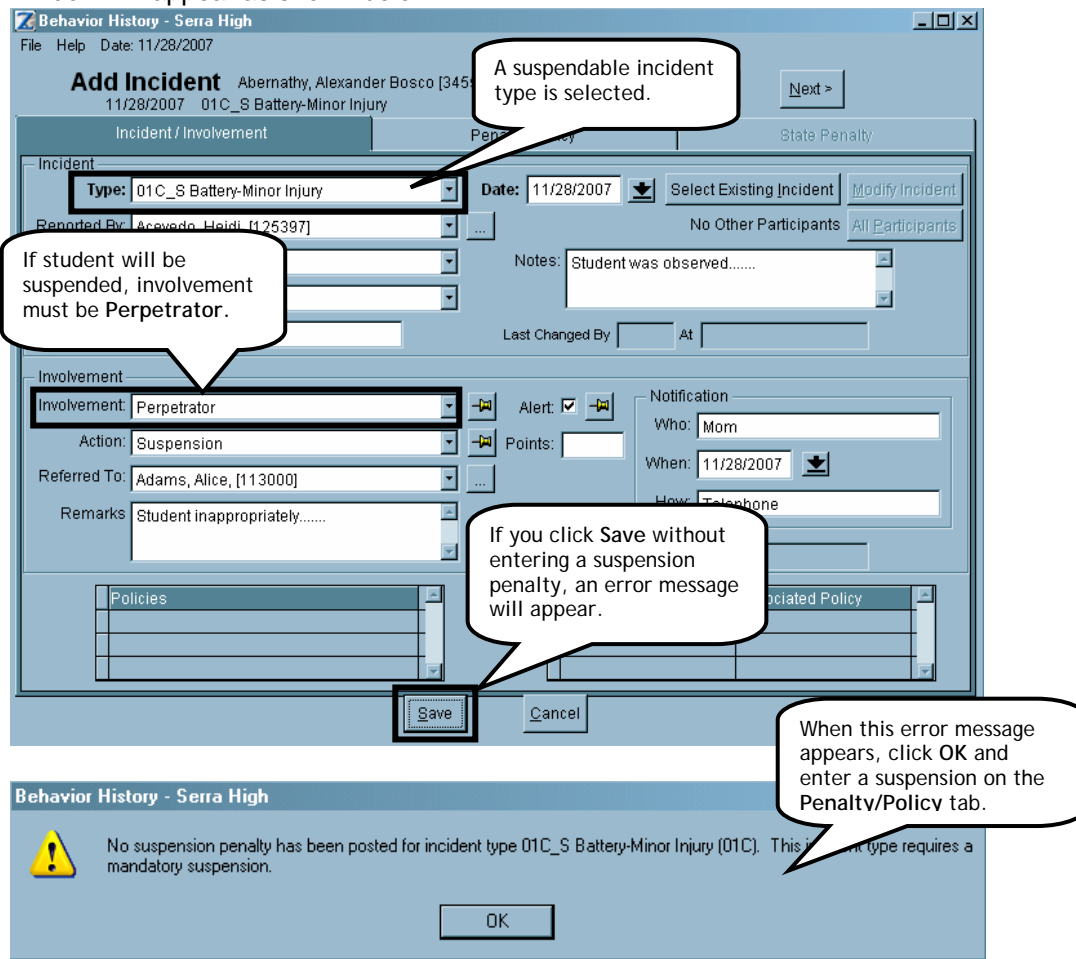
# Error Checking when Entering Behavior Information in Zangle

Version 1.2 • Updated November 29 2007

This job aid does not replace the Zangle Behavior Handbook, but it is a supplement to emphasize important points when entering a suspension or non-suspension ([NS] incidents or otherwise) behavior incident type.

*Important information about entering a SUSPENDABLE incident type is identified below.*

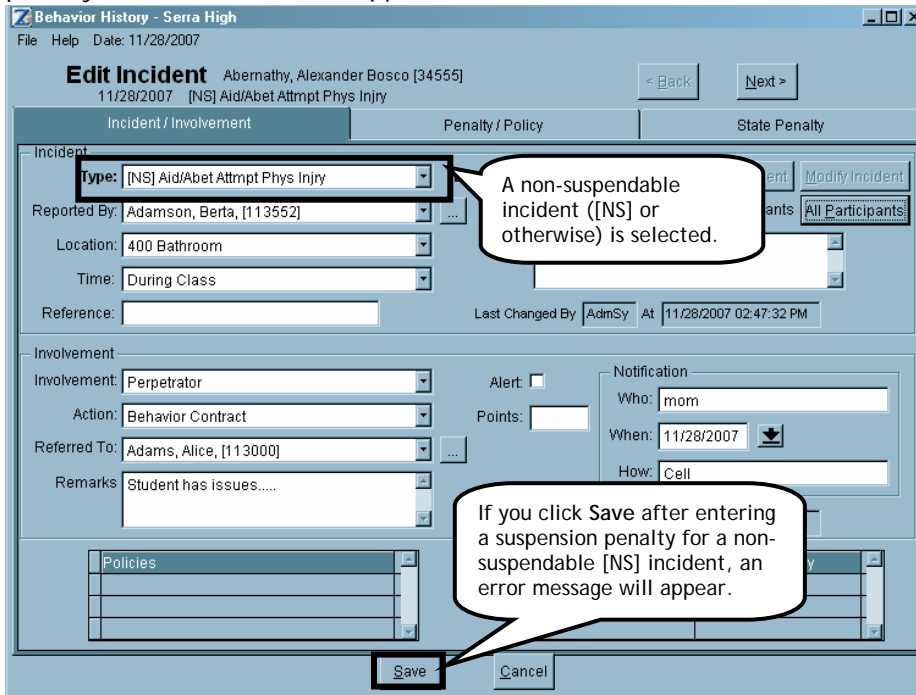
When entering a suspension incident, where the student is indicated as the perpetrator, you must also enter a suspension penalty. You will not be able to save changes to the incident if you have not accurately entered a suspension penalty. If you do not enter or change the suspension penalty, an error window will appear as shown below.



The screenshot shows the 'Add Incident' form in the Zangle system. The form is for a student named Abernathy, Alexander Bosco [345] on 11/28/2007. The incident type is '01C\_S Battery-Minor Injury'. The involvement is set to 'Perpetrator' and the action is 'Suspension'. The 'Save' button is highlighted with a red box. A callout bubble points to the 'Type' dropdown menu, stating 'A suspendable incident type is selected.' Another callout bubble points to the 'Involvement' dropdown menu, stating 'If student will be suspended, involvement must be Perpetrator.' A third callout bubble points to the 'Save' button, stating 'If you click Save without entering a suspension penalty, an error message will appear.' A fourth callout bubble points to the error message box at the bottom, stating 'When this error message appears, click OK and enter a suspension on the Penalty/Policy tab.' The error message box contains a yellow warning icon and the text: 'No suspension penalty has been posted for incident type 01C\_S Battery-Minor Injury (01C). This incident type requires a mandatory suspension.' An 'OK' button is visible below the error message.

*Important information about entering a NON-SUSPENDABLE ([NS] incidents or otherwise) incident type is identified below.*

When entering an incident that is non-suspendable incident ([NS] incidents or otherwise), a suspension penalty cannot be applied. You will not be able to save changes to the incident if you enter a suspension penalty for one of the non-suspendable incident types. If you try to enter a suspension penalty, an error window will appear as shown below.



**Edit Incident** Abernathy, Alexander Bosco [34555]  
11/28/2007 [NS] Aid/Abet Attmp Phys Injry

Incident / Involvement      Penalty / Policy      State Penalty

Incident Type: [NS] Aid/Abet Attmp Phys Injry

Reported By: Adamson, Berta, [113552]

Location: 400 Bathroom

Time: During Class

Reference: \_\_\_\_\_ Last Changed By AdmSy At 11/28/2007 02:47:32 PM

Involvement

Involvement: Perpetrator

Action: Behavior Contract

Referred To: Adams, Alice, [113000]

Remarks: Student has issues.....

Alert:  Points: \_\_\_\_\_

Notification

Who: mom

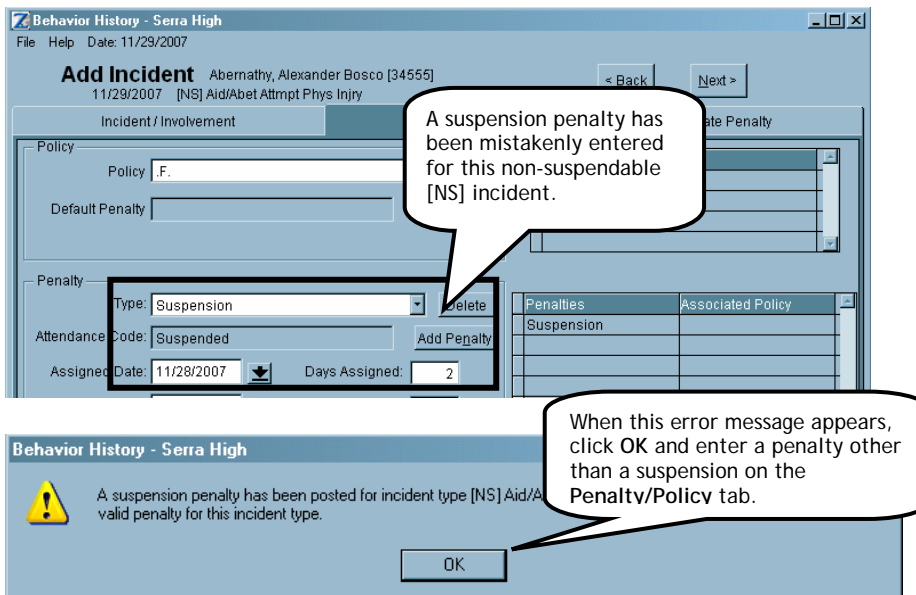
When: 11/28/2007

How: Cell

Save      Cancel

**Callout 1:** A non-suspendable incident ([NS] or otherwise) is selected.

**Callout 2:** If you click Save after entering a suspension penalty for a non-suspendable [NS] incident, an error message will appear.



**Add Incident** Abernathy, Alexander Bosco [34555]  
11/29/2007 [NS] Aid/Abet Attmp Phys Injry

Policy

Policy: F.

Default Penalty

Penalty

Type: Suspension

Attendance Code: Suspended

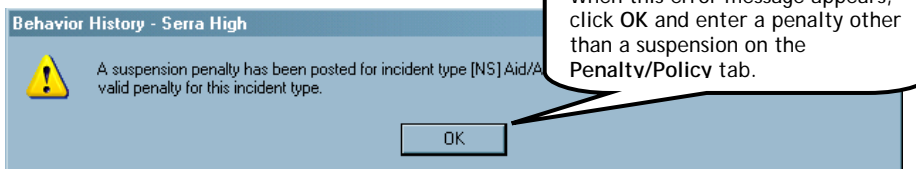
Assigned Date: 11/28/2007 Days Assigned: 2

Penalties Associated Policy

Suspension

**Callout 1:** A suspension penalty has been mistakenly entered for this non-suspendable [NS] incident.

**Callout 2:** When this error message appears, click OK and enter a penalty other than a suspension on the Penalty/Policy tab.



**Behavior History - Serra High**

**Warning:** A suspension penalty has been posted for incident type [NS] Aid/Abet Attmp Phys Injry. This is not a valid penalty for this incident type.

OK