Edit Checks (IBE)

09/03/2026 11:36 am EDT

(NC) IBE01 Missing Offender

All incident information should be in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies any behavior event that did not have an offender/participant.

Severity

Warning

What to Review

Review the behavior event participant roles.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.

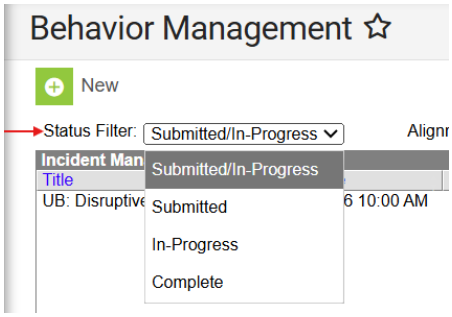
Column Name	Description
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Offender_Flag	Y indicates the behavior event does not have an offender associated with it.

Recommended Action

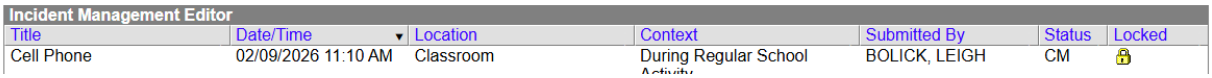
Use the detail rows to trace a summary total or edit-check result back to the source incident. Make any needed correction in Infinite Campus.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

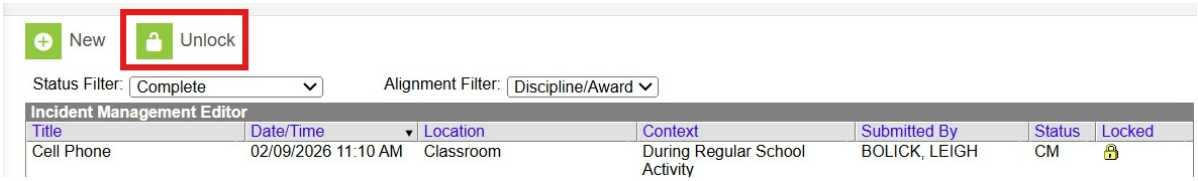
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to select the corresponding incident to review.
- Confirm the **Incident ID** matches the **Incident_Number** before changing information.



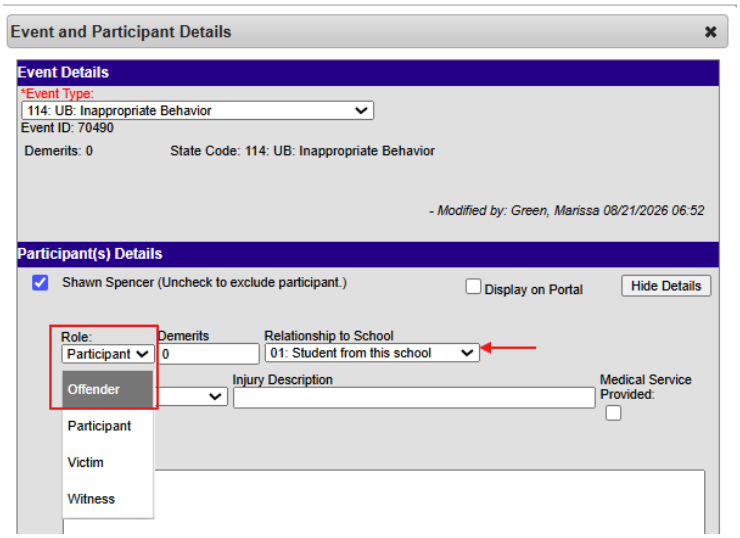
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from the Complete status to In Progress until marked complete again.



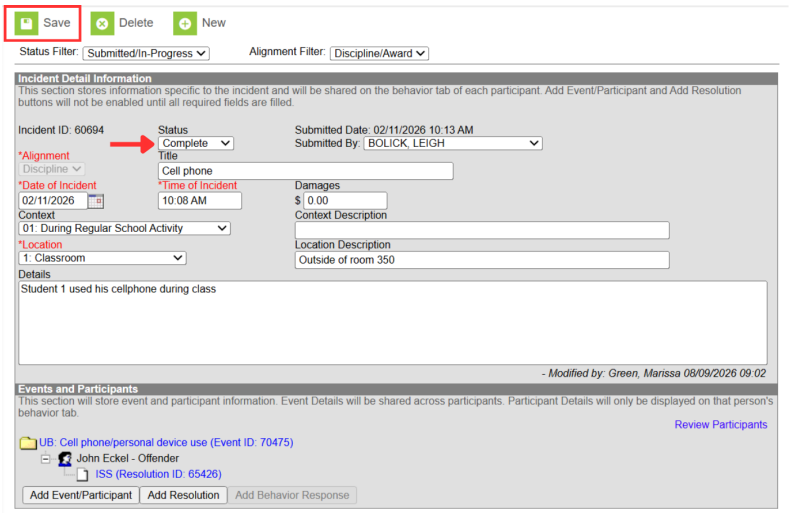
- Locate the **Events and Participants** section and select the **Event** with the missing Offender.

Correction Option: Update Participant Role

- If the event is correct, select the **Event** with the missing offender.
- In the Event and Participant Details section, locate the appropriate **Participant** and update the role to **Offender.**
- Ensure the **Relationship to School** is selected.

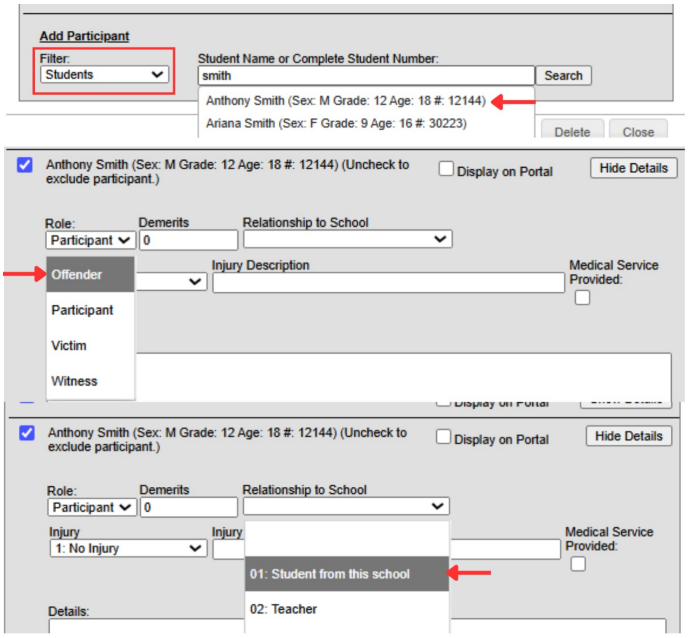


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



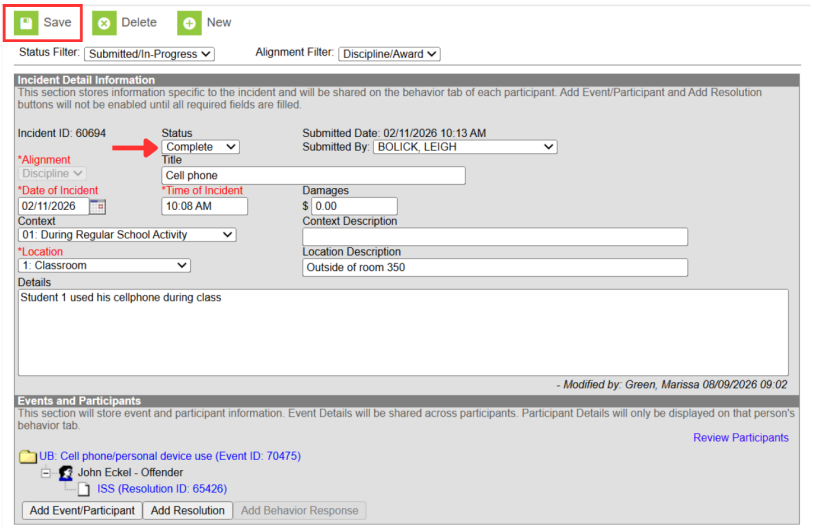
Correction Option: Add Offender Participant

- If the event is correct, but the Offender is not listed as an participant, select the **Event** with the missing offender.
- In the Event and Participant Details section, locate the **Add Participant** section. Select the appropriate filter and search for the student.
- Select **Offender** from the Role dropdown.
- Select the correct **Relationship to School**.
- Add information for other fields as necessary.



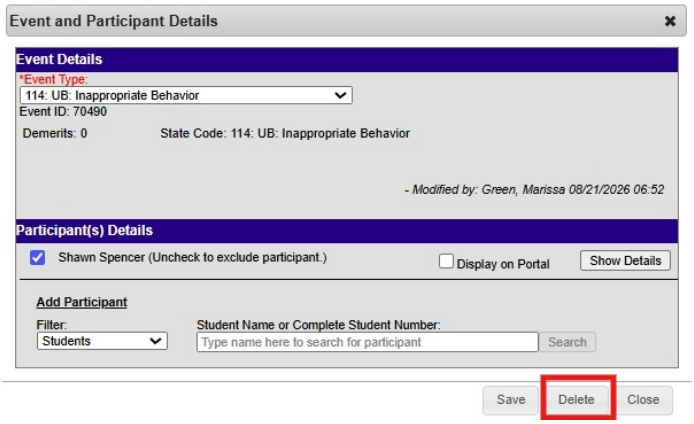
- Review other information as applicable.
- Click **Save** to update the participant details.

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



Correction Option: Delete Event

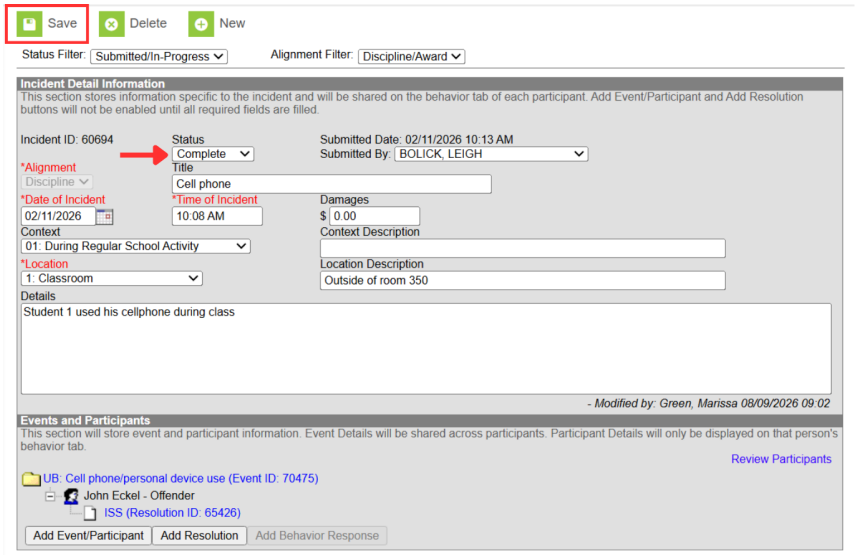
- If the event is incorrect and should not be part of this incident, select the **Event** with the missing offender.
- Click **Delete.**



- Click **OK** to confirm deleting the event

- Before continuing, ensure at least one event and offender participant role are associated with the event.
- Review other information as applicable.
- Click **Save** to update the participant details.

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE02 Missing Relationship

> **All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.**

Purpose

This check identifies any behavior event with offenders that are missing the relationship to school.

Severity

Warning

What to Review

Review the offender's relationship-to-school value.

Report Content

Column Name	Description
endYear	School year selected for the report.

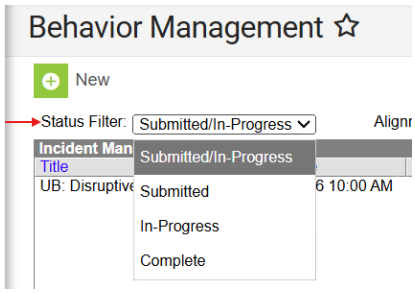
Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Relationship_flag	Y indicates the offender is missing a valid Relationship to school value.

Recommended Action

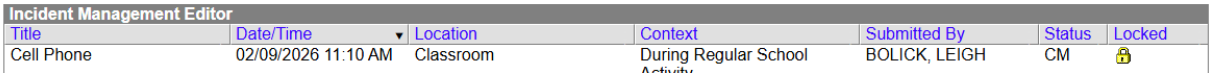
Select the correct relationship-to-school value for the offender.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



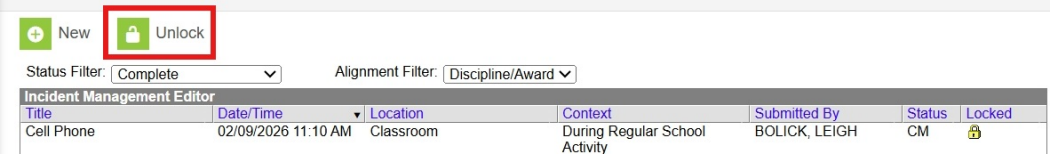
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



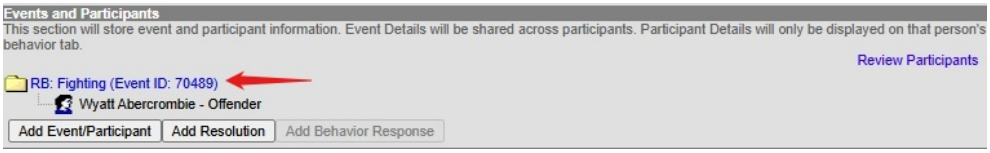
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the

information as necessary. (Unlocking incidents is based on tool rights.)

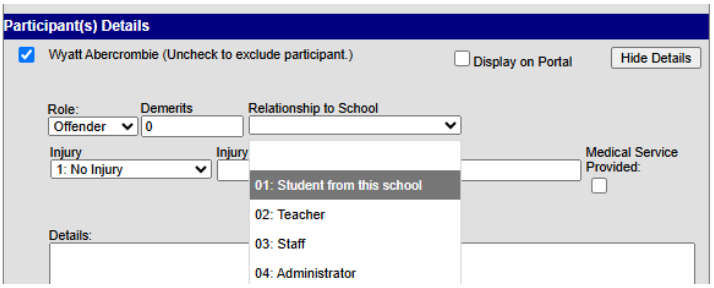
- This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



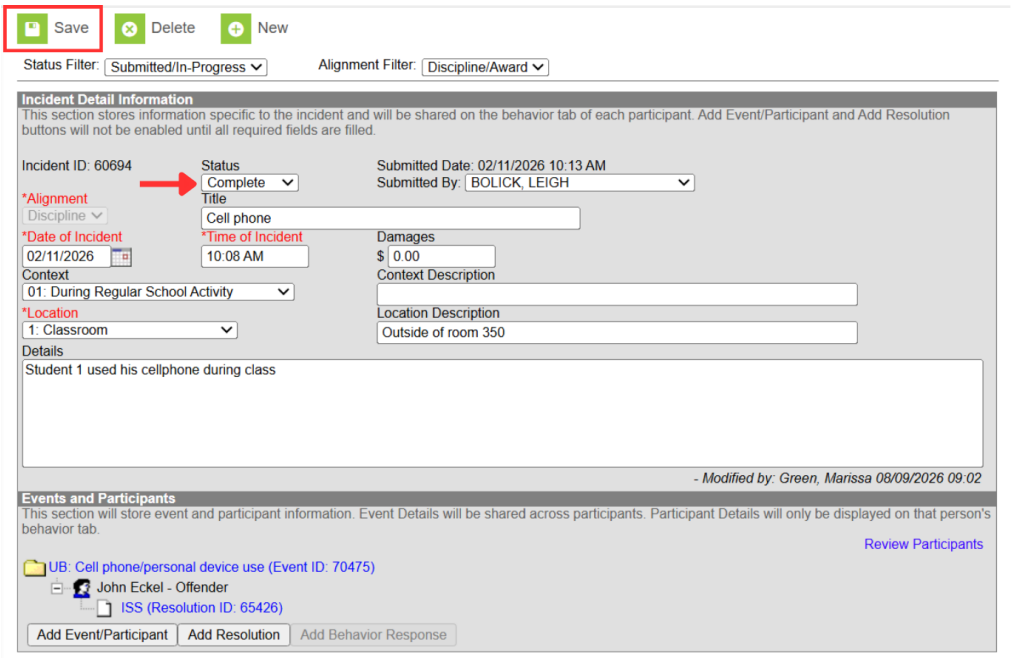
- Locate the **Events and Participants** section and select the **Event** with the missing relationship to school.



- Locate the **Participant(s) Details** section and select the participant's **Relationship to School** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE03 Participant Role

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies any behavior event that did not have an offender or a participant but had other “participants”.

Severity

Warning

What to Review

Review all participant roles attached to the behavior event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.

Column Name	Description
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Participant_Role_flag	Y indicates the participant is missing a valid Role value.

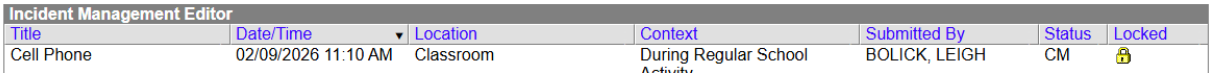
Recommended Action

Assign the correct offender or participant role.

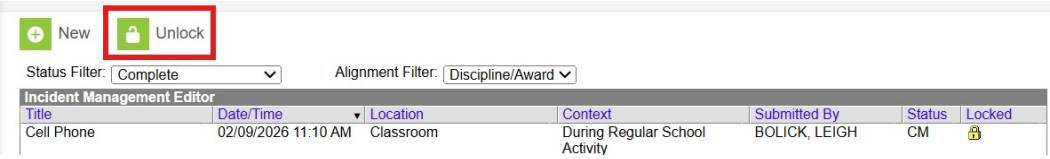
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

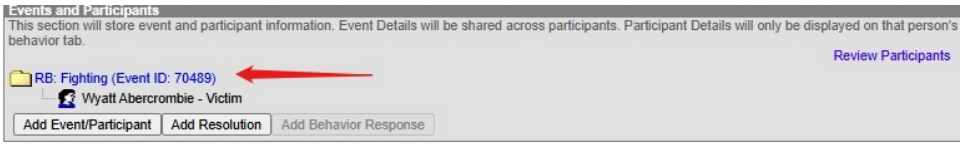
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



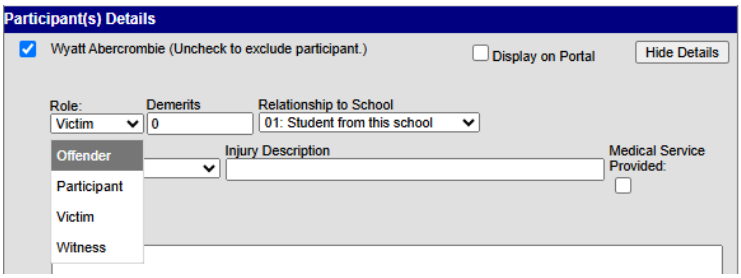
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



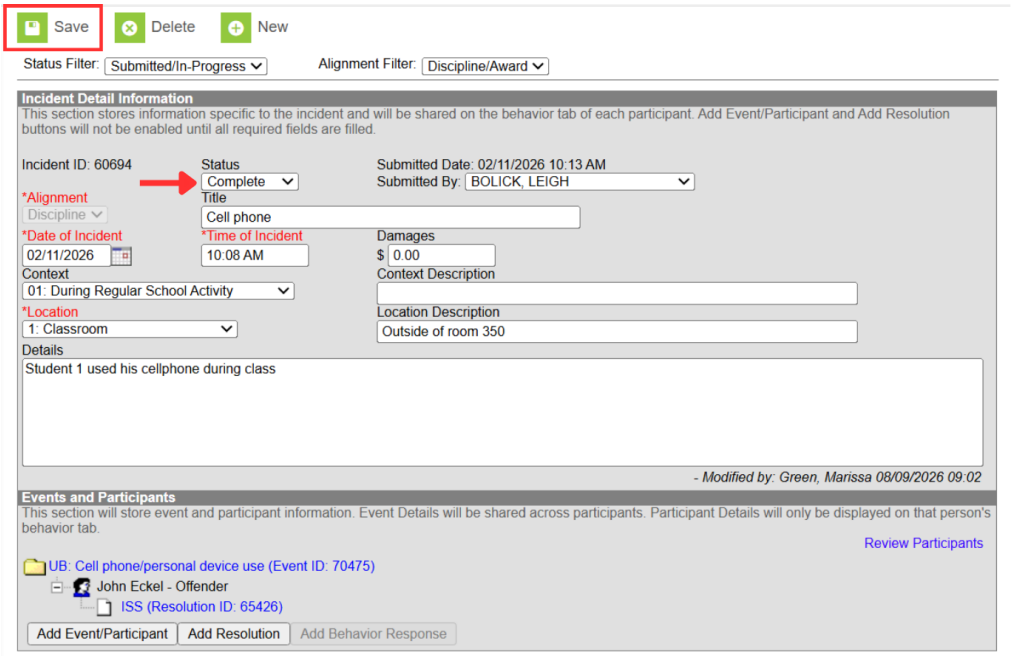
- Locate the **Events and Participants** section and the select the **Event.**



- Locate the **Participant(s) Details** section and select the participant's **Role** from the dropdown. At least one participant should be associated to the Offender Role.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE04 Staff Offender

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies behavior events or action resolutions that are considered staff-only OR the offender demographic information is consistent with a staff offender, but the offender's relationship to the school was not one of the following: Teacher (02), Staff (03), Administrator (04), Other professional (08), Non-professional (09), Volunteer (12), School Resource Officer (14).

Seclusion and Restraint behavior codes should only be used with staff offenders. This check looked for any incident where the offender behavior was coded as a use of seclusion or restraints (097, 098, 099 ,100, 111, 112, 113) but the offender type code was not one of the staff participant type codes (02, 03, 04, 08, 09, 10 or 14).

Severity

Warning

What to Review

Review the offender type, relationship to school, demographics, behavior code, and action code.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.

Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Staff_Offender_flag	Y indicates the offender's Relationship to School or Staff Status does not align with the reported behavior or action.

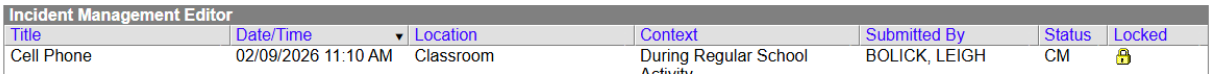
Recommended Action

Correct the offender classification or the staff-only behavior/action coding as appropriate.

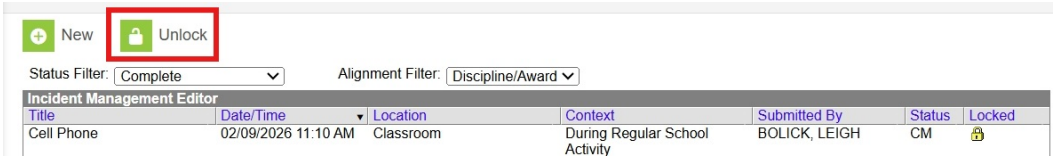
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

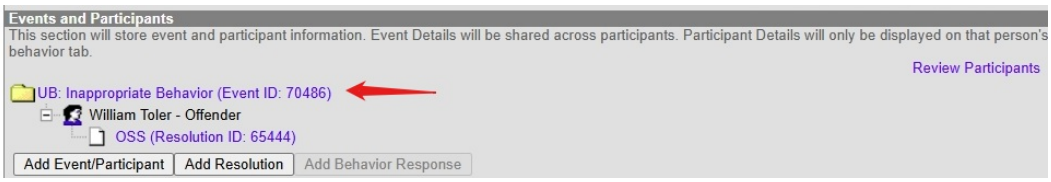
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

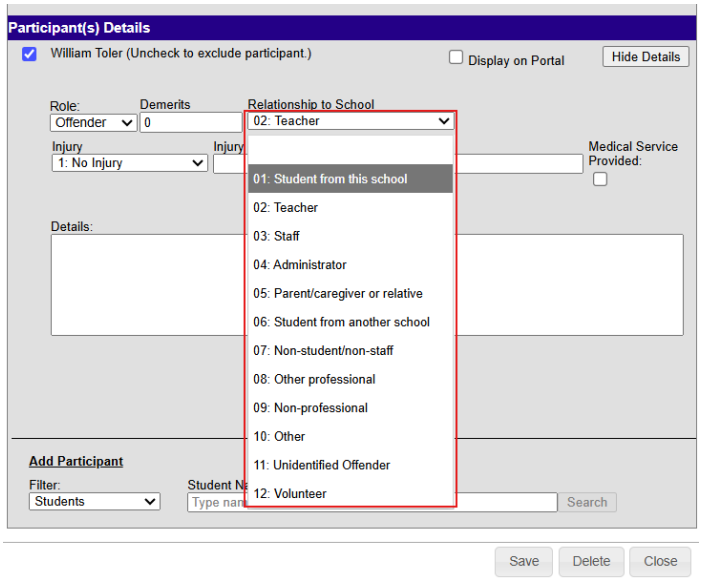


Correction Option: No Correction

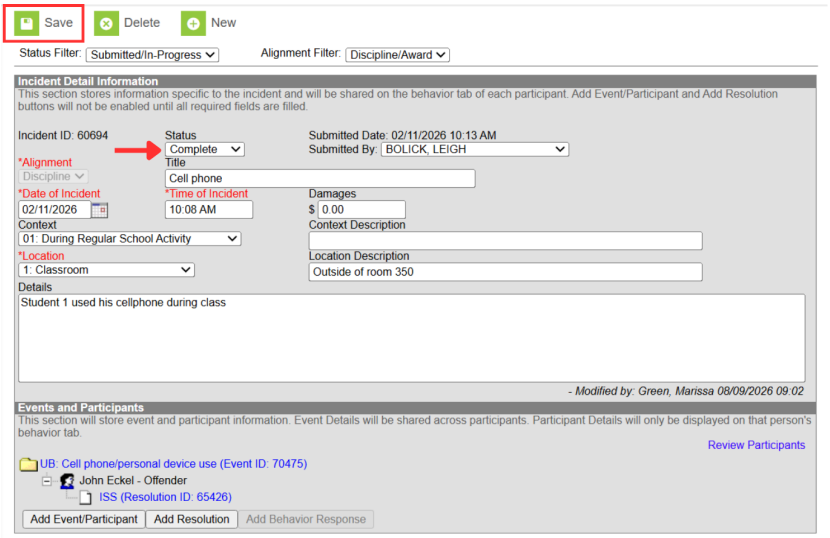
- If it is determined that incident is correct, no further action is needed.

Correction Option: Update Participant Relationship to School

- Locate the **Participant(s) Details** section. If each participant is listed correctly, select each one and ensure the appropriate **Relationship to School** is selected.
- Ensure staff participants have only staff relationships.

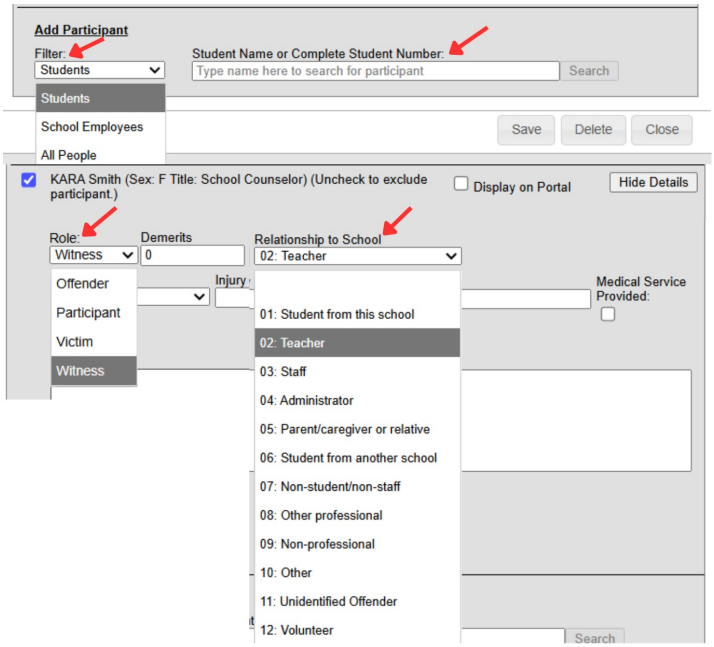


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

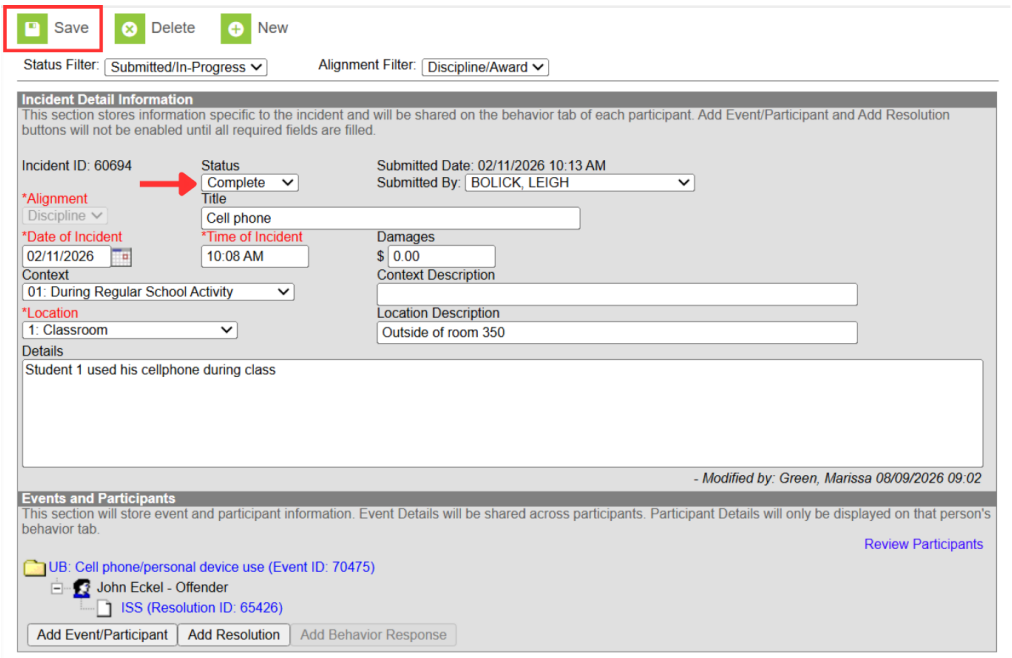


Correction Option: Add Participant

- Locate the **Participant(s) Details** section. If the participant is not listed, locate the **Add Participant** section and search for the participant. Adjust the **Filter** to search as people based on type in the system.
- Select the appropriate **Role** and **Relationship to School**. Ensure staff participants have only staff relationships.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE05 Student Offender

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Purpose

This check identifies behavior events or action resolutions that are considered student-only OR the offender demographic information is consistent with a student offender, but the offender's relationship to the school was not "Student from this school" (01) or "Student from another school" (06).

Severity

Warning

What to Review

Review the offender type, relationship to school, demographics, behavior code, and action code.

Report Content

Column Name	Description
endYear	School year selected for the report.

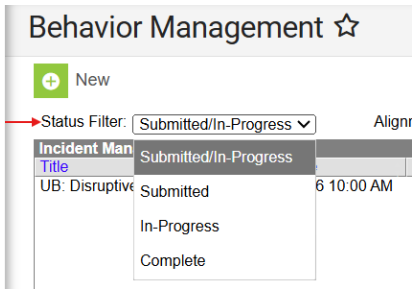
Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Student_Offender_flag	Y indicates the offender's Relationship to School or Student Status does not align with the reported behavior or action.

Recommended Action

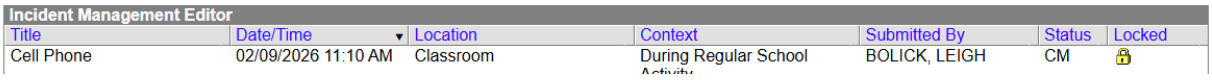
Correct the offender classification or the student-only behavior/action coding as appropriate.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



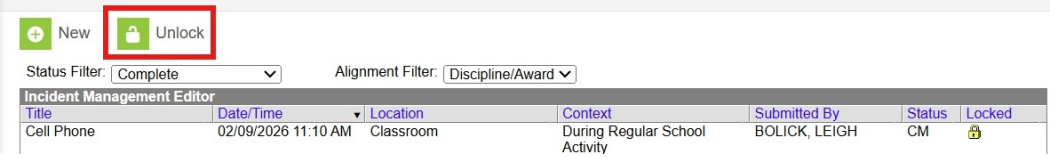
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



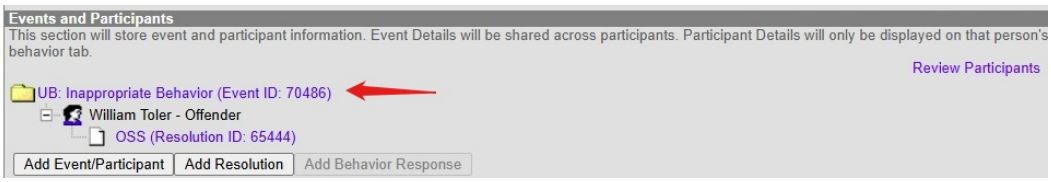
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the

information as necessary. (Unlocking incidents is based on tool rights.)

- This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

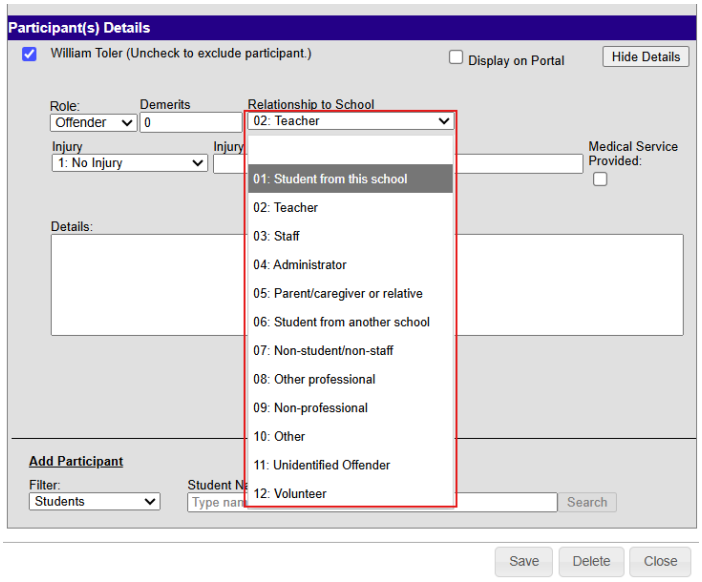


Correction Option: No Correction

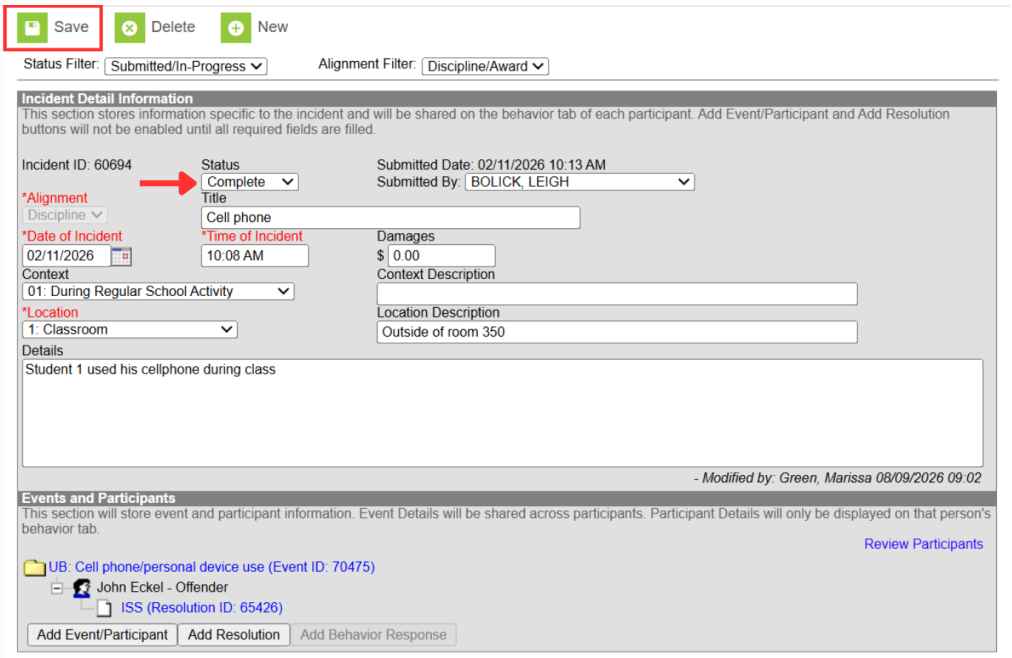
- If it is determined that incident is correct, no further action is needed.

Correction Option: Update Participant Relationship to School

- Locate the **Participant(s) Details** section. If each participant is listed correctly, select each one and ensure the appropriate **Relationship to School** is selected.
- Ensure student participants have only student relationships.

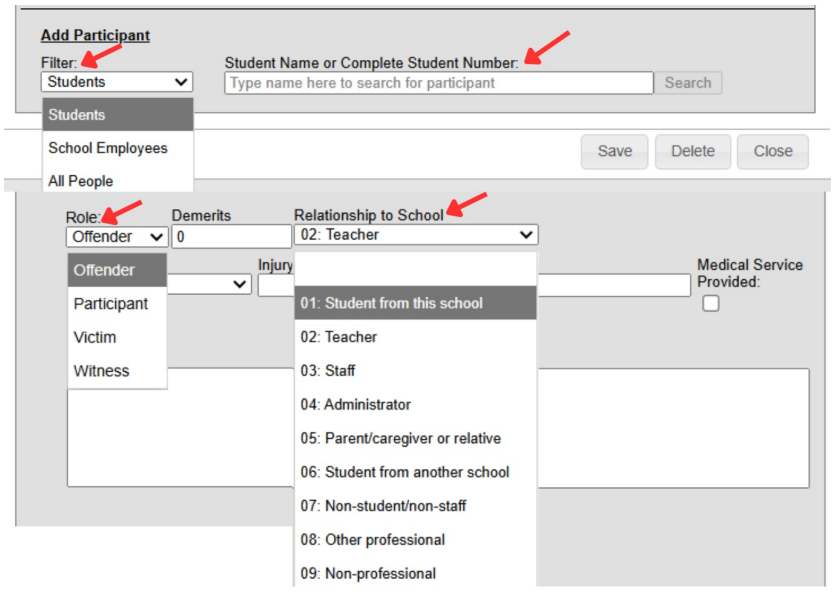


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

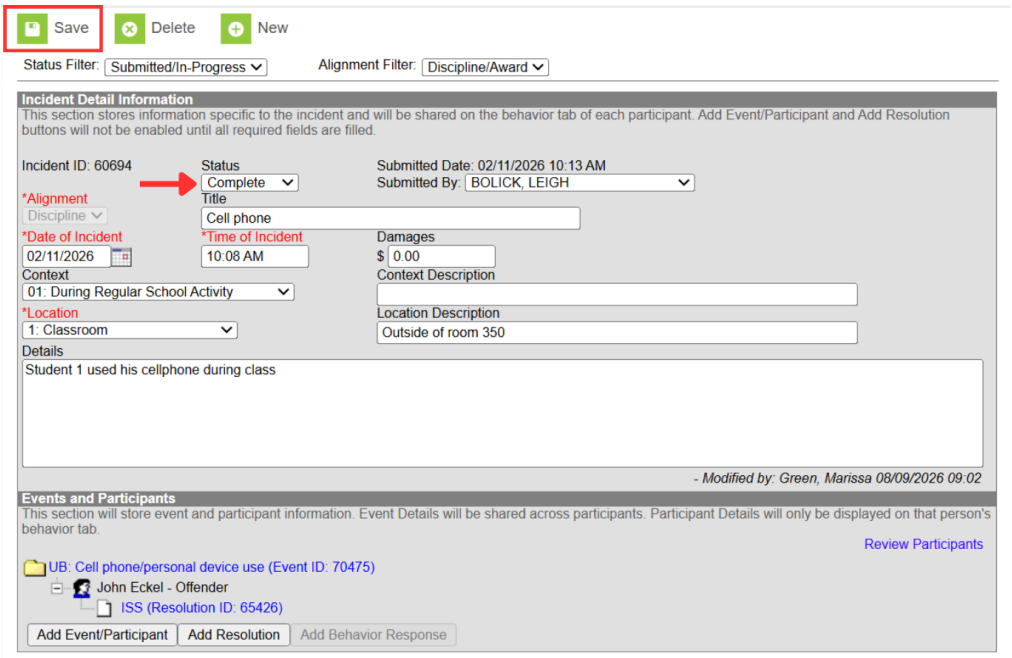


Correction Option: Add Participant

- Locate the **Participant(s) Details** section. If the participant is not listed, locate the **Add Participant** section and search for the participant. Adjust the **Filter** to search as people based on type in the system.
- Select the appropriate **Role** and **Relationship to School**. Ensure student participants have only student relationships.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE06 Bully/Harassment Victim

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies acts of bullying/harassment that do not have an associated victim (behavior codes = 025, 038, 052, 094, 101, 102, 109, 110).

Severity

Warning

What to Review

Review the incident and behavior code.

Report Content

Column Name	Description
endYear	School year selected for the report.

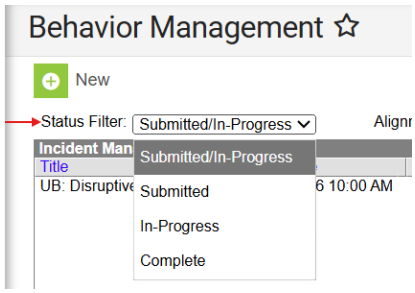
Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
BullyHarassment_Victim_flag	Y indicates a Bullying or Harassment behavior (025, 038, 052, 094, 101, 102, 109, 110) is reported without an associated victim.

Recommended Action

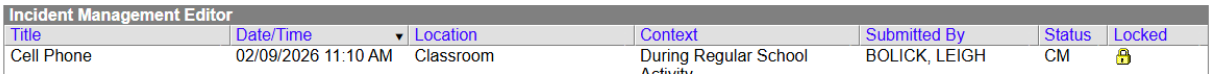
Add the missing victim and verify the behavior code, or confirm that the existing entry is accurate.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



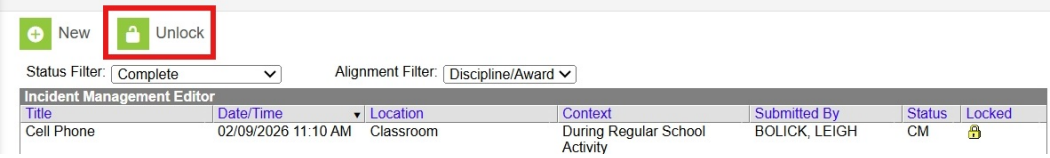
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



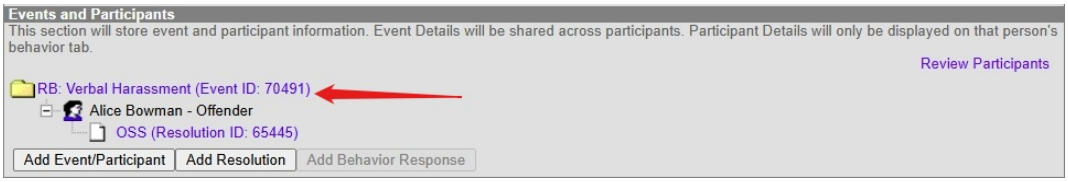
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the

information as necessary. (Unlocking incidents is based on tool rights.)

- This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

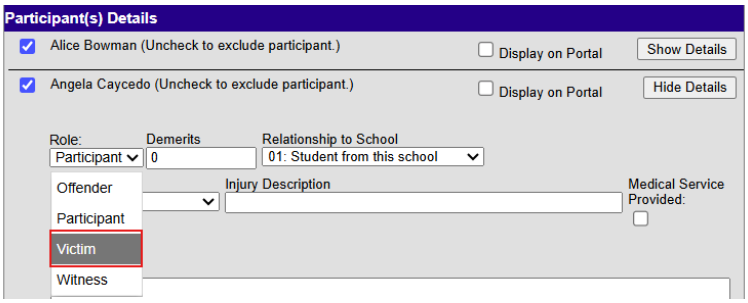


Correction Option: No Correction

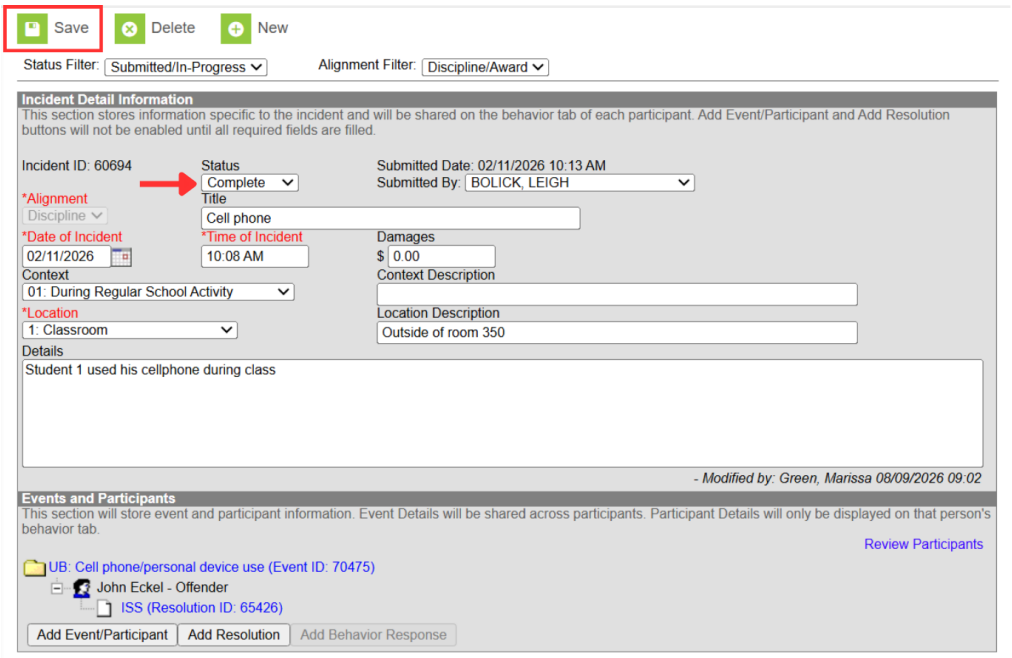
- If it is determined that incident is correct, no further action is needed.

Correction Option: Update Participant Role

- Locate the **Participant(s) Details** section. If all participants are listed and the event is correct, select the participant that is the victim and update the Role to **Victim**.

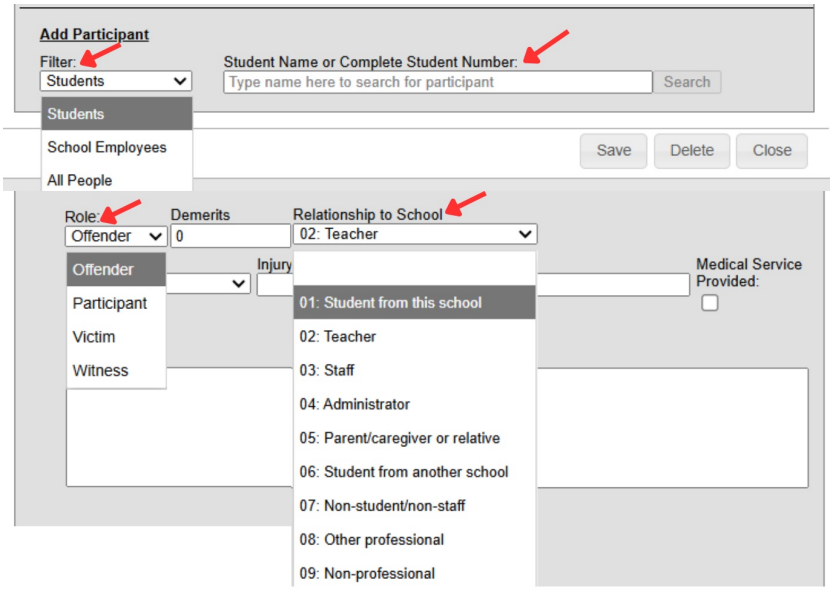


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

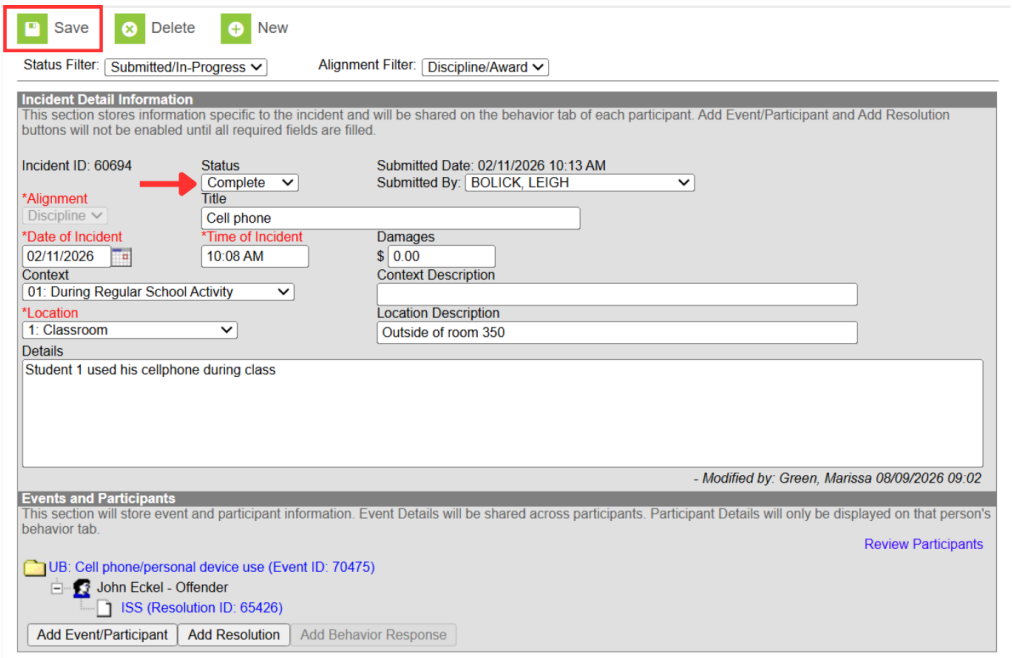


Correction Option: Add Participant

- Locate the **Participant(s) Details** section. If the participant is not listed, locate the **Add Participant** section and search for the participant. Adjust the **Filter** to search as people based on type in the system.
- Select the **Victim Role** and **Relationship to School**.

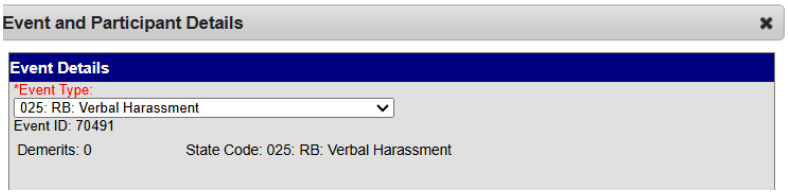


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

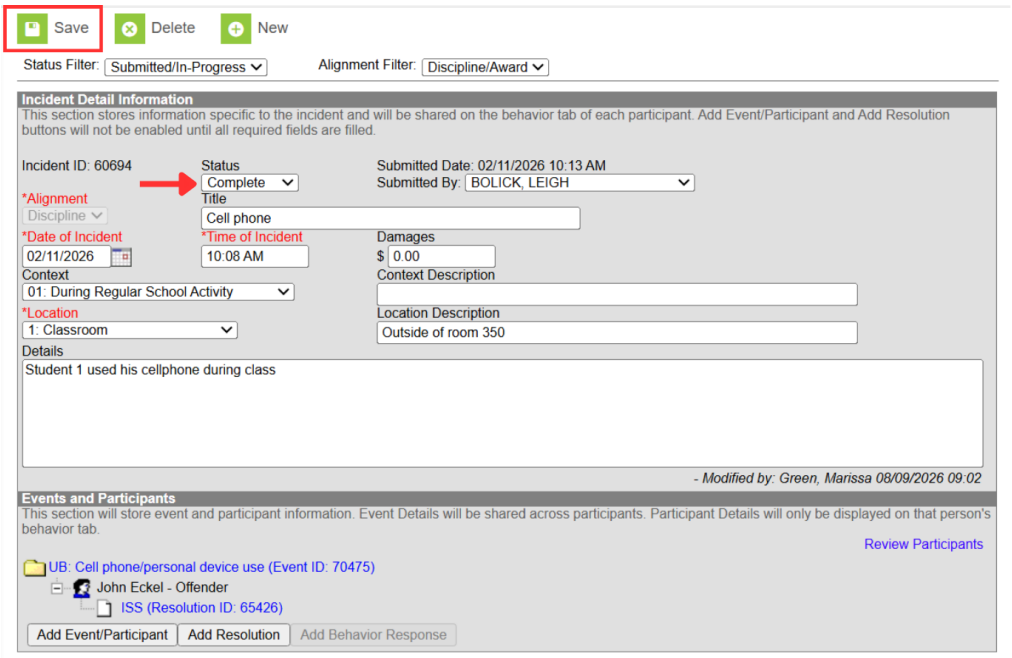


Correction Option: Update Behavior

- Locate the **Participant(s) Details** section. If the behavior is not appropriately coded, select the **Event** and update the **Event Type** to the appropriate code.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE07 SR Victim

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies uses of seclusion and restraint which do not have an associated victim (behavior codes = 097, 098, 099, 100, 111, 112, 113).

Students subjected to seclusion and restraints are required by the SBE to be reported and entered as victims.

Severity

Warning

What to Review

Review the incident and behavior code.

Report Content

Column Name	Description
endYear	School year selected for the report.

Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
SeclRestraint_Victim_flag	Y indicates behavior categorized as Seclusion and Restraint (SR) (097, 098, 099, 100, 111, 112, 113) is reported without an associated victim.

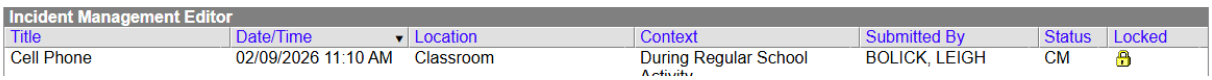
Recommended Action

Add the missing victim and verify the behavior code, or confirm that the existing entry is accurate.

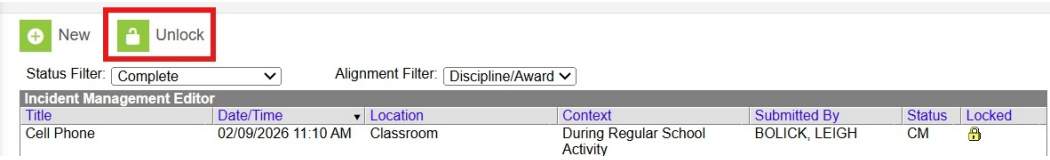
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

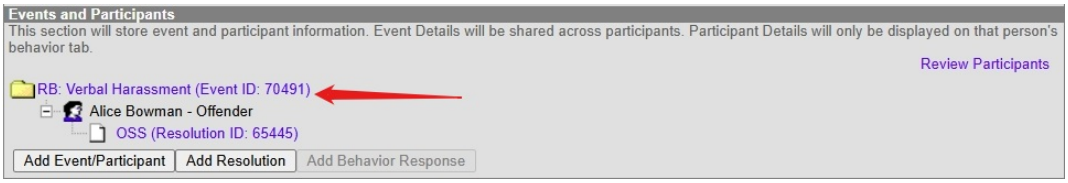
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

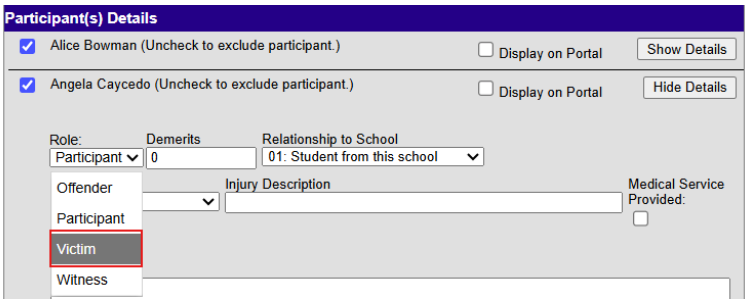


Correction Option: No Correction

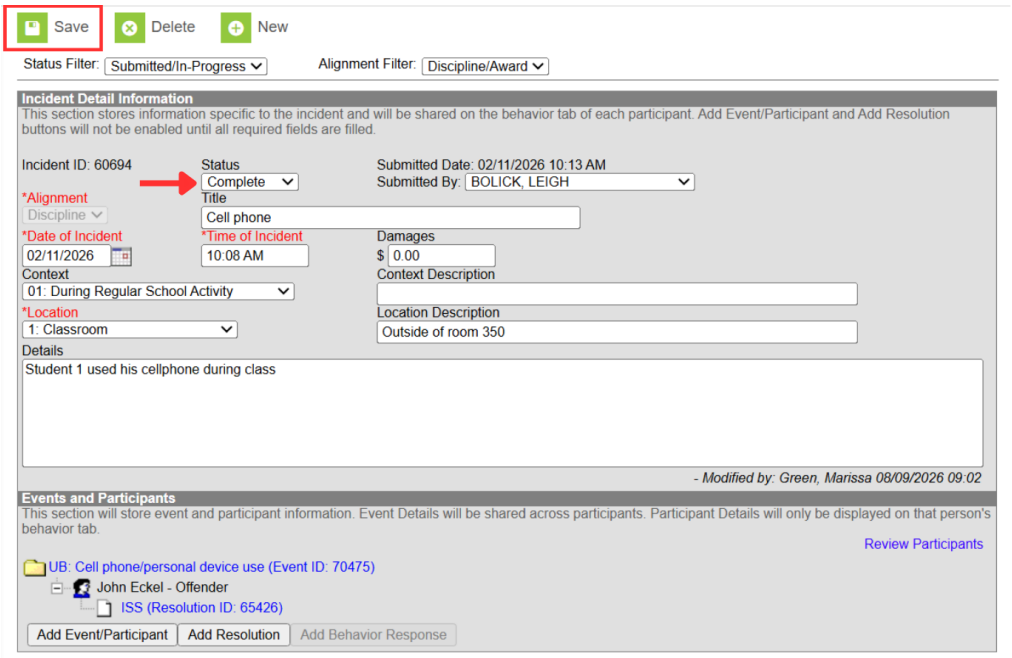
- If it is determined that incident is correct, no further action is needed.

Correction Option: Update Participant Role

- Locate the **Participant(s) Details** section. If all participants are listed and the event is correct, select the participant that is the victim and update the Role to **Victim**.

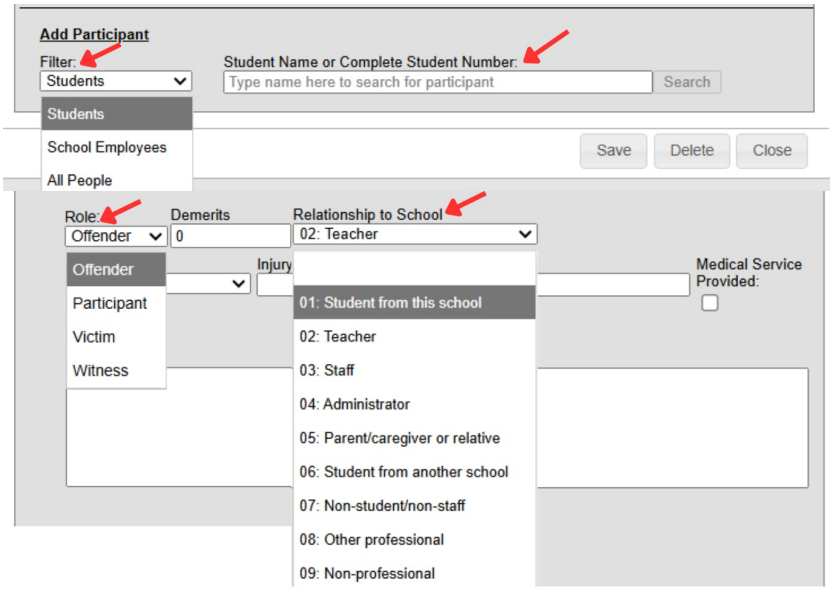


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

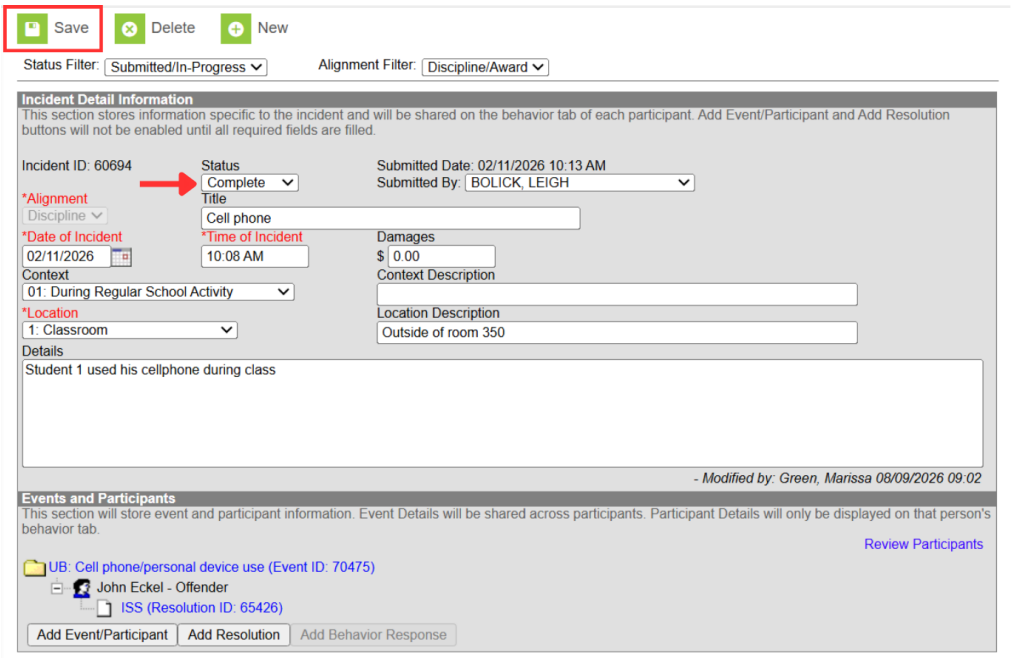


Correction Option: Add Participant

- Locate the **Participant(s) Details** section. If the participant is not listed, locate the **Add Participant** section and search for the participant. Adjust the **Filter** to search as people based on type in the system.
- Select the **Victim Role** and **Relationship to School**.

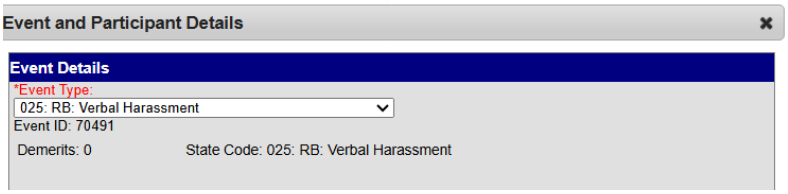


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

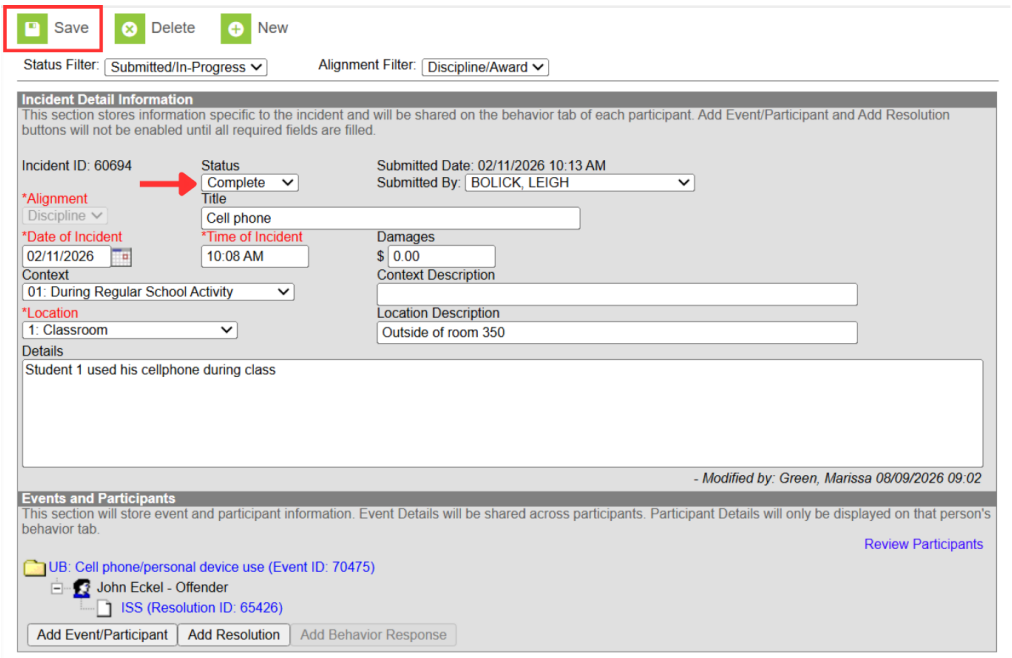


Correction Option: Update Behavior

- Locate the **Participant(s) Details** section. If the behavior is not appropriately coded, select the **Event** and update the **Event Type** to the appropriate code.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE08 Violent Crime Victim

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies acts of violent crimes that do not have an associated victim. The nine violent crimes are AR, AW, D, K, R, RW, SA, SO, IM.

Victims of the 9 violent crimes are required by the SBE to be reported.

Severity

Warning

What to Review

Review the incident and behavior code.

Report Content

Column Name	Description
endYear	School year selected for the report.

Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
ViolentCrimes_Victim_flag	Y indicates a Violent Crime behavior (001, 002, 004, 010, 012, 013, 014, 015, 016, 103, 104, 122) is reported without an associated victim.

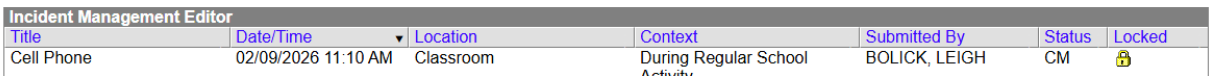
Recommended Action

Add the missing victim and verify the behavior code, or confirm that the existing entry is accurate.

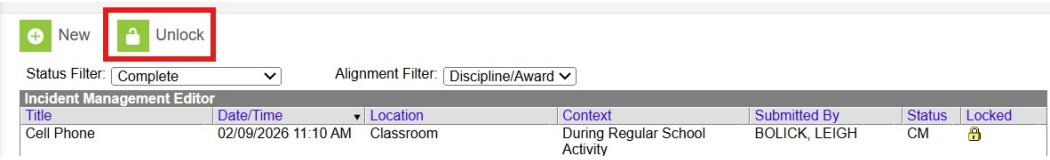
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

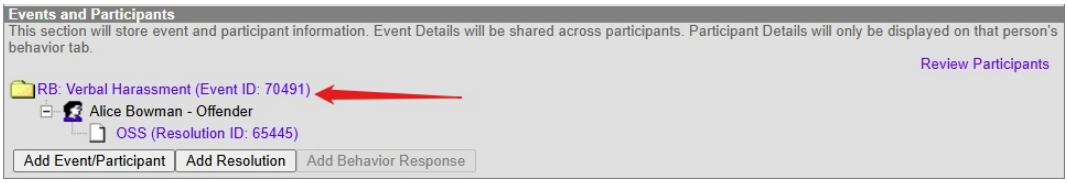
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

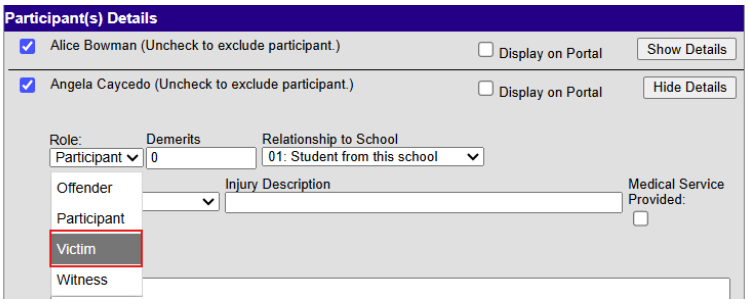


Correction Option: No Correction

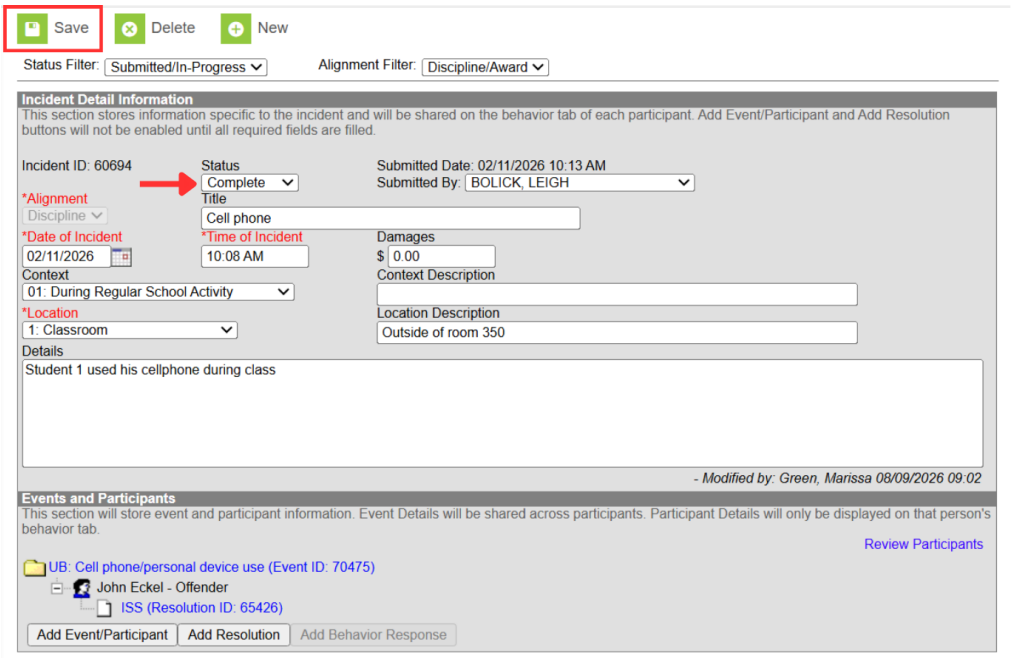
- If it is determined that incident is correct, no further action is needed.

Correction Option: Update Participant Role

- Locate the **Participant(s) Details** section. If all participants are listed and the event is correct, select the participant that is the victim and update the Role to **Victim**.

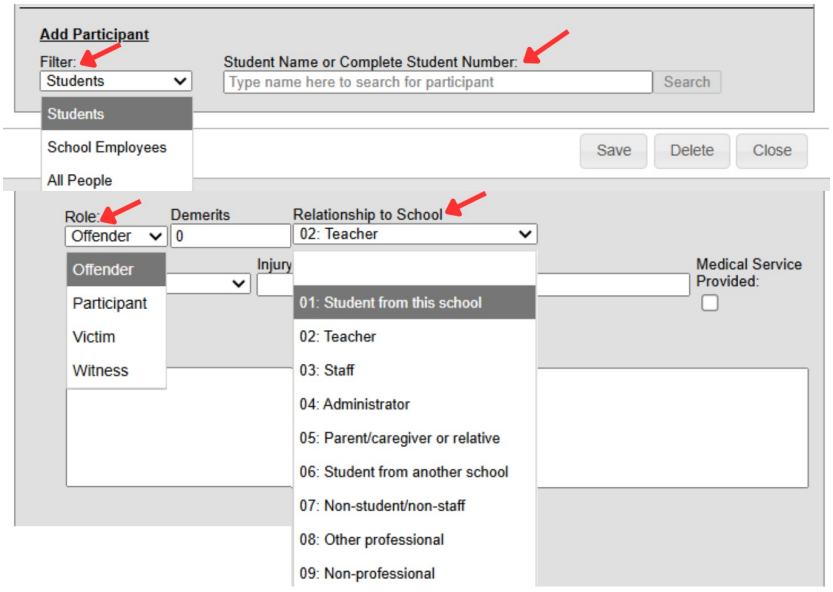


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

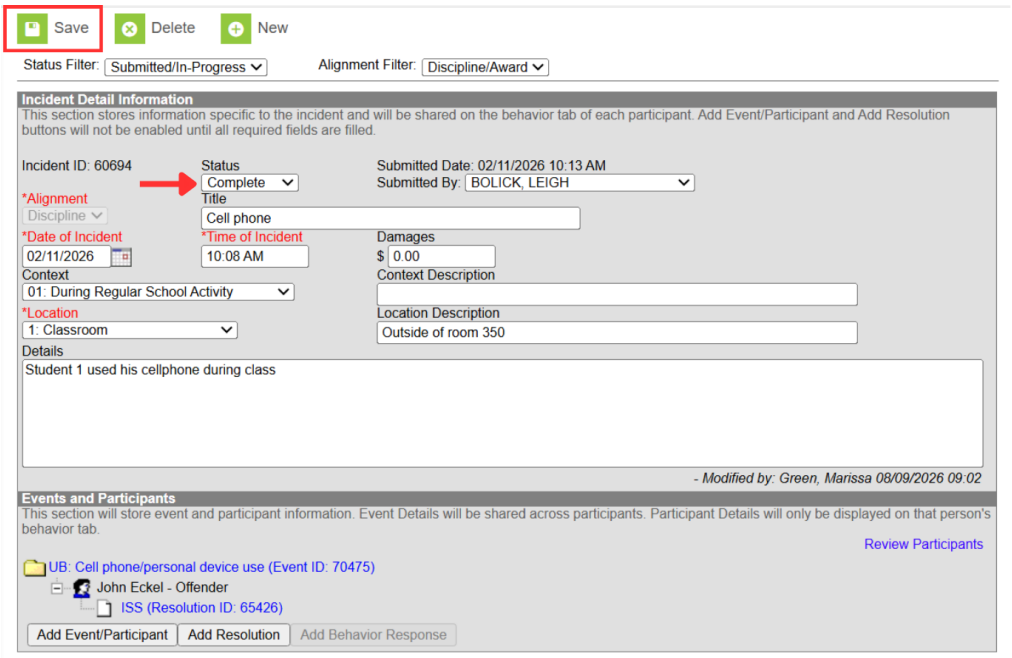


Correction Option: Add Participant

- Locate the **Participant(s) Details** section. If the participant is not listed, locate the **Add Participant** section and search for the participant. Adjust the **Filter** to search as people based on type in the system.
- Select the **Victim Role** and **Relationship to School**.

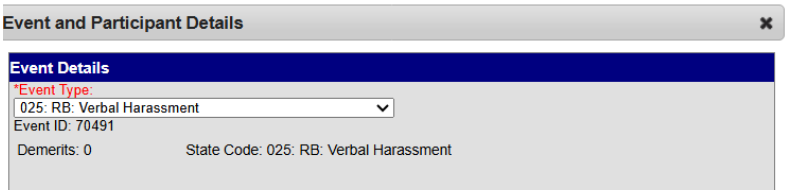


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

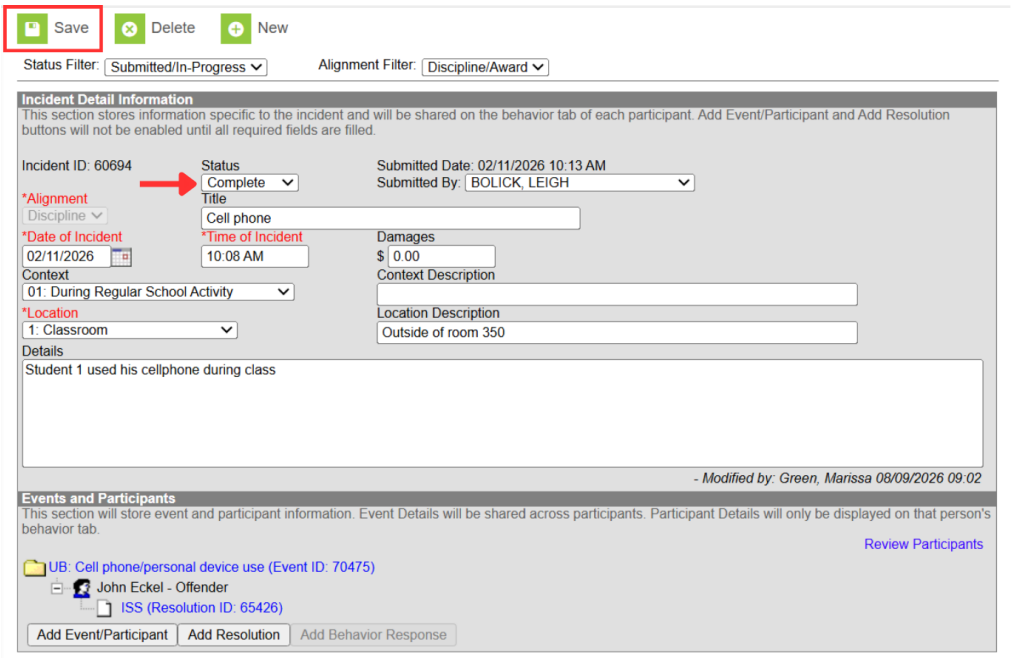


Correction Option: Update Behavior

- Locate the **Participant(s) Details** section. If the behavior is not appropriately coded, select the **Event** and update the **Event Type** to the appropriate code.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE09 Transferred Offered

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check looked for incidents with student victims where the victim action codes for transfers offered (200, 201, 204) were not found.

Whether transfers are offered to student victims of the 9 violent crimes are required by the SBE to be reported.

Severity

Warning

What to Review

Review the victim record and any required victim transfer action codes.

Report Content

Column Name	Description
endYear	School year selected for the report.

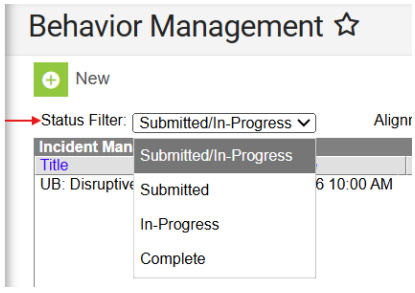
Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Victim Information	Displays UID, Name, Grade, Sex, Race/Ethnicity of the victim associated with the reported data.
Transfer_Offered_flag	Y indicates a student victim of a Violent Crime does not have a transfer-offered action (200, 201, 204) reported.

Recommended Action

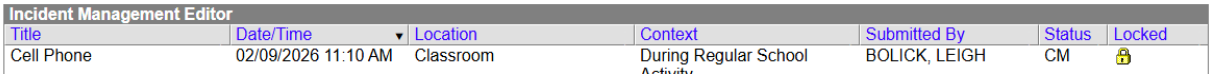
Add the transfer action code or confirm that the existing entry is accurate.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

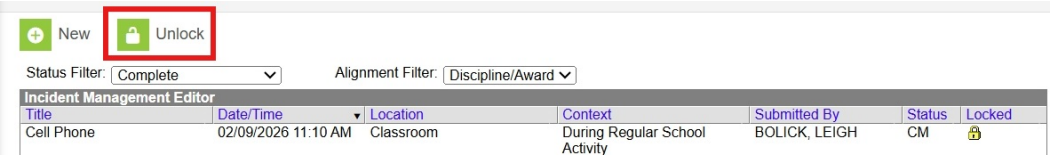
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



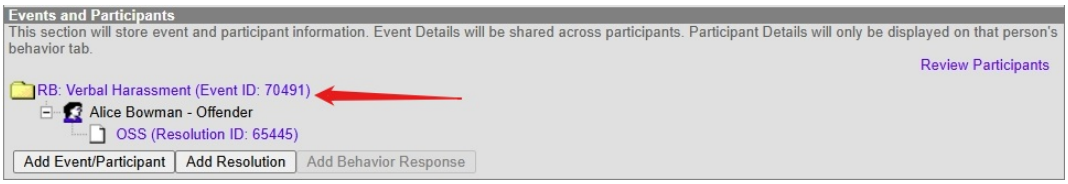
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

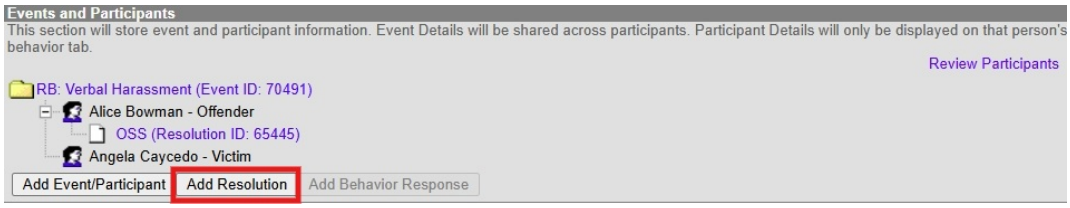


Correction Option: No Correction

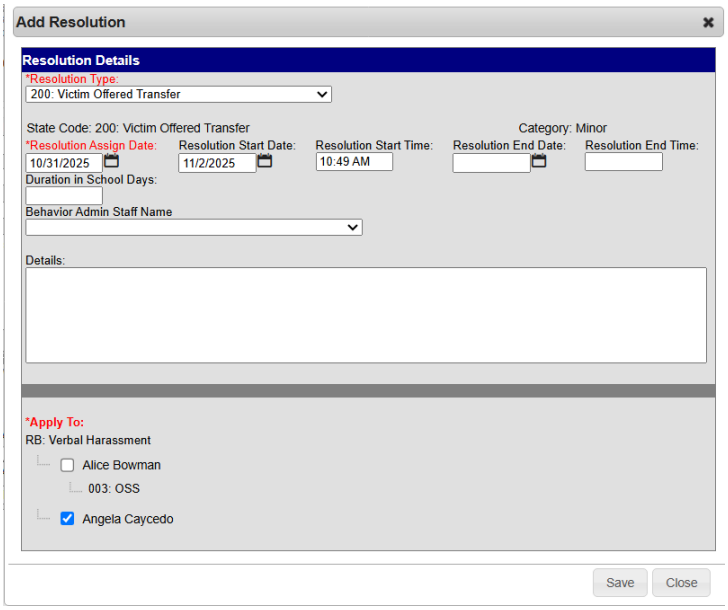
- If it is determined that incident is correct, no further action is needed.

Correction Option: Add Resolution

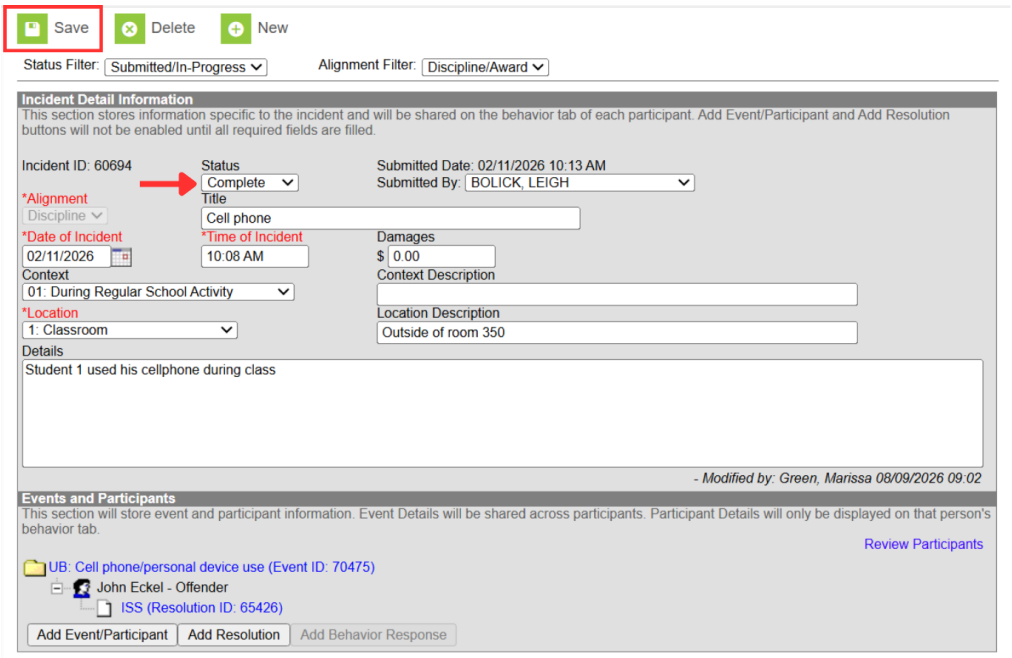
- Locate the **Participant(s) Details** section. Click **Add Resolution**.



- Select the appropriate **Transfer Offered** (200, 201, 204)resolution.
- Complete **fields** as necessary.
- Select the checkbox next to the **participant**.

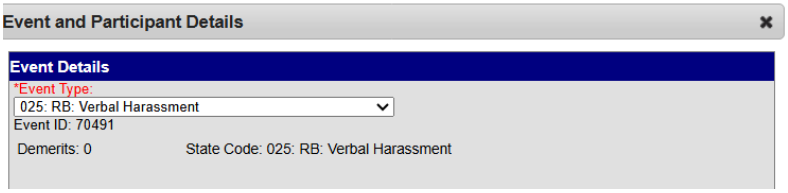


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

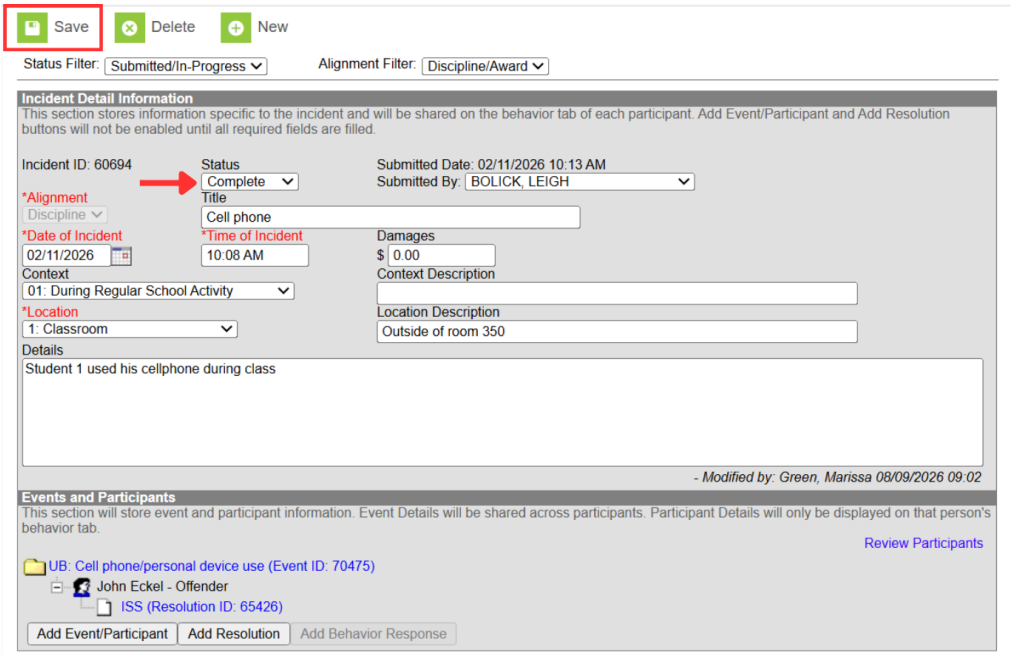


Correction Option: Update Behavior

- Locate the **Participant(s) Details** section. If the behavior is not appropriately coded, select the **Event** and update the **Event Type** to the appropriate code.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE10 Transfer Accepted

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies student victims where the victim action codes for transfers accepted (202, 203) were not found.

Whether transfers are accepted by student victims of the 9 violent crimes are required by the SBE to be reported.

Severity

Warning

What to Review

Review the victim record and any required victim transfer action codes.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Victim Information	Displays UID, Name, Grade, Sex, Race/Ethnicity of the victim associated with the reported data.
Transfer_Accepted_flag	Y indicates a student victim who was offered a transfer does not have a transfer response action (202, 203) reported.

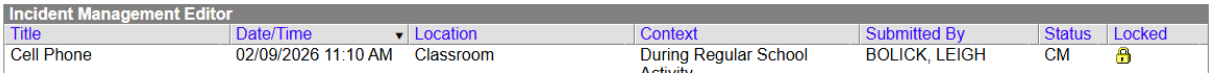
Recommended Action

Add the transfer action code or confirm that the existing entry is accurate.

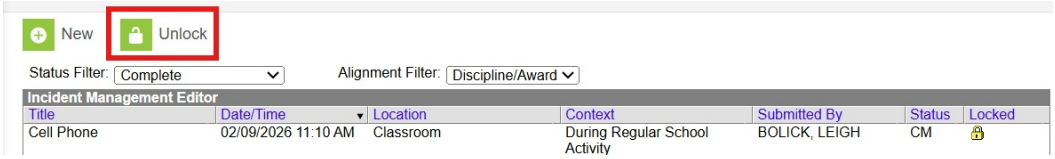
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

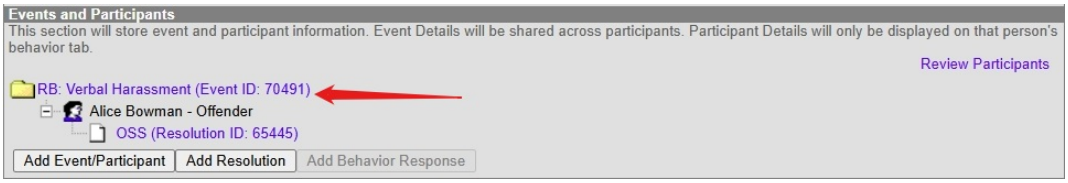
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

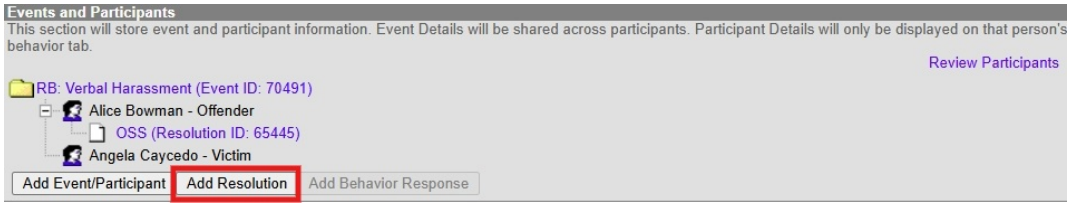


Correction Option: No Correction

- If it is determined that incident is correct, no further action is needed.

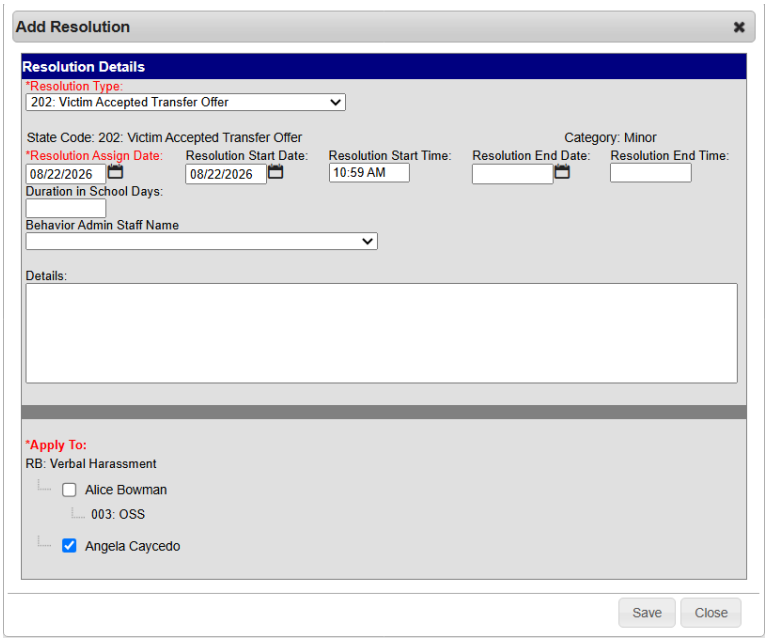
Correction Option: Add Resolution

- Locate the **Participant(s) Details** section. Click **Add Resolution**.

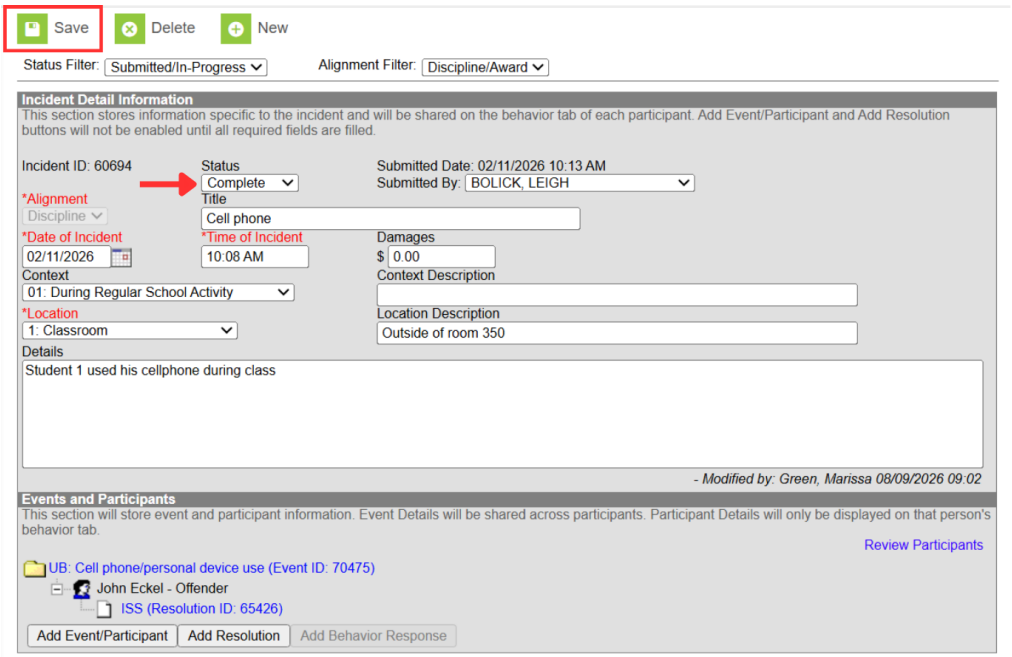


- Select the appropriate **Transfer Accepted** (202, 203) resolution.

- Complete **fields** as necessary.
- Select the checkbox next to the **participant**.

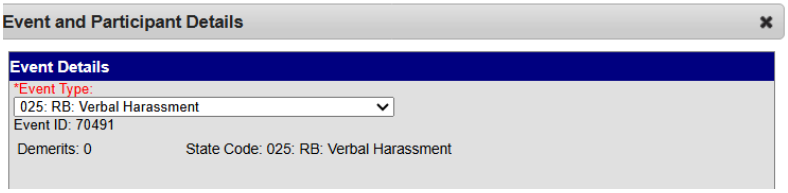


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

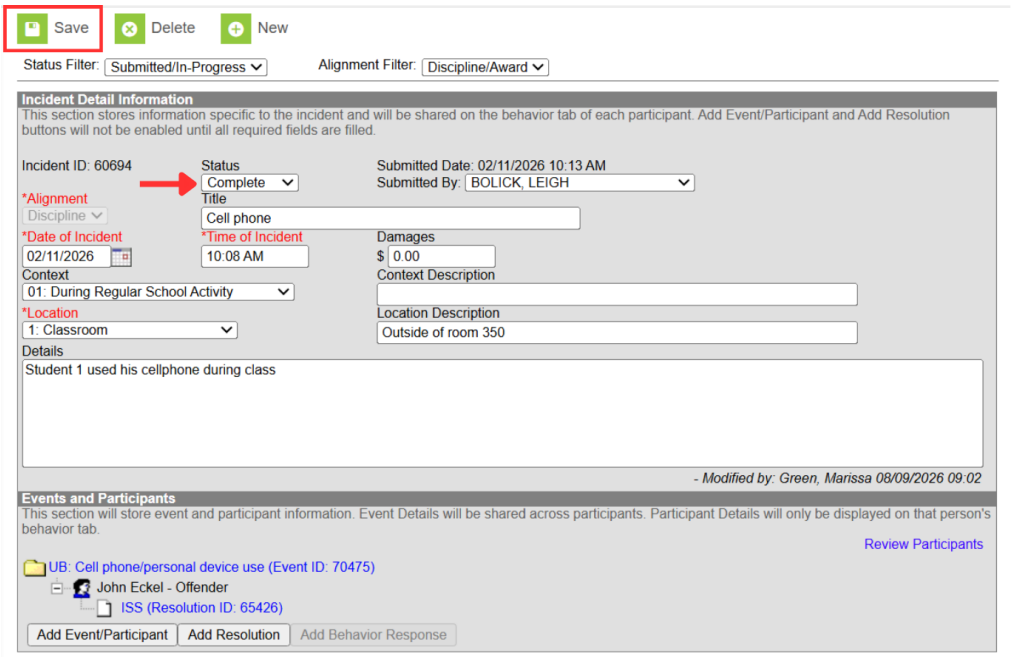


[Correction Option: Update Behavior]

- Locate the **Participant(s) Details** section. If the behavior is not appropriately coded, select the **Event** and update the **Event Type** to the appropriate code.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE11 Missing Weapon

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies any Possession of Weapon (008), Possession of Firearm (009), Assault with a Weapon (002,

104), and/or Robbery with a Weapon (010, 103) behavior code that did not have a weapon/firearm code entered for the incident.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Weapons_flag	Y indicates a weapon-related behavior (002, 008, 009, 010, 103, 104) is reported without an associated weapon.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

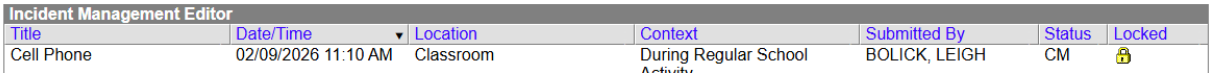
Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

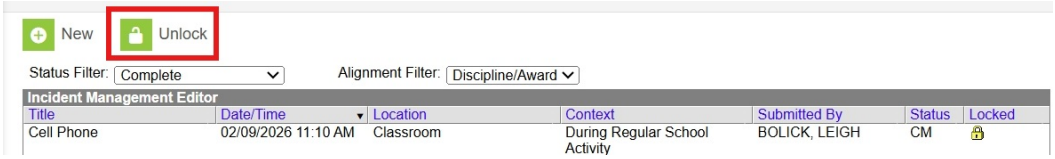
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

Correction Option: No Correction

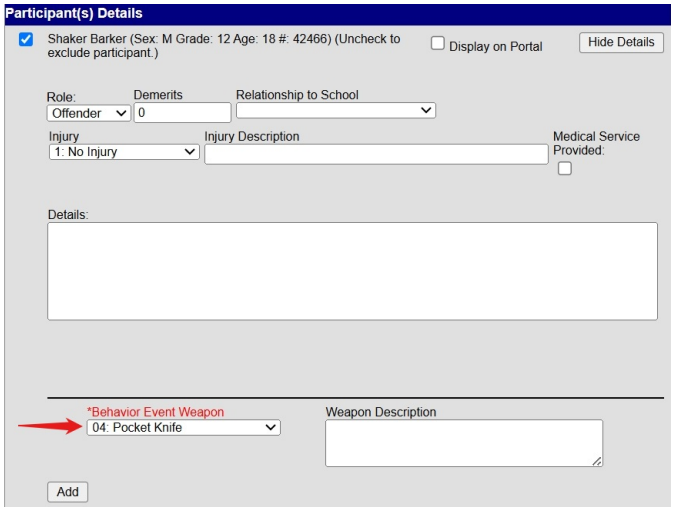
- If it is determined all information is **correct**, no further action is needed.

> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is

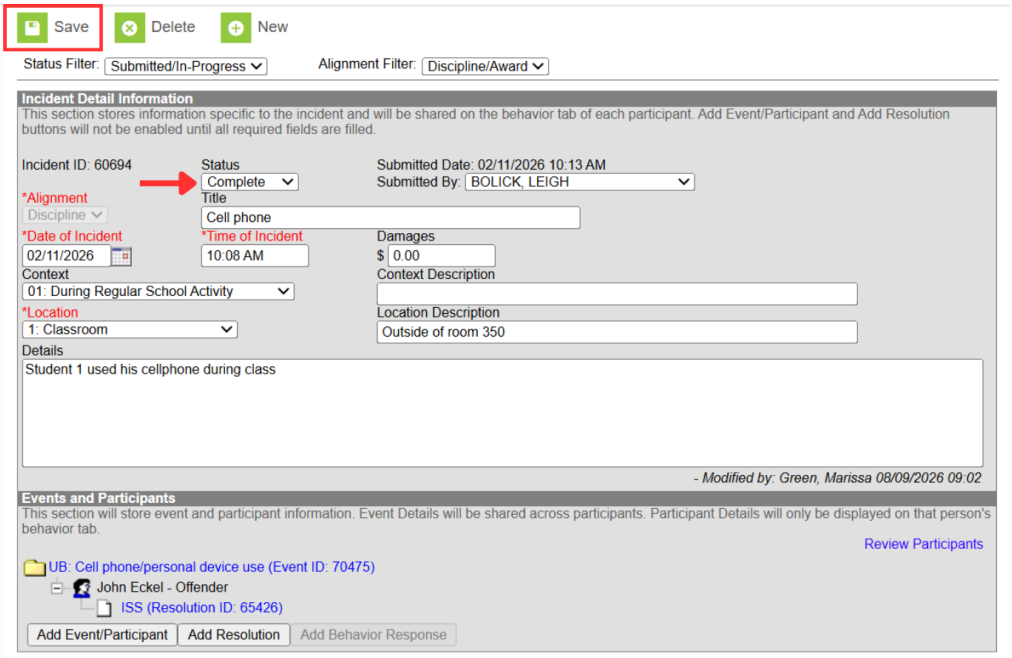
setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.
- Only one weapon should be associated to a behavior. If more than one weapon should be reported, a new event type must be added.

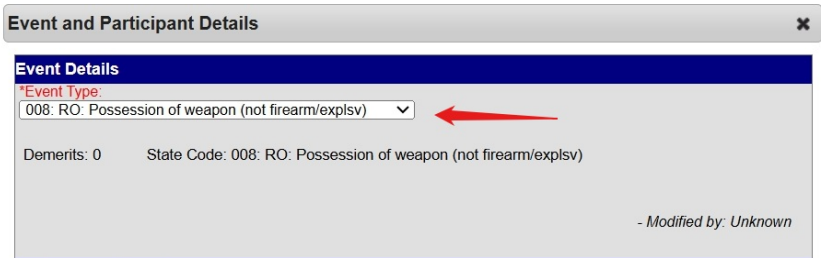


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

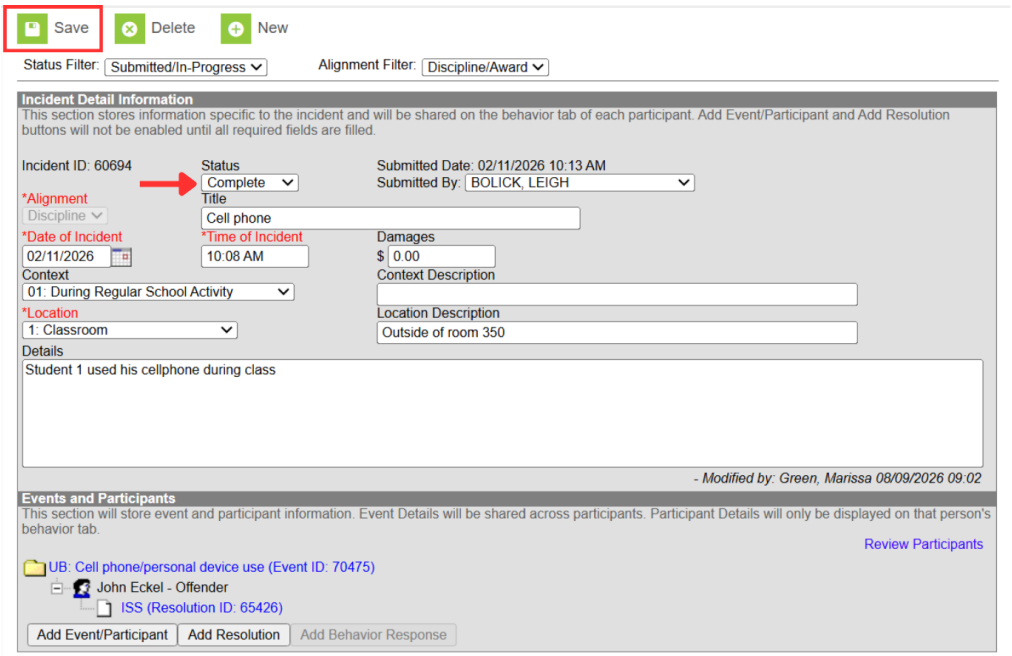


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE12 Weapon Behavior

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a weapon code is entered with a behavior event, but the behaviors were not one of the following weapons-related behaviors: PW (008), PF (009), AW (002, 104), or RW (010, 103).

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Weapon_Behavior_flag	Y indicates a weapon is reported with a behavior other than a weapon-related behavior (002, 008, 009, 010, 103, 104).
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

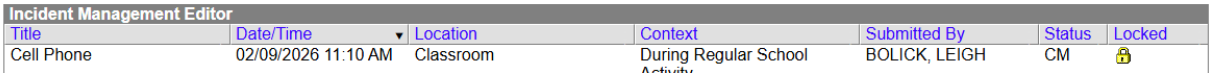
Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

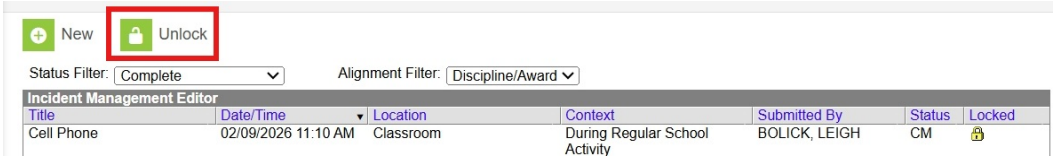
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

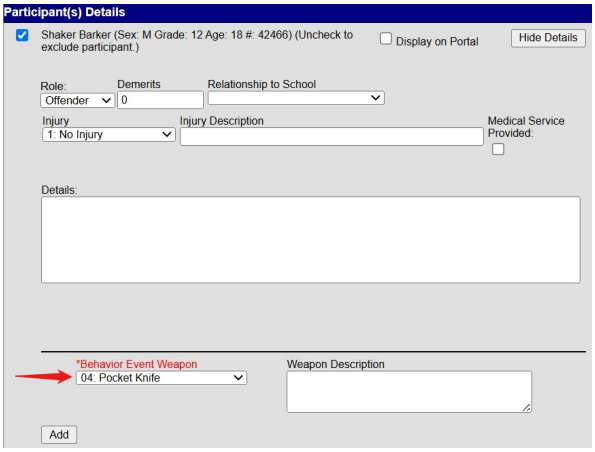


- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

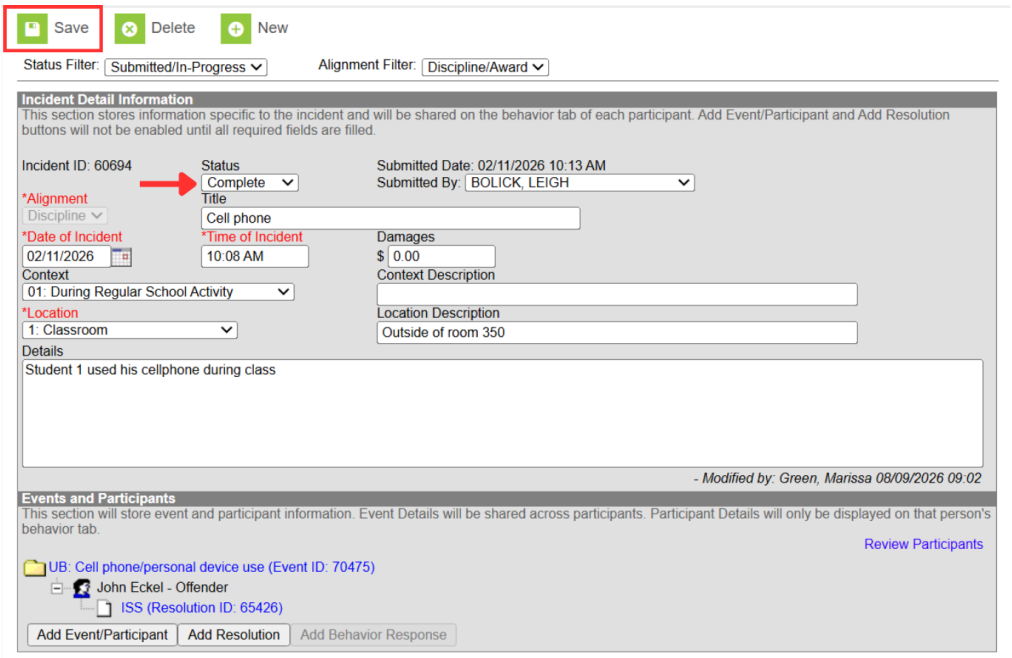
Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, remove the appropriate **Behavior Event Weapon** from the dropdown.
- Only one weapon should be associated to a behavior. If more than one weapon should be reported, a new event type must be added.

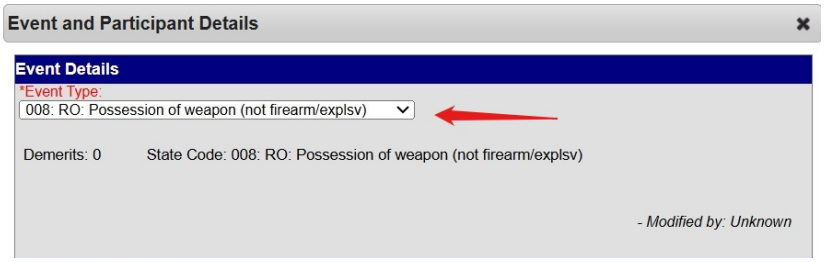


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

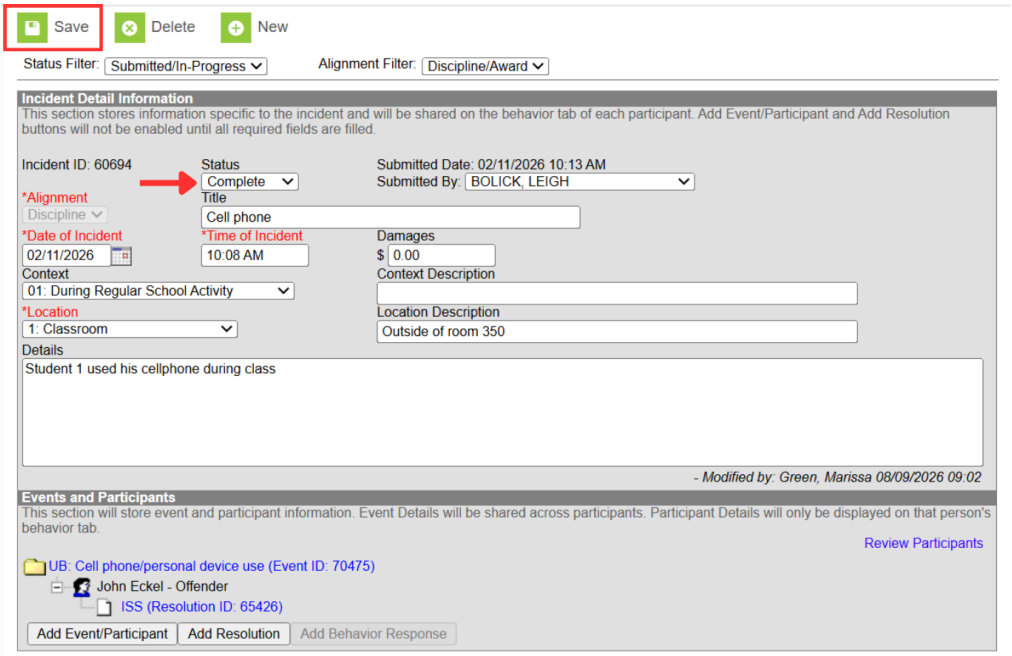


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE13 Multiple Weapons

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when multiple weapons are entered for a single PF or PW behavior event.

When this occurs every weapon entered is considered its own “act” of a possession of weapon or firearm in violation of law and should be entered as separate events.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Multiple_Weapons_flag	Y indicates more than one weap9on is associated with the behavior event.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

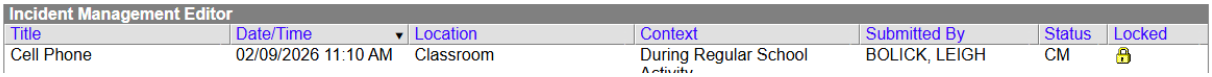
Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

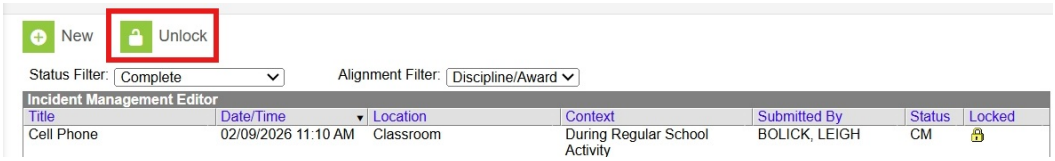
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

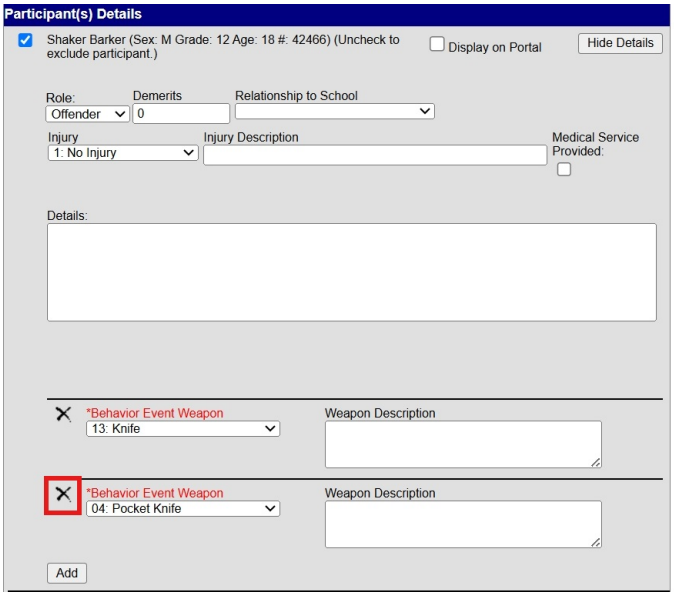
Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Remove Behavior Event Weapon

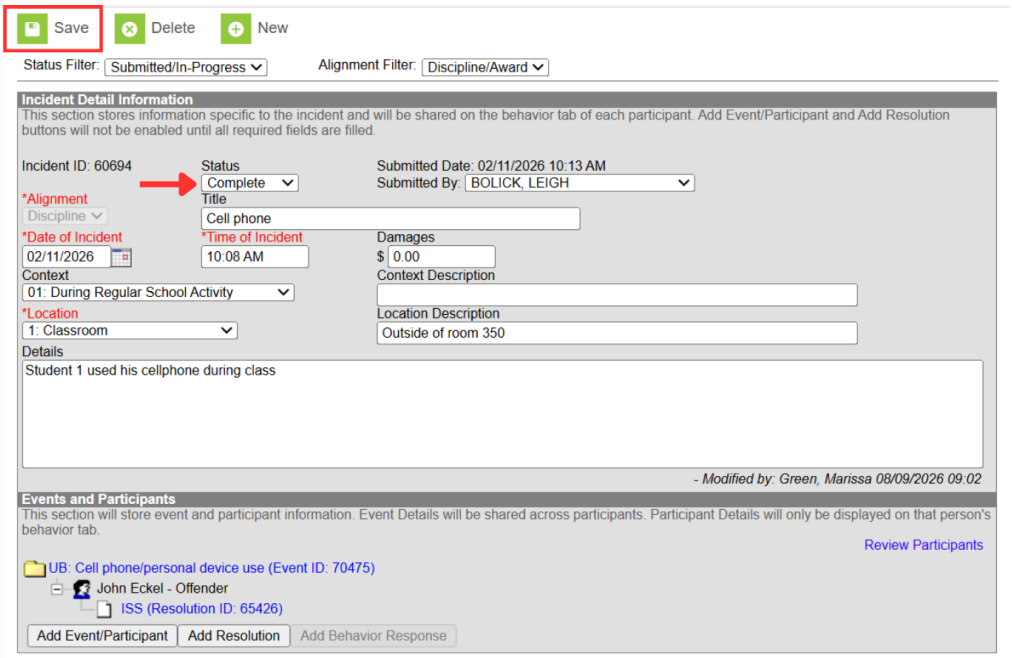
- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct and multiple

weapons are listed, click the **X** next to one of the Behavior Event Weapons.

- Only one weapon should be associated to a behavior. If more than one weapon should be reported, a new event type must be added.

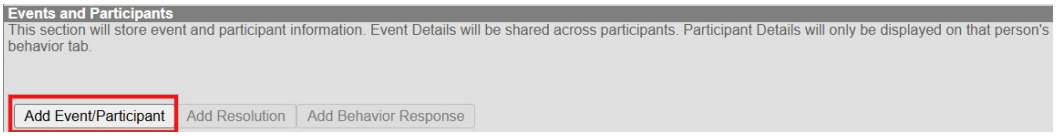


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

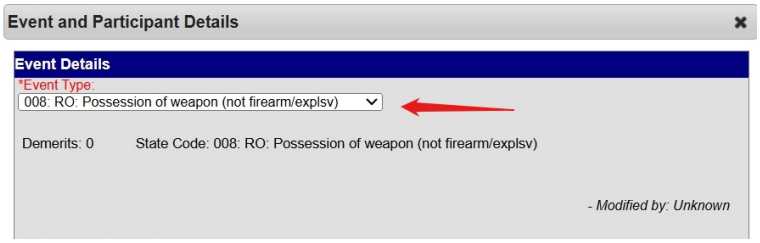


Correction Option: Add Additional Behavior

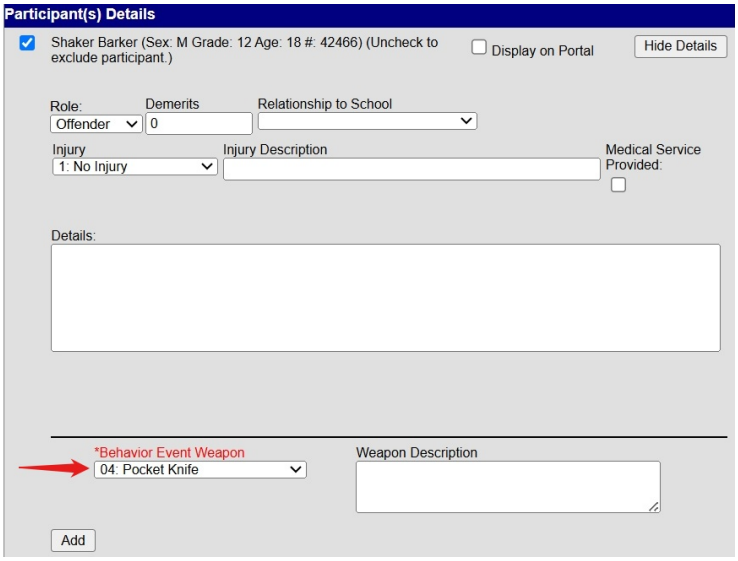
- Locate the **Events and Participants section**. If an additional behavior is needed for an additional weapon, select **Add Event/Participant**.



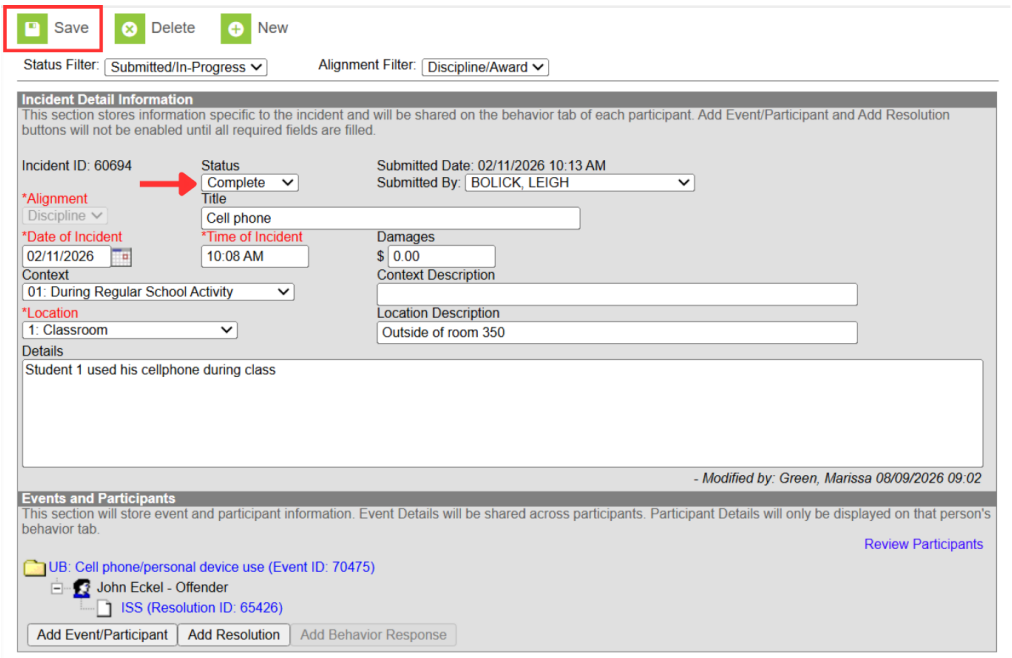
- Select the appropriate **Event Type** from the dropdown.



- Locate an the offender and select the appropriate **Behavior Event Weapon**.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE14 Retired Weapon

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

Starting in 2022-2023, the weapon code “08- Other” should no longer be used. “Other” weapons should be coded using either the “15-Other Defined Weapon” or the “16-Other object not defined” weapons code.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.

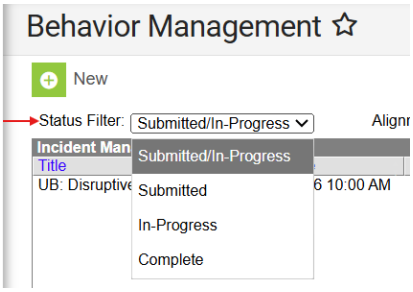
Column Name	Description
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Reitred_Weapons_flag	Y indicates a retired weapon code (08 or DO) is associated with the behavior event.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

Recommended Action

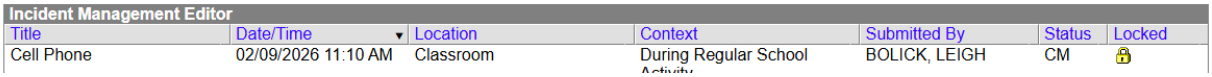
Correct the behavior or weapon entry so the codes agree and create separate events when required.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

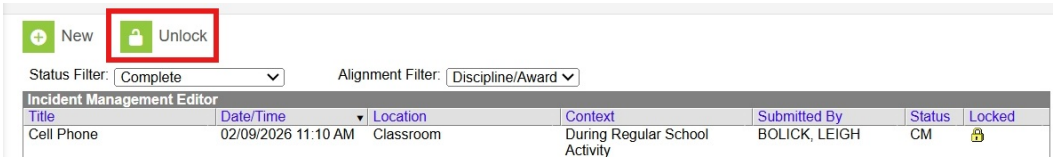
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

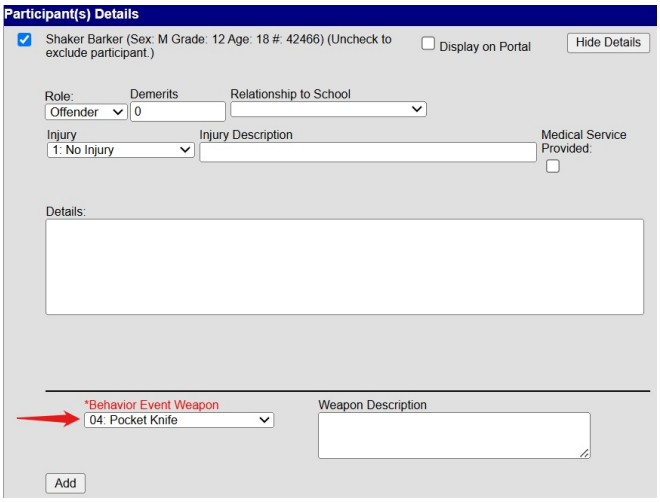


- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

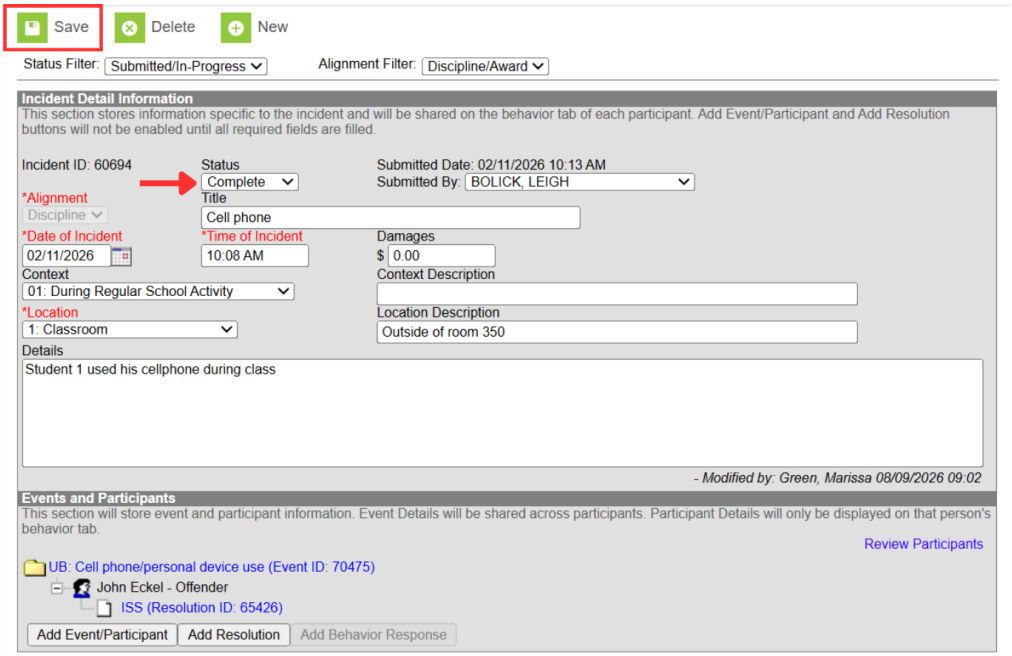
Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.
- The if the appropriate weapon is not listed, use **15: Other Defined Weapon** or **16: Other object not defined**.

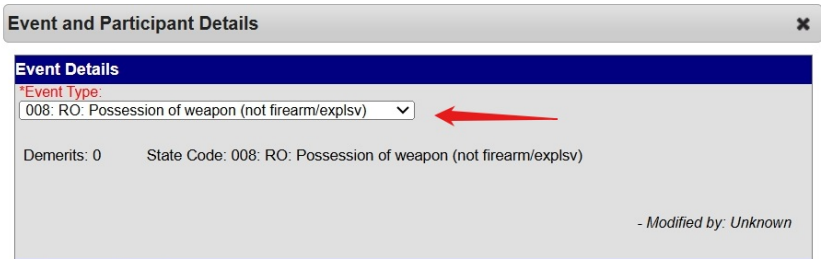


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

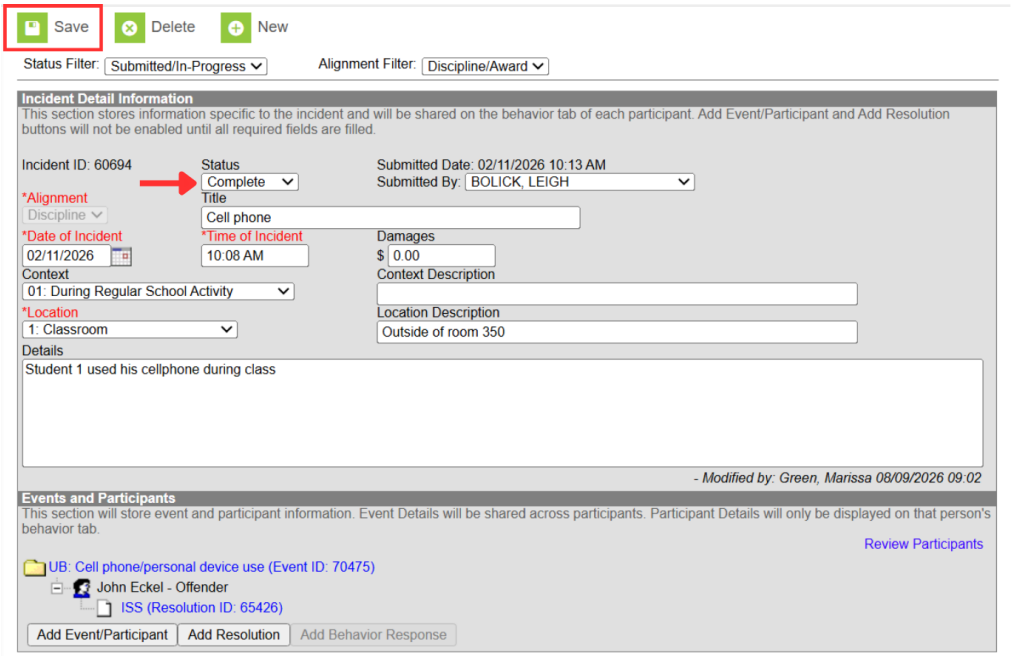


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE15 Weapon Mismatch

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when the weapon entered does not match the behavior entered: Possession of Firearm with a knife, Possession of Weapon with a Firearm, etc.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Weapon_Mismatch_flag	Y indicates the weapon type does not align with the reported Possession of Weapon (008) or Possession of Firearm (009) behavior.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

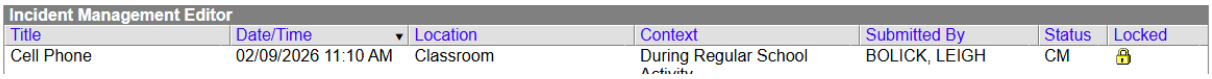
Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

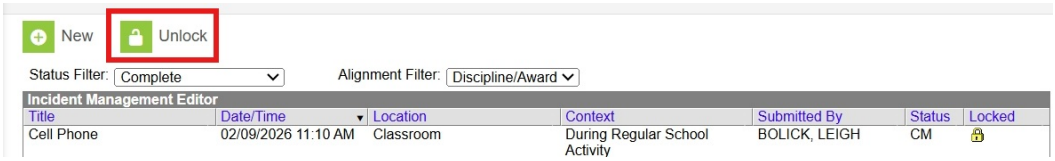
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

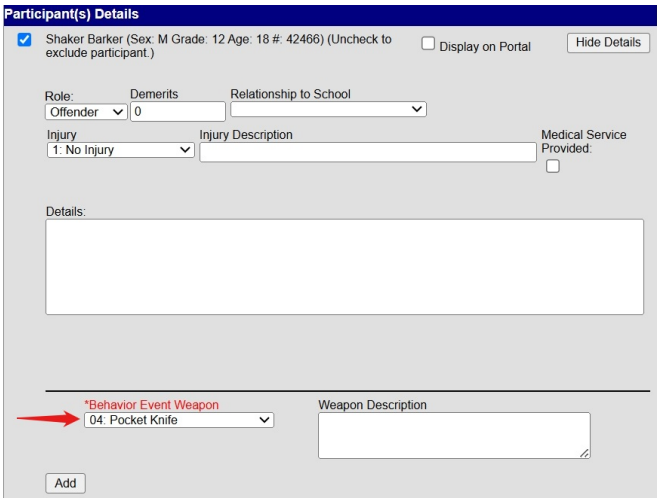


- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

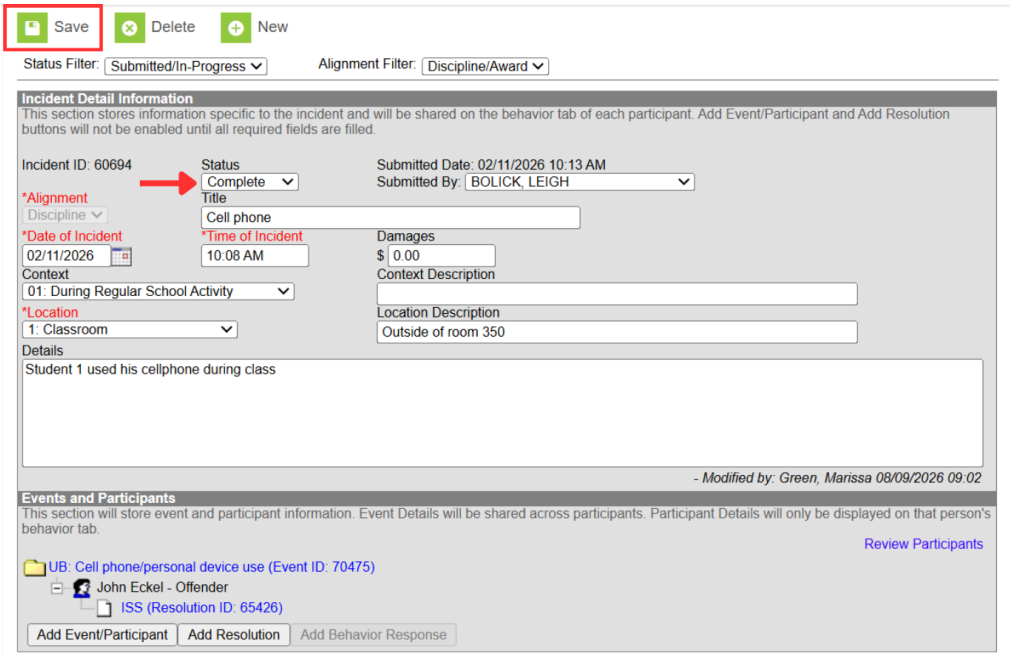
Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.

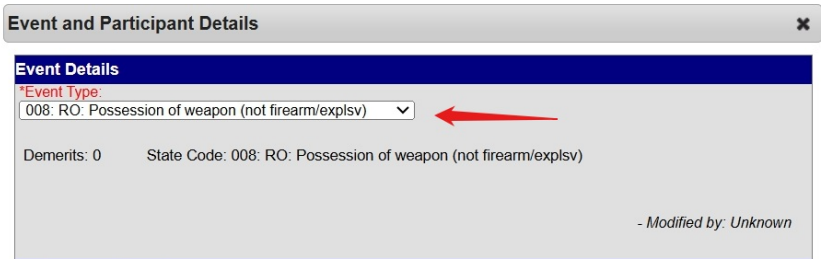


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

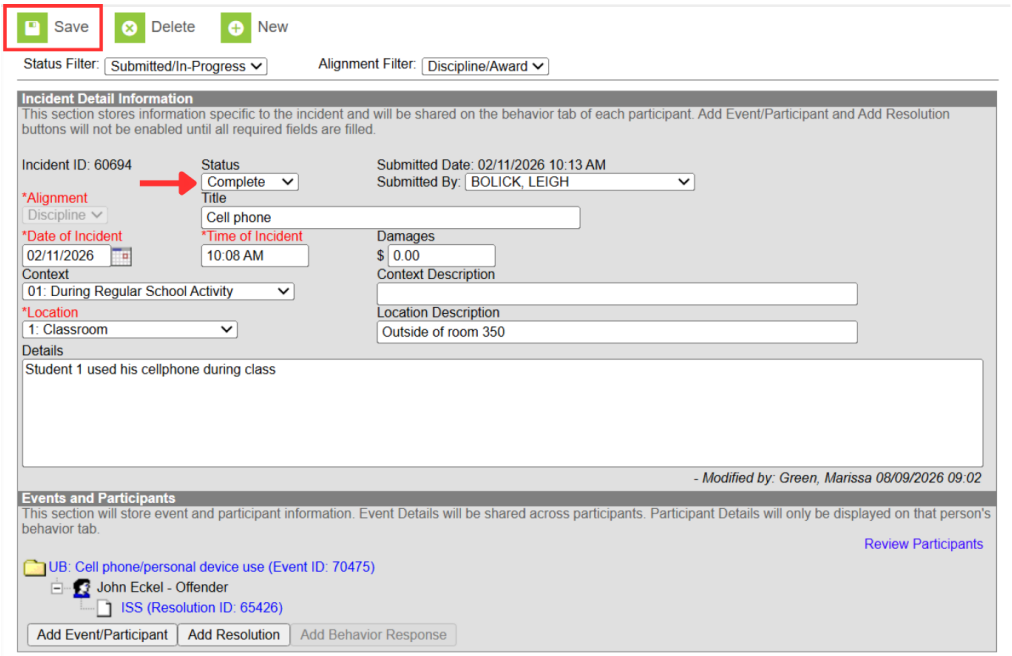


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE16 Inappropriate Item Weapon

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when the behavior code of 040 is entered with a weapon code associated with a Possession of Firearm or a Possession of Weapon.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
inItem_Weapon_flag	Y indicates Inappropriate Items on School Property (040) is reported with a weapon code other than Other Object Not Defined (16).
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

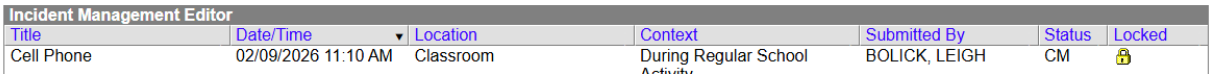
Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

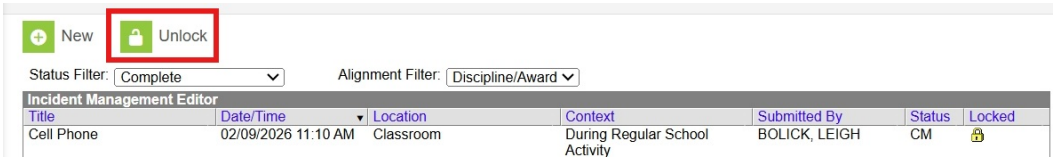
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

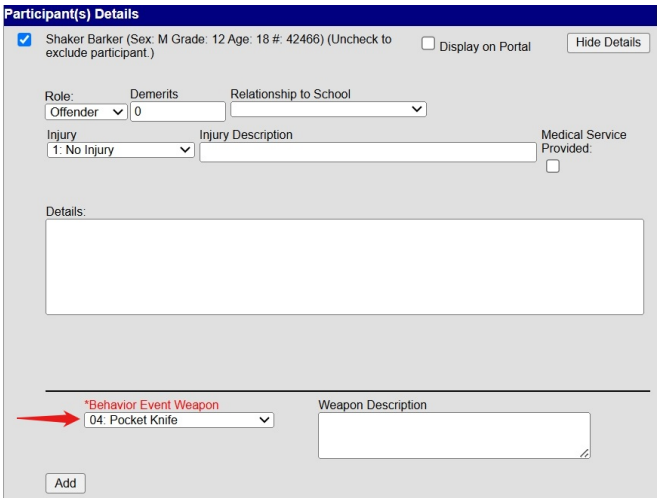


- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

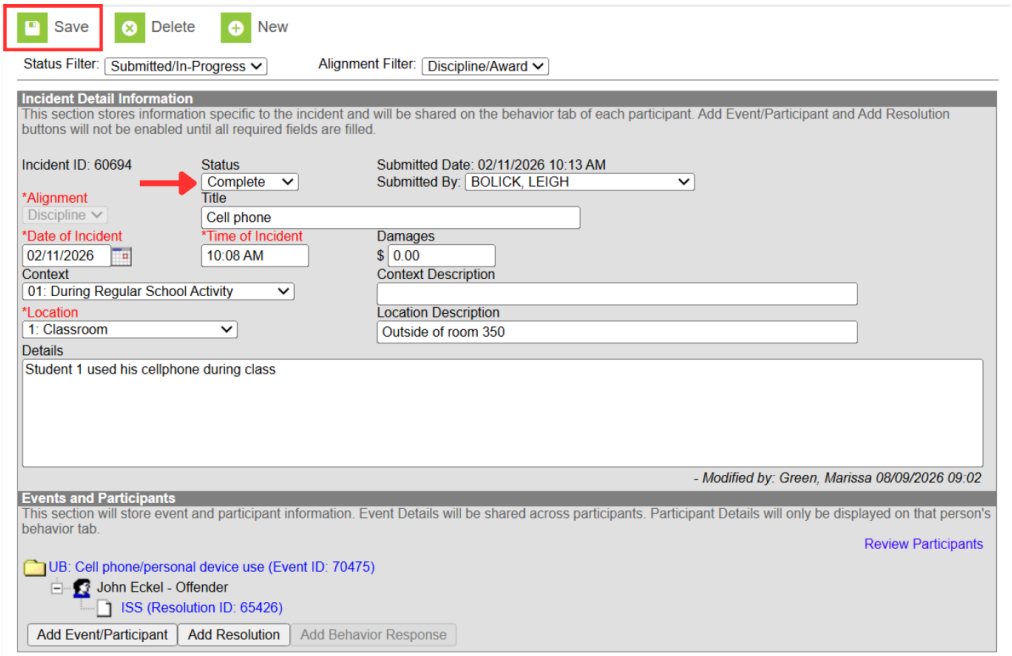
Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.

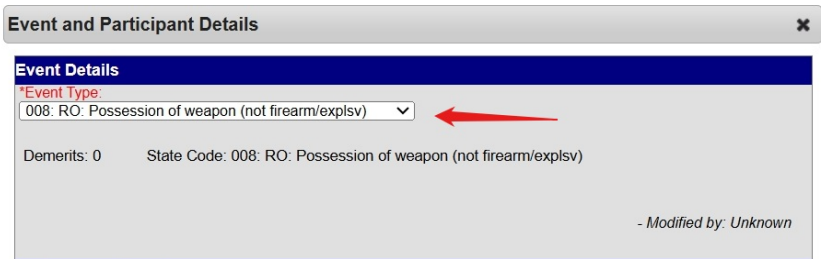


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

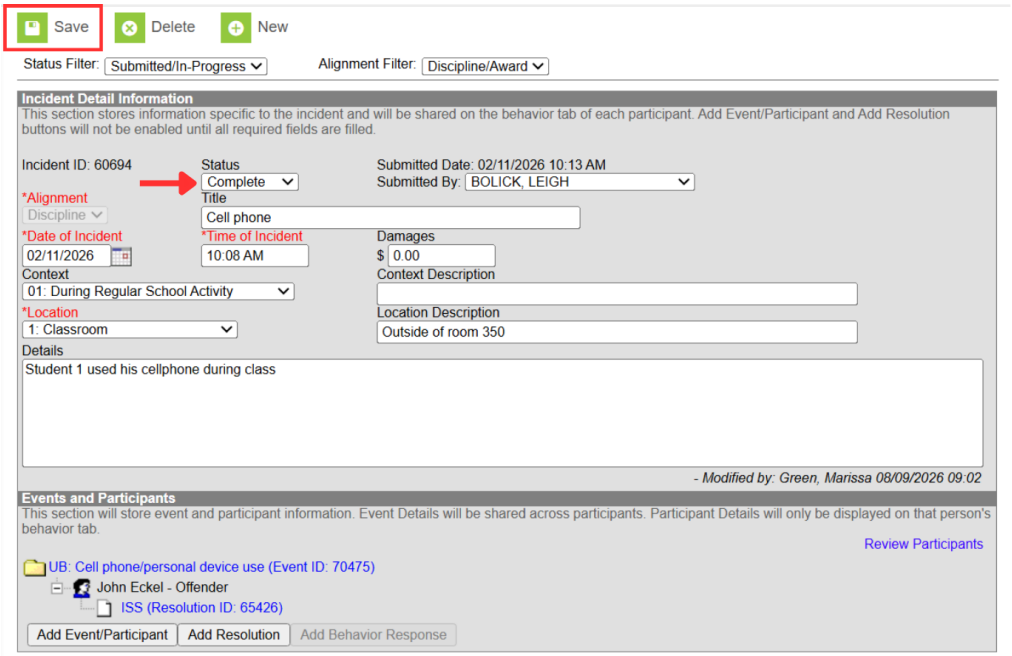


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE17 Threat 019 Behavior

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a weapon/firearm is entered with a 019 behavior code.

If the threat is made in person and the offender displayed, brandished, discharged a firearm or weapon, the 105 or

106 behavior event codes should be used instead of the 019 code AND the appropriate weapon behavior should also be entered.

Severity

Warning

What to Review

Review the threat behavior code, possession behavior, and any weapon or firearm attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat019_Behavior_flag	Y indicates Communicating Threats (019) is reported with an associated weapon or firearm.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

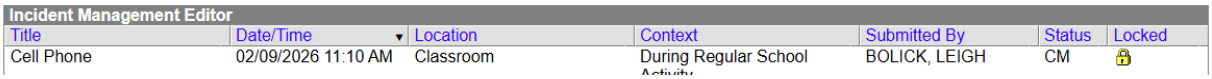
Recommended Action

Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was present.

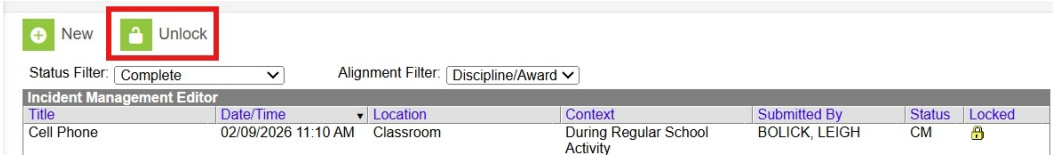
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

Correction Option: No Correction

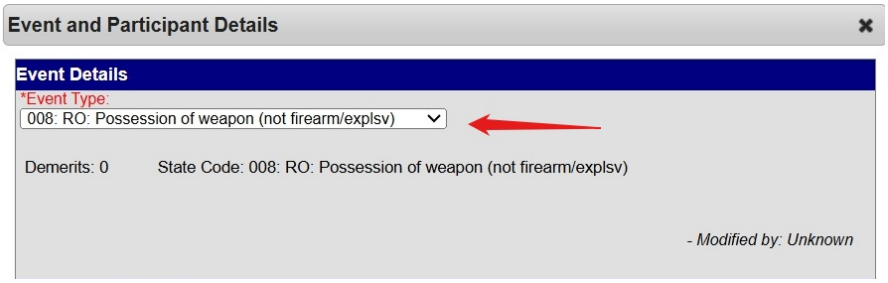
- If it is determined all information is **correct**, no further action is needed.

Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is

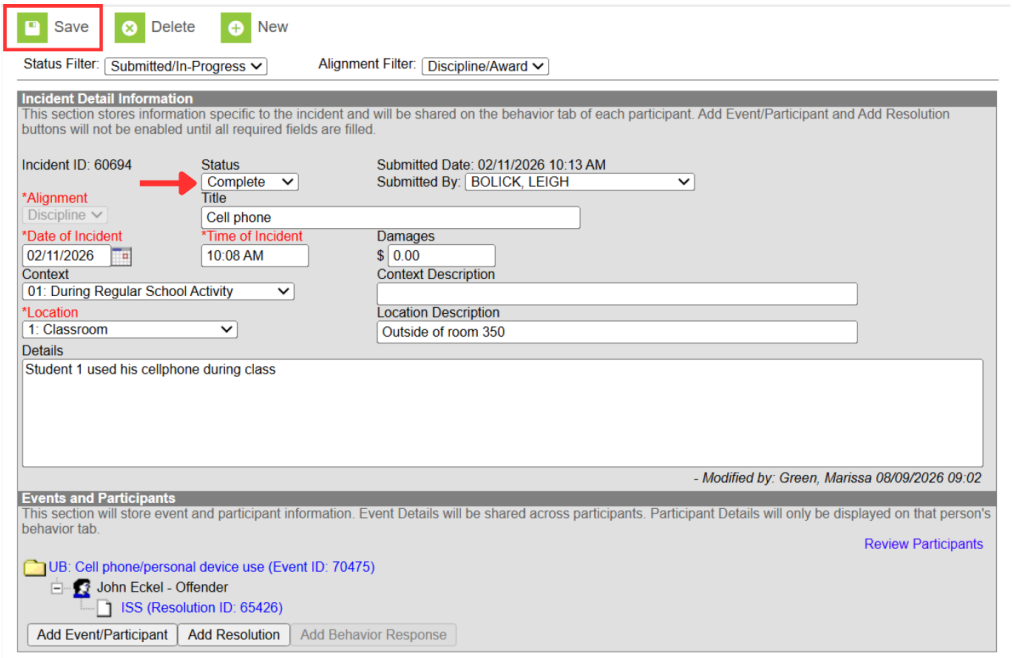
not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.

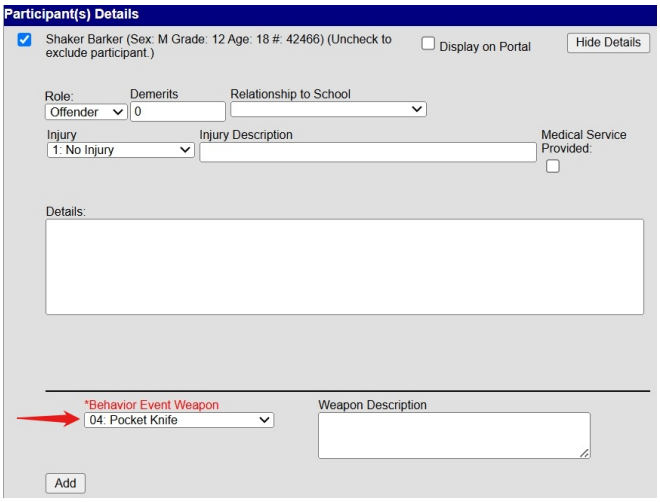


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

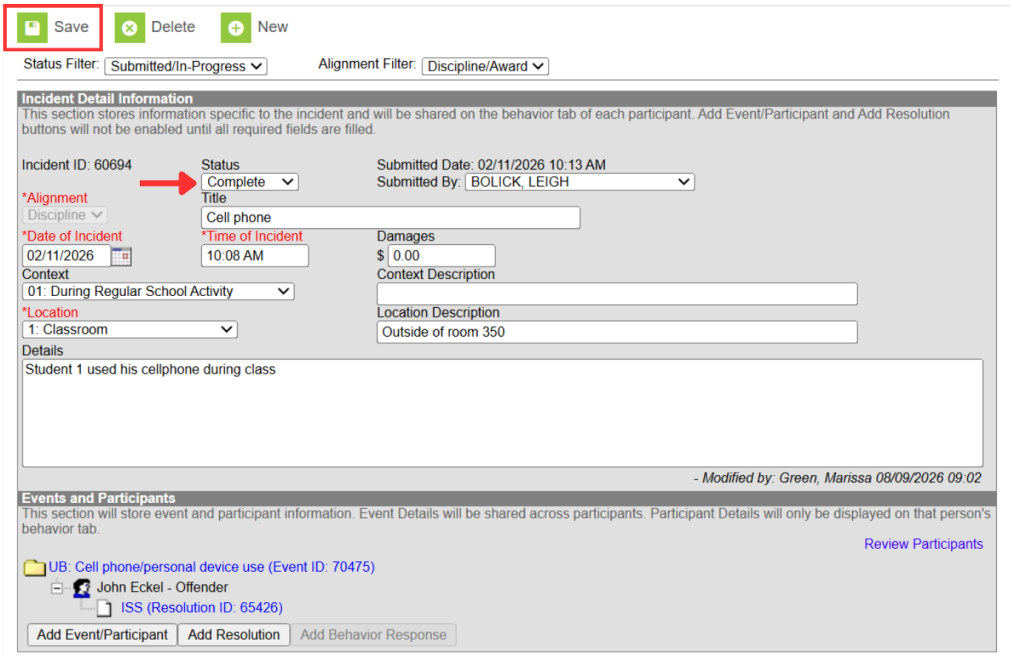


Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE18 Threat 019 Possession

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

If the threat is made in person and the offender displayed, brandished, discharged a firearm or weapon, the 105 or 106 behavior event codes should be used instead of the 019 code AND the appropriate weapon behavior should also be entered.

Please remove the weapon/firearm or change the behavior code. If the threat is made in person and the offender displayed, brandished, discharged a firearm or weapon, the 105 or 106 behavior event codes should be used instead of the 019 code AND the appropriate weapon behavior should also be entered.

Severity

Warning

What to Review

Review the threat behavior code, possession behavior, and any weapon or firearm attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat019_Possession_flag	Y indicates Communicating Threats (019) is reported with an associated weapon or firearm and the appropriate possession behavior should be reviewed.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.

Column Name	Description
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

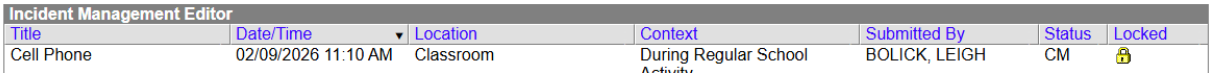
Recommended Action

Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was present.

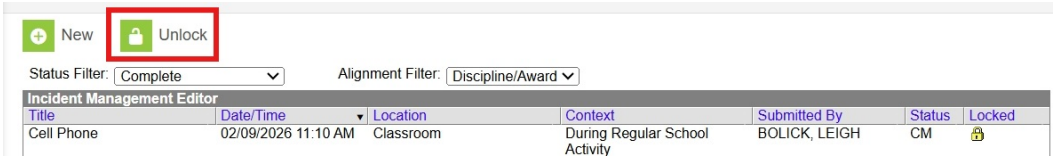
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

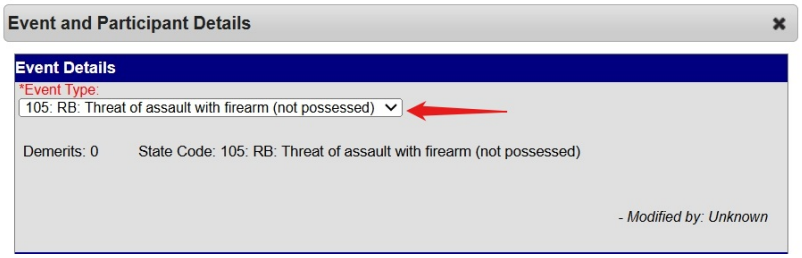
Correction Option: No Correction

- If it is determined all information is **correct**, no further action is needed.

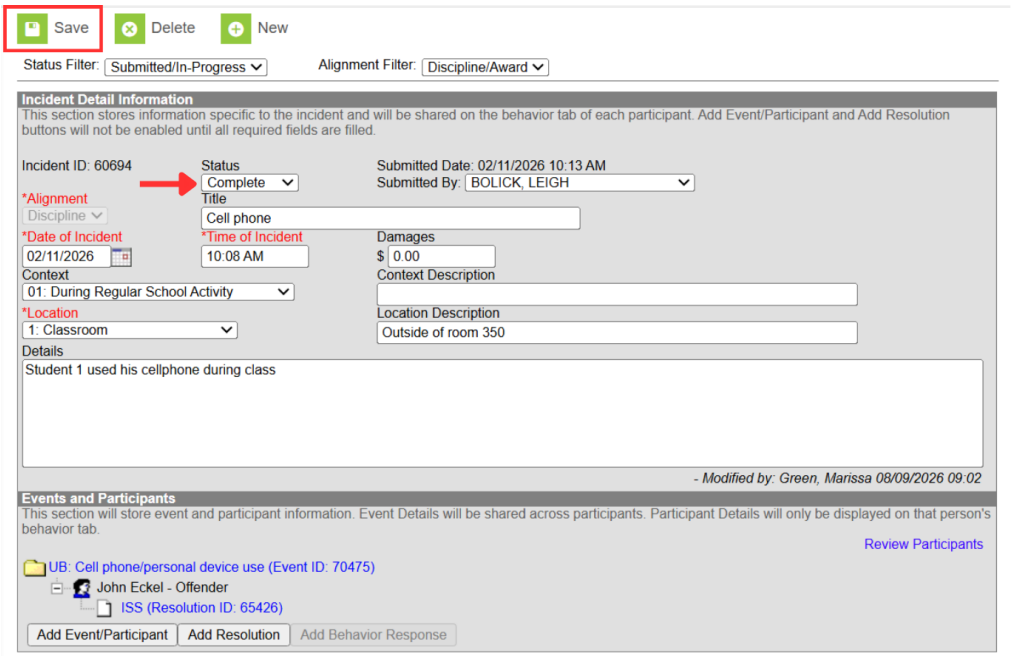
> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.

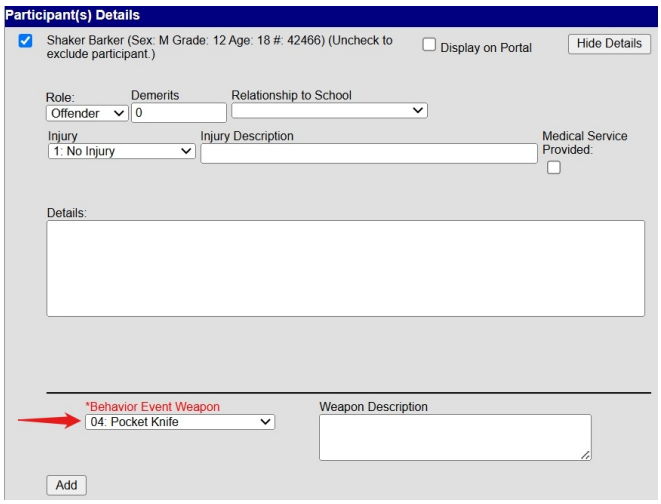


- Review other information as applicable.
- Click **Save** to update the participant details.
- Change the status to **Complete** and **Save** the incident when changes are complete.

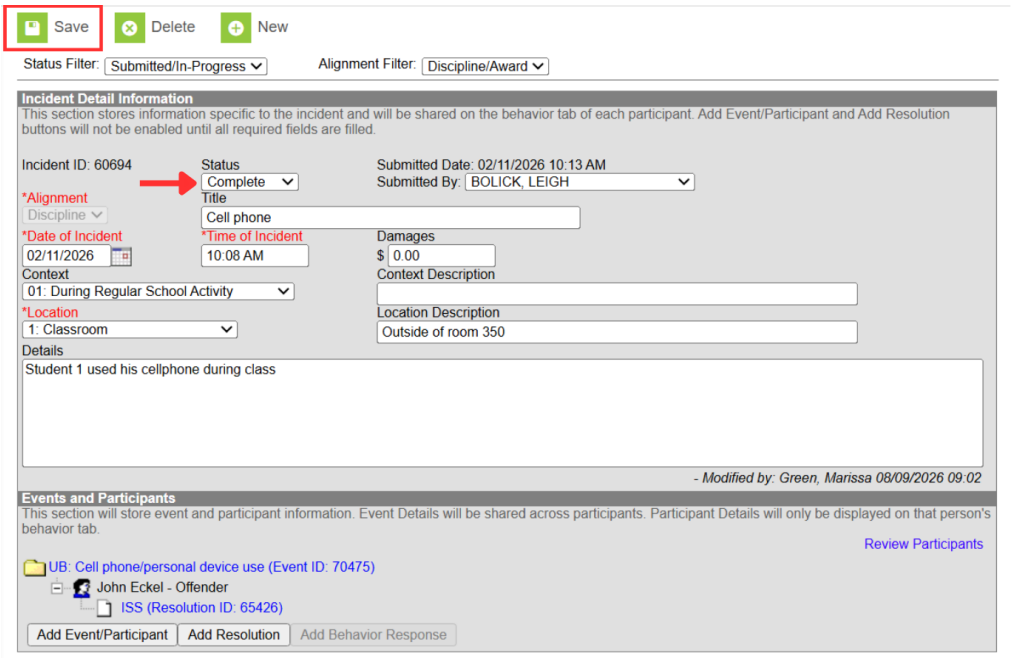


Correction Option: Update Behavior Event Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Change the status to **Complete** and **Save** the incident when changes are complete.



(NC) IBE19 Threat 105 Behavior

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a 105 behavior code is not entered along with a Possession of Firearm behavior code.

The 105 behavior code should only be used when the threat is made in person and the firearm is displayed, brandished, or discharged. The possession of the firearm is reported as its own behavior event in the incident. This check looked for incidents with the 105 behavior code that did not also have a Possession of Firearm behavior code.

Severity

Warning

What to Review

Review the threat behavior code, possession behavior, and any weapon or firearm attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat105_Behavior_flag	Y indicates Threat of Physical Attack with a Firearm (105) is reported without an associated Possession of Firearm (009) behavior.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

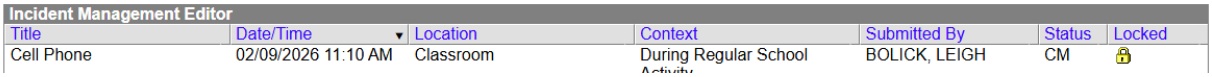
Recommended Action

Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was present.

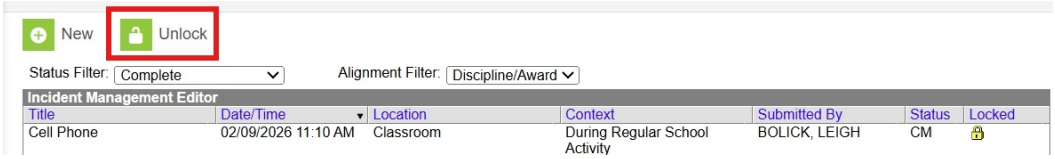
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

Correction Option: No Correction

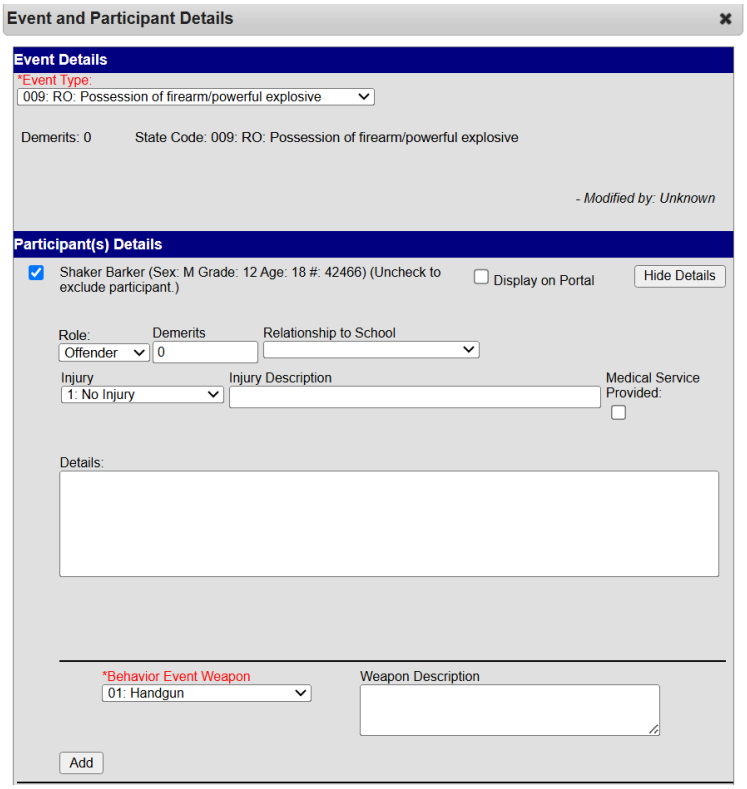
- If it is determined all information is **correct**, no further action is needed.

> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

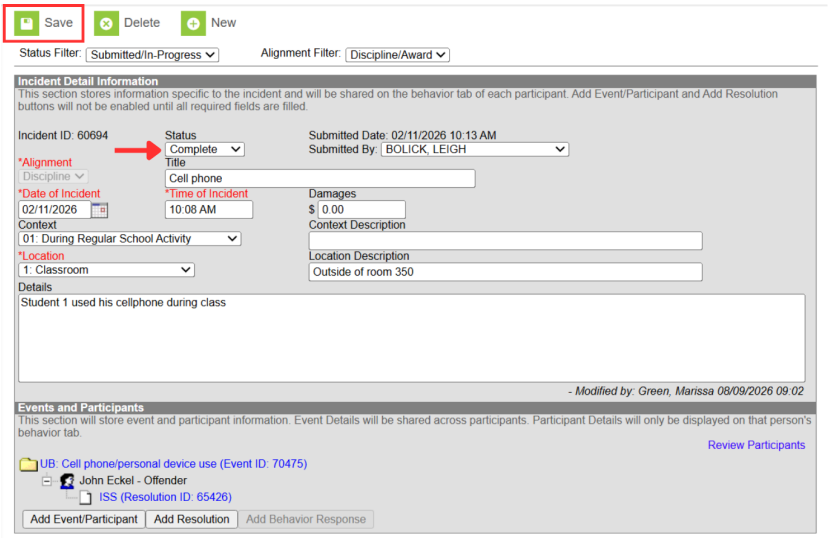
Correction Option: Add Behavior

- Locate the **Event Details** section. If a Possession of Firearm behavior is not listed, select **Add Event/Participant**.
- Select the appropriate **Possession of Firearm** behavior from the Event Type dropdown.

- Select the appropriate **Weapon** from the Behavior Event Weapon dropdown for the corresponding participant.



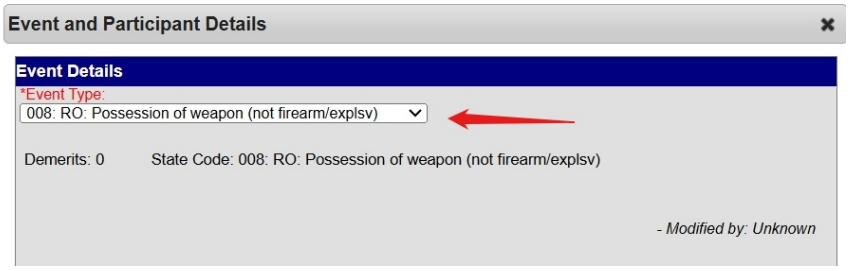
- Review other information as applicable.
- Click **Save** to update the participant details.
- Change the status to **Complete** and **Save** the incident when changes are complete.



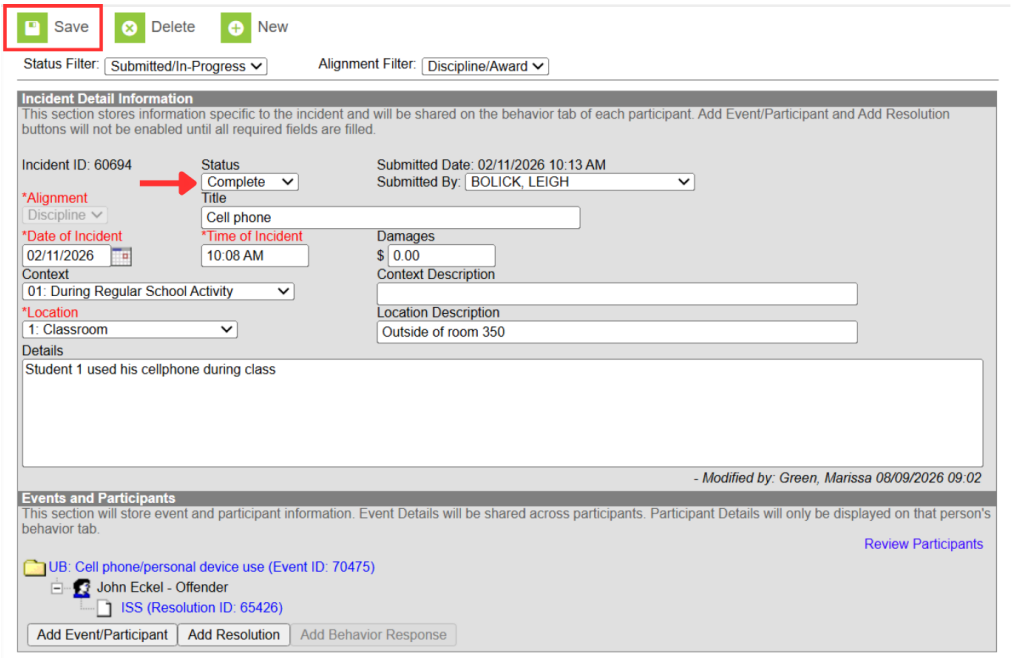
Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the

dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Change the status to **Complete** and **Save** the incident when changes are complete.



(NC) IBE20 Threat 105 Weapon

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a 105 behavior code and the Possession of Firearm is entered BUT a firearm is not

entered as the weapon type.

The 105 behavior code should only be used when the threat is made in person and the firearm is displayed, brandished, or discharged.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat106_Behavior_flag	Y indicates Threat of Physical Attack with a Weapon (106) is reported without an associated Possession of Weapon 008) behavior.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

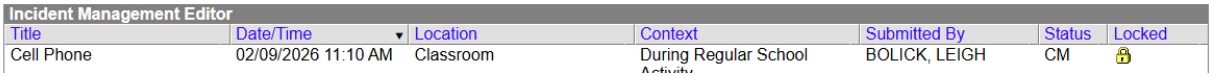
Column Name	Description

Correct the behavior or weapon entry so the codes agree and create separate events when required.

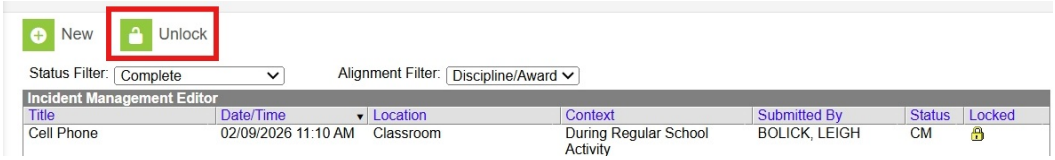
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

Correction Option: No Correction

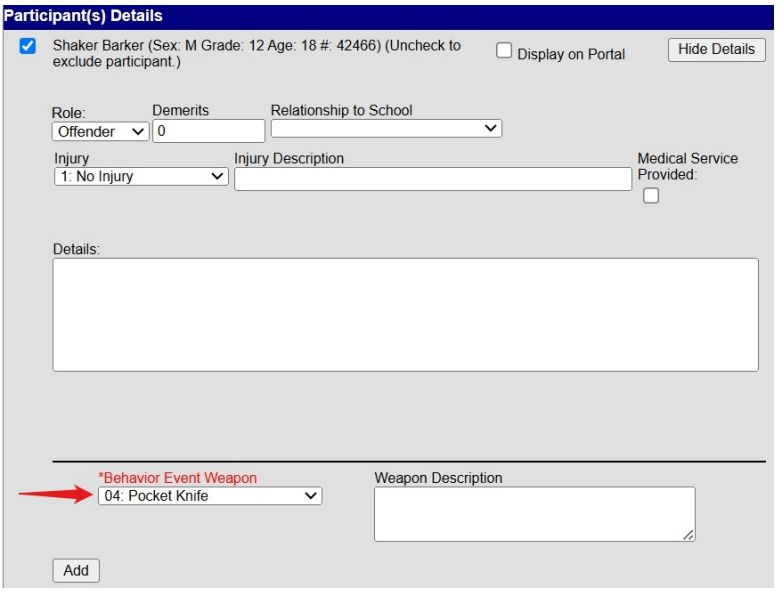
- If it is determined all information is **correct**, no further action is needed.

Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-

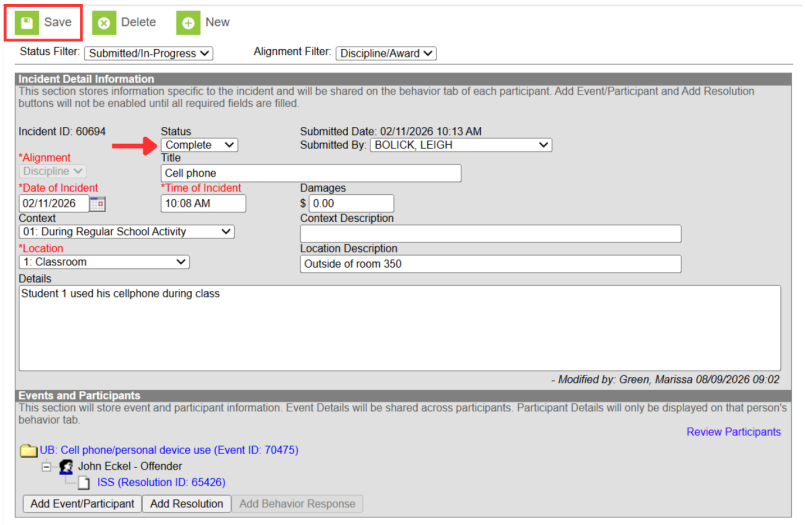
related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.



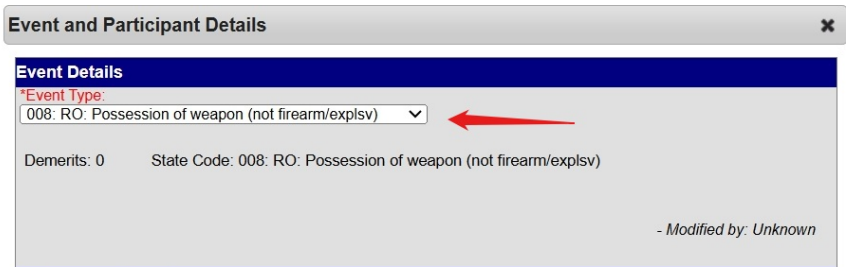
- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



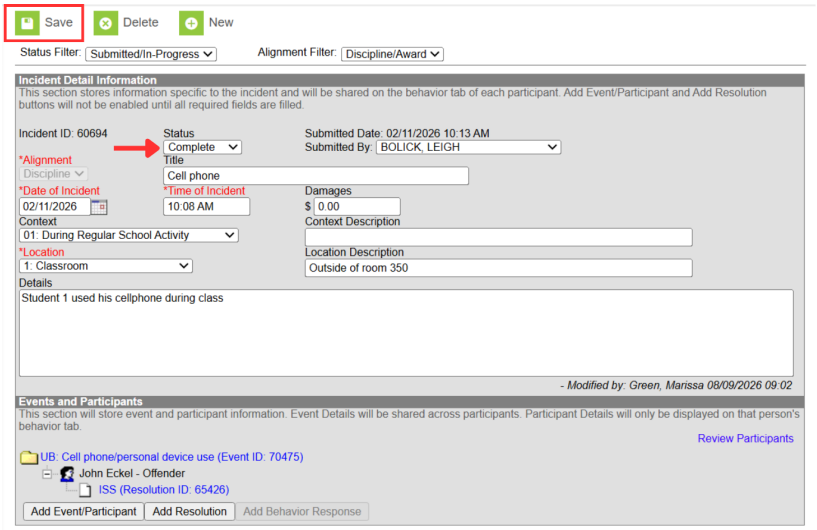
Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the

dropdown.

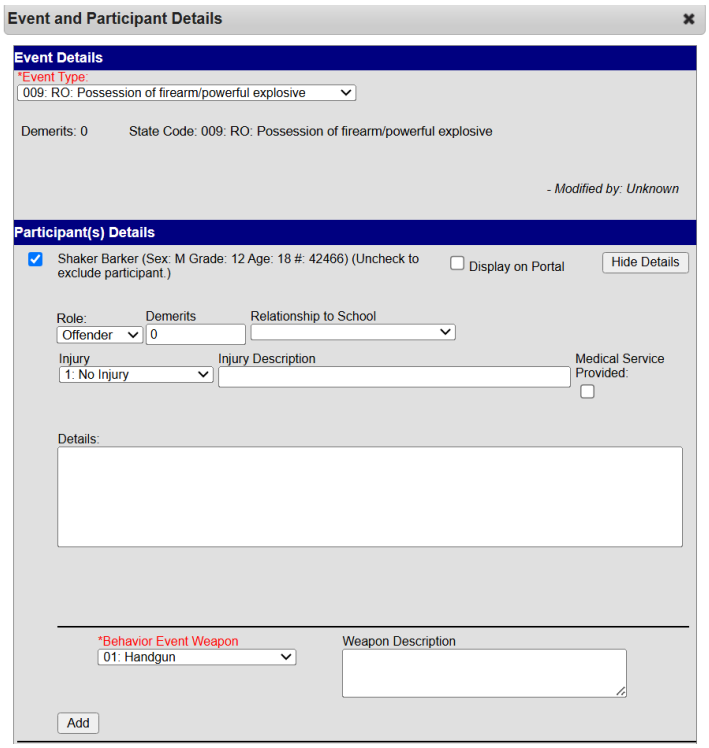


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

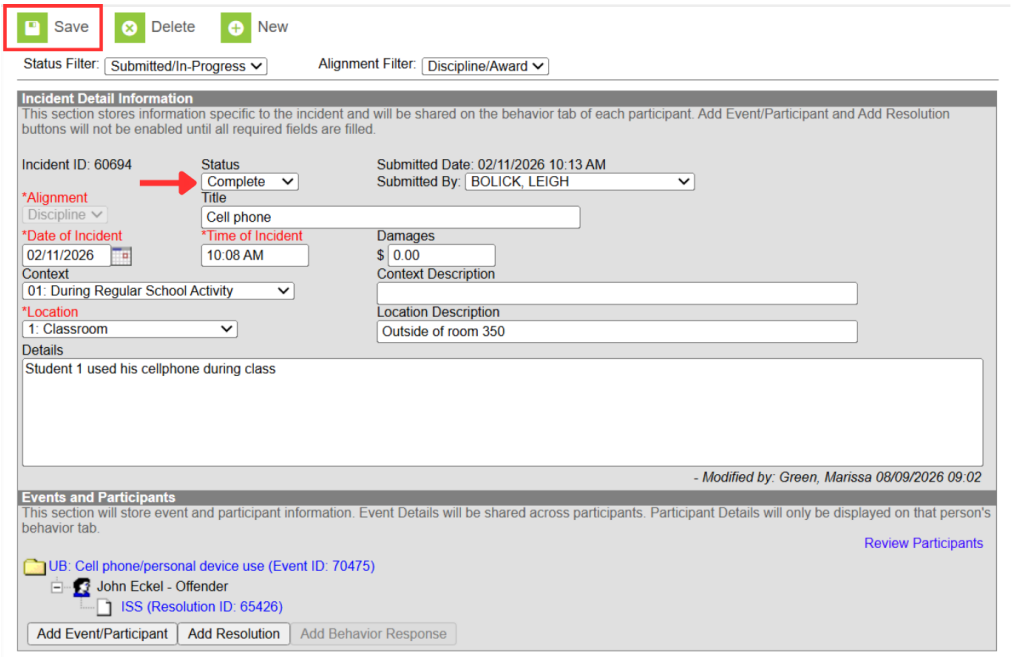


Correction Option: Add Behavior

- Locate the **Event Details** section. If a behavior is not listed, select **Add Event/Participant**.
- Select the appropriate behavior from the **Event Type** dropdown.
- Select the appropriate **Weapon** if a behavior with weapon classification is selected, from the Behavior Event Weapon dropdown for the corresponding participant.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE21 Threat 106 Behavior

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a 106 behavior code is not entered with a Possession of Weapon behavior code.

The 106 behavior code should only be used when the threat is made in person, and the weapon (not a firearm) is displayed or brandished. The possession of the weapon is reported as its own behavior event in the incident.

Severity

Warning

What to Review

Review the threat behavior code, possession behavior, and any weapon or firearm attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat106_Behavior_flag	Y indicates Threat of Physical Attack with a Weapon (106) is reported without an associated Possession of Weapon (008) behavior.

Column Name	Description
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

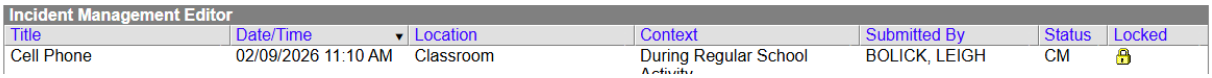
Recommended Action

Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was present.

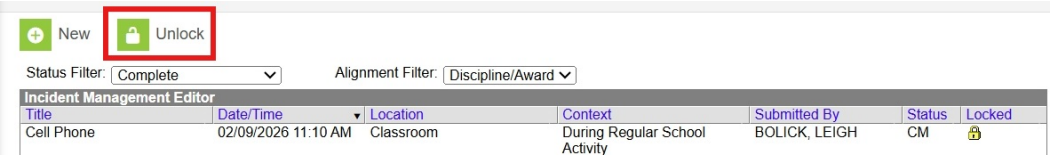
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

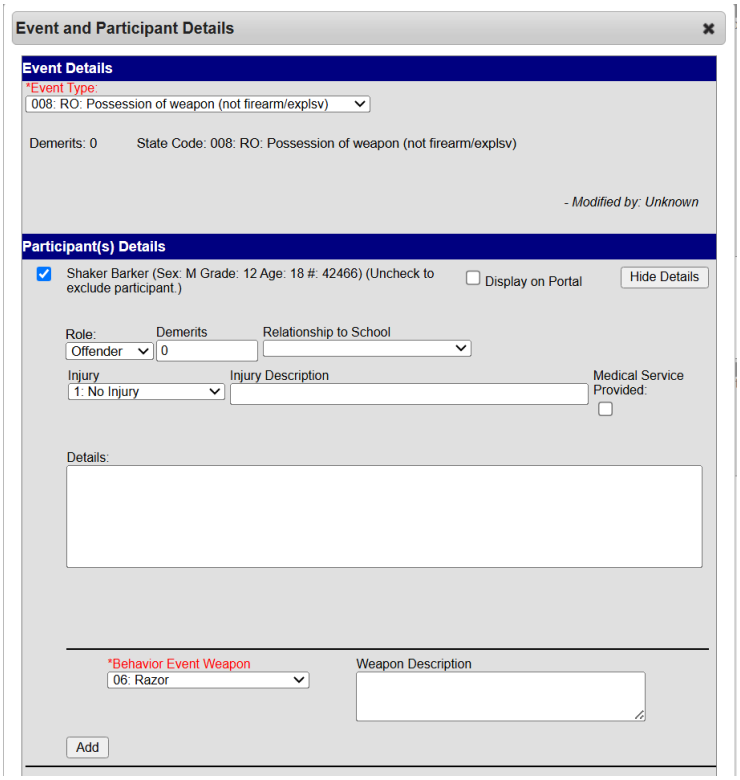
Correction Option: No Correction

- If it is determined all information is **correct**, no further action is needed.

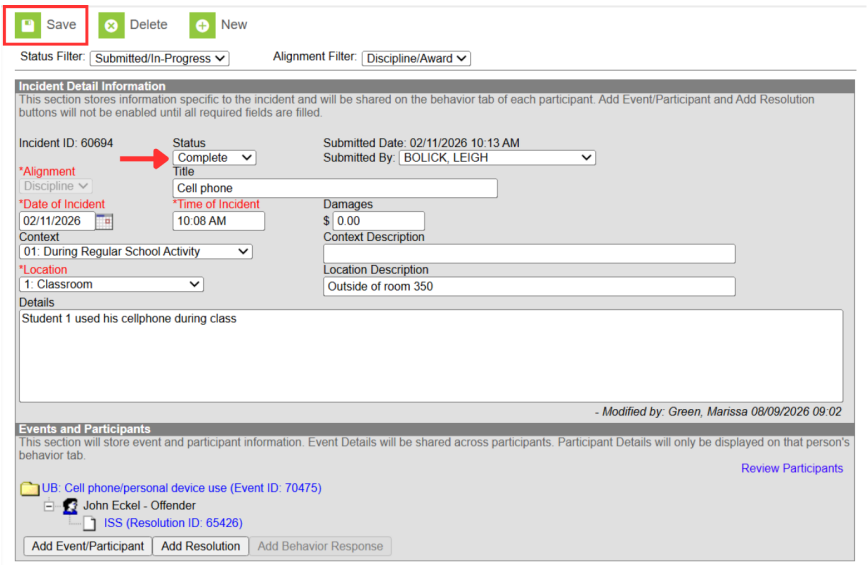
> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Add Behavior

- Locate the **Event Details** section. If a Possession of Firearm behavior is not listed, select **Add Event/Participant**.
- Select the appropriate **Possession of Firearm** behavior from the Event Type dropdown.
- Select the appropriate **Weapon** from the Behavior Event Weapon dropdown for the corresponding participant.

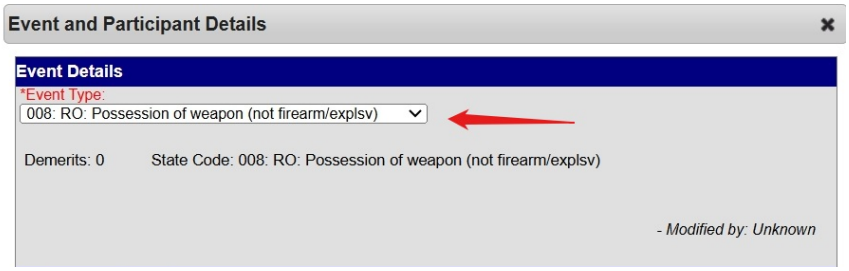


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

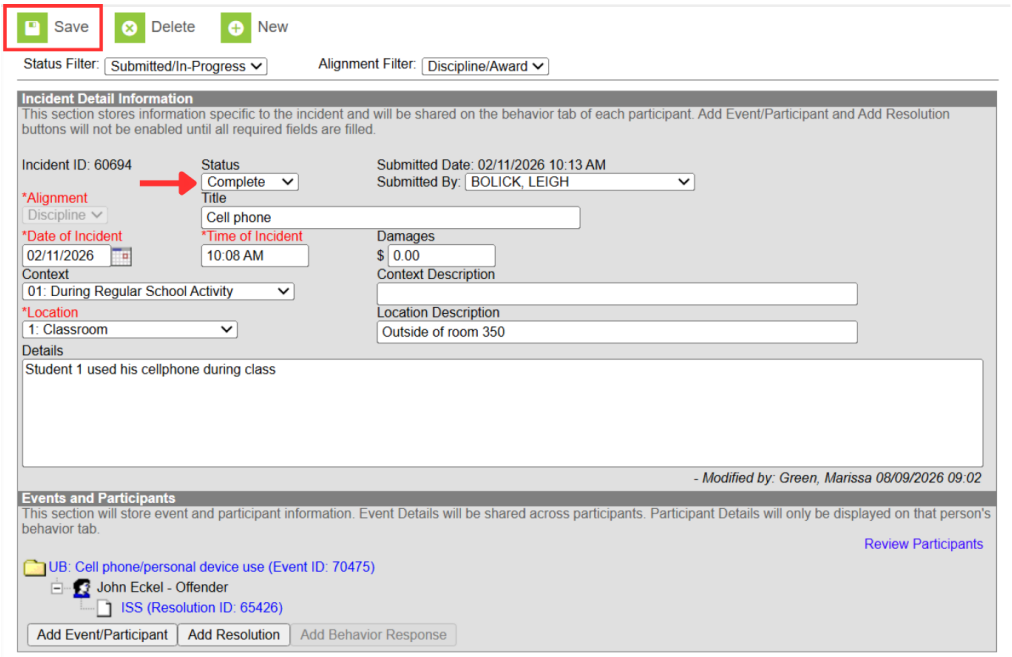


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE22 Threat 106 Firearm

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a 106 behavior code and a firearm was entered as the weapon type.

The 106 behavior code should only be used when the threat is made in person and the weapon (not a firearm) is

displayed, brandished, or discharged.

Severity

Warning

What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat106_Firearm_flag	Y indicates Threat of Physical Attack with a Weapon (106) is reported with an associated weapon categorized as firearm.
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

Recommended Action

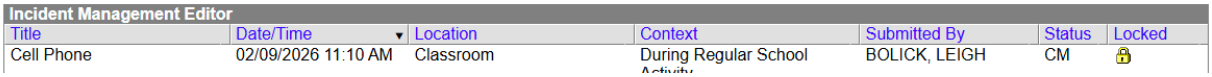
Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was

present.

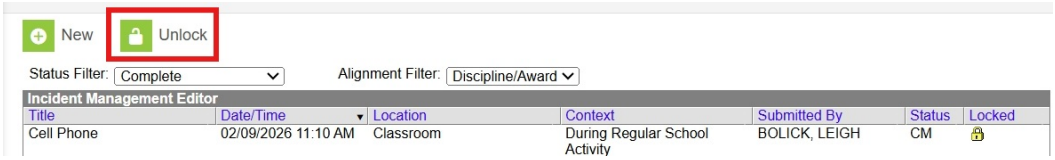
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
    - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

Correction Option: No Correction

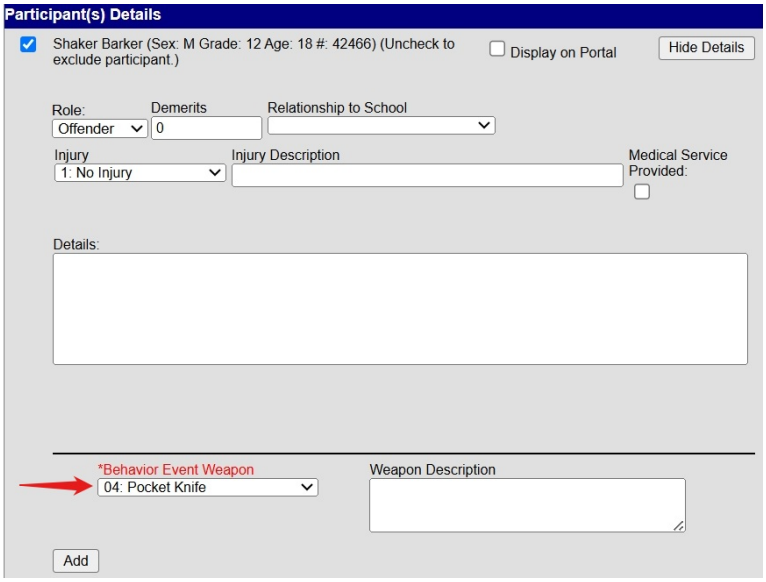
- If it is determined all information is **correct**, no further action is needed.

> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is

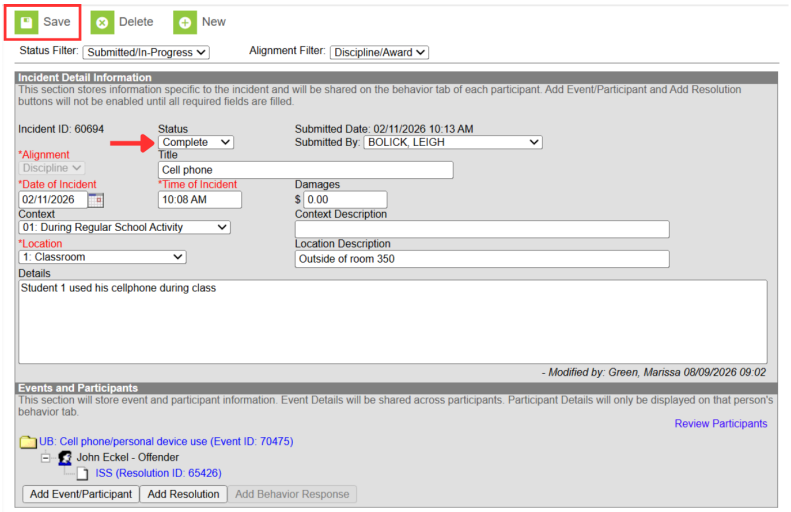
setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Update Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.

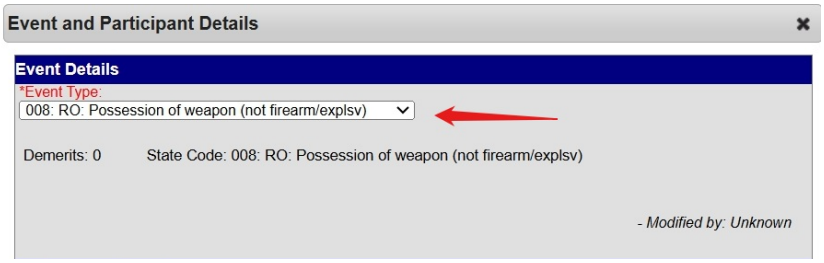


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

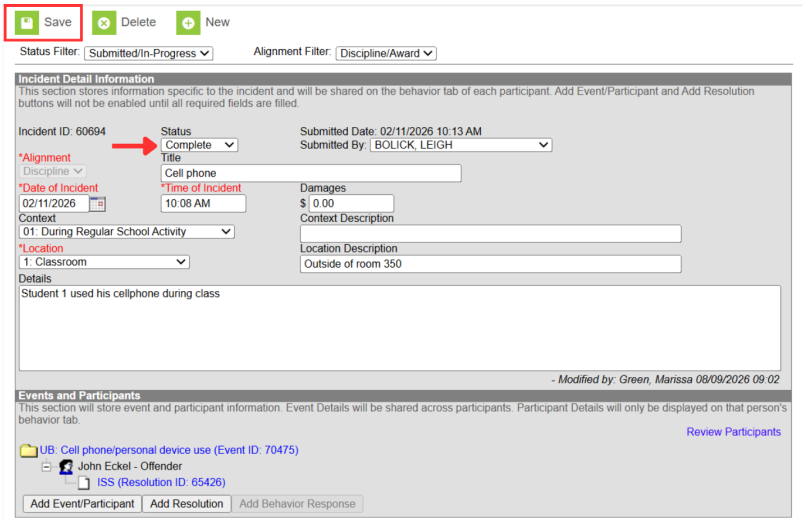


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.

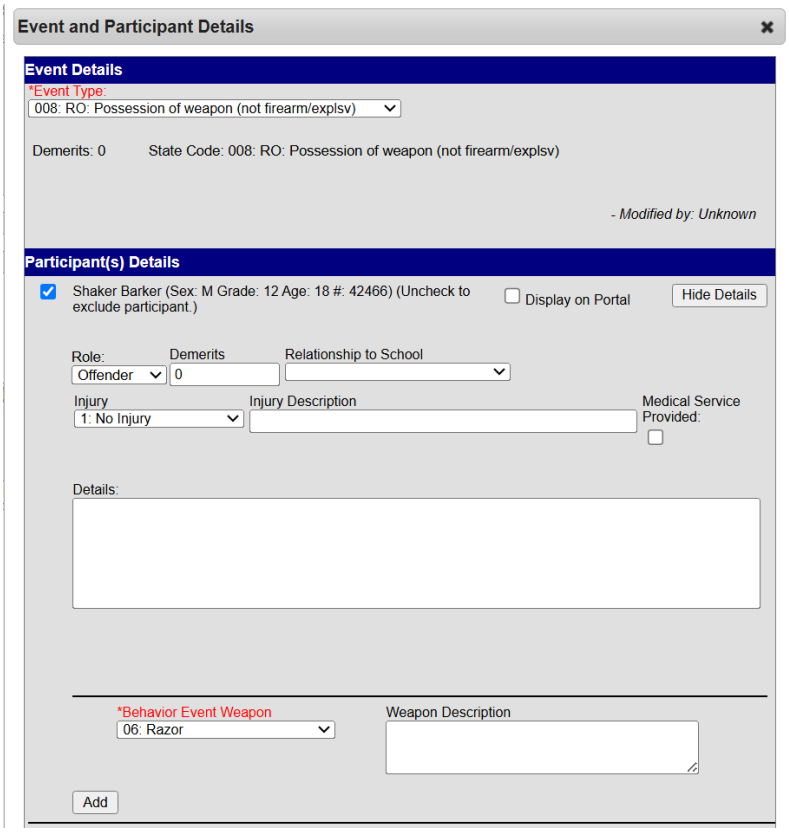


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

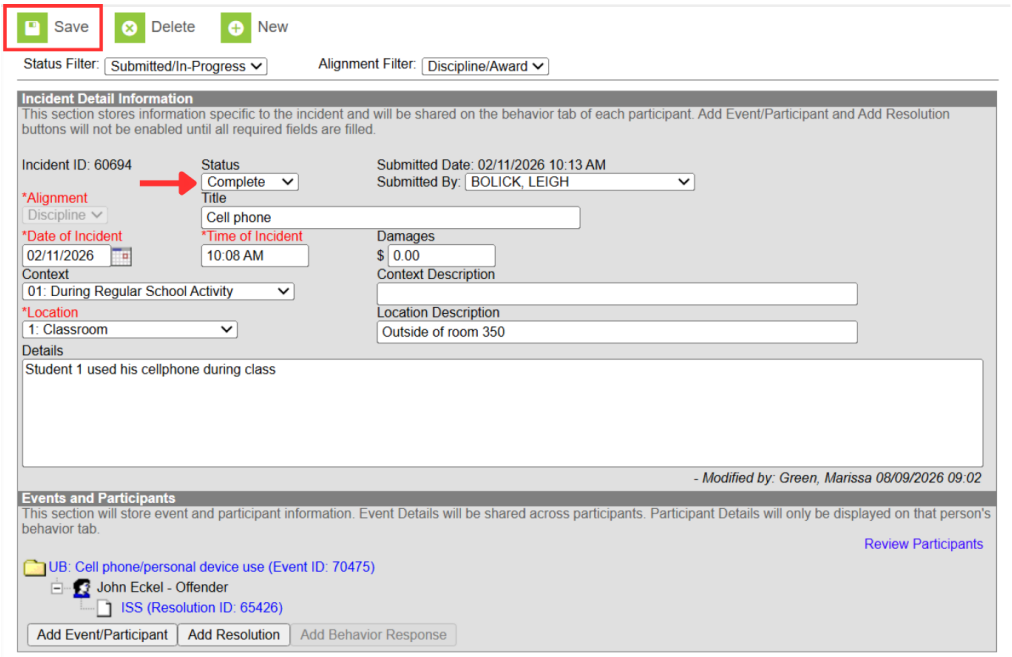


Correction Option: Add Behavior

- Locate the **Event Details** section. If a behavior is not listed, select **Add Event/Participant**.
- Select the appropriate behavior from the **Event Type** dropdown.
- Select the appropriate **Weapon** if a behavior with weapon classification is selected, from the Behavior Event Weapon dropdown for the corresponding participant.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



(NC) IBE23 Threat 107 Behavior

All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies when a 107 behavior code is entered along with a PF or PW behavior code or a weapon code. Use 105 or 106 if there was a weapon present or 019 if the threat was not made in person.

Severity

Warning

What to Review

Review the threat behavior code, possession behavior, and any weapon or firearm attached to the event.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Threat107_Behavior_flag	Y indicates Threat of Physical Attack without a Weapon (107) is reported with an associated weapon, firearm, or weapon-related behavior.

Column Name	Description
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

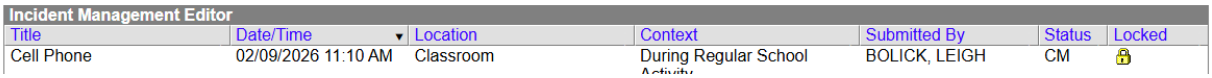
Recommended Action

Use the threat and possession codes that match how the threat occurred and whether a weapon or firearm was present.

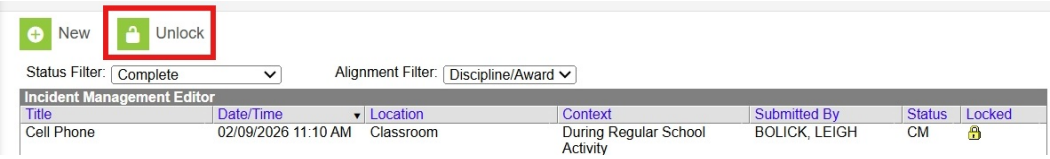
Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.



- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.

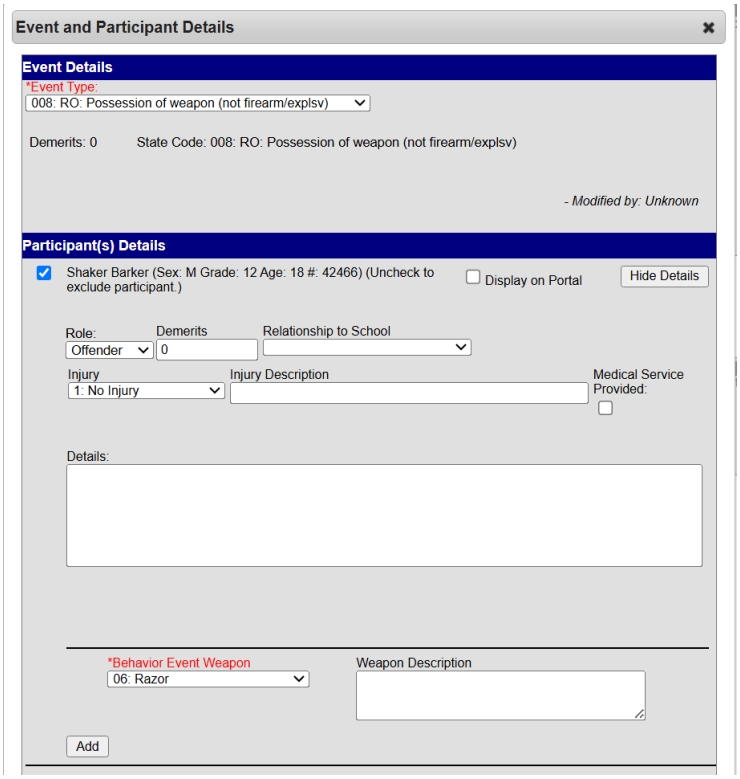
Correction Option: No Correction

- If it is determined all information is **correct**, no further action is needed.

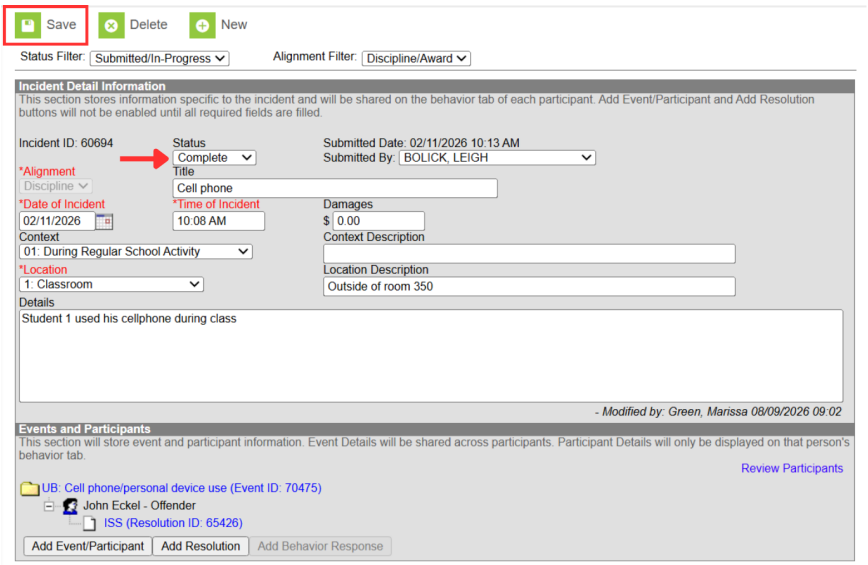
> Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

Correction Option: Add Behavior

- Locate the **Event Details** section. If a behavior is not listed, select **Add Event/Participant**.
- Select the appropriate behavior from the **Event Type** dropdown.
- If the event has a Weapon classification, select the appropriate **Weapon** from the Behavior Event Weapon dropdown for the corresponding participant.

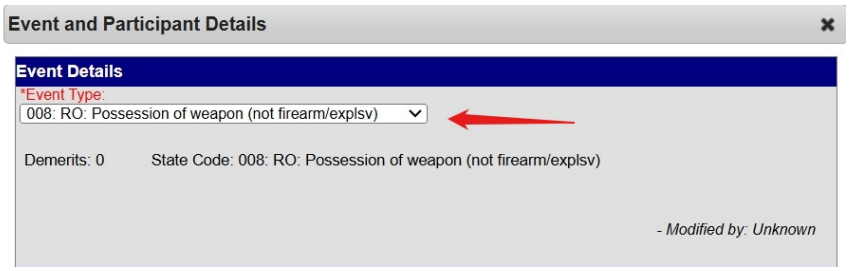


- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

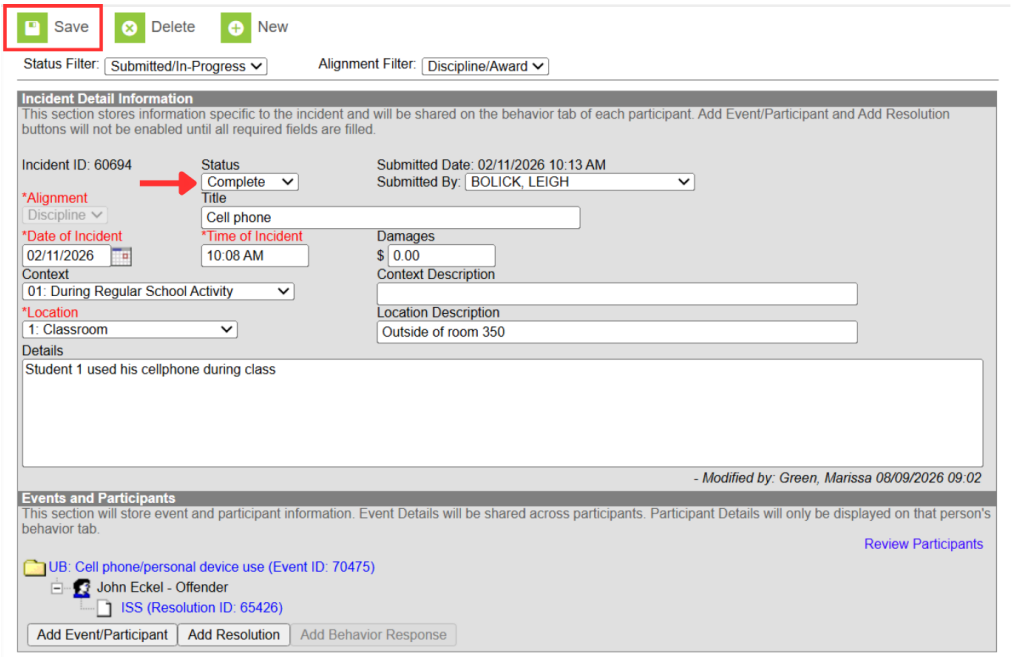


Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.



- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



You've completed this section.

Choose where to go next

Behavior Events **Summary** Views | Behavior Events **Detail** Views | Incident Data Validations