The Office of
Information and Organizational Systems

MCPS
Online Administrative Student Information
System (OASIS)

Student Bullying
User Manual

Version 1.2

Revision History

Date	Version	Description	Author
12/02/2005	1.0	First draft	Jenny Dong
12/02/2005	1.1	Final	Jenny Dong
12/04/2005	1.2	Final with edits from review	Joshua Sampson

Deliverable/Artifact Approval Form

Revision	Signature	Title	Date
V1.1		Kathy Shiflet Program Manager	
		Joshua Sampson Project Manager	
		Jenny Dong Technical Analyst	
		Karen Dwyer Quality Assurance	

Contents

1.0   Introduction

The Student Bullying module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). It provides the functionality of viewing, adding and updating records of bullying victim and offender records.

Primary users of this module are:
*   School administrative secretaries
*   School principals
*   School administrators

This user manual provides step-by-step instructions for using the Student Bullying module to manage students' bullying records.

2.0   Managing Student Bullying Records

To manage students' bullying records, you perform the following tasks:

1. Search for a student record
2. View the Student Bullying list
3. Add, update, or delete bullying victim information
4. Add, update, or delete bullying offender information

These tasks are described in the sections below.

2.1   Searching for Student History

You must first search for the student record that you want to view. To open a student record, log on to OASIS and click the **Student** tab at the top of the page. You see the Student Search page.

You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number.

To search for a student record:

1. Enter search criteria in one or more fields.

2. In the Active YN field, click an option button to search for the following:

    - **All**: All students that meet the search criteria
    - **Yes**: Students that are active in the MCPS system
    - **No**: Students that are no longer active in the MCPS system

3. Click **Search**.

If you entered either a first or last name, you see the list of students that match the search criteria.

Student ID	Last Name	First Name	M.I.	D.O.B.	Age	Active YN	Last School Name	Last School No.
56—9			P	08/07/1981	23	N	N/A	0
75—0				08/10/1991	13	Y	ROSA PARKS MIDDLE	155
67—7			D	07/29/1987	17	Y	WINSTON CHURCHILL HIGH	602
71—4				03/24/1989	15	Y	BETHESDA-CHEVY CHASE HIGH	406
66—4				04/12/1985	19	N	MONTGOMERY BLAIR HIGH	757
81—4			P	04/22/1994	10	Y	BELLS MILL ELEMENTARY	607
56—2			G	12/06/1980	24	N	N/A	0
93—8			C	08/10/1995	9	Y	GOSHEN ELEMENTARY	546
75—4			S	02/11/1991	13	Y	KINGSVIEW MIDDLE	708
75—8			S	05/01/1991	13	Y	WILLIAM H FARQUHAR MIDDLE	507
91—9			P	09/27/1994	10	Y	OLNEY ELEMENTARY	502
69—5			P	09/02/1988	16	Y	QUINCE ORCHARD HIGH	125

4. To see a student's record, click the **Student ID**. You see the Student Demographic page.
5. Click on the Bullying link in left navigation menu. You see the Student Bullying List page.

Note: If you entered the Student ID or the SSN, your search should bring up only one student. You see the Student Demographic page for that student. Click on the Bullying link in left navigation menu. You will see the Student Bullying List page.

Tip: You can search for a new student at any time while you are working in a module. Enter a Student ID number in the Search box at the bottom of the page and click **Go**. To search by name or other search criteria, click the **Student Search** link in the left navigation menu.

2.2   Viewing Student Bullying History

The Student Bullying List displays two sets of information:

- Basic Student Details
- Bullying List

Basic Student Details displays information about the student such as student ID number, name, date of birth, grade, gender, and school.

2.2.1   Viewing Bullying Victim Records

When you click the Bullying link in left navigation menu, you see the Student Bullying List.

2.2.2 Viewing Bullying Offender Records

For each bullying incident, there may be one or more offender associated with it.

To view the offender(s), click **View Offender** next to the bullying record on the Student Bullying List. You see the Offender List. If there is no offender(s) for the bullying record, the View Offender link is disabled.

To return to the Student Bullying List, click the **Back to Bullying List** button.

Offender List

First Name	Last Name	Age	School	Days Absent		
John	Doe	8	School same as victim	2	Update	Delete
XXXX	XXXX	7	School same as victim	NA	Update	Delete

Back to Bullying List

2.3 Adding, Updating, and Deleting Bullying Victim Record

You can add a bullying victim record and update or delete an existing victim record from the Student Bullying List.

2.3.1 Adding a Victim Bullying Record

To add a victim bullying record:

1. On the Student Bullying List, click the **Add New Bullying Record** button at the bottom of the page.

You see the Student Enrollment List. This page displays the MCPS schools that the student attended, with the dates of enrollment. The system will only allow you to add bullying records for the current school year.

2. Click **Add** next to the enrollment in which the bullying occurred. You see the Incident Detail page.

Incident Detail

Basic Student Details

Student ID	:		D.O.B	:
Name	:		Grade	:	9
Active	: Y		Gender	:	Female
School	: JOHN F KENNEDY HIGH (815)		Ethnicity	:	African American, Not Hispanic

Date of Incident: [12/2/2005 ▾]

Age on Date of Incident: 14   School on Date of Incident: JOHN F KENNEDY HIGH (815)

Total Days Absent (Victim): [Please Select ▾]

Investigation:

1. Where did the incident happen? (Choose all that apply)

☐ On school property   ☐ At a school-sponsored activity or event off school property

☐ On a school bus   ☐ On the way to/from school

2. Please select the statement(s) that best describes what happened (choose all that apply):

☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something

☐ Getting another person to hit or harm the student

☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means

☐ Demeaning and making the victim the object of jokes

☐ Making rude and/or threatening gestures

☐ Excluding or rejecting the student

☐ Intimidating (bullying), extorting, or exploiting

☐ Spreading harmful rumors or gossip

3. The Date of Incident and Total Days Absent fields are both required fields.

4. Please choose all answers that apply for Investigation questions 1-5. You may choose more than one answer for each Investigation question.

5. Click **Save**. You see the Student Bullying List with the victim record you added displayed in the list

2.3.2   Updating a Bullying Victim Record

To change or update the information on a bullying victim record, click **Update** next to the record that you want to change on the Student Bullying List. You see the Incident Detail page. Change any of the information on this page.

Click the **Update** button to save your changes. Click **Cancel** to return to the Student Bullying List without saving your changes.

2.3.3 Deleting a Bullying Victim Record

To delete a bullying victim record, click **Delete** next to the record that you want to delete on the Student Bullying List. Click **OK** to confirm the deletion.

2.4 Adding, Updating, and Deleting Bullying Offender Record

A record of a bullying incident may have offender information. You add an offender record from the Bullying List. But you use the Offender List to update or delete and offender record.

2.4.1 Adding Bullying Offender Record

To add a bullying offender record:

1. On the Student Bullying List, Click **Add Offender** next to the bullying record. You see the Offender Detail page.
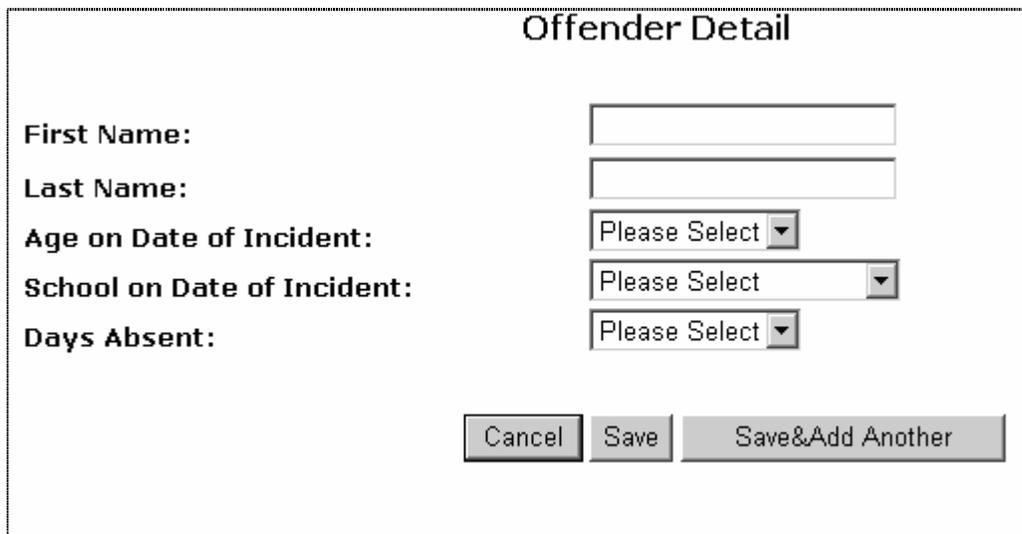
2. Last Name, Age on Date of Incident, School on Date of Incident, and Days Absent fields are required.

3. Click **Save**. You return to the Offender List.

   Click **Cancel** to return to the Offender List without saving your changes.

   Click **Save & Add Another** to save the offender record and remain on this page to add another offender record.

2.4.2   Updating Offender Information

To update offender information:

1. On the Student Bullying List, click **View Offender** next to the bullying record. You
   see the Offender List.

2. Click **Update** next to the offender record that you want to change. You see the
   Offender Detail page.

3. Click the **Update** button to save the changes and return to the Offender List.

2.4.3   Deleting Offender Record

To delete the offender record, click **Delete,** and then click **OK** to confirm the deletion.

Tip: Deleting an offender record will not delete the corresponding bullying record.
However, deleting a victim's bullying record on the Student Bullying List page will
delete both the bullying victim record and any offender record(s).