


## Entering Behavior Events

Window	Information
<div style="border: 1px solid gray; padding: 5px;"> <p><b>Entering Behavior Events</b></p> <p>Behavior Event</p> <p>*Event Name</p> <p>Event Date: 01/02/2008</p> <p>Event Time: 12:28 PM</p> <p>Weapon</p> <p>Violence Indicator <input type="checkbox"/></p> <p>Behavior Admin Staff Name</p> <p>Referral Name</p> <p>Behavior Event Location</p> <p>Comments</p> </div> <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;"> <b>Only one Event per incident.</b>  <b>If there is more than one student involved,</b>  <b>“Add the student to the same Event”.</b> </p> <p style="text-align: center; color: blue; font-weight: bold; margin-top: 10px;"> <u>Entering Weapon Information</u> </p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>Weapon Options:</b></p> <p>B: Firearm Facsimile</p> <p>E: Fixed Blade Knife (Less than 3 inches)</p> <p>I: Handgun</p> <p>H: Object/Substance to inflict death/serious body injury</p> <p>C: Pellet Gun/BB Gun</p> <p>G: Pocket Knife (More than 3.5 inches)</p> <p>J: Shotgun/Rifle</p> <p>F: Spring loaded Knife</p> <p>D: <b>BB Gun (na 06/07)</b></p> <p>A: <b>Firearm (na 06-07)</b></p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <p>Any Code with (na 06-07) <b>DO NOT USE</b> School Year 2006-07.</p> </div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p><b>Behavior Event</b></p> <p>1. From the <b>Behavior</b> tab, click the <b>New Event</b>  icon. A <b>Behavior Event</b>, <b>Behavior Role</b> and <b>Behavior Resolution</b> table will appear.</p> <p>2. Click <b>*Event Name</b> drop down arrow for a list of the behavior codes, then select the behavior code for the event. This list of events is the behavior code assigned to the student’s behavior when describing the Event.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0;"> <p><b>Behavior Event</b></p> <p>*Event Name</p> <ul style="list-style-type: none"> <li>Drug Violation(01)</li> <li>Alcohol Violation(02)</li> <li>Tobacco(03)</li> <li>Dangerous Weapons(05)</li> <li>Robbery(06)</li> <li>Other Felonies(07)</li> <li>Detrimental Behavior(09)</li> <li>Destruction of School Property(10)</li> <li>Other Violations of Code of Conduct(12)</li> <li>1st/2nd Degree or Vehicular Assault(13)</li> <li>3rd Degree Assault/Disorderly Conduct(14)</li> <li>Disobedient/Defiant or Repeated Interference(15)</li> <li>Bullying(50)</li> <li>Gang affiliation (51)</li> </ul> </div> <p>3. Click in the <b>*Event Date</b> field and type the date or click the calendar icon next to the date field and click on the date of the event. Click in the <b>*Event Time</b> and correct if it does not represent the time the event occurred. The <b>*Event Date</b> will default to the current date and time. This information should be changed if not correct information.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0; display: flex; justify-content: space-between;"> <div>*Event Date: 06/11/2005</div> <div>*Event Time: 09:08 PM</div> </div> <p><b>Weapon</b></p> <p>4. If necessary to record, select the weapon from the drop-down list.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0; width: 100%;"> <p>Weapon</p> </div> <p><b>Violence Indicator</b></p> <p>5. Check <b>Violent Indicator</b> box if the event was life threatening.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0; width: 100%;"> <p>Violence Indicator</p> <p><input type="checkbox"/></p> </div> <p><b>Behavior Admin Staff Name</b></p> <p>6. Select the name of the person authorized to take action from the from the drop-down list.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0; width: 100%;"> <p>Behavior Admin Staff Name</p> </div> <p><b>Referral Name</b></p> <p>7. Click on the drop down arrow next to the <b>Referral Name</b> field, and then select the name of the person who referred the student to the office.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0; width: 100%;"> <p>Referral Name</p> </div> </div>

