

Edit Checks

09/03/2026 6:41 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.

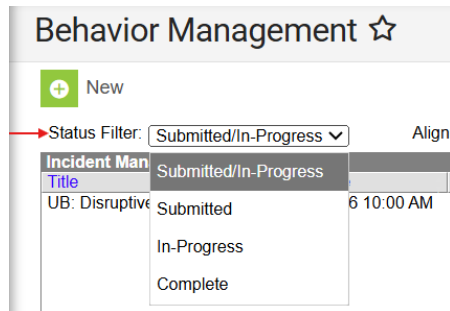
Column Name	Description
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies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

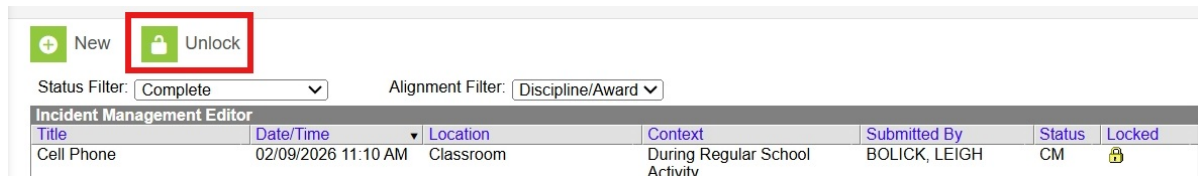
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



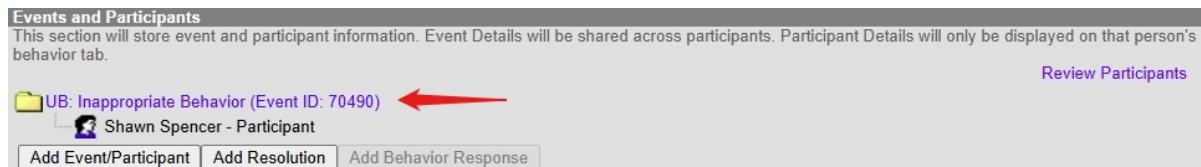
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to select the corresponding incident to review.
- Confirm the **Incident ID** matches the **Incident_Number** before changing information.

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 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.

Event and Participant Details

Event Details

*Event Type: 114: UB: Inappropriate Behavior
 Event ID: 70490
 Demerits: 0 State Code: 114: UB: Inappropriate Behavior
 - Modified by: Green, Marissa 08/21/2026 06:52

Participant(s) Details

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

Role: Participant Demerits: 0 Relationship to School: 01: Student from this school
 Offender Injury Description: Medical Service Provided: ☐

Participant
 Victim
 Witness

- 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.

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
 Discipline: Title: Submitted By: BOLICK, LEIGH
 *Alignment: 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 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.

Add Participant

Filter: **Students** Student Name or Complete Student Number: Search

Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) Ariana Smith (Sex: F Grade: 9 Age: 16 #: 30223)

☒ Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School

Participant 0

Offender Injury Description Medical Service Provided: ☐

Participant

Victim

Witness

☒ Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School

Participant 0

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

01: Student from this school

02: Teacher

- 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.

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: Delete Event

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

Event and Participant Details

Event Details

*Event Type: 114: UB: Inappropriate Behavior
 Event ID: 70490
 Demerits: 0 State Code: 114: UB: Inappropriate Behavior
 - Modified by: Green, Marissa 08/21/2026 06:52

Participant(s) Details

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

Add Participant

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

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

training.ncsis.gov says

This will delete the event and associated roles from the incident. Do you want to continue?

- 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.

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.

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

[Review Participants](#)

(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) (<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.
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.

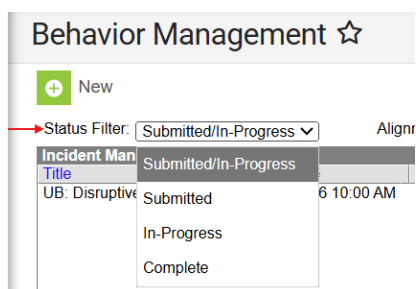
Column Name	Description
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Relationship_flag	Y indicates the offender is missing a valid Relationship to school value.

Recommended Action

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

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

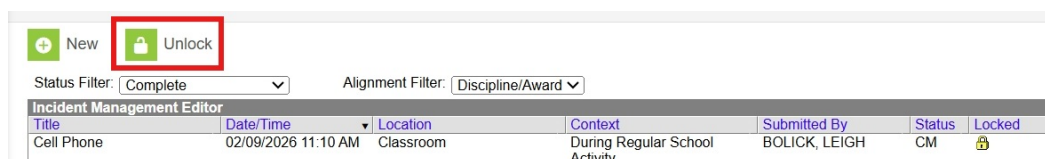
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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 select the **Event** with the missing relationship to school.

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.

RB: Fighting (Event ID: 70489) ←

Wyatt Abercrombie - Offender

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#) [Review Participants](#)

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

Participant(s) Details

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

Role: Offender Demerits: 0 Relationship to School: 01: Student from this school

Injury: 1: No Injury Injury: 02: Teacher

Medical Service Provided: ☐

Details:

03: Staff
04: Administrator

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#) [Review Participants](#)

(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.
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.

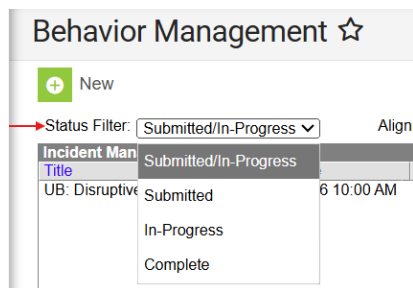
Column Name	Description
Participant_Role_flag	Y indicates the participant is missing a valid Role value.

Recommended Action

Assign the correct offender or participant role.

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

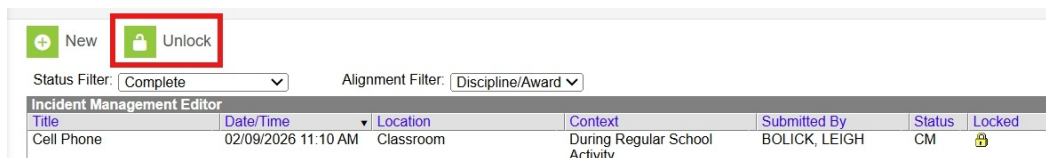
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



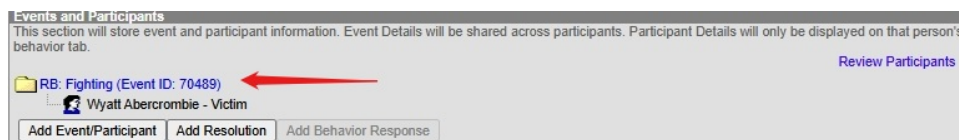
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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**.



- 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.

Participant(s) Details

☒ Wyatt Abercrombie (Uncheck to exclude participant.) ☐ Display on Portal

Role: Demerits: Relationship to School:

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.

Status Filter: Alignment Filter:

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: Submitted Date: 02/11/2026 10:13 AM

*Alignment: Title: Submitted By: BOLICK, LEIGH

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM

Context: 01: During Regular School Activity

*Location: 1: Classroom

Damages: \$ 0.00

Context Description:

Location Description:

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)

(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.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.

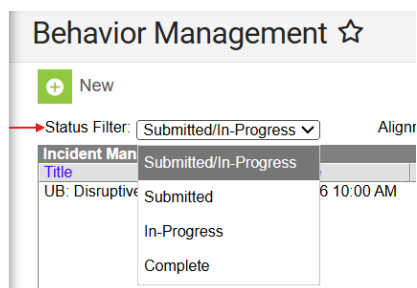
Column Name	Description
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Staff_Offender_flag	Y indicates the offender's Relationship to School or Staff Status does not align with the reported behavior or action.

Recommended Action

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

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

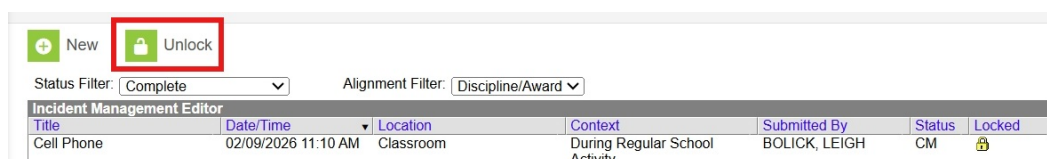
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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 Activity	BOLICK, LEIGH	CM	🔒

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 - 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](#)

UB: Inappropriate Behavior (Event ID: 70486) ←

William Toler - Offender

OSS (Resolution ID: 65444)

[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 [Hide Details](#)

Role: Demerits Relationship to School
 Offender 0 02: Teacher

Injury Injury
 1: No Injury

Medical Service Provided: ☐

Details:

[Add Participant](#)

Filter: Students Student No. Type name Search

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

[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 Title
 Cell phone

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

Context 01: During Regular School Activity Location Description
 1: Classroom 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 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: Witness Demerits: 0 Relationship to School: 02: Teacher
 Offender
 Participant
 Victim
 Witness

Injury: 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

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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

(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

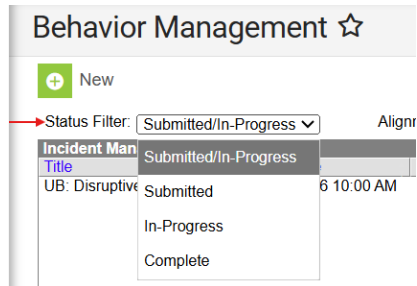
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information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

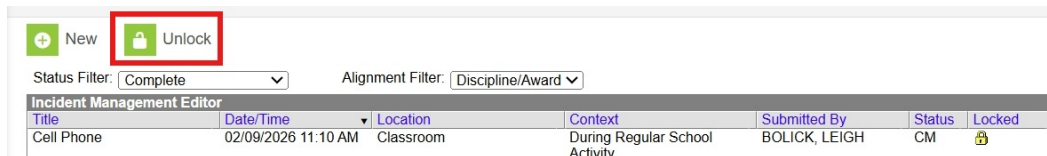
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



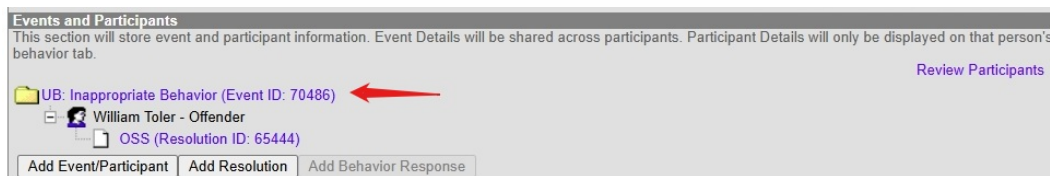
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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.



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.

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:

Add Participant

Filter: Students Student 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.

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

*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.

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 student participants have only student relationships.

Add Participant

Filter: **Students** Student Name or Complete Student Number: Search

Students
School Employees
All People

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

Offender
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

Medical Service Provided: ☐

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 Title
*Date of Incident: 02/11/2026 Cell phone
*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.

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

(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.
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.

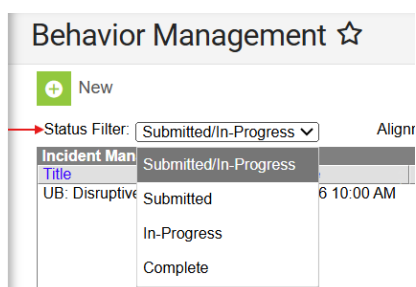
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
BullyHarassment_Victim_flag	Y indicates a Bullying or Harassment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

Status Filter:
 Alignment Filter:

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	

- 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.

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

☒ Angela Caycedo (Uncheck to exclude participant.)
 ☐ Display on Portal

Role:
 Demerits:
 Relationship to School:

Offender:
 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
 *Date of Incident: 02/11/2026
 *Time of Incident: 10:08 AM

Cell phone
 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**.

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

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

Offender
 Participant
 Victim
 Witness

Injury

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

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.

Status Filter:
 Alignment Filter:

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

*Alignment: Title:

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

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:

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

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.

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

(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) (<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

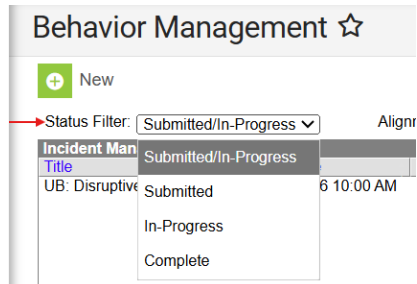
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information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

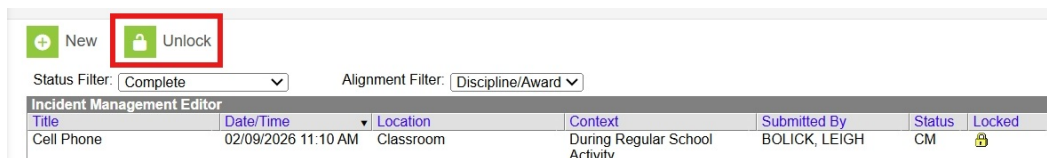
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



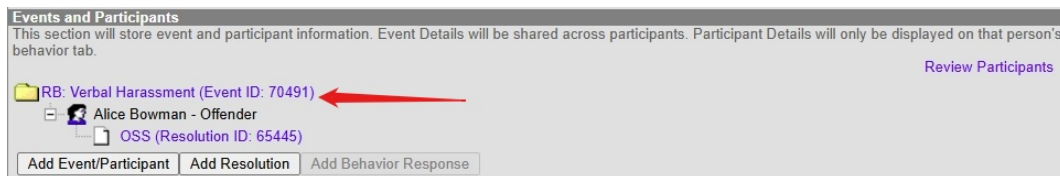
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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.



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 Injury Description Medical Service Provided:
 Participant
 Victim
 Witness

- 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
 *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](#) [Review Participants](#)

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**.

Add Participant

Filter: **Students** Student Name or Complete Student Number: Search

Students
School Employees
All People

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

Offender
Participant
Victim
Witness

Injury:

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

Medical Service Provided: ☐

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 Title
*Date of Incident: 02/11/2026 Cell phone
*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.

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

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

Damages: \$ 0.00

Context: 01: During Regular School Activity

*Location: 1: Classroom

Context Description:

Location Description: Outside of room 350

Details

Student 1 used his cellphone during class

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

(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.

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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.
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.

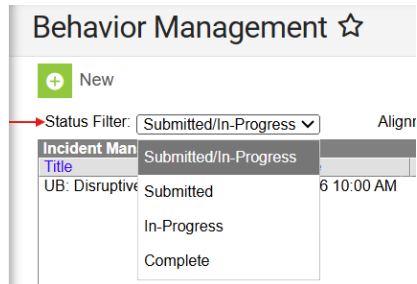
Column Name	Description
ViolentCrimes_Victim_flag	Y indicates a Violent Crime behavior (001, 002, 004, 010, 012, 013, 014, 015, 016, 103, 104, 122) is reported without an associated victim.

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

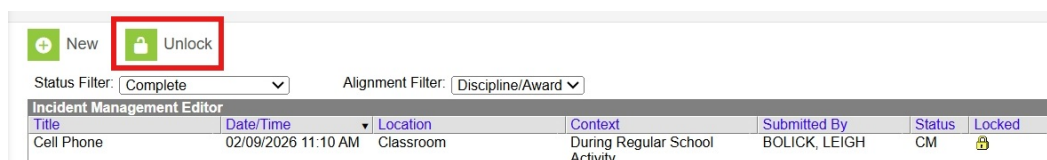
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

RB: Verbal Harassment (Event ID: 70491) 

Alice Bowman - Offender

OSS (Resolution ID: 65445)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

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: Participant Demerits: Relationship to School: 01: Student from this school

Offender: Participant

Injury Description: Medical Service Provided: ☐

Victim

Witness

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

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**.

Add Participant

Filter: **Students** (dropdown menu with options: Students, School Employees, All People)

Student Name or Complete Student Number: Search

Save Delete Close

Role: **Offender** (dropdown menu with options: Offender, Participant, Victim, Witness)

Demerits: Injury:

Relationship to School: **02: Teacher** (dropdown menu with options: 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)

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
 *Alignment: Discipline Title: Cell phone Submitted By: BOLICK, LEIGH
 *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.

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

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

*Alignment: Discipline

Title: Cell phone

Submitted By: BOLICK, LEIGH

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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,

Page 37

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.
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.

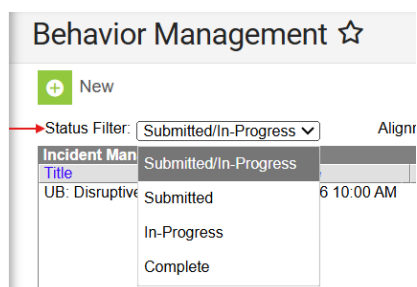
Column Name	Description
Victim Information	Displays UID, Name, Grade, Sex, Race/Ethnicity of the victim associated with the reported data.
Transfer_Offered_flag	Y indicates a student victim of a Violent Crime does not have a transfer-offered action (200, 201, 204) reported.

Recommended Action

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

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

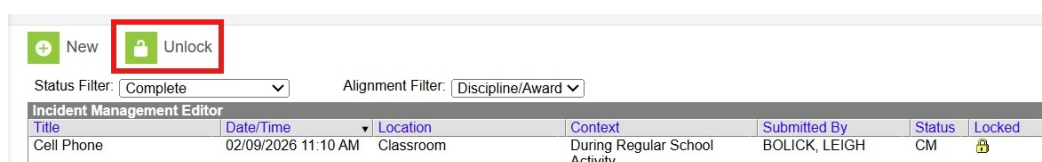
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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: Add Resolution

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

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)

Angela Caycedo - Victim

Add Event/Participant **Add Resolution** Add Behavior Response

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

Add Resolution

Resolution Details

*Resolution Type: 200: Victim Offered Transfer

State Code: 200: Victim Offered Transfer Category: Minor

*Resolution Assign Date: 10/31/2025 Resolution Start Date: 11/2/2025 Resolution Start Time: 10:49 AM Resolution End Date: Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

*Apply To:

RB: Verbal Harassment

☐ Alice Bowman

☐ 003: OSS

☒ Angela Caycedo

Save 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.

Status Filter:
 Alignment Filter:

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

*Alignment: Title:

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

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:

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

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.

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

(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) (<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

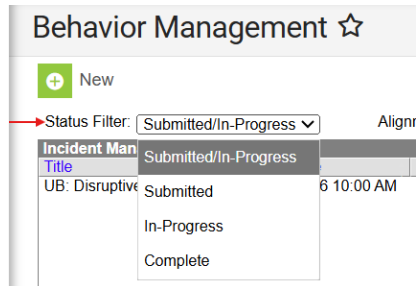
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.
Incident Information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

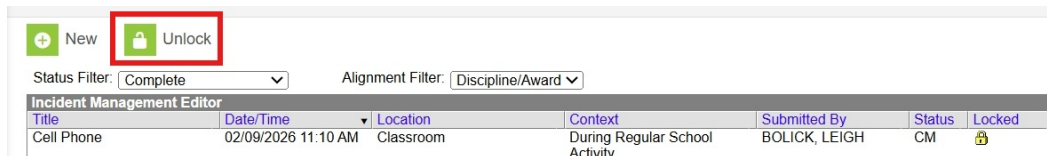
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



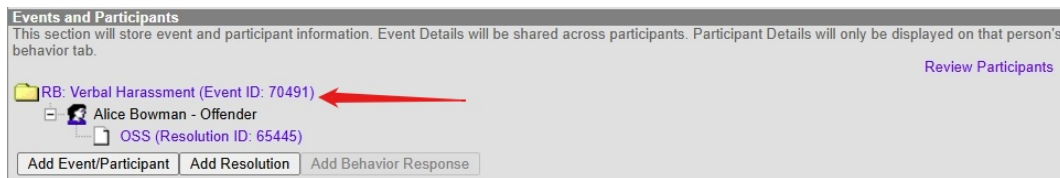
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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.



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**.

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)
- Angela Caycedo - Victim

- Select the appropriate **Transfer Accepted** (202, 203) resolution.
- Complete **fields** as necessary.
- Select the checkbox next to the **participant**.

Add Resolution

Resolution Details

*Resolution Type: 202: Victim Accepted Transfer Offer

State Code: 202: Victim Accepted Transfer Offer Category: Minor

*Resolution Assign Date: 08/22/2026 Resolution Start Date: 08/22/2026 Resolution Start Time: 10:59 AM Resolution End Date: Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

*Apply To:

RB: Verbal Harassment

☐ Alice Bowman

☐ 003: OSS

☒ Angela Caycedo

Save 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.

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.

UB: Cell phone/personal device use (Event ID: 70475)
[Review Participants](#)

John Eckel - Offender

ISS (Resolution ID: 65426)

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

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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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.

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_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).

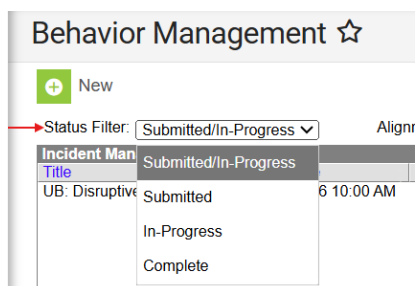
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

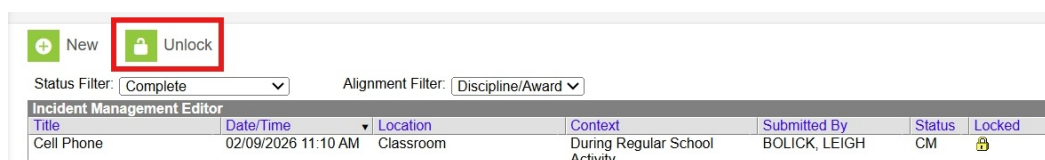
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

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 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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School
 Offender 0

Injury Injury Description Medical Service Provided:
 1: No Injury

Details:

*Behavior Event Weapon
 04: Pocket Knife

Weapon Description

[Add](#)

- 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.

Status Filter:
 Alignment Filter:

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

*Alignment: Title:

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Correction Option: Update Behavior

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

Event and Participant Details

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv)

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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.

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.
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).

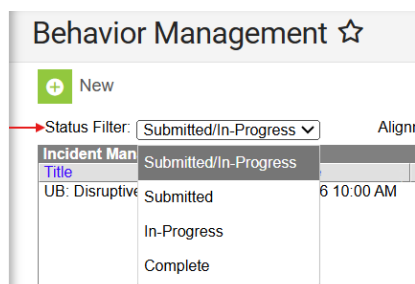
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

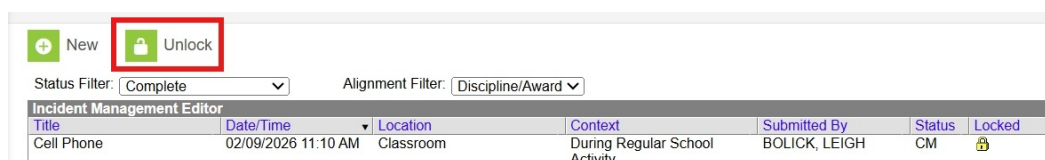
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

UB: Inappropriate Behavior (Event ID: 70486) 

William Toler - Offender

OSS (Resolution ID: 65444)

[Review Participants](#)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)



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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 # 42466) (Uncheck to exclude participant) ☐ Display on Portal [Hide Details](#)

Role: Offender Demerits: 0 Relationship to School:
 Injury: 1: No Injury Injury Description:
 Medical Service Provided: ☐

Details:

***Behavior Event Weapon** 04: Pocket Knife
 Weapon Description:
 Add

- 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.

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.

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

[Review Participants](#)

Correction Option: Update Behavior

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

Event and Participant Details ✕

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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 weapon 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).

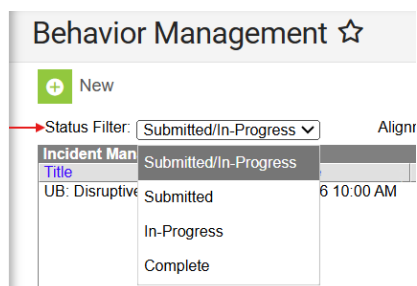
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

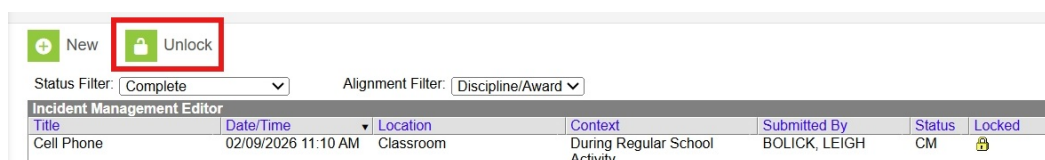
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

UB: Inappropriate Behavior (Event ID: 70486) 

William Toler - Offender

OSS (Resolution ID: 65444)

[Review Participants](#)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)



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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School
 Offender 0

Injury Injury Description Medical Service Provided
 1: No Injury

Details:

☒ *Behavior Event Weapon 13: Knife Weapon Description

☒ *Behavior Event Weapon 04: Pocket Knife Weapon Description

[Add](#)

- 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.

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)

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**.

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.

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

Event and Participant Details

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv)

Demerits: 0
 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

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

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant) ☐ Display on Portal [Hide Details](#)

Role: Offender Demerits: 0 Relationship to School:
 Injury: 1: No Injury Injury Description:
 Medical Service Provided: ☐

Details:

***Behavior Event Weapon** 04: Pocket Knife Weapon Description:
 Add

- 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 Description:
 *Location: 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)

Add Event/Participant Add Resolution Add Behavior Response

(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.
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.

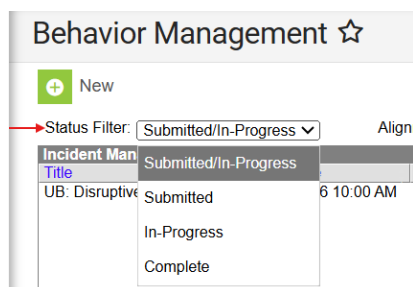
Column Name	Description
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Retired_Weapons_flag	Y indicates a retired weapon code (08 or DO) is associated with the behavior event.
Weapon Information	Displays Weapon Code, Description, Category associated 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.

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.



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.

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: Update Behavior

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

Event and Participant Details

Event Details
*Event Type: 008: RO: Possession of weapon (not firearm/explsv)
Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)
- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

(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) (<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.

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.
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).

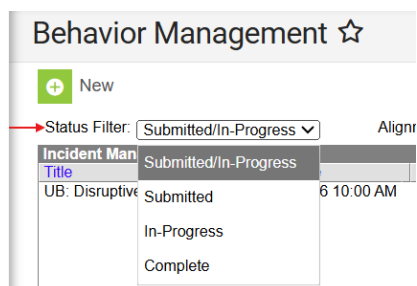
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

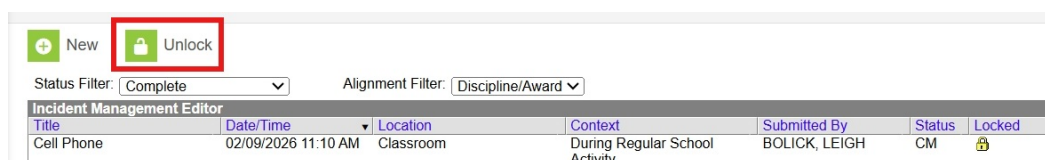
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

UB: Inappropriate Behavior (Event ID: 70486) 

William Toler - Offender

OSS (Resolution ID: 65444)

[Review Participants](#)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)



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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School
 Offender 0

Injury Injury Description Medical Service Provided
 1: No Injury

Details:

*Behavior Event Weapon
 04: Pocket Knife  Weapon Description

[Add](#)

- 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.

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.

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

[Review Participants](#)

Correction Option: Update Behavior

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

Event and Participant Details ✕

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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.

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.
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).

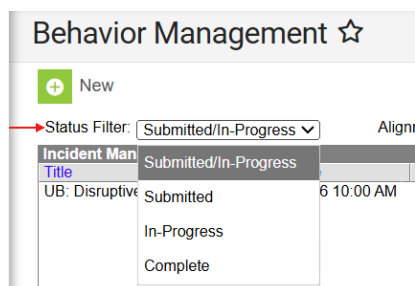
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

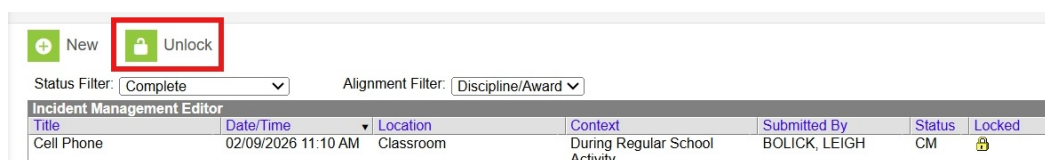
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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.

UB: Inappropriate Behavior (Event ID: 70486) ←

William Toler - Offender

OSS (Resolution ID: 65444)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)



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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant) ☐ Display on Portal [Hide Details](#)

Role: Offender Demerits: 0 Relationship to School:
 Injury: 1: No Injury Injury Description:
 Medical Service Provided: ☐

Details:

*Behavior Event Weapon: 04: Pocket Knife Weapon Description:
 Add

- 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.

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:
 *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.

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

[Review Participants](#)

Correction Option: Update Behavior

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

Event and Participant Details ✕

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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).

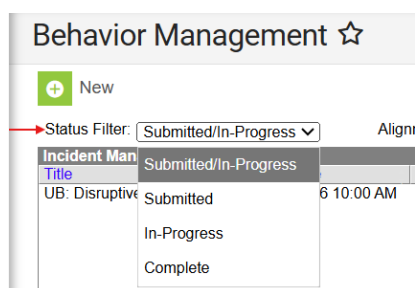
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

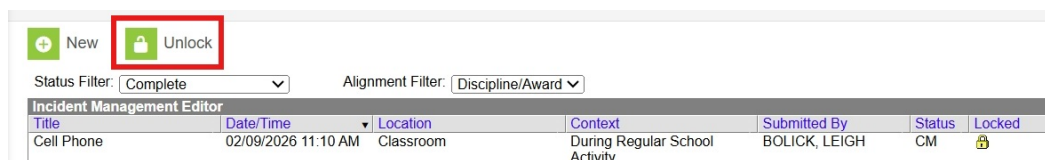
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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.

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](#)

UB: Inappropriate Behavior (Event ID: 70486) ←

William Toler - Offender

OSS (Resolution ID: 65444)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)

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.

Event and Participant Details ✕

Event Details

*Event Type:
008: RO: Possession of weapon (not firearm/explsv) ←

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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
 Damages: \$ 0.00

*Date of Incident: 02/11/2026
 *Time of Incident: 10:08 AM
 Context Description:

Context: 01: During Regular School Activity
 Location Description:

*Location: 1: Classroom
 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)
 [Review Participants](#)

John Eckel - Offender
 ISS (Resolution ID: 65426)

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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)
 ☐ Display on Portal

Role: Offender
 Demerits: 0
 Relationship to School:

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

Details:

*Behavior Event Weapon: 04: Pocket Knife
 Weapon Description:

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(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) (<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.

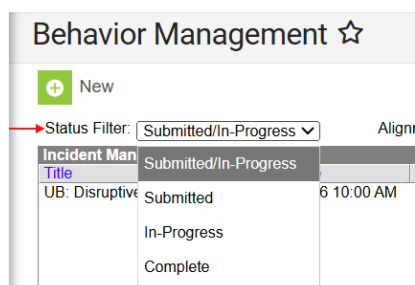
Column Name	Description
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of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

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

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.

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
 Damages: \$ 0.00

*Date of Incident: 02/11/2026
 *Time of Incident: 10:08 AM
 Context Description:

Context: 01: During Regular School Activity
 Location Description:

*Location: 1: Classroom
 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)

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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)
 ☐ Display on Portal

Role: Offender
 Demerits: 0
 Relationship to School:

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

Details:

*Behavior Event Weapon: 04: Pocket Knife
 Weapon Description:

- 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.

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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

(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) (<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.

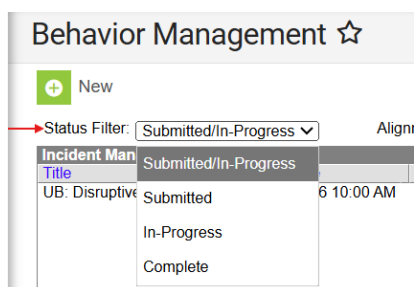
Column Name	Description
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of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

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

Status Filter: Complete Alignment Filter: Discipline/Award

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	

- 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](#)

UB: Inappropriate Behavior (Event ID: 70486)

William Toler - Offender

OSS (Resolution ID: 65444)

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.

Event and Participant Details

Event Details

*Event Type:

009: RO: Possession of firearm/powerful explosive

Demerits: 0

State Code: 009: RO: Possession of firearm/powerful explosive

- Modified by: Unknown

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)
 ☐ Display on Portal
 Hide Details

Role:

Offender

Demerits:

0

Relationship to School:

Injury:

1: No Injury

Injury Description:

Medical Service Provided:

☐

Details:

*Behavior Event Weapon:

01: Handgun

Weapon Description:

Add

- 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.

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

*Alignment: Discipline

Title: Cell phone

Submitted By: BOLICK, LEIGH

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

Correction Option: Update Behavior

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

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Event and Participant Details ✕

Event Details

***Event Type:**
008: RO: Possession of weapon (not firearm/explsv) ←

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

***Alignment**
Discipline

***Date of Incident**
02/11/2026

Context
01: During Regular School Activity

***Location**
1: Classroom

Status
Complete →

Title
Cell phone

***Time of Incident**
10:08 AM

Submitted Date: 02/11/2026 10:13 AM

Submitted By: BOLICK, LEIGH

Damages
\$ 0.00

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)

[Review Participants](#)

Add Event/Participant
Add Resolution
Add Behavior Response

(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.

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.
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).

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.

The screenshot shows the 'Behavior Management' header with a star icon. Below it is a '+ New' button. A red arrow points to the 'Status Filter' dropdown, which is currently set to 'Submitted/In-Progress'. The dropdown menu is open, showing options: 'Submitted/In-Progress', 'Submitted', 'In-Progress', and 'Complete'. To the right of the dropdown is an 'Align' button.

- 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.

The screenshot shows the 'Incident Management Editor' interface. At the top, there are '+ New' and 'Unlock' buttons. The 'Unlock' button is highlighted with a red box. Below the buttons are 'Status Filter' (set to 'Complete') and 'Alignment Filter' (set to 'Discipline/Award'). Below these is a table with incident details.

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

The screenshot shows the 'Events and Participants' section. It contains a text box explaining that event details are shared across participants, while participant details are only shown on their own behavior tab. Below this is a list of events. One event is highlighted with a red arrow: 'UB: Inappropriate Behavior (Event ID: 70486)'. Below this event, there is a list of participants: 'William Toler - Offender' and 'OSS (Resolution ID: 65444)'. At the bottom, there are buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response'. A 'Review Participants' link is also visible.

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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.) ☐ Display on Portal

Role: Offender Demerits: 0 Relationship to School:
 Injury: 1: No Injury Injury Description:
 Medical Service Provided: ☐

Details:

***Behavior Event Weapon**
 04: Pocket Knife
 Weapon Description:

- 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.

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
 *Date of Incident 02/11/2026 *Time of Incident 10:08 AM
 Context 01: During Regular School Activity
 *Location 1: Classroom
 Details Student 1 used his cellphone during class

Damages \$ 0.00
 Context Description
 Location Description Outside of room 350

- 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)

Correction Option: Update Behavior

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

Event and Participant Details

Event Details

*Event Type:

008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0

State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

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.

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Event and Participant Details

Event Details

*Event Type

009: RO: Possession of firearm/powerful explosive

Demerits: 0

State Code: 009: RO: Possession of firearm/powerful explosive

- Modified by: Unknown

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)

☐ Display on Portal

Hide Details

Role:

Offender

Demerits

0

Relationship to School

Injury

1: No Injury

Injury Description

Medical Service Provided:

☐

Details:

*Behavior Event Weapon

01: Handgun

Weapon Description

Add

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

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(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) (<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.

Column Name	Description
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).

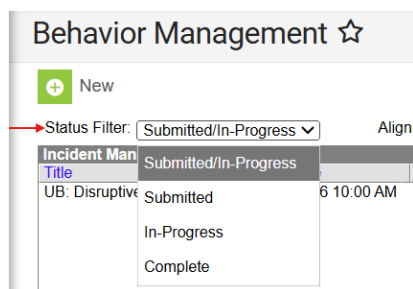
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

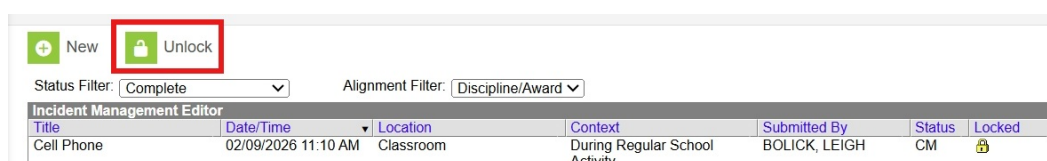
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



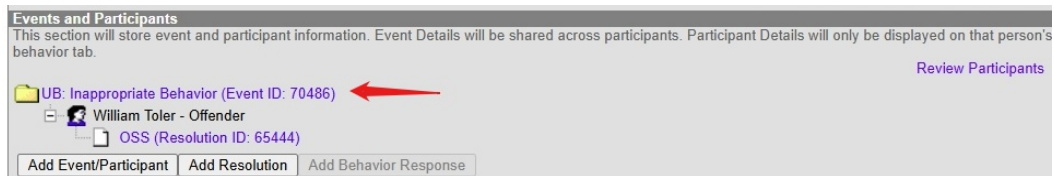
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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.

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

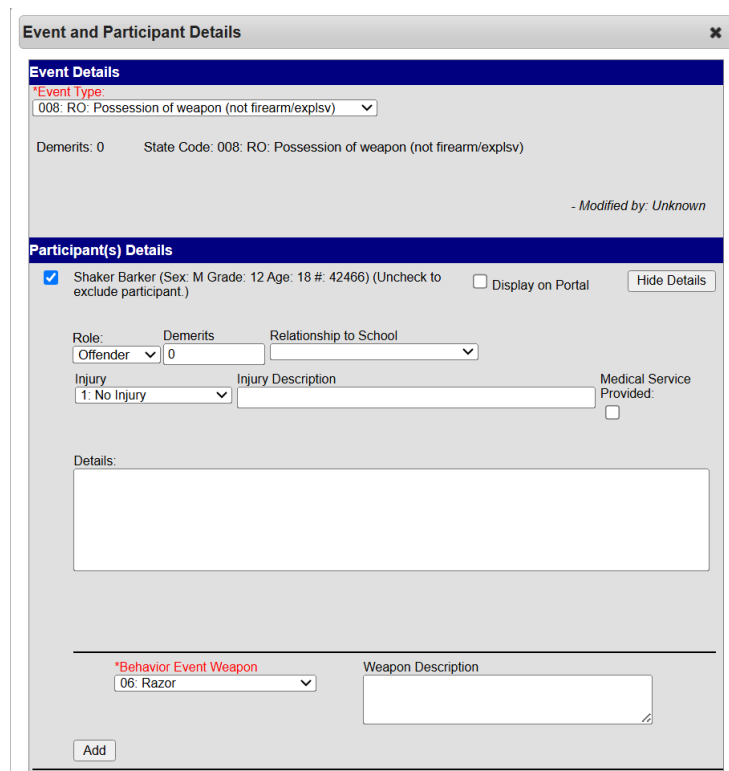
- If it is determined all information is **correct**, no further action is needed.



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.



Event and Participant Details

Event Details

*Event Type:
008: RO: Possession of weapon (not firearm/explosv)

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explosv)

- Modified by: Unknown

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School
Offender 0

Injury Injury Description Medical Service Provided:
1: No Injury

Details:

*Behavior Event Weapon
06: Razor

Weapon Description

[Add](#)

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

Correction Option: Update Behavior

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

Event and Participant Details

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv)

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

(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) (<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.

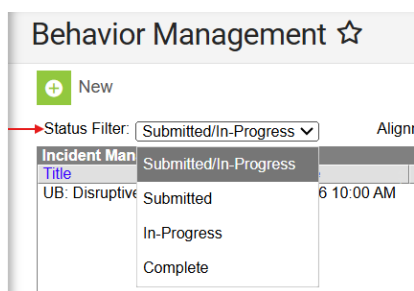
Column Name	Description
Weapon Information	Displays Weapon Code, Description, Category associated with the reported data.
Total_Weapons_count	Displays the number of distinct weapons associated with the behavior event.
Firearm_Type_count	Displays the number of associated weapons categorized as Firearm (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.

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.

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 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.

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Offender Demerits: Relationship to School:

Injury: Injury Description: Medical Service Provided: ☐

Details:

*Behavior Event Weapon: Weapon Description:

[Add](#)

- 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: Alignment Filter:

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: Submitted Date: 02/11/2026 10:13 AM
 Submitted By:

*Alignment: Title:

*Date of Incident: *Time of Incident: Damages:

Context: Context Description:

*Location: Location Description:

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: Update Behavior

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

Event and Participant Details

Event Details

*Event Type:

008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0

State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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

Damages

\$ 0.00

Context

01: During Regular School Activity ▼

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

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.

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Event and Participant Details

Event Details

*Event Type

008: RO: Possession of weapon (not firearm/explsv)

Demerits: 0

State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)
 ☐ Display on Portal
 Hide Details

Role:

Offender

Demerits

0

Relationship to School

Injury

1: No Injury

Injury Description

Medical Service Provided:

☐

Details:

*Behavior Event Weapon

06: Razor

Weapon Description

Add

- 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

*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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

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(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.

Column Name	Description
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.
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).

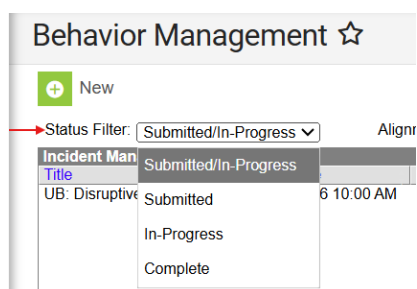
Column Name	Description
Weapon_Type_count	Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).
Other_Weapon_Type_count	Displays the number of associated weapons categorized as Other (16).

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

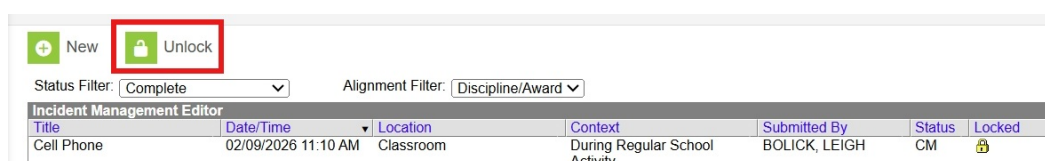
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



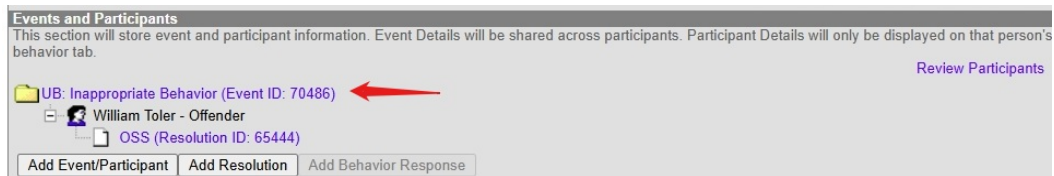
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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.

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

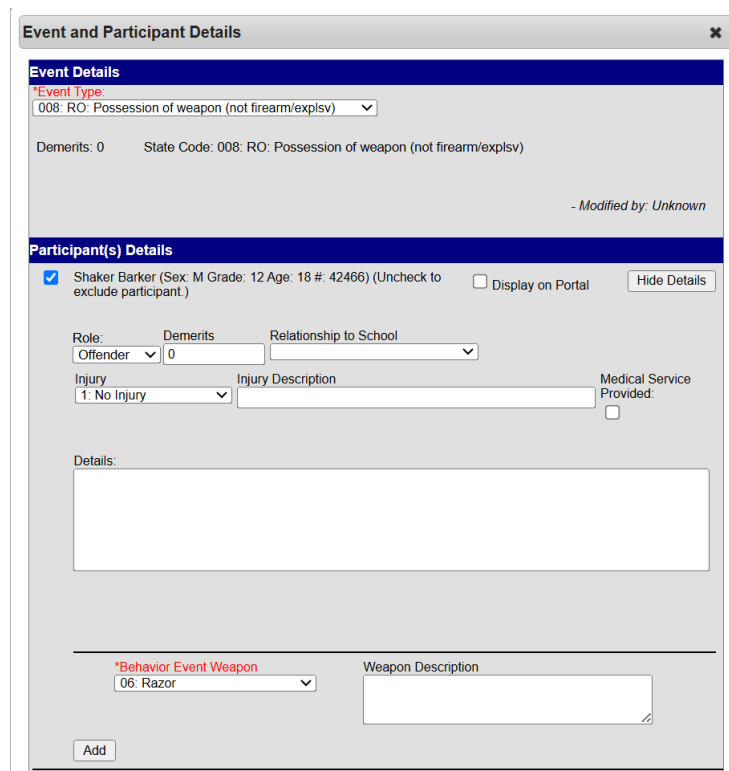
- If it is determined all information is **correct**, no further action is needed.



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.



Event and Participant Details

Event Details

*Event Type:
008: RO: Possession of weapon (not firearm/explosive)

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explosive)

- Modified by: Unknown

Participant(s) Details

☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant) ☐ Display on Portal [Hide Details](#)

Role: Demerits Relationship to School
Offender 0

Injury Injury Description Medical Service Provided:
1: No Injury

Details:

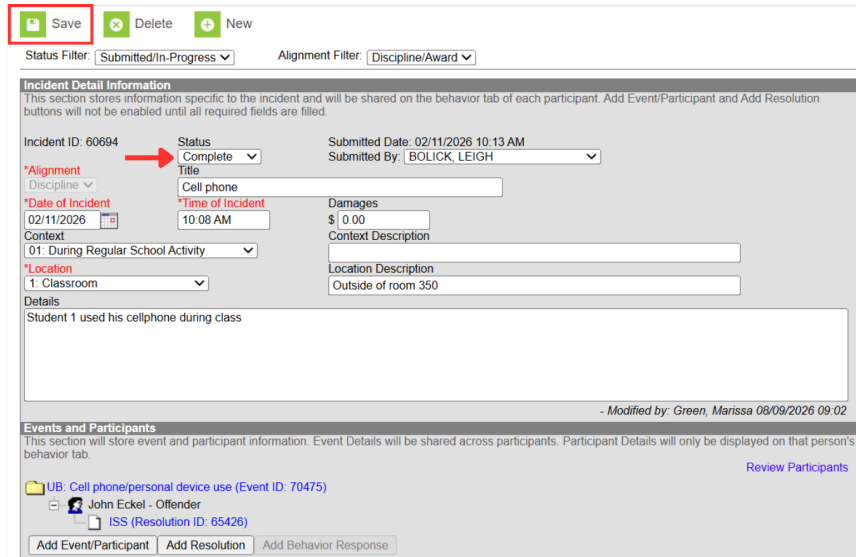
*Behavior Event Weapon
06: Razor

Weapon Description

[Add](#)

- 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.

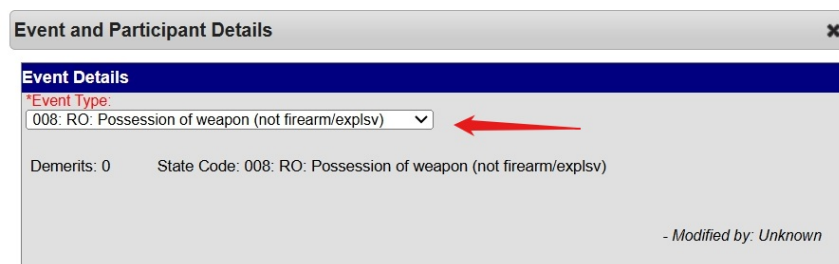
UB: Cell phone/personal device use (Event ID: 70475)
John Eckel - Offender
ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

Correction Option: Update Behavior

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



Event and Participant Details

Event Details

*Event Type: 008: RO: Possession of weapon (not firearm/explsv)

Demerits: 0 State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- 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.

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

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)



You've completed this section.

Choose where to go next

Behavior Events **Summary Views**

Behavior Events **Detail Views**

Incident Data **Validations**