Kentucky Behavior

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Event Editor | Participant Editor | Resolution Editor | Linking Behavior Records and Attendance Records | Adding Behavior Responses

PATH*: Behavior > Behavior Referral*

PATH*: Behavior > Behavior Management*

PATH*: 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.
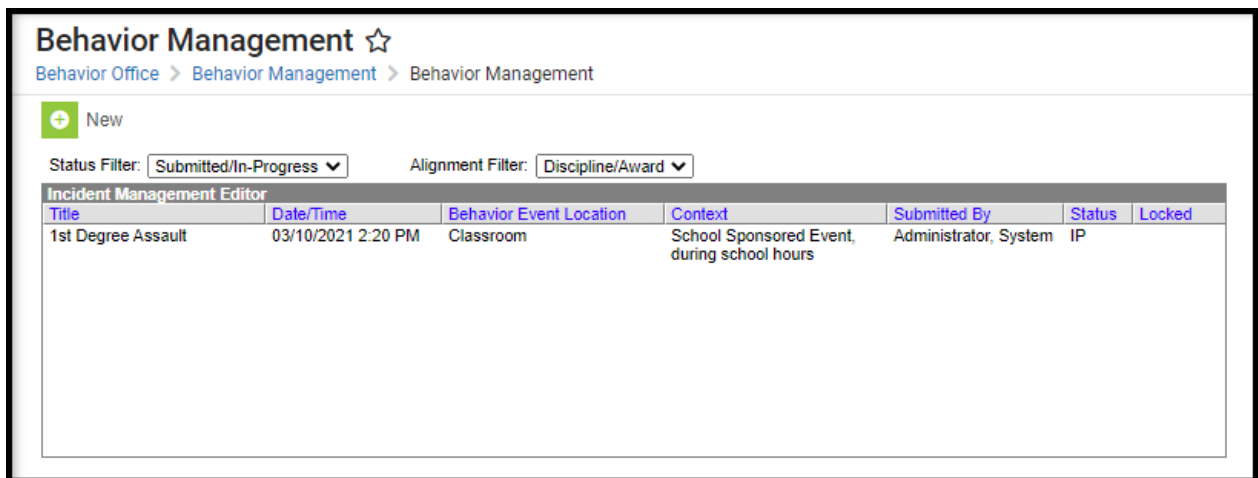

Image 1: Event and Participant Details in the Behavior Management tool

Event Editor

PATH*: Behavior > Behavior Referral*

PATH*: Behavior > Behavior Management*

The Event Details editor describes the individual event in the behavior incident. Event Types are established in the Behavior Admin area.

Image 2: Behavior Event Details

Field	Description
Event Type	The identifying code and name of the event. Event Types are created in the Behavior Admin 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.
Demerits	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 Event Type.
State Code	The State Event Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the Event Type.
Call Police	If marked, this indicates the police were called to intervene in the behavior event.
Violence Indicator	If marked, this indicates violence took place during the behavior event.
School Resource Officer	If marked, this indicates a School Resource Officer (SRO) was involved in a behavior event.
Gang Related	If marked, this indicates the behavior event was related to gang activity.
Court Designated Worker	If marked, this indicates a course designated worker was involved in the behavior event.

Field	Description
Participant Type	The type of participant involved in the behavior event.

Participant Editor

PATH: *Behavior > Behavior Referral*

PATH: *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.

Image 3: Behavior Participant Details

Field	Description
Person Name	Name of the person involved in the incident.

Field	Description
Display on Portal	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.
Hide Details	Selecting this field hides all fields except the person's name and Display on Portal fields within the Participant Details editor.
Role	The way in which the individual participated in the event, as an *Offender*, a *Participant*, a *Victim* or a *Witness*. For Award incidents, the available role is *Recipient*.
Demerits	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
Relationship to School	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.
Injury	Indicates if the participant received an injury as a result of the event. Options are *1: No Injury*, *2: Minor Injury*, *3: Major Injury* or *4: Serious Bodily Injury*.
Injury Description	Additional information about the participant's injury.
Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.
Arrest	If marked, this indicates a participant(s) was arrested as a result of the behavior event.
Charges	If marked, this indicates legal charges have been made related to this behavior event.
Civil Proceedings	If marked, civil proceedings (for example, a lawsuit, or mediation) were initiated as a result of this event.
Drug Type	Indicates the type of drug used during the behavior incident. This field is required if a drug-related Event Type is selected.
Drug Description	Describes the drug used or other details surrounding the student's use of the drug.
Add Participant	Allows users to add participants to the behavior event. • **Filter**: Filters participant search to just students, staff or all people. • **Participant Name**: Allows users to search for participants who will be added as a participant to the behavior event.

Resolution Editor

PATH: *Behavior > Behavior Management*

PATH: *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.

Image 4: Behavior Resolution Details

Field	Description
Resolution Type	The identifying name and code of the resolution. Resolution Types are created in the Behavior Admin area and are mapped to State Resolution Codes.
Resolution Assign Date	The date the resolution was assigned.
Resolution Start Date	The date the student will begin serving the resolution.
Resolution Start Time	The time the student will begin serving the resolution.
Resolution End Date	The date the student must complete the resolution by.

Field	Description
Resolution End Time	The time the student must complete the resolution by.
Duration in School Days	The number of units the detention resolution will last. This field is auto-populated based on the following calculation: - This value is calculated to the hundredth based on the Standard Day Minutes. - For example, if the Standard Day minutes in the calendar are 400 for 12/05/2019 and the behavior resolution was on 12/05/2019 then the Duration in School Days would calculate as: - Student missed the entire day (400 minutes) for their behavior resolution: 400/400 = **1.00 Days** - If the student missed less than a full day Absent Minutes/Standard Day Minutes < 1.00 - Student missed 100 minutes of the day for their behavior resolution: (1.00 - (300/400)) OR (1.00 - 0.75) = **0.25 Days** - Round the final result to the nearest hundredth per day: - Student missed 30 minutes of the day for their behavior resolution: (1.00 - (370/400)) OR (1.00 - 0.925) = 0.075 Days which would round up to **0.08 Days** - This field is auto-populated as soon as a Resolution End Time is entered. - Resolutions that span multiple days will calculate the amount missed per day and sum the totals together. - Resolution minutes are calculated per day for the calendar in which the resolution takes place. Standard Day Minutes can vary on different days. - Resolutions that extend beyond the calendar will only calculate Duration in School Days through the end of the calendar. - Resolution Time of blank will assumed to be 12:00 AM (00:00) - Duration in School Days will calculate when the time is left as blank when Resolution End Date is after the Resolution Start Date. - This field is read-only and cannot be adjusted manually. - This field auto-calculates for all Resolution Types. - Duration is based on the period schedule assigned each day of the resolution. If a change was made to your calendar after certain behavior resolutions were created, you can have all Duration in School Days values recalculated for a specific date range and calendar(s) using the Resolution Length Calculation Tool.
Behavior Admin Staff Name	Indicates the behavior admin staff member responsible for handling the behavior resolution.
Details	Additional information about the participant's resolution.

Field	Description
Removal Reason	Allows you to indicate the reason the student was removed. This field is required if the resolution is mapped to a State Resolution Mapping of 'IAES – Unilateral Removal by School Personnel – SPED only'.
Apply to	Indicates the behavior event participant(s) assigned the resolution.

Linking Behavior Records and Attendance Records

When a school has chosen to link behavior records with attendance records, the following steps must be done.

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

For those resolutions where a student will be absent from school, that attendance code can be assigned on the resolution. Doing this eliminates additional staff being needed to assign the record. When adding a resolution:

A user must have at least **R**(ead), **W**(rite) and **A**(dd) Modify Attendance tool rights in order to assign an attendance code to a behavior resolution (see image below).

1. Select the **Attendance Code** from the dropdown list. All attendance codes display here, not just the ones marked for Behavior.
2. Mark the students to whom the resolution applies in the **Apply To** section.
3. Click the **Check for attendance conflicts** button to verify the student does not have existing attendance records. If there are existing attendance records:
    *   **Overwrite Existing attendance** - If selected, existing attendance records will be overwritten with new attendance records based the Attendance Code selected for the behavior resolution for all dates encompassed within the resolution.
    *   **Save behavior resolution but not the attendance -** If selected, behavior resolution data will be saved but existing attendance records will not be modified or replaced.
4. Click the **Save** button when finished. The assigned resolution is saved and appears on the student's behavior tab and is stored with the behavior management entry, and depending on the options chosen for the attendance entry, the student's attendance tab is also updated with attendance information related to the behavior incident.

Image 5: Behavior Resolution Modifying Existing Attendance Data

Check Out/Check In Attendance Logic

When saving a behavior resolution with an attendance code, the following logic is used to report Check Out/Check In data:

- If the Resolution Start Date = Resolution End Date, a Check Out/Check In action for the attendance record will occur.
  - Check Out = Resolution Start Date and Resolution Start Time
  - Check In = Resolution End Date and Resolution End Time

- If the Resolution Start Date spans multiple days, then a combination of Check Out, Whole Day and Check In events will record the attendance.
    - Check Out = Resolution Start Date and Resolution Start Time
    - Whole Day absence entered for any day within the resolution cannot equal the Resolution Start Date or Resolution End Date.
    - Check In = Resolution End Date and Resolution End Time
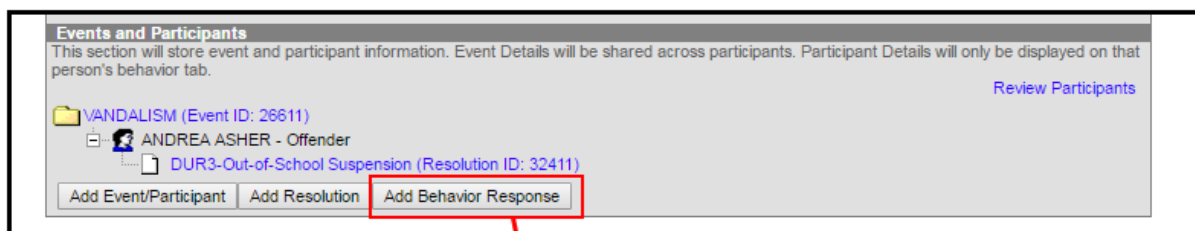
Adding Behavior Responses

A Behavior Response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. This option is available for selection when:

- The incident alignment is a discipline event.
- At least one Response Type has been created.
- At least one Behavior Event has been created.
- At least one participant has been added to the event.

In addition, the following also needs to be completed before adding a behavior response:

- At least one staff person at the school building needs to be designated as a **Behavior Response Approver** on their District Assignment record (optional).
- At least one staff person at the school building needs to have an active Crisis Intervention Credential (optional).
- Response Types need to be created in the Behavior Admin toolset.

For detailed information about adding Behavior Responses, please see the the Behavior Management article.

Response Details: (For Restraint or Seclusion: Document an account of the student's behavior during the response, how school personnel responded to the dangerous behavior, interactions between the student and school personnel during the response and the effectiveness of this response type.)

Post-Response Actions: (For Restraint or Seclusion: Document an account of the involved students and staff following the response. Include a description of the effectiveness this response had in deescalating the situation as well as any planned positive behavior interventions that could reduce the need for a restraint or seclusion response in the future. If the student is not identified as eligible under 504 or IDEA, document a referral or why declining to refer. Document all people notified about this response as well as the date, time and attendees of any follow-up debriefing sessions.)

Room: [   ]

Student Details

☐ Student was injured during the response

*Apply To:
VANDALISM

⌐⋯ ○ ANDREA .

☐ Guardian Contacted

Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

Name   **Role**

Add Participant

Filter: Paticipant Name:
[Students ▼]   [Type name here to search for participant]   [Search]

[Save] [Close]