

# Behavior (North Dakota)

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Tool Search: Behavior

The Behavior Referral tool allows school staff members to complete an online referral for a student behavior event and submit it to a staff member responsible for managing behavior for further action (Behavior Management). North Dakota's **Suspension, Expulsion, & Truancy Report** pulls data from the Behavior record. Districts must enter all state-reported behavior in the Behavior Module for this reported data to be accurate.

The following outlines key fields required for accurate submission of North Dakota's Suspension, Expulsion, & Truancy Report.

Please see the core [Behavior](#) documentation for additional information about setting up and using the Behavior tools.

## Behavior Referral

A Behavior Referral consists of two parts: [Incident Information](#), which provides general information about the behavior incident, and [Events and Participants](#), which describe the individual events within the incident and the participants in each event.

Behavior Referral ☆
Behavior Office > Behavior Management > Behavior Referral

Save Draft Submit Delete New

**Incident Detail Information**  
This section stores information specific to the incident and will be shared on all participants behavior tab.

**\*Alignment**  
Discipline ▼

**\*Date of Incident**  
12/08/2025 📅

**Title**  
Example Behavior Referral 📝

**Context**  
2: Before Class ▼

**Context Description**  
Before the start of 6th period classes 📝

**Location**  
104: Hallway or Stairs ▼

**Location Description**  
Bottom of the stairs near the library 📝

**\*Time of Incident**  
1:24 PM 🕒

**\*Notify (CTRL-click or SHIFT-click to select multiple)**  
👤

**Damages**  
\$ 0.00 💰

**Details**  
Details about the example incident

**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.

Add Event/Participant Add Behavior Response

## Incident Detail Information

Field	Description
<b>Context</b>	Indication of the setting or time of day the incident took place. <ul style="list-style-type: none"> <li>This is a district-managed field and should be completed in accordance with local policies.</li> </ul>
<b>Location</b>	Where the incident took place. <ul style="list-style-type: none"> <li>This is a state-managed field and must be completed with the relevant location code.</li> </ul>
<b>Damages</b>	The total cost of all damages that occurred as a result of the incident. <ul style="list-style-type: none"> <li>An estimated value must be entered in this field if any property was damaged during or as a result of the behavior incident.</li> </ul> <p>Note: This was previously addressed via "Victim Code" in North Dakota's legacy SIS system.</p>

## Behavior Management

This tool allows users with the appropriate tool rights to enter new behavior incidents and manage existing behavior incidents, including adding the appropriate incident resolution.

Behavior Management ☆
Behavior Office > Behavior Management > Behavior Management

Save Delete New

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

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Fight	09/26/2023 12:29 PM	On Campus: Locker room or gym	During passing	Jones, Bob	IP	
Fighting/ Battery	09/26/2023 11:54 AM	On Campus: Other outside area	During lunch/recess	Doe, Mary	IP	
Truancy Level 2	09/21/2023 7:40 AM	On Campus: Restroom	During class	Smith, Jane	IP	
Truancy Level 1	09/20/2023 9:43 AM	On Campus: Restroom	Before Class	Smith, Jane	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.

Status: In-Progress

\*Alignment: Discipline

\*Date of Incident: 06/24/2024

Context:

Location:

Submitted Date:

Submitted By:

Title:

\*Time of Incident: 09:55 AM

Damages: \$

Context Description:

Location Description:

Details:

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.

Add Event/Participant
Add Resolution
Add Behavior Response

*Behavior Management Incident Detail Editor*

## Incident Detail Information (Management)

Field	Description
<b>Damages</b>	<p>The total cost of all damages that occurred as a result of the incident.</p> <ul style="list-style-type: none"> <li>An estimated value must be entered in this field if any property was damaged during or as a result of the behavior incident.</li> </ul> <p>Note: This was previously addressed via "Victim Code" in North Dakota's legacy SIS system.</p>
<b>Context</b>	<p>Indication of the setting or time of day the incident took place.</p> <ul style="list-style-type: none"> <li>This is a district-managed field and should be completed in accordance with local policies.</li> </ul>
<b>Location</b>	<p>Where the incident took place.</p> <ul style="list-style-type: none"> <li>This is a state-managed field and must be completed with the relevant location code</li> </ul>

## Event and Participant Detail Information

If an incident contains a state-reported event/resolution, a participant must be attached.

It is ultimately up to the district to determine if they want to allow incidents to be completed without a participant ([Behavior Preferences](#)), but any records that should sync to the state must have one.

**Event Details**

**Event Type:**  
 Event Type 1 ▾

Demerits: 0

Police Involved       Felony Flag

This event required the use of a Behavior Response

- Modified by: Unknown

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**Participant(s) Details**

Student, Adam (Uncheck to exclude participant.)       Display on Portal     

**Role:**  
 Victim ▾

**\*Relationship to School**  
 101: Student ▾

Injury: 2: Minor Injury ▾      Injury Description: Bruise on left shoulder

Medical Service Provided:

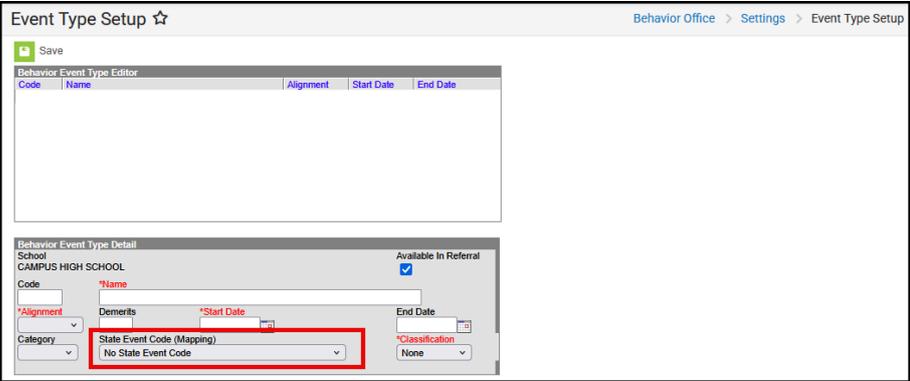
Details:  
 Details describing incident and resulting injury

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**Add Participant**

Filter: Students ▾      Student Name or Complete Student Number:

Field	Description
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<p><b>Event Type</b></p>	<p>The event's identifying code and name, sorted alphabetically by name. <a href="#">Event types</a> can be mapped to State Event Codes.</p> <ul style="list-style-type: none"> <li>If a state-mapped event is used, a state-mapped resolution should be used as well.</li> </ul> 
<p><b>Role</b></p>	<p>The manner in which the individual participated in the event.</p> <ul style="list-style-type: none"> <li>Offender</li> <li>Participant</li> <li>Victim</li> <li>Witness</li> <li>Recipient (for Award incident type)</li> </ul> <p>Note: This was previously addressed via "Victim Code" in North Dakota's legacy SIS system.</p>
<p><b>Relationship to School</b></p>	<p>How the participant is associated with the school.</p> <ul style="list-style-type: none"> <li>Student</li> <li>School Personnel</li> <li>Non-School Personnel</li> </ul> <div style="background-color: #e0f2f7; padding: 10px; border: 1px solid #ccc;"> <p><b>Note:</b> Participants without enrollments/staff assignments do not sync to the state edition. Schools should not align parents/etc. to a behavior event because it blocks the syncing of the event.</p> </div>

## Behavior Management Resolution Fields

Behavior Resolutions are added to an incident and then applied to the appropriate participants.

For additional information about this tool, please see [Add a Behavior Resolution](#).

Field	Description
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## Resolution Type

The identifying name and code of the resolution, sorted alphabetically by name. [Resolution Types](#) can be mapped to State Resolution Codes.

- If a state-mapped resolution is used, a state-mapped event should be used as well.

The screenshot displays the 'Resolution Type Setup' interface. At the top, there is a 'Save' button and a breadcrumb trail: 'Behavior Office > Settings > Resolution Type Setup'. Below this is a 'Behavior Resolution Type Editor' section with a table that has columns for 'Code', 'Name', 'Alignment', 'Start Date', and 'End Date'. The table is currently empty. Below the editor is a 'Behavior Resolution Type Detail' form. The form includes fields for 'School' (set to 'CAMPUS HIGH SCHOOL'), 'Code', 'Name', 'Alignment', 'Start Date', 'End Date', 'Category' (set to 'Minor'), 'Sub-Type', and a checkbox for 'Allow attendance communication'. A red box highlights the 'State Resolution Code (Mapping)' dropdown menu, which is currently set to 'No State Resolution Code (Mapping)'. There is also a 'Calculate End Date/Duration' checkbox.