

# (NC) IBE04 Staff Offender

09/03/2026 6:35 am EDT



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). 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. |
|                        |                                                                                          |

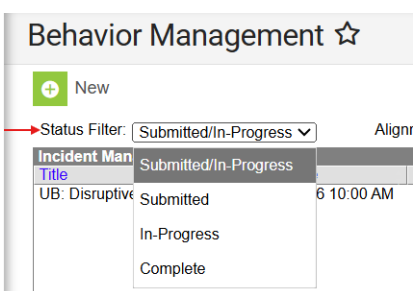
| Column Name                | Description                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|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

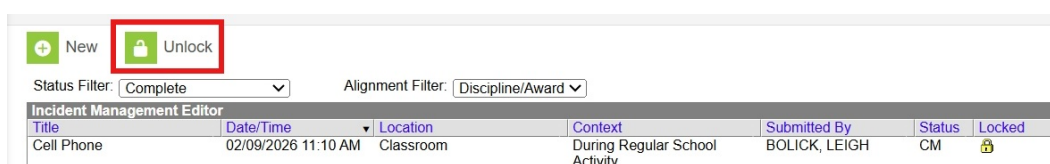
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



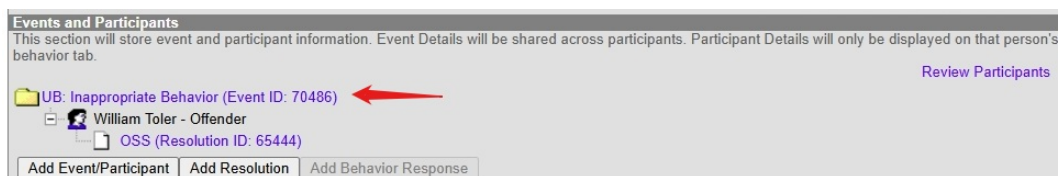
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident\_Number** in the report.

| 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     |        |

- 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 associated participant.



### Correction Option: No Correction

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

### Correction Option: Update Participant Relationship to School

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

**Participant(s) Details**

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

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

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

Details:

**Add Participant**

Filter: Students Student Name: Type name Search

Save Delete Close

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

[Save](#) [Delete](#) [New](#)

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

**Incident Detail Information**

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

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

\*Alignment: Discipline 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 appropriate **Role** and **Relationship to School**. Ensure staff participants have only staff relationships.

**Add Participant**

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

Students  
School Employees  
All People

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

Role: **Witness** Demerits:  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**

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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:

Details  
Student 1 used his cellphone during class

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

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[Review Participants](#)

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