

# Behavior Management Tool

Last Modified on 06/27/2024 9:16 am CDT

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Tool Search: Behavior Management

The Behavior Management Tool allows users with the appropriate tool rights to manage existing behavior as well as enter new behavior incidents.

There are several [Behavior Preferences](#) related to Events, Referrals, and the overall processing of behavior records. Please review this information prior to recording behavior incidents.

The screenshot displays the Behavior Management Tool interface. At the top, there is a search bar and navigation options. The main area is divided into two sections: 'Incident Management Editor' and 'Incident Detail Information'.

**Incident Management Editor**

Title	Date/Time	Location	Context	Submitted By	Status	Locked
.Abusive language/inappropriate language	06/20/2019 2:23 PM	Classroom	During School Hours	Principal, Lon	IP	
.Dress code violation	06/19/2019 12:00 PM	Classroom	During School Hours	Principal, Lon	IP	
INT_RP_125927	06/03/2019 10:48 AM	Classroom	During School Hours	Principal, Lon	IP	
HI suspension	05/17/2019 1:51 PM	Classroom	During School Hours	Staff, Jennifer	IP	
.Disruption	05/03/2019 8:15 AM	Classroom	During School Hours	Principal, Lon	IP	
Behavior Event for fixing "In Progress"	02/21/2019 3:01 PM	Classroom		Staff, Declan	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: 394457      Status:       Submitted Date: 06/20/2019 03:38 PM  
 Submitted By:

\*Alignment:       Title:

\*Date of Incident:       \*Time of Incident:

\*Context:       Damages:

\*Location:       Context Description:

Location Description:

Details:

- Modified by: Administrator, System 04/24/2020 11:29

**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 Management Tool

An incident record is made up of two parts, the **Incident Information**, which provides the general information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident and the participants in each event and any assigned resolutions. Information entered in these areas is visible on the student's [Behavior record](#) as

described below:

Area	Where information displays
<b>Incident Information</b>	Visible for all participants.
<b>Event Information</b>	Visible for all participants in that event.
<b>Participant/Resolution Information</b>	Only visible for that participant.

For state-linked districts, data only syncs from district to state under the following conditions:

- An Incident with a state event code mapping (with or without a participant).
- An Incident with a state resolution code mapping.
- For BIE only:
  - An Incident with a BIE event code mapping.
  - An Incident with a BIE resolution code mapping.
- For Maine only:
  - Both the event and resolution have a state code mapping.

When syncing Behavior Resolution data to the state, it does not matter whether the Resolution is linked to an attendance code. Linked Attendance codes should not sync (or attempt to sync) as if they are Behavior Resolution codes.

## Manage Submitted Referrals

[Incident Management Editor](#) | [Incident Detail Information](#) | [Events and Participants](#) | [Delete an Incident](#)

When a [Behavior Referral](#) is submitted, it displays in the Management tool in a status of **Submitted**. Users can then modify the incident record as desired, including modifying events or participants and assigning resolutions to participants. See the following [Incident](#), [Event](#), [Participant](#) and [Resolution](#) sections for a description of the fields that display in each area.

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field. The email is only sent when the recipient has an email address and has 'Staff' marked in the [Demographics](#) tool.

When a resolution is entered for a referral and the incident is then marked as complete, AND the [Behavior Preference](#) of **Notify the person who enters the referral when a resolution has been assigned** is set to Yes, then both a Process Alerts message and email are sent to the person who submitted the referral. The email is only be sent when the recipient has an email address and has 'Staff' marked in the [Demographics](#) tool.

- Messages are sent ONLY when the **Notify the person who enters the referral when a resolution has been assigned** is set to Yes.

- Only one message is sent, regardless of the amount of resolutions associated with the event.
- When an incident is marked Complete and no resolutions are entered, a message is not sent.
- When an incident moves from Complete to In-Progress and back to Complete, a message is sent (unless there are no resolutions).

## Incident Management Editor

The Incident Management editor lists all behavior incidents for the School and Year selected in the Campus toolbar and filters results based on criteria selected in the Status and Alignment filters. Incidents can be filtered by status and alignment and sorted by any of the column headings. The list is automatically sorted by Date/Time. The fields that display in this editor are based on values selected for the incident.

When the preference to lock completed incidents is set to Yes, a Locked icon displays for completed incidents aligned to Discipline (this does not affect incidents aligned to Award). Staff can be assigned a specific tool right (called [Unlock Incident](#)) that allows the ability to unlock a completed incident, make modifications as needed, and relock the incident.

The **Reporter** is the individual indicated in the **Submitted By** field, who submitted the referral or created the incident. Status options are as follows:

Abbreviation	Status	Description
SB	<b>Submitted</b>	Incident has been submitted as a referral but not yet reviewed by the behavior administrator or other authorized user.
IP	<b>In Progress</b>	Incident is being modified, such as when incident details are being verified. This status is also applied to incident records created in the Management tool.
CM	<b>Complete</b>	Incident details have been verified, resolutions assigned, and modifications completed.

## Incident Detail Information

The Incident Detail Information editor stores data specific to the incident. That data is viewable on the student's Behavior record for all participants of the incident.

**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 button will not be enabled until all required fields are filled.

Status: In Progress | Submitted Date: | Submitted By: [dropdown]

\*Alignment: Discipline [dropdown] | Incident Title: Pep Rally Incident

\*Date of Incident: 06/04/2012 | \*Time of Incident: 02:18 PM | Damages: \$ [input]

Context: 10: School-sponsored activity | Context Description: [input]

Behavior Incident Location: SG: School Grounds | Location Description: [input]

Details: [text area]

Incident Detail Information

Once general incident information has been entered, add **Events** to describe the individual occurrences and the **Participants** in each event.

▶ [Click here to expand...](#)

## Events and Participants

After adding details of the incident, specific information on the event and participants involved in the event can be associated with the incident.

**Incident Detail Information**  
 Incident ID: 91608

\*Alignment: Discipline [dropdown] | \*Date of Incident: 09/24/2021

Context: 3: During class | Behavior Incident Location: CR: Classroom | Most Serious Event: [dropdown]

Events and Participants  
 This section will store event information on the behavior tab.

Teacher Referral (Event) | Add Event/Participant

**Event and Participant Details**

**Event Details**  
 \*Event Type: 12: 105 - Disrespect | Demerits: 0 | State Code: 12: Other Violation of Code of Conduct | Category: Minor  
 Violence Indicator:  | - Modified by: Unknown

**Participant(s) Details**  
 Add Participant  
 Filter: Students | Student Name or Complete Student Number: [input] Search

Save Close

Behavior Event Information

Enter information about the event as described in the following table. Options may differ by state.

Additional events with distinct or repeated participants can be added to an incident. There is no

limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event also removes the associated participants' roles from the incident.

▶ [Click here to expand...](#)

## Delete an Incident

To delete an incident, click the **Delete** button in the action bar. The incident is removed, along with all event, participant, resolution and response information within this tool and elsewhere.

An incident must be unlocked in order to be deleted.

When the incident is tied to an attendance event, the resolution and attendance information needs to be deleted prior to deleting the incident.

The screenshot shows the Incident Management Editor interface. At the top, there are three buttons: 'Save', 'Delete', and 'New'. The 'Delete' button is highlighted with a red rectangular box. Below the buttons are two dropdown menus: 'Status Filter: Submitted/In-Progress' and 'Alignment Filter: Discipline/Award'. The main area contains a table with the following data:

Title	Date/Time	Location	Context	Submitted By	Status	Locked
.Abusive language/inappropriate language	06/20/2019 2:23 PM	Classroom	During School Hours	Principal, Lon	IP	
.Dress code violation	06/19/2019 12:00 PM	Classroom	During School Hours	Principal, Lon	IP	
INT_RP_125927	06/03/2019 10:48 AM	Classroom	During School Hours	Principal, Lon	IP	
HI suspension	05/17/2019 1:51 PM	Classroom	During School Hours	Staff, Jennifer	IP	
.Disruption	05/03/2019 8:15 AM	Classroom	During School Hours	Principal, Lon	IP	
Behavior Event for fixing "In Progress"	02/21/2019 3:01 PM	Classroom		Staff, Declan	IP	

Below the table is the 'Incident Detail Information' section, which includes fields for Incident ID (394457), Status (In-Progress), Submitted Date (06/20/2019 03:38 PM), Submitted By (Principal, Lon), Alignment (Discipline), Title (.Dress code violation), Date of Incident, Time of Incident, and Damages.

*Delete an Incident*

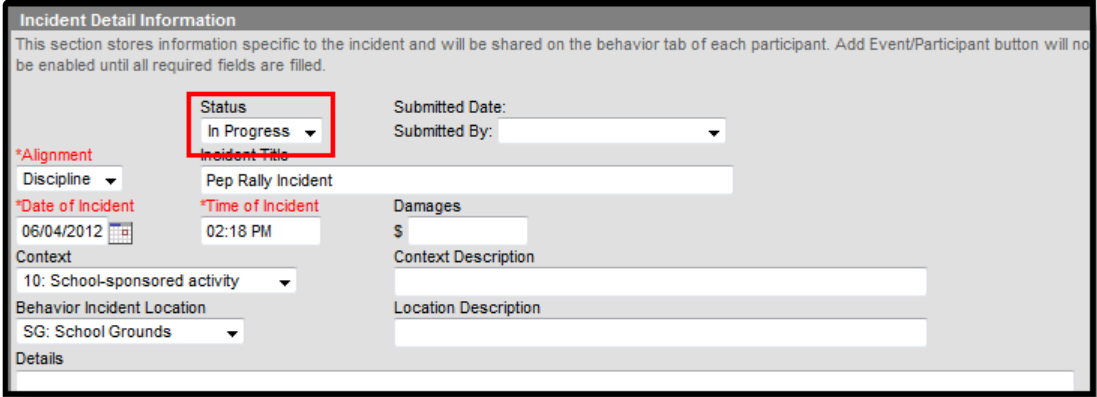
## Change the Status of an Incident

[Behavior Preferences Related to a Changed Status](#) | [Lock and Unlock Behavior Incidents](#)

The Status of an Incident indicates whether an incident has been submitted, is in progress or is complete. There may be instances where several staff are involved in managing behavior incidents for the school, including scheduling meetings with parents/guardians and processing information with law enforcement. The status is also used in reports and determines what events display when first accessing the Behavior Management tool.

To change the status, select the incident and modify the Status field.

- When an incident is first created, a status of **Submitted** is assigned. This indicates no action has yet been taken to process the incident. Staff need to assign participants and determine resolutions, and make note of the details of the incident.
- When an incident has been submitted and behavior staff are entering information and adding participants and details, the status should be changed to **In Progress**.
- When an incident has participants assigned, necessary staff and outside representatives are contacted, and a resolution has been assigned and completed, the incident can be marked as **Complete**.



**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 button will not be enabled until all required fields are filled.

Status: **In Progress** (highlighted in red box)

Submitted Date: \_\_\_\_\_  
 Submitted By: \_\_\_\_\_

\*Alignment  
 Discipline: \_\_\_\_\_

\*Date of Incident: 06/04/2012  
 \*Time of Incident: 02:18 PM

Incident Title: Pep Rally Incident

Damages: \$ \_\_\_\_\_

Context: 10: School-sponsored activity

Behavior Incident Location: SG: School Grounds

Context Description: \_\_\_\_\_  
 Location Description: \_\_\_\_\_

Details: \_\_\_\_\_

*Incident Status*

## Behavior Preferences Related to a Changed Status

A **Behavior Preference** is available to **require a resolution before marking an incident complete**.

- When this preference is set to **Yes** and there is no resolution assigned to participants, a warning message displays indicating this is needed (see image below).
- When this preference is set to **No**, or when it is set to **Yes** and there are resolutions assigned to participants, the incident saves without error.

**Preferences** ☆  
Behavior > Settings > Preferences

Save

**Behavior Preference Options**

Display Special Ed option on reports setup. Yes ▾

Display Race and Ethnicity option on reports setup. Yes ▾

Display Gender option on reports setup. Yes ▾

Select Default Administrators to notify (\*CTRL-click or SHIFT-click to select multiple). CalendarRights, SPA

Automatically display incident on parent portal.

Notify the person who enters the referral when a resolution has been assigned.

Add Parent/Guardian signature line on the Behavior Detail Report.

Add Administrator signature line on the Behavior Detail Report.

Add Student signature line on the Behavior Detail Report.

Require behavior approver for Behavior Response. No ▾

**Require behavior resolution before behavior incident can be set to complete. Yes ▾**

Lock behavior discipline incidents that have a status of Complete. No ▾

Require participant before behavior incident can be set to complete. Yes ▾

Require participant before behavior referral can be submitted. Yes ▾

Save Delete New

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

Incident Management Editor

A resolution is required before the behavior incident status can be changed to Complete.

OK

*Saving an Incident without a Resolution*

A Behavior Preference is available that **locks the modification of that incident (does not affect award incidents) once it is marked complete**. When this preference is set to **Yes**, a locked icon displays next to all completed behavior discipline incidents.

**Preferences** ☆  
Behavior > Settings > Preferences

Save

**Behavior Preference Options**

Display Special Ed option on reports setup. Yes ▾

Display Race and Ethnicity option on reports setup. Yes ▾

Display Gender option on reports setup. Yes ▾

Select Default Administrators to notify (\*CTRL-click or SHIFT-click to select multiple).

Automatically display incident on parent portal.

Notify the person who enters the referral when a resolution has been assigned.

Add Parent/Guardian signature line on the Behavior Detail Report.

Add Administrator signature line on the Behavior Detail Report.

Add Student signature line on the Behavior Detail Report.

Require behavior approver for Behavior Response. No ▾

Require behavior resolution before behavior incident can be set to complete. No ▾

**Lock behavior discipline incidents that have a status of Complete. Yes ▾**

Require participant before behavior incident can be set to complete. No ▾

Require participant before behavior referral can be submitted. No ▾

New Unlock

Status Filter: Complete Alignment Filter: Discipline/Award

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Test #11	05/15/2017 3:08 PM			Staff-3, SPA	CM	
Award	05/15/2017 2:45 PM			Administrator, System	CM	
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	🔒
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	🔒
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	🔒
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	🔒

*Locked Behavior Discipline Incidents*

A Behavior Preference is available that **requires a participant to be assigned to the behavior incident before it can be marked as complete**.

- When this preference is set to **Yes**, at least one person (student, staff, etc.) needs to be



assigned as a participant of the event before that incident can be marked as complete. When the Status of the incident is changed to Complete and a participant has not been associated with it, a message displays indicating it cannot be marked as Complete until a participant is assigned (see image below).

- When this preference is set to **No** or when it is set to **Yes** and participants have been assigned to the incident, the incident can be marked as complete without error.

**Participant Required before Marking Incident Complete**

## Lock and Unlock Behavior Incidents

When a staff person has proper tool rights, there is an option to unlock completed incidents. Doing this sets the incident to In Progress, and additional changes can be made to that record. When a staff person does not have the proper tool rights, the locked incidents can be viewed (information displays in gray text), but not modified.

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Test #11	05/15/2017 3:08 PM			Staff-3, SPA	CM	Locked
Award	05/15/2017 2:45 PM			Administrator, System	CM	
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	🔒
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	🔒
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	🔒
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	🔒
Possession of drugs	09/07/2016 8:09 AM		During School Hours	Staff, Kathy	CM	🔒
Possession of drugs	06/17/2016 12:10 PM	Classroom	During School Hours	Staff, Mike	CM	🔒

**Incident Detail Information**  
 Incident ID: 369440    Status: Complete    Submitted Date: 09/15/2016 11:11 AM  
 \*Alignment: Discipline    Title: Harmful physical contact    Submitted By: Staff, Lori

*Unlock Completed Incidents*



# Add and Edit Behavior Incidents

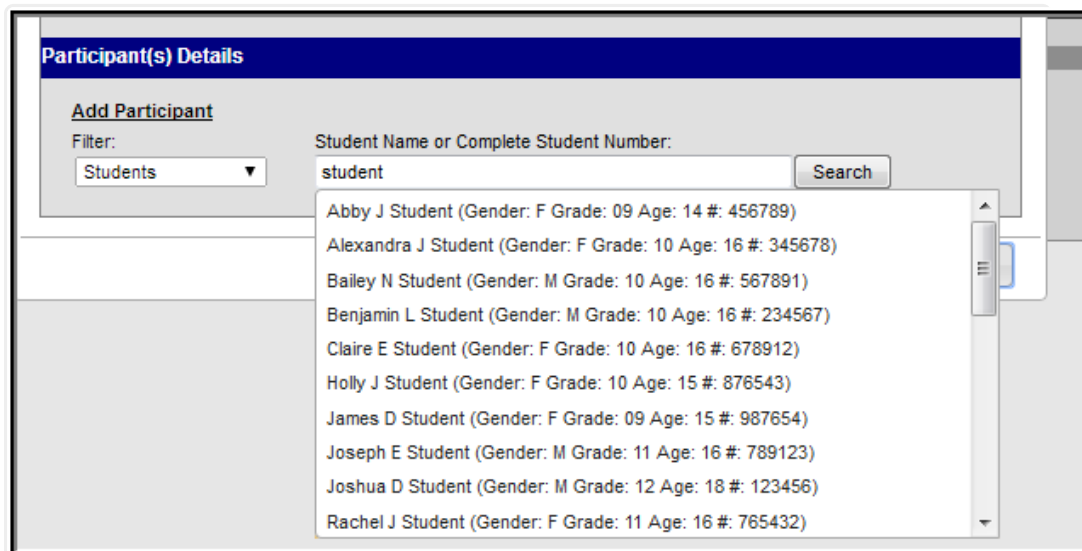
To create a new incident without entering and submitting a referral:

1. Click the **New** button in the action bar.
2. Enter details of the Incident in the Incident Detail Information editor.
3. Click the Save button when finished, or continue adding Events and Participants (see below).

## Add Participants to a Behavior Incident

Since participants may be involved in multiple events in different capacities (such as a student involved in a fight who was also found in possession of drugs), participants are attached to individual events.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Students* (active [enrollment](#)), *School Employees* (active [district assignment](#)) and *All People* (Person record in [Census](#)).



**Participant(s) Details**

**Add Participant**

Filter: Students ▼

Student Name or Complete Student Number:  Search

- Abby J Student (Gender: F Grade: 09 Age: 14 #: 456789)
- Alexandra J Student (Gender: F Grade: 10 Age: 16 #: 345678)
- Bailey N Student (Gender: M Grade: 10 Age: 16 #: 567891)
- Benjamin L Student (Gender: M Grade: 10 Age: 16 #: 234567)
- Claire E Student (Gender: F Grade: 10 Age: 16 #: 678912)
- Holly J Student (Gender: F Grade: 10 Age: 15 #: 876543)
- James D Student (Gender: F Grade: 09 Age: 15 #: 987654)
- Joseph E Student (Gender: M Grade: 11 Age: 16 #: 789123)
- Joshua D Student (Gender: M Grade: 12 Age: 18 #: 123456)
- Rachel J Student (Gender: F Grade: 11 Age: 16 #: 765432)

*Participant Name Search Results*

Student names are followed by the student's:

- Gender
- Grade and Age
- Student Number

School Employees include Gender and Title. All People only include Gender. The student number can also be entered when searching for a student.

Click the participant's name to add the individual to the event. The Participant Details editor opens for the individual.

**Participant(s) Details**

Amy Student (Gender: F Grade: 12 Age: 17 #: 018525) (Uncheck to exclude participant.)  Display on Portal Hide Details

Role: Offender  Demerits:  \*Relationship To School:

Injury:  Injury Description:  Medical Service Provided:

Details:

Offense Type:  Physical Assault of District Employee

Cost To Victim: \$  Not Reported 121A.53

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\*Harassment Type:  Harassment Description:

Perceived Victim Religion i:

*Participant Details*

Enter participant details based on the following table. Options may vary by state.

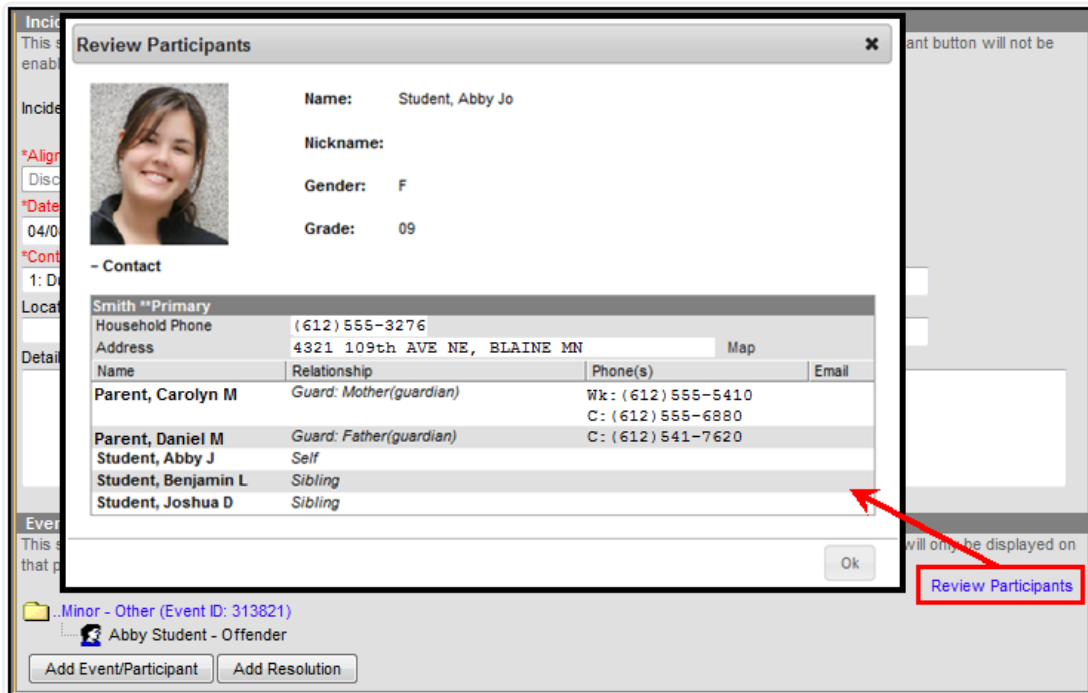
▶ [Click here to expand...](#)

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button.

To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant is removed when the event is saved.

When adding participants to any events after the first one recorded, participants of other events in the incident are automatically available for selection. Mark the checkbox next to the participant's name to include them in the event.

The **Review Participants** displays a list of all participants, basic demographic information and parent/guardian contact information.

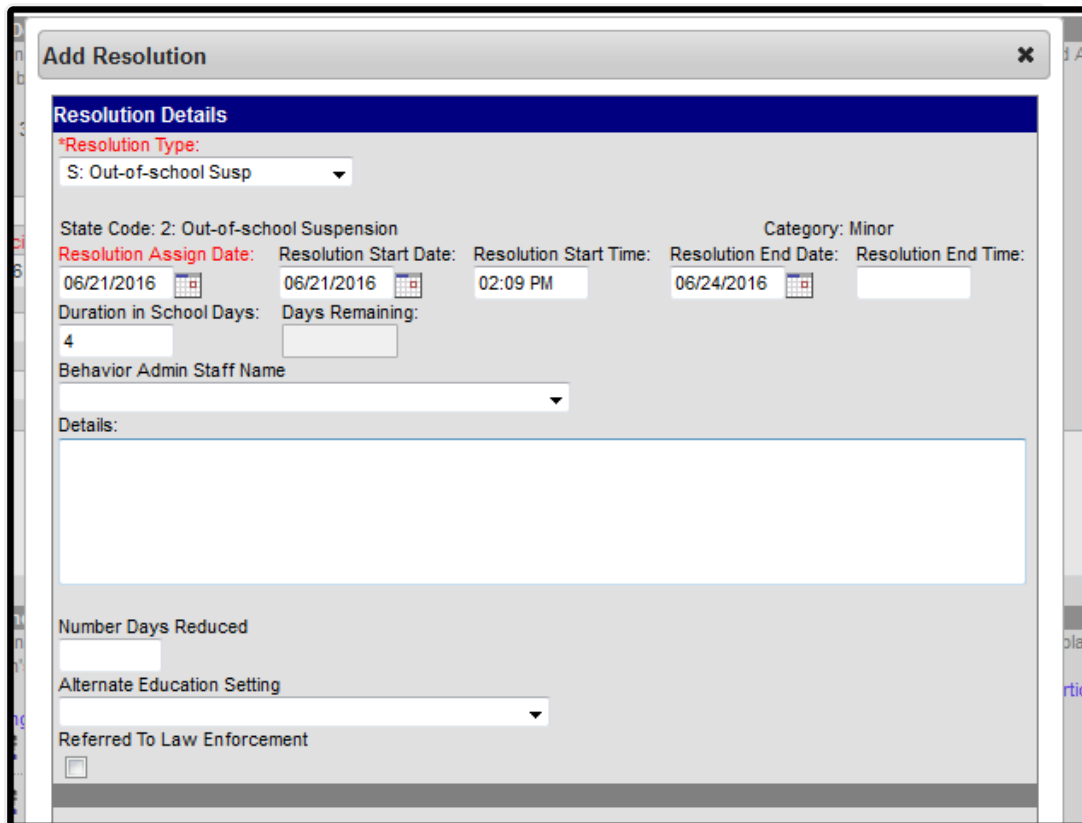


*Behavior Management Review Participants*

When a participant has an active, locked IEP at the time of the event, an icon displays next to the student's name.

## Add a Behavior Resolution

Resolutions are added to an incident and then applied to the appropriate participants. The fields that display for resolutions vary by state and by the **Sub-type** of the resolution.



*Add a Behavior Resolution*

## Resolution Editor

This editor contains localized fields. Options vary by state.

▶ [Click here to expand...](#)

## Assign a Resolution

Resolutions can only be added after an event has been added to the incident and at least one participant has been added to an event.

1. From the **Behavior Management** tool, select the appropriate Incident from the list of items in the Incident Management Editor.
2. Verify the correct event details and participants have been added to the incident by viewing the information in the Events and Participants section.
3. In the **Events and Participants** section, click the **Add Resolution** button. The **Resolution Details** editor displays.
4. Select the **Resolution Type** from the dropdown list. This list populates from the [Resolution Types](#) tool.
5. Enter the **Resolution Assign Date**.
6. Enter the **Resolution Start Date**. This date may be different than the Assign Date.

7. Enter the **Resolution Start Time**.
8. Enter the **Resolution End Date** and **Resolution End Time**. When the resolution is set to [Calculate End Date/Duration](#), the Resolution End Date field populates automatically.
9. Enter the **Duration in School Days** value. When the resolution is set to [Calculate End Date/Duration](#), this field populates automatically.
10. Select the **Behavior Admin Staff Name** from the dropdown list.
11. Enter any additional **Details** about the resolution.

## Apply Resolution to Participants

After entering resolution details, select to which students to assign the resolution using the **Apply to** checkboxes. Resolutions display under participant names in the Event/Participant tree. Multiple resolutions can be assigned to a participant, but resolutions cannot be concurrent. When a user attempts to assign resolutions that occur at the same time, a warning message displays instructing users to modify Start and End Dates before saving the record.

To modify a resolution, click the hyperlinked Resolution, make the desired modification and click **Save**. To delete a resolution from a participant, click the hyperlinked Resolution and click **Delete**.

A Behavior Preference exists that when set to Yes, a behavior resolution is required in order to complete a Behavior Incident. See the [Behavior Preferences](#) article for more information.

## Calculate End Date Duration

When a Resolution Type has the **Calculate End Date/Duration** checkbox marked, users can enter either a Resolution End Date to auto-populate the Duration in Schools Days field, or enter a value in the Duration in School Days field to auto-populate the Resolution End Date field.

The Resolution Start Date field must be populated in order for the Resolution End Date or the Duration field to calculate properly.

**Resolution Types**

Save Delete New Show History Active Resolution Types

**Behavior Resolution Type Editor**

Code	Name	Alignment	Start Date	End Date
B	Bus Suspension	Discipline	01/01/2000	
DET	Detention	Discipline	01/01/2000	
S1	Dismissal	Discipline	01/01/2000	
EXC	Exclusion	Discipline	01/01/2000	
EXP	Expulsion	Discipline	01/01/2000	
BE	Expulsion from Bus	Discipline	01/01/2000	
FIN	Fine	Discipline	01/01/2000	
IS	In-school Suspension	Discipline	01/01/2000	
INC	Insigt/Chem Ed Class	Discipline	01/01/2000	

**Behavior Resolution Type Detail**

School District Wide  Calculate End Date/Duration

Code: EXP \*Name: Expulsion

\*Alignment: Discipline \*Start Date: 01/01/2000 End Date: [ ]

Category: Minor State Resolution Code (Mapping): Expulsion from the school setting Sub-Type: [ ]

Allow attendance modification

*Calculate End Date/Duration Values*

The Duration in School Days field updates when a user changes a Start Date or an End Date after it has already been calculated. The End Date field updates when a user changes the Duration in School Days field.

When a Behavior Resolution Type has a Sub-Type of Detention selected, the Calculate End Date/Duration checkbox cannot be marked.

Resolution end dates and Duration in school day values can exceed the last instructional day of the calendar. The resolution end date is calculated to the last instructional day, and the system notes how many remaining days need to be applied to the resolution.

At this time, once the resolution is saved, the remaining values no longer display. It is up to the user to note how many remaining days are needed in the resolution before it is completed.

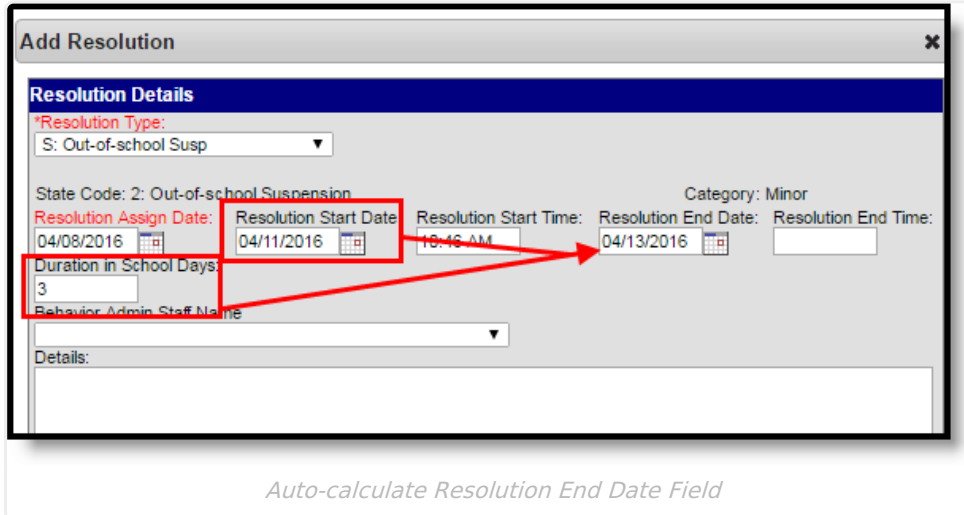
## Auto-Calculate Resolution End Date

When assigning a resolution to auto-populate the Resolution End Date, enter the number of days the resolution applies to student in the **Duration in School Days** field.

For example, a student has been assigned Out-of-School Suspension for a total of three days for

fighting with another student that begins on April 11, 2016. The Out-of-School Suspension resolution has the Calculate End Date/Duration checkbox marked. The staff person administering the resolution can enter the Resolution Start Date of 04/11/2016, then enter a value of 3 in the Duration in School Days field. The Resolution End Date populates with 4/13/2016.

The date populates as soon as the user tabs to the next field or clicks into another field on the editor.



The screenshot shows a web form titled "Add Resolution" with a "Resolution Details" section. The form includes the following fields and values:

- \*Resolution Type: S: Out-of-school Susp
- State Code: 2: Out-of-school Suspension
- Category: Minor
- Resolution Assign Date: 04/08/2016
- Resolution Start Date: 04/11/2016
- Resolution Start Time: 10:46 AM
- Resolution End Date: 04/13/2016
- Resolution End Time: (empty)
- Duration in School Days: 3
- Behavior Admin Staff Name: (empty)

Red boxes highlight the "Resolution Start Date" and "Duration in School Days" fields. A red arrow points from the "Duration in School Days" field to the "Resolution End Date" field, which is populated with "04/13/2016". Below the form, the text "Auto-calculate Resolution End Date Field" is displayed.

## Auto-Calculate Duration in School Days Field

When assigning a resolution to auto-populate the Duration in School Days field, enter the **Resolution End Date**, indicating the last day the student is serving the resolution.

For example, a student has been assigned Out-of-School Suspension for a total of three days for fighting with another student that begins on April 11, 2016 and ends on April 13, 2016. The Out-of-School Suspension resolution has the Calculate End Date/Duration checkbox marked. The staff person administering the resolution can enter the Resolution Start Date of 04/11/2016 and the Resolution End Date populates with 4/13/2016. The Duration in School Days field populates with a value of 3.

The value populates as soon as the user tabs to the next field or clicks into another field on the editor.



*Auto-calculation Duration in School Days Field*

## Calendars with Multiple Schedule Structures

- When a calendar has multiple schedule structures, a school and schedule structure must be selected before a resolution can be added.
- When a calendar has multiple schedule structures, a behavior resolution with a sub-type auto-populates the Duration in School Days field when the Resolution End Date field is populated.
- When a calendar has multiple schedule structures, a behavior resolution with a sub-type auto-populates the Resolution End Date field when the Duration in School Days field is populated.

## Link Behavior Records and Attendance Records

When a school has chosen to link behavior records with attendance records, the following steps must be done.

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 Behavior Referral</a>
Enter a <b>behavior resolution</b> for one of the event participants.	<a href="#">Behavior Management Student Behavior</a>
Verify the entered behavior event and resolution, and mark the <b>incident complete</b> .	<a href="#">Behavior Management</a>
Verify the <b>behavior event</b> displays on the student's behavior record.	<a href="#">Student Behavior</a>

Task	Tool
Verify the <b>attendance record</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>

For those resolutions where a student is absent from school, that attendance code can be assigned on the resolution. Doing this eliminates additional staff being needed to assign the record. When adding a resolution:

Note the following information:

- A user must have at least **R**(ead), **W**(rite) and **A**(dd) Modify Attendance tool rights in order to assign an attendance code to a behavior resolution.
- Attendance codes can only be selected **AFTER** a behavior incident has been marked Complete.

1. Select the **Attendance Code** from the dropdown list. All attendance codes display here, not just the ones marked for Behavior.
2. Mark the students to whom the resolution applies in the **Apply To** section.
3. Click the **Check for attendance conflicts** button to verify the student does not have existing attendance records. When there are existing attendance records:
  - **Overwrite Existing attendance** - when selected, existing attendance records are overwritten with new attendance records based the Attendance Code selected for the behavior resolution for all dates encompassed within the resolution.
  - **Save attendance but do not overwrite** - when selected, attendance records created by the behavior resolution are saved but any existing attendance records which overlap attendance records created by the behavior resolution are not overwritten. This option is not available for Kentucky users. Please see the [Kentucky Behavior](#) article for more information.
  - **Save behavior resolution but not the attendance** - when selected, behavior resolution data saves but existing attendance records are not modified or replaced.
4. Click the **Save** button when finished. The assigned resolution is saved and displays on the student's behavior record and is stored with the behavior management entry, and depending on the options chosen for the attendance entry, the student's attendance record is also updated with attendance information related to the behavior incident.

**Add Resolution**

**Resolution Details**

**\*Resolution Type:**  
 SSP3: Out of School Suspension

State Code: SSP3: Out of School Suspension      Category: Minor

**Resolution Assign Date:** 01/22/2014    **\*Resolution Start Date:** 01/22/2014    **Resolution Start Time:** 12:49 PM    **\*Resolution End Date:** 01/31/2014    **Resolution End Time:**

Duration in School Days:

**Attendance Code** (Warning: Saving this resolution will update attendance)  
 SA: SUSPENDED ABSENCE

Behavior Admin Staff Name

Details:

Number Days Reduced

Alternate Education Setting

Referred To Law Enforcement

**\*Apply To:**  
 Disruption  
 Colin Student

**Check for attendance conflicts**

The following student(s) already have an attendance record for the specified date and time range. What action would you like to take?

**Colin Student**

Date	Period											
	00	01	02	03	04	05	06	07	08	09	10	11
09/18/2013 Wed			ABS	ABS	ABS	ABS	ABS	ABS	ABS			
09/17/2013 Tue								ABS	ABS			

Take the following action:

- Save attendance but do not overwrite
- Overwrite Existing attendance
- Save attendance but do not overwrite
- Save behavior resolution but not the attendance

Save    Close

*Behavior and Attendance Records Linking*

A Behavior Preference exists that when set to Yes, a behavior resolution is required in order to complete a Behavior Incident. See the [Behavior Preferences](#) article for more information.

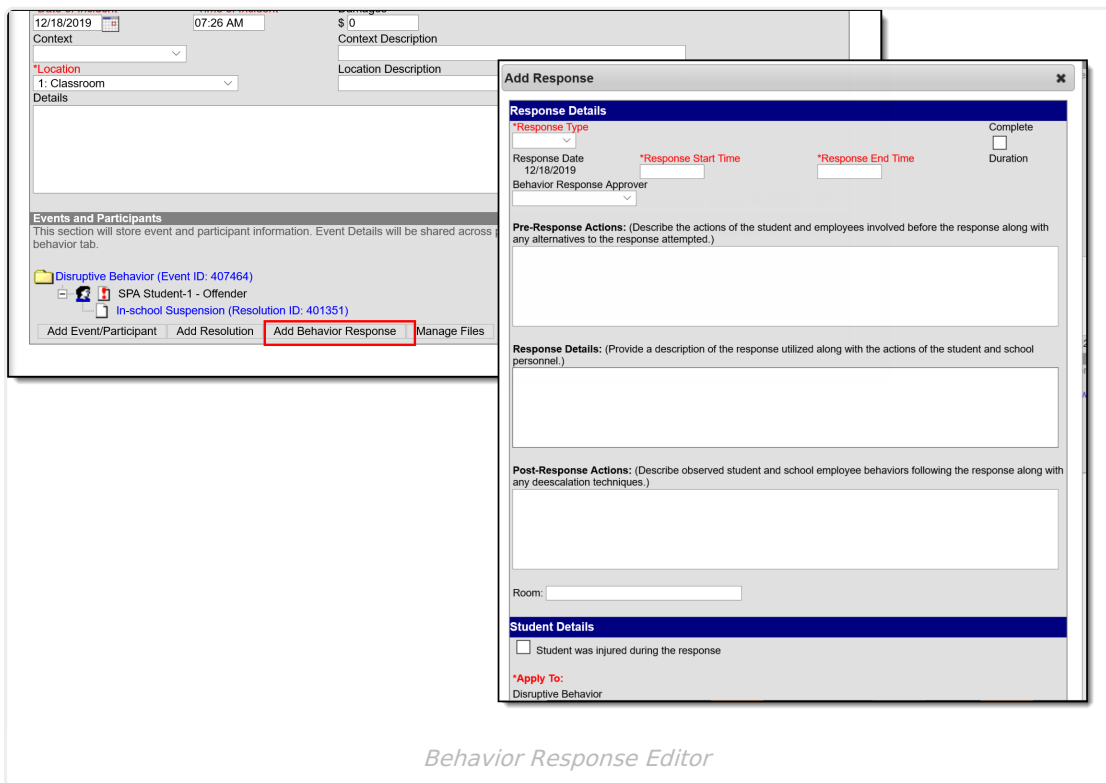
# Add Behavior Responses

A Behavior Response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. This option is available for selection when:

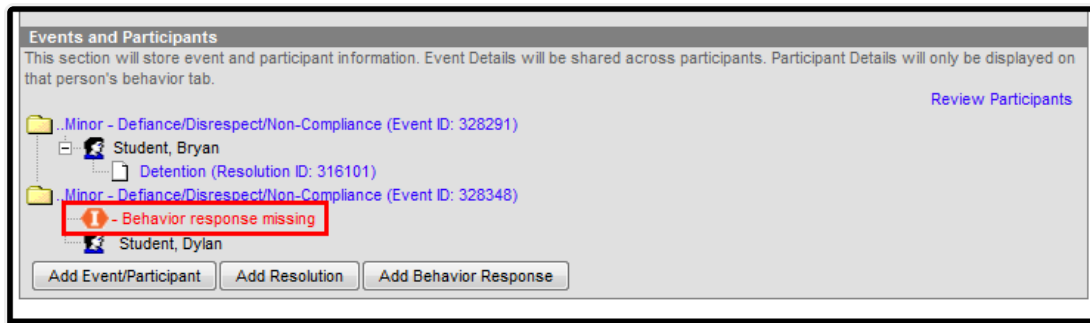
- The incident alignment is a discipline event.
- At least one [Response Type](#) has been created.
- At least one [Behavior Event](#) has been created.
- At least one participant has been added to the event.

In addition, the following also needs to be completed before adding a behavior response:

- At least one staff person at the school building needs to be designated as a **Behavior Response Approver** on their [District Assignment](#) record (optional).
- At least one staff person at the school building needs to have an active [Crisis Intervention Credential](#) (optional).
- [Response Types](#) need to be created in the [Behavior Admin](#) toolset.



When a Behavior Incident has been marked with "This incident requires a Behavior Response," but a behavior response has not been entered, the Event and Participant editor displays an orange icon with "Behavior response missing" verbiage indicating that the behavior response information is missing. The orange icon persists after the behavior response has been added. See the [Events and Participants](#) section above for additional information.



*Behavior Response Missing Indicator*

## Behavior Response Editor

▶ [Click here to expand...](#)

## Sync Behavior Responses

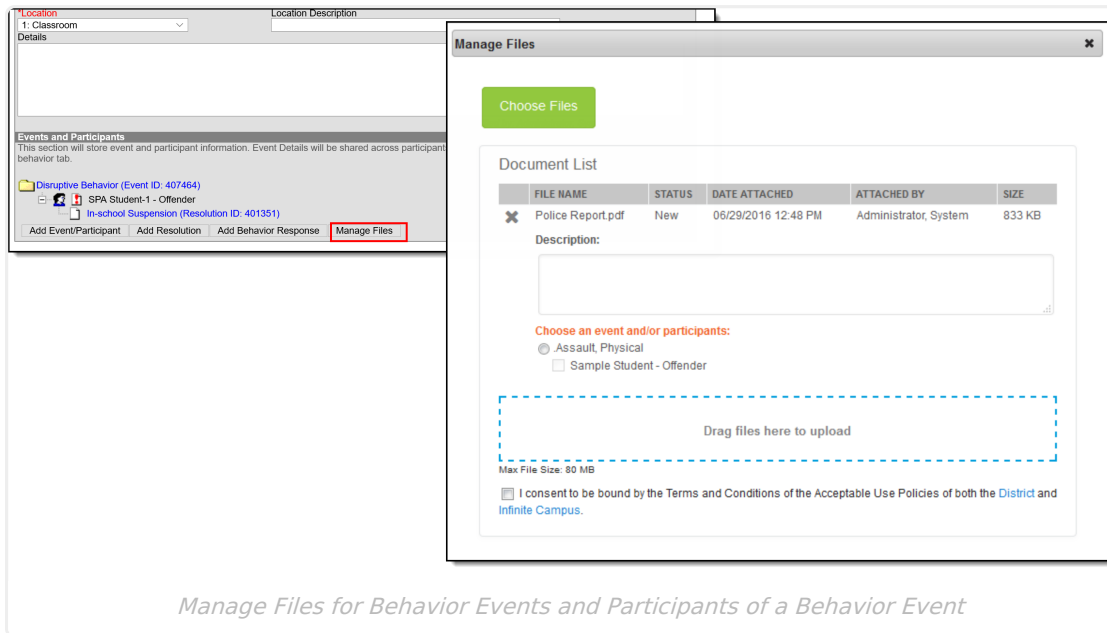
The Behavior Response Editor is not available in State Edition, but response data added by the district does sync to State Edition and state edition users can add new records, edit or delete existing records as needed (based on assigned tool rights).

- Kentucky - records are synced as long as the Behavior Response has a state code and is linked to an event that also has a state code.
- Montana - all behavior response records are synced.
- Maine - records are synced as long as the Behavior Response has a state code and is linked to an event and a resolution that also have a state code.
- BIE - records are synced as long as a BIE Behavior Response code is entered and is linked to an event that also has a BIE event code.
- South Dakota - records are synced as long as the Behavior Response has a state code and is linked to an event that also has a state code.

See the [State Behavior Information](#) for more details.

## Manage Files Attached to Behavior Events and Participants

Images, documents, videos, etc. can be associated with a particular student involved in a behavior event, or associated with a particular behavior event. The district MUST be using [Campus Digital Repository](#) in order to use this feature.



Digital Repository settings must be enabled to display the Manage Files button:

- Mark the **Behavior** checkbox on the [Digital Repository Preferences](#) tool.
- Mark which Behavior tools (Behavior Management, Behavior Referral, Student Information General) allow files to be uploaded on the [Digital Repository Preferences](#) tool.

See the [File Types](#) article for information on which types of files can be uploaded.

Also, uploaded files cannot exceed the total max file size selected in Campus Digital Repository. There is no limit to the number of files that can be uploaded.

## Attach Files to an Event/Participant

1. Select the desired Incident from the **Incident Management Editor**.
2. In the **Events and Participants** section, click the **Manage Files** button. A **Manage Files** modal displays.
3. Click the **Choose Files** button in the upper left-hand corner. Files can also be dragged from a user's desktop to the **Drag Files to be Uploaded** space.
4. Locate the file to upload following the standard file upload procedures of your computer. Once located and selected to upload, the file displays in the **Document List**. When more than one file need to be added, locate all at one time.
5. Enter a **Description** of the file, if desired.
6. Determine if the file should be associated with the event and the student, or just the event. This needs to be selected for each file that is uploaded.
  - Select the **event** by marking the radio button next to the event name. **This must be selected in order to attach the file:** files must be associated with an event, but may be associated with students or other participants.
  - Select the **student(s)** by marking the checkbox. This does not need to be selected.
7. Mark the **Terms and Conditions** checkbox. This is a required selection for any file that is

uploaded.

- Click the **Save** button when finished. The file is uploaded and a paperclip icon display next to the event and/or the participant names. Only one paperclip displays regardless of the number of files that are uploaded.

The screenshot shows the Incident Management Editor interface. At the top, there are buttons for Save, Delete, and New. Below these are filters for Status (Submitted/In Progress) and Alignment (Discipline/Award). The main area contains a table of incidents:

Title	Date/Time	Location	Context	Submitted By	Status
.Assault, Physical	06/28/2016 11:03 AM			Administrator, System	IP
.Assault, Physical	06/27/2016 4:33 PM			Administrator, System	IP
.Arson	06/27/2016 4:00 PM			Administrator, System	IP
.Assault, Physical	06/27/2016 3:57 PM			Administrator, System	IP
.Assault, Physical	06/27/2016 3:56 PM			Administrator, System	IP
.Arson	06/27/2016 3:55 PM			Administrator, System	IP
.Bomb threat	06/27/2016 3:54 PM			Administrator, System	IP
.Arson	06/27/2016 3:46 PM			Administrator, System	IP
.Carryover from Prior Year	06/27/2016 3:43 PM			Administrator, System	IP

Below the table is the Incident Detail Information section, which includes fields for Incident ID (354499), Status (In Progress), Submitted Date (06/28/2016 11:05 AM), Submitted By (Administrator, System), Alignment (Discipline), Title (.Assault, Physical), Date of Incident (06/28/2016), Time of Incident (11:03 AM), Damages (\$ 0.00), Context, Location, and a large text area for Details.

At the bottom is the Events and Participants section, which includes a list of events and participants. The event ".Assault, Physical (Event ID: 359635)" is highlighted, and the participant "Asher Student - Offender" is listed. There are buttons for Add Event/Participant, Add Resolution, Add Behavior Response, and Manage Files. A "Review Participants" link is also present.

File Attached to Event and Student

## View Uploaded Files

From the Events and Participants editor, click the **Event** name. The files that are associated with that event display in an **Event Files** section in the **Event Details** section. Click the link for the file to view it.



The screenshot displays the 'Event and Participant Details' window. The 'Event Files' table is highlighted with a red border and contains the following data:

Files	Description
<a href="#">Police Report File 2.pdf</a>	
<a href="#">Police Report.pdf</a>	

Below the 'Event Files' section, the 'Participant(s) Details' section is visible, showing a list of participants. The entry '.Assault, Physical (Event ID: 359635)' is highlighted with a red box. A red arrow points from the 'Police Report File 2.pdf' entry in the 'Event Files' section to this highlighted entry in the 'Participant(s) Details' section.

View Uploaded Files

When files were associated with a participant, those files are also viewable here in the Participant Details section in a Participant Files section. When more than one student is associated with the event, and the file was associated with multiple participants, each participant displays a separate Participant Files section.

When the participants are students, files can also be viewed with proper tool rights from the [Student Behavior](#) tool (when Digital Repository preferences for that are turned on).

## Manage Attached Files

Use the Manage Files button to make any necessary changes with the uploaded files:

- Click the X next to the file name to remove the file completely. The file is removed once the Save button is clicked (the status column changes from Attached to Remove on Save).
- Click the X next to the file to set the file to be deleted. The file status changes to *Remove on Save* and is deleted upon saving.
- Re-select the X button of a file to negate the *Remove on Save* delete command, and have the

file remain.

- Remove the checkbox selection for alignment with a participant.
- Upload more files for the selected event.
- Modify the description of the file as needed.

Save any changes that were made before exiting the Manage Files modal.

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## Previous Versions

[Behavior Management Tool \[.2211 - .2239\]](#)

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