

Behavior Settings Tool Rights

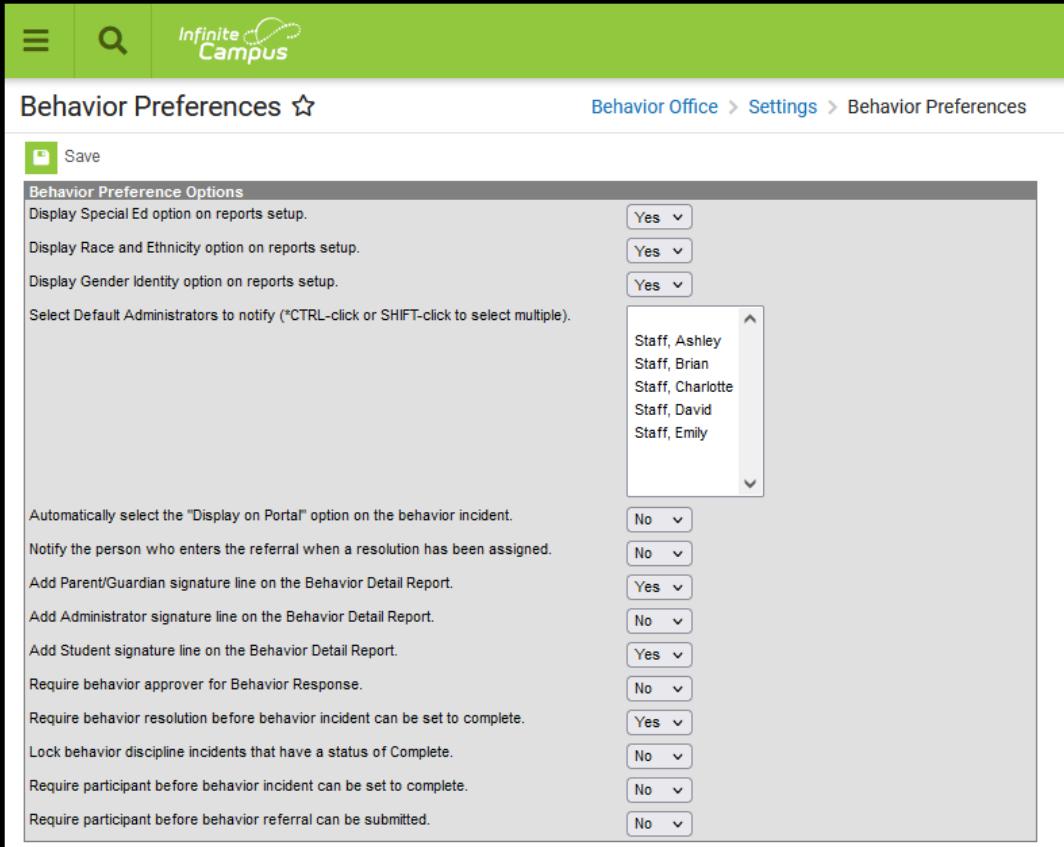
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A few staff members need access to the Settings tools in Behavior. Access should be given to staff responsible for managing system preferences and maintaining codes, for example, when the state or district updates behavior codes.

To learn more about these tools, see the articles in the [Behavior Office Settings](#) category.

Behavior Preferences

Behavior Preferences allows users to set preferences for what participant information is included in reports and which users are automatically notified of submitted referrals.



Behavior Preferences ☆

Behavior Office > Settings > Behavior Preferences

Save

Behavior Preference Options

Display Special Ed option on reports setup.

Display Race and Ethnicity option on reports setup.

Display Gender Identity option on reports setup.

Select Default Administrators to notify (*CTRL-click or SHIFT-click to select multiple).

Staff, Ashley
Staff, Brian
Staff, Charlotte
Staff, David
Staff, Emily

Automatically select the "Display on Portal" option on the behavior incident.

Notify the person who enters the referral when a resolution has been assigned.

Add Parent/Guardian signature line on the Behavior Detail Report.

Add Administrator signature line on the Behavior Detail Report.

Add Student signature line on the Behavior Detail Report.

Require behavior approver for Behavior Response.

Require behavior resolution before behavior incident can be set to complete.

Lock behavior discipline incidents that have a status of Complete.

Require participant before behavior incident can be set to complete.

Require participant before behavior referral can be submitted.

Behavior Preferences

Available Behavior Preferences Tool Rights

R	W	A	D
View preferences.	Modify preferences.	N/A	N/A

Event Type Setup

Behavior Event Types can be created for an entire district or for individual schools within the district. Districts and schools can create their own codes if necessary per district policy.

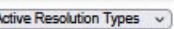
Available Event Type Setup Tool Rights

R	W	A	D
View existing Event Types.	Modify existing Event Types.	Add new Event Types (<i>required in order to use the Merge tool</i>).	Delete Event Types.

Resolution Type Setup

The Resolution Types tool allows users to create and manage resolution codes assigned to student behavior events. Codes can be created at the school or district level.

Resolution Type Setup  Behavior Office > Settings > Resolution Type Setup

 Save  Delete  New  Show History 

Code	Name	Alignment	Start Date	End Date
ISS	*In School Suspension	Discipline	08/24/2024	
OSS	*Out of School Suspension	Discipline	12/28/2020	
CONF	Administrative Conference with Guardian	Discipline	01/10/2024	
ALTT	Attendance Letter	Discipline	08/24/2020	
ASTU	Award: Assisting Other Students	Award	08/27/2012	
PEER	Award: Peer to Peer Tutoring	Award	08/27/2012	
ATTP	Award: Perfect Term Attendance	Award	08/27/2012	
BEHI	Behavior Intervention/Contract	Discipline	01/10/2024	
BUS	Bus Suspension	Discipline	12/25/2023	

Behavior Resolution Type Detail

School: Harrison High Calculate End Date/Duration

Code: OSS **Name:** *Out of School Suspension **Start Date:** 12/26/2020 **End Date:**

Alignment: Discipline **Category:** Intense **State Resolution Code (Mapping):** Out-of-school suspension **Sub-Type:** Suspension Allow attendance modification

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 Days field and the sum of all Duration in School Days will be reported on the student's Behavior tab.

Resolution Type Setup

Available Resolution Type Setup Tool Rights

R	W	A	D
View existing Resolution Types.	Modify existing Resolution Types.	Add new Resolution Types <i>(required in order to use the Merge Tool).</i>	Delete Resolution Types.

Response Type Setup

Behavior Response Types are assigned to behavior incidents that require a restraint to be administered by approved personnel.

Code	Name	Type	Start Date	End Date
414	Hold 123	Mechanical Restraint	11/22/2021	
410	Physical Restraint	Physical Restraint	07/24/2019	
412	Restraint (Hands)	Physical Restraint	03/29/2021	
411	Secclusion - Isolated Room	Secclusion	07/24/2019	
409	Soft Limb Restraints	Physical Restraint	04/12/2021	

Response Type Setup

Available Response Type Setup Tool Rights

R	W	A	D
View existing Response Types.	Modify existing Response Types.	Add Response Types.	Delete Response Types.

Suggested User Groups

Typically, users of this tool have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs differ, you may choose to create a group that addresses those specific needs.

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