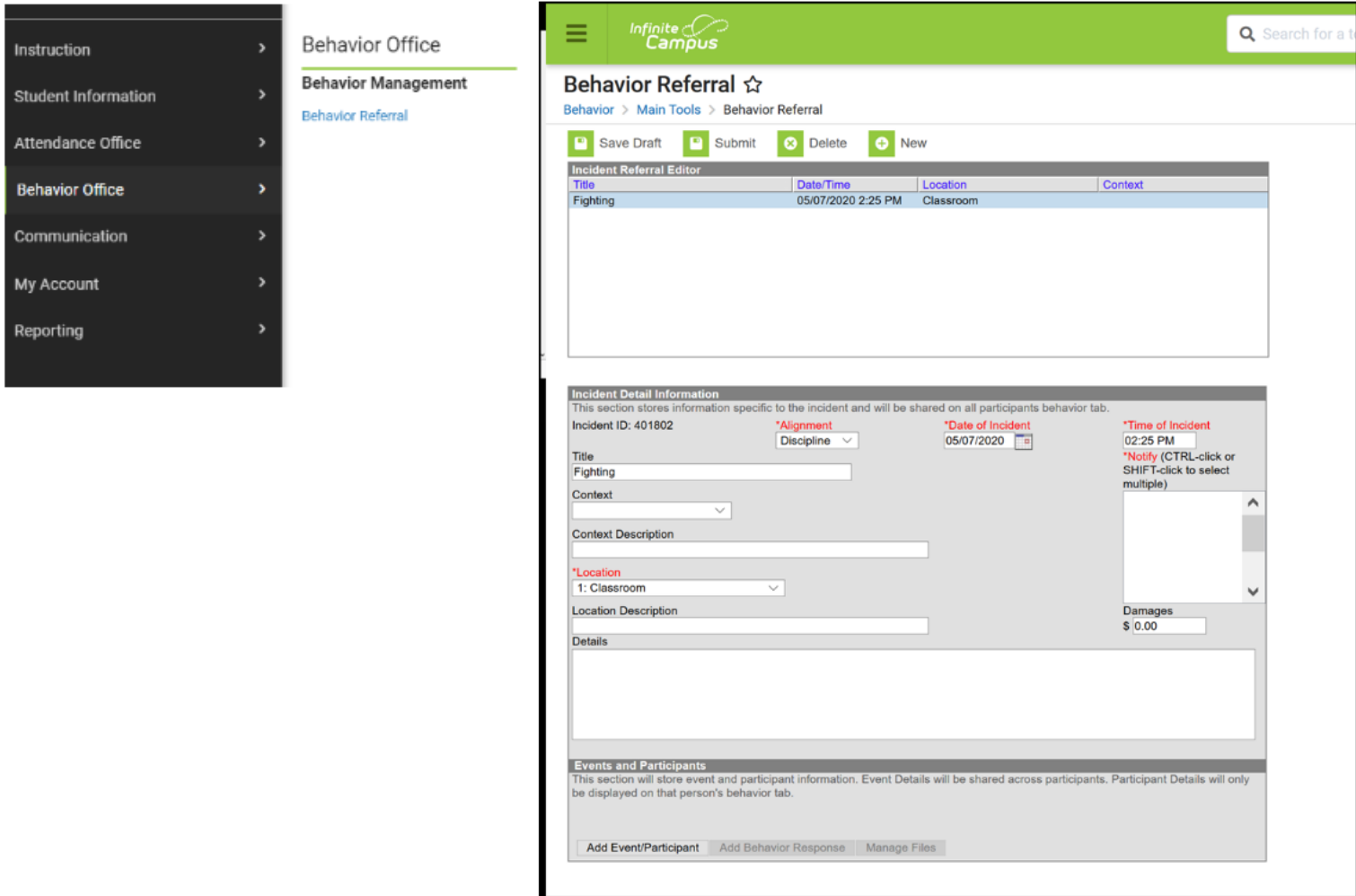


Behavior Referral

Staff members can submit an online referral for student behavior.



The screenshot displays the Infinite Campus Behavior Referral interface. On the left is a navigation sidebar with options: Instruction, Student Information, Attendance Office, Behavior Office (selected), Communication, My Account, and Reporting. The main area is titled 'Behavior Referral' and includes a search bar. Below the title are buttons for 'Save Draft', 'Submit', 'Delete', and 'New'. The 'Incident Referral Editor' section shows a table with columns for Title, Date/Time, Location, and Context, containing one entry: 'Fighting' on '05/07/2020 2:25 PM' in a 'Classroom'. The 'Incident Detail Information' section contains fields for Incident ID (401802), Alignment (Discipline), Date of Incident (05/07/2020), Time of Incident (02:25 PM), Title (Fighting), Context (dropdown), Context Description, Location (1: Classroom), Location Description, and Details. A 'Notify' checkbox is also present. The 'Events and Participants' section at the bottom has buttons for 'Add Event/Participant', 'Add Behavior Response', and 'Manage Files'.

Create a Behavior Referral

First, click **New** to open a new Referral and enter information for the incident as a whole in the Incident Detail Information.

Refer to the following Incident, Event and Resolution sections for descriptions of each field in the referral.

- Enter information in the referral as needed based on these descriptions. Fields may vary by state.
- At any point while creating a referral, clicking **Save Draft** for the referral or Event/Participant editor saves the entered information in draft status.
- Clicking **Submit** submits the referral with any entered information. The incident is no longer available in the referral tool.

A Process Inbox message is sent to the individuals selected in the **Notify** field, and the incident is available through the Behavior Management tool for the calendar selected in the Campus toolbar when entering the Referral. An email is also sent to those individuals marked as Behavior Admins on their District Assignment record.

Behavior Referral

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field.

When a resolution is entered for a referral and the incident is then marked as complete then both a Process Alerts message and email are sent to the person who submitted the referral. The email is only sent if the recipient has an email address and has the Staff checkbox marked in the Demographics tool.

- Messages are sent **ONLY** if the **Notify the person who enters the referral when a resolution has been assigned** is set to Yes.
- Only one message is sent, regardless of the amount of resolutions associated with the event.
- If an incident is marked Complete and no resolutions are entered, a message is not sent.
- If an incident moves from Complete to In-Progress and back to Complete, a message is sent (unless there are no resolutions).

Incident Information

Incident Detail Information

This section stores information specific to the incident and will be shared on all participants behavior tab.

Incident ID: 323465

*Alignment

Discipline ▼

*Date of Incident

02/28/2014 

*Time of Incident

09:58 AM

Title

Fighting

Context

1: During School Hours ▼

Context Description

Location

1: Classroom ▼

Location Description

Details

*Notify (CTRL-click or SHIFT-click to select multiple)

Staff, Anne

Staff, Brian

Staff, Carol

Staff, David

Staff, Erika

Staff, Frederick

Staff, Gina

Staff, Heath

Damages

\$ 0.00

Behavior Referral Incident Information

Behavior Referral

Field	Description
Incident ID	The unique identification number assigned to the incident once the referral is saved. This field cannot be edited.
Alignment <i>Required</i>	Indicates if the incident is related to Discipline (Negative) or Award (Positive).
Date of Incident <i>Required</i>	The date the incident takes place. Defaults to the date the referral is created.
Time of Incident <i>Required</i>	The time the incident takes place. Defaults to the time the referral is created.
Title	A brief description of the incident. If no title is entered for the incident, the Event Type Name(s) populates as the incident name.
Context	Indication of the setting or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Location	Where the incident took place.
Location Description	Additional information about the location of the incident.
Notify <i>Required</i>	Once the referral is submitted, a message is sent to the process inbox of the individual(s) selected.
Damages	The total cost of all damages that occurred as a result of the incident.
Details	Any additional information about the incident, including a description of what occurred.

Fields in red text indicated by an asterisk are required and must be entered before the record can be submitted. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

Delete a Behavior Referral

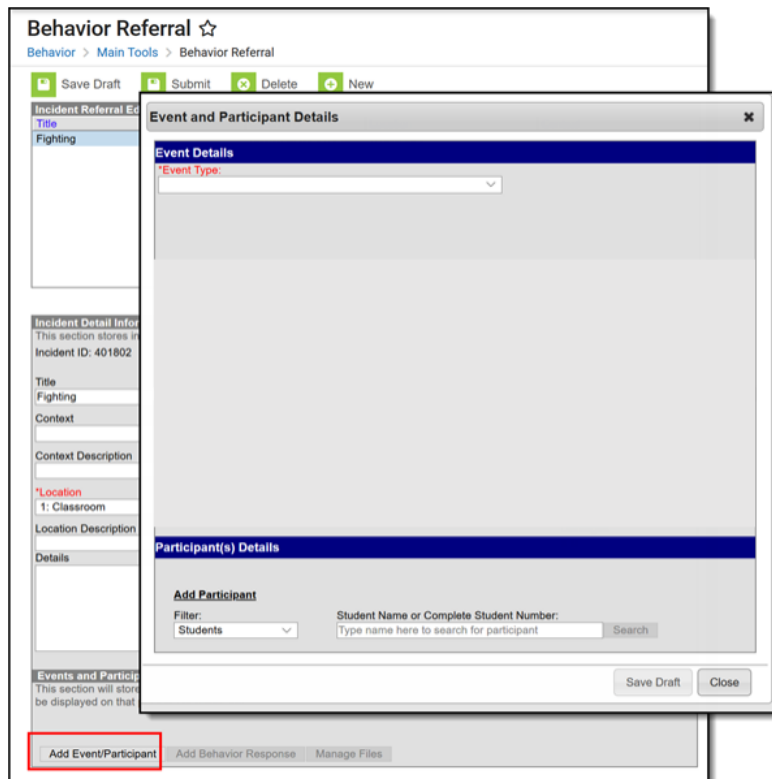
To delete a referral, click the **Delete** button in the action bar. The incident is removed, along with all event, participant, response and resolution information within this tool and elsewhere. Submitted referrals cannot be deleted from the Behavior Referral tool.

Behavior Referral

Add Events and Participants to Saved Behavior Referrals

Event Information

After the incident has been created, the entry can be **Saved as Draft**, or continue with adding event and participant information.



The screenshot shows the 'Behavior Referral' interface with a modal window titled 'Event and Participant Details'. The modal has two main sections: 'Event Details' and 'Participant(s) Details'. In the 'Event Details' section, there is a dropdown menu for 'Event Type'. In the 'Participant(s) Details' section, there is a search bar with a filter dropdown set to 'Students' and a text input field for 'Student Name or Complete Student Number'. The background interface shows a sidebar with 'Incident Referral Ed' and 'Incident Detail Info' sections, and a main content area with 'Add Event/Participant' button highlighted in red.

Enter information about the event as described in the following table. Options may differ by state.

Field	Description
Event Type <i>Required</i>	The identifying code and name of the event, sorted alphabetically by name.
State Code	The State Event Code to which the event is mapped. This information is used in report behavior events to the state.

Additional events with distinct or repeated participants can be added to an incident. Click **Save Draft** and then **Add Event/Participant**. There is no limit to the number of events that can be added to an incident.

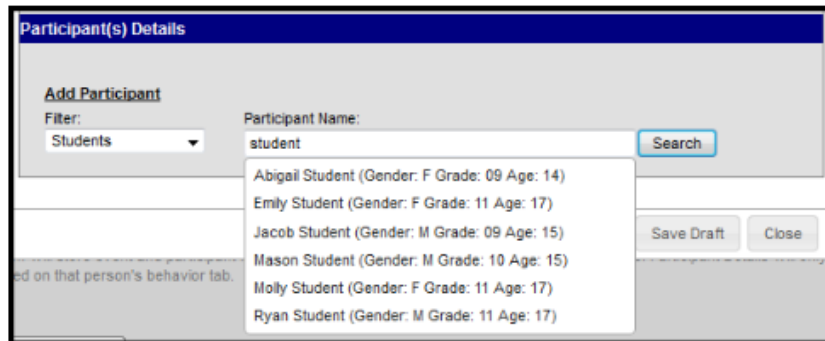
To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event also removes the associated participants' roles from the incident.

Behavior Referral

Participant Information

Participants are attached to individual events since participants may be involved in multiple events in different capacities such as a student involved in a fight who was also found in possession of drugs.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name** or a **Student Number** (or staff number). Search results can be **Filtered** to include *Students* (active enrollment), *School Employees* (active district assignment) and *All People* (Person record in Census).



Participant(s) Details

Add Participant

Filter: Students

Participant Name: student Search

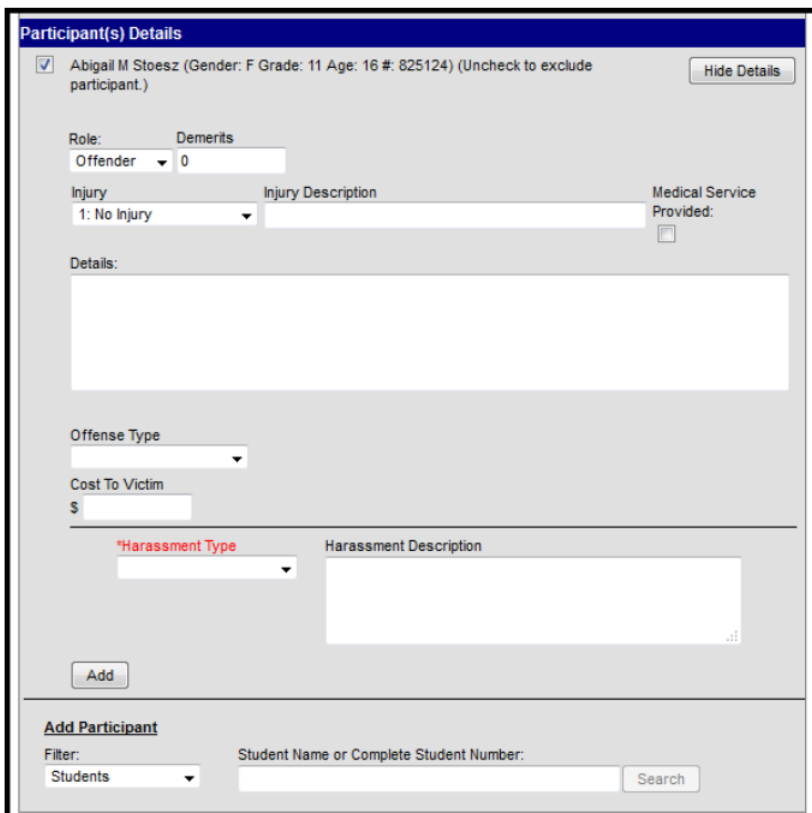
- Abigail Student (Gender: F Grade: 09 Age: 14)
- Emily Student (Gender: F Grade: 11 Age: 17)
- Jacob Student (Gender: M Grade: 09 Age: 15)
- Mason Student (Gender: M Grade: 10 Age: 15)
- Molly Student (Gender: F Grade: 11 Age: 17)
- Ryan Student (Gender: M Grade: 11 Age: 17)

Save Draft Close

Participant Name Search Results

Student names are followed by the student's Gender, Grade and Age. School Employees includes Gender and Title. All People only includes Gender. Results include the student's middle initial and student number.

Click the participant's name to add the individual to the event. Participant details open for the individual.



Participant(s) Details

☒ Abigail M Stoesz (Gender: F Grade: 11 Age: 16 #: 825124) (Uncheck to exclude participant.) Hide Details

Role: Demerits

Offender: 0

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

Details:

Offense Type:

Cost To Victim: \$

*Harassment Type: Harassment Description:

Add

Add Participant

Filter: Students Student Name or Complete Student Number: Search

Behavior Referral

Enter participant details based on the following table. Options may differ by state.

Field	Description
Role	The way in which the individual participated in the event, as an <i>Offender</i> , a <i>Participant</i> , a <i>Victim</i> or a <i>Witness</i> . For Award incidents, the available role is <i>Recipient</i> .
Injury	Indicates if the participant received an injury as a result of the event.
Injury Description	Additional information about the student's injury.
Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.
Drug Fields These fields appear only when the selected event type has the Drug Classification field selected.	
Drug Type	Indicates the type of drug the student had in his/her possession. This is a core set of drug types; localized options may be available.
Drug Description	Provides detailed information about the drug violation.
Harassment Fields These fields appear only when the selected event type has the Harassment Classification field selected.	
Harassment Type	Indicates the type of harassment the student performed. This list contains the types reported in the Civil Right Data Collection.
Harassment Description	Provides detailed information about the harassment violation.
Weapons Fields These fields appear only when the selected event type has the Weapon Classification field selected.	
Weapons Type	Indicates the type of weapon the student had in his/her possession. This is a core set of drug types; localized options may be available.
Weapons Description	Provides detailed information about the weapon violation.

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. There is no limit to the number of participants that can be added to an event.

To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant is removed when the event is saved.

When adding participants to any events after the first one recorded, participants of other events in the incident is automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

Once Event and participant details have been entered, click **Save Draft** to save the event and keep the referral in draft status. To submit a referral, click the **Submit** button on the referral. Once a referral is submitted, it cannot be modified in the Referral tool. A Process Inbox message is sent to the individuals indicated in the **Notify** field and the incident is available through the Behavior Management tool for the calendar selected in the Campus toolbar when entering the Referral.

The **Review Participants** hyperlink displays a list of all participants, basic demographic information and parent/guardian contact information.

