

# Behavior (Student)

Last Modified on 05/01/2024 9:48 am CDT

[Tool Rights](#) | [Student Behavior in Ad hoc Query Wizard](#) | [Navigate Behavior Tools](#) | [Link Behavior Records and Attendance Records](#) | [Add a Resolution](#) | [Add a Behavior Response](#) | [Record a Resolution of Detention](#) | [Manage Detention](#) | [Print Behavior Information](#)

Tool Search: Behavior

The Student Behavior tab provides a history of the student’s behavior events, both positive and negative. This collection of student information can be used to review an individual's participation in behavior incidents, such as in a conference with parents. Information about other participants is not included in this tab. Behavior records do not lock and can be edited at any time.

Incidents appear in date order grouped by the calendar of enrollment.

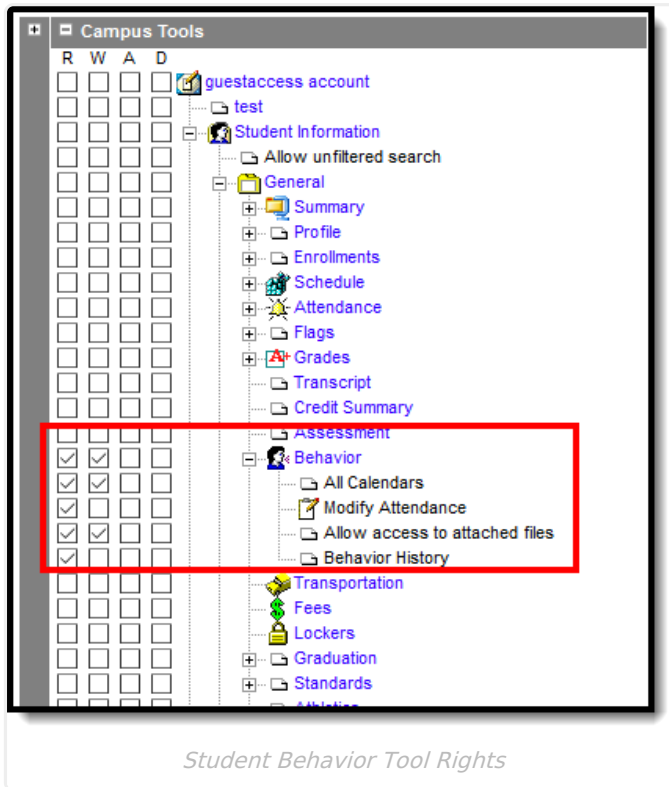
When the [Behavior Preference](#) to lock completed discipline incidents is set to Yes, a lock icon displays next to those records in the Behavior list.

See the [Individual Student Behavior video](#) for additional highlights.

The screenshot displays the 'Behavior' section of the Infinite Campus system. At the top, there is a search bar and navigation tabs for 'Print Current Calendar', 'Print All Years', 'Behavior Management', 'Detention', and 'Print'. Summary statistics show 0 outstanding detention time and 0.00 total suspension days. A list of behavior incidents is shown on the left, with the selected incident expanded to show details on the right. The incident details include the ID (377135), alignment (Discipline), status (Complete), date/time (02/27/2017 8:45 AM), and location (Classroom). The context is 'During School Hours'. The incident details describe a student using a hallway passport pass to get a book out of their locker and then attempting to copy another student's work. The event role is 'Failure to Follow Directions' with a demerit of 0 and no injury.

Student Behavior

## Tool Rights



The following considerations should be kept in mind when assigning rights to the student Behavior tab:

- Resolutions assigned in the Management Tool cannot be edited in the Student Behavior tab.
- Users must have rights to the Management Tool to use the Incident ID hyperlink and the Behavior Management icon.

Right	R	W	A	D
<b>Behavior</b>	Allows the user to view and print student incident records and resolutions.	Allows the user to view and print student incident records and resolutions and record Detention served.  Users must have W rights to add and save a resolution to an existing incident from the Behavior tab.	N/A	N/A

Right	R	W	A	D
<b>All Calendars</b>	<p>Allows the user to view and print student incident records and resolutions in all calendars.</p> <p>Users without R rights cannot access the Behavior tab for a student in a calendar to which they do not have rights.</p> <p>It is assumed that the user is also assigned enough Census rights to access the All People search to locate a student from a school to which the user does not have rights.</p>	<p>Allows the user to view and print student incident records and resolutions and record Detention served in all calendars.</p> <p>User are able to view and modify the Behavior tab and Detention information for a student in any calendar, even if they do not have rights to the calendar.</p>	N/A	N/A
<b>Modify Attendance</b>	Allows the user to select and modify attendance codes for behavior resolutions.	N/A	N/A	N/A
<b>Allow access to attached files</b>	Allows the user to view and download attached files on the Student Behavior tab.	N/A	N/A	N/A
<b>Behavior History</b>	<p>Allows the user to see and print all historical (includes information from a different calendar in the current year) behavior incidents, behavior events, behavior resolutions, and behavior responses for a student when also assigned calendar rights to the student's calendar of enrollment.</p> <p>The user does not need to have rights to the calendars associated with the historical incidents.</p>	N/A	N/A	N/A

## Student Behavior in Ad hoc Query Wizard

Student Behavior information is available in the Query Wizard for Student data types. When building Student data type filters, the fields are available in the **Student > Behavior** folder. The Ad hoc Field names are included in the tables that define the available fields.

Behavior fields are available in the following subfolders:

- Behavior Incident
- Behavior Event
- Behavior Role
- Behavior Response
- Behavior Resolution
- Behavior Detention
- Behavior Harassment
- Behavior Drugs
- Behavior Weapons

Fields that have been deactivated are in the Behavior Deactivated subfolder. Fields that are localized to the district are included in the Custom Behavior Event and Custom Behavior Resolution subfolders.

## Navigate Behavior Tools

Because the Student Behavior tab is largely read-only, several options for accessing other Behavior tools are available on the tab.

Incidents are created in the [Referral](#) or the [Management Tool](#). Users with the correct tool rights can click the **Behavior Management** button at the top of the tab or the hyperlinked **Incident ID** to open the incident in the [Management Tool](#) and modify [incident](#), [event](#), [participant](#) or [resolution](#) information.

For events with a resolution of *Detention*, student detention served can be recorded through this tab. Click the **Detention** button at the top of the tab or the **Manage Detention** hyperlink in the Resolution information to access the [detention editor](#) within the tab. Detention can also be entered in the [Detention Tracker](#).

The screenshot shows the Student Behavior interface. At the top, there are buttons for 'Print Current Calendar', 'Print All Years', 'Behavior Management', 'Detention', and 'Print'. Below these buttons, there are summary statistics: 'Outstanding Detention Time: 0', 'Total Suspension Days for selected Year: 21.00', and 'Total Suspension Days for selected Calendar: 21.0'. On the left, there is a 'Behavior' list showing '2018-19 High School (2 Incident(s), 2 Event(s))' and a specific incident: '09/21/2018 Threw water on a ... - Complete' with a sub-category 'Harassment/Bullying/Cyber bullying - Offender'. On the right, there is an 'Incident Detail' section with the following information:

Incident ID:	<a href="#">ID 394395</a>	Status:	Complete
Alignment:	Discipline	Submitted:	09/24/2018 10:47 AM
Date/Time:	09/21/2018 10:36 AM		

*Navigating to Behavior Tools from Student Behavior*

A total of the student's **Outstanding Detention Time**, **Total Suspension Days for the Selected Year** and the **Total Suspension Days for the Selected Calendar** display above the list of the student's behavior incidents.

- **Outstanding Detention Time** is a calculation of the detention resolutions and time the

student has not yet served for the selected year.

- **Total Suspension Days for the Selected Year** is a total count of Duration Days from the Resolution with a Sub-Type of Suspension. This calculation looks at all enrollments for the student in the district for the selected year.
- **Total Suspension Days for the Selected Calendar** is a total count of Duration Days from the Resolution with a Sub-Type of Suspension. This calculation looks at the enrollment in the selected calendar.

Print Current Calendar    Print All Years    Behavior Ma

Outstanding Detention Time:	0
Total Suspension Days for selected Year:	21.00
Total Suspension Days for selected Calendar:	21.0

**Behavior**

- 2018-19 High School (2 Incident(s), 2 Event(s))
  - 09/21/2018 Threw water on a ... - Complete
    - Harassment/Bullying/Cyber bullying - Offender
  - 09/07/2018 Substantial Disru... - Complete
    - Disruption - Offender
- 2017-18 High School (13 Incident(s), 13 Event(s))
  - 04/25/2018 altercation with ... - Complete
  - 03/22/2018 Left campus - Complete
  - 03/08/2018 Threats To Staff - Complete
  - 12/19/2017 threats to staff - Complete
  - 12/11/2017 Truancy/disrespect - Complete
  - 11/28/2017 Disruptive physic... - Complete

*Detention and Suspension Calculations*

Resolutions are assigned to participants in an event and can be assigned through the behavior tab using the **Add Resolution** button at the bottom of the Resolution information.

Events that have uploaded files associated with them display with a paperclip icon next to the event name and next to the participant's role (offender, victim, etc.). These files are uploaded using the **Manage Files** option on the [Behavior Management](#) or [Behavior Referral](#) editors. Selecting these events displays an Event Files section on the Incident Detail editor. Viewing and downloading these files requires a tool right called **Allow Access to Attached Files**. If a user does not have this right, they are only able to see the name of the file(s) is associated with the event, but they cannot view the file or download the file.

**Event/Role/Response/Resolution: Disruptive Physical Contact/Aggression**

Event Type: Disruptive Physical Contact/Aggression (Event ID:399715)  
 State Code: 8: Disruptive/Disorderly Conduct/Insubordination  
 Role: Offender Demerits/Points: 0  
 Injury: No Injury  
 Injury Description:  
 Medical Service Provided: No  
 Participant Details: Student verbally threatened to shoot a student. Staff and students had to hold him back from causing harm to students. Student tripped a student in the hallway twice prior to the verbal altercation.  
 Resolution Type: Other Disciplinary Action  
 Assign Date: 06/04/2018  
 Start Date: 06/04/2018 Start Time: 3:20 PM  
 End Date: End Time:  
 Behavior Admin Staff, Joe  
 Staff Name:  
 Duration: 2.00 Days  
 Resolution Details: Parent has decided to keep their child home.

**Event Files**

Files	Description
<a href="#">PoliceReport.pdf</a>	

Student Behavior File Display

Events that involve special education students with an active IEP display with a red exclamation point.

Assessment Behavior Transportation Fees Lockers Graduation

Outstanding Detention Time: 0  
 Suspension Days: 0

Behavior	Incident Detail
<ul style="list-style-type: none"> <li>[-] 2015-16 Middle Sch (1 Incident(s), 1 Event(s))               <ul style="list-style-type: none"> <li>[+] [!] 03/21/2016 .Fighting - Complete</li> </ul> </li> <li>[+] 2014-15 Middle Sch (2 Incident(s), 2 Event(s))</li> <li>[+] 2012 This incident happened when the student had an active IEP.</li> <li>[+] 010 (MLE) 08-09 (1 Incident(s), 1 Event(s))</li> <li>[+] 010 (MLE) 06-07 (1 Incident(s), 1 Event(s))</li> </ul>	Incident ID: Alignment: Date/Time: Damages: Title: Location: Location Description:

Event involving a Special Education Student

# Link Behavior Records and Attendance Records

Schools can link behavior resolutions with attendance records, letting the attendance office and teachers know that the student is not in class because of a behavior incident.

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

At this point, the Student Behavior tab displays the entered resolution as it normally would. When an attendance code has been assigned, the Incident Detail displays that code. A record also displays on the student's Attendance tab.

**Resolution Type:** Out-of-school Susp

**State Code:** 2: Out-of-school Suspension

**Assign Date:** 04/16/2019

**Start Date:** 04/16/2019      **Start Time:** 11:46 AM

**End Date:** 04/18/2019      **End Time:**

**Behavior Admin**

**Staff Name:**

**Duration:** 2.00 Days

**Attendance Code:** ABS: Abs.Suspen

**Resolution Details:**

Event Files	
Files	Description
<a href="#">calendarDates.png</a>	

**Add Response**      **Add Resolution**

*Step 6 - Student Behavior Record, Attendance Code in Behavior Resolution*

If the attendance code is not already assigned, it can be done from the student's behavior tab. When adding a resolution:

1. Click the **Add Resolution** button on the **Incident Detail**.
2. Select the appropriate **Resolution Type** from the dropdown list.
3. Select the **Attendance Code** from the dropdown list. All attendance codes display here, not just the ones marked for Behavior.
4. Mark the students to whom the resolution applies in the **Apply To** section.
5. Click the **Check for attendance conflicts** button to verify the student does not have existing attendance records. If there are existing attendance records:
  1. Choose to **Save attendance but do not overwrite** (saves the attendance code and dates for the attendance entry, but does not make changes to existing entries).
  2. Choose to **Save the resolution but not the attendance entry** (only saves the entered resolution information).
6. Click the **Save** button when finished. The assigned resolution is saved and appears on the student's behavior tab and is stored with the behavior management entry, and depending on the options chosen for the attendance entry, the student's attendance tab is also updated with attendance information related to the behavior incident.

## Add a Resolution

Behavior resolutions are the course of action taken by the school or district in response to the behavior event. Resolutions can be mapped to state-specific codes for state reporting in the [Admin](#) area of the Behavior module.

Behavior Resolutions that result in the student serving detention (as indicated by a *Subtype* of Detention assigned to the [Resolution Type](#)) require additional information compared to other resolutions. See the [Recording a Resolution of Detention](#) section below for more information.

The screenshot displays the 'Student Behavior Resolution Editor' interface. On the left, a panel shows event details for 'Harassment/Bullying' (Event ID: 399976), including state code, role (Offender), demerits (0), and participant information. At the bottom of this panel are 'Add Response' and 'Add Resolution' buttons, with the latter highlighted by a red box. On the right, the 'Add Resolution' dialog box is open, showing a 'Resolution Details' section with a dropdown for 'Resolution Type'. Below this are fields for 'Resolution Assign Date', 'Resolution Start Date', 'Resolution Start Time', 'Resolution End Date', and 'Resolution End Time'. There are also fields for 'Duration in School Days', 'Behavior Admin Staff Name', and a 'Details' text area. At the bottom of the dialog, there are checkboxes for 'Number Days Reduced', 'Alternate Education Setting', and 'Referred to Law Enforcement', along with an 'Apply To' dropdown.

Resolutions are attached to the student's participation in a single event, rather than the incident as



a whole.

The following data elements are available on the Behavior Resolution editor.

Field	Description	Ad hoc Field Name
<b>Resolution Type</b>	The identifying name and code of the resolution, sorted alphabetically by name. <a href="#">Resolution Types</a> are created in the <a href="#">Behavior Admin</a> area and can be mapped to State Resolution Codes.	behaviorDetail.resolutionName behaviorDetail.resolutionCode
<b>State Code</b>	The State Resolution Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the <a href="#">Resolution Type</a> .	behaviorDetail.stateResCode
<b>Category</b>	Indicates whether the resolution is considered to be <i>Minor</i> , <i>Involved</i> or <i>Intense</i> . This field displays the value entered for the <a href="#">Resolution Type</a> .	N/A
<b>Resolution Assign Date</b>	The date the resolution was assigned.  This field populates with the current date. To change this date, enter a new date in <i>mmddyy</i> format or use the calendar icon to select a date.	behaviorDetail.discAssignDate
<b>Resolution Start Date</b>	The date the student begins serving the resolution.  This field populates with the current date. To change this date, enter a new date in <i>mmddyy</i> format or use the calendar icon to select a date.	behaviorDetail.resolutionStartDate
<b>Resolution Start Time</b>	The time the student begins serving the resolution.  This field populates with the current time. To change this time, type a new time in <i>HH:MM</i> or <i>HHMM</i> format.	behaviorDetail.resolutionStartTimeStamp

Field	Description	Ad hoc Field Name
<b>Resolution End Date</b>	<p>The date the student must complete the resolution by.</p> <p>Enter a date in <i>mmddyy</i> format or use the calendar icon to select a date. If the resolution is set to <a href="#">Calculate End Date/Duration</a>, the Resolution End Date field populates automatically.</p>	behaviorDetail.resolutionEndDate
<b>Resolution End Time</b>	<p>The time the student must complete the resolution by.</p> <p>Enter a time in <i>HH:MM</i> or <i>HHMM</i> format or use the calendar icon to select a date.</p>	behaviorDetail.resolutionEndTimeStamp
<b>Detention Duration</b>	The number of units the detention resolution lasts..	behaviorDetention.duration
<b>Duration Units</b>	The units used to measure the detention resolution. Options are hours and minutes.	behaviorDetention.durationUnits
<b>Status</b>	The status of the resolution as <i>In Progress</i> or <i>Complete</i> .	behaviorDetention.resolutionStatus
<b>Behavior Admin Staff Name</b>	The behavior staff member responsible for the resolution.	behaviorDetail.staffName
<b>Duration in School Days</b>	The length of days the resolution lasts. If the resolution is set to <a href="#">Calculate End Date/Duration</a> , this field populates automatically.	behaviorDetail.resolutionSchoolDaysDuration
<b>Attendance Code</b>	Displays the selected code that is assigned to the student based on the behavior resolution. The chosen code is assigned to the student and displays on the student's Attendance tab. See the <a href="#">Linking Behavior Records and Attendance Records</a> section for more information.	behaviorDetail.attendanceCode
<b>Details</b>	Additional information about the participant's resolution.	behaviorDetails.details
<b>Number Days Reduced</b>	Indicates the number of days the resolution was reduced, due to time already served or a change to the student's original resolution.	N/A

Field	Description	Ad hoc Field Name
<b>Check for attendance Conflicts</b>	When an attendance code is assigned, click this button to verify there is no conflict with already entered attendance records. If there is a conflict, the records that are conflicting display and the user has the opportunity to overwrite. See the <a href="#">Linking Behavior Records and Attendance Records</a> section for more information.	N/A
<b>Alternate Education Setting</b>	Indicates the student continued to receive services during the time of the resolution. Selection indicates where those services were received.	behaviorDetail. altEducationalActivities
<b>Referred to Law Enforcement</b>	Indicates whether the student was referred to law enforcement due to the severity of the behavior incident.	behaviorDetail.lawEnforcement

## Assign a Resolution

1. Select the appropriate Incident from the list of items in the Behavior Tree. An **Incident Detail** editor displays.
2. Click the **Add Resolution** button at the bottom of the editor. The **Add Resolution** editor displays.
3. Select the **Resolution Type** from the dropdown list. This list populates from the [Resolution Types](#) tool.
4. Enter the **Resolution Assign Date**.
5. Enter the **Resolution Start Date**. This date may be different than the Assign Date.
6. Enter the **Resolution Start Time**.
7. Enter the **Resolution End Date** and **Resolution End Time**. If the resolution is set to [Calculate End Date/Duration](#), the Resolution End Date field populates automatically.
8. Enter the **Duration in School Days** value. If the resolution is set to [Calculate End Date/Duration](#), this field populates automatically.
9. Select the **Behavior Admin Staff Name** from the dropdown list.
10. Enter any additional **Details** about the resolution.
11. If applicable, enter the **Number of Days Reduced** value.
12. If applicable, select the **Alternate Education Setting** option.
13. If applicable, mark the **Referred to Law Enforcement** checkbox.

## Apply Resolution to Participants

After entering resolution details, select the student's name in the **Apply to:** section to attach the resolution to the incident.

- 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**.

Select the student's name in the **Apply to:** section to attach the resolution to the event. The resolution is added for each checkbox marked. Click **Save** when finished.

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

## Add a Behavior Response

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.

*Behavior Response Editor*

If a Behavior Incident has been marked to include a Behavior Response but it has not been entered, the Event and Participant editor displays an orange icon indicating the behavior response information is missing.

## Behavior Response Editor

Field	Description	Ad hoc Fields
<b>Response Details</b>		
<b>Response Type</b> <i>Required</i>	Indicates the type of response that was given. These options are based on the active Response Types entered in the Behavior Admin tool.	behaviorDetail.responseType

Field	Description	Ad hoc Fields
<b>Complete</b>	Indicates the behavior response is complete. This is marked when all items related to the response are complete - parents/guardians have been contacted, staff have completed reaction to the event, students have been deescalated, etc.	
<b>Response Date</b> <i>Required</i>	Entered date reflects when the response occurred. This date automatically displays the date the incident occurred and cannot be modified.	behaviorDetail.responseDate
<b>Response Start Time</b> <i>Required</i>	Entered time (in HH:MM format) indicates when the staff person began administering the response. The start time of the response must be after the start time of the behavior incident.	behaviorDetail.responseStartTime
<b>Response End Time</b> <i>Required</i>	Entered time (in HH:MM format) indicates when the staff person stopped administering the response. The end time of the response must be after the start time of the response.	behaviorDetail.responseEndTime
<b>Duration</b>	This field automatically calculates the length of the response, based on the entered start and end time.	behaviorDetail.responseDuration
<b>Behavior Response Approver</b>	Indicates the person authorizing the use of the response. This field populates with staff members who have the <b>Behavior Response Approver</b> checkbox marked on their <a href="#">District Assignment</a> record.	behaviorDetail.responseApprover
<b>Pre-Response Actions</b>	Text entered here describes the actions performed by the staff and student before the response was administered.	behaviorDetail.preResponseActions
<b>Response Details</b>	Text entered here describes the details of the response.	behaviorDetail.responseDetails

Field	Description	Ad hoc Fields
<b>Post-Response Actions</b>	Text entered here describes the actions performed by the staff and student after the response was administered.	behaviorDetail.postResponseActions
<b>Room</b>	Indicates where the response occurred.	behaviorDetail.responseRoom
<b>Student Details</b>		
<b>Student was injured from the response</b>	If the student assigned to the event was injured as part of the response, mark this checkbox.	behaviorDetail.responseStudentInjury
<b>Describe any injuries to the student</b> <i>Required</i>	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the student experienced.	behaviorDetail.responseStudentInjuryDetails
<b>Apply To</b> <i>Required</i>	Indicates the student who received the behavior response. If more than one student is involved in the event, only one student can be selected on the response editor.	N/A
<b>Guardian Contacted</b>	Indicates the student's parent/guardian was contacted as a result of the response. When marked, the following four fields displays: <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> <li>• Contact</li> <li>• Details</li> </ul>	behaviorDetail.guardianContacted
<b>Date</b>	Entered date reflects when the guardian was contacted. This field defaults to the current date. Dates are entered in <i>mmdyy</i> format, but can be modified by clicking the calendar icon.	behaviorDetail.guardianContactedDate
<b>Time</b>	Entered time reflects when the guardian was contacted. Time is entered in HH:MM format.	behaviorDetail.guardianContactedTime

Field	Description	Ad hoc Fields
<b>Name</b>	Indicates the name of the guardian who was contacted.	behaviorDetail.guardianContactedName
<b>Details</b>	Provides a description of what was discussed when the guardian was contacted.	behaviorDetail.guardianContactedDetails
<b>Participant Details</b>		
<b>Name</b>	Displays the name of the person involved in the response, as determined by the name selected in the Behavior Response Approver field.	behaviorDetail.responseParticipant
<b>Role</b>	Select the type of position the staff person had in the response. <ul style="list-style-type: none"> <li>• PL: Primary/Lead</li> <li>• SC: Secondary</li> <li>• OB: Observer</li> </ul>	behaviorDetail.responseParticipantRole
<b>Participant was injured during the response</b>	If the staff person was injured, mark this checkbox.	behaviorDetail.responseParticipantInjury
<b>Describe any injuries to the participant</b> <i>Required</i>	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the staff person experienced.	behaviorDetail.responseParticipantInjuryDetails



Field	Description	Ad hoc Fields
<b>Add Participant</b>	<p>Enter the start or all of another person's name, and search, to add that individual to the response.</p> <ul style="list-style-type: none"> <li>• Use the Filter options to search only for the selected type of person - Students (other persons who have an enrollment record), School Employees (persons who have a district assignment record, or All People (persons who have a Campus Census record).</li> <li>• Enter the name of the participant (or part of the name) into the search field and click the Search button. Matching results display in a dropdown list of the search results. Choose the appropriate person.</li> <li>• Complete the addition of the participant by selecting the Role and indicating whether the person was injured (defined above).</li> <li>• Add additional participants as needed.</li> </ul> <p>If another student is added as a participant, make sure that student is added to the event as a witness or other participant. This way, the behavior event displays on the student's behavior tab and the school can track any injuries or other results of the event accordingly.</p> <p>In some situations, the Participant may be another student who is not involved in the incident, but is observing the response/seclusion in order to meet a district requirement.</p>	N/A

# Record a Resolution of Detention

Resolutions with a subtype of Detention require additional resolution information which allows detention to be managed in the [Detention Tracker](#).

Users can select the blue **Manage Detention** link to enter a detention record for the student. Detention can also be managed using the [Detention Tracker](#), which displays all detention assignments for the School and Calendar selected in the Campus Toolbar.

**Event/Role/Response/Resolution: Disruption**

Event Type: Disruption (Event ID:400034)  
 State Code: 8: Disruptive/Disorderly Conduct/Insubordination  
 Role: Offender Demerits/Points: 0  
 Injury: No Injury  
 Injury Description:  
 Medical Service Provided: No  
 Participant Details:  
 Resolution Type: Detention  
 Assign Date: 04/15/2019  
 Start Date: 04/15/2019 Start Time: 1:35 PM  
 End Date: 04/16/2019 End Time:  
 Behavior Admin Staff Name:  
 Duration: 30 Minutes Status: In Progress  
 Resolution Details:

Date Served	Time	Submitted By
		<a href="#">Manage Detention</a>

Add Response Add Resolution

Save Detention Return to Event List

**Detention**

04/15/2019 (30 min) In Progress  
 Add Detention Time Served

**Detention Details**

\*Date 04/16/2019 Submitted By Administrator, System  
 \*Start Time \*End Time  
 Comments

*Manage Student Detention*

## Manage Detention

When a student serves detention, a record can be entered using the [Detention Tracker](#) or on the student's individual Behavior tab. Users can access the Detention screen in two different ways:

- By clicking the **Detention** button at the top of the screen upon first opening the Behavior tab.
- By clicking **Manage Detention** from the student's Detention Behavior Resolution.

The Detention tree includes the following information.

- The date the detention was assigned
- The total time and status of the detention record
- The total amount of detention served for this record and how much time remains
- The date a detention served record was entered
- The ability to add detention time served

To enter a record of detention served, modify the **Date** the detention was served, if different from the current date, and enter a **Start** and **End Time** of the detention. Users may also enter any comments associated with the detention record. The user who recorded the detention record appears below **Submitted By**.

If detention information is entered incorrectly in the [Detention Tracker](#), records of detention served can be modified here.

To return to the Behavior Event List, click **Return to Event List** at the top of the screen.

## Print Behavior Information

Behavior information can be printed for the Calendar or All Years and for a single incident. The print views of the Behavior tool list each event in the selected order, and each event name and resolution assigned to the student. Each of these reports can be generated in PDF or DOCX format.



- Use [Print Current Calendar](#) to generate a report for a list of behavior incidents associated with the student (either as a participant or observer) for the entire school year. This does not include signature lines.
- Use [Print All Years](#) to generate a report for ALL behavior events and incidents associated with the student for all school years in which the student has enrollment records. This does not include signature lines.
- Use [Print](#) to generate a report for a selected incident (requires a specific incident to be selected) with signature lines for parents/guardians and administrators.

Behavior Response information may include the names of other students and persons involved. Because this involves the identification of other individuals, a pop-up message displays requesting that the user selects whether or not to display this information.

To include the names of others involved, choose **Yes** in the pop-up window; otherwise, choose **No**. Then, click the **Print** button.

This pop-up only displays when there is an Incident with a Response within the group of Incidents that print.

- When printing the report for the current year, only those incidents within the current year are referenced.
- When printing for all years, there must be an incident in which the student has a Behavior Response in order for the pop-up to appear.
- If the student is part of a multi-student incident, the pop-up only appears if the specific student has a Behavior Response.

Details of any event that is classified as Drug, Harassment or Weapon also displays on these reports.

## Print Current Calendar

The **Print Current Calendar** option returns all behavior incidents in which the student participated in the current calendar of enrollment.

Behavior Detail Report		Page 1 of 3	
Name: <b>Kelly Student</b> Grade: <b>11</b>			
2015-16		Total Demerits: 0 Total Points: 0	
Date: 06/08/2016 Time: 9:00 AM			
Submitted By: Discipline Staff			
Alignment: Discipline		Damages: 0.00	
Location:		Location Description:	
Context: During School Hours		Context Description:	
Incident Details: Staff dismissed student from school due to a verbal altercation. Student returned with her mom. Upon leaving the building, student was involved in a fight. Police are investigating as an assault. wg			
Event: Physical Aggression		Role: Offender	Demerits/Points: 0
Injury: No Injury		Injury Description:	
Medical Service Provided: No			
Participant Details:			
<u>Resolution 1:</u> Dismissal			
Assign Date:	06/08/2016		
Start Date:	06/08/2016	Start Time:	9:00 AM
End Date:	06/08/2016	End Time:	2:10 PM
Behavior Admin Staff Name: Discipline Staff			
Resolution Details:			
<u>Resolution 2:</u> Out-of-school Susp			
Assign Date:	06/09/2016		
Start Date:	06/09/2016	Start Time:	7:20 AM
End Date:	06/09/2016	End Time:	
Behavior Admin Staff Name: Discipline Staff			
Duration: 1.00 Days			
Remaining Days: 2			
Resolution Details:			

*Print Current Calendar - PDF Format*

## Print All Years

The **Print All Years** option returns all behavior incidents for the student.

Behavior Detail Report			
Page 1 of 8			
Name: Alex Student Grade:			
2016-17 Plymouth Middle School		Total Demerits: 0	Total Points: 0
Date: 03/08/2017	Time: 11:06 AM		
Submitted By: Staff, Joe			
Alignment: Discipline	Damages: 0.00		
Location: Off campus	Location Description: home on social media		
Context: Outside School Hours	Context Description: evening at home 10:30PM		
Incident Details: Student wrote a comment on his facebook messenger to another student that he was going to, "At Student, I won't shoot you tomorrow, but maybe Friday tho."			
Event: Threats Toward Another Person	Role: Victim	Demerits/Points: 0	
Injury: No Injury	Injury Description:		
Medical Service Provided: No			
Participant Details:	A student made threats to this student on social media. The parent was concerned and notified the school that a student was making threats.		
Resolution 1:	Detention		
Assign Date:	04/16/2019		
Start Date:	04/16/2019	Start Time:	11:25 AM
End Date:		End Time:	
Behavior Admin Staff Name:			
Duration: 1.00 Days			
Resolution Details:			
Date: 10/27/2016	Time: 2:13 PM		
Submitted By: Staff, Rod			
Alignment: Discipline	Damages: 0.00		
Location:	Location Description:		
Context:	Context Description:		

*Print All Years - DOCX Format*

## Print

The **Print** option generates a printed version of the selected incident suitable for distribution to parents. Note that the Print button only displays when an Incident is selected from the list of Behavior Events. Parent signature lines are included, as are Administrator signature lines.

### Behavior Detail Report

Name: ERIKA

Grade: 12

16-17 High School

Total Demerits/Points: 0

<b>Alignment:</b>	Discipline		
<b>Date/Time:</b>	12/15/2016 12:23 PM	<b>Submitted:</b>	12/15/2016 12:23 PM
<b>Damages:</b>	0.00	<b>Submitted By:</b>	Administrator, System
<b>Location:</b>	Classroom		
<b>Location Description:</b>			
<b>Context:</b>	School Sponsored Event, during school hours		
<b>Context Description:</b>			
<b>Incident Details:</b>			

<b>Event 1:</b>	CHEATING		
<b>Role:</b>	Offender	<b>Demerits/Points:</b>	0
<b>Injury:</b>	No Injury		

**Injury Description:**  
**Medical Service Provided:** No

**Participant Details:**

<b>Resolution 1:</b>	DUR8-Expulsion		
<b>Assign Date:</b>	12/15/2016		
<b>Start Date:</b>	12/15/2016	<b>Start Time:</b>	12:23 PM
<b>End Date:</b>	12/19/2016	<b>End Time:</b>	3:00 PM

**Behavior Admin Staff Name:**

**Duration:** 3.00 Days

**Resolution Details:**

<b>Resolution 2:</b>	DUR7-Suspension		
<b>Assign Date:</b>	12/15/2016		
<b>Start Date:</b>	12/15/2016	<b>Start Time:</b>	1:42 PM
<b>End Date:</b>	12/19/2016	<b>End Time:</b>	

**Behavior Admin Staff Name:**

**Duration:** 1.00 Days

**Remaining Days:** 2

Parent/Guardian	Date
-----------------	------

Administrator	Date
---------------	------

*Print - PDF Format*