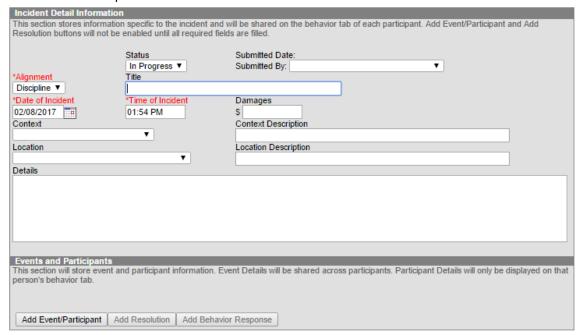
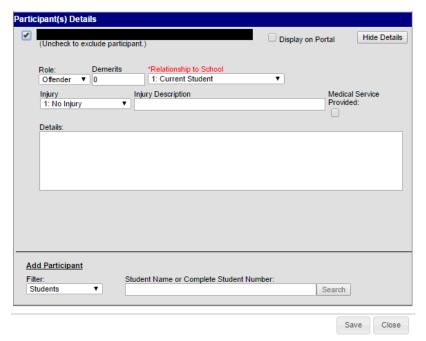
## **Behavior Administration Tips**

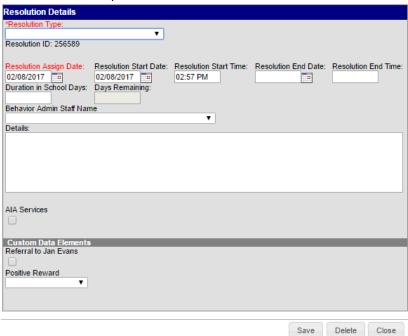
- Enter Behavior Events by choosing **New** from **Index > Behavior > Behavior Management**. It is not necessary to start by finding a student, they will be added as a participant later.
- Fill in the Incident Detail Information.
  - o Alignment, Date of Incident, and Time of Incident are required.
  - Select a Status and a Submitted By from the dropdowns.
  - o Fill other fields as applicable.
  - Briefly describe the incident in the **Details** field. Remember that <u>no student names</u> <u>should be used in the Details field</u>. 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



- 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.



- 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.



## 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: reportreaderPassword: 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.

