

Behavior Admin Setup (Hawaii)

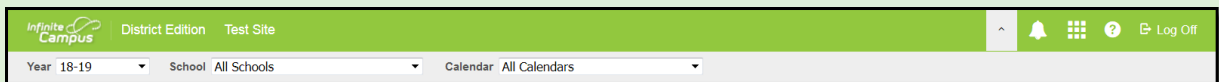
Last Modified on 10/21/2024 8:20 am CDT

[Event Types](#) | [Resolution Type](#) | [Preferences](#)

The Behavior Admin tool is used to setup behavior events/incidents, resolutions, and responses. Behavior Admin fields that are specific to the state of Hawaii are described below. For all other inquiries, please visit the [Behavior Admin](#) article.

Individual schools should NOT setup their own Event or Resolution Types. These items should only be setup at the state level.

Before setting up Event Types, Resolution Types, or Preferences, be SURE the campus toolbar does NOT have a school or calendar selected; this makes the behavior event type available for all schools within the district.



Event Types

Tool Search: Event Types

Behavior Event Types are created for the entire district.

Tool Rights should be set to limit who is permitted to setup Event Types.

Before setting up Event Types, be sure the campus tool bar does NOT have a school or calendar selected. Event types are meant to be available to all schools within the district.

Event Type fields that are specific to Hawaii are described below. For all other inquiries, please see the [Event Types](#) article.

Behavior Event Type Detail

School Available In Referral
 District Wide

Code *Name

*Alignment Demerits *Start Date End Date

Category *Classification Allow Protected Class

Behavior Event Type Detail Editor

Classification

Indicates the incident type that took place.

▶ [Click here to expand...](#)

Code	Description	Definition
01	None	Used for incidents that do not involve drugs, harassment, or weapons (i.e. fighting, breaking class rules, etc)
02	Drug	Used for incidents that involve drugs or alcohol. Users are able to specify the drug(s) involved when creating the Behavior Incident <div style="background-color: #ffffcc; padding: 5px;">This Event Type requires users to enter the following information to a Behavior Incident: CRAFT Screening Conducted Date, CRAFT Screening Results, and Drug Type.</div>
03	Harassment	Used for incidents that involve harassment. In Hawaii, Harassment is often recorded through Protected Class, Harassment Incidents are rarely created <div style="background-color: #ffffcc; padding: 5px;">This Event Type requires users to enter the specific Harassment Type to a Behavior Incident.</div>
04	Weapon	Used for incidents that involve weapons. Users are able to specify the weapon(s) involved when creating the Behavior Incident <div style="background-color: #ffffcc; padding: 5px;">This Event Type requires users to enter the specific Weapon Type to a Behavior Incident.</div>

Database Location:

BehaviorType.classification

Allow Protected Class

Marking this checkbox indicates Protected Class(es) may be associated with the Event Type.

▶ [Click here to expand...](#)

Database Location:

BehaviorType.allowProtectedClass

Resolution Type

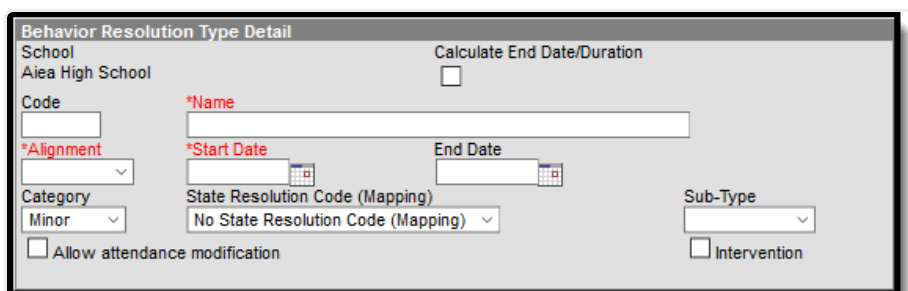
Tool Search: Resolution Types

The Resolution Types editor allows users to create and manage resolution codes assigned to student behavior events. Behavior Resolutions are used to describe action taken as a result of a behavior event, such as detention or an award for good behavior. Codes can be created to reflect positive and negative behavior events.

Tool Rights should be set to limit who is permitted to setup Event Types.

Behavior Resolutions are created for the entire district. When setting up Behavior Resolutions, the Campus Toolbar should NOT have a school or calendar selected; Resolution Types are meant to be available to all schools within the district. When a school is selected, behavior codes are applied to that school only. Individual schools should NOT setup their own Resolution Types.

Resolution Type fields that are specific to Hawaii are described below. For all other inquiries, please see the [Resolution Types](#) article.



The screenshot shows the 'Behavior Resolution Type Detail' form. It includes fields for School (Aiea High School), Code, *Name, *Alignment, *Start Date, End Date, Category (Minor), State Resolution Code (Mapping) (No State Resolution Code (Mapping)), Sub-Type, and checkboxes for Allow attendance modification and Intervention. There is also a 'Calculate End Date/Duration' checkbox.

Behavior Resolution Type Detail Editor

State Resolution Code (Mapping)

State Resolution Codes indicate the type of disciplinary action taken for a student. These are the official state codes to which all district-defined behavior resolutions should be mapped. Behavior resolutions that are not mapped to a state event code do NOT report.

▶ [Click here to expand...](#)

Type	Code	Description	Definition
State Code	AEA	Alternate Educational Activities	An educational program, in a non-school setting, other than home schooling, that addresses the standards identified in the Hawaii Content and Performance Standards. AEA resolutions are offered to students who are being suspended as a result of their role in a Behavior Incident.
State Code	A	Arrest	Law Enforcement makes an arrest.
Sub-Type	S	Suspension	<p>Student is suspended from school.</p> <p>Suspension resolutions must <i>always</i> include the following criteria:</p> <ul style="list-style-type: none"> • Mapped to State Resolution Code of AEA: Alternative Educational Activities • Intervention checkbox IS selected
Other Options	I	Intervention	Marking this checkbox indicates Interventions can be offered to students involved in behavior incidents as a proactive action plan to address behavior(s) that are impeding learning of the student or others. Interventions typically include positive behavioral interventions, strategies, and supports. Leaving this checkbox unmarked means Interventions will NOT be available to incidents tied to the Resolution.
Other Options	N/A	Calculate End Date/Duration	When marked, the duration of a behavior resolutions is automatically calculated when that resolution type is assigned to a student and a length of time is entered into the field.
Other Options	N/A	Allow attendance modification	When marked, student attendance data will be updated upon completion of the behavior resolution. Marking this also displays an Attendance Code field on the Resolution editor where users can assign the appropriate behavior-related attendance code to the student. This should be marked on those resolutions where a student would be absent because of the resolution: out-of-school suspensions, expulsions, etc.

Database Location:

BehaviorResType.stateResCode

Sub-Type

The Sub-Type selection makes the resolution available in different behavior processing tools. In Hawaii, the Suspension Sub-Type requires specific setup. Please see below for further instruction.

See the [Resolution Types](#) article for more information regarding Detention and Expulsion.

If setting up a resolution Sub-Type of Suspension, the following setup is REQUIRED:

- Ensure the **Calculate End Date/Duration** checkbox IS checked.
- *State Resolution Code (Mapping)* MUST be mapped to: **Alternate Educational Activities**.
- The Resolution *Sub-Type* MUST be: **Suspension**.

▶ [Click here to expand...](#)

The screenshot shows the 'Behavior Resolution Type Detail' editor for 'Aiea Elem School'. The 'Calculate End Date/Duration' checkbox is checked. The 'Code' field contains 'S' and the '*Name' field contains 'Suspension'. The '*Alignment' dropdown is set to 'Discipline'. The '*Start Date' is '08/01/2016' and the 'End Date' is empty. The 'Category' dropdown is 'Minor' and the 'State Resolution Code (Mapping)' dropdown is 'Alternate Educational Activities'. The 'Sub-Type' dropdown is 'Suspension'. There are checkboxes for 'Allow attendance modification' (unchecked) and 'Intervention' (checked). A note at the bottom states: 'Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.'

Behavior Resolution Type Detail Editor with Suspension

Database Location:

BehaviorResType.subType

Preferences

Tool Search: Behavior Preferences

The Behavior Preferences tab allows users to set preferences for what participant information is included in reports and which users are automatically notified of submitted referrals. Behavior Preference fields that are specific to the state of Hawaii are described below. For all other inquiries, please visit the [Preferences \(Behavior\)](#) article.

Behavior Preference Options	
Display Special Ed option on reports setup.	No ▾
Display Race and Ethnicity option on reports setup.	No ▾
Display Gender option on reports setup.	No ▾
Select Default Administrators to notify (*CTRL-click or SHIFT-click to select multiple).	SPA, SPA ▲
Automatically display incident on parent portal.	No ▾
Notify the person who enters the referral when a resolution has been assigned.	Yes ▾
Add Parent/Guardian signature line on the Behavior Detail Report.	Yes ▾
Add Administrator signature line on the Behavior Detail Report.	No ▾
Add Student signature line on the Behavior Detail Report.	Yes ▾
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.	No ▾
Require participant before behavior incident can be set to complete.	No ▾
Require participant before behavior referral can be submitted.	No ▾
Suspension Days Threshold:	89 01/10/2019

Behavior Preference Options Editor

Suspension Days Threshold

The Suspension Days Threshold field is a campus-calculated value based on the total number of instructional days in the calendar and divides it by two. The result of this calculation determines the instructional day on which the instructional calendar is midpoint in the year. For example, for a school year that has 180 instructional days, the halfway point is 90 days. The value in this field allows the Behavior module to track Total Suspension Days for students in the instructional calendar year.

▶ [Click here to expand...](#)

Database Location:

BehaviorPreference.value

Notes:

- This value is rounded up to the nearest whole number. A read-only field displays the date on which this instructional day occurs.
- This field may be edited, if desired.