

Behavior Management Referral Entry

The Behavior Management Tool allows school staff members to complete a referral for a student behavior event for one or more participants and enter the resolution(s) for all students. Once fully entered, staff with appropriate rights can generate various suspension letters. This handout will cover the following:

- Create a new behavior referral or modify an existing referral.
- Enter Incident-level referral information.
- Attach events to an incident.
- Attach students to the incident.

An **incident** is also known as a Discipline Referral. It is a group of behavior events linked by time and proximity. It describes the individual(s), the events as they occurred at a specific time and place, and what the teacher and administrator have done. Events do not have to be related, nor have the same participants to be grouped together in an incident.

An incident record is made up of 3 parts:

1. **Incident Information:** provides the general information about the behavior incident
2. **Events and Participants:** describes the individual events (or infractions) within the incident and the participants in each event
3. **Resolutions:** describes actions that occurred as a result of the incident.

Information entered in these areas will be viewable in the student Behavior Tab as well as other places in Infinite Campus.

To enter a Behavior Incident, Log on to Infinite Campus. Click on Campus Tools, go to Index -> Behavior -> Behavior Referral -> NEW. You will see the following screen:

The screenshot displays the Infinite Campus Behavior Referral entry interface. At the top, there are dropdown menus for Year (15-16), School (Cleveland Heights High School), and Section (6) 101112-2 ENGLISH 1ST YR HONORS. Below these are buttons for Save Draft, Submit, Delete, and New. The main content area is divided into two sections: 'Incident Detail Information' and 'Events and Participants'. The 'Incident Detail Information' section includes fields for Alignment (Discipline), Date of Incident (08/03/2016), Time of Incident (09:56 AM), Title, Context, Context Description, Location, Building RN, and Details. The 'Events and Participants' section has buttons for 'Add Event/Participant' and 'Add Behavior Response'.

Complete the following fields under **Incident Detail Information**:

1. **Alignment:** Select Discipline
2. **Date of Incident*:** Enter the date the incident occurred.
3. **Time of Incident*:** Enter the approximate time the incident occurred.
4. **Title*:** Enter a name for the incident.
5. **Context*:** Select an event time descriptor from the drop down box.
6. **Context Description:** Complete if you need to give more description for time of incident.
7. **Location*:** Select a location from the drop down box

8. **BUILDING IRN: DO NOT USE. THIS FIELD IS USED FOR EMIS REPORTING ONLY.**
9. **Damages:** Enter amount if appropriate.
10. **Detail:** A brief narrative describing what happened. The information entered here appears for all students included in this referral. If a suspension letter is generated, this information may be copied and may be modified by an administrator as necessary for each individual.
11. **Notify:** Select administrator who should receive notification about this incident. If you do not select your principal, he/she will not get email/process alert notification for your referral.

***Fields marked with an asterisk are viewable to all through the Incident Management Editor.**

Behavior Referral

Save Draft
Submit
Delete
New

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

*Alignment
Discipline

*Date of Incident
08/03/2016

*Time of Incident
10:19 AM

Title
fight

Context
2: Before Class

Context Description
morning fight

*Location
2b: On Campus: Cafeteria

Building IRN

*Notify (CTRL-click or SHIFT-click to select multiple)
Calloway, Andrett
Lawson-McKinney, Alisa
Nicklos, Joseph
Ross, Zoraba
Simeri, Jane

Damages
\$

Details
Two students were involved in a fight

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.

Add Event/Participant
Add Behavior Response

Once you have completed the above screen click on **Save Draft** to complete later or **Add Event/Participant** to continue processing.

Event and Participant Details

*Event Type:

Violence Directed At:

Student(s)
Teacher(s)
Non-Teaching Staff(s)
Other Person(s)

- Modified by: Unknown

Custom Data Elements

*Staff Response

Participant(s) Details

Add Participant

Filter:
Students

Student Name or Complete Student Number:
Type name here to search for participant
Search

Save Draft
Close

1. **Event Type:** Choose the Behavior Event (Infraction) from the drop down list. For a complete list, see the list attached or for an expanded description, see the Employee Guide to the Student Code of Conduct.

- Violence Directed At:** For any incident that you consider to be student violence, check the box(es) that indicate the type of victim(s) involved in the incident. Although the victim is added individually as a part of the incident record, these boxes should be checked when entering the Offender since the victim is not reported to ODE.
Only check these boxes if the incident involves violence.
- Staff Response:** Choose one from drop down box.

Participant(s) Details:

Participants can be a current student in your building, school employee or all people –anyone who has a record in Infinite Campus (Student from another building, staff member, former student, or parent).

- Add Participant**
- Filter:** Select the Participant Category (**Student, School Employees or All People**)
- Student Name or Complete Student Number:** type the first few letters of the last name of the student, followed by a comma and the first few letters of the student's first name, then click on Search. A drop down box of possible students will appear. Click on the student of your choice and the screen will refresh with the student you selected.
- Role:** Select the appropriate role for the participant -Offender, Participant, Victim, or Witness. Default is Offender.
- Details:** Write any comments which you want to appear in a suspension letter here. This box only appears for this student.
- After adding all participants, click **SAVE DRAFT**.

Event Details

*Event Type:
B: Fighting

Demerits: 0 State Code: 03: Fighting/Violence

Custom Data Elements

*Recommended Resolution
Saturday : Saturday School

*Staff Response
Conf: Conference with Student

Participant(s) Details

☒ A'Miracle L Whatley (Gender: F Grade: 12 Age: 17 #: 21862) (Uncheck to exclude participant.) [Hide Details](#)

Role: Demerits
Offender 0

Injury Injury Description Medical Service Provided:
1: No Injury

Details:
Anything typed in this box will appear in student's suspension letter.

If you have multiple Behavior Events to add (Fighting, Disruption, Profanity etc.), now is the time to add these. You can add multiple students and events. When entering an additional event or student, click or select the student who should receive the additional event types. Always click save draft before adding another event or student.

Last and most important step: after you have finished entering all incident information, events, and participants, **click SUBMIT at the top of the page**. IF YOU DO NOT CLICK SUBMIT, YOUR REFERRAL WILL NOT BE COMMUNICATED TO YOUR PRINCIPAL. Your referral will remain as a draft and can only be seen by you.

Notes:

- When adding multiple events, the student's name will already appear in the participants section. You just need to check the students who should be attached to the new event.
- Not all students need to be attached to the same events.
- EVERY event must have at least one student attached.
- When you click on Review Participants, it gives you a brief demographic description of the student.
- You can use spell check in any details field by selecting **Control + Shift + L**

Reporting for Specific Event Types

Bullying/Harassment Events

If you selected one of the **Hostile Environment (Minor or Major)** types as an event type, a required field called Harassment Type will appear on the participant screen. This information is required for the Office of Civil Rights reports. Options are Color, Disability, National Origin, Race, Religion, Sex, Sexual Orientation, or Other. If event is not bullying or harassment, the field will not appear.

The screenshot shows a web form titled "Event Details". It has several sections:

- Event Type:** A dropdown menu with "B: Bullying/Harassment/Intimidation" selected. Below it, "Demerits: 0" and "State Code: 19: Harassment/Intimidation" are displayed.
- Custom Data Elements:** A section with two dropdowns: "*Recommended Resolution" set to "Saturday : Saturday School" and "*Staff Response" set to "Conf. Conference with Student".
- Participant(s) Details:** A section with a checkbox and text "A/Miracle L Whatley (Gender: F Grade: 12 Age: 17 #: 21862) (Uncheck to exclude participant.)" and a "Hide Details" button. Below this are fields for "Role" (Offender), "Demerits" (0), "Injury" (1: No Injury), "Injury Description", and "Medical Service Provided" (checkbox). A large text area labeled "Details:" contains the instruction "Anything typed in this box will appear in student's suspension letter."
- Harassment Type:** A dropdown menu and a text area labeled "Harassment Description".
- An "Add" button is at the bottom left.

NOTE: We are required by ODE and the Office of Civil Rights to report victims of harassment and violence. IF THIS IS AN HARASSMENT EVENT TYPE OR ANY EVENT THAT INVOLVES VIOLENCE, A VICTIM MUST BE IDENTIFIED AND ATTACHED TO THE INCIDENT.

Drug Events

If you select one of the **Drug Policy Violations** as an event type, a required field called **Drug Type** will appear on the participant screen. Options are defined by Infinite Campus.

Event Details

*Event Type: A: Alcohol

Demerits: 0 State Code: 10: Intoxicating Alcoholic Beverages

Custom Data Elements

*Recommended Resolution: Suspension

*Staff Response: Emr Remove: Emergency Removal

Participant(s) Details

☒ Antonio H Smith (Gender: M Grade: 08 Age: 14 #: 17906329) ☐ Display on Portal
(Uncheck to exclude participant.)

Role: Demerits *Relationship to School
Offender 0 1: Current Student

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

Details:

*Drug Type: 01: Alcohol, 02: Bath Salts (Synthetic Cathinones), 03: Club Drugs, 04: Cocaine/Crack, 05: Hallucinogens, 06: Heroin, 07: Inhalants, 08: K2/Spice ("Synthetic Marijuana"), 09: Marijuana, 10: MDMA (Ecstasy/Molly), 11: Methamphetamine, 12: Prescription Drugs, 13: Salvia, 14: Steroids (Anabolic), 15: Tobacco/Nicotine, 16: Over-the-Counter Drugs, 17: Amphetamines, 18: Other, 19: None

Add Participant: Filter: Students

Drug Description:

Student Number: Search

Save Close

Weapon Events

If you select one of the **Dangerous Instrument types** or **Weapons Policy Violation types** as an event type, a required field called **Weapon Type** will appear on the participant screen. Options are defined by Infinite Campus.

Event Details

*Event Type: A: Explosives

Demerits: 0 State Code: 08: Explosive, Incendary or Poisonous Gas

Custom Data Elements

*Recommended Resolution: Suspension

*Staff Response: Emr Remove: Emergency Removal

Participant(s) Details

☒ Antonio H Smith (Gender: M Grade: 08 Age: 14 #: 17906329) ☐ Display on Portal
(Uncheck to exclude participant.)

Role: Demerits *Relationship to School
Offender 0 1: Current Student

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

Details:

*Weapon Type: 01: Handgun, 02: Shotgun/Rifle, 03: Pistol/BB/Air Gun, 04: Paintball Gun, 05: Replica/Toy Gun, 06: Other firearm, 07: Stun Gun/Taser Gun, 08: Knife: blade length less than 2.5 inches, 09: Knife: blade length 2.5 inches or greater, 10: Other sharp object, 11: Blunt object, 12: Other object, 13: Noxious substance, 14: Substance used as weapon, 15: Explosive device (e.g., bomb), 16: Other weapon, 17: Unknown weapon, 18: None

Add Participant: Filter: Students

Weapon Description:

Student Number: Search

Save Close

To view the status or resolution of your referral, you have two options:

1. To view an individual student's referral, select the student, then go to Index -> Student Information -> General on the Index tab, click the **Behavior** tab for that student and then select the **referral date**.

Student Information

- ▼ Student Information
 - General**
 - Counseling
 - Academic Planning
 - Program Participation
 - Health
 - Medicaid
 - PLP
 - Response to Intervention
 - Special Ed
 - Student Locator
 - Reports
 - ▼ Census
 - My Data
 - Staff Request Processor
 - People
 - Households
 - Addresses
 - Portal Request Processor
 - Add Person
 - Add Household
 - Add Address
 - Staff Locator
 - Census Wizard
 - Reports
 - ▼ Behavior

Transportation Fees Lockers Graduation Documents Athletics AdHoc Letters Waiver Records Transfer Gifted

Additional Info Report Comments Student Technology Student Notes Student Billing Student Billing 2 AP Testing Graduation Verification

Instrument Tableau Programs Tableau Assessments Tableau Absence Test Accommodations Tableau Assessment2 Home Schooling

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment **Behavior**

Print Current Calendar Print All Years Behavior Management Detention Print

Outstanding Detention Time: 0
Suspension Days: 0

Behavior

14-15 Oxford Elementary School (1 Incident(s), 1 Event)

09/30/2014 Poor Behavior with Substitute Teacher - Complete

Disruption - Offender

Incident Detail

Incident ID: ID 125806

Alignment: Discipline Status: Complete

Date/Time: 09/30/2014 3:29 PM Submitted: 09/30/2014 3:32 PM

Damages: \$0.00 Submitted By: Scott, Antoinette

Title: Poor Behavior with Substitute Teacher

Location: On Campus: Classroom

Location Description: During class

Context: Poor Behavior with Substitute Teacher

Context Description: Student was disruptive, disrespectful, and failed to follow directions with the substitute teacher. Several times Ms. Woods or/and Ms. Anderson was in the room to help restore order. When I returned, students were giving a teacher consequence which was to be signed by parent and returned to school on 9/25/14. The consequence was not returned signed. The parent was called and informed of the situation and told that and office referral was being submitted.

Event/Role/Response/Resolution: Disruption

Event Type: Disruption (Event ID:139708)

State Code: 18: Disobedient/Disruptive Behavior

Role: Offender Demerits/Points: 0

Injury: No Injury

Injury Description:

Medical Service Provided: No

Participant Details: Student was disruptive, disrespectful, and failed to follow directions with the substitute teacher. Several times Ms. Woods or/and Ms. Anderson was in the room to help restore order. When I returned, students were giving a teacher consequence which was to be signed by parent and returned to school on 9/25/14. The consequence was

2. To view all student referrals, go to the Index -> Behavior -> Behavior Management and the Incident Management Editor will appear. Select the type of referrals you are looking for from the Status Filter drop down box. All referrals for your building will appear. You can sort by any of the BLUE titles on the Incident Management Editor. To find your referral quickly, click on Submitted By field and scroll until your name and the referral appears.

Year 14-15 School Cleveland Heights High School

Index Search Help

- Student Information
- Census
- ▼ Behavior
 - Behavior Management**
 - Behavior Referral
 - Behavior Letter Wizard
 - Behavior Messenger
 - Behavior Messenger Scheduler
 - Detention Tracker
 - Admin
 - Reports

Behavior Management

New

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

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status
back after bathroom pass	03/27/2015 8:49 AM	On Campus: Classroom	During class	Cherchiglia, Susan	SB
excessive tardies and absences - Samajai Sylvers	03/27/2015 5:27 PM	On Campus: Classroom	During class	Cherchiglia, Susan	SB
Nisha Sunuwar has 7 unexcused absences period 8	04/29/2015 3:21 PM	On Campus: Classroom	During class	Cherchiglia, Susan	SB
Robyn Bello did not serve a teacher detention	04/29/2015 3:30 PM	On Campus: Classroom	During class	Cherchiglia, Susan	SB
Rayvonne Perry did not serve a teacher detention	04/29/2015 3:38 PM	On Campus: Classroom	During class	Cherchiglia, Susan	SB
Kevin Lovett was swearing	04/29/2015 3:35 PM	On Campus: Classroom	During class	Cherchiglia, Susan	SB

Class 1 Violations

Disruption (Minor)
Dress Code Violation
Inappropriate Display of Affection
Insubordination (Minor); Defiance or Non-Compliance
Insubordination (Minor); Disrespect
Nuisance Item; Other
Nuisance Item; Personal Technology Misuse
Out of Assigned or Designated Area; Other
Out of Assigned or Designated Area; Tardy to Class
Out of Assigned or Designated Area; Tardy to School

Class 3 Violations

Dishonesty (Major); Bribery
Dishonesty (Major); Defamation
Dishonesty (Major); Failing to Report
Dishonesty (Major); False Reporting
Dishonesty (Major); Forgery
Disturbance of School; School Disorder
Disturbance of School; Disorderly Conduct
Disturbance of School; False Emergency Alarm
Disturbance of School; Failure to Disperse
Disturbance of School; Riot
Endangering Others; Hazing
Endangering Others; Reckless Behavior
Fighting; Mutual Combat
Fighting; Pre-Fighting
Gambling
Hostile Environment (Major); Harassment, Intimidation or Bullying
Hostile Environment (Major); Other Unlawful Harassment
Hostile Environment (Major); Sexual Harassment
Offensive Conduct; Disseminating Matter Harmful to Juveniles
Offensive Conduct; Prostitution
Offensive Conduct; Public Indecency
Offensive Conduct; Sexting
Offensive Conduct; Sexual Behavior
Property Damage; Criminal Mischief
Property Damage; Vandalism
Theft; Extortion
Theft; Stealing Property
Theft; Receiving Stolen Property
Trespassing; Aggravated Trespass
Trespassing; Criminal Trespass
Trespassing; Refusing to Leave School Property
Trespassing; Violation of Disciplinary Action Terms

Class 2 Violations

Dishonesty (Minor); Alteration of Document
Dishonesty (Minor); Cheating or Plagiarism
Dishonesty (Minor); Defamation
Dishonesty (Minor); Failing to Report
Dishonesty (Minor); False Reporting
Dishonesty (Minor); Lying
Disregard for Safety
Disruption (Major)
Hostile Environment (Minor); Aggressive Behavior
Hostile Environment (Minor); Cyber-Bullying
Hostile Environment (Minor); Cyber-Stalking
Hostile Environment (Minor); Harassment, Bullying or Intimidation
Hostile Environment (Minor); Stalking
Insubordination (Major); Defiance or Non-Compliance
Insubordination (Major); Disrespect
Non-Controlled Substance Policy Violation
Offensive Speech; Gang Affiliation or Display
Offensive Speech; Inappropriate Language
Technology Policy Violation
Tobacco Policy Violation
Transportation Policy Violation; Bus Disturbance
Transportation Policy Violation; Other
Unexcused Absence; Chronically Truant
Unexcused Absence; Habitually Absent
Unexcused Absence; Habitually Truant
Unexcused Absence; Truancy

Class 4 Violations

Arson, Fire or Explosion
Arson; Aggravated Arson
Assault; Menacing
Assault; Physical Harm
Assault; Menacing by Stalking
Burglary; Breaking and Entering
Burglary; Purpose to Commit a Crime
Dangerous Instrument; Prohibited Item
Dangerous Instrument; Weapon Look-Alike
Drug Policy Violation; Alcohol
Drug Policy Violation; Drug
Drug Policy Violation; Drug Look-Alike
Drug Policy Violation; Intoxicant
Other Criminal Offense
Robbery
Sexual Offense; Other
Sexual Offense; Sexual Violence
Terroristic Behavior; Making a Terroristic Threat
Terroristic Behavior; Terrorism
Weapons Policy Violation - Firearm Look-a-like
Weapons Policy Violation – Weapon (Firearm)
Weapons Policy Violation – Weapon (Explosive/Incendiary Device)
Weapons Policy Violation – Weapon (Other Weapon)