

(NC) IBE04 Staff Offender

09/03/2026 11:18 am EDT



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) (<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.

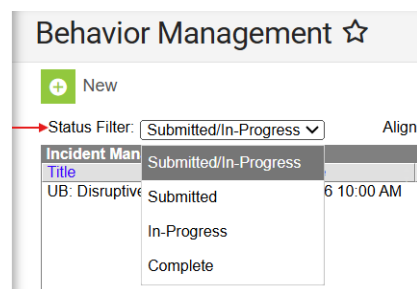
Column Name	Description
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies 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.
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

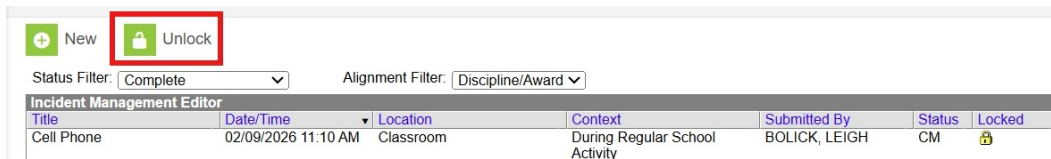
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School	BOLICK, LEIGH	CM	

- 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.

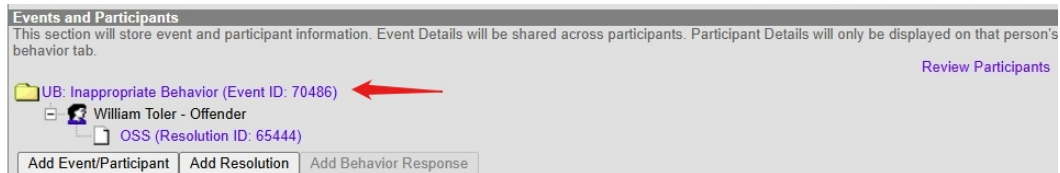


New Unlock

Status Filter: Complete Alignment Filter: Discipline/Award

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

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



Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Inappropriate Behavior (Event ID: 70486) William Toler - Offender

OSS (Resolution ID: 65444)

Review Participants

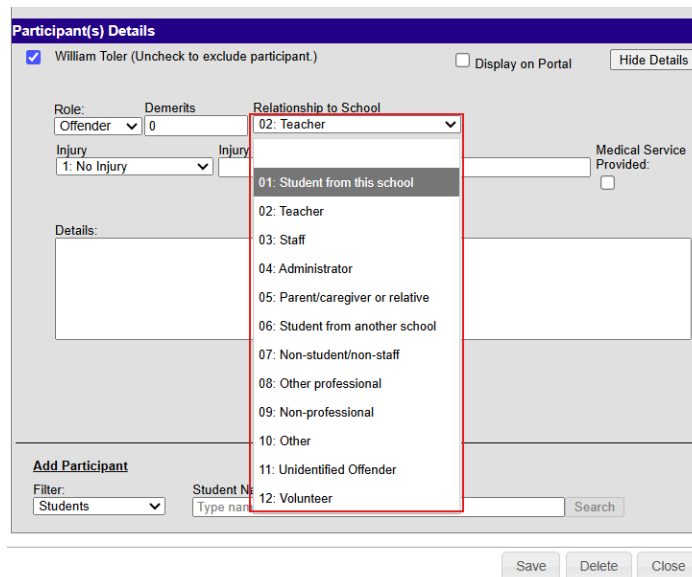
Add Event/Participant Add Resolution Add Behavior Response

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.



Participant(s) Details

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

Role: Offender Demerits: 0 Relationship to School: 02: Teacher

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

Details:

01: Student from this school
02: Teacher
03: Staff
04: Administrator
05: Parent/caregiver or relative
06: Student from another school
07: Non-student/non-staff
08: Other professional
09: Non-professional
10: Other
11: Unidentified Offender
12: Volunteer

Add Participant

Filter: Students Student Name: Type name Search

Save Delete Close

- 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.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
Submitted By: BOLICK, LEIGH

*Alignment Discipline Cell phone
*Date of Incident 02/11/2026 *Time of Incident 10:08 AM
Context 01: During Regular School Activity Damages \$ 0.00
*Location 1: Classroom Context Description
Location Description
Outside of room 350

Details
Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
John Eckel - Offender
ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

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.

Add Participant

Filter: Students Student Name or Complete Student Number: Type name here to search for participant Search

Students
School Employees
All People

Save Delete Close

☒ KARA Smith (Sex: F Title: School Counselor) (Uncheck to exclude participant.) ☐ Display on Portal Hide Details

Role: Demerits Relationship to School
Witness 0 02: Teacher

Offender Injury
Participant
Victim
Witness

01: Student from this school
02: Teacher
03: Staff
04: Administrator
05: Parent/caregiver or relative
06: Student from another school
07: Non-student/non-staff
08: Other professional
09: Non-professional
10: Other
11: Unidentified Offender
12: Volunteer

Medical Service Provided: ☐

Search

- 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.

Save

Delete

New

Status Filter: Submitted/In-Progress
Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694

Status
Complete

Submitted Date: 02/11/2026 10:13 AM
Submitted By: BOLICK, LEIGH

*Alignment
Discipline

*Date of Incident
02/11/2026

Context
01: During Regular School Activity

*Location
1: Classroom

Title
Cell phone

*Time of Incident
10:08 AM

Damages
\$ 0.00

Context Description

Location Description
Outside of room 350

Details
Student 1 used his cellphone during class

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UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant
Add Resolution
Add Behavior Response