

# Behavior Event Objectives

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## **Participants will be instructed on how to:**

1. Enter a non suspension **Event, Role, 1 Resolution**, and **add a student** to the same Event
2. Enter a suspension **Event, Role, a minimum of 1 Resolution**, and **add a student** to the same Event
3. Enter a bus **Event, Role, 1 Resolution**, and **add a student** to the same Event
4. Enter Conference Information – **Academic Only**
5. Enter teacher Behavior Referral Form

## **Participants will complete exercises on:**

1. Enter a **Behavior Event, Role, Resolution**, and add a student to the same Event with Role and 3 Resolutions; Out of School Suspension, Referred to Law Enforcement, and understand why a 3<sup>rd</sup> Resolution may be added with a request for extension with/without Expulsion.

This exercise will demonstrate the skills when using all features in Behavior Events.

## **Participants will complete Skill Quiz on each:**

1. Take an online quiz for certification in Behavior for access to behavior information.

Receive a certificate of completion for Behavior Certification after successfully completing the above Quiz.

## **Notes:**

Prerequisite to Behavior Certification is IC Overview or Prior experience  
Behavior Certification is prerequisite to Behavior Mail Merge Class.

**M** = Mandatory    **Ma** = Mandatory if it Applies    **E** = Encouraged    **B** = Leave Blank  
**Behavior Mandatory Fields**

### Behavior Event

**\*Event Name** **M** 1

**\*Event Date** **M**        **\*Event Time** **M**

**Weapon** **Ma**       **Violence Indicator**  **Ma**

**Behavior Admin Staff Name** **M**

**Referral Name** **M**

**Behavior Event Location** **M**

**Comments**  
**M** - Description of Behavior Event not using any specific student's names

### Behavior Role

**\*Role** **M**

**Demerits** **B**

**Comments**  
**M** - Include information on student's Role in the Event

**Important Message**

If more than one student is involved in the same Event. Each **additional student must be "added"** to the initial event entry.  
**DO NOT** add student separately

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### Behavior Resolution

**Behavior Resolution** **M**

**\*Resolution Date** **M**        **\*Resolution Time** **M**       **End Date** **M**

**Services during Expulsion** **B**

**Comments**  
**M**

**1<sup>st</sup>** Resolution includes the **decision, days and hours** in comment heading  
**2<sup>nd</sup>** Resolution if **Law Enforcement** was contacted information on citation  
**3<sup>rd</sup>** Resolution if **Requesting More Days or Hearing**  
**4<sup>th</sup>** Entered by Office of Prevention and Intervention Services.

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