Behavior Management Tool [.2211 - .2239]

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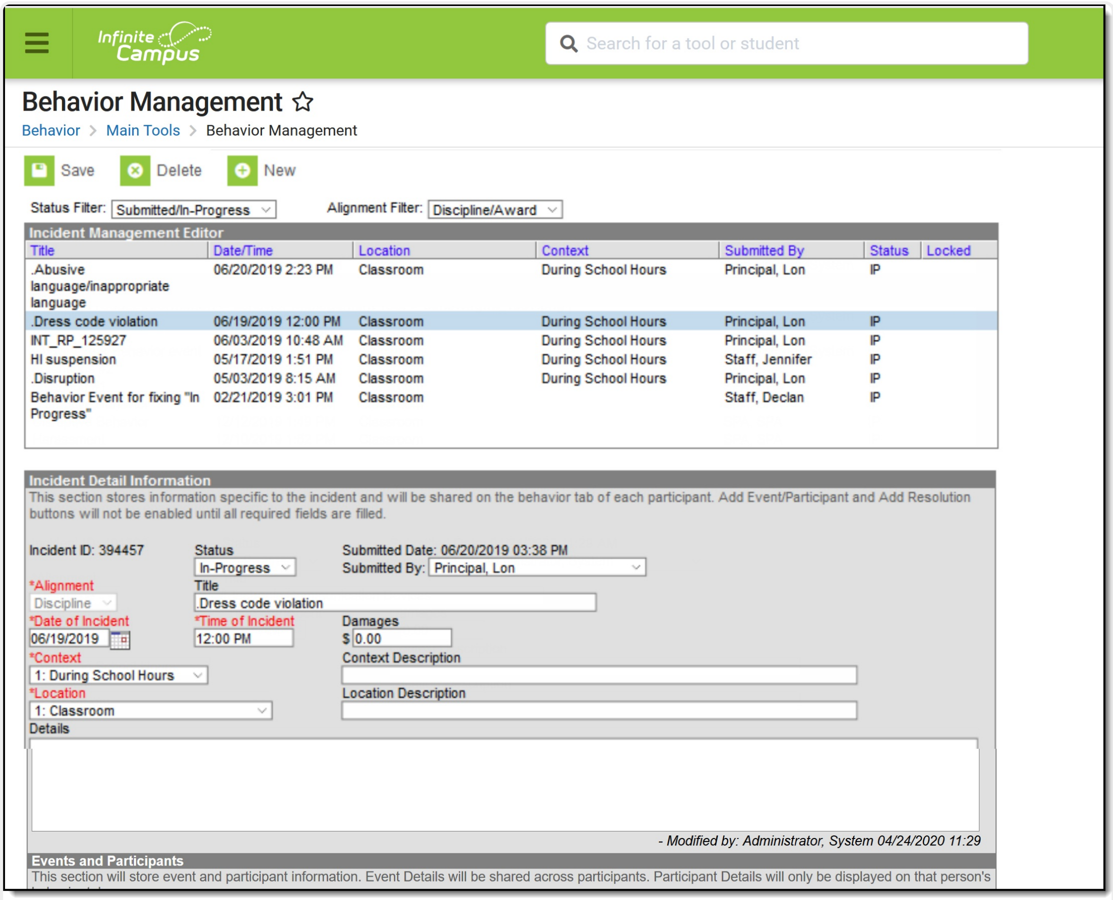
You are viewing a previous version of this article. See Behavior Management Tool for the most current information.

Manage Submitted Referrals | Change the Status of an Incident | Add Participants to a Behavior Incident | Add a Behavior Resolution | Link Behavior Records and Attendance Records | Add Behavior Responses | Manage Files Attached to Behavior Events and Participants

Classic View: Behavior > Behavior Management

Search Terms: Behavior Management

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



Behavior Management Tool

An incident record is made up of 2 parts, the **Incident Information**, which provides the general information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident and the participants in each event and any assigned resolutions. Information entered in these areas is visible on the student's Behavior tab as described below:

Area	Where information will appear
Incident Information	Visible for all participants.
Event Information	Visible for all participants in that event.
Participant/Resolution Information	Only visible for that participant.

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

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

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

Manage Submitted Referrals

Incident Management Editor | Incident Detail Information | Events and Participants | Delete an Incident

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

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field. The email is only sent if the recipient has an email address and has 'Staff' marked in the Demographics tab.

When a resolution is entered for a referral and the incident is then marked as complete, if the preference to "Notify the person who enters the referral when a resolution has been assigned." is set to Yes, then both a Process Alerts message and email are sent to the person who submitted the referral. The email is only be sent if the recipient has an email address and has 'Staff' marked in the Demographics tab.

- Messages are sent ONLY if the **Notify the person who enters the referral when a**

resolution has been assigned is set to Yes.

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

Incident Management Editor

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

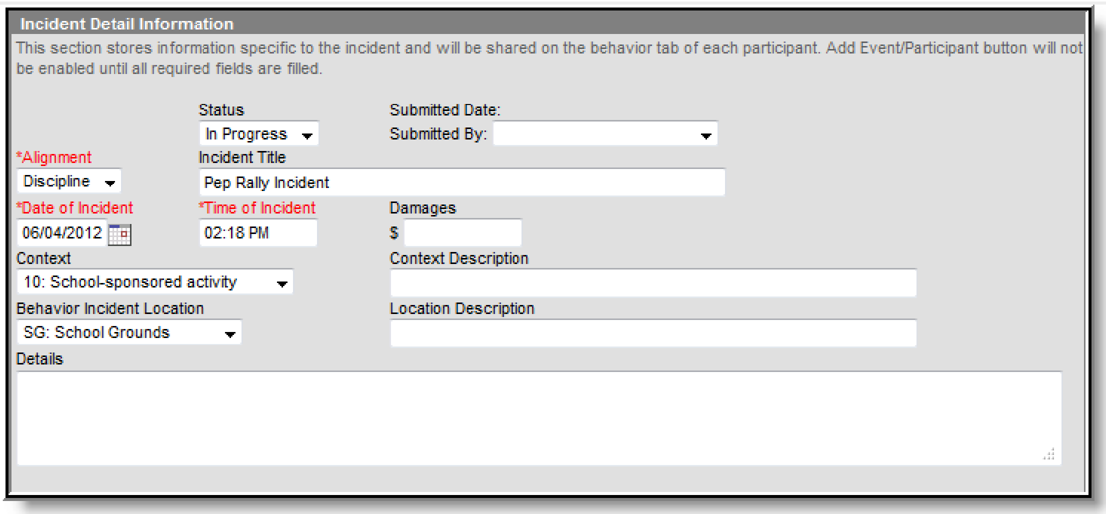
When the preference to lock completed incidents is set to Yes, a Locked icon displays for completed incidents aligned to Discipline (this does not affect incidents aligned to Award). Staff can be assigned a specific tool right (called Unlock Incident) that allows the ability to unlock a completed incident,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

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

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

Incident Detail Information

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



Incident Detail Information

Fields in red text and indicated by an asterisk are required and must be entered before the record can be saved. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

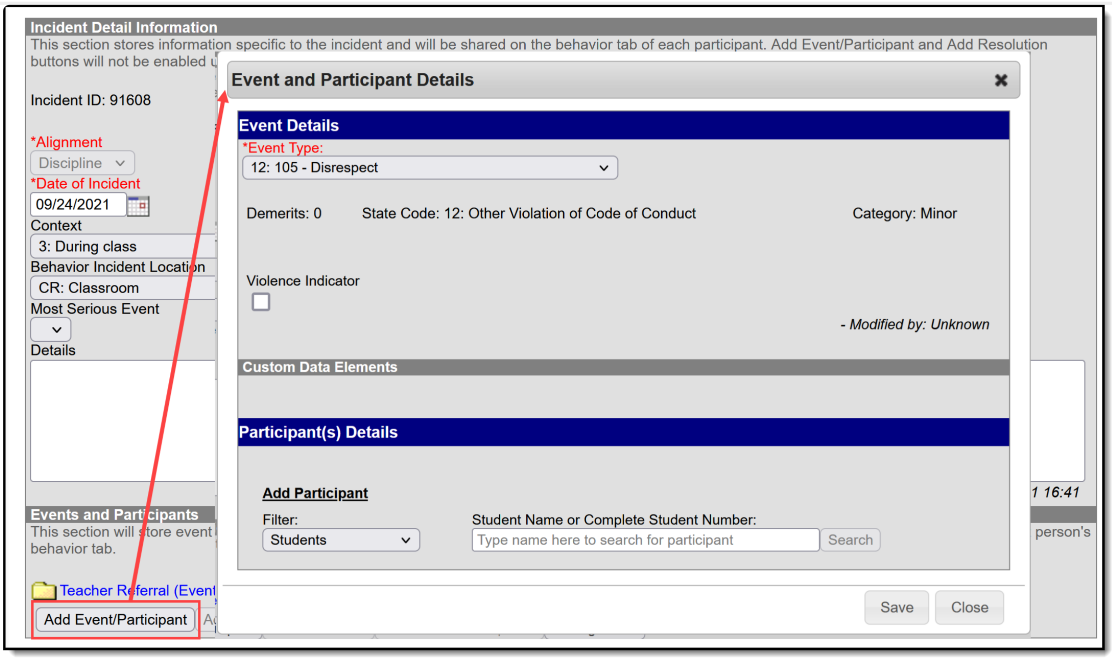
Click here to expand...

Field	Description
Incident ID	The unique identification number assigned to the incident once the record is saved. This field cannot be edited.
Status	The status of the incident as *Submitted*, *In Progress* and *Complete*. See the Change an Incident's Status section for more information.
Submitted Date	The date the incident record was reported. This field cannot be edited.
Submitted By	The user who reported the incident.
Alignment	Indicates if the incident is related to *Discipline* (negative) or *Award* (positive).
Title	A brief description of the incident. If no title is entered for the incident, the Event Type Name(s) will populate as the incident name.
Date of Incident	The date the incident takes place. Defaults to the date the incident is created.
Time of Incident	The time the incident takes place. Defaults to the time the incident is created.
Damages	The total cost of all damages that occurred as a result of the incident.
Context	Indication of the setting, or time of day the incident took place.
Context Description	Additional information about the context of the incident.

Field	Description
Location	Where the incident took place.
Location Description	Additional information about the location of the incident.
Details	Any additional information about the incident, including a description of what occurred.

Events and Participants

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



Behavior Event Information

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

Additional events with distinct or repeated participants can be added to an incident. There is no limit to the number of events that can be added to an incident.

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

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Field	Description

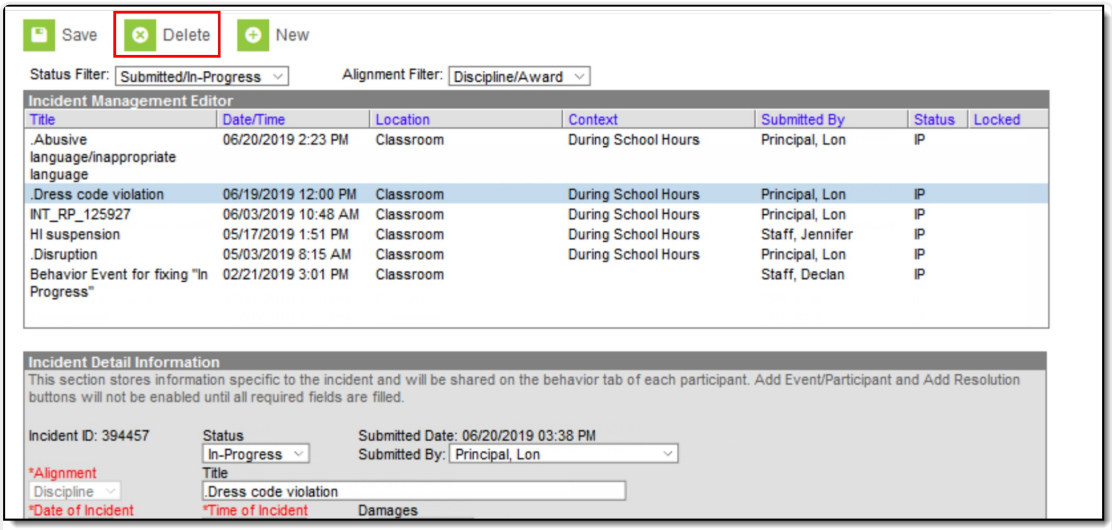
Field	Description
Event Type	The identifying code and name of the event, sorted alphabetically by name. Event Types are created in the Event Type Setup tool and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the Event Type
State Code	The State Event 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 Event Type.
Category	Indicates whether the event is considered to be *Minor*, *Serious* or *Extreme*. This field displays the value entered for the Event Type.
Violence Indicator	When marked, indicates the event included an instance of violence towards a staff person, another student, a threat, etc. Depending on your state, this information may be included in behavior-related state reports.

Delete an Incident

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

An incident must be unlocked in order to be deleted.

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



Deleting an Incident

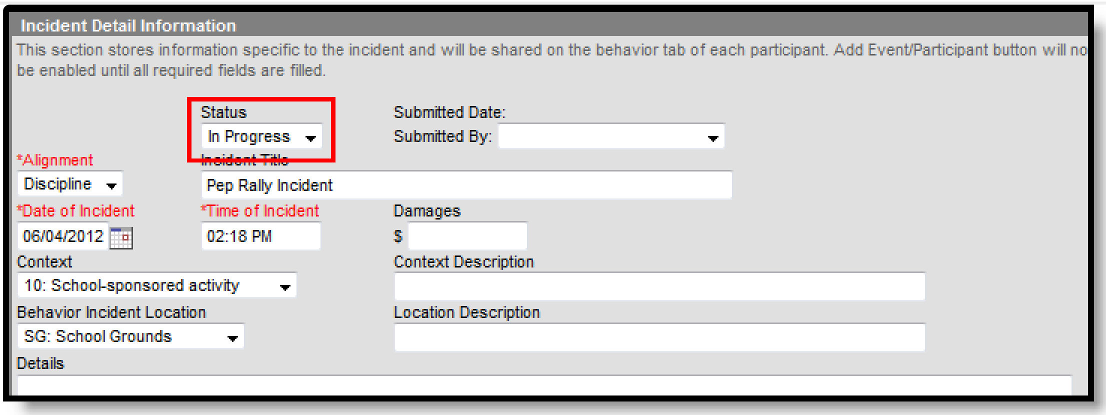
Change the Status of an Incident

Behavior Preferences Related to a Changed Statuses | Lock and Unlock Behavior Incidents | Add and Edit Behavior Incidents

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

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

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

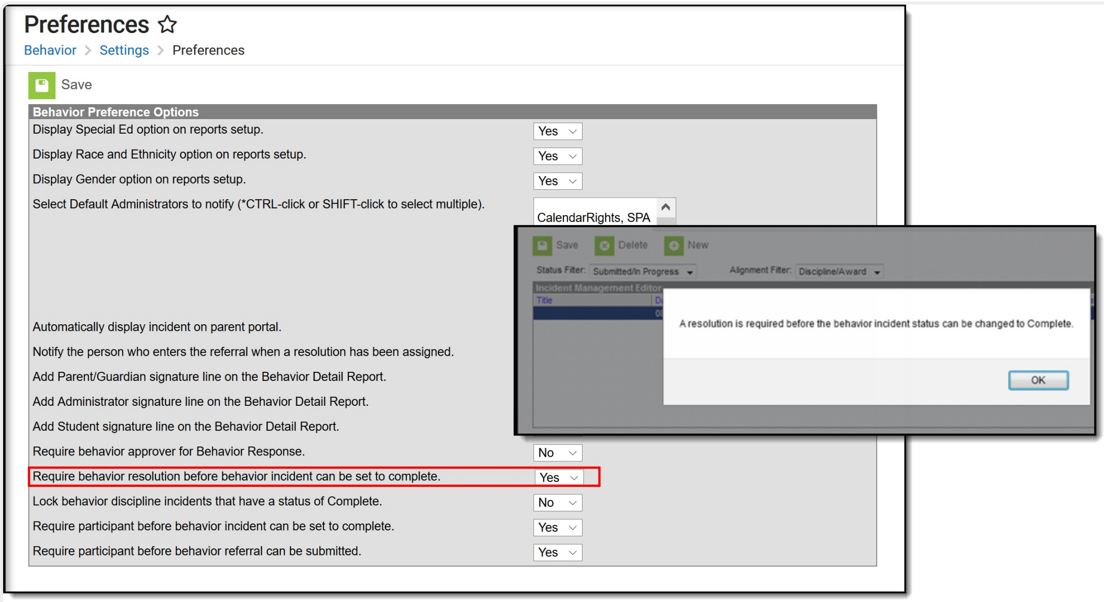


Incident Status

Behavior Preferences Related to a Changed Statuses

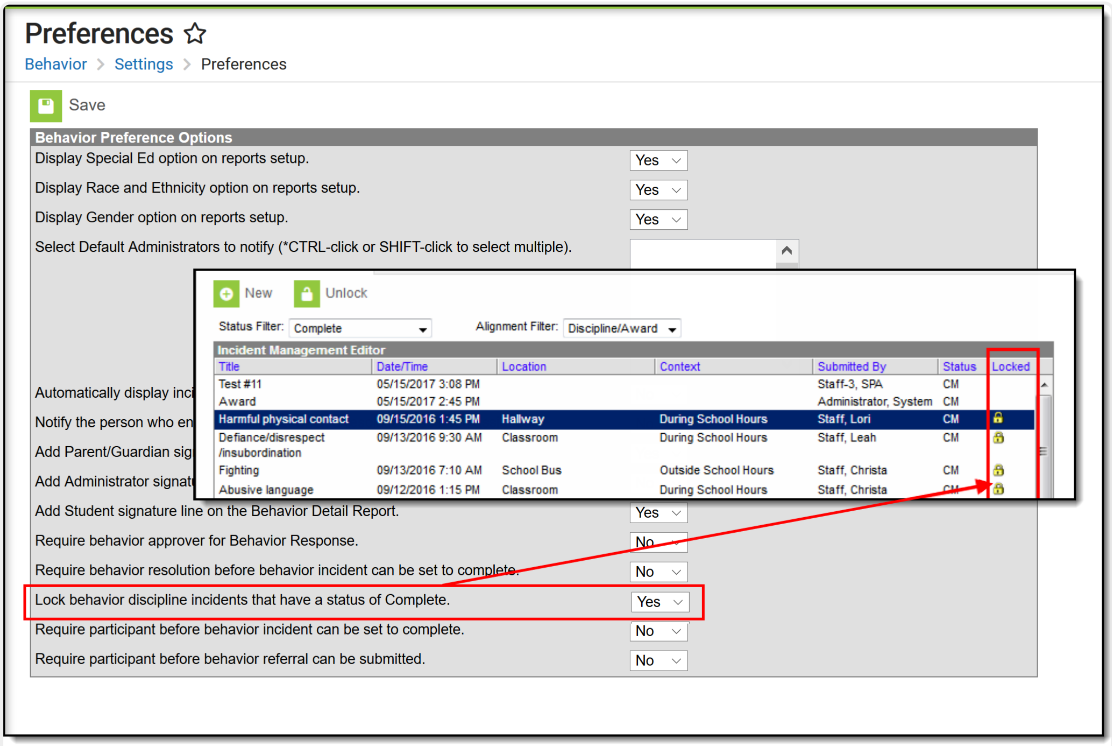
A Behavior Preference is available to **require a resolution before marking an incident complete**.

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



Saving an Incident without a Resolution

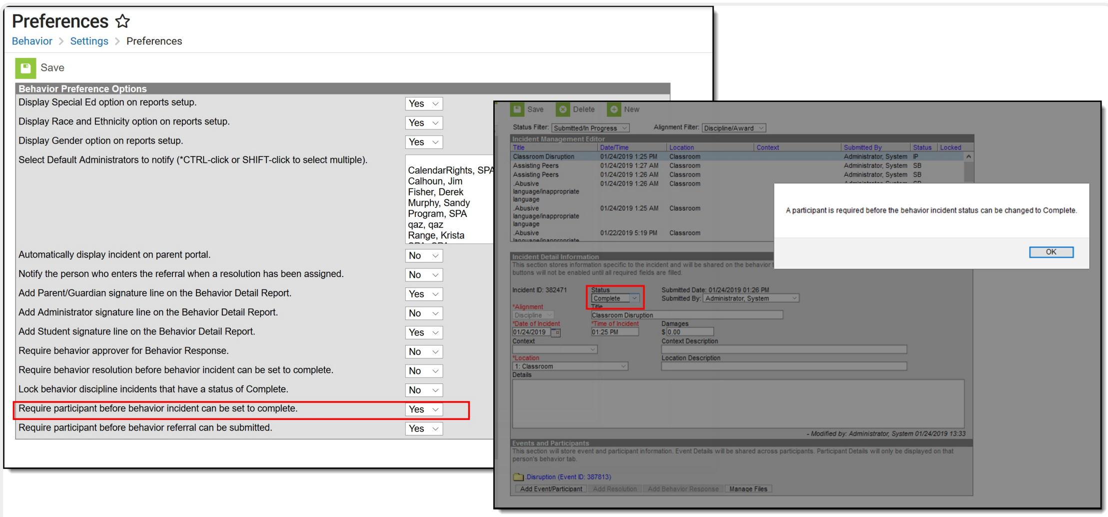
A Behavior Preference is available that **locks the modification of that incident (does not affect award incidents) once it is marked complete**. When this preference is set to **Yes**, a locked icon displays next to all completed behavior discipline incidents.



Locked Behavior Discipline Incidents

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

- When this preference is set to **Yes**, at least one person (student, staff, etc.) needs to be assigned as a participant of the event before that incident can be marked as complete. When the Status of the incident is changed to Complete and a participant has not been associated with it, a message displays indicating it cannot be marked as Complete until a participant is assigned (see image below).
- When this preference is set to **No** or when it is set to **Yes** and participants have been assigned to the incident, the incident can be marked as complete without error.

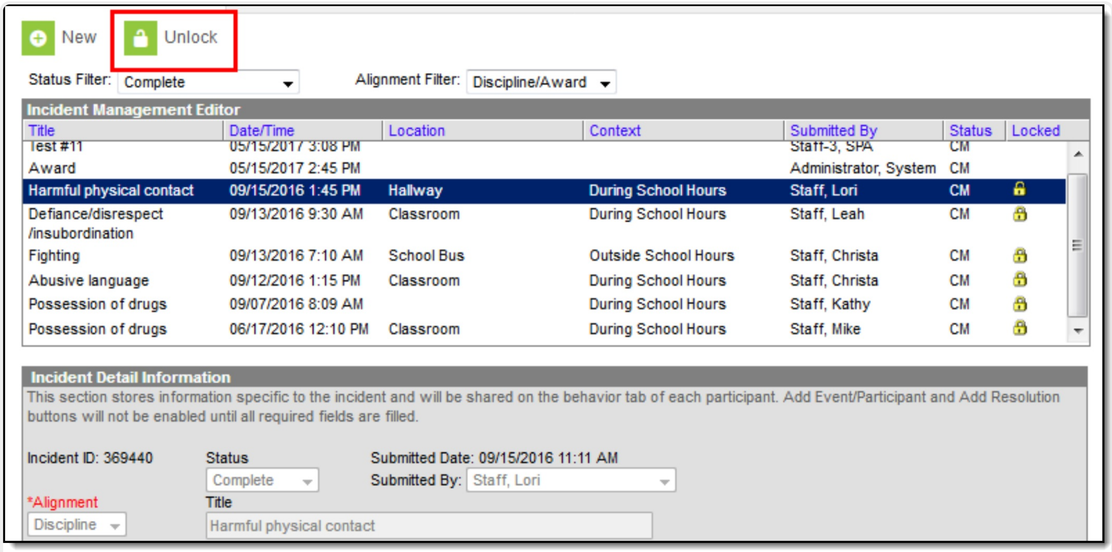


Participant Required before Marking Incident Complete

Participant Required before Marking Incident Complete

Lock and Unlock Behavior Incidents

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



Unlock Completed Incidents

Add and Edit Behavior Incidents

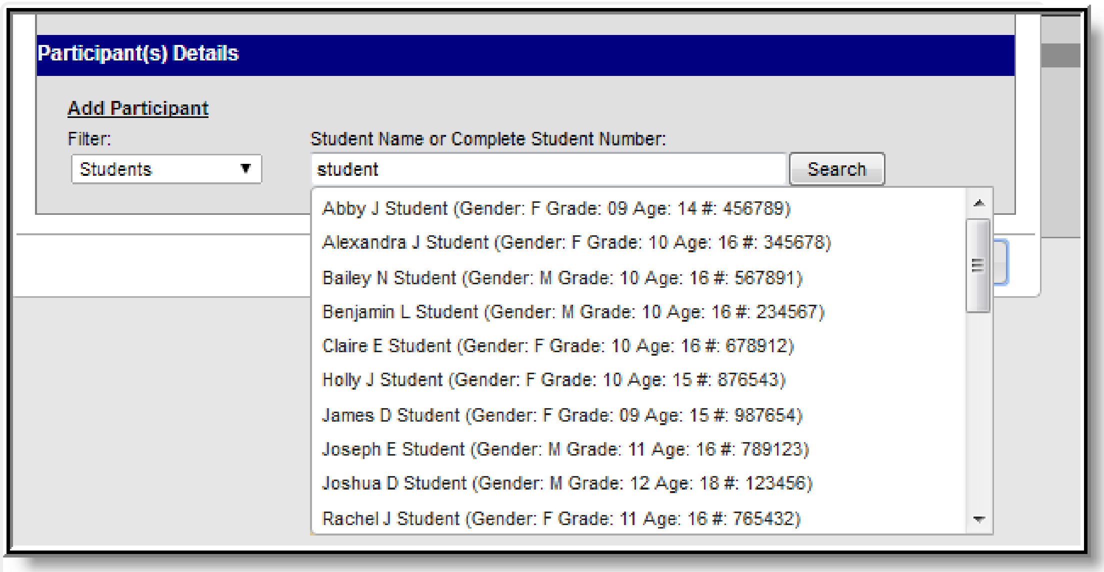
To create a new incident without entering and submitting a referral:

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

Add Participants to a Behavior Incident

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

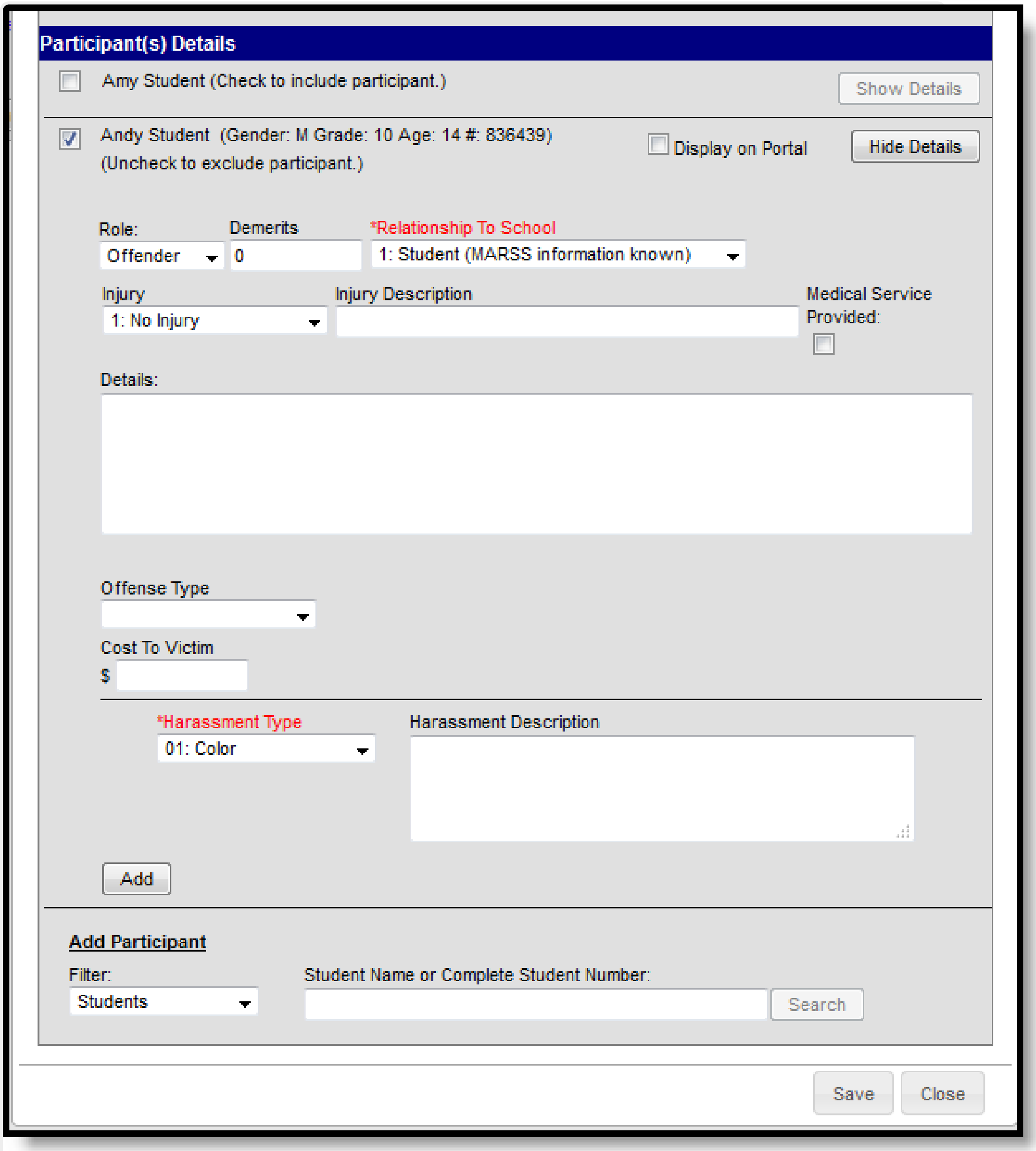
To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Students* (active enrollment), *School Employees* (active district assignment) and *All People* (Person record in Census).



Participant Name Search Results

Student names are followed by the student's Gender, Grade and Age and Student Number. School Employees include Gender and Title. All People only include Gender. The student number can also be entered when searching for a student.

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



Participant Details

Participant Details

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

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Field	Description
Display on Portal	Marking this checkbox will include basic incident and event information for only this participant to appear on the Portal for the student's parents to view.
Role	The way in which the individual participated in the event, as an *Offender*, a *Participant*, a *Victim* or a *Witness*. For Award incidents, the available role is *Recipient*.

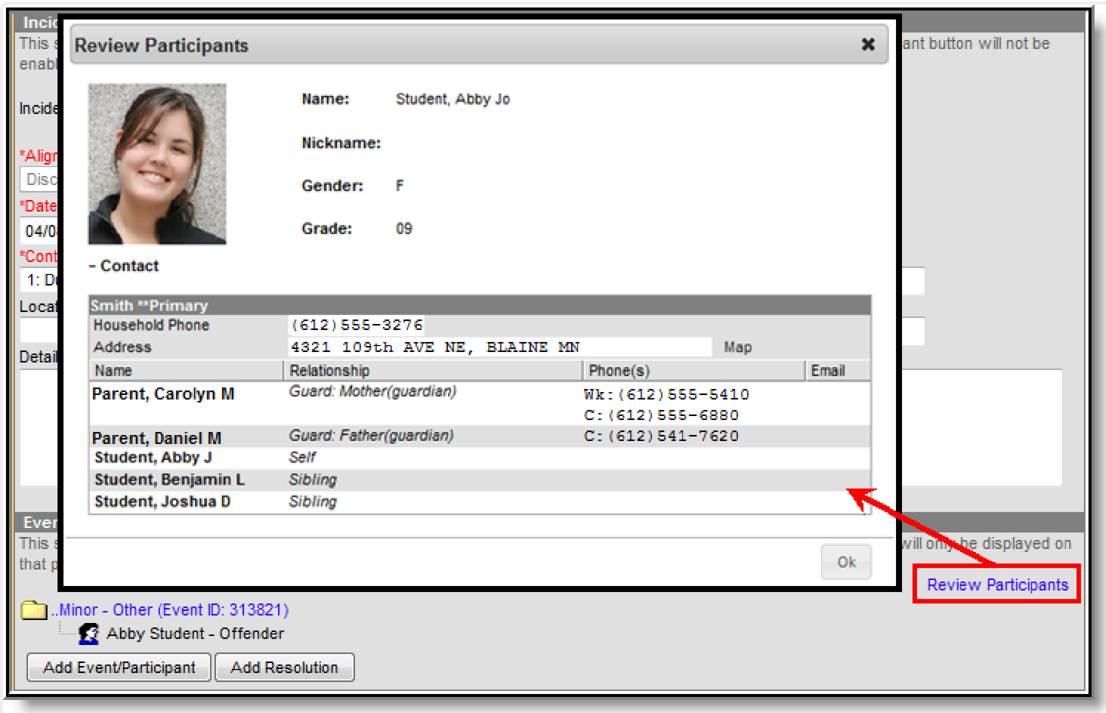
Field	Description
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
Relationship to School	Indicates the participant's relationship to the school, such as current or former student or staff member, at the time of the event. This field is required.
Injury	Indicates if the participant received an injury as a result of the event. Options are *1: No Injury*, *2: Minor Injury, 3: Major Injury* or *4: Serious Bodily Injury.*
Injury Description	Additional information about the student's injury.
IEP Manifestation Determination	Indicates if the participant will be included in an IEP Manifestation.
Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.
Drug Fields These fields appear only when the the selected event type has the Drug Classification field selected.	
Drug Type	Indicates the type of drug the student had in his/her possession.
Drug Description	Provides detailed information about the drug violation.
Harassment Fields These fields appear only when the the selected event type has the Harassment Classification field selected.	
Harassment Type	Indicates the type of harassment the student performed. This list contains the types reported in the Civil Right Data Collection.
Harassment Description	Provides detailed information about the harassment violation.
Weapons Fields These fields appear only when the the selected event type has the Weapon Classification field selected.	
Weapon Type	Indicates the type of weapon the student had in his/her possession.
Weapon Description	Provides detailed information about the weapon violation.

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

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

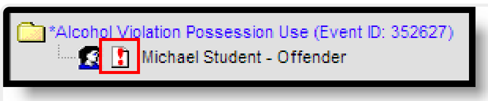
When adding participants to any events after the first one recorded, participants of other events in the incident will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

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



Behavior Management Review Participants

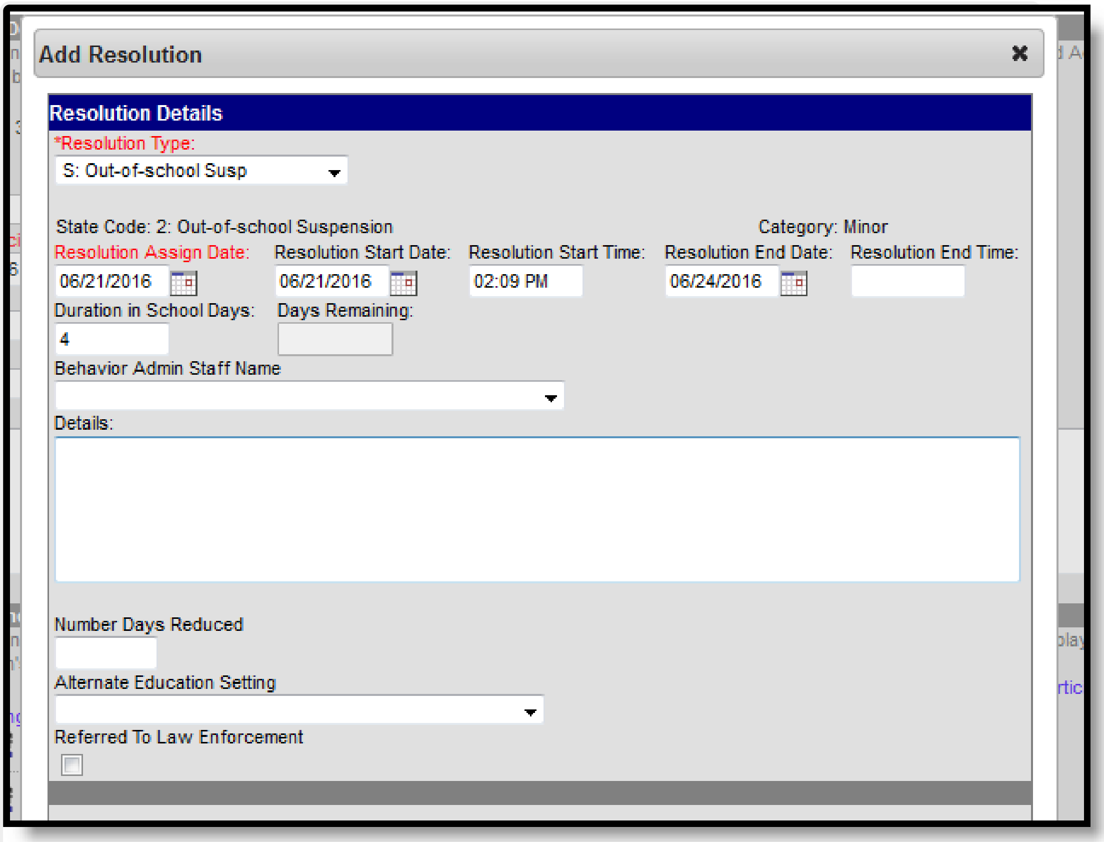
If a participant has an active, locked IEP at the time of the event, an icon will appear next to the student's name.



Participant with an IEP

Add a Behavior Resolution

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



Adding a Behavior Resolution

Resolution Editor

This editor contains localized fields. There may be some fields that do not appear for all states.

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Field	Description
Resolution Type *Required*	The identifying name and code of the resolution, sorted alphabetically by name. Resolution Types are created in the Behavior Admin area and are mapped to State Resolution Codes.
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 Resolution Type.
Category	Indicates whether the resolution is considered to be *Minor*, *Involved* or *Intense*. This field displays the value entered for the Resolution Type.
Resolution Assign Date *Required*	The date the resolution was assigned. This field populates with the current date. To change this date, enter a new date in *mmddyy* format or use the calendar icon to select a date.

Field	Description
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 *mmddyy* format or use the calendar icon to select a date.
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 *HH:MM* or *HHMM* format.
Resolution End Date	The date on which the student will complete the resolution. Enter a date in *mmddyy* format or use the calendar icon to select a date. • If the resolution is set to Calculate End Date/Duration and the **Duration in School Days** field is populated, the Resolution End Date populates automatically. • If the number of instructional days remaining in the school year is fewer than the Duration in School Days number, the Resolution End Date will be the last day of school.
Resolution End Time	The time by which the student completes the resolution. Enter a time in *HH:MM* or *HHMM* format or use the calendar icon to select a date.
Detention Duration	The number of units the detention resolution will last.
Duration Units	The units used to measure the detention resolution. Options are hours and minutes.
Status	The status of the resolution as *In Progress* or *Complete*.
Duration in School Days	The number of days the resolution lasts. If the resolution is set to If the resolution is set to Calculate End Date/Duration and the Resolution End Date field is populated, the Duration in School Days is calculated and populates automatically. • The calculated value will not be greater than the number of instructional days remaining in the school year. This value is limited to 5 characters - three places before the decimal point and two places after (XXX.XX). • When a decimal value is entered, the number of days rounds up to the next whole number to calculate the Resolution End Date and Days Remaining.
Days Remaining	Indicates the number of days from the resolution that will remain not served on the last day of school. This value is 0 (zero) when the resolution can be completed as of the last instructional day of the School Year. This field cannot be edited and only displays when the resolution is set to Calculate End Date/Duration.

Field	Description
Behavior Admin Staff Name	The behavior staff member responsible for the resolution.
Educational Services After Removal	Indicates if the student received any educational services after being removed.
Attendance Code	Displays the selected code that will be 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 Link Behavior Records and Attendance Records section for more information.
Details	Additional information about the participant's resolution.
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.
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 Link Behavior Records and Attendance Records section for more information.
Alternate Education Setting	Indicates the student continued to receive services during the time of the resolution. Selection indicates where those services were received.
Referred to Law Enforcement	Indicates whether the student was referred to law enforcement due to the severity of the behavior incident.

Assign a Resolution

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

1. From the **Behavior Management** tool, select the appropriate Incident from the list of items in the Incident Management Editor.
2. Verify the correct event details and participants have been added to the incident by viewing the information in the Events and Participants section.
3. In the **Events and Participants** section, click the **Add Resolution** button. The **Resolution Details** editor displays.
4. Select the **Resolution Type** from the dropdown list. This list populates from the Resolution

Types tool.

5. Enter the **Resolution Assign Date**.
6. Enter the **Resolution Start Date**. This date may be different than the Assign Date.
7. Enter the **Resolution Start Time**.
8. Enter the **Resolution End Date** and **Resolution End Time**. If the resolution is set to Calculate End Date/Duration, the Resolution End Date field populates automatically.
9. Enter the **Duration in School Day**s value. If the resolution is set to Calculate End Date/Duration, this field populates automatically.
10. Select the **Behavior Admin Staff Name** from the dropdown list.
11. Enter any additional **Details** about the resolution.
12. If applicable, enter the **Number of Days Reduced** value.
13. If applicable, select the **Alternate Education Setting** option.
14. If applicable, mark the **Referred to Law Enforcement** checkbox.

Apply Resolution to Participants

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

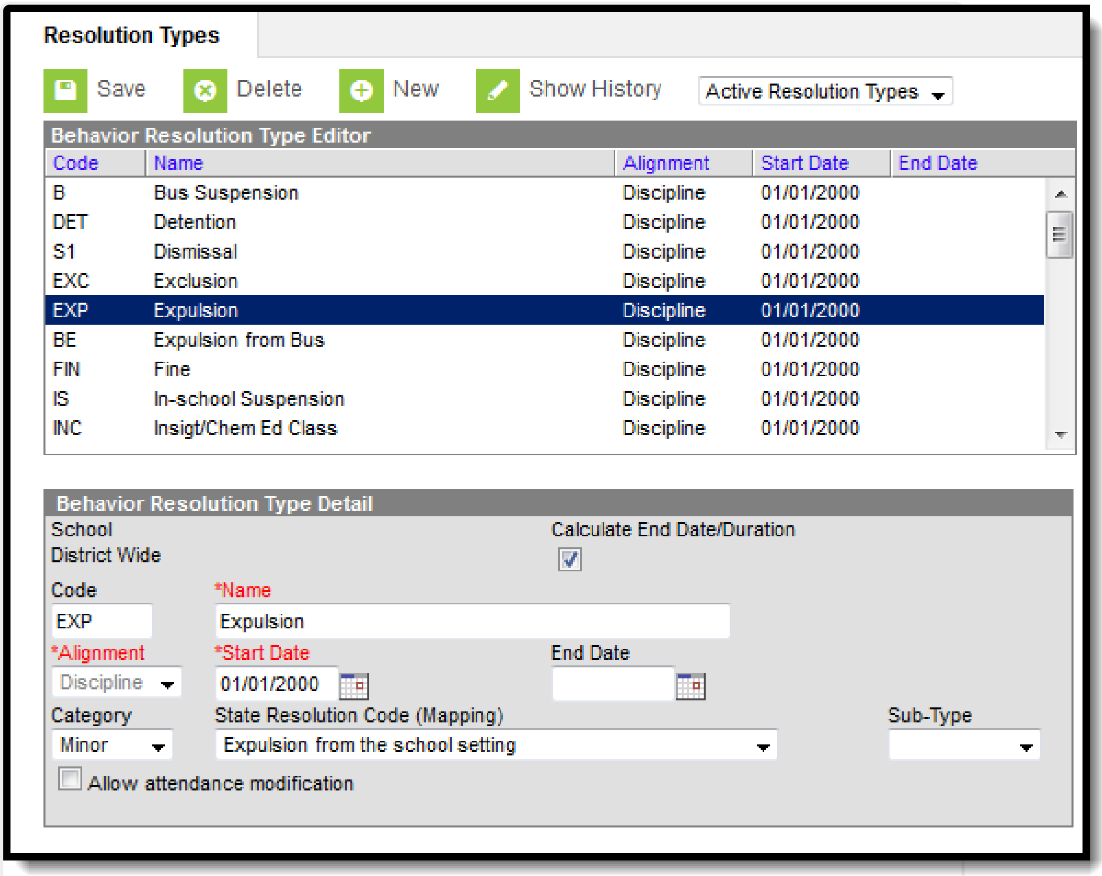
To modify a resolution, click the hyperlinked Resolution, make the desired modification and click **Save**. To delete a resolution from a participant, click the hyperlinked Resolution and click **Delete**.

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

Calculate End Date Duration

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

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



Calculat End Date/Duration Values

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

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

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

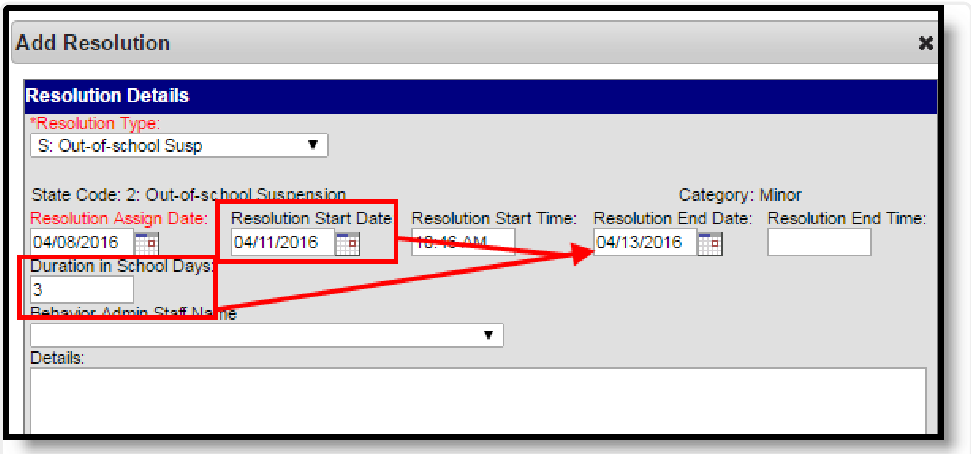
At this time, once the resolution is saved, the remaining values no longer display. It is up to the user to note how many remaining days are needed in the resolution before it is completed.

Auto-Calculate Resolution End Date

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

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

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



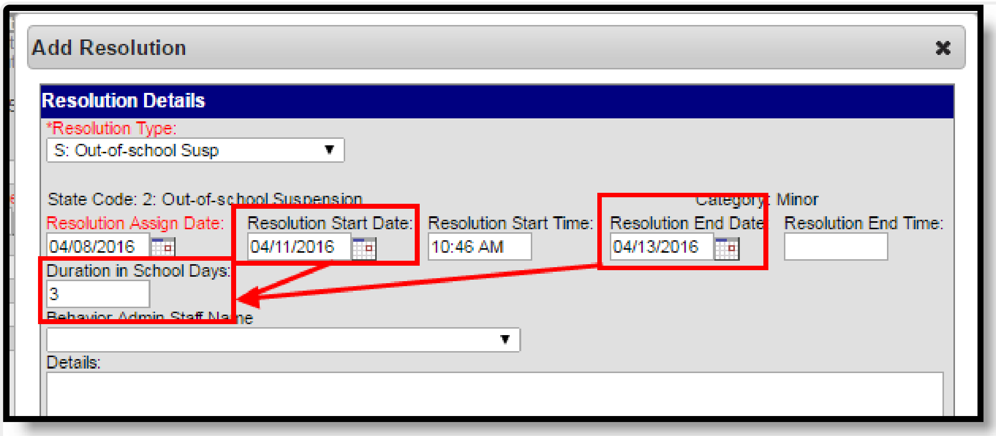
Auto-calculate Resolution End Date Field

Auto-Calculate Duration in School Days Field

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

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

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



Auto-calculation Duration in School Days Field

Calendars with Multiple Schedule Structures

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

Link Behavior Records and Attendance Records

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

Task	Tool
Mark the **appropriate attendance codes** that relate to behavior resolutions.	Attendance Codes
Mark the **appropriate behavior resolution types** to allow for attendance modification.	Resolution Types
Create a **behavior incident**, assigning **events** and **participants**.	Behavior Management Behavior Referral
Enter a **behavior resolution** for one of the event participants.	Behavior Management Student Behavior
Verify the entered behavior event and resolution, and mark the **incident complete**.	Behavior Management
Verify the **behavior event** displays on the student's behavior tab.	Student Behavior

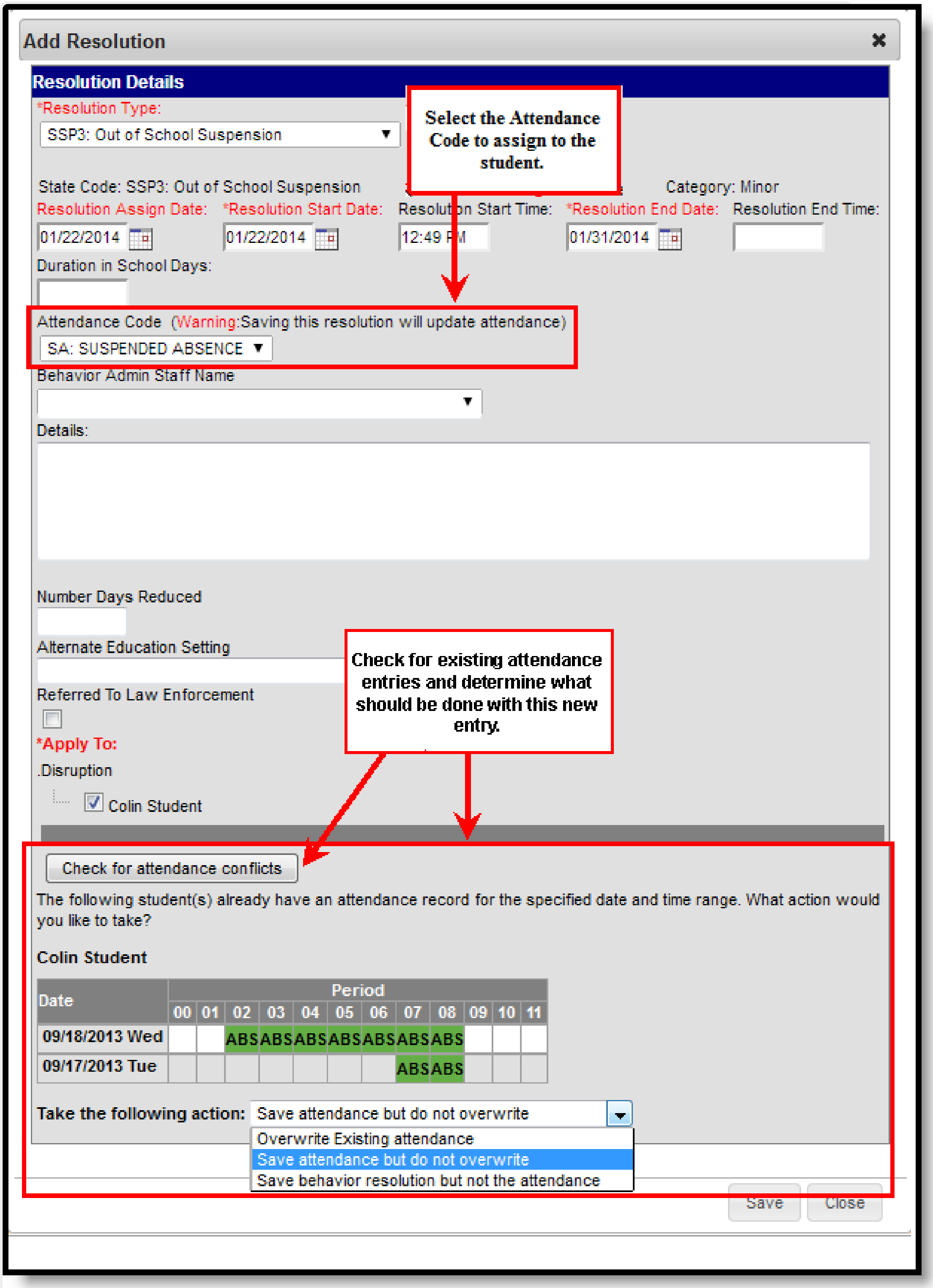
Task	Tool
Verify the **attendance tab** displays an entry for the behavior resolution.	Student Attendance
Generate a report **looking for any inconsistencies** in linked behavior/attendance records.	Behavior Attendance Audit Report

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

Note the following information:

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

1. Select the **Attendance Code** from the dropdown list. All attendance codes display here, not just the ones marked for Behavior.
2. Mark the students to whom the resolution applies in the **Apply To** section.
3. Click the **Check for attendance conflicts** button to verify the student does not have existing attendance records. If there are existing attendance records:
    - **Overwrite Existing attendance** - If selected, existing attendance records will be overwritten with new attendance records based the Attendance Code selected for the behavior resolution for all dates encompassed within the resolution.
    - **Save attendance but do not overwrite -** If selected, attendance records created by the behavior resolution will be saved but any existing attendance records which overlap attendance records created by the behavior resolution will not be overwritten. This option is not available for Kentucky users. Please see the Kentucky Behavior article for more information.
    - **Save behavior resolution but not the attendance -** If selected, behavior resolution data will be saved but existing attendance records will not be modified or replaced.
4. 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.



Behavior and Attendance Records Linking

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

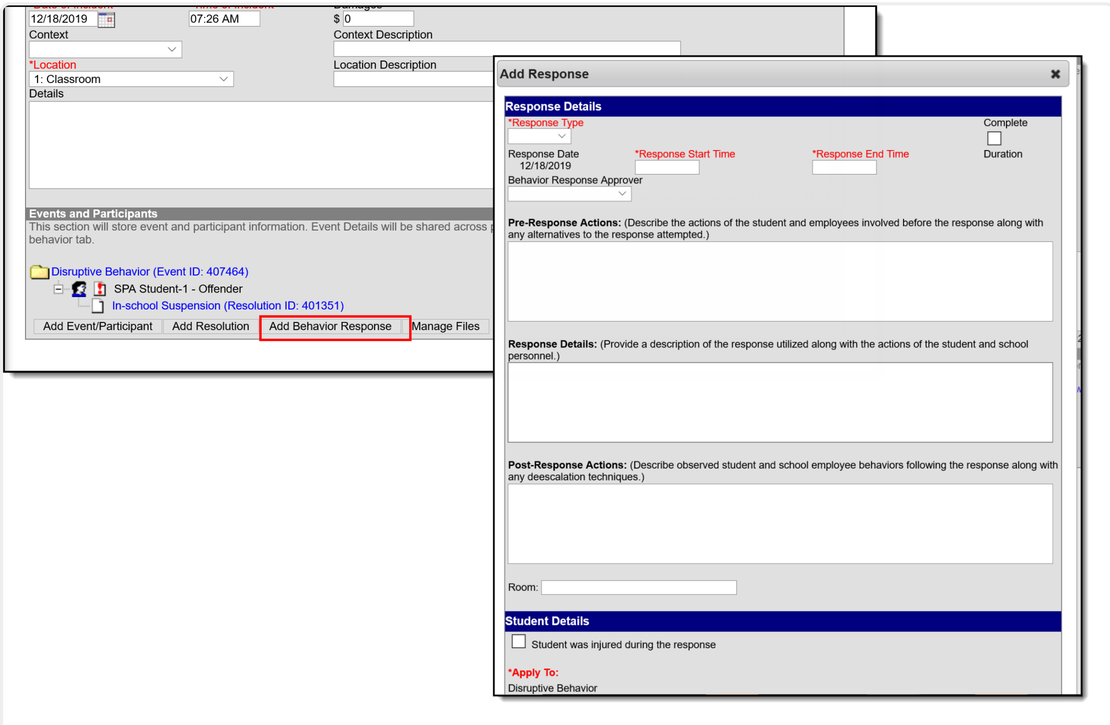
Add Behavior Responses

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

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

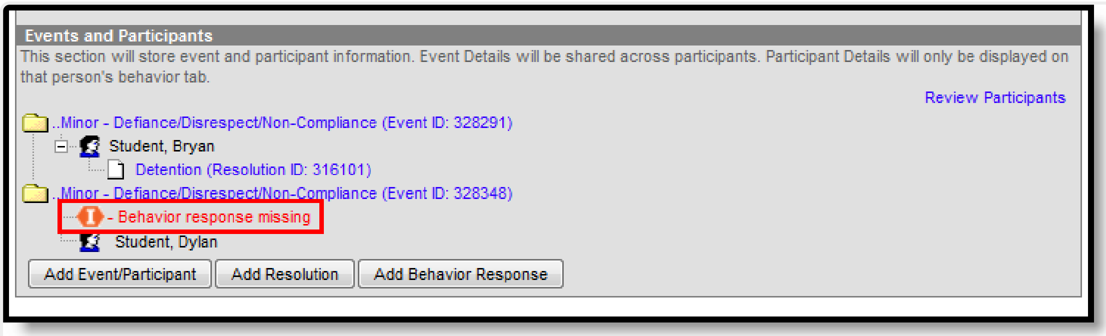
In addition, the following also needs to be completed before adding a behavior response:

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



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 Missing Indicator

Behavior Response Editor

▸ Click here to expand...

Field	Description
Response Details	
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.
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.
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.
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.
Duration	This field automatically calculates the amount of time the response lasted, based on the entered start and end time.
Behavior Response Approver	Indicates the person authorizing the use of the response. This field populates with staff members who have the **Behavior Response Approver** checkbox marked on their District Assignment record.
Pre-Response Actions	Text entered here describes the actions performed by the staff and student before the response was administered.

Field	Description
Response Details	Text entered here describes the details of the response.
Post-Response Actions	Text entered here describes the actions performed by the staff and student after the response was administered.
Room	Indicates where the response occurred.
Student Details	
Student was injured from the response	If the student assigned to the even was injured as part of the response, mark this checkbox.
Describe any injuries to the student *Required*	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the student experienced.
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.
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
Date	Entered date reflects when the guardian was contacted. This field defaults to the current date. Dates are entered in *mmddyy* format, but can be modified by clicking the calendar icon.
Time	Entered time reflects when the guardian was contacted. Time is entered in HH:MM format.
Contact	Indicates the name of the guardian who was contacted.
Details	Provides a description of what was discussed when the guardian was contacted.
Participant Details	
Name	Displays the name of the person involved in the response, as determined by the name selected in the Behavior Response Approver field.

Field	Description
Role	Select the type of position the person had in the response. • PL: Primary/Lead • SC: Secondary • OB: Observer
Participant was injured during the response	If the staff person was injured, mark this checkbox.
Describe any injuries to the participant *Required*	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the staff person experienced.
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, that student will have a behavior event on their 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.

Sync Behavior Responses

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

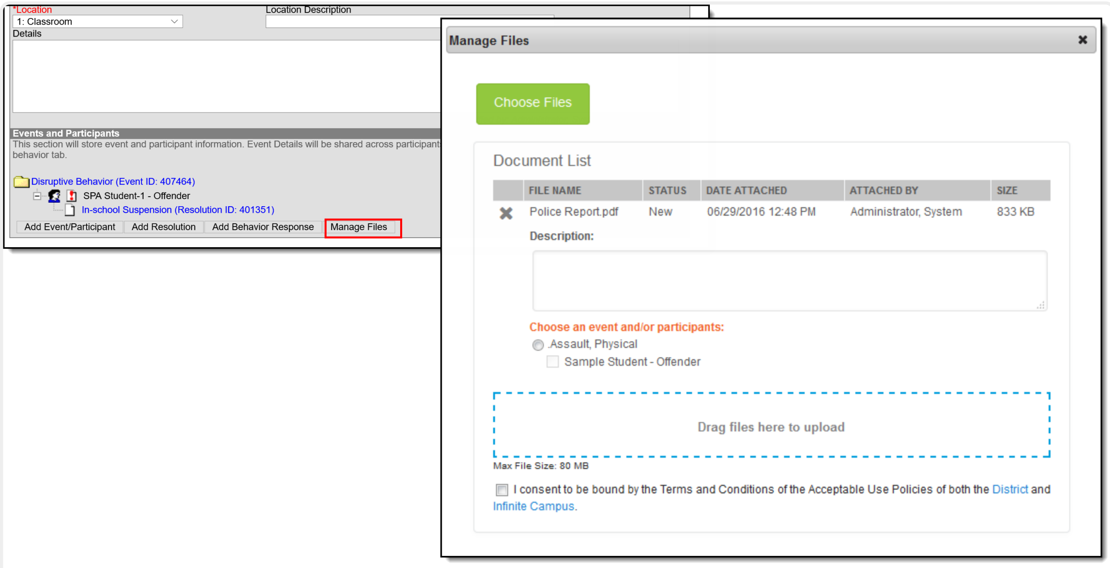
- Kentucky - records are synced as long as the Behavior Response has a state code and is linked to an event that also has a state code.
- Montana - all behavior response records are synced.

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

See the Localized Behavior Articles for additional information.

Manage Files Attached to Behavior Events and Participants

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



Manage Files for Behavior Events and Participants of a Behavior Event

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

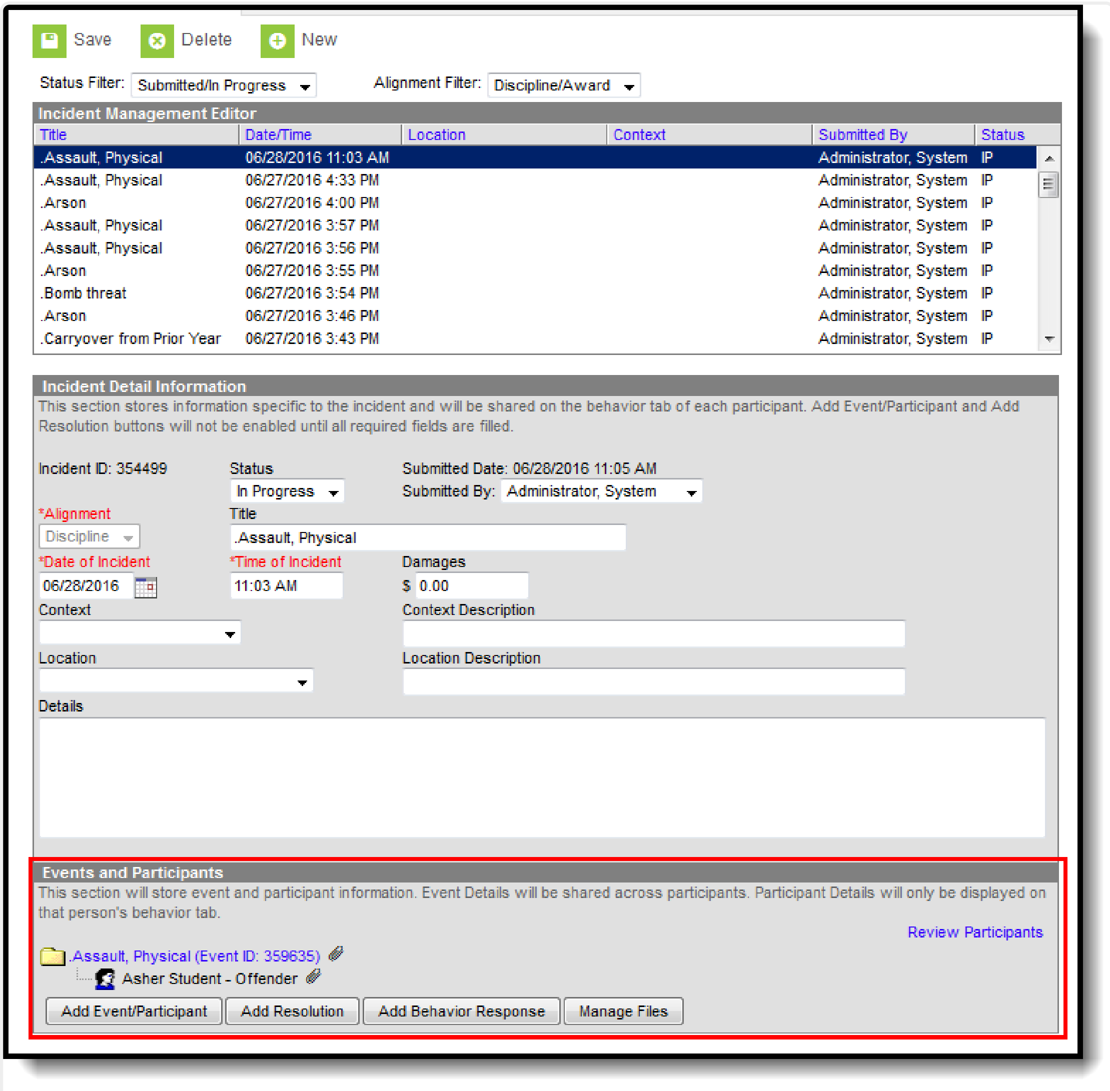
- Mark the **Behavior** checkbox on the Digital Repository Preferences tab.
- Mark which Behavior tools (Behavior Management, Behavior Referral, Student Information General) allow files to be uploaded on the Digital Repository Behavior tab.

See the File Types article for information on which types of files can be uploaded.

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

Attach Files to an Event/Participant

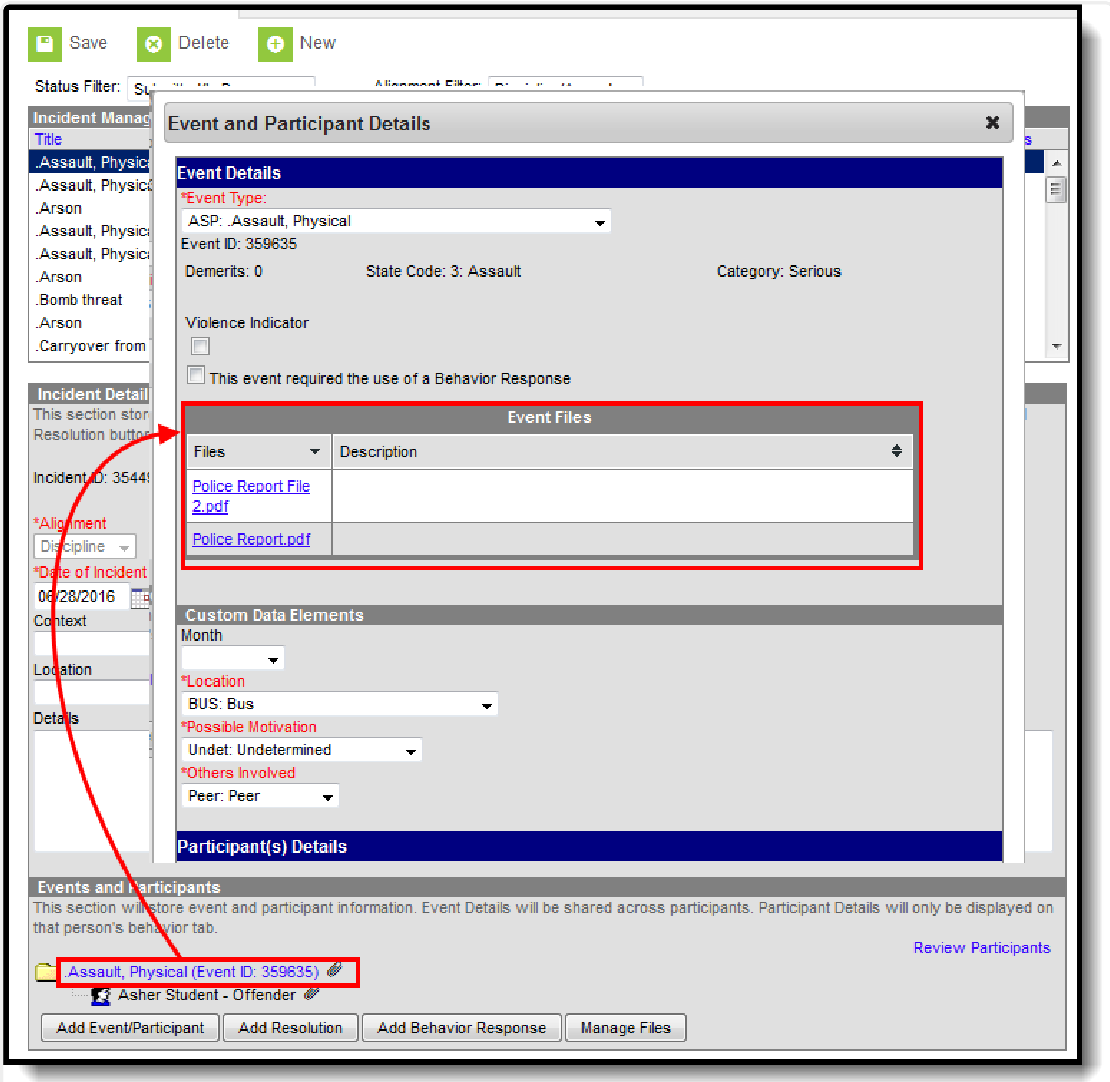
1. Select the desired Incident from the **Incident Management Editor.**
2. In the **Events and Participants** section, click the **Manage Files** button. A **Manage Files** modal displays.
3. Click the **Choose Files** button in the upper left-hand corner. Files can also be dragged from a user's desktop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



File Attached to Event and Student

View Uploaded Files

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



View Uploaded Files

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

If the participants are students, files can also be viewed with proper tool rights from the Student Behavior tool (if Digital Repository preferences for that are turned on).

Manage Attached Files

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

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

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

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