

## **Behavior (Student)**

Last Modified on 06/09/2025 1:36 pm CDT

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 <u>Behavior Preference</u> 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.

	Q Search	for a tool or stud	ent			
havior ☆ ent Information > General > Behavior						
🖶 Print Current Calendar 🛛 🖶 Print All Years 🛛 Beha	vior Management	Detention	🖶 Print			
Outstanding Detention Time:         0           Total Suspension Days for selected Year:         0.00           Total Suspension Days for selected Calendar:         0		Incident Det	ail			
Behavior		Incident ID:	ID 377135			
2017-18 Colfax Middle School (8 Incident(s), 8 Event(s))		Alignment:	Discipline	Status:	Complete	
2018-17 Dupont Middle School (3 Incident(s), 3 Event(s))		Date/Time:	02/27/2017 8:45 AM	Submitted:	03/01/2017 1:11 PM	
Failure to Follow Directions - Offender		Damages:	\$0.00	Submitted By:	Staff, Jennifer	
		Title:	Refusal to follow clas	sroom instruction		
E Tzrowzono Physical Contact - Complete		Location:	Classroom			
		Location Descriptio	n:			
		Context:	During School Hours			
		Context Description	:			
		Incident Details:	Student used a hallw locker. I signed it for 8 him about it, he said Then he comes in an another student's work	ay passport pass to 3:40. He did not re it took him 10 mir d tries to copy dow k. This work is to b	o get his book out of his eturn until 8:50. I asked nutes to get his book. wn the answers from re done on their own.	
		Event/Role/Respo	nse/Resolution: Failu	re to Follow Dir	rections	
		Event Type:	Failure to Follow Direc	tions (Event ID:38	2340)	
		Role:	Offender D	emerits/Points:	0	
		Injury:	No Injury			
		injury bescription.				

See the <u>Behavior (Student) Tool Rights</u> article for information about rights needed to use this tool.



### **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 <u>Referral</u> or the <u>Management Tool</u>. 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 <u>Management Tool</u> and modify <u>incident</u>, <u>event</u>, <u>participant</u> or <u>resolution</u> 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 <u>detention editor</u> within the tab. Detention can also be entered in the <u>Detention Tracker</u>.

🖶 Print Current Calendar 🛛 🖶 Print All Years	Behavior Managem	nent Detention 🗧	Print		
Outstanding Detention Time: 0 Total Suspension Days for selected Year: 21.00 Total Suspension Days for selected Calendar: 21.0		Incident D	atail		
Behavior		Incident ID:	ID 394395		
2018-19 High School (2 Incident(s), 2 Event(s))	^	Alignment:	Discipline	Status:	Complete

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.



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 <u>Behavior Management</u> or <u>Behavior Referral</u> 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 Type: Disruptive Physical Contact/Aggression (Event D'399715)					
State Code:	8: Disruptive/Disorde	rly 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 Ac	tion			
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	o keep their child home.			
	Event	Files			
Files ▼ D PoliceReport.pdf	escription		\$		
Add Response Add Resolution					

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

Assessment	Behavior	Transportation	Fees	Lockers	Gradua
🖶 Print Currer	nt Calendar	🖶 Print All Years	Behavi	or Management	De
Outstanding Deter Suspension Days:	ntion Time: 0 0				
Behavior				Incident	Detai
2015_16 Mic 2014_15 Mic 2014_15 Mic 2012 This in 2010 (MLE) C 010 (MLE) C	ddle Sch (1 Incide 1/2016 .Fighting - ddle Sch (2 Incide ncident happen 08-09 (1 Incident( 06-07 (1 Incident(	ent(s), 1 Event(s)) • Complete ent(s), 2 Event(s)) ed when the student hat s), 1 Event(s)) s), 1 Event(s))	ad an active	Incident ID: Alignment: IEP. ate/Time: Damages: Title:	

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	ΤοοΙ
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</b> participants.	<u>Behavior Management</u> <u>Behavior Referral</u>
Enter a <b>behavior resolution</b> for one of the event participants.	<u>Behavior Management</u> <u>Student Behavior</u>
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><u>Attendance tab</u></b> displays an entry for the behavior resolution.	Student Attendance
Generate a report <b>looking for any inconsistencies</b> in linked behavior/attendance records.	<u>Behavior Attendance</u> <u>Audit Report</u>

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: State Code: Assign Date: Start Date: End Date: Behavior Admin Staff Name: Duration: Attendance Code: Resolution Details:	Out-of-school Susp 2: Out-of-school Su 04/16/2019 04/16/2019 04/18/2019 2.00 Days ABS: Abs.Suspen	spension Start Time: End Time:	11:46 AM		
Event Files					
Files •	Description		\$		
calendarDates.png					
Add Response Add Resolution					
Step 6 - Stud	ent Behavior Ro Ri	ecord, Attendance esolution	Code in Behavior		



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 <u>Admin</u> area of the Behavior module.

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

25: Bullying (all forms Offender No Injury	s except cyber bullying) Demerits/Points:	0	Resolution Detail	s			
Offender No Injury	Demerits/Points:	0					
No Injury		U	*Resolution Type:				
no injury				*			
No			*Resolution Assign	Resolution Start	Resolution Start	Resolution End	Resolution End
			Date:	Date:	Time:	Date:	Time:
PBIS Intervention			Duration in Sabari		01.07 PM		
09/18/2018			Days:				
09/18/2018	Start Time:	9:08 AM					
09/18/2018	End Time:		Behavior Admin Staff Nam	ne .			
Staff, Cheryl			Details:		•		
ISS from class							
	Add Response	Add Resolution	Number Days Reduced	g hent	Ŧ		
	No PBIS Intervention 09/18/2018 09/18/2018 Staff, Cheryl ISS from class	No PBIS Intervention 09/18/2018 09/18/2018 Start Time: 09/18/2018 End Time: Staff, Cheryl ISS from class Add Response	No PBIS Intervention 09/18/2018 09/18/2018 Start Time: 9:08 AM 09/18/2018 End Time: Staff, Cheryl ISS from class Add Response Add Resolution	No PBIS Intervention 09/18/2018 09/18/2018 Start Time: 9:08 AM 09/18/2018 End Time: Staff, Cheryl ISS from class Add Response Add Resolution Number Days Reduced Atternate Education Stellin Referred To Law Enforcem	No PBIS Intervention 09/18/2018 09/18/2018 Start Time: 9:08 AM 09/18/2018 End Time: Staff, Cheryl ISS from class Add Response Add Resolution	No PBIS Intervention 09/18/2018 09/18/2018 Start Time: S:08 AM 09/18/2018 Add Response Add Resolution	No PBIS Intervention 09/18/2018 09/18/2018 09/18/2018 09/18/2018 Chart Time: 9:08 AM 09/18/2018 SS from class Add Response Add Resolution

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.

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Field	Description	Ad hoc Field Name
Resolution Type	The identifying name and code of the resolution, sorted alphabetically by name. <u>Resolution Types</u> are created in the <u>Behavior</u> <u>Admin</u> area and can be mapped to State Resolution Codes.	behaviorDetail.resolutionName behaviorDetail.resolutionCode
State Code	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 <u>Resolution</u> <u>Type</u> .	behaviorDetail.stateResCode
Category	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 <u>Resolution</u> <u>Type</u> .	N/A
Resolution Assign Date	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



Field	Description	Ad hoc Field Name
Resolution Start Date	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.resolution StartDate
Resolution Start Time	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.resolutionStart timeStamp
Resolution End Date	The date the student must complete the resolution by. Enter a date in <i>mmddyy</i> format or use the calendar icon to select a date. If the resolution is set to <u>Calculate End</u> <u>Date/Duration</u> , the Resolution End Date field populates automatically.	behaviorDetail.resolution EndDate
Resolution End Time	The time the student must complete the resolution by. Enter a time in <i>HH:MM</i> or <i>HHMM</i> format or use the calendar icon to select a date.	behaviorDetail.resolutionEnd TimeStamp
Detention Duration	The number of units the detention resolution lasts	behaviorDetention.duration
Duration Units	The units used to measure the detention resolution. Options are hours and minutes.	behaviorDetention. durationUnits
Status	The status of the resolution as <i>In Progress</i> or <i>Complete</i> .	behaviorDetention. resolutionStatus
Behavior Admin Staff Name	The behavior staff member responsible for the resolution.	behaviorDetail.staffName
Duration in School Days	The length of days the resolution lasts. If the resolution is set to <u>Calculate End</u> <u>Date/Duration</u> , this field populates automatically.	behaviorDetail. resolution SchoolDaysDuration



Field	Description	Ad hoc Field Name
Attendance Code	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 Linking Behavior Records and Attendance Records section for more information.	behaviorDetail.attendanceCode
Details	Additional information about the participant's resolution.	behaviorDetails.details
Number Days Reduced	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
Check for attendance Conflicts	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 <u>Linking Behavior Records</u> and Attendance Records section for more information.	N/A
Alternate Education Setting	Indicates the student continued to receive services during the time of the resolution. Selection indicates where those services were received.	behaviorDetail. altEducationalActivities
Referred to Law Enforcement	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 Detai**l editor displays.
- 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 <u>Resolution</u> <u>Types</u> 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 <u>Calculate End Date/Duration</u>, the Resolution End Date field populates automatically.
- 8. Enter the **Duration in School Day**s value. If the resolution is set to <u>Calculate End</u> <u>Date/Duration</u>, 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 <u>Behavior Management article for</u> 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 <u>Response Type</u> has been created.
- At least one <u>Behavior Event</u> 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 <u>District Assignment</u> record (optional).
- At least one staff person at the school building needs to have an active <u>Crisis Intervention</u> <u>Credential</u> (optional).
- <u>Response Types</u> need to be created in the <u>Behavior Admin</u> toolset.

· · · · · · · · · · · · · · · · · · ·	06/04/2018	,	
Start Date:	06/04/2018	Start Time:	3:20 PM
End Date:		End Time:	
Behavior Admin Staff Name:	Staff, Joe		
Duration:	2.00 Days		Add Response 🗙
Resolution Details:	Parent has decid	ed to keep their child home	e
Resolution Type:	Out-of-school Su	., D	Deserves Datella
State Code:	2: Out-of-school	Suspension	Response Details
Assign Date:	04/16/2019		*Response Type
Start Date:	04/16/2019	Start Time:	DEC Battalian a
End Date:	04/18/2019	End Time:	RES. Resulting
Behavior Admin			Response Date *Response Start Time *Response End Time Duration
Stan Name. Duration:	2.00 Dava		06/04/2018
Resolution Details:	2.00 00,0		
			Behavior Response Approver
	Even	it Files	Ť
Files	Description		
riles *	Description		Pre-Response Actions: (Describe the actions of the student and employees involved before the
calendarDates.pn	1		response along with any alternatives to the response attempted.)
			Response Details: (Provide a description of the response utilized along with the actions of the student and school personnel.)
			Post-Response Actions: (Describe observed student and school employee behaviors following the response along with any deescalation techniques.)

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**

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Field	Description	Ad hoc Fields
Response Det	ails	
Response Type Required	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
Complete	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.	
Response Date Required	Entered date reflects when the response occurred. This date automatically displays the date the incident occurred and cannot be modified.	behaviorDetail.responseDate
Response Start Time Required	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
Response End Time Required	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
Duration	This field automatically calculates the length of the response, based on the entered start and end time.	behaviorDetail.responseDuration
Behavior Response Approver	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 <u>District Assignment</u> record.	behaviorDetail.responseApprover
Pre- Response Actions	Text entered here describes the actions performed by the staff and student before the response was administered.	behaviorDetail.preResponseActions
Response Details	Text entered here describes the details of the response.	behaviorDetail.responseDetails



Field	Description	Ad hoc Fields					
Post- Response Actions	Text entered here describes the actions performed by the staff and student after the response was administered.	behaviorDetail.postResponseActions					
Room	Indicates where the response occurred.	behaviorDetail.responseRoom					
Student Detai	ils						
Student was injured from the response	If the student assigned to the event was injured as part of the response, mark this checkbox.	behaviorDetail.responseStudentInjury					
Describe any injuries to the student <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					
Apply To Required	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					
Guardian Contacted	Indicates the student's parent/guardian was contacted as a result of the response. When marked, the following four fields displays: • Date • Time • Contact • Details	behavior Detail.guardian Contacted					
Date	Entered date reflects when the guardian was contacted. This field defaults to the current date. Dates are entered in <i>mmddyy</i> format, but can be modified by clicking the calendar icon.	behaviorDetail.guardianContactedDate					
Time	Entered time reflects when the guardian was contacted. Time is entered in HH:MM format.	behaviorDetail.guardianContactedTime					



Field	Description	Ad hoc Fields				
Name	Indicates the name of the guardian who was contacted.	behaviorDetail.guardianContactedName				
Details	Provides a description of what was discussed when the guardian was contacted.	behavior Detail.guardian Contacted Details				
Participant De	etails					
Name	Displays the name of the person involved in the response, as determined by the name selected in the Behavior Response Approver field.	behaviorDetail.responseParticipant				
Role	<ul><li>Select the type of position the staff person had in the response.</li><li>PL: Primary/Lead</li><li>SC: Secondary</li><li>OB: Observer</li></ul>	behaviorDetail.responseParticipantRole				
Participant was injured during the response	If the staff person was injured, mark this checkbox.	behaviorDetail.responseParticipantInjury				
Describe any injuries to the participant <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.responseParticipant InjuryDetails				



Field	Description	Ad hoc Fields
Add Participant	Enter the start or all of another person's name, and search, to add that individual to the response. • 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). • 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. • Complete the addition of the participant by selecting the Role and indicating whether the person was injured (defined above). • Add additional participants as needed. 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. 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.	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 <u>Detention Tracker</u>.

Users can select the blue **Manage Detention** link to enter a detention record for the student. Detention can also be managed using the <u>Detention Tracker</u>, which displays all detention assignments for the School and Calendar selected in the Campus Toolbar.

State Code:	Disruption (Even	t ID:400034)			
otato oodoi	8: Disruptive/Diso	rderly Conduct/Insubordination	on		
Role:	Offender	Demerits/Points:	0		
Injury:	No Injury				
Injury Description: Medical Service	No				
Provided:					
Participant Details:					
Resolution Type:	Detention				
Assign Date:	04/15/2019				
Start Date:	04/15/2019	Start Time:	1:35 PM		
End Date: Behavior Admin Staff Name:	04/16/2019	End Time:			
Duration: Resolution Details:	30 Minutes	Status:	In Progress		
Date Served	Time	Submitted	Ву		
			Manage Detention		
		Add Response	Add Resolution		
		Detention	i) In Progress Time Served	Detention Details	Submitted By Administrator, System  *End Time

## **Manage Detention**

When a student serves detention, a record can be entered using the <u>Detention Tracker</u> 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 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 <u>Detention Tracker</u>, 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.

Print Current Calendar Print All Years Behavior Management Detention	2 Enrollinenta Schedule Attendance Hags Grades Hallschipt Credit Suffillinary Assessment	Behavior
	Calendar 🖶 Print All Years Behavior Management Detention 🖶 Print	
Outstanding Detention Time: 0	n Time: 0	

- Use <u>Print Current Calendar</u> 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 <u>Print All Years</u> 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 <u>Print</u> 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 Deta	il Report		Page 1 of
	Name: Kelly Student	Grade: 11		
2015-16			Total Demerits: 0	Total Points: 0
Date: 06/08/2016	<b>Time:</b> 9:00 AM			
Submitted By: Disciol	ine Staff			
Alignment: Discipline		Damages: 0.00		
Location:		Location Descrip	otion:	
Context: During School	Hours	Context Descrip	tion:	
Incident Details:Staff student was invovled in	dismissed student from school due to a verbal alt a fight. Police are investigating as an assault. wg	tercation. Student re	turned with her mom	. Upon leaving the building,
Event: .Physical Aggree	sion	Role: Offender		Demerits/Points: 0
Injury: No Injury		Injury Description	on:	
Medical Service Provid	led: No			
Participant Details:				
Resolution 1:	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:				
Resolution 2:	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				
• •				

Print Current Calendar - PDF Format

#### **Print All Years**

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



			b1-	mai Alass 6	tudent C	dat					
			Na	me: Alex S	dudent Gra	ide;					
2016-17 Plymouth N	liddle Sch	ool					Total Demerits	: 0	Total Points: 0		
Date: 03/08/2017		Time: 1	1:06 AM								
Submitted By: Staff, Joe	,										
Alignment: Discipline					Damage	es: 0.00					
Location: Off campus					Locatio	Location Description: home on social media					
Context: Outside School Hours				Context	Context Description: evening at home 10:30PM						
Incident Details: Studen tomorrow, but maybe Fri-	t wrote a con dav tho."	nment on h	nis <u>facebool</u>	k messenger t	o another stude	ent that he	e was going to, "A	t Stu	dent, I won't shoot	you	
Event: .Threats Toward . Person	Another				Role: V	ictim			Demerits/Points:	0	
Injury: No Injury				Injury	Descript	ion:					
Medical Service Provid	ed: No										
Participant Details:	A studen	nt made th was makin	reats to this ig threats.	s student on s	ocial media. Th	he parent	was concerned at	nd not	tified the school the	at a	
Resolution 1:	Detentio	n									
Assign Date:	04/16/20	04/16/2019									
Start Date:	04/16/20	/16/2019			Start T	Start Time: 11:25 AM			ſ		
End Date:				End Th	End Time:						
Behavior Admin Staff N	Name:										
Duration: 1.00 Days											
<b>Resolution Details:</b>											
Date: 10/27/2016		Time: 2	:13 PM								
Submitted By: Staff, Ro	d										
Alignment: Discipline					Damage	es: 0.00					
					Locatio	n Descri	ption:				
Location:	Contents			Context Description:							

#### 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 Deta	il Report	rageron
	Name: ERIKA	Grade: 12	
16-17 High School			Total Demerits/Points: (
Alignment:	Discipline		
Date/Time:	12/15/2016 12:23 PM	Submitted:	12/15/2016 12:23 PM
Damages:	0.00	Submitted By:	Administrator, System
Location:	Classroom		
Location Description:			
Context:	School Sponsored Event, during school hours		
Context Description:			
Incident Details:			
Event 1:	CHEATING		
Role:	Offender	Demerits/Points:	0
Injury:	No Injury		
Injury Description:			
Medical Service Provided:	No		
Participant Details:			
Resolution 1:	DUR8-Expulsion		
Assign Date:	12/15/2016		
Start Date:	12/15/2016	Start Time:	12:23 PM
End Date:	12/19/2016	End Time:	3:00 PM
Behavior Admin Staff Nan	ne:		
Duration: 3.00 Days			
Resolution Details:			
Resolution 2:	DUR7-Suspension		
Assign Date:	12/15/2016		
Start Date:	12/15/2016	Start Time:	1:42 PM
End Date:	12/19/2016	End Time:	
Behavior Admin Staff Nan	ne:		
Duration: 1.00 Days			
Remaining Days: 2			
Parent/Guardian		Da	te
Administrator		Da	te

Print - PDF Format