

(NC) IBE05 Student Offender

09/03/2026 6:36 am EDT



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

Purpose

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

Severity

Warning

What to Review

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

Report Content

Column Name	Description
endYear	School year selected for the report.
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.

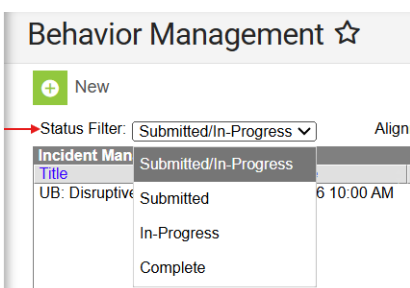
Column Name	Description
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies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

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)

[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 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: 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

- 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

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

John Eckel - Offender

ISS (Resolution ID: 65426)

[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 student participants have only student relationships.

Add Participant

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

Save Delete New

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

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Review Participants

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Add Event/Participant Add Resolution Add Behavior Response