

Behavior Administration Tips

- Enter Behavior Events by choosing **New** from **Index > Behavior > Behavior Management**. It is not necessary to start by finding a student, they will be added as a participant later.
- Fill in the **Incident Detail Information**.
 - Alignment, Date of Incident, and Time of Incident are required.
 - Select a **Status** and a **Submitted By** from the dropdowns.
 - Fill other fields as applicable.
 - Briefly describe the incident in the **Details** field. Remember that no student names should be used in the Details field. Keep the description professional, this can be displayed in the parent portal.
 - The Suspension Form will pull Incident and Resolution Details while leaving out Participant Details

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.

***Alignment**

Discipline ▼

Status

In Progress ▼

Submitted Date:

Submitted By: ▼

Title

***Date of Incident**

02/08/2017

***Time of Incident**

01:54 PM

Damages

\$

Context

Location

Context Description

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.

Add Event/Participant
Add Resolution
Add Behavior Response

- Add participants and required event information by clicking **Add Event/Participant**.
 - **Event, Month, Location, and Time of Event** dropdowns are required. Fill other fields and checkboxes as appropriate.
- Add participants by entering their name or student number in the **Add Participant** section.
 - **Relationship to School** is a required field for the participant.
 - Enter just this participant's role in the incident in this **Details** field. The entire incident does not need to be entered here. Other student names should not be entered here.
 - Fill in other applicable fields. Choose whether or not to **Display on Portal** and press the Save button.
- Add additional participants as applicable.

Participant(s) Details

☒ (Uncheck to exclude participant.) ☐ Display on Portal

Role: Offender ▼ Demerits: 0 *Relationship to School: 1: Current Student ▼

Injury: 1: No Injury ▼ Injury Description: Medical Service Provided: ☐

Details:

Add Participant

Filter: Students ▼ Student Name or Complete Student Number: Search

- Resolve the incident by clicking **Add Resolution**.
 - Resolution Type**, **Resolution Assign Date**, and **Apply To**: are required fields. **Duration in School Days** should also be filled in.
 - If you are doing any type of Suspension enter **Resolution Start & End Dates**, **Duration in School Days** will automatically calculate for you. Likewise, with a **Resolution Start Date & Duration in School Days** entered, the **Resolution End Date** will calculate.
 - Fill in **Details** regarding the event resolution. As with the other details fields, this description should be professional and include no student names.
 - The Resolution Detail screen must be filled for every participant or you will not be able to complete the incident.

Resolution Details

*Resolution Type: ▼

Resolution ID: 256589

Resolution Assign Date: 02/08/2017 ▼ Resolution Start Date: 02/08/2017 ▼ Resolution Start Time: 02:57 PM ▼ Resolution End Date: ▼ Resolution End Time: ▼

Duration in School Days: Days Remaining:

Behavior Admin Staff Name: ▼

Details:

AIA Services: ☐

Custom Data Elements

Referral to Jan Evans: ☐

Positive Reward: ▼

Suspension Forms

The Suspension Form is in the Index menu. Clicking it will open a new window prompting for a username and password. Type in the following credentials in the user name and password fields:

- User name: **reportreader**
- Password: **a@1b@2c@3**

Type the student ID number into the **Student Number** field.

Choose which **Suspension Incident/ Resolution** you would like to see.

Click **View Report**

The Suspension Form pulls Incident and Resolution Detail, not Participant Detail.

A screenshot of a web form titled "Suspension Forms". The form has a light blue header bar. Below the header, there are two input fields: "Student Number" followed by a text box, and "Suspension Incident/Resolution" followed by a dropdown menu. To the right of these fields is a button labeled "View Report".

Student Number	<input type="text"/>	Suspension Incident/Resolution	<input type="text"/>	<input type="button" value="View Report"/>
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