

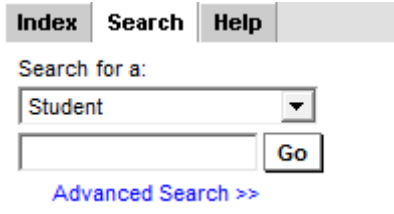


Minor Behaviors

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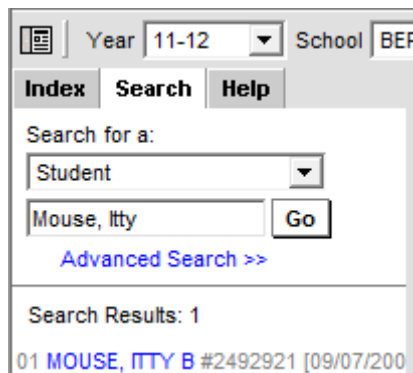
Minor Behaviors allow staff to add positive as well as negative behavior events.

1. Click **Search** tab in **Index**.



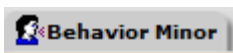
The screenshot shows a web interface with three tabs: **Index**, **Search**, and **Help**. The **Search** tab is active. Below the tabs, there is a label "Search for a:" followed by a dropdown menu currently showing "Student". Below the dropdown is a text input field and a "Go" button. At the bottom of the search area, there is a blue link that says "Advanced Search >>".

Under **Student**, type in student name – Last name, comma, first name, click **Go**.



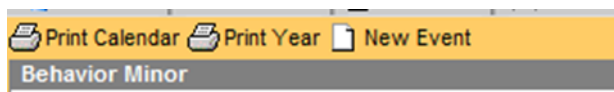
The screenshot shows the search results page. At the top, there are filters for "Year" (set to 11-12) and "School" (set to BEF). Below these are the same **Index**, **Search**, and **Help** tabs. The search criteria are displayed: "Search for a:" with a dropdown set to "Student" and a text input field containing "Mouse, Itty". A "Go" button is next to the input field. Below the search area, there is a blue link "Advanced Search >>". The search results are listed as "Search Results: 1" followed by a single entry: "01 MOUSE, ITTY B #2492921 [09/07/200]".

2. Click on the student name in the **Search Results** list.
3. Click **Index**.
4. In the **Index** list, click **Student Information > General**. (Student information tabs will appear.)
5. Click **Behavior Minor**.



Creating a New Event

1. Click on **New Event**



All areas in red are required fields and must be filled in before you can save .

The screenshot shows a 'Behavior Event' form with the following fields and options:

- *Event Name**: A dropdown menu.
- *Event Date**: A date field showing '06/07/2012' with a calendar icon.
- *Event Time**: A time field showing '12:17 PM'.
- Antecedent**: A text input field.
- Perceive**: A text input field.
- Mechanical Restraints**:
- Physical Restraints**:
- Aversion Intervention**:
- Behavior Admin Staff Name**: A dropdown menu.
- Referral Name**: A dropdown menu.
- Comments**: A large text area.
- State Event Code Mapping** (calculated from event type): No State Code.
- Custom Data Elements**:
 - Gang Related**:
 - Drug Code**:
 - School Police**:
 - Victim Referral**:
 - Physical Injury**:
 - *Possible Motivations**: A dropdown menu.
 - *Month**: A dropdown menu.
 - *Location**: A text input field.

2. Choose **Event Name** from the drop down list
3. **Event Date** defaults to the current date. Change date by clicking on the calendar next to the date field.
4. **Event Time** appears in 15 minute intervals. Change the time by clicking in the field and changing to correct time.
5. Enter **Antecedent**. What happened immediately before the event
6. Click on the down arrow in **Behavior Admin Staff Name** and select the correct name.

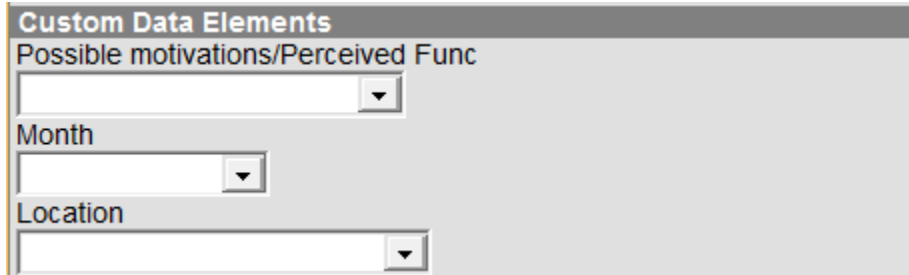
A close-up of the 'Behavior Admin Staff Name' dropdown menu. The menu is currently empty, and a blue arrow points to the down arrow icon on the right side of the field.

7. Click on the down arrow in **Referral Name** and select the correct name.



A screenshot of a web form field labeled "Referral Name". It consists of a rectangular input box with a small downward-pointing arrow on the right side, indicating it is a dropdown menu.

8. Add **Comments**. Please make sure that all comments entered are appropriate.
9. Click on the down arrow in **Possible Motivation, Month, location** and select the appropriate code.



A screenshot of a form titled "Custom Data Elements". It contains three dropdown menus: "Possible motivations/Perceived Func", "Month", and "Location". Each dropdown menu has a small downward-pointing arrow on its right side.

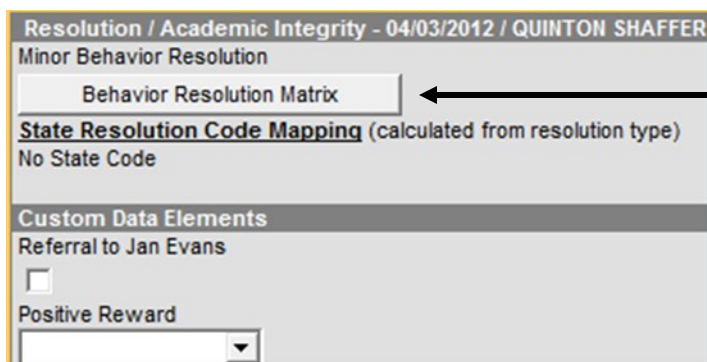
10. Click in the **Behavior Role** field and choose the appropriate code.



A screenshot of a form titled "Behavior Role". It features a dropdown menu labeled "*Role" with a downward-pointing arrow. Below it is a text area labeled "Comments" with a vertical scrollbar on the right side.

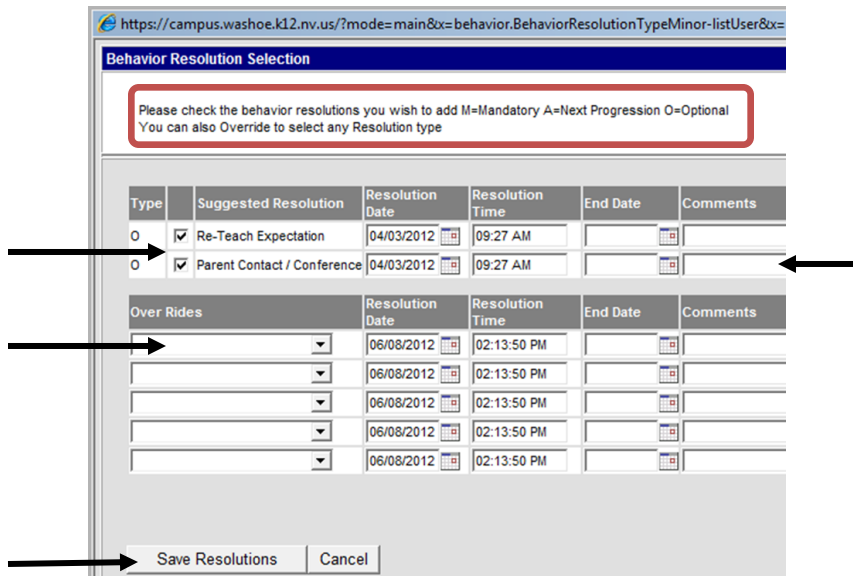
Behavior Resolution Matrix

1. Click **Behavior Resolution Matrix**.



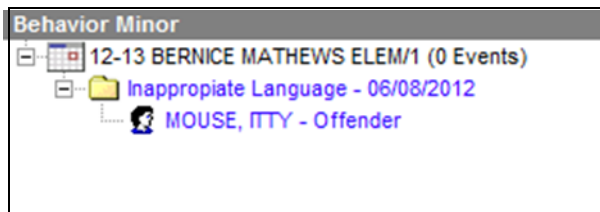
A screenshot of a form titled "Resolution / Academic Integrity - 04/03/2012 / QUINTON SHAFFER". It shows a "Minor Behavior Resolution" section with a button labeled "Behavior Resolution Matrix" and a black arrow pointing to it from the right. Below this is a "State Resolution Code Mapping" section with the text "No State Code". The "Custom Data Elements" section includes a checkbox for "Referral to Jan Evans" and a dropdown menu for "Positive Reward".

- Choose the appropriate resolutions by checking in the check box. You can over ride the suggested resolutions by clicking the down arrow in Over Rides and selecting the appropriate resolution.
- Enter the appropriate comments if applicable.

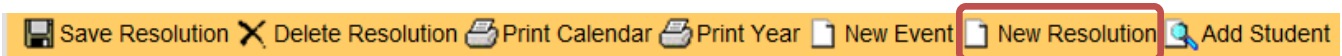


4. **Click Save Resolutions.**

The event will appear in the window.



It is possible to enter an additional resolution.

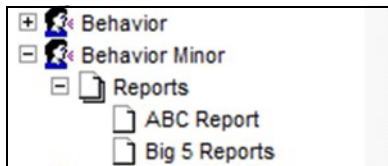


- Click on **New Resolution.**
- Follow the previous instructions to complete the additional resolution.

Print Calendar and Print Year will create a report showing all behavior events for the student.

Behavior Minor Reports

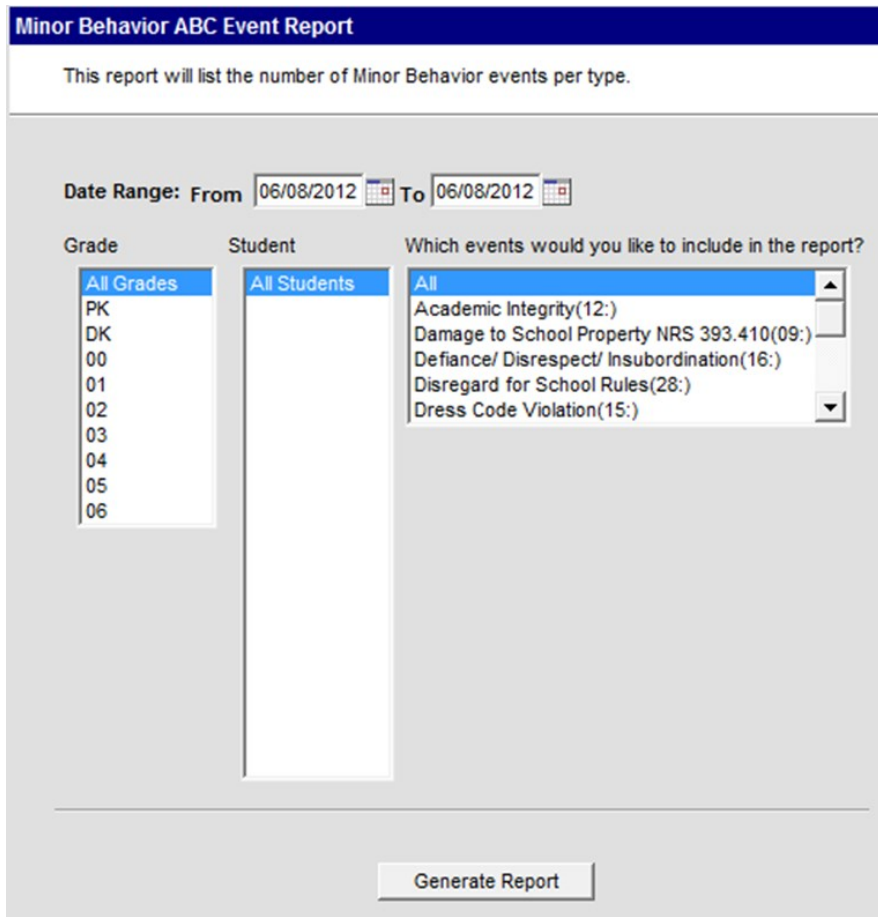
There are two reports available under **Behavior Minor** in the **Index**.



To access the reports:

1. Click on **Index**.
2. Click on **Behavior Minor**.
3. Click on **Reports**.
4. Select the appropriate report.

ABC Event Report

A screenshot of a web application form titled 'Minor Behavior ABC Event Report'. The form has a blue header bar with the title. Below the header, there is a text box stating 'This report will list the number of Minor Behavior events per type.' The form contains several input fields and dropdown menus. The 'Date Range' section has 'From' and 'To' fields, both containing the date '06/08/2012'. Below this, there are three columns: 'Grade', 'Student', and 'Which events would you like to include in the report?'. The 'Grade' column has a dropdown menu with 'All Grades' selected and a list of grades from PK to 06. The 'Student' column has a dropdown menu with 'All Students' selected. The 'Which events would you like to include in the report?' column has a dropdown menu with 'All' selected and a list of event types with their counts: Academic Integrity(12:), Damage to School Property NRS 393.410(09:), Defiance/ Disrespect/ Insubordination(16:), Disregard for School Rules(28:), and Dress Code Violation(15:). At the bottom of the form, there is a 'Generate Report' button.

5. Enter the dates in **Date Range**.
6. Select appropriate parameters.
7. Click **Generate Report**.

Big 5 Reports

Behavior Big 5 Reports-

This will print the Behavior Big 5 Reports

Start Date End Date

Grade

- All Grades
- PK
- DK
- 00
- 01
- 02
- 03
- 04
- 05
- 06

Student

- All Students

Which events would you like to include in the report?

- All
- Academic Integrity(12:)
- Damage to School Property NRS 393.410(09:)
- Defiance/ Disrespect/ Insubordination(16:)
- Disregard for School Rules(28:)
- Dress Code Violation(15:)

Select Report

- Behavior Event Count
- Behavior Event Average by Month
- Behavior Event Count by Location
- Behavior Event Count by Time of Day
- Behavior Event Count by Student

1. Enter dates.
2. Select appropriate parameters
3. Select the type of report required by clicking in the radio button under **Select Report**.
4. Click **Generate Report**.