

# Event Types

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Behavior Event Types can be created for an entire district or for individual schools within the district. When the Campus tool bar does not have a school or calendar selected, the behavior event type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Districts and schools can create their own codes if necessary, following district policy.

*Behavior Event Types*

Behavior Events must be created here before behavior events can be attached to incidents in the [Referral](#) or [Management Tool](#).

Some states require events to be mapped to State Event Codes to facilitate state reporting.

## Action Bar Options

Before an event type is selected, users can create a **New** type or **Merge Event Types**. See the [Merge Tool](#) article for more information about this process. Types can be filtered by Active and Inactive, which is dependent on End Date.

## Event Types ☆

Behavior > Settings > Event Types

+ New
📄 Merge Event Types
Active Event Types ▾

Action Bar - No Type Selected

Once an event type is selected, the following options appear. 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 event 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.

### Event Type Setup ☆

Save
Delete
New
Show History
Active Event Types ▾

101	48900 (a1) Caused or threatened physical...	Discipline	11/20/1997
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<b>Unified District</b> Generated on 12/13/2021 09:39:08 AM Page 1 of 1	<b>Behavior Event Type History</b> 48900 (a1) Caused or threatened physical injury (101)
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**Event Type**  
 48900 (a1) Caused or threatened physical injury (101)

Date Range: 11/20/1997 -  
 State Code: 501: Caused, Attempted, or Threatened Physical Injury

Number of Events: 1390  
 Category: Serious

Show History Report

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

## Event Types ☆

Behavior > Settings > Event Types

Save
Delete
New
Show History
Active Event Types ▾

Action Bar - Event Type Selected

Only Types that have not been used in recording incidents can be deleted or modified. If users attempt to delete an Event Type that has been used, a warning message will appear.

To deactivate an existing Event Type, enter an End Date. After the end date, the Event Type will not appear in the Referral or Management tool. Users can also use the [Merge Tool](#) to combine event types.

# Behavior Event Type Detail Editor

Field	Description
<b>School</b>	<p>Indicates which school (based on the selection in the Campus toolbar) has access to select the event for students. The name of the school displays on the editor when a school is selected in the toolbar.</p> <p>If no school is selected, the event is considered a district-wide event and can be used at all schools in the district.</p> <p>See the <b>District-Wide or School-Specific Behavior Events</b> section for more information.</p>
<b>Available in Referral</b>	<p>Marking the <b>Available in Referral</b> checkbox limits the list of event types that can be chosen when adding a referral.</p> <p>See the <i>Available in Referral Functionality</i> section for more information.</p>
<b>Code</b>	<p>Provides a way to abbreviate the event type or to assign a reference number to the behavior event. This code can only be six (6) characters (alphanumeric) in length. For example, if the event type were named <i>Weapons Violation</i>, the code might be <i>WE</i>. Some districts will have very specific codes that may be related to state regulations.</p>
<b>Name</b> <i>Required</i>	<p>Indicates the behavior event. This name is used in reports, in the Behavior Management tool when assigning behavior incidents, and displays on the student's Behavior tab.</p>
<b>Alignment</b> <i>Required</i>	<p>Indicates whether the behavior event is for negative behavior (Discipline) or positive (Award) behavior.</p>
<b>Demerits/Points</b>	<p>Determines how many demerits (for discipline events) or points (for award events) the student receives.</p>
<b>Start Date</b> <i>Required</i>	<p>Indicates the date the behavior event is available for assignment.</p> <p>Dates are entered in <i>mmdyy</i> format, or can be chosen by using the calendar icon to select a date.</p>
<b>End Date</b>	<p>Indicates the date the behavior event is no longer available for assignment.</p> <p>Dates are entered in <i>mmdyy</i> format, or can be chosen by using the calendar icon to select a date.</p>
<b>Category</b>	<p>Indicates the severity of the event.</p> <p><i>This is only available for events aligned to Discipline.</i></p>

Field	Description
<b>State Event Code (Mapping)</b>	<p>Indicates the state event code that matches this behavior event. This selection maps the event to state events and is used in behavior reports.</p> <p>This is not available in all states.</p> <p><i>This is only available for events aligned to Discipline.</i></p>
<b>Classification Required</b>	<p>Indicates whether the event is associated with harassment, drugs or weapons violations. This selection displays the appropriate classification fields on the <a href="#">Behavior Participant</a> editor when an individual is added to an event that is assigned a classification. See the <a href="#">Classification of Event Types</a> section below for more information.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Drug</li> <li>• Harassment</li> <li>• Weapon</li> </ul> <p>If the event does not have a classification of drugs, harassment or weapons, select None from the dropdown list.</p> <p><i>This is only available for events aligned to Discipline.</i></p>

## District-Wide or School-Specific Behavior Events

Behavior event types can be created for use across the entire district or for use at a particular school.

- Event 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.
- Event 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 Campus toolbar. Events created this way only appear for selection in the [Referral](#) or [Management Tool](#) for users at that school.

## Available in Referral Functionality

Event Types can be marked accordingly to be available when adding Behavior Referrals for students. Marking the **Available in Referral** checkbox limits the list of event types that can be chosen when adding a referral. Changes made to event types that may have been assigned to students will be updated to reflect the new selection.

When the Available in Referral checkbox is marked on an event type, that event type is available for selection when adding a Behavior Referral.

**Event Types** ☆

Behavior > Settings > Event Types

Save Delete New Show History Active Event Types

Code	Name	Alignment	Start Date	End Date
AUTO	Automobile Violation	Discipline	05/17/2013	
CSUB	Controlled Substance Violation	Discipline	09/04/2006	
ATT2	Cutting School	Discipline	08/01/2018	

**Behavior Event Type Detail**

School: Harrison High

Code: AUTO \*Name: Automobile Violation

Available In Referral:

**Event and Participant Details**

**Event Details**

\*Event Type: **AUTO: Automobile Violation**

TECH: Abuse of Technology  
 ACAD: Academic Dishonesty  
 CSUB: Alcohol Violation  
 ATT: Attendance  
**AUTO: Automobile Violation**  
 BUL: Bullying  
 BUS: Bus: Disruptive/Unsafe Behavior  
 CELL: Cellphone/Electronic Device  
 CSUB: Controlled Substance Violation  
 ATT2: Cutting School  
 CBULL: Cyber bullying  
 DRESS: Dress code violation  
 EXT: Excessive Talking

Unknown Victims:  Number of Unknown Offenders:

School Personnel Victims:

Response:

- Modified by: Unknown

*Event Type Marked for Available Referral*

When the Available in Referral checkbox is NOT marked on an event type, the event is not available for selection when adding a Behavior Referral.

**Event Types** ☆

Behavior > Settings > Event Types

Save Delete New Show History Active Event Types

Code	Name	Alignment	Start Date	End Date
CSUB	Assault, Physical	Discipline	09/04/2006	
AUTO	Automobile Violation	Discipline	05/17/2013	
ATT2	Cutting School	Discipline	08/01/2018	

**Behavior Event Type Detail**

School: Harrison High

Available In Referral

Code: CSUB \*Name: Assault, Physical

**Event and Participant Details**

**Event Details**

Event Type: [Dropdown]

- TECH: Abuse of Technology
- ACAD: Academic Dishonesty
- CSUB: Alcohol Violation
- ATT: Attendance
- AUTO: Automobile Violation
- BUL: Bullying
- BUS: Bus: Disruptive/Unsafe Behavior
- CELL: Cellphone/Electronic Device

Unknown Victims Number of Unknown Offenders

School Personnel Victims

*Event Type NOT Marked for Available in Referral*

## Classification of Event Types

When an event has a Classification selected, any incident using that event type includes participant level classification fields. **A Classification should be assigned when the event relates to harassment of any kind, drug violations or weapons violations.**

Event Type Classifications display additional fields based on the assigned classification on the Behavior Management Event and Participant Editor. State reports and [Behavior Reports](#) include this information as well.

An event can only be assigned one classification, even if that event is used to capture multiple violations.

In the image below, the ST Harassment Event type 4 event is classified as Harassment, and the event assigned to the student displays a Harassment Type dropdown list (indicates racial harassment, sexual harassment, etc.) and a Harassment Comments field.

The screenshot shows two overlapping windows. The left window, titled 'Event Types', has a breadcrumb 'Behavior > Event Types' and a table of event types. The right window, titled 'Event and Participant Details', has a breadcrumb 'Behavior Management > Event and Participant Editor' and shows details for a participant named Derrick. In both windows, the 'Classification' field is highlighted with a red box and set to 'Harassment'. A red arrow points from the 'Harassment' dropdown in the left window to the 'Harassment Type' dropdown in the right window, which is also highlighted with a red box and shows a list of options including Color, Disability, National Origin, Race, Religion, Sex, Sexual Orientation, and Other.

*Classification Fields - Event Types, Participant Editor*

Events NOT assigned a classification (the Classification field is set to None) do not display these fields.

The screenshot shows two overlapping windows. The left window, titled 'Event Types', has a breadcrumb 'Behavior > Event Type' and a table of event types. The right window, titled 'Event and Participant Details', has a breadcrumb 'Behavior Management > Event and Participant Editor' and shows details for a participant named Derrick. In both windows, the 'Classification' field is highlighted with a red box and set to 'None'. The 'Harassment Type' dropdown is not visible in this view.

*No Classification Fields - Event Types, Participant Editor*

## Create District-Wide Behavior Events

1. Select the **All Schools** in the Campus toolbar.

2. Select the **New** icon. The Behavior Event Type Detail view will appear below.
3. Mark the **Available in Referral** checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.
4. Select a **Code** for this behavior event.
5. Enter a **Name** for the event type.
6. Select an **Alignment** for this event type.
7. If *Discipline* was selected for the Alignment, enter the number of **Demerits** associated with the event, if needed. If *Award* was selected for the Alignment, enter the number of **Points** associated with the event, if needed.
8. Enter a **Start Date** to determine when the event will be active.
9. Enter an **End Date** to indicate when the event option will no longer be active and will not appear to be selected from the [Referral](#) or [Management Tool](#).
10. Select a **Category** for this *Discipline* event type. .
11. If a state code needs to be assigned to the *Discipline* event, select a **State Event Code (Mapping)**.
12. If the event is related to drugs, harassment or weapons of any sort, select that option from the **Classification** dropdown.
13. Click the **Save** icon when finished. The new event will be listed in the **Behavior Event Type Editor** in alphabetical order by the code field.

Each active Event Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

## Create School-Specific Wide Behavior Events

1. Select the **School** in the Campus toolbar that will be using the event.
2. Select the **New** icon. The Behavior Event Type Detail view will appear below.
3. Mark the **Available in Referral** checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.
4. Select a **Code** for this behavior event.
5. Enter a **Name** for the event type.
6. Select an **Alignment** for this event type.
7. If *Discipline* was selected for the Alignment, enter the number of **Demerits** associated with the event, if needed. If *Award* was selected for the Alignment, enter the number of **Points** associated with the event, if needed.
8. Enter a **Start Date** to determine when the event will be active.
9. Enter an **End Date** to indicate when the event option will no longer be active and will not appear to be selected from the [Referral](#) or [Management Tool](#).
10. Select a **Category** for this *Discipline* event type.
11. If a state code needs to be assigned to the *Discipline* event, select a **State Event Code (Mapping)**.
12. If the event is related to drugs, harassment or weapons of any sort, select that option from the **Classification** dropdown.
13. Click the **Save** icon when finished. The new event will be listed in the **Behavior Event Type Editor** in alphabetical order by the code field.



Each active Event Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

Event types that need to be assigned a classification cannot be combined into one event type. For example, an event named Drugs and/or Weapons needs to be split into two separate events.

End the existing event by adding an end date. Then, create two new events and assign the correct classification.