

Behavior Management Tool [.2211 - .2239]

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You are viewing a previous version of this article. See [Behavior Management Tool](#) for the most current information.

[Manage Submitted Referrals](#) | [Change the Status of an Incident](#) | [Add Participants to a Behavior Incident](#) | [Add a Behavior Resolution](#) | [Link Behavior Records and Attendance Records](#) | [Add Behavior Responses](#) | [Manage Files Attached to Behavior Events and Participants](#)

Classic View: Behavior > Behavior Management

Search Terms: Behavior Management

The Behavior Management Tool allows users with the appropriate tool rights to manage existing behavior as well as enter new behavior incidents.

The screenshot displays the Behavior Management Tool interface. At the top, there is a search bar and navigation links. The main area is divided into two sections: 'Incident Management Editor' and 'Incident Detail Information'.

Incident Management Editor: A table listing incidents with columns for Title, Date/Time, Location, Context, Submitted By, Status, and Locked.

Title	Date/Time	Location	Context	Submitted By	Status	Locked
.Abusive language/inappropriate language	06/20/2019 2:23 PM	Classroom	During School Hours	Principal, Lon	IP	
.Dress code violation	06/19/2019 12:00 PM	Classroom	During School Hours	Principal, Lon	IP	
INT_RP_125927	06/03/2019 10:48 AM	Classroom	During School Hours	Principal, Lon	IP	
HI suspension	05/17/2019 1:51 PM	Classroom	During School Hours	Staff, Jennifer	IP	
.Disruption	05/03/2019 8:15 AM	Classroom	During School Hours	Principal, Lon	IP	
Behavior Event for fixing "In Progress"	02/21/2019 3:01 PM	Classroom		Staff, Declan	IP	

Incident Detail Information: This section provides a form for entering incident details. Fields include Incident ID (394457), Status (In-Progress), Submitted Date (06/20/2019 03:38 PM), Submitted By (Principal, Lon), Alignment (Discipline), Title (Dress code violation), Date of Incident (06/19/2019), Time of Incident (12:00 PM), Damages (\$0.00), Context (During School Hours), and Location (Classroom). There are also fields for Context Description and Location Description.

At the bottom, there is a section for 'Events and Participants' with a note: '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 Management Tool

An incident record is made up of 2 parts, the **Incident Information**, which provides the general information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident and the participants in each event and any assigned

resolutions. Information entered in these areas is visible on the student's [Behavior tab](#) as described below:

Area	Where information will appear
Incident Information	Visible for all participants.
Event Information	Visible for all participants in that event.
Participant/Resolution Information	Only visible for that participant.

For state-linked districts, data only syncs from district to state under the following conditions:

- An Incident with a state event code mapping (with or without a participant).
- An Incident with a state resolution code mapping.
- For BIE only:
 - An Incident with a BIE event code mapping.
 - An Incident with a BIE resolution code mapping.
- For Maine only:
 - Both the event and resolution have a state code mapping.

When syncing Behavior Resolution data to the state, it does not matter whether the Resolution is linked to an attendance code. Linked Attendance codes should not sync (or attempt to sync) as if they are Behavior Resolution codes.

Manage Submitted Referrals

[Incident Management Editor](#) | [Incident Detail Information](#) | [Events and Participants](#) | [Delete an Incident](#)

When a [Behavior Referral](#) is submitted, it displays in the Management tool in a status of **Submitted**. Users can then modify the incident record as desired, including modifying events or participants and assigning resolutions to participants. See the following [Incident](#), [Event](#), [Participant](#) and [Resolution](#) sections for a description of the fields that appear in each area.

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field. The email is only sent if the recipient has an email address and has 'Staff' marked in the [Demographics](#) tab.

When a resolution is entered for a referral and the incident is then marked as complete, if the preference to "Notify the person who enters the referral when a resolution has been assigned." is set to Yes, then both a Process Alerts message and email are sent to the person who submitted the referral. The email is only be sent if the recipient has an email address and has 'Staff' marked in the [Demographics](#) tab.

- Messages are sent ONLY if the **Notify the person who enters the referral when a**

resolution has been assigned is set to Yes.

- Only one message is sent, regardless of the amount of resolutions associated with the event.
- If an incident is marked Complete and no resolutions are entered, a message is not sent.
- If an incident moves from Complete to In-Progress and back to Complete, a message is sent (unless there are no resolutions).

Incident Management Editor

The Incident Management editor lists all behavior incidents for the School and Year selected in the Campus toolbar and filters results based on criteria selected in the Status and Alignment filters. Incidents can be filtered by status and alignment and sorted by any of the column headings. The list is automatically sorted by Date/Time. The fields that appear in this editor are based on values selected for the incident.

When the preference to lock completed incidents is set to Yes, a Locked icon displays for completed incidents aligned to Discipline (this does not affect incidents aligned to Award). Staff can be assigned a specific tool right (called [Unlock Incident](#)) that allows the ability to unlock a completed incident, make modifications as needed, and relock the incident.

The **Reporter** is the individual indicated in the **Submitted By** field, who submitted the referral or created the incident. Status options are as follows:

Abbreviation	Status	Description
SB	Submitted	Incident has been submitted as a referral but not yet reviewed by the behavior administrator or other authorized user.
IP	In Progress	Incident is being modified, as when incident details are being verified. This status is also applied to incident records created in the Management tool.
CM	Complete	Incident details have been verified, resolutions assigned, and modifications completed.

Incident Detail Information

The Incident Detail Information editor stores data specific to the incident. That data is viewable on the student's Behavior tab for all participants of the incident.

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 button will not be enabled until all required fields are filled.

Status: In Progress Submitted Date: Submitted By:

*Alignment Discipline: In Progress Incident Title: Pep Rally Incident

*Date of Incident: 06/04/2012 *Time of Incident: 02:18 PM Damages: \$

Context: 10: School-sponsored activity Context Description:

Behavior Incident Location: SG: School Grounds Location Description:

Details

Incident Detail Information

Fields in red text and indicated by an asterisk are required and must be entered before the record can be saved. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

▶ [Click here to expand...](#)

Events and Participants

After adding details of the incident, specific information on the Event and participants involved in the event can be associated with the incident.

Incident Detail Information
 Incident ID: 91608

*Alignment Discipline: *Date of Incident: 09/24/2021

Context: 3: During class Behavior Incident Location: CR: Classroom

Most Serious Event: Details

Event and Participant Details

Event Details
 *Event Type: 12: 105 - Disrespect
 Demerits: 0 State Code: 12: Other Violation of Code of Conduct Category: Minor
 Violence Indicator: - Modified by: Unknown

Participant(s) Details

Add Participant
 Filter: Students Student Name or Complete Student Number: Type name here to search for participant Search

Teacher Referral (Event) Add Event/Participant

Behavior Event Information

Enter information about the event as described in the following table. Options may differ by state.

Additional events with distinct or repeated participants can be added to an incident. There is no limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event will also remove the associated participants' roles from the incident.

▶ [Click here to expand...](#)

Delete an Incident

To delete an incident, click the **Delete** button in the action bar. The incident will be removed, along with all event, participant, resolution and response information within this tool and elsewhere.

An incident must be unlocked in order to be deleted.

If the incident is tied to an attendance event, the resolution and attendance information needs to be deleted prior to deleting the incident.

The screenshot shows the Incident Management Editor interface. At the top, there are three buttons: 'Save', 'Delete' (highlighted with a red box), and 'New'. Below the buttons are two filters: 'Status Filter: Submitted/In-Progress' and 'Alignment Filter: Discipline/Award'. The main area contains a table with the following data:

Title	Date/Time	Location	Context	Submitted By	Status	Locked
.Abusive language/inappropriate language	06/20/2019 2:23 PM	Classroom	During School Hours	Principal, Lon	IP	
.Dress code violation	06/19/2019 12:00 PM	Classroom	During School Hours	Principal, Lon	IP	
INT_RP_125927	06/03/2019 10:48 AM	Classroom	During School Hours	Principal, Lon	IP	
HI suspension	05/17/2019 1:51 PM	Classroom	During School Hours	Staff, Jennifer	IP	
.Disruption	05/03/2019 8:15 AM	Classroom	During School Hours	Principal, Lon	IP	
Behavior Event for fixing "In Progress"	02/21/2019 3:01 PM	Classroom		Staff, Declan	IP	

Below the table is the 'Incident Detail Information' section, which includes fields for Incident ID (394457), Status (In-Progress), Submitted Date (06/20/2019 03:38 PM), Submitted By (Principal, Lon), and various alignment and incident details.

Deleting an Incident

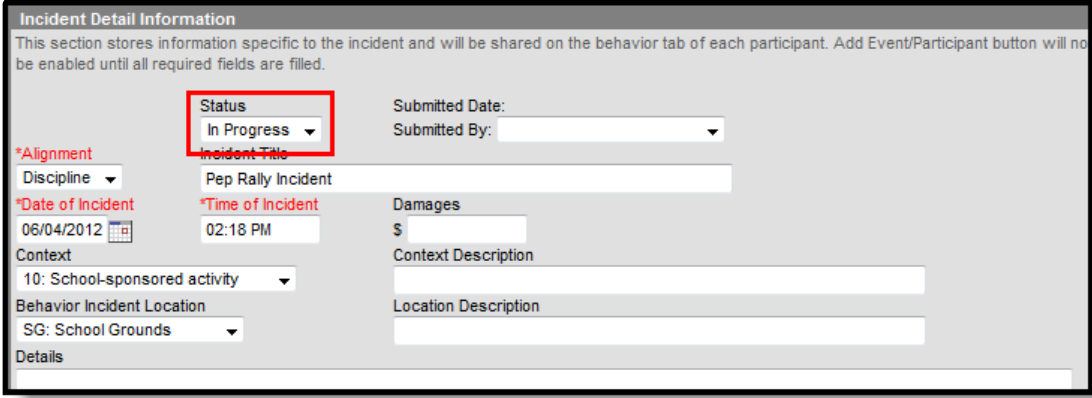
Change the Status of an Incident

[Behavior Preferences Related to a Changed Statuses](#) | [Lock and Unlock Behavior Incidents](#) | [Add and Edit Behavior Incidents](#)

The Status of an Incident indicates how far along in the processing of the Behavior Incident is. There may be instances where several staff are involved in managing behavior incidents for the school, including scheduling meetings with parents/guardians and processing information with law enforcement. The status is also used in reports and determines what events display when first accessing the Behavior Management tool.

To change the status, select the incident and modify the Status field.

- When an incident is first created, a status of **Submitted** is assigned. This indicates no action has yet been taken to process the incident. Staff need to assign participants and determine resolutions, and make note of the details of the incident.
- When an incident has been submitted and behavior staff are entering information and adding participants and details, the status should be changed to **In Progress**.
- When an incident has participants assigned, and necessary staff and outside representatives are contacted, and a resolution has been assigned and completed, the incident can be marked as **Complete**.



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 button will not be enabled until all required fields are filled.

Status (highlighted in red box): In Progress

Submitted Date:
Submitted By:

*Alignment: Discipline

Incident Title: Pep Rally Incident

*Date of Incident: 06/04/2012
*Time of Incident: 02:18 PM

Damages: \$

Context: 10: School-sponsored activity
Context Description:

Behavior Incident Location: SG: School Grounds
Location Description:

Details:

Incident Status

Behavior Preferences Related to a Changed Statuses

A Behavior Preference is available to **require a resolution before marking an incident complete**.

- When this preference is set to **Yes** and there is no resolution assigned to participants, a warning message displays indicating this is needed (see image below)
- When this preference is set to **No**, or when it is set to **Yes** and there are resolutions assigned to participants, the incident saves without error.

Preferences ☆
Behavior > Settings > Preferences

Save

Behavior Preference Options

Display Special Ed option on reports setup. Yes ▾

Display Race and Ethnicity option on reports setup. Yes ▾

Display Gender option on reports setup. Yes ▾

Select Default Administrators to notify (*CTRL-click or SHIFT-click to select multiple). CalendarRights, SPA

Automatically display incident on parent portal.

Notify the person who enters the referral when a resolution has been assigned.

Add Parent/Guardian signature line on the Behavior Detail Report.

Add Administrator signature line on the Behavior Detail Report.

Add Student signature line on the Behavior Detail Report.

Require behavior approver for Behavior Response. No ▾

Require behavior resolution before behavior incident can be set to complete. Yes ▾

Lock behavior discipline incidents that have a status of Complete. No ▾

Require participant before behavior incident can be set to complete. Yes ▾

Require participant before behavior referral can be submitted. Yes ▾

Save Delete New

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

Incident Management Editor

Title

A resolution is required before the behavior incident status can be changed to Complete.

OK

Saving an Incident without a Resolution

A Behavior Preference is available that **locks the modification of that incident (does not affect award incidents) once it is marked complete**. When this preference is set to **Yes**, a locked icon displays next to all completed behavior discipline incidents.

Preferences ☆
Behavior > Settings > Preferences

Save

Behavior Preference Options

Display Special Ed option on reports setup. Yes ▾

Display Race and Ethnicity option on reports setup. Yes ▾

Display Gender option on reports setup. Yes ▾

Select Default Administrators to notify (*CTRL-click or SHIFT-click to select multiple).

Automatically display incident on parent portal.

Notify the person who enters the referral when a resolution has been assigned.

Add Parent/Guardian signature line on the Behavior Detail Report.

Add Administrator signature line on the Behavior Detail Report.

Add Student signature line on the Behavior Detail Report.

Require behavior approver for Behavior Response. No ▾

Require behavior resolution before behavior incident can be set to complete. No ▾

Lock behavior discipline incidents that have a status of Complete. Yes ▾

Require participant before behavior incident can be set to complete. No ▾

Require participant before behavior referral can be submitted. No ▾

New Unlock

Status Filter: Complete Alignment Filter: Discipline/Award

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Test #11	05/15/2017 3:08 PM			Staff-3, SPA	CM	
Award	05/15/2017 2:45 PM			Administrator, System	CM	
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	🔒
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	🔒
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	🔒
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	🔒

Locked Behavior Discipline Incidents

A Behavior Preference is available that **requires a participant to be assigned to the behavior incident before it can be marked as complete**.

- When this preference is set to **Yes**, at least one person (student, staff, etc.) needs to be

assigned as a participant of the event before that incident can be marked as complete. When the Status of the incident is changed to Complete and a participant has not been associated with it, a message displays indicating it cannot be marked as Complete until a participant is assigned (see image below).

- When this preference is set to **No** or when it is set to **Yes** and participants have been assigned to the incident, the incident can be marked as complete without error.

The image shows two overlapping windows. The left window is the 'Preferences' page, where the option 'Require participant before behavior incident can be set to complete.' is highlighted with a red box and set to 'Yes'. The right window is the 'Incident Management Editor' for incident ID 382471, where the status is 'Complete'. A modal dialog box is displayed over the incident details with the message: 'A participant is required before the behavior incident status can be changed to Complete.' and an 'OK' button.

Participant Required before Marking Incident Complete

Participant Required before Marking Incident Complete

Lock and Unlock Behavior Incidents

When a staff person has proper tool rights, there is an option to unlock completed incidents. Doing this sets the incident to In Progress, and additional changes can be made to that record. When a staff person does not have the proper tool rights, the locked incidents can only be viewed (information displays in gray text), not modified).

The image shows the 'Incident Management Editor' interface. At the top, there are buttons for 'New' and 'Unlock', with the 'Unlock' button highlighted by a red box. Below the buttons are filters for 'Status' (set to 'Complete') and 'Alignment' (set to 'Discipline/Award'). A table lists several incidents, with the 'Harmful physical contact' incident highlighted in blue. Below the table is the 'Incident Detail Information' section for incident ID 369440, showing the status as 'Complete' and submitted by 'Staff, Lori'.

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Test #11	05/15/2017 3:08 PM			Staff-3, SPA	CM	
Award	05/15/2017 2:45 PM			Administrator, System	CM	
Harmful physical contact	09/15/2016 1:45 PM	Hallway	During School Hours	Staff, Lori	CM	🔒
Defiance/disrespect /insubordination	09/13/2016 9:30 AM	Classroom	During School Hours	Staff, Leah	CM	🔒
Fighting	09/13/2016 7:10 AM	School Bus	Outside School Hours	Staff, Christa	CM	🔒
Abusive language	09/12/2016 1:15 PM	Classroom	During School Hours	Staff, Christa	CM	🔒
Possession of drugs	09/07/2016 8:09 AM		During School Hours	Staff, Kathy	CM	🔒
Possession of drugs	06/17/2016 12:10 PM	Classroom	During School Hours	Staff, Mike	CM	🔒

Unlock Completed Incidents

Add and Edit Behavior Incidents

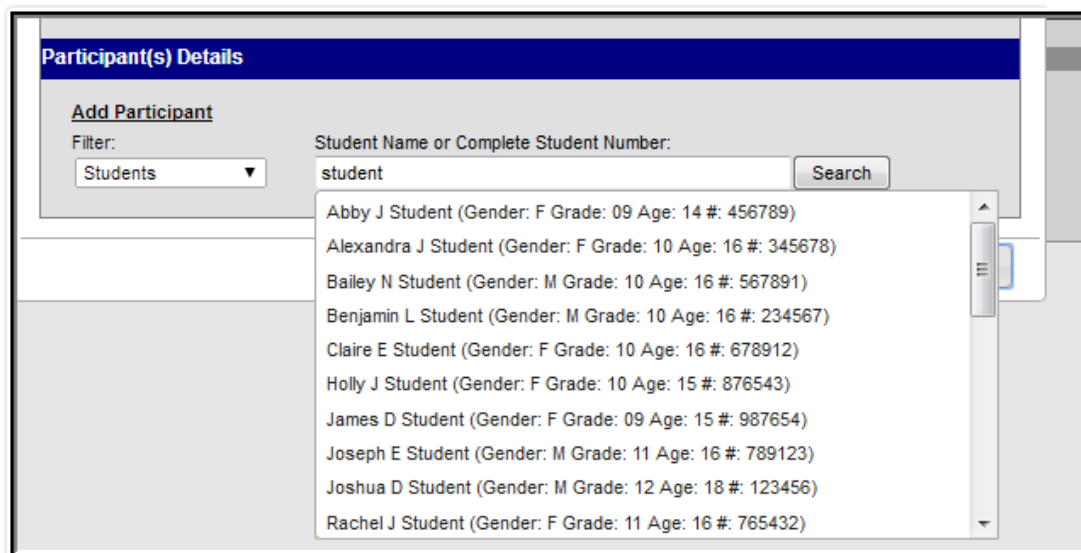
To create a new incident without entering and submitting a referral:

1. Click the **New** button in the action bar.
2. Enter details of the Incident in the Incident Detail Information editor.
3. Click the Save icon when finished, or continue adding Events and Participants (see below).

Add Participants to a Behavior Incident

Since participants may be involved in multiple events in different capacities (such as a student involved in a fight who was also found in possession of drugs), participants are attached to individual events,

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Students* (active [enrollment](#)), *School Employees* (active [district assignment](#)) and *All People* (Person record in [Census](#)).



The screenshot shows a web interface titled "Participant(s) Details". It features a search section with a filter dropdown set to "Students" and a search input field containing "student". A "Search" button is next to the input. Below the search bar, a list of search results is displayed, each line containing a student's name followed by their gender, grade, age, and student number in parentheses. The results are as follows:

Participant Name	Gender	Grade	Age	Student Number
Abby J Student	F	09	14	456789
Alexandra J Student	F	10	16	345678
Bailey N Student	M	10	16	567891
Benjamin L Student	M	10	16	234567
Claire E Student	F	10	16	678912
Holly J Student	F	10	15	876543
James D Student	F	09	15	987654
Joseph E Student	M	11	16	789123
Joshua D Student	M	12	18	123456
Rachel J Student	F	11	16	765432

Participant Name Search Results

Student names are followed by the student's Gender, Grade and Age and Student Number. School Employees include Gender and Title. All People only include Gender. The student number can also be entered when searching for a student.

Click the participant's name to add the individual to the event. The Participant Details editor opens for the individual.

Participant(s) Details

Amy Student (Check to include participant.) Show Details

Andy Student (Gender: M Grade: 10 Age: 14 #: 836439) Display on Portal Hide Details
 (Uncheck to exclude participant.)

Role: *Relationship To School

Injury Medical Service Provided:

Details:

Offense Type
 Cost To Victim \$

*Harassment Type

Add Participant
 Filter: Student Name or Complete Student Number:

Participant Details

Participant Details

Enter participant details based on the following table. Options may differ by state.

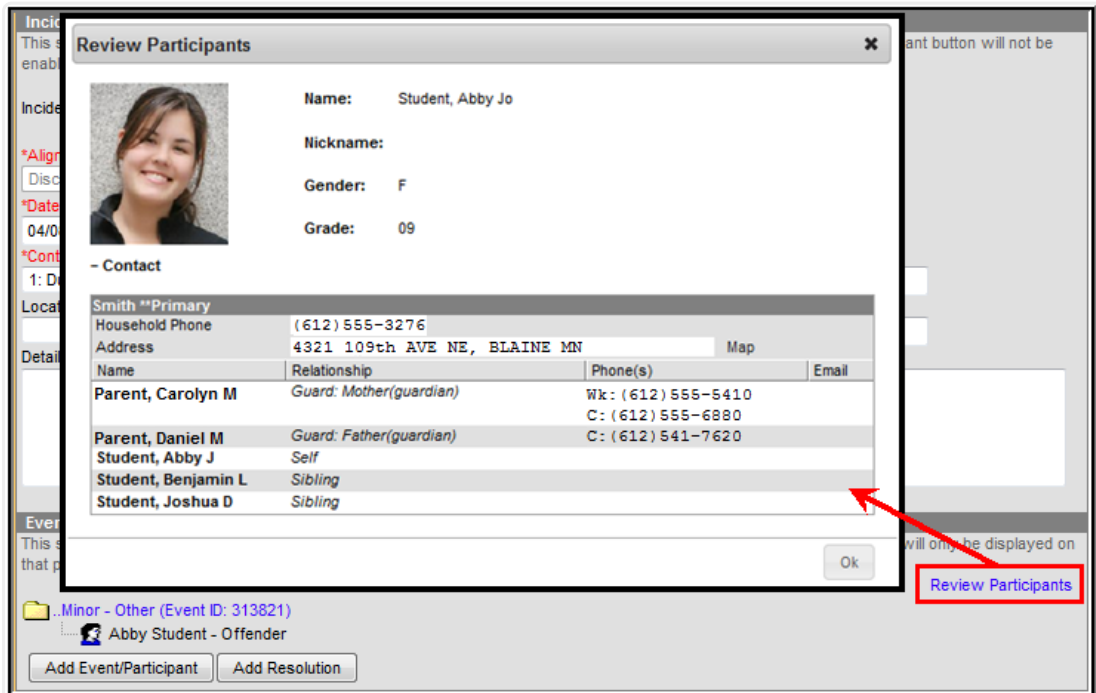
▶ [Click here to expand...](#)

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button.

To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant will be removed when the event is saved.

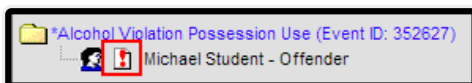
When adding participants to any events after the first one recorded, participants of other events in the incident will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

The **Review Participants** hyperlink will display a list of all participants, basic demographic information and parent/guardian contact information.



Behavior Management Review Participants

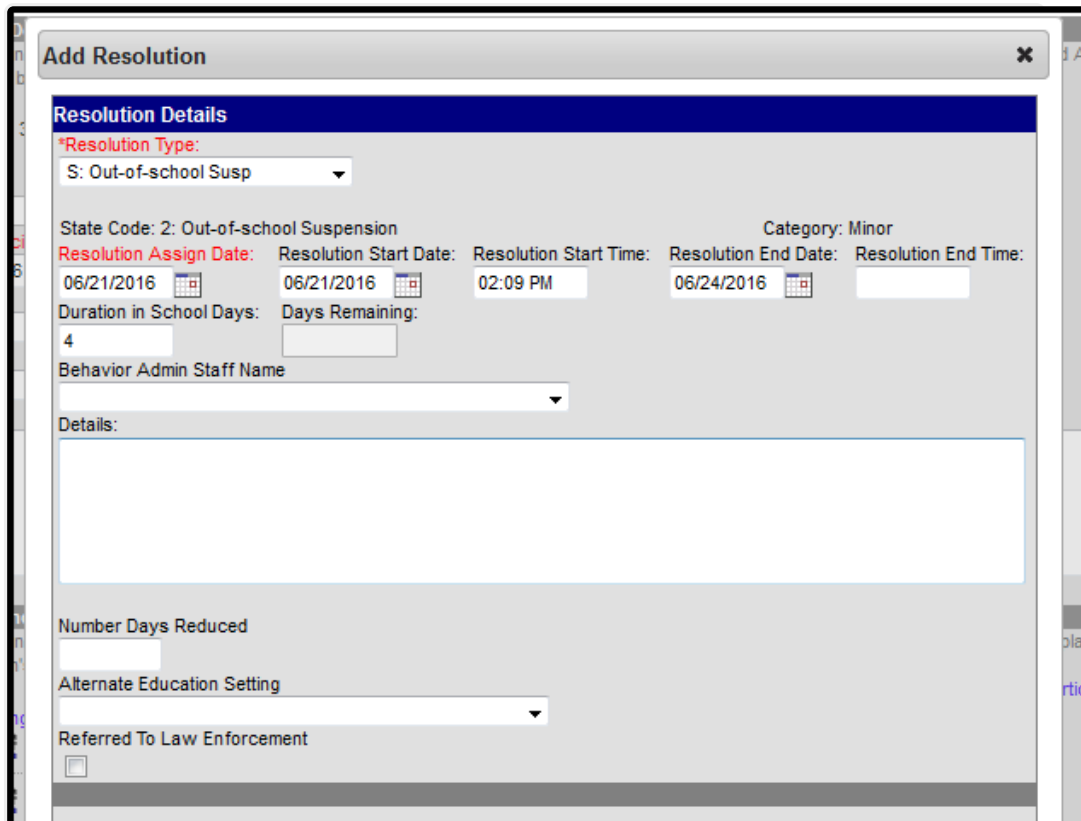
If a participant has an active, locked IEP at the time of the event, an icon will appear next to the student's name.



Participant with an IEP

Add a Behavior Resolution

Resolutions are added to an incident and then applied to the appropriate participants. The fields that appear for resolutions will vary by state and by the **Sub-type** of the resolution.



Adding a Behavior Resolution

Resolution Editor

This editor contains localized fields. There may be some fields that do not appear for all states.

► [Click here to expand...](#)

Assign a Resolution

Resolutions can only be added after an event has been added to the incident and at least one participant has been added to an event.

1. From the **Behavior Management** tool, select the appropriate Incident from the list of items in the Incident Management Editor.
2. Verify the correct event details and participants have been added to the incident by viewing the information in the Events and Participants section.
3. In the **Events and Participants** section, click the **Add Resolution** button. The **Resolution Details** editor displays.
4. Select the **Resolution Type** from the dropdown list. This list populates from the [Resolution Types](#) tool.
5. Enter the **Resolution Assign Date**.
6. Enter the **Resolution Start Date**. This date may be different than the Assign Date.

7. Enter the **Resolution Start Time**.
8. Enter the **Resolution End Date** and **Resolution End Time**. If the resolution is set to [Calculate End Date/Duration](#), the Resolution End Date field populates automatically.
9. Enter the **Duration in School Days** value. If the resolution is set to [Calculate End Date/Duration](#), this field populates automatically.
10. Select the **Behavior Admin Staff Name** from the dropdown list.
11. Enter any additional **Details** about the resolution.
12. If applicable, enter the **Number of Days Reduced** value.
13. If applicable, select the **Alternate Education Setting** option.
14. If applicable, mark the **Referred to Law Enforcement** checkbox.

Apply Resolution to Participants

After entering resolution details, select which students will be assigned the resolution using the **Apply to** checkboxes. Resolutions appear under participant names in the Event/Participant tree. Multiple resolutions can be assigned to a participant, but resolutions cannot be concurrent. If a user attempts to assign resolutions that occur at the same time, a warning message will appear instructing users to modify Start and End Dates before saving the record.

To modify a resolution, click the hyperlinked Resolution, make the desired modification and click **Save**. To delete a resolution from a participant, click the hyperlinked Resolution and click **Delete**.

A Behavior Preference exists that when set to Yes, a behavior resolution is required in order to complete a Behavior Incident. See the [Behavior Preferences](#) article for more information.

Calculate End Date Duration

When a Resolution Type has the **Calculate End Date/Duration** checkbox marked, users can enter either a Resolution End Date to auto-populate the Duration in Schools Days field, or enter a value in the Duration in School Days field to auto-populate the Resolution End Date field.

The Resolution Start Date field must be populated in order for the Resolution End Date or the Duration field to calculate properly.

Resolution Types

Save Delete New Show History Active Resolution Types

Behavior Resolution Type Editor

Code	Name	Alignment	Start Date	End Date
B	Bus Suspension	Discipline	01/01/2000	
DET	Detention	Discipline	01/01/2000	
S1	Dismissal	Discipline	01/01/2000	
EXC	Exclusion	Discipline	01/01/2000	
EXP	Expulsion	Discipline	01/01/2000	
BE	Expulsion from Bus	Discipline	01/01/2000	
FIN	Fine	Discipline	01/01/2000	
IS	In-school Suspension	Discipline	01/01/2000	
INC	Insigt/Chem Ed Class	Discipline	01/01/2000	

Behavior Resolution Type Detail

School District Wide Calculate End Date/Duration

Code: EXP *Name: Expulsion

*Alignment: Discipline *Start Date: 01/01/2000 End Date: []

Category: Minor State Resolution Code (Mapping): Expulsion from the school setting Sub-Type: []

Allow attendance modification

Calculat End Date/Duration Values

The Duration in School Days field updates when a user changes a Start Date or an End Date after it has already been calculated. The End Date field updates when a user changes the Duration in School Days field.

If a Behavior Resolution Type has a Sub-Type of Detention selected, the Calculate End Date/Duration checkbox cannot be chosen.

Resolution end dates and Duration in school day values can exceed the last instructional day of the calendar. The resolution end date is calculated to the last instructional day, and the system notes how many remaining days need to be applied to the resolution.

At this time, once the resolution is saved, the remaining values no longer display. It is up to the user to note how many remaining days are needed in the resolution before it is completed.

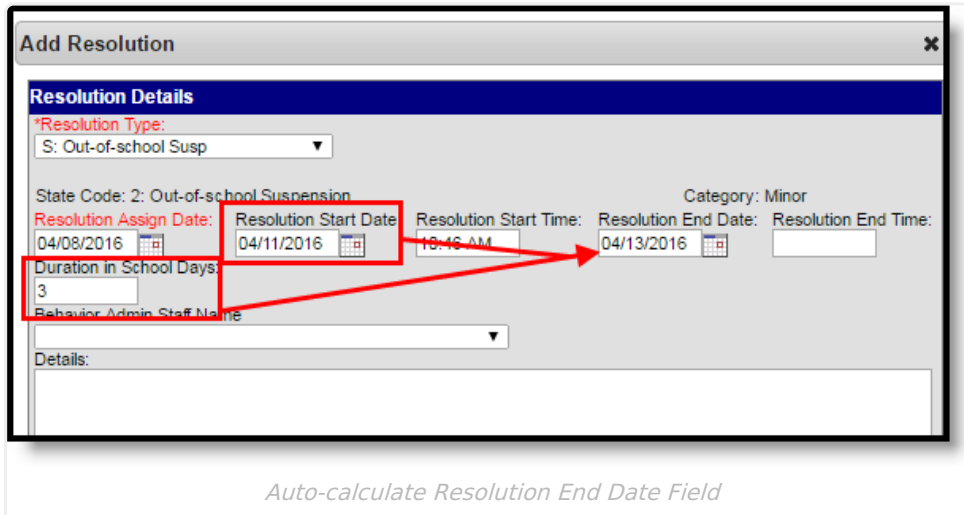
Auto-Calculate Resolution End Date

When assigning a resolution to auto-populate the Resolution End Date, enter the number of days the resolution applies to student in the **Duration in School Days** field.

For example, a student has been assigned Out-of-School Suspension for a total of three days for

fighting with another student that begins on April 11, 2016. The Out-of-School Suspension resolution has the Calculate End Date/Duration checkbox marked. The staff person administering the resolution can enter the Resolution Start Date of 04/11/2016, then enter a value of 3 in the Duration in School Days field. The Resolution End Date populates with 4/13/2016.

The date populates as soon as the user tabs to the next field or clicks into another field on the editor.



The screenshot shows the 'Add Resolution' form with the following fields and values:

- Resolution Type:** S: Out-of-school Susp
- State Code:** 2: Out-of-school Suspension
- Category:** Minor
- Resolution Assign Date:** 04/08/2016
- Resolution Start Date:** 04/11/2016
- Resolution Start Time:** 10:46 AM
- Resolution End Date:** 04/13/2016
- Resolution End Time:** (empty)
- Duration in School Days:** 3
- Behavior Admin Staff Name:** (empty)

A red box highlights the 'Resolution Start Date' and 'Duration in School Days' fields. A red arrow points from the 'Duration in School Days' field to the 'Resolution End Date' field, illustrating the auto-calculation process.

Auto-calculate Resolution End Date Field

Auto-Calculate Duration in School Days Field

When assigning a resolution to auto-populate the Duration in School Days field, enter the **Resolution End Date**, indicating the last day the student is serving the resolution.

For example, a student has been assigned Out-of-School Suspension for a total of three days for fighting with another student that begins on April 11, 2016 and ends on April 13, 2016. The Out-of-School Suspension resolution has the Calculate End Date/Duration checkbox marked. The staff person administering the resolution can enter the Resolution Start Date of 04/11/2016 and the Resolution End Date populates with 4/13/2016. The Duration in School Days field populates with a value of 3.

The value populates as soon as the user tabs to the next field or clicks into another field on the editor.

Auto-calculation Duration in School Days Field

Calendars with Multiple Schedule Structures

- When a calendar has multiple schedule structures, a school and schedule structure must be selected before a resolution can be added.
- When a calendar has multiple schedule structures, a behavior resolution with a sub-type auto-populates the Duration in School Days field when the Resolution End Date field is populated.
- When a calendar has multiple schedule structures, a behavior resolution with a sub-type auto-populates the Resolution End Date field when the Duration in School Days field is populated.

Link 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

Task	Tool
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:

Note the following information:

- 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.
- Attendance codes can only be selected **AFTER** a behavior incident has been marked Complete.

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 attendance but do not overwrite** - If selected, attendance records created by the behavior resolution will be saved but any existing attendance records which overlap attendance records created by the behavior resolution will not be overwritten. This option is not available for Kentucky users. Please see the [Kentucky Behavior](#) article for more information.
 - **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.

Add Resolution ✕

Resolution Details

***Resolution Type:**
 SSP3: Out of School Suspension ▼

Category: Minor

State Code: SSP3: Out of School Suspension

Resolution Assign Date: 01/22/2014 ***Resolution Start Date:** 01/22/2014 **Resolution Start Time:** 12:49 PM ***Resolution End Date:** 01/31/2014 **Resolution End Time:**

Duration in School Days:

Attendance Code (Warning: Saving this resolution will update attendance)
 SA: SUSPENDED ABSENCE ▼

Behavior Admin Staff Name

Details:

Number Days Reduced

Alternate Education Setting

Referred To Law Enforcement

***Apply To:**
 Disruption
 Colin Student

Check for attendance conflicts

The following student(s) already have an attendance record for the specified date and time range. What action would you like to take?

Colin Student

Date	Period											
	00	01	02	03	04	05	06	07	08	09	10	11
09/18/2013 Wed			ABS	ABS	ABS	ABS	ABS	ABS	ABS			
09/17/2013 Tue							ABS	ABS				

Take the following action: Save attendance but do not overwrite ▼

- Overwrite Existing attendance
- Save attendance but do not overwrite
- Save behavior resolution but not the attendance

Save Close

Behavior and Attendance Records Linking

A Behavior Preference exists that when set to Yes, a behavior resolution is required in order to complete a Behavior Incident. See the [Behavior Preferences](#) article for more information.

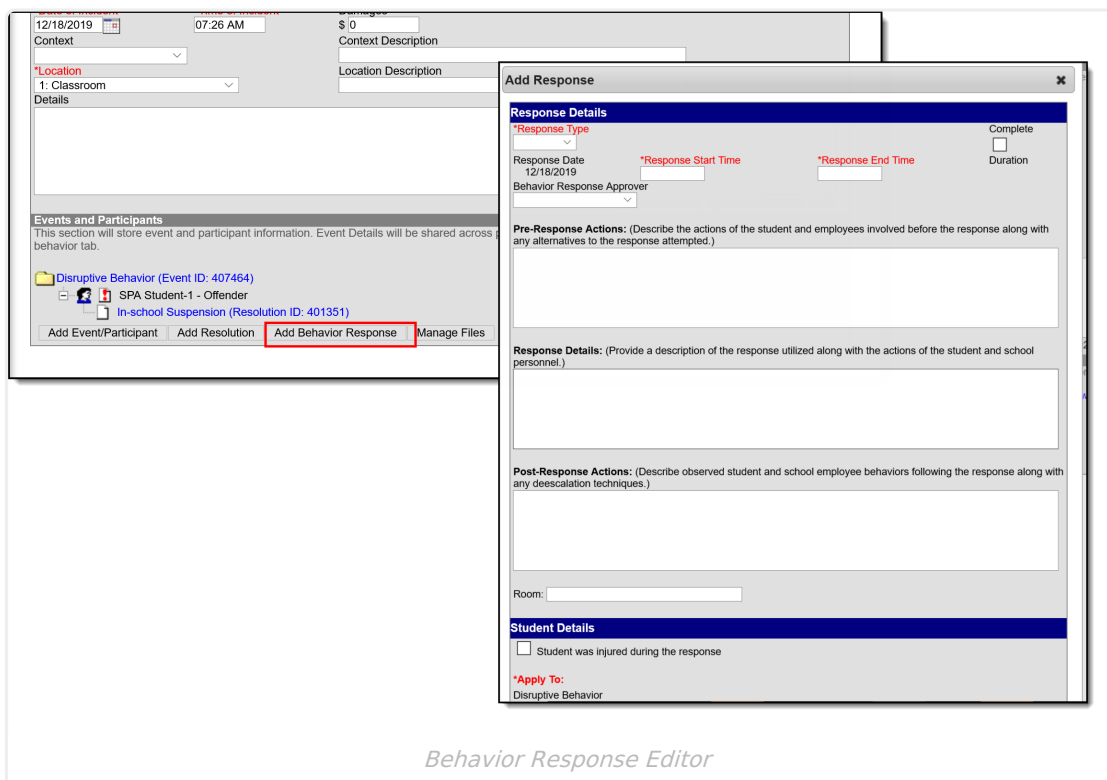
Add Behavior Responses

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.

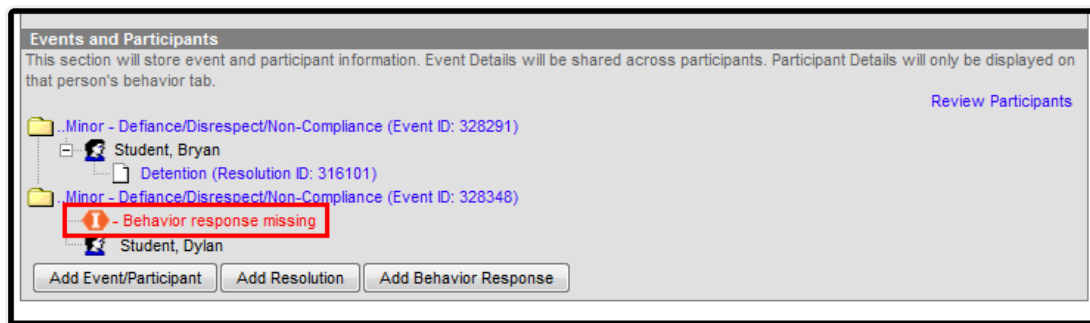
In addition, the following also needs to be completed before adding a behavior response:

- 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.



Behavior Response Editor

If a Behavior Incident has been marked to include a Behavior Response but it has not been entered, the Event and Participant editor displays an orange icon indicating the behavior response information is missing.



Behavior Response Missing Indicator

Behavior Response Editor

▶ [Click here to expand...](#)

Sync Behavior Responses

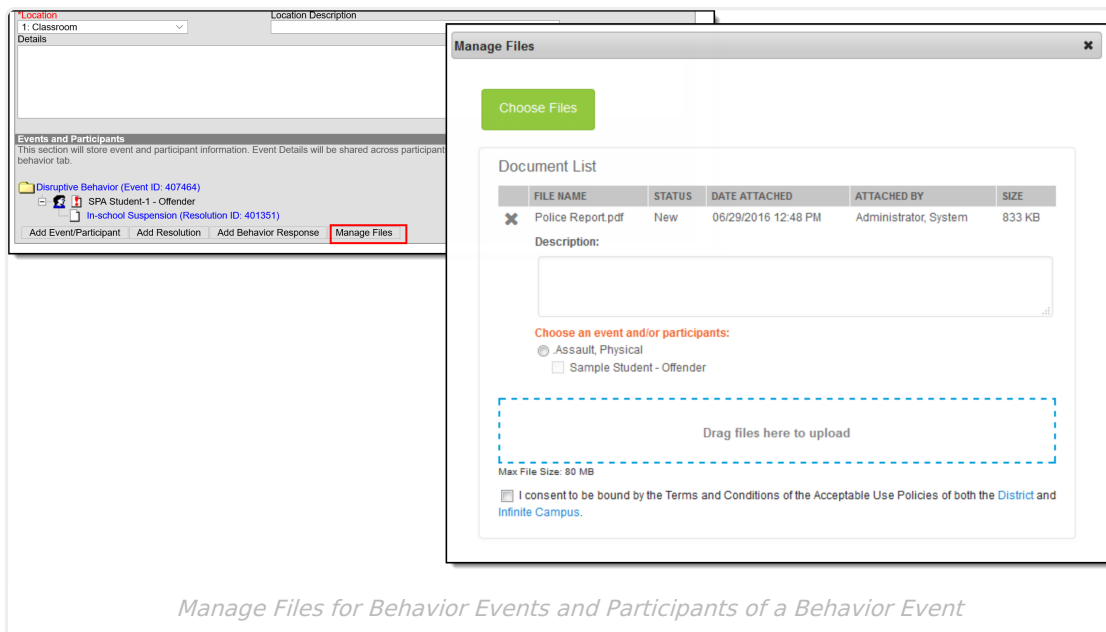
The Behavior Response Editor is not available in State Edition, but response data added by the district does sync to State Edition and state edition users can add new records, edit or delete existing records as needed (based on assigned tool rights).

- Kentucky - records are synced as long as the Behavior Response has a state code and is linked to an event that also has a state code.
- Montana - all behavior response records are synced.
- Maine - records are synced as long as the Behavior Response has a state code and is linked to an event and a resolution that also have a state code.
- BIE - records are synced as long as a BIE Behavior Response code is entered and is linked to an event that also has a BIE event code.
- South Dakota - records are synced as long as the Behavior Response has a state code and is linked to an event that also has a state code.

See the Localized Behavior Articles for additional information.

Manage Files Attached to Behavior Events and Participants

Images, documents, videos, etc. can be associated with a particular student involved in a behavior event, or associated with a particular behavior event. The district MUST be using [Campus Digital Repository](#) in order to use this feature.



Digital Repository settings must be enabled to display the Manage Files button:

- Mark the **Behavior** checkbox on the [Digital Repository Preferences](#) tab.
- Mark which Behavior tools (Behavior Management, Behavior Referral, Student Information General) allow files to be uploaded on the [Digital Repository Behavior](#) tab.

See the [File Types](#) article for information on which types of files can be uploaded.

Also, uploaded files cannot exceed the total max file size selected in Campus Digital Repository. There is no limit to the number of files that can be uploaded.

Attach Files to an Event/Participant

1. Select the desired Incident from the **Incident Management Editor**.
2. In the **Events and Participants** section, click the **Manage Files** button. A **Manage Files** modal displays.
3. Click the **Choose Files** button in the upper left-hand corner. Files can also be dragged from a user's desktop to the **Drag Files to be Uploaded** space.
4. Locate the file to upload following the standard file upload procedures of your computer. Once located and selected to upload, the file displays in the **Document List**. If more than one file need to be added, locate all at one time.
5. Enter a **Description** of the file, if desired.
6. Determine if the file should be associated with the event and the student, or just the event. This needs to be selected for each file that is uploaded.
 - Select the **event** by marking the radio button next to the event name. **This must be**

selected in order to attach the file: files must be associated with an event, but may be associated with students or other participants.

- Select the **student(s)** by marking the checkbox. This does not need to be selected.
7. Mark the **Terms and Conditions** checkbox. This is a required selection for any file that is uploaded.
 8. Click the **Save** button when finished. The file will be uploaded and paperclips display next to the event and/or the participant names. Only one paperclip displays regardless of the number of files that are uploaded.

Save
Delete
New

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

Incident Management Editor					
Title	Date/Time	Location	Context	Submitted By	Status
.Assault, Physical	06/28/2016 11:03 AM			Administrator, System	IP
.Assault, Physical	06/27/2016 4:33 PM			Administrator, System	IP
.Arson	06/27/2016 4:00 PM			Administrator, System	IP
.Assault, Physical	06/27/2016 3:57 PM			Administrator, System	IP
.Assault, Physical	06/27/2016 3:56 PM			Administrator, System	IP
.Arson	06/27/2016 3:55 PM			Administrator, System	IP
Bomb threat	06/27/2016 3:54 PM			Administrator, System	IP
.Arson	06/27/2016 3:46 PM			Administrator, System	IP
.Carryover from Prior Year	06/27/2016 3:43 PM			Administrator, System	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.

Incident ID: 354499 Status: In Progress Submitted Date: 06/28/2016 11:05 AM
 Submitted By: Administrator, System

*Alignment: Discipline Title: .Assault, Physical

*Date of Incident: 06/28/2016 *Time of Incident: 11:03 AM Damages: \$ 0.00

Context: Context Description:

Location: 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.

[Review Participants](#)

.Assault, Physical (Event ID: 359635)

Asher Student - Offender

Add Event/Participant Add Resolution Add Behavior Response Manage Files

File Attached to Event and Student

View Uploaded Files

From the Events and Participants editor, click the **Event** name. The files that are associated with that event display in an **Event Files** section in the **Event Details** section. Click the link for the file to view it.

If files were associated with a participant, those files are also viewable here in the Participant Details section in a Participant Files section. If more than one student is associated with the event, and the file was associated with multiple participants, each participant displays a separate Participant Files section.

If the participants are students, files can also be viewed with proper tool rights from the [Student Behavior](#) tool (if Digital Repository preferences for that are turned on).

Manage Attached Files

Use the Manage Files button to make any necessary changes with the uploaded files:

- Click the X next to the file name to remove the file completely. The file is removed once the Save button is chosen (the status column changes from Attached to Remove on Save).
- Click the X next to the file to set the file to be deleted. The file status will change to *Remove on Save* and the is deleted upon saving.
- Re-select the X button of a file to negate the *Remove on Save* delete command, and have the

file remain.

- Remove the checkbox selection for alignment with a participant.
- Upload more files for the selected event.
- Modify the description of the file as needed.

Save any changes that were made before existing the Manage Files modal.
