

# Behavior Management Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Individuals responsible for recording behavior incident data use the **Behavior Management** tool to enter new behavior events and enter information to existing incidents.

See the [Behavior Management Tool](#) article to learn how to use this tool. Note that the [Behavior Preferences](#) your district selects impact how Events, Referrals, and the overall processing of behavior records are handled in this tool.

**Behavior Management** ☆ Behavior Office > Behavior Management > Behavior Management

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone Violation	05/13/2025 1:27 PM	Classroom		Carter, Leslie	SB	
Lunch Room Fight	05/05/2025 11:20 AM	Other indoor area		Administrator, Demo	IP	
Lunch room fight	04/07/2025 1:09 PM	Other indoor area	During School Hours	Backes, Pearce	IP	
Controlled Substance Violation	04/07/2025 12:58 PM	Parking Lot		Administrator, Demo	IP	
Bullying younger students	03/10/2025 11:10 AM	Other indoor area	During School Hours	Administrator, Demo	IP	
Roughhousing - DETENTION	03/04/2025 6:49 AM	Hallway		Administrator, Demo	IP	
Vandalism	03/04/2025 5:57 AM	Classroom	During School Hours	Albinak, Gina	IP	
OSS	02/26/2025 6:51 AM	Online	Outside School Hours	Administrator, Demo	IP	
Cell Phone use in class	02/14/2025 8:40 AM	Classroom	During School Hours	Hirst, Neal	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: 607	Status: <span style="border: 1px solid #ccc; padding: 2px;">Submitted</span>	Submitted Date: 05/13/2025 01:29 PM
		Submitted By: Carter, Leslie
<b>*Alignment</b>	Title: Cell Phone Violation	
Discipline	Damages: \$ 0.00	
<b>*Date of Incident</b>	<b>*Time of Incident</b>	Context Description: Student using cell phone during class
05/13/2025	01:27 PM	Location Description:
Context:		
<b>*Location</b>	1: Classroom	
Details:	Student was using cell phone and texting a friend during class.	

- Modified by: Administrator, System 05/13/2025 13:31

**Events and Participants**  
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

<span style="border: 1px solid #ccc; padding: 2px;">Cellphone/Electronic Device (Event ID: 671)</span>	<span style="color: blue; text-decoration: underline;">Review Participants</span>
1: Anita Osler - Offender	
<span style="border: 1px solid #ccc; padding: 2px;">Add Event/Participant</span> <span style="border: 1px solid #ccc; padding: 2px;">Add Resolution</span> <span style="border: 1px solid #ccc; padding: 2px;">Add Behavior Response</span> <span style="border: 1px solid #ccc; padding: 2px;">Manage Files</span>	

Behavior Management

# Available Tool Rights

Subrights in ***italics***.

▼ Behavior Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Behavior Management	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior Management	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Modify Attendance	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock Incident	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

R	W	A	D
<ul style="list-style-type: none"> <li>Access and view existing incident records.</li> <li>Access incidents through Message Center.</li> </ul>	<ul style="list-style-type: none"> <li>Modify existing records</li> </ul>	<ul style="list-style-type: none"> <li>Add new incident records.</li> </ul>	<ul style="list-style-type: none"> <li>Delete incident records.</li> <li>Delete rights are required to delete incidents, events, resolutions, and responses.</li> </ul>
<b><i>Modify Attendance</i></b>			
<ul style="list-style-type: none"> <li>Select and modify attendance codes for behavior resolutions.</li> </ul>	N/A	N/A	N/A
<b><i>Unlock Incident</i></b>			
<ul style="list-style-type: none"> <li>Modify completed behavior discipline incidents when the applicable Behavior Preference is set to Yes.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

- [Behavior Administrators](#)
- [Principals](#)

- [Special Education Administrators](#)

See [User Groups and Suggested Roles](#) for more information.

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