

# Resolution Types

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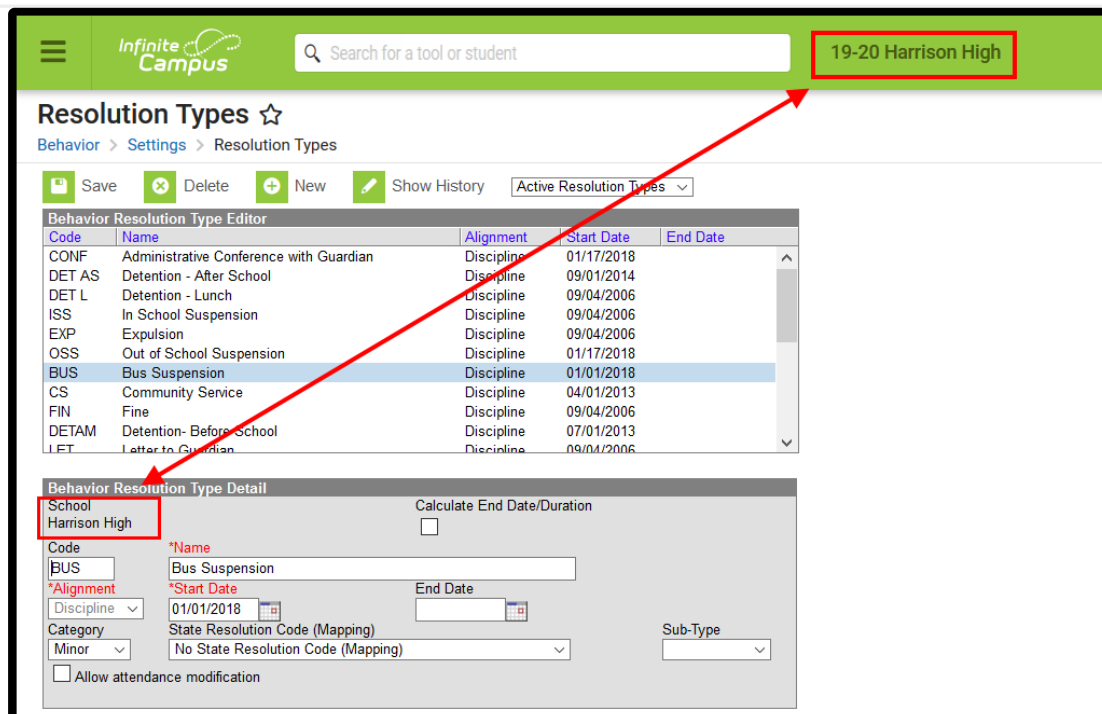
Tool Search: Resolution Types

The Resolution Types tool allows users to create and manage resolution codes assigned to student behavior events. Behavior Resolutions describe actions taken as a result of a behavior event, such as detention or an award for good behavior. Codes can be created to reflect positive and negative behavior events.

Behavior Resolutions can be created for an entire district or one school within the district. When the Context Switcher does not have a school or calendar selected, the behavior resolution type is available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Codes can be created at the school or district level. Some states require events to be mapped to State Event Codes to facilitate state reporting.

Behavior Resolutions are assigned to participants in the [Management Tool](#) or the student [Behavior tool](#).



**Resolution Types** ☆

Behavior > Settings > Resolution Types

Save Delete New Show History Active Resolution Types

| Code   | Name                                    | Alignment  | Start Date | End Date |
|--------|---|------------|------------|----------|
| CONF   | Administrative Conference with Guardian | Discipline | 01/17/2018 |          |
| DET AS | Detention - After School                | Discipline | 09/01/2014 |          |
| DET L  | Detention - Lunch                       | Discipline | 09/04/2006 |          |
| ISS    | In School Suspension                    | Discipline | 09/04/2006 |          |
| EXP    | Expulsion                               | Discipline | 09/04/2006 |          |
| OSS    | Out of School Suspension                | Discipline | 01/17/2018 |          |
| BUS    | Bus Suspension                          | Discipline | 01/01/2018 |          |
| CS     | Community Service                       | Discipline | 04/01/2013 |          |
| FIN    | Fine                                    | Discipline | 09/04/2006 |          |
| DETAM  | Detention- Before School                | Discipline | 07/01/2013 |          |
| LET    | Letter to Guardian                      | Discipline | 09/04/2006 |          |

**Behavior Resolution Type Detail**

School: **Harrison High** Calculate End Date/Duration ☐

Code: **BUS** \*Name: **Bus Suspension**

\*Alignment: **Discipline** \*Start Date: **01/01/2018** End Date:

Category: **Minor** State Resolution Code (Mapping): **No State Resolution Code (Mapping)** Sub-Type:

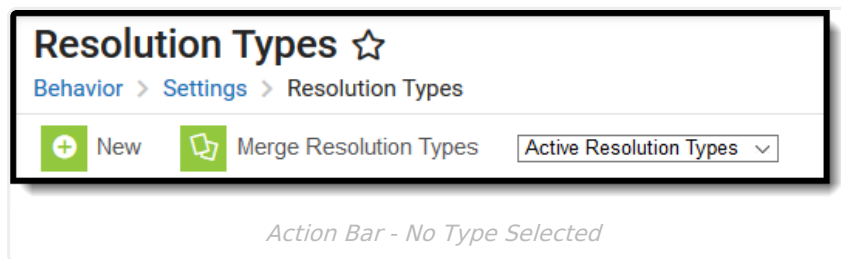
☐ Allow attendance modification

Behavior Resolution Types

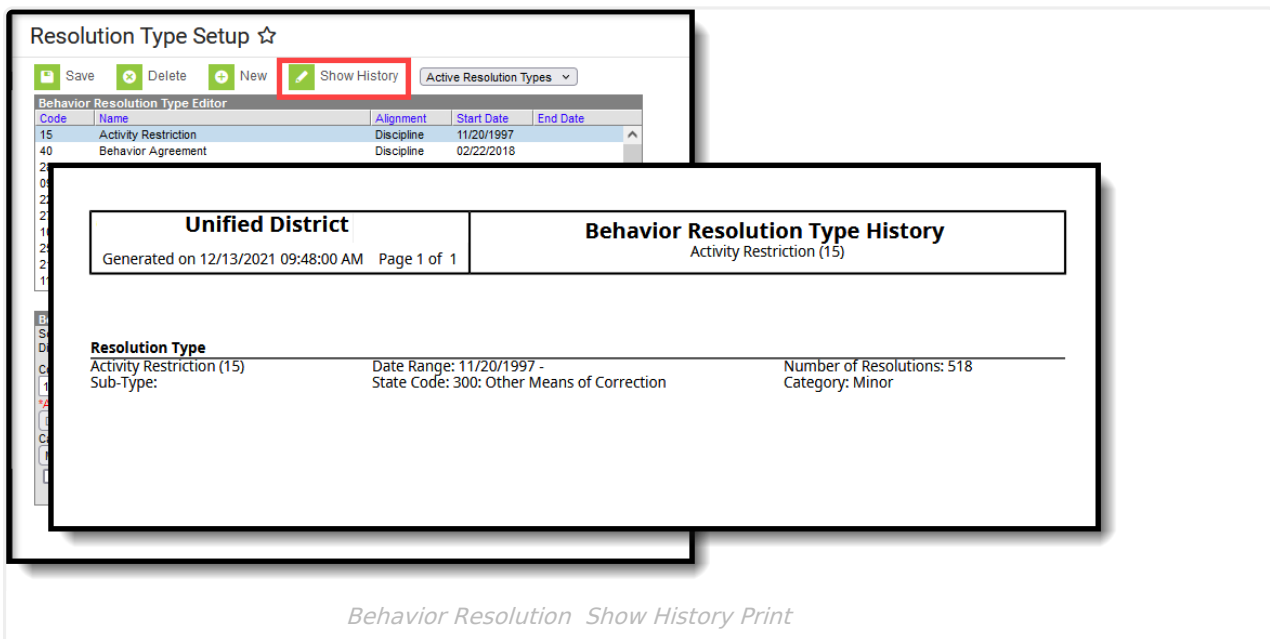
See the [Behavior Settings Tool Rights](#) article for information on available tool rights.

# Action Bar Options

Before a resolution type is selected, the following options display in the Action bar. Users can create a **New** type or **Merge Resolution Types**. See the [Merge Tool](#) article for more information about this process. Types can be filtered by Active and Inactive, dependent on the End Date.



Once a resolution type is selected, the following options display. Users can **Save** changes, **Delete** the selected type or create a **New** type. Click the **Show History** button to view an audit report of the resolution type, including when and how the type has been merged using the [Merge Tool](#). This audit report can be generated in PDF or DOCX formats.



Types can be filtered by Active and Inactive, which is dependent on End Date.

Only types that have not been assigned to a participant can be deleted. If users attempt to delete a Resolution Type that has been used, a warning message appears. To deactivate an existing Resolution Type, enter an End Date. After the end date, the Resolution Type will not appear in the Referral or Management tool. Users can also use the [Merge Tool](#) to combine

# Resolution Types Editor

The following table provides descriptions of the fields available in the Resolution Types tool.

| Field                                | Description   |
|--------------------------------------|---|
| <b>School</b>                        | Indicates the school to which the resolution type is associated. When a school is selected in the Context Switcher, its name displays. When a school is not selected (Context Switcher selection is set to All Schools), District Wide displays, indicating that any school in the district has the opportunity to use that resolution.   |
| <b>Calculate End Date/Duration</b>   | <p>When marked, the duration of behavior resolutions is automatically calculated when that type is assigned to a student and a length of time is entered into the field.</p> <p>For example, an Expulsion resolution type is marked to calculate the end date/duration. When assigning this resolution to a student, the person assigning the resolution can add a Resolution End Date, and the Duration in School Days field automatically populates with the correct number of school days based on the selected date (Resolution Start Date, Resolution End Date). Or, the person assigning the resolution can enter a value in the Duration in School Days field and the Resolution End Date automatically populates with the correct date.</p> |
| <b>Code</b>                          | <p>District or school label used to sequence and/or to easily find the resolution when searching for a resolution to assign to a student. This code can be numeric, alphabetic, or symbolic (asterisks, etc.). It is helpful if the code somehow connects it to the name of the resolution. This code can only be five (5) characters in length.</p> <p>For example, the resolution type of Detention has a code of DET, and a resolution type of Suspension has a code of SUS.</p>   |
| <b>Name</b><br><i>Required</i>       | Displays the name of the resolution, indicating what happens to the participant associated with a behavior event.   |
| <b>Alignment</b><br><i>Required</i>  | This setting identifies whether the Behavior resolution is Discipline-based or Award-based. When <i>Award</i> is selected, only date fields need to be entered for the record to be complete. All other fields no longer display.   |
| <b>Start Date</b><br><i>Required</i> | The entered date indicates when the resolution was first made active (created) at the district or school and when it was first possible to assign it to a student. Dates are entered in <i>mmddyy</i> format or can be chosen by clicking the calendar icon.  |

| Field                                  | Description  |
|--|--|
| <b>End Date</b>                        | <p>The entered date indicates when the resolution was inactive at the district or school and is no longer assigned to students. Dates are entered in <i>mmdyy</i> format or can be chosen by clicking the calendar icon.</p> <p>Instead of deleting a resolution, which would eliminate all historical use of the resolution, entering a date keeps the record of it and any past use.</p>   |
| <b>Category</b>                        | Indicates the resolution relates to a Minor, Involved, or Intense behavior event.  |
| <b>State Resolution Code (Mapping)</b> | The selected code maps this resolution to a state resolution code. This field is used in state reporting and is only available in certain states.  |
| <b>Sub-Type</b>                        | <p>This selection allows the resolution to be available in different behavior processing tools.</p> <ul style="list-style-type: none"> <li>• Selecting <b>Suspension</b> allows users to track the number of days a student was assigned a suspension resolution during the year. The student's resolution has a required <b>Duration in School Day</b> field, and the sum of all <b>Duration in School Days</b> is reported on the student's Behavior tool.</li> <li>• Selecting <b>Detention</b> allows student resolutions with this resolution type to be included in the <b>Detention Tracker</b>. The student's resolution has a required <b>Detention Duration</b> and <b>Duration Units</b> fields. Detention records display in the Detention Tracker until the detention time is served or the user changes the detention status to complete.</li> <li>• Selecting <b>Expulsion</b> allows users to track when a student was assigned an expulsion-related resolution. No other tools are affected by this selection.</li> </ul> <div> <p><b>Note on Suspensions:</b> Suspensions should only be associated with the event for which the student is being suspended. Overlapping suspensions on the same day are not recommended and may cause issues with attendance calculations.</p> </div> |
| <b>Allow Attendance Modification</b>   | When marked, student attendance data is updated upon completion of the behavior resolution. Marking this also displays an Attendance Code field on the Resolution editor where users can assign the appropriate behavior-related attendance code to the student. This should be marked on those resolutions where a student would be absent because of the resolution: out-of-school suspensions, expulsions, etc.   |

## Link Behavior Records and Attendance

# Records

Schools can indicate which behavior resolution types cause an attendance event to be created for the student, letting the attendance office and teachers know that the student is not in class because of a behavior incident.

Follow the steps in the table to link behavior events and attendance data.





| Task   | Tool   |
|--|--|
| Mark the <a href="#">appropriate attendance codes</a> that relate to behavior resolutions.                       | <a href="#">Attendance Codes</a>   |
| Mark the <a href="#">appropriate behavior resolution types</a> to allow for attendance modification.             | <a href="#">Resolution Types</a>   |
| Create a <a href="#">behavior incident</a> , assigning <a href="#">events</a> and <a href="#">participants</a> . | <a href="#">Behavior Management</a><br><a href="#">Behavior Referral</a> |
| Enter a <a href="#">behavior resolution</a> for one of the event participants.                                   | <a href="#">Behavior Management</a><br><a href="#">Student Behavior</a>  |
| Verify the entered behavior event and resolution, and mark the <a href="#">incident complete</a> .               | <a href="#">Behavior Management</a>                                      |
| Verify the <a href="#">behavior event</a> displays on the student's behavior tool.                               | <a href="#">Student Behavior</a>   |
| Verify the <a href="#">attendance tool</a> displays an entry for the behavior resolution.                        | <a href="#">Student Attendance</a>                                       |
| Generate a report <a href="#">looking for any inconsistencies</a> in linked behavior/attendance records.         | <a href="#">Behavior Attendance Audit Report</a>                         |

Marking the **Allow attendance modification** checkbox on the **Behavior Resolution Type Detail** editor allows those processing behavior incidents and entering behavior resolutions to assign an Attendance Code on the Behavior Resolution editor. This should only be marked when the resolution requires the student to be absent from school for a period of time.

For example, marking this on a suspension resolution would add an attendance entry for the days the student was suspended. Marking this for after-school detention resolutions would not require the student to be absent from school.

## Resolution Types ☆

Behavior > Settings > Resolution Types

 Save
  Delete
  New
  Show History
 Active Resolution Types ▾

### Behavior Resolution Type Editor

| Code  | Name                            | Alignment  | Start Date | End Date |
|-------|---------------------------------|------------|------------|----------|
| LET   | Letter to Guardian              | Discipline | 09/04/2006 |          |
| AUTH  | Local Authority Involvement     | Discipline | 01/07/2013 |          |
| LOSS  | Loss of school privilege        | Discipline | 09/24/2012 |          |
| REFGC | Referral to Guidance Counseling | Discipline | 07/16/2013 |          |
| REFOA | Referral to Outside Agency      | Discipline | 01/17/2018 |          |
| REFPS | Referral to School Psychologist | Discipline | 01/17/2018 |          |
| REFSW | Referral to Social Worker       | Discipline | 01/17/2018 |          |
| RES   | Restorative Practice            | Discipline | 06/25/2013 |          |
| TRAN  | Student Transfer                | Discipline | 01/17/2018 |          |
| ISS   | Suspension: In School           | Discipline | 09/04/2006 |          |
| OSS   | Suspension: Out of School       | Discipline | 09/04/2006 |          |

### Behavior Resolution Type Detail

School  
Harrison High

Calculate End Date/Duration  
☒

Code: OSS  
 \*Name: Suspension: Out of School  
 \*Alignment: Discipline  
 \*Start Date: 09/04/2006  
 End Date:   
 Category: Minor  
 State Resolution Code (Mapping): Out-of-school Suspension  
 Sub-Type:   
☒ Allow attendance modification

Step 2 - Link a Behavior Resolution to Attendance Entry

## District-Wide or School-Specific Resolution Types

Resolution types that are to be used for all schools within a district are created by selecting the **All Schools** option from the School dropdown in the Campus toolbar. Resolution types that are to be used for a specific school within a district are created by selecting the school name from the School dropdown in the Context Switcher. When a school is selected, behavior resolutions are applied to that school only.

**Resolution Types** ☆

Behavior > Settings > Resolution Types

Save Delete New Show History Active Resolution Types

| Code   | Name                                    | Alignment  | Start Date | End Date |
|--------|---|------------|------------|----------|
| CONF   | Administrative Conference with Guardian | Discipline | 01/17/2018 |          |
| DET AS | Detention - After School                | Discipline | 09/01/2014 |          |
| DET L  | Detention - Lunch                       | Discipline | 09/04/2006 |          |
| ISS    | In School Suspension                    | Discipline | 09/04/2006 |          |
| EXP    | Expulsion                               | Discipline | 09/04/2006 |          |
| OSS    | Out of School Suspension                | Discipline | 01/17/2018 |          |
| BUS    | Bus Suspension                          | Discipline | 01/01/2018 |          |
| CS     | Community Service                       | Discipline | 04/01/2013 |          |
| FIN    | Fine                                    | Discipline | 09/04/2006 |          |
| DETAM  | Detention- Before School                | Discipline | 07/01/2013 |          |
| LET    | Letter to Guardian                      | Discipline | 09/04/2006 |          |

**Behavior Resolution Type Detail**

School: Harrison High

Calculate End Date/Duration: ☐

Code: BUS

\*Name: Bus Suspension

\*Alignment: Discipline

\*Start Date: 01/01/2018

End Date:

Category: Minor

State Resolution Code (Mapping): No State Resolution Code (Mapping)

Sub-Type:

☐ Allow attendance modification

*School-Specific Behavior Resolutions*

# Create District-Wide or School-Specific Behavior Resolutions

1. Select the **School** in the Campus Toolbar using the resolution, or select **All Schools** to enter a district-wide resolution.
2. Select the **New** icon. The **Behavior Resolution Type Detail** view will appear below.
3. Select a **Code** for this behavior resolution. For example, the code might be CP when the behavior resolution is named Contacted Parents.
4. Enter a **Name** for the resolution.
5. Select an **Alignment** for this resolution type.
6. Enter a **Start Date** to determine when the resolution is active.
7. Enter an **End Date** to indicate when the resolution is no longer active.
8. Select a **Category** for the *Discipline* resolution type.
9. When a state code needs to be assigned to *Discipline* resolution, select the **State Resolution Code (Mapping)**.
10. Select a **Subtype** to classify the resolution further.
11. Mark the **Allow Attendance Modification** when necessary.
12. When finished, click the **Save** button. The new resolution is listed in the **Behavior Resolution Type Editor** alphabetically by the code field.

## Resolution Types ☆

Behavior > Settings > Resolution Types

Save Delete New Show History Active Resolution Types ▾

### Behavior Resolution Type Editor

| Code  | Name                               | Alignment  | Start Date | End Date |
|-------|------------------------------------|------------|------------|----------|
| 23456 | All Schools                        | Discipline | 07/09/2013 |          |
| LSTU  | Award: Student Of The Month Letter | Award      | 09/04/2006 |          |
| DET   | Detention                          | Discipline | 07/29/2019 |          |
| ISS   | In-School-Suspension               | Discipline | 04/06/2006 |          |
| OSS   | Out-School-Suspension              | Discipline | 04/06/2006 |          |
| PH1   | Peer Helper Certificate            | Award      | 08/24/2012 |          |

### Behavior Resolution Type Detail

School District Wide Calculate End Date/Duration ☒

Code  \*Name

\*Alignment  \*Start Date  End Date

Category  State Resolution Code (Mapping)  Sub-Type

☒ Allow attendance modification

Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.

Behavior Resolution Editor

Each active Resolution Type must have a unique **Code** and **Name** combination. When a new type with the same Code and Name as another active type is created, a warning displays, directing the user to modify at least one of those values.

Users should be aware that Subtypes cannot be added to Detention or Suspension resolution types created and assigned to students without a subtype. To create a new type with the correct subtype, enter an End Date for the existing type and create a new one with the desired subtype.