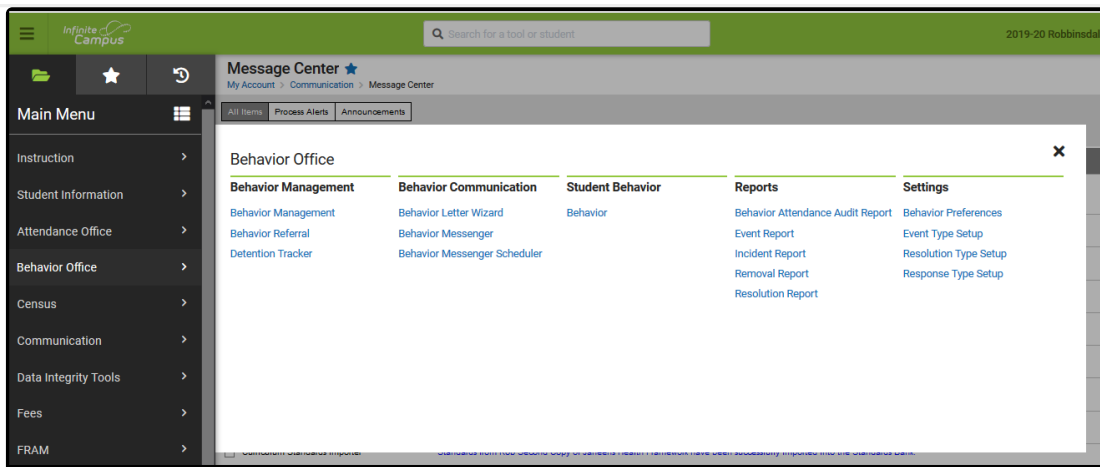


# Behavior

Last Modified on 10/21/2024 8:20 am CDT

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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 a 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).

**Behavior Management**

Save Delete New

Status Filter: Submitted/In Progress Alignment Filter: Discipline/Award

Title	Date/Time	Location	Context	Submitted By	Status
Pep Rally Incident	09/02/2015 2:16 PM	Other indoor area	During School Hours	Administrator, System	IP
.Abusive language/inappropriate language	08/31/2015 10:35 AM			Administrator, System	IP

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**Incident Detail Information**

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 337999 Status: In Progress Submitted Date: 09/02/2015 02:19 PM Submitted By: Administrator, System

\*Alignment: Discipline Title: Pep Rally Incident

\*Date of Incident: 09/02/2015 \*Time of Incident: 02:16 PM Damages: \$ 0.00

Context: 1: During School Hours Context Description:

Location: 5: Other indoor area Location Description:

Details:

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**Events and Participants**

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

[Review Participants](#)

- Assault, Physical (Event ID: 342939)
  - Student SPA - Offender
  - Detention (Resolution ID: 330541)
- Assault, Physical (Event ID: 342940)
  - Student SPA-2 - Offender
  - Detention (Resolution ID: 330542)

Add Event/Participant Add Resolution Add Behavior Response

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

Topic	Tool
<b>Create</b> district-level and school-level Behavior Response options.	<a href="#">Response Types</a>
<b>Merge</b> duplicate Event Types.	<a href="#">Event Types</a>
<b>Merge</b> duplicate Resolution Types.	<a href="#">Resolution Types</a>
Setting behavior <b>Preferences</b> for default Notify options and report Display options.	<a href="#">Preferences</a>
<b>Customize</b> Behavior options.	<a href="#">Attribute Dictionary</a>

## Create a Record of a Behavior Incident

Topic	Tool
Report a Behavior Incident using a <b>Behavior Referral</b> , including: <ul style="list-style-type: none"> <li>• Enter Incident Information.</li> <li>• Add Events.</li> <li>• Identify Participants.</li> <li>• Enter Responses.</li> </ul>	<a href="#">Behavior Referral</a>
Create a Behavior Incident record in the <b>Management Tool</b> , including: <ul style="list-style-type: none"> <li>• Enter Incident Detail Information.</li> <li>• Add Events.</li> <li>• Identify Participants.</li> <li>• Assign Resolutions.</li> <li>• Enter Responses.</li> </ul>	<a href="#">Behavior Management Tool</a>

## Student Behavior Tab

Topic	Tool
Assign a <b>Resolution</b> .	<a href="#">Behavior (Student)</a>
Enter a <b>Behavior Response</b> .	<a href="#">Behavior (Student)</a>
<b>Manage Detention</b> for a student from within the incident record.	<a href="#">Behavior (Student)</a>
<b>Print</b> individual behavior information for a student for an Incident, the current Calendar or All Years.	<a href="#">Behavior (Student)</a>

## Manage Detention

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

## Report Behavior Information

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

## Notify Parents of Behavior Events

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

# Link Behavior and Attendance Records

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

# 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
<b>Behavior Management</b>	All incidents assigned to the drop person are moved to the keep person.
<b>Behavior Referral</b>	All incidents assigned to the drop person are moved to the keep person.
<b>Behavior Letter Wizard</b>	All letters associated with the drop person are moved to the keep person.
<b>Behavior Messenger</b>	All messages sent to the drop person are moved to the keep person.
<b>Behavior Messenger Scheduler</b>	N/A

Tool	Combine Person Result
<b>Detention Tracker</b>	All records for the drop person are moved to the keep person.
<b>Student Information</b>	All student records from the drop person are moved moved to the keep person.
<b>Behavior Events</b>	All events associated with the drop person are moved to the keep person.
<b>Behavior Resolutions</b>	All resolutions associated with the drop person are moved to the keep person.
<b>Behavior Responses</b>	<p>When combining two staff persons:</p> <ul style="list-style-type: none"> <li>• Any district assignment for the dropped person is transferred to the keep person unless specified by the user.</li> <li>• Any selection made on the district assignment for the drop person is transferred to the keep person unless specified by the user.</li> <li>• Any credentials for the drop person is transferred to the keep person unless specified by the user.</li> <li>• 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.</li> </ul> <p>When combining two students:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>