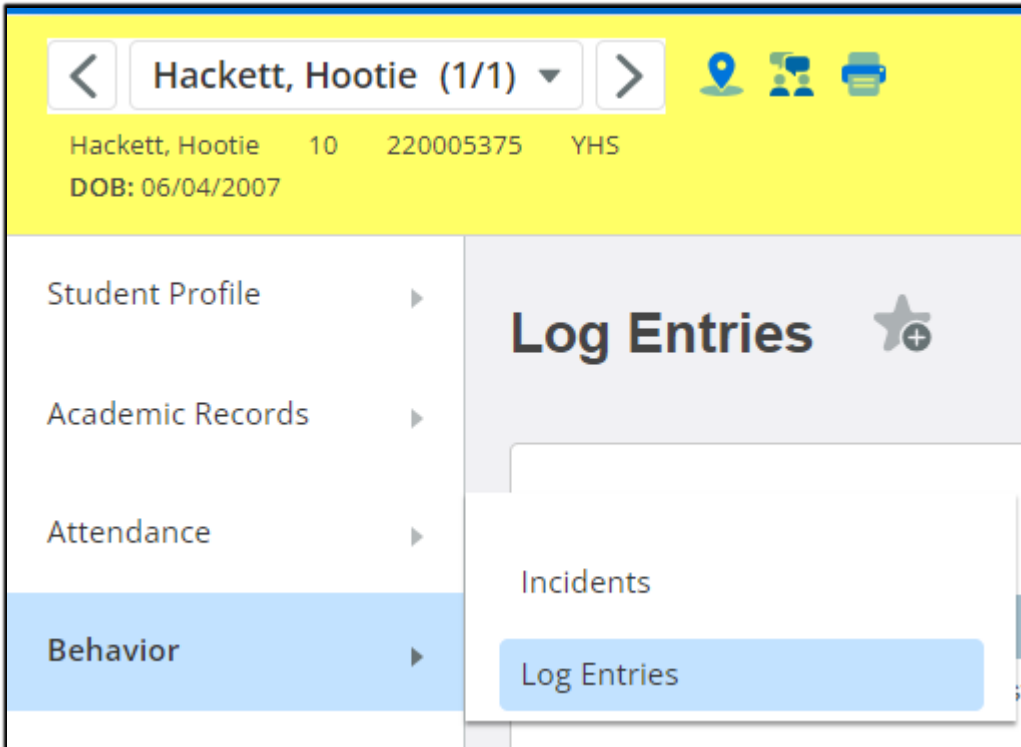


# Behavior Log Data Entry

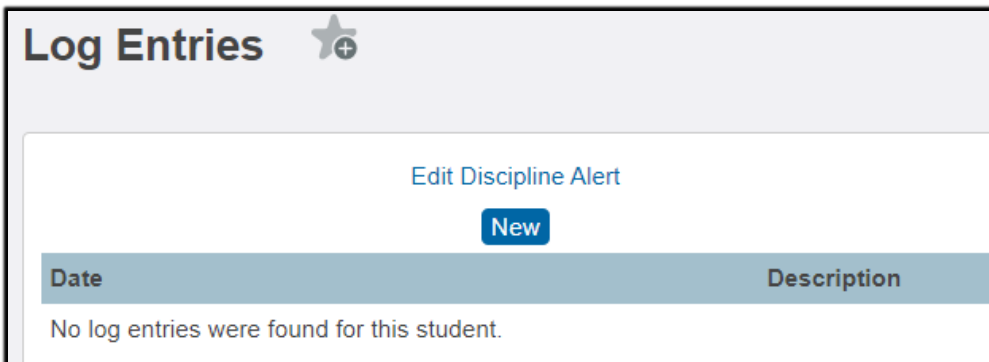
This document will walk you through the screens and fields you need to populate for an incident record.

## Creating the record

- Select the People Icon, Student, search for desired student, click on Behavior, select Log Entries



- To add a behavior, click on the New button



- Fill out the log entry fields that apply

## New Log Entry

Date & Time	01/17/2024	🕒 02:00 PM
Author	Ramsey, Virginia ✓	
Log Type	Discipline ✓	
Subtype (optional for discipline)	Other	
Title	discipline ✓	
Log Entry Text	<p>Hootie was found with his hand in the fish tank. When told to remove his hand he through a fish.</p>	
Consequence (optional for discipline)	Parent Phone Call	
Incident Type	Inappropriate Behavior	
Incident Type Category	Minor	
Category		
Incident Type Detail		

Incident Date (MM/DD/YYYY)	01/17/2024
Incident Context	During School Hours
Incident Location	School Grounds Or On Campus
Incident Loc Detail	Hallway
Offender	Student
Reporter	Teacher
Reporter ID	Mrs. Beckley
Victim Type	NA
Felony Flag	No
Likely Injury	No
School Rules Violation	No
Police Involved	No

Police Involved	No
Hearing Officer	No
Gang Related	No
Hate Crime	No
Alcohol Related	No
Drug Related	No
Drug Type	
Weapon Related	No
Weapon Type	
Weapon Type Notes	
Money Loss Value (if incident results in a dollar loss amount for any party)	
Action Date (MM/DD/YYYY)	01/17/2024
Action Taken	Other
Action Taken Detail	
Action Taken End Date (MM/DD/YYYY)	1/17/2024
Duration (Assigned)	NA
Duration (Actual)	NA

Duration Change Source	Please Select
Duration Notes	Phone call home to pa
Sequence	
Custom	

- State reporting fields for incidents required for state reporting, if applicable

**Michigan State Information**

Include in State Reporting:

Incident ID:  Generate ID

Incident Type: *(Hold Ctrl to Select Multiple Values)*

**Dangerous Weapons**

(20) Handgun

(21) Rifle/Shotgun

(22) Other Firearms

(23) Other Dangerous Weapons

**Prohibited Behaviors**

(30) Drugs/Narcotics

(31) Use/Possession of Alcohol

(44) Bomb Threat

(55) Arson

(60) Physical Violence with Injury

(61) Physical Violence without Injury

Clear Incident Types

The Incident Caused Bodily Injury:  (Serious bodily injury per paragraph (3) subsection (h) of section 1365 of title 18)

The Incident was a Sexual Assault:  (Sexual assault against a persons will or where the victim is incapable of giving consent)

Estimated Cost of Property Damage:  (Out of pocket expenses to repair damage - up to \$99,999) (Saved for SID reporting only)

Section 1310d Disciplinary Factors, MCL 380.1310d

Before suspending or expelling a student, building administration must complete this section. Section 1310d requires school officials to consider the following factors:


Before suspending or expelling a student, building administration must complete this section. Section 1310d requires school officials to consider the following factors:

Did the student possess a firearm on school property or at a school event?

*If YES, there is no need to complete the remainder of the Disciplinary Factors section. Selecting YES will hide the remainder of this section.*

	Initial Consequence	Secondary Consequence	Other Consequence
Action Taken:	<input type="text" value="(2) Out-of-School Suspension"/>	<input type="text"/>	<input type="text"/>
Consequence Days in Half Day Increments:	<input type="text" value="3"/> (000.5-888.0) (Blank = 0.0)	<input type="text"/> (000.5-888.0) (Blank = 0.0)	<input type="text"/> (000.5-888.0) (Blank = 0.0)
Start Date of Student Serving the Consequence:	<input type="text" value="01/18/2024"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

- Add Follow Up information, if applicable

 **Note: Follow-up is required for All Expulsions and Special Education students with more than 10 cumulative days of In-School Suspensions, Out-of-School Suspensions, and/or Removals.**

Follow-Up: *(Hold Ctrl to Select Multiple Values)*

**Follow-Up**

(20) Placed in alternative education school

(21) Instructional services at home

(22) Instructional services in community/non-school location

(23) Education provided by another district or agency (DHS,CMH,DCH)

(24) Placed in a strict district academy [MCL 380.1311(3)]

(25) No education services provided

(26) Other educational service referral

**DO NOT USE - Deprecated**

(Do Not Use) (01) Referred to Community Mental Health

(Do Not Use) (02) Student expelled with no services(Expulsion less than school year)

(Do Not Use) (03) Placed in Alternative School for Expelled Students

[Clear Follow-Up After Expulsion Codes](#)

- Complete the CRDC, if applicable

**Civil Rights Data Collection (CRDC) Information**

**HIBS-1a-3c. Incidents Involving Harassment or Bullying**

Harassment / Bullying Basis	Student Role
<input type="checkbox"/> Sex	<input type="text" value=""/>
<input type="checkbox"/> Race	
<input type="checkbox"/> Disability	
<input type="checkbox"/> Religion	
<input type="checkbox"/> Sexual Orientation	
<input type="checkbox"/> Other (Local use only, not reported to CRDC)	

DISC-3-6/7a/9a. Student received Corporal Punishment

DISC-7g/9g. Student was Expelled under zero-tolerance policies

DISC-8a/10g. Student was Transferred to Alternative school;

ARRS-1a/2a. Student was Referred to Law Enforcement

ARRS-1b/2b. Student was Arrested as a result of this incident

OFFN-1. Offense Category