

(NC) IBE06 Bully/Harassment Victim

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 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.
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.

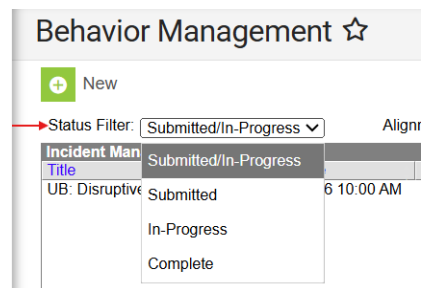
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
BullyHarassment_Victim_flag	Y indicates a Bullying or Harassment 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

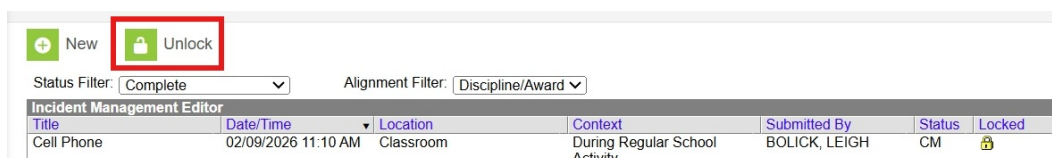
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

Incident Management Editor						
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	

- 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.

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.

[Review Participants](#)

RB: Verbal Harassment (Event ID: 70491)

Alice Bowman - Offender

OSS (Resolution ID: 65445)

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 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**.

Participant(s) Details

☒ Alice Bowman (Uncheck to exclude participant.) ☐ Display on Portal [Show Details](#)

☒ Angela Caycedo (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School

Participant 0 01: Student from this school

Offender

Participant

Victim

Witness

Injury Description

Medical Service Provided:

- 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 Title Cell phone

*Date of Incident 02/11/2026 *Time of Incident 10:08 AM Damages \$ 0.00

Context 01: During Regular School Activity Context Description

*Location 1: Classroom 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.

[Review Participants](#)

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 **Victim Role** and **Relationship to School**.

The screenshot shows the 'Add Participant' form. At the top, there is a 'Filter' dropdown set to 'Students' and a search field labeled 'Student Name or Complete Student Number:' with a search button. Below the filter is a dropdown menu showing 'Students', 'School Employees', and 'All People'. The main form area has several fields: 'Role' (a dropdown menu with 'Offender' selected), 'Demerits' (a text field with '0'), 'Relationship to School' (a dropdown menu with '02: Teacher' selected), 'Injury' (a text field), and 'Medical Service Provided' (a checkbox). A list of relationship options is shown below the 'Relationship to School' dropdown: 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, and 09: Non-professional. At the bottom right, there are 'Save', 'Delete', and 'Close' buttons.

- 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.

The screenshot shows the incident management system interface. At the top, there are buttons for 'Save', 'Delete', and 'New'. Below these are filters for 'Status Filter: Submitted/In-Progress' and 'Alignment Filter: Discipline/Award'. The main section is titled 'Incident Detail Information' and contains fields for 'Incident ID: 60694', 'Status: Complete', 'Submitted Date: 02/11/2026 10:13 AM', 'Submitted By: BOLICK, LEIGH', 'Title', 'Cell phone', 'Time of Incident: 10:08 AM', 'Damages: \$ 0.00', 'Context Description', 'Location Description', and 'Details'. The 'Details' section contains the text 'Student 1 used his cellphone during class'. Below the incident details is a section titled 'Events and Participants' which contains a list of events and participants, including 'UB: Cell phone/personal device use (Event ID: 70475)', 'John Eckel - Offender', and 'ISS (Resolution ID: 65426)'. At the bottom, there are buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response'.

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.

Event and Participant Details ✕

Event Details

*Event Type:
025: RB: Verbal Harassment

Event ID: 70491

Demerits: 0 State Code: 025: RB: Verbal Harassment

- 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

*Time of Incident: 10:08 AM

*Location: 1: Classroom

Title: Cell phone

Damages: \$ 0.00

Context Description: 01: During Regular School Activity

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)

[Review Participants](#)

Add Event/Participant

Add Resolution

Add Behavior Response