

IC Information

Contact Log: You access the contact log by going to a student and on the left menu click the **Contact Log Tab found underneath the Student Information Tab**, do not go to CL read only. Down below, you will see the blue button that says new, click here. This will not ask you for intervention information or anything that is out of the norm, it only asks for who you contacted, date, time, and a brief description of the conversation/information.

The screenshot shows a web interface for a Contact Log. At the top, there is a table header with columns: Contacted ..., Module, Contacted By, Contacted, Contact Type, Date/Time, and Details. The table body is empty and contains the text "No records available." Below the table, there are three buttons: "New" (blue), "Print", and "Feedback". On the right side, there is a vertical sidebar menu with the following items: Behavior, Behavior Dashboard, C.L. read only, Contact Log (highlighted in green), Course Proficiency Portal, Credit Summary, Enrollments, Fees, Flags, and Grades.

What goes in the contact log??? Remember the purpose is to let others know that communication with the family has been made, it is not about writing every detail. Make sure you include when you called, who you called, and the topic. Example: Jes called JB Hilferty on 8/29/23 at 12:39 pm to discuss the skipping class concerns. This level of information provides the enough detail a teacher needs to follow up with the person that completed the log.

Behavior Log: Please make sure you do the following to support us to have the needed information.

- Populate submitted by if it does not come up
- It will auto populate with the date/time you created it, change it if needed
- Give it a title that DOES NOT include student initials but explains the situation ex. Rock throwing
- Location is where it occurred - was it in class? Out at recess? Etc.
- Fill out the details with all the information you have, here you will add student names and the admin will change it to student initials later. Please list interventions you attempted, and other information you feel is important for us to know. Examples of this may be how the behavior has been chronic or ongoing, or the student you received information from, etc. Please be clear if you personally saw the incident.

The screenshot shows a form titled "Incident Detail Information". Below the title is a note: "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." The form contains several fields: Status (In-Progress), Submitted Date, Submitted By, Alignment (Discipline), Title (Default), Date of Incident (08/29/2023), Time of Incident (10:15 AM), Damages (\$), Time Desc, Location Code, and Location Desc. Below these fields is a large text area labeled "Details". At the bottom of the form, there is a section titled "Events and Participants" with a note: "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." Below this note are three buttons: "Add Event/Participant", "Add Resolution", and "Add Behavior Response".