

# 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.

The screenshot displays the 'Behavior Management' tool interface. On the left is a navigation menu with 'Behavior Management' highlighted. The main area shows the 'Incident Editor' table with columns: Title, Date/Time, Behavior Event Location, Context, Submitted By, and Status. The table lists several incidents, including 'LAB - Attendance Conflict', 'Student Smoking - DEMO', and 'CHEATING'. Below the table is the 'Incident Detail Information' section, which includes fields for Incident ID (20223), Status (In Progress), Submitted Date (01/21/2014 09:22 AM), Submitted By (Administrator, System), and Alignment (Discipline).

Title	Date/Time	Behavior Event Location	Context	Submitted By	Status
LAB - Attendance Conflict	01/21/2014 11:00 AM	Classroom		Administrator, System	IP
Student Smoking - DEMO	01/17/2014 9:20 AM	Restroom	School Sponsored Event, during school hours	Administrator, System	IP
CHEATING	01/16/2014 1:12 PM	Classroom		Administrator, System	IP
jb test 012214_Echo	01/16/2014 12:15 PM	Classroom		Berchem, Janeen	IP
jb test 012214_Foxtrot	01/16/2014 11:38 AM	Classroom		Berchem, Janeen	IP
jb test 112214_golf	01/16/2014 11:00 AM	Classroom		Berchem, Janeen	IP

**Incident Detail Information**  
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 20223      Status: In Progress      Submitted Date: 01/21/2014 09:22 AM  
Submitted By: Administrator, System

\*Alignment: Discipline      Title: Student Smoking - DEMO

*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

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

\*Alignment

Discipline

\*Date of Incident

04/04/2014

Status

In Progress

Title

Cafeteria Fight

\*Time of Incident

10:53 AM

Submitted Date:

Submitted By:

Damages

\$

Context Description

Location Description

Incident Time

01: During regular school day

Incident Division-School

Select a Value

Details

Incident Detail Information

Field	Description
<b>Incident ID</b>	The unique identification number assigned to the incident once the record is saved. This field cannot be edited.
<b>Status</b>	The status of the incident as <i>Submitted</i> , <i>In Progress</i> and <i>Complete</i> .
<b>Submitted Date</b>	The date the incident record was reported. This field cannot be edited.
<b>Submitted By</b>	The user who reported the incident.
<b>Alignment</b>	Indicates if the incident is related to <i>Discipline</i> (negative) or <i>Award</i> (positive).
<b>Incident Title</b>	A brief description of the incident.
<b>Date of Incident</b>	The date the incident takes place. Defaults to the date the incident is created.
<b>Time of Incident</b>	The time the incident takes place. Defaults to the time the incident is created.
<b>Damages</b>	The total cost of all damages that occurred as a result of the incident.
<b>Incident Time</b>	Indication of the setting, or time of day the incident took place.
<b>Context Description</b>	Additional information about the context of the incident.
<b>Incident Division-School</b>	Where the incident took place.

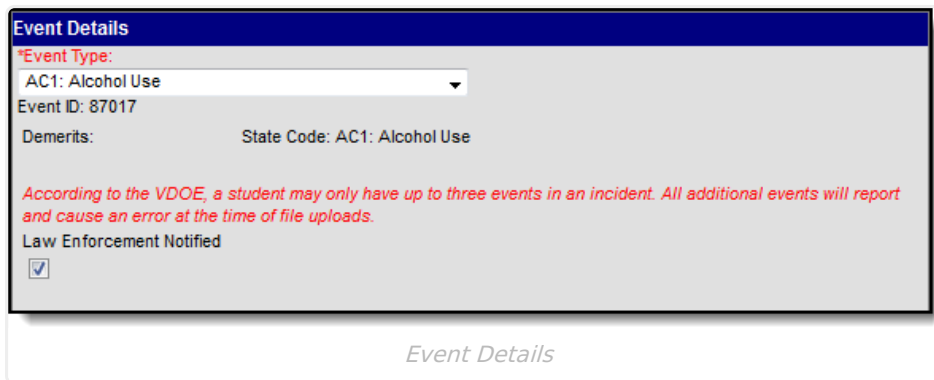
Field	Description
<b>Location Description</b>	Additional information about the location of the incident.
<b>Details</b>	Any additional information about the incident, including a description of what occurred.

## 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.



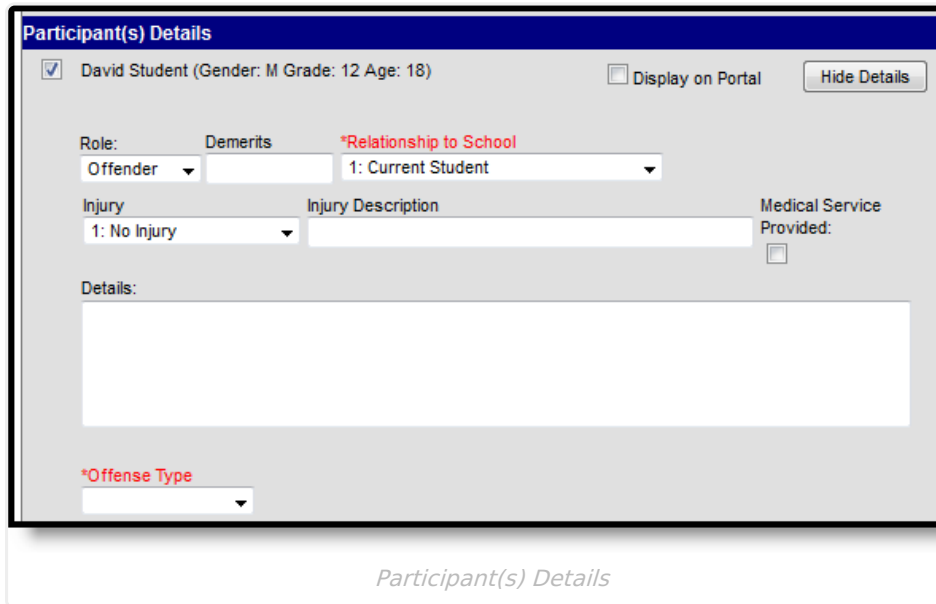
Field	Description
<b>Event Type</b>	The identifying code and name of the event. Event Types are created in the <a href="#">Behavior Admin</a> area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available.
<b>Demerits/Points</b>	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 <a href="#">Event Type</a> .
<b>State Code</b>	The state code to which the behavior event is mapped for reporting purposes.
<b>Law Enforcement Notified</b>	Indicates if 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**

☒ David Student (Gender: M Grade: 12 Age: 18) ☐ Display on Portal Hide Details

Role: Offender Demerits: \*Relationship to School: 1: Current Student

Injury: 1: No Injury Injury Description: Medical Service Provided: ☐

Details:

\*Offense Type:

*Participant(s) Details*

Field	Description
<b>Student Name</b>	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.
<b>Display on Portal</b>	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.
<b>Hide Details</b>	Clicking this button will collapse participant details to view a list of participants.
<b>Role</b>	The way in which the individual participated in the event, as an <i>Offender</i> , a <i>Participant</i> , a <i>Victim</i> or a <i>Witness</i> . For Award incidents, the available role is <i>Recipient</i> .
<b>Demerits/Points</b>	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
<b>Relationship to School</b>	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.
<b>Injury</b>	Indicates if the participant received an injury as a result of the event. Options are 1: <i>No Injury</i> , 2: <i>Minor Injury</i> , 3: <i>Major Injury</i> or 4: <i>Serious Bodily Injury</i> .

Field	Description
<b>Injury Description</b>	Additional information about the participant's injury.
<b>Medical Service Provided</b>	Indicates if medical service was provided to the individual as a result of the event.
<b>Details</b>	Additional information about the individual's participation in the event.
<b>Offense Type</b>	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

\*Resolution Type:

ISS-P: In School Suspension - Partial Day

Resolution ID: 30629

\*Resolution Assign Date:

09/24/2021

\*Resolution Start Date:

09/24/2021

Resolution Start Time:

10:00 AM

\*Resolution End Date:

09/24/2021

Resolution End Time:

02:54 PM

Duration in School Days:

Attendance Code: (Warning: Saving this resolution will update attendance)

AIS: In School Suspension

Behavior Admin Staff Name

Hilbert, Sharon

Details:

AES is assigned for the remainder of today. Future office referrals may result in further consequences. Letter given to student.

Alternate Placement

Permanent Change in Placement

N: No

Alternate Placement School

Graded Work Provided

Behavioral Intervention

x 1: Parent Contact

Instructional Support

Select Values

Notified of Conviction

Charges Filed

Services Provided During Removal

Alt Placement Educational Agency

- Modified by: Hilbert, Sharon 09/24/2021 10:54

Check for attendance conflicts

Resolution Details

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

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