

### **Kentucky Behavior**

Last Modified on 10/22/2022 9:42 am CDT

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.

	Behavior Management ☆ Behavior Office 》 Behavior Management 》 Behavior Management						
New     Status Filter: Submitted/In-	Progress 🗸 Alig	nment Filter: Discipline/Awar	d <b>v</b>				
Incident Management Editor	or.						
Title	Date/Time	Behavior Event Location	Context	Submitted By	Status	Locked	
1st Degree Assault	03/10/2021 2:20 PM	Classroom	School Sponsored Event, during school hours	Administrator, System			

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.

vent Details			
Event Type: Alcohol Use		T	
Demerits: 0	State Code: A03: Alcoho	l Use	
Call Police	Violence Indicator	School Resource Officer	Gang Related
Court Designated Worker			
Participant Type			
			- Modified by: Unknown
articipant(s) Details			
Add Participant			
Filter:	Student Name or Complete	e Student Number:	
Students	Type name here to search for participant Search		

Image 2: Behavior Event Details

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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.

Campus	
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.

	(Uncheck to exclude participant.)	Dis	play on Portal	Hide Detai
Role: Offender	Demerits *Relationship to 0 1: Current Stud Injury Description		Medica Provide	Service d:
Arrest	Charges	Civil Proceedings		
*Drug 09: M	<mark>Type</mark> arijuana/Hashish ▼	Drug Description		
Id Participant ter: tudents	Student Name or Comp ▼ Type name here to sea		Search	

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 <i>Offender</i> , a <i>Participant</i> , a <i>Victim</i> or a <i>Witness</i> . For Award incidents, the available role is <i>Recipient</i> .
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	<ul> <li>Allows users to add participants to the behavior event.</li> <li>Filter: Filters participant search to just students, staff or all people.</li> <li>Participant Name: Allows users to search for participants who will be added as a participant to the behavior event.</li> </ul>

# **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.

Add Resolution				×
Resolution Details *Resolution Type: (Behavior Contract		<u> </u>		
03/10/2021 03/ Duration in School Days:	olution Start Date	Resolution Start Time 02:22 PM	Resolution End Date	Resolution End Time
Behavior Admin Staff Name		~		
Removal Reason				
*Apply To:				
1st Degree Assault				
				Save Close

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.

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Field	Description
Resolution End Time	The time the student must complete the resolution by.
Duration in School Days	<ul> <li>The number of units the detention resolution will last. This field is auto-populated based on the following calculation:</li> <li>This value is calculated to the hundredth based on the Standard Day Minutes. <ul> <li>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:</li> <li>Student missed the entire day (400 minutes) for their behavior resolution: <ul> <li>400/400 = 1.00 Days</li> </ul> </li> <li>If the student missed less than a full day Absent Minutes/Standard Day Minutes &lt; 1.00 <ul> <li>Student missed 100 minutes of the day for their behavior resolution: <ul> <li>1. (1.00 - (300/400)) OR (1.00 - 0.75) = 0.25 Days</li> </ul> </li> <li>Round the final result to the nearest hundredth per day: <ul> <li>(1. 00 - (370/400)) OR (1.00 - 0.925) = 0.075 Days which would round up to 0.08 Days</li> </ul> </li> <li>This field is auto-populated as soon as a Resolution End Time is entered.</li> <li>Resolutions that span multiple days will calculate the amount missed per day and sum the totals together.</li> <li>Resolution minutes are calculated per day for the calendar in which the resolution takes place. Standard Day Minutes can vary on different days.</li> <li>Resolution Time of blank will assumed to be 12:00 AM (00:00) <ul> <li>Duration in School Days will calculate when the time is left as blank when Resolution End Date is after the Resolution Start Date.</li> <li>This field is read-only and cannot be adjusted manually.</li> <li>This field ato-calculates for all Resolution Types.</li> <li>Duration is based on the period schedule assigned each day of the resolution.</li> </ul> </li> </ul></li></ul></li></ul>
Staff Name	
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	ТооІ
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  $\mathbf{R}(ead)$ ,  $\mathbf{W}(rite)$  and  $\mathbf{A}(dd)$  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.

Resolution Detai	ils					
*Resolution Type:	115					
SSP3: Out of Sci	hool Sus	spension	۲	Select the Attenda Code to assign to student.		
State Code: SSP3: Resolution Assign						ory: Minor e: Resolution End Time:
01/22/2014 01/22/2014 12:49 F M 01/31/2014						
Duration in School Days:						
				▼		
Attendance Code	(Warnir	ng:Saving	g this resolution v	will update attendance)	1	
SA: SUSPENDED	ABSEN	ICE 🔻				
Behavior Admin Si	taff Narr	ne				
				•		
Details:						
Number Days Red	luced					
Number Days Red	luced					
Number Days Red Alternate Educatio		g	Check	ofor existing attenda	ance	
Alternate Educatio	on Settin	-		x for existing attenda		
	on Settin	-	entri	es and determine w Id be done with this r	hat	
Alternate Educatio Referred To Law f	on Settin	-	entri	es and determine w	hat	
Alternate Educatio Referred To Law I	on Settin	-	entri	es and determine w Id be done with this r	hat	
Alternate Educatio Referred To Law f Apply To: Disruption	on Settin Enforcer	-	entri	es and determine w Id be done with this r	hat	
Alternate Educatio Referred To Law f	on Settin Enforcer	-	entri	es and determine w Id be done with this r	hat	
Alternate Educatio Referred To Law f Apply To: Disruption	on Settin Enforcer	-	entri	es and determine w Id be done with this r	hat	
Alternate Educatio Referred To Law f Apply To: Disruption	on Settin Enforcer udent	ment	entri	es and determine w Id be done with this r	hat	
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Image 5: Behavior Resolution Modifying Existing Attendance Data

### **Check Out/Check In Attendance Logic**

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> 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
  - $\circ~$  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.

Events and Participants This section will store event and participant i person's behavior tab.           VANDALISM (Event ID: 26611)           Image: ANDREA ASHER - Offender           Image: ANDREA ASHER - Offender           Image: Add Event/Participant	
Re Re Be	d Response   esponse Details  Response Type  Complete  esponse Date *Response Start Time *Response End Time Duration 02/16/2017  ehavior Response Approver  re-Response Interventions:
Pr	Select Values re-Response Actions: (For Restraint or Seclusion: Document an account of the actions by the involved students and aff, which led to this response. Include a description of any events leading up to the response, the effectiveness of any re-Response Interventions and how the student's behavior posed danger or harm.)



Student Details Student was injured during the response			
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:	how school personnel responded	d to the dangerous behavior, interactions between the	
people notified about this response as well as the date, time and attendees of any follow-up débriefing sessions.)  Room: Room: Student Details 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: Students Paticipant Name: Students Paticipant Student Paticipant Student Student Paticipant Student	the response. Include a descripti planned positive behavior interve	ion of the effectiveness this response had in deescalatin entions that could reduce the need for a restraint or sec	ng the situation as well as any clusion response in the future. If
Student Details         Student was injured during the response         'Apply To:         VANDALISM         OANDREA.         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			
Student was injured during the response  Apply To: VANDALISM  ANDREA. Guardian Contacted  Anticipant(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: Type name here to search for participant Search	Room:		
Apply To:         VANDALISM         ONDREA.         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		the response	
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Add Participant Filter: Paticipant Name: Students Type name here to search for participant Search			ion.
Filter:     Paticipant Name:       Students     Type name here to search for participant	Name	Role	
Students Type name here to search for participant Search	Add Participant		
Save Close	Students T	Type name here to search for participant	Search
			Save Close