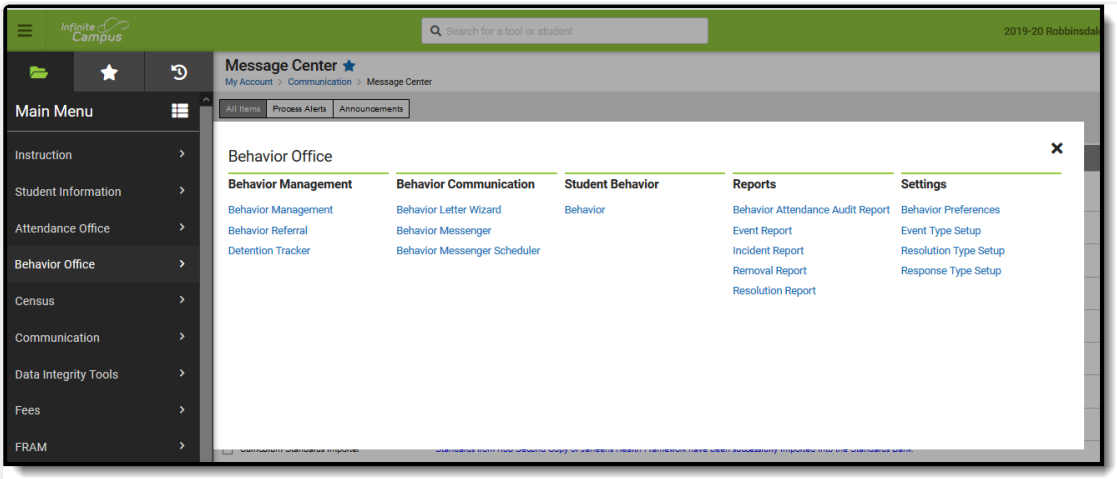
Behavior Office

Last Modified on 06/30/2026 2:35 pm CDT

The Behavior module provides tools for monitoring and recording behavior incidents, for creating letters for parents/guardians regarding student's behavior and for generating reports related to behavior. This page is designed to assist the user in the tasks, skills and procedures relating to Behavior. All tasks and tools are linked to the appropriate help articles.



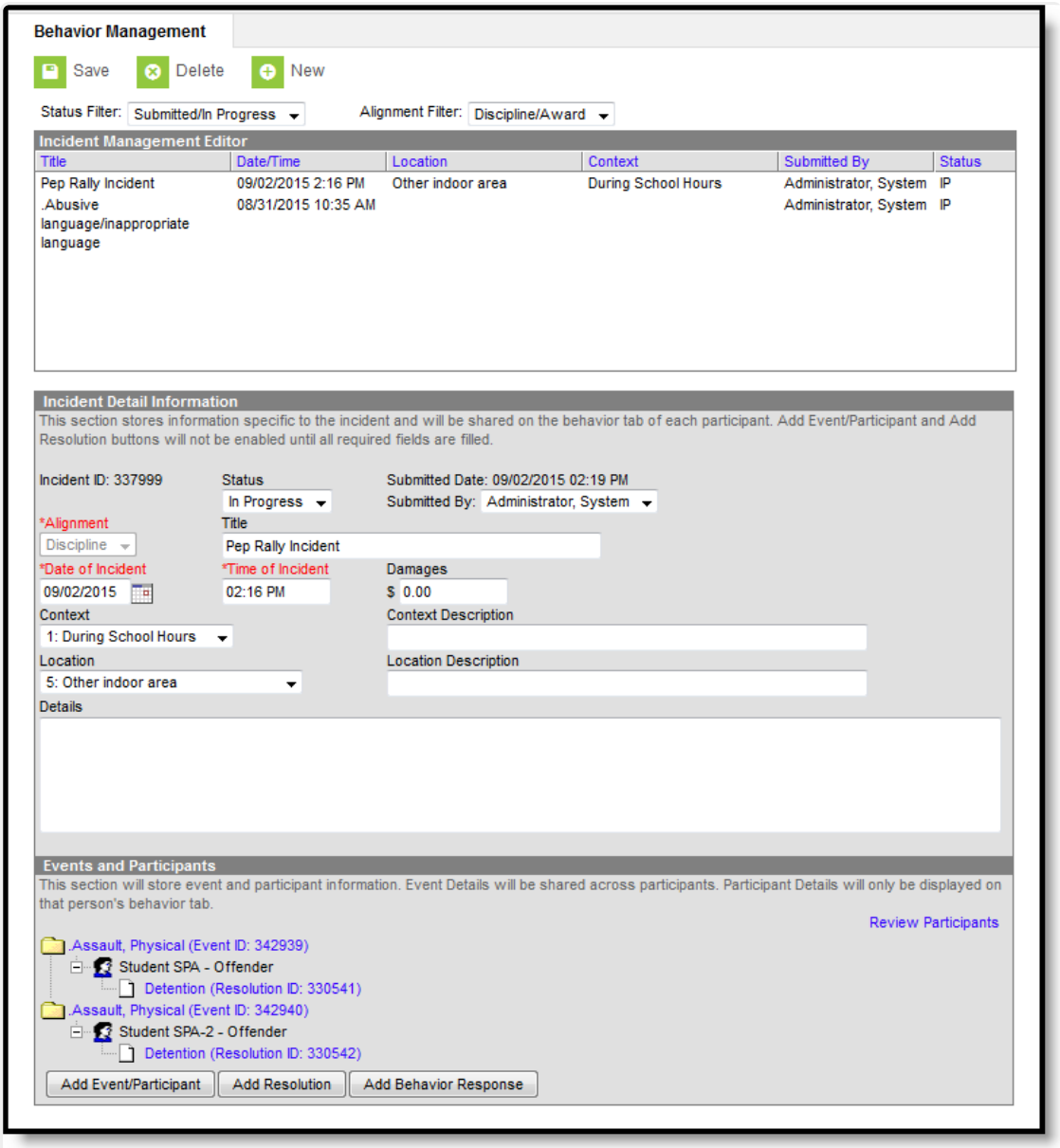
Behavior Office Tools

What is an Incident?

An incident is a group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in an incident. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

Pep Rally Example

During a pep rally during school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).



Pep Rally Incident

The images that accompany each section of the incident detail this Pep Rally incident. The image above shows the complete incident based on the Pep Rally example.

Set Up Behavior Options and Behavior Administration

Topic	Tool
Establish **Tool Rights** for the appropriate users/groups to use behavior tools.	User Security
Create district-level and school-level Behavior Event options.	Event Types
Create district-level and school-level Behavior Resolution options.	Resolution Types

Topic	Tool
Create district-level and school-level Behavior Response options.	Response Types
Merge duplicate Event Types.	Event Types
Merge duplicate Resolution Types.	Resolution Types
Setting behavior **Preferences** for default Notify options and report Display options.	Preferences
Customize Behavior options.	Attribute Dictionary

Create a Record of a Behavior Incident

Topic	Tool
Report a Behavior Incident using a **Behavior Referral**, including: • Enter Incident Information. • Add Events. • Identify Participants. • Enter Responses.	Behavior Referral
Create a Behavior Incident record in the **Management Tool**, including: • Enter Incident Detail Information. • Add Events. • Identify Participants. • Assign Resolutions. • Enter Responses.	Behavior Management Tool

Student Behavior Tab

Topic	Tool
Assign a **Resolution**.	Behavior (Student)
Enter a **Behavior Response.**	Behavior (Student)
Manage Detention for a student from within the incident record.	Behavior (Student)
Print individual behavior information for a student for an Incident, the current Calendar or All Years.	Behavior (Student)

Manage Detention

Topic	Tool
Assign a Behavior Resolution of Detention through the **Behavior Tab** or the **Management Tool** as part of incident participation.	Behavior (Student) Behavior Management Tool
Manage Detention for a student from within the incident record.	Behavior (Student)
Enter detention for an **individual** or a **group** of students using the **Detention Tracker**.	Detention Tracker

Report Behavior Information

Topic	Tool
Print individual behavior information for a student for an Incident, the current Calendar or All Years.	Behavior (Student)
Report a Behavior Incident using a **Behavior Referral**.	Behavior Referral
View a report of Behavior Events by **event type** or **resolution type**.	Behavior Event Report Behavior Resolution Report
View a report of Behavior **Incidents** based on the selected criteria.	Behavior Incident Report
View a report of resolutions assigned to students with **Removal** subtypes of Detention, Suspension and/or Expulsion.	Behavior Removal Report

Notify Parents of Behavior Events

Topic	Tool
Create a **disciplinary letter** regarding behavior events.	Behavior Letter Wizard
Create a **message template** reporting a behavior event and **schedule** it to be sent.	Behavior Messenger Behavior Messenger Scheduler

Link Behavior and Attendance Records

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

Behavior Records Logic with Combine Person

The following table describes what happens to behavior records when student or staff records are combined using the Combine Person tool.

Tool	Combine Person Result
Behavior Management	All incidents assigned to the drop person are moved to the keep person.
Behavior Referral	All incidents assigned to the drop person are moved to the keep person.
Behavior Letter Wizard	All letters associated with the drop person are moved to the keep person.
Behavior Messenger	All messages sent to the drop person are moved to the keep person.
Behavior Messenger Scheduler	N/A

Tool	Combine Person Result
Detention Tracker	All records for the drop person are moved to the keep person.
Student Information	All student records from the drop person are moved moved to the keep person.
Behavior Events	All events associated with the drop person are moved to the keep person.
Behavior Resolutions	All resolutions associated with the drop person are moved to the keep person.
Behavior Responses	When combining two staff persons: • Any district assignment for the dropped person is transferred to the keep person unless specified by the user. • Any selection made on the district assignment for the drop person is transferred to the keep person unless specified by the user. • Any credentials for the drop person is transferred to the keep person unless specified by the user. • If the two staff persons who are being combined are listed on the same behavior response, after the combine process, only the one record remains. When combining two students: • Any behavior incidents, events, resolutions and responses in any status for the drop person are transferred to the keep person unless specified by the user.