

Behavior (Virginia)

Last Modified on 10/22/2022 10:40 am CDT

Incident Editor | Event Editor | Participant Editor | Resolution Editor

Classic View: Behavior > Behavior Referral

Classic View: Behavior > Behavior Management

Classic View: 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. In addition to the localized fields described in this article, some core dropdown lists may include localized options.

System Administrator	🖺 Save 🕺 Delete	e 🕀 New				
Student Information	Status Filter: Submitted/In	Progress 🔻 🖌	Alignment Filter: Discipline/A	ward T		
▶ Instruction	Incident Management Ed					í,
▶ Census	Title	Date/Time	Behavior Event Location	Context	Submitted By	Status
Census	LAB - Attendance Conflict	01/21/2014 11:00 AM	Classroom		Administrator, System	IP
 Behavior 	Student Smoking - DEMO	01/17/2014 9:20 AM	Restroom	School Sponsored Event,	Administrator.	P
Behavior Management	Station Chief and			during school hours	System	
Behavior Referral	CHEATING	01/16/2014 1:12 PM	Classroom		Administrator,	IP
Bellavior Referral			-		System	
Behavior Referral Scheduler	jb test 012214_Echo	01/16/2014 12:15 PM			Berchem, Janeen	IP IP
Behavior Letter Wizard	jb test 012214_Foxtrot jb test 112214 golf	01/16/2014 11:38 AM 01/16/2014 11:00 AM			Berchem, Janeen Berchem, Janeen	P
Detention Tracker	ju test 112214_gun	04/46/2014 11:00 AM			Derchem, Janeen	15 15
	Incident Detail Information					
► Admin			ent and will be shared on the	e behavior tab of each partici	nant Add Event/Partic	inant and Add
► Reports	Resolution buttons will not b			e benavior tab or each partici	pant. Add EventPartie	ipant and Add
► Health	Incident ID: 20223	Status	Submitted	Date: 01/21/2014 09:22 AM		
▶ Attendance		In Progress 🔻	Submitted	By: Administrator, System	•	
► Scheduling	*Alignment	Title				
Scrieduling	Discipline T	Student Smokin	a DEMO			

Incident Editor

Classic View: Behavior > Behavior Management

The Incident Detail Information editor describes the collection of events and participants. Many of the fields described in this section also appear in the Behavior Referral.

	Status	Submitted Date:	
	In Progress 👻	Submitted By:	
lignment	Title		
)iscipline 👻	Cafeteria Fight		
ate of Incident	*Time of Incident	Damages	
4/04/2014 💼	10:53 AM	S	
cident Time		Context Description	
1: During regular school day	y 🗸		
cident Division-School		Location Description	
Select a Value		Y	
etails			

Infinite C

Incident Detail Information

Field	Description
Incident ID	The unique identification number assigned to the incident once the record is saved. This field cannot be edited.
Status	The status of the incident as Submitted, In Progress and Complete.
Submitted Date	The date the incident record was reported. This field cannot be edited.
Submitted By	The user who reported the incident.
Alignment	Indicates if the incident is related to <i>Discipline</i> (negative) or <i>Award</i> (positive).
Incident Title	A brief description of the incident.
Date of Incident	The date the incident takes place. Defaults to the date the incident is created.
Time of Incident	The time the incident takes place. Defaults to the time the incident is created.
Damages	The total cost of all damages that occurred as a result of the incident.
Incident Time	Indication of the setting, or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Incident Division-School	Where the incident took place.
Location Description	Additional information about the location of the incident.



Field	Description
Details	Any additional information about the incident, including a description of what occurred.

Event Editor

Classic View: Behavior > Behavior Referral

Classic View: Behavior > Behavior Management

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

AC1: Alcohol Use Event ID: 87017 Demerits: State Code: AC1: Alcohol Use According to the VDOE, a student may only have up to three events in an incident. All additional events will and cause an error at the time of file uploads. Law Enforcement Notified	Event Details		
Event ID: 87017 Demerits: State Code: AC1: Alcohol Use According to the VDOE, a student may only have up to three events in an incident. All additional events will r and cause an error at the time of file uploads. Law Enforcement Notified	*Event Type:		
According to the VDOE, a student may only have up to three events in an incident. All additional events will r and cause an error at the time of file uploads. Law Enforcement Notified	AC1: Alcohol Use	*	
According to the VDOE, a student may only have up to three events in an incident. All additional events will r and cause an error at the time of file uploads. Law Enforcement Notified	Event ID: 87017		
According to the VDOE, a student may only have up to three events in an incident. All additional events will r and cause an error at the time of file uploads. Law Enforcement Notified	Demerits:	State Code: AC1: Alcohol Use	
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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/Points	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 code to which the behavior event is mapped for reporting purposes.
Law Enforcement Notified	Indicates of law enforcement was notified as a result of the incident.

Participant Editor

Classic View: Behavior > Behavior Referral

Classic View: 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.

David Student (Gender: M Grade: 12 Age: 18) Bisplay on Portal Hide Details Role: Demerits *Relationship to School Offender 1: Current Student Injury Injury Injury Injury Injury Details: *Offense Type	Partic	cipant(s) Detai	ls			
Offender 1: Current Student Injury Injury Description 1: No Injury Provided: Details: Image: Construction of the second seco		David Student ((Gender: M Gra	ade: 12 Age: 18)	Display on Port	tal Hide Details
Offender 1: Current Student Injury Injury Description Medical Service 1: No Injury Provided: Details:						
Injury Injury Description Medical Service 1: No Injury Provided:			1			
1: No Injury Provided: Details: *Offense Type		Offender 👻		1: Current Student	•	
Details: *Offense Type		Injury		Injury Description		
Details: *Offense Type		1: No Injury	•			
*Offense Type						
		Details:				
		*Offense Type				
▼			-			
	-		_			
Participant(s) Details				Deutlelin aut () D	t - 'l -	

Field	Description
Student Name	The name of the participant in the event. Additional information will appear in parenthesis after the name depending whether the participant was a Student, an Employee or neither.
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	Clicking this button will collapse participant details to view a list of participants.
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/Points	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.

Field	Description
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.
Offense Type	Indicates whether the event was the Primary, Secondary, or Tertiary Event for that Participant in the Incident.

Resolution Editor

Classic View: Behavior > Behavior Management

Classic View: 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.

Resolution Details
*Resolution Type:
ISS-P: In School Suspension - Partial Day
Resolution ID: 30629
*Resolution Assign Date: *Resolution Start Date: Resolution Start Time: *Resolution End Date: Resolution End Time:
09/24/2021 09/24/2021 00/24/2021 02:54 PM
Duration in School Days:
Attendance Code (Warning: Saving this resolution will update attendance)
Allendance Code (Warning, Saving this resolution will update allendance)
Behavior Admin Staff Name
Hilbert Sharon
Details:
AES is assigned for the remainder of today. Future office referrals may result in further consequences. Letter given to
ACS is assigned for the remainder of today. Puture once referrals may result in further consequences, Letter given to
Station.
Alternate Placement Notified of Conviction Charges Filed
Alternate Placement Notified of Conviction Charges Filed
Permanent Change in Placement Services Provided During Removal
Alternate Placement School Alt Placement Educational Agency
Graded Work Provided
Behavioral Intervention
x 1: Parent Contact
Instructional Support
Select Values
- Modified by: Hilbert, Sharon 09/24/2021 10:54
Check for attendance conflicts
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.
State Code	The State Code mapped to the Resolution Type.
	Note : when the State Code = STS1, LTS1 or EX1, the Instructional Support field become required.
Category	The Category assigned to the Resolution Type
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.
Resolution End Time	The time the student must complete the resolution.
Duration in School Days	The number of units the detention resolution will last. Appears when a resolution other than Detention is selected.
Detention Duration	For resolutions with a subtype of Detention, how long the detention will last.
Duration Units	For resolutions with a subtype of Detention, the units describing detention time, such as minutes or hours.
Status	For resolutions with a subtype of Detention, indicates whether the student has begun serving the detention.
Behavior Admin Staff Name	The behavior staff member responsible for the resolution.
Details	Additional information about the participant's resolution.
Alternate Placement	Indicates if the student was provided with alternate placement services during removal.
Permanent Change in Placement	Indicates whether the student's alternate placement is permanent.



Field	Description
Notified of Conviction	Indicates whether the student was convicted for the incident.
Charges Filed	Indicates whether charges were filed based on feedback from law enforcement regarding the reported incident.
Services Provided During Removal	Indicates whether the school division is providing educational services during a suspension or expulsion.