![Infinite Campus logo]

Behavior (Virginia) [.2247 and previous]

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> You are viewing a previous version of this article. See Behavior (Virginia) for the most current information.

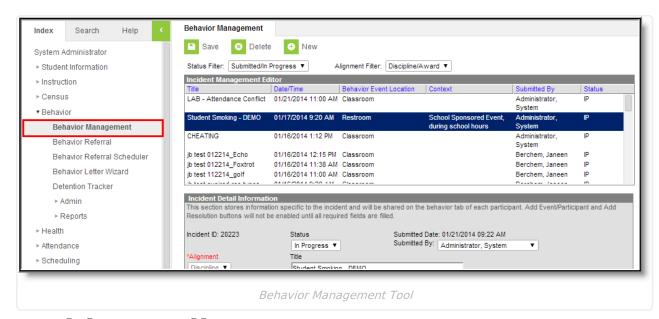Incident Editor | Event Editor | Participant Editor | Resolution Editor

Classic View: Behavior > Behavior Referral

Classic View: Behavior > Behavior Management

Classic View: Student Information > General > Behavior

The Behavior Referral is used to report behavior incidents to behavior administrators. Incidents are then reviewed in the Behavior Management tool, where modifications can be made and resolutions assigned. Resolutions can also be assigned in the student Behavior tab. Incidents are made up of Events and Participants linked by time and location. See additional documentation regarding the Behavior module for more information.

This article describes the Event, Participant and Resolution editors that include state-specific elements used in reporting. The Event and Participant editors are available from both the Referral and the Management Tool and the Resolution editor is available from the Management Tool and the student's Behavior tab. In addition to the localized fields described in this article, some core dropdown lists may include localized options.
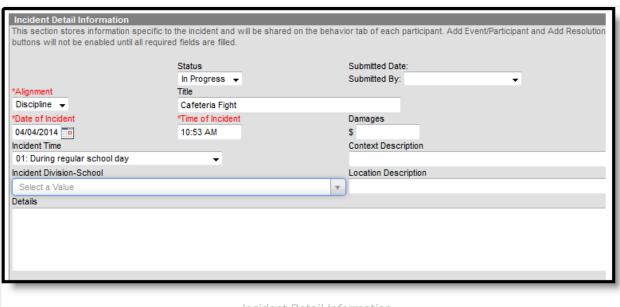

Behavior Management Tool

Incident Editor

Classic View: Behavior > Behavior Management

The Incident Detail Information editor describes the collection of events and participants. Many of the fields described in this section also appear in the Behavior Referral.

Incident Detail Information

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*.
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).
Incident Title	A brief description of the incident.
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.
Incident Time	Indication of the setting, or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Incident Division-School	Where the incident took place.

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

Event Editor

Classic View: Behavior > Behavior Referral

Classic View: Behavior > Behavior Management

The Event Details editor describes the individual event in the behavior incident. Event Types are established in the Behavior Admin area.

Event Details

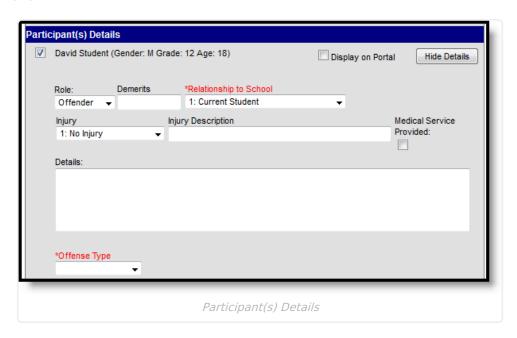| Field	Description
Event Type	The identifying code and name of the event. Event Types are created in the Behavior Admin area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available.
Demerits/Points	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 code to which the behavior event is mapped for reporting purposes.
Law Enforcement Notified	Indicates of law enforcement was notified as a result of the incident.

Participant Editor

Classic View: Behavior > Behavior Referral

Classic View: Behavior > Behavior Management

The Participant Details editor lists the individuals involved in the event. Add participants by searching for the participant's name and then entering details of involvement. Person details populate from Census and Enrollments.

Participant(s) Details

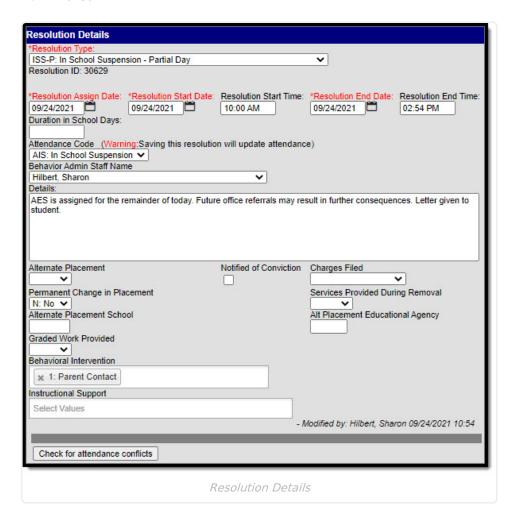| Field	Description
Student Name	The name of the participant in the event. Additional information will appear in parenthesis after the name depending whether the participant was a Student, an Employee or neither.
Display on Portal	Marking this checkbox will include basic incident and event information for only this participant to appear on the Portal for the student's parents to view.
Hide Details	Clicking this button will collapse participant details to view a list of participants.
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*.
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.*

Field	Description
Injury Description	Additional information about the participant's injury.
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.
Offense Type	Indicates whether the event was the Primary, Secondary, or Tertiary Event for that Participant in the Incident.

Resolution Editor

Classic View: Behavior > Behavior Management

Classic View: Student Information > General > Behavior

The Resolution Details editor provides the details for the resolution assigned to the student, such as detention or suspension of bus privileges. When adding a resolution, users can select which event participants to apply the resolution to. Resolution Types are established in the Behavior Admin area.

Resolution Details

Field	Description
Resolution Type	The identifying name and code of the resolution. Resolution Types are created in the Behavior Admin area and are mapped to State Resolution Codes.
State Code	The State Code mapped to the Resolution Type. **Note**: when the State Code = STS1, LTS1 or EX1, the Instructional Support field become required.
Category	The Category assigned to the Resolution Type
Resolution Assign Date	The date the resolution was assigned.
Resolution Start Date	The date the student will begin serving the resolution.
Resolution Start Time	The time the student will begin serving the resolution.
Resolution End Date	The date the student must complete the resolution.
Resolution End Time	The time the student must complete the resolution.
Duration in School Days	The number of units the detention resolution will last. Appears when a resolution other than Detention is selected.
Detention Duration	For resolutions with a subtype of Detention, how long the detention will last.
Duration Units	For resolutions with a subtype of Detention, the units describing detention time, such as minutes or hours.
Status	For resolutions with a subtype of Detention, indicates whether the student has begun serving the detention.
Behavior Admin Staff Name	The behavior staff member responsible for the resolution.
Details	Additional information about the participant's resolution.
Alternate Placement	Indicates if the student was provided with alternate placement services during removal.
Permanent Change in Placement	Indicates whether the student's alternate placement is permanent.

Field	Description
Notified of Conviction	Indicates whether the student was convicted for the incident.
Charges Filed	Indicates whether charges were filed based on feedback from law enforcement regarding the reported incident.
Services Provided During Removal	Indicates whether the school division is providing educational services during a suspension or expulsion.