

# Behavior (Virginia)

Last Modified on 03/11/2024 8:44 am CDT

[Incident Editor](#) | [Event Editor](#) | [Participant Editor](#) | [Resolution Editor](#)

Tool Search: Behavior Referral; Behavior Management; Behavior

This article describes the Event, Participant and Resolution editors that include state-specific elements used in reporting. The Event and Participant editors are available from both the [Referral](#) and the [Management Tool](#) and the Resolution editor is available from the [Management Tool](#) and the student's Behavior tool. In addition to the localized fields described in this article, some core dropdown lists may include localized options.

The [Referral](#) is used to report behavior incidents to behavior administrators. Incidents are then reviewed in the [Management Tool](#), where modifications can be made and resolutions assigned. Resolutions can also be assigned in the student [Behavior tool](#). Incidents are made up of Events and Participants linked by time and location. See additional documentation regarding the [Behavior](#) module for more information.

## Behavior Management ☆

Save
Delete
New

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

Incident Management Editor						
Title	Date/Time	Incident Location	Incident Time	Submitted By	Status	Locked
AKC hrs override	11/16/2022 4:38 PM	Off-campus at a school sponsored event	During school activity-outside reg. day	Administrator, System	IP	

**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: 31438      Status: In-Progress      Submitted Date: 12/06/2022 04:39 PM

\*Alignment: Discipline      Title: AKC hrs override      Submitted By: Administrator, System

\*Date of Incident: 11/16/2022      \*Time of Incident: 04:38 PM      Damages: \$ 0.00

\*Incident Time: 02 - During school activity-outside reg. day      Context Description:

Behavior Management Tool

## Incident Editor

The Incident Detail Information editor describes the collection of events and participants. Many of the fields described in this section also display in the [Behavior Referral](#).

Behavior Management ☆
Behavior Office > Behavior Management > Behavior Management

Save Delete New

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

**Incident Management Editor**

Title	Date/Time	Incident Location	Incident Time	Submitted By	Status	Locked

**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.

Status: In-Progress

\*Alignment: Discipline

\*Date of Incident: 11/28/2023

\*Incident Time: 01: During regular school day

\*Incident Location: 2: Interior common area of school building

Localized Incident Location: Select a Value

Submitted Date:

Submitted By:

Title: Cafeteria Fight

\*Time of Incident: 11:32 AM

Damages: \$

Context Description:

Location Description:

Details

**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.

Add Event/Participant
Add Resolution
Add Behavior Response

*Incident Detail Information*

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Incident</i>
<b>Incident ID</b>	The unique identification number assigned to the incident once the record is saved. This field cannot be edited.	behaviorDetail.incidentID
<b>Status</b>	The status of the incident as <i>Submitted, In Progress</i> and <i>Complete</i> .	behaviorDetail.status
<b>Submitted Date</b>	The date the incident record was reported. This field cannot be edited.	behaviorDetail.submittedByDate
<b>Submitted By</b>	The user who reported the incident.	behaviorDetail.submittedBy

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Incident</i>
<b>Alignment</b> <i>Required</i>	Indicates the incident is related to <i>Discipline</i> (negative) or <i>Award</i> (positive).	behaviorDetail.alignment
<b>Incident Title</b>	A brief description of the incident.	behaviorDetail.title
<b>Date of Incident</b> <i>Required</i>	The date the incident takes place. Defaults to the date the incident is created.	behaviorDetail.incidentDate
<b>Time of Incident</b> <i>Required</i>	The time the incident takes place. Defaults to the time the incident is created.	behaviorDetail.timestamp
<b>Damages</b>	The total cost of all damages that occurred as a result of the incident.	behaviorDetail.damages
<b>Incident Time</b> <i>Required</i>	Indication of the setting, or time of day the incident took place.	behaviorDetail.timestamp
<b>Context Description</b>	Additional information about the context of the incident.	behaviorDetail.contextDescription
<b>Incident Location</b> <i>Required</i>	Where the incident took place.	behaviorDetail.location
<b>Location Description</b>	Additional information about the location of the incident.	behaviorDetail.locationDescription
<b>Details</b>	Any additional information about the incident, including a description of what occurred.	behaviorDetail.details

## Event Editor

The Event Details editor describes the individual event in the behavior incident. [Event Types](#) are established in the Behavior Admin area.

**Event Details**

\*Event Type:  
 BSC14: Fighting that results in no injury as determined by the school administration ▼  
 Event ID: 35705  
 Demerits: 0      State Code: BSC14: Fighting that results in no injury

According to the VDOE, a student may only have up to three events in an incident. All additional events will report and cause an error at the time of file uploads.

Law Enforcement Notified     
  Indeterminate Victim     
  Most Severe  
 This event required the use of a Behavior Response

- Modified by: Conner, Michael 09/29/2023 09:35

*Event Details*

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Event</i>
<b>Event Type</b> <i>Required</i>	The identifying code and name of the event. Event Types are created in the <a href="#">Behavior Admin</a> area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment is available.	behaviorDetail.incidentType
<b>Demerits/Points</b>	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the <a href="#">Event Type</a> .	N/A
<b>State Code</b>	The state code to which the behavior event is mapped for reporting purposes.	behaviorDetail.stateEventCode
<b>Law Enforcement Notified</b>	Indicates of law enforcement was notified as a result of the incident.	behaviorDetail.policeNotified
<b>Indeterminate Victim</b>	Indicates the event has an unknown number of victims.	behaviorDetail.indeterminateVictim
<b>Most Severe</b>	Indicates this is the most severe event.	behaviorDetail.mostSevere

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Event</i>
<b>This event required the use of a Behavior Response</b>	Indicates this events requires the use of a Behavior Response.	behaviorDetail.responseRequired

## Participant Editor

The Participant Details editor lists the individuals involved in the event. Add participants by searching for the participant's name and then entering details of involvement. Person details populate from [Census](#) and [Enrollments](#).

**Participant(s) Details**

David G (Gender: M Grade: 03 Age: 14 #: )  Display on Portal

(Uncheck to exclude participant.)

Role: Demerits \*Relationship to School  
 Offender

Injury  Injury Description  Medical Service Provided:

Details:

\*Offense Type

Court Appointed Hearing Officer

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**Add Participant**

Filter:  Student Name or Complete Student Number:

*Participant(s) Details*

Field	Description	Ad Hoc <i>Student Information &gt; Behavior &gt; Behavior Role</i>
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<b>Field</b>	<b>Description</b>	<b>Ad Hoc</b> <i>Student Information &gt; Behavior &gt; Behavior Role</i>
<b>Student Name</b>	The name of the participant in the event. Additional information displays in parenthesis after the name depending whether the participant was a Student, an Employee or neither.	N/A
<b>Display on Portal</b>	Marking this checkbox includes basic incident and event information for only this participant to display on the Portal for the student's parents to view.	behaviorDetail.portal
<b>Hide Details</b>	Clicking this button collapses participant details to view a list of participants.	N/A
<b>Role</b>	The way in which the individual participated in the event, as an Offender, a Participant, a Victim or a Witness. For Award incidents, the available role is Recipient.	behaviorDetail.role
<b>Demerits/Points</b>	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.	behaviorDetail.demerits
<b>Relationship to School</b> <i>Required</i>	Indicates the participant's relationship to the school, such as current or former student or staff member, at the time of the event. This field is required.	behaviorDetail.relationshipToSchool
<b>Injury</b>	Indicates the participant received an injury as a result of the event. Options are 1: No Injury, 2: Minor Injury, 3: Major Injury or 4: Serious Bodily Injury.	behaviorDetail.role_injury
<b>Injury Description</b>	Additional information about the participant's injury.	behaviorDetail.injuryDescription
<b>Medical Service Provided</b>	Indicates medical service was provided to the individual as a result of the event.	behaviorDetail.medicalServiceProvided

Field	Description	Ad Hoc <i>Student Information &gt; Behavior &gt; Behavior Role</i>
<b>Details</b>	Additional information about the individual's participation in the event.	behaviorDetail.roleComments
<b>Offense Type</b> <i>Required</i>	Indicates whether the event was the Primary, Secondary, or Tertiary Event for that Participant in the Incident.	N/A
<b>Court Appointed Hearing Officer</b>	Indicates the student has an assigned officer.	behaviorDetail.hearingOfficer

## Resolution Editor

The Resolution Details editor provides the details for the resolution assigned to the student, such as detention or suspension of bus privileges. When adding a resolution, users can select which event participants to apply the resolution to. [Resolution Types](#) are established in the Behavior Admin area.

Add Resolution
✕

**Resolution Details**

**\*Resolution Type:**  
ISS : In-School Suspension (1/2 day or more) ▼

State Code: ISS: In-School Suspension (1/2 day or more)      Category: Minor

**\*Resolution Assign Date:** 11/28/2023    **\*Resolution Start Date:** 11/28/2023    **Resolution Start Time:** 1:00 PM    **\*Resolution End Date:** 12/01/2023    **Resolution End Time:** 1:00 PM

**Duration in School Days:** 2    **Assigned By:** 1: School Administration ▼    **Hours Sanctioned Override:**

**Attendance Code:** (Warning: Saving this resolution will update attendance)  
AIS: In School Suspension ▼

**Behavior Admin Staff Name:**  
Shannon ▼

**Details:**

**Alternate Placement:** N: No ▼      **Notified of Conviction:**

**Permanent Change in Placement:** N: No ▼      **Services Provided During Removal:**

**Alternate Placement School:**       **Alt Placement Educational Agency:**

**Graded Work Provided:**

**\*Behavioral Intervention:**  
x 10: Referral to Outside Support Agency

**Instructional Support:**  
Select Values

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**\*Apply To:**  
Assault: Intending to cause physical injury to another person

David

*Behavior Resolution Detail*

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Resolution</i>
<b>Resolution Type</b>	The identifying name and code of the resolution. <a href="#">Resolution Types</a> are created in the Behavior Admin area and are mapped to State Resolution Codes.	N/A



Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Resolution</i>
<b>State Code</b>	The State Code mapped to the <a href="#">Resolution Type</a> .  <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p><b>Note:</b> when the State Code = STS1, LTS1 or EX1, the Instructional Support field become required.</p> </div>	behaviorDetail.resolutionCode
<b>Category</b>	The Category assigned to the <a href="#">Resolution Type</a>	N/A
<b>Resolution Assign Date</b>	The date the resolution was assigned.	N/A
<b>Resolution Start Date</b>	The date the student begins serving the resolution.	behaviorDetail.resolutionStartDate
<b>Resolution Start Time</b>	The time the student begins serving the resolution.	behaviorDetail.resolutionStartTimestamp
<b>Resolution End Date</b>	The date the student must complete the resolution.	behaviorDetail.resolutionEndDate
<b>Resolution End Time</b>	The time the student must complete the resolution.	behaviorDetail.resolutionEndTimeStamp

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Resolution</i>
<b>Duration in School Days</b>	The number of units the detention resolution lasts. This field displays when a resolution other than Detention is selected.	behaviorDetail.resolutionSchoolDaysDuration
<b>Assigned By</b>	The person or role of the person who assigned the behavior resolution.	behaviorDetail.resolution.assignedBy
<b>Hours Sanctioned Override</b>	The override for hours sanctioned.	behaviorDetail.durationHours
<b>Detention Duration</b>	For resolutions with a subtype of Detention, how long the detention lasts.	behaviorDetail.duration
<b>Duration Units</b>	For resolutions with a subtype of Detention, the units describing detention time, such as minutes or hours.	N/A
<b>Attendance Code</b>	For resolutions with a subtype of Detention, indicates whether the student has begun serving the detention.	behaviorDetail.attendanceCode
<b>Behavior Admin Staff Name</b>	The behavior staff member responsible for the resolution.	behaviorDetail.staffName

Field	Description	Ad Hoc <i>Student &gt; Behavior &gt; Behavior Resolution</i>
<b>Details</b>	Additional information about the participant's resolution.	N/A
<b>Alternate Placement</b>	Indicates the student was provided with alternate placement services during removal.	behaviorDetail.alternatePlacementSchool
<b>Permanent Change in Placement</b>	Indicates whether the student's alternate placement is permanent.	behaviorDetail.permChangePlacement
<b>Notified of Conviction</b>	Indicates whether the student was convicted for the incident.	Student > Behavior > Custom Behavior Resolution > customBehaviorResolution.notifiedOfConviction
<b>Charges Filed</b>	Indicates whether charges were filed based on feedback from law enforcement regarding the reported incident.	behaviorDetail.resolutionCharges
<b>Services Provided During Removal</b>	Indicates whether the school division is providing educational services during a suspension or expulsion.	Student > Behavior > Custom Behavior Resolution > customBehaviorResolution.servicesProvidedDuringRemoval

## Previous Versions

[Behavior \(Virginia\) \[.2247 and previous\]](#)