Resolution Types

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Classic View: *Behavior > Admin > Resolution Types*

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The Resolution Types editor allows users to create and manage resolution codes assigned to student behavior events. Behavior Resolutions are used to describe action taken as a result of a behavior event, such as detention or an award for good behavior. Codes can be created to reflect positive and negative behavior events.

Behavior Resolutions can be created for an entire district or for one school within the district. When the Campus Toolbar does not have a school or calendar selected, the behavior resolution type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Codes can be created on a school level or on a district level.

Behavior Resolution Types

Behavior Resolutions are assigned to participants in the Management Tool or the student Behavior tab.

Some states require events to be mapped to State Event Codes to facilitate state reporting.

Action Bar Options

Before a resolution type is selected, the following options appear in the Action bar. Users can create a **New** type or **Merge Resolution Types**. See the Merge Tool article for more information about this process. Types can be filtered by Active and Inactive, which is dependent on End Date.

Action Bar - No Type Selected

Once a resolution type is selected, the following options appear. Users can **Save** changes, **Delete** the selected type or create a **New** type. Click the **Show History** button to view an audit report of the resolution type, including when and how the type has been merged using the Merge Tool. This audit report can be generated in PDF or DOCX formats.

Behavior Resolution Show History Print
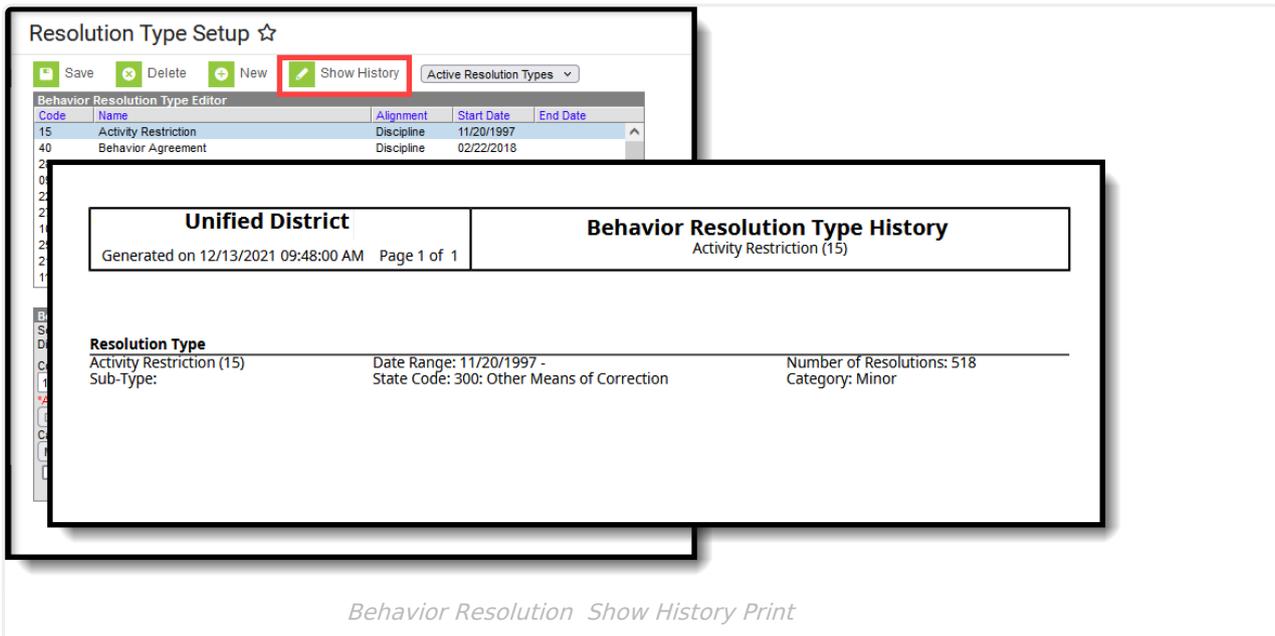
Types can be filtered by Active and Inactive, which is dependent on End Date.

Only types that have not been assigned to a participant can be deleted. If users attempt to delete a Resolution Type that has been used, a warning message appears. To deactivate an existing Resolution Type, enter an End Date. After the end date, the Resolution Type will not appear in the Referral or Management tool. Users can also use the Merge Tool to combine Resolution Types.

Resolution Types Editor

The following table provides descriptions for the available fields on the Resolution Types editor.

Field	Description
School	Indicates the school to which the resolution type is associated. When a school is selected in the Campus toolbar, the name of the school displays. When a school is not selected (Campus toolbar selection is set to All Schools), *District Wide* displays, indicating any school in the district has the opportunity to use that resolution.
Calculate End Date/Duration	When marked, the duration of behavior resolutions is automatically calculated when that type is assigned to a student and a length of time is entered into the field. For example, an Expulsion resolution type is marked to calculate the end date/duration. When assigning this resolution to a student, the person assigning the resolution can add a Resolution End Date and the Duration in School Days field automatically populates with the correct number of school days based on the selected dated (Resolution Start Date, Resolution End Date). Or, the person assigning the resolution can enter a value in the Duration in School Days field and the Resolution End Date automatically populates with the correct date.
Code	District or school label used to sequence and/or to easily find the resolution when searching for a resolution to assign to a student. This code can be numeric, alphabetic or symbolic (asterisks, etc.). It is helpful if the code somehow connects it to the name of the resolution. This code can only be five (5) characters in length. For example, the resolution type of Detention has a code of DET and a resolution type of Suspension has a code of SUS.
Name *Required*	Displays the name of the resolution, indicating what happens to the participant associated with a behavior event.
Alignment *Required*	This setting identifies whether the Behavior resolution is Discipline based or Award based. If *Award* is selected, only date fields will need to be entered for the record to be complete. All other fields will no longer appear.
Start Date *Required*	Entered date indicates when the resolution was first made active (created) at the district or school. This date also indicates when it was possible to first assign it to a student. Dates are entered in *mmddyy* format or can be chosen by clicking the calendar icon.

Field	Description
End Date	Entered date indicates when the resolution was made inactive at the district or school and is no longer assigned to students. Dates are entered in *mmddyy* format or can be chosen by clicking the calendar icon. Instead of deleting a resolution, which would eliminate all historical use of the resolution, entering a date keeps the record of it and any past use of it.
Category	Indicates the resolution relates to a Minor, Involved or Intense behavior event.
State Resolution Code (Mapping)	Selected code maps this resolution to a state resolution code. This field is used in state reporting and is only available in certain states.
Sub-Type	This selection allows the resolution to be available in different behavior processing tools. • Selecting **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 Day** field and the sum of all **Duration in School Days** will be reported on the student's Behavior tab. • Selecting **Detention** allows student resolutions with this resolution type to be included in the **Detention Tracker**. The student's resolution will have required **Detention Duration** and **Duration Units** fields. Detention records will appear in the Detention Tracker until the detention time is served or the user changes the detention status to complete. • Selection Expulsion allows users to track when a student was assigned an expulsion related resolution. No other tools are affected for this selection.
Allow Attendance Modification	When marked, student attendance data will be updated upon completion of the behavior resolution. Marking this also displays an Attendance Code field on the Resolution editor where users can assign the appropriate behavior-related attendance code to the student. This should be marked on those resolutions where a student would be absent because of the resolution: out-of-school suspensions, expulsions, etc.

Link Behavior Records and Attendance Records

Schools can indicate which behavior resolution types cause an attendance event to be created for the student, letting the attendance office and teachers know that the student is not in class because of a behavior incident.

Follow the steps in the table to link behavior events and attendance data.

Task	Tool
Mark the **appropriate attendance codes** that relate to behavior resolutions.	Attendance Codes
Mark the **appropriate behavior resolution types** to allow for attendance modification.	Resolution Types
Create a **behavior incident**, assigning **events** and **participants**.	Behavior Management Behavior Referral
Enter a **behavior resolution** for one of the event participants.	Behavior Management Student Behavior
Verify the entered behavior event and resolution, and mark the incident complete.	Behavior Management
Verify the **behavior event** displays on the student's behavior tab.	Student Behavior
Verify the **attendance tab** displays an entry for the behavior resolution.	Student Attendance
Generate a report **looking for any inconsistencies** in linked behavior/attendance records.	Behavior Attendance Audit Report

Marking the **Allow attendance modification** checkbox on the **Behavior Resolution Type Detail** editor allows those processing behavior incidents and entering behavior resolutions to assign an Attendance Code on the Behavior Resolution editor. This should only be marked if the resolution requires the student to be absent from school for a period of time.

For example, marking this on suspension resolution would add an attendance entry for the days the student was suspended. Marking this for after school detention resolutions would not require the student to be absent from school.

Step 2 - Linking a Behavior Resolution to Attendance Entry

District-Wide or School-Specific Resolution Types

Resolution types that are to be used for all schools within a district are created by selecting the **All Schools** option from the School dropdown in the Campus toolbar. Resolution types that are to be used for a specific school within a district are created by selecting the school name from the School dropdown in the Campus toolbar. When a school is selected, behavior resolutions are applied to that school only.

School-Specific Behavior Resolutions

Create District-Wide or School-Specific Behavior Resolutions

1. Select the **School** in the Campus Toolbar who will be using the resolution, or select **All Schools** to enter a district-wide resolution.
2. Select the **New** icon. The **Behavior Resolution Type Detail** view will appear below.
3. Select a **Code** for this behavior resolution. For example, if the behavior resolution were named *Contacted Parents*, the code might be *CP*.
4. Enter a **Name** for the resolution.
5. Select an **Alignment** for this resolution type.
6. Enter a **Start Date** to determine when the resolution will be active.
7. Enter an **End Date** to indicate when the resolution will not longer be active.
8. Select a **Category** for the *Discipline* resolution type.
9. If a state code needs to be assigned to *Discipline* resolution, select the **State Resolution Code (Mapping)**.
10. Select a **Subtype** to further classify the resolution.
11. Mark the **Allow Attendance Modification**, if necessary.
12. Click the **Save** icon when finished. The new resolution will be listed in the **Behavior Resolution Type Editor** in alphabetical order by the code field.

Behavior Resolution Editor

Each active Resolution Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

Users should be aware that Subtypes cannot be added to Detention or Suspension resolution types that were created and assigned to students without having a subtype. To create a new type with the correct subtype, enter an End Date for the existing type and create a new one with the desired subtype.