

# Behavior Management Tool

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## Entering Behavior Events

There are two ways to enter a Behavior event:

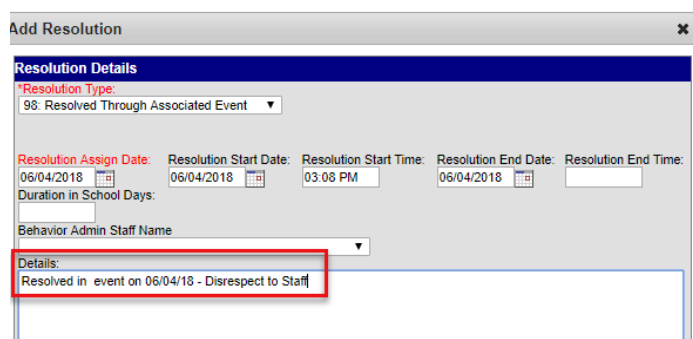
1. **Behavior Referral:** This tool allows you to **report** a Behavior Incident. This can be entered by a teacher or secretary and sent to the appropriate administrator to handle the resolution of the student. This option would alleviate the need for a paper referral to be filled out and sent to the office. To view this tool see [page 13](#).
2. **Behavior Management:** This tool allows you to **create** new Behavior Incidents and **manage** submitted referrals. If using a paper referral process and the Behavior Incident, Event, and Resolution are all entered by one individual, the Behavior Management tool would be used.

## Multi-Event Resolutions

If a resolution spans across multiple events or incidents, **only one discipline resolution needs to be entered**. Enter the discipline resolution with the highest offense for the student. Then enter “Resolved Through Associated Event/Incident” on all other events that are associated with the resolution.

**NOTE:** In these types of situations, if you enter multiple OSS or ISS records, the days and resolutions will be duplicated in our reporting to the State.

- **Resolved Through Associated Event/Incident:** The resolution for the student was entered with another event/incident. Be sure to list the event/incident that has the final resolution in the Resolution Details (see below):



The screenshot shows a web form titled "Add Resolution". Under the "Resolution Details" section, the "Resolution Type" dropdown is set to "98: Resolved Through Associated Event". Below this, there are fields for "Resolution Assign Date", "Resolution Start Date", "Resolution Start Time", "Resolution End Date", and "Resolution End Time". The "Resolution Assign Date" and "Resolution Start Date" are both set to "06/04/2018". The "Resolution Start Time" is "03:08 PM". The "Resolution End Date" is also "06/04/2018". There is a "Duration in School Days" field. Below these fields is a "Behavior Admin Staff Name" dropdown. At the bottom, there is a "Details:" field with a red border containing the text "Resolved in event on 06/04/18 - Disrespect to Staff".

## Failure to Meet Conditions of Suspension (Secondary Only)

When a student is assigned to the SSC classroom, but fails to meet the conditions of the suspension the following steps need to be taken to ensure accurate reporting of their resolution(s)

- **SCENARIO 1:** A student is assigned SSC, but does not attend at all.
  1. Change “Suspended Student Classroom” resolution to “OSS” and add a note in the details of the Resolution that the resolution was changed from SSC to OSS due to non-attendance at SSC.

**NOTE:** If you leave SSC as the resolution and add OSS as a second resolution, it will report to DESE as ISS for x# days and OSS for x# days, thus inflating the number of OSS/ISS reported publicly. SSC is reported to DESE as In School Suspension, therefore misrepresenting the type of suspension the student served.
- **SCENARIO 2:** A student is assigned SSC, attends some, but not all days.
  1. Update SSC/ISS resolution “Resolution End Date” and “Duration in School Days” to reflect actual days attended and add a note in the details of the resolution of the change.
  2. Create a second resolution of “Out of School Suspension” for the remainder of suspension to be served and add a note in the details of the resolution of the change.

**NOTE:** *If you leave the current dates in the SSC resolution and add OSS as a second resolution, it will report to DESE as ISS for x# days and OSS for x# days, thus inflating the number of OSS/ISS reported publicly.*

## Pending Hearing Resolutions (Secondary Only)

When an event results in a hearing, the school building will enter two resolutions, a suspension (OSS, ISS, SSC) resolution of 10 days and a Pending Hearing Resolution. This allows the secondary office, who handle the scheduling of hearings, to pulling information on these events. A hearing is scheduled with the student.

The goal is to schedule and hold the hearing within the initial 10 days of suspension given by the building; however, there are times where this does not occur and a student is suspended until they attend a hearing. Depending on the scenario, the following should occur:

- **SCENARIO 1:** Behavior Event results in a Hearing. Student is given 10 days OSS by building. Hearing occurs BEFORE the originally assigned 10 days OSS.
  1. Based off the outcome of the Hearing, Secondary office will:
    - a. Enter the Hearing Date as the end date of the Pending Hearing Resolution
    - b. Enter the outcome of the hearing in the details of the Pending Hearing Resolution
    - c. Email appropriate school staff of the details of the hearing along with when they can return to school.
      - If additional suspension days are given the building will add a new resolution for the given suspension with the appropriate dates under the appropriate event
      - If alternate placement is given the building will update enrollment/schedule as needed
- **SCENARIO 2:** Behavior Event results in a Hearing. Student is given 10 days OSS by building. Hearing occurs AFTER the originally assigned 10 days OSS.
  1. Based off the outcome of the Hearing, Secondary office will:
    - a. Adjust the end date of the “Out Of School Suspension”
    - b. Add notes in Details of the resolution to reflect change in end date
    - c. Save attendance through the behavior event
    - d. Enter the Hearing Date as the end date of the Pending Hearing Resolution
    - e. Enter the outcome of the hearing in the details of the Pending Hearing Resolution
    - f. Email appropriate school staff of the details of the hearing along with when they can return to school.
      - If additional suspension days are given the building will add a new resolution for the given suspension with the appropriate dates under the appropriate event
      - If alternate placement is given the building will update enrollment/schedule as needed

**NOTE:** *If we do not adjust the OSS resolution we are misreporting the amount of OSS a student is receiving in this one event.*

## Behavior Management

*New incidents can be entered in Behavior Management or if a referral(s) was done, the incident(s) can be managed from here.*

Select the Current Year, School, and Calendar

Year: 12-13 | School: Jefferson City High School - NCC | Calendar: 12-13 Jefferson City High Scho

Index Search Help

Safety Lessons

- Student Information
- Instruction
- Census
- Behavior
- Behavior Management
- Behavior Referral
- Behavior Letter Wizard
- Detention Tracker
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- Reports
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- Attendance
- Scheduling

District Notices

- The Office of Student Information, Planning and Assessment updated with Infinite Campus resources: <http://oldweb.ics>

## Entering a New Incident

Click on Behavior > Behavior Management > Click New

Year: 12-13 | School: Jefferson City High School - NCC | Calendar: 12-13 Jefferson City High Scho

Index Search Help

Safety Lessons

- Student Information
- Instruction
- Census
- Behavior
- Behavior Management
- Behavior Referral
- Behavior Letter Wizard
- Detention Tracker
- Admin
- Reports
- Health
- Attendance
- Scheduling

Behavior Management

New

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

Title	Date/Time	Location	Context	Submitted By	Status
Pep Rally Incident	02/04/2013 9:37 AM	On Campus: Other outside area	School-sponsored activity	Leesman, Kailey	SB

## Incident Detail Information

The following fields MUST be filled out:

- **Status**
- **Submitted By**
- **Alignment** (choose Discipline)
- **Title** (provide a brief description of the incident)
- **Date of Incident** (Will default to current date. This is the day the Incident occurred.)
- **Time of Incident** (Will default to current time. This is the time the Incident occurred.)
- **Context**
- **Location**
- **Details** (provide a more detailed, but objective, description of the incident. Do not list any student names in this description)

**Incident Detail Information**

This section stores information specific to the incident and will be shared on all participant's behavior tab. Add Event/Participant button will not be enabled until all required fields are filled.

Status: In Progress | Submitted Date: | Submitted By: Leesman, Kailey

\*Alignment: Discipline | Title: Pep Rally Incident

\*Date of Incident: 02/04/2013 | \*Time of Incident: 9:37 AM | Damages: \$

Context: 10: School-sponsored activity | Context Description: School Pep Rally

Location: 2n: On Campus: Other outside area | Location Description: Across Street From HS Football Stadium

Details

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks.

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

## Events and Participants

Click on Add Event/Participant to describe the individual **Event** occurrences and the **Participants** in each event.

Location: 2n: On Campus: Other outside area  
Location Description: Across Street From HS Football Stadium

Details  
During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks.

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 Resolution

## Event Details

The following fields MUST be filled out:

- **Event Type**
- **Violence Indicator** (Mark this only if the behavior event should be flagged as such. **DO NOT** mark this box until you have spoken to the Assistant Superintendent of Elementary or Secondary Ed.)
- **Date of Entered**

Event and Participant Details

Event Details  
\*Event Type: T. Tobacco  
Demerits: 0 State Code: T. Tobacco Use Category: Minor  
Violence Indicator:

Custom Data Elements  
Detained by Police: N: No  
Date Entered: 1/22/2018

Participant(s) Details  
Add Participant  
Filter: Students Student Name or Complete Student Number: Dante Arnold Search

Save Draft Close

## Participant(s) Details

Participants other than students can be added to the event. The Filter will allow a search for Students, School Employees, or All People. However, our district is not currently adding anyone to discipline events except Students.

Select the type of **Filter of Student** > Type the full name or part of the name of the participant. If the participant is a student, the student number can be entered. Hit **Search**

Participant(s) Details

Add Participant  
Filter: Students Student Name or Complete Student Number: Dante Arnold Search

Save Draft Close

A drop down list of names will display below the text box where the student name was entered. Select the correct student from this list.

**Participant(s) Details**

**Add Participant**

Filter:  Student Name or Complete Student Number:

**Demetri K. Adams (Gender: M Grade: 11 Age: 17 # 20172487)**

The following fields **MUST** be filled out:

- **Role** (select Offender)
- **Injury**
- **Injury Description** (Only if an Injury occurred)
- **Details**
- **If an event type of Alcohol, Drugs, Harassment, Tobacco and Weapon, the system will require you to specify more information about the type.**

**Event and Participant Details**

**Event Details**

\*Event Type:

Demerits: 0 State Code: T. Tobacco Use Category: Minor

Violence Indicator

**Custom Data Elements**

Detained by Police

Date Entered:

**Participant(s) Details**

participant.) (Uncheck to exclude)

Role:  Demerits:

Injury:  Injury Description:  Medical Service Provided:

Details:  
In possession of vape devices (2) and vape juice with intentions to buy/sell.

\*Drug Type:  Drug Description:

**Add Participant**

Filter:  Student Name or Complete Student Number:

**Participant(s) Details**

Demetri K. Adams (Gender: M Grade: 11 Age: 17 #: 98127588) Show Details

Sydney J. Adams (Gender: F Grade: 12 Age: 17 #: 98127588) Hide Details

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

Injury Injury Description Medical Service Provided:  
 1: No Injury [ ]

Details:  
 Student Name started to argue with Student 2 and Student 2 threw a punch which resulted in a fight starting.

Kelley B. Campbell (Gender: F Grade: 11 Age: 17 #: 98127588) Hide Details

Role: Demerits \*Relationship to School  
 Victim 0 1: Current Student

Injury Injury Description Medical Service Provided:  
 2: Minor Injury Scrap on Hands [ ]

Details:  
 Was knocked on the ground when Student 1 & Student 2 start fighting.

**Add Participant**  
 Filter: Students Student Name or Complete Student Number: [ ] Search

Save Close

**The check box indicates that the student is a Participant in the Event.**

**Once the first Event is created in the Incident, the Participants will automatically be available for selection. Mark the checkbox next to the Participant's name to include them in the Event.**

**Click on the Show/Hide Details to expand/collapse the detail fields for each Participant**

Repeat the steps under the **Participant(s) Detail** section above to add all participants involved in the event. Then click **Save**.

If more than one Event occurred within the Incident, click **Add Event/Participant** and repeat the steps under the **Event and Participants** section. If all events and participants have been entered, then click **Add Resolution**.

**\*NOTE:** A resolution can also be added under the student's Behavior Tab

right and find that one of the students is in possession of drugs. While the night is happening, another student is caught attempting to steal from observers' backpacks.

Number of Victims  
 Students: 1

**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

- Fighting (Event ID: 92126)
  - Demetri K. Adams - Offender
  - Sydney Adams - Offender
  - Kelley B. Campbell - Victim
- Drugs (Event ID: 92127)
  - Demetri K. Adams - Offender
- Theft (Event ID: 92128)
  - Braden Adams - Offender

Add Event/Participant Add Resolution

## Resolution Details

The following fields MUST be filled out:

- **Resolution Type**
- **Resolution Assign Date** (Date the resolution was assigned. Will default to the current date)
- **Resolution Start Date** (The date the student will begin serving the resolution. Will default to the current date)
- **Resolution Start Time** (Will default to the current time)
- **Resolution End Date** *\*Critical for State Reporting* (Ex: End date of three day suspension by the student)
- **Duration in School Days** *\*Critical for State Reporting* (Amount in Days. **NOTE:** Any length of removal under a whole day must be entered as 1 whole day. This **MUST** be entered if a suspension occurs.)
- **Behavior Admin Staff Name** (The behavior staff member assigning the resolution)
- **Apply To** (Mark the student that this resolution applies to)
  - See the [Resolutions](#) section on page 2 when a resolution spans across multiple events and incidents
  - **NOTE!!:** Multiple resolutions can be assigned to a participant, but resolutions cannot be concurrent. If a user attempts to assign resolutions that occur at the same time, a warning message will appear instructing users to modify Start and End Dates before saving the record.

**Add Resolution** ✕

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**Resolution Details**

*\*Resolution Type:*  
OSS: Out of School Suspension ▼

State Code: OSS: Out of School Suspension Category: Minor

*Resolution Assign Date:* 02/05/2013 *Resolution Start Date:* 02/06/2013 *Resolution Start Time:* 7:55 AM *Resolution End Date:* 02/13/2013 *Resolution End Time:* 2:55 PM

*Duration in School Days:*  
6

*Behavior Admin Staff Name:*  
Ridgeway, Tammy ▼

*Details:*

*Modified Length*

*Alternative Placement*

*\*Apply To:*

*Fighting*  
.....  *D [Name]*  
.....  *S [Name]*  
.....  *K [Name]*

*Drugs*  
.....  *D [Name]*

*Theft*  
.....  *B [Name]*

Click **Save**.

**Theft**

.....  *Brendon Baker*



If more Resolutions need to be entered for participants, click **Add Resolution** and repeat the steps under the **Resolutions Detail** section. When the Incident, Events, Participants, and Resolutions are all entered change the status to **Complete** and click **Save**.

**Behavior Management**

Save Delete New

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

**Incident Management Editor**

Title	Date/Time	Location	Context	Submitted By	Status

**Incident Detail Information**

This section stores information specific to the incident and will be shared on all participant's behavior tab. Add Event/Participant button will not be enabled until all required fields are filled.

Incident ID: 91452 Status: Complete Submitted Date: 04/24/2013 01:50 PM Submitted By: Leesman, Kailey

\*Alignment: Discipline Title: Pep Rally Incident

\*Date of Incident: 02/04/2013 \*Time of Incident: 09:37 AM Damages: \$ 0.00

Context: 10: School-sponsored activity Context Description: School Pep Rally

Location: 2n: On Campus: Other outside area Location Description: Across Street From HS Football Stadium

**Details**

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks.

Number of Victims: Students: 1

**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](#)

- Fighting (Event ID: 92126)
  - Daniela Adams - Offender
    - Suspended Student Classroom (Resolution ID: 90313)
  - Sydney Adams - Offender
    - Suspended Student Classroom (Resolution ID: 90314)
  - Kately Campbell - Victim
- Drugs (Event ID: 92127)
  - Daniela Adams - Offender
    - Out of School Suspension (Resolution ID: 90315)
- Theft (Event ID: 92128)
  - Brendan Bauer - Offender
    - Out of School Suspension (Resolution ID: 90316)

Add Event/Participant Add Resolution

Once the incident has been marked **Complete**, it will no longer display under the Behavior Management screen if the Status Filter is set to "Submitted/In Progress".

**Behavior Management**

New

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

**Incident Management Editor**

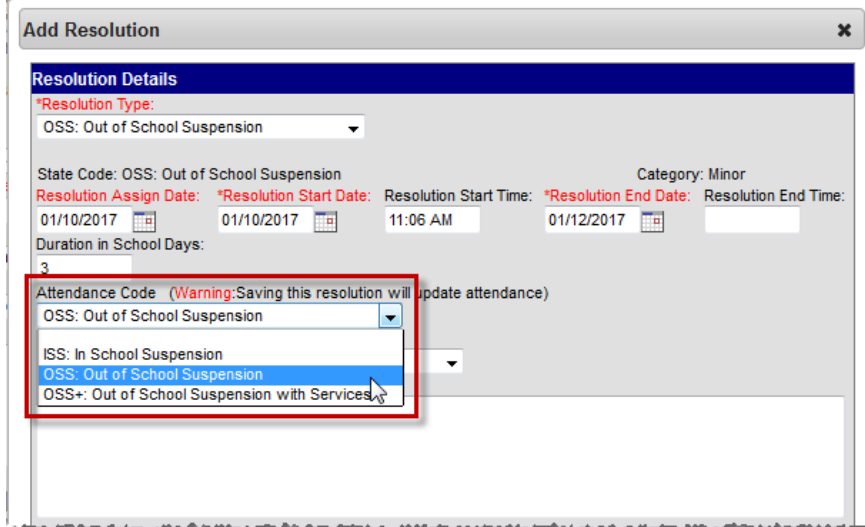
Title	Date/Time	Location	Context	Submitted By	Status
Four Student Fight	04/24/2013 2:39 PM	On Campus: Hallway or stairs	During passing	Bruemmer, Dennis	IP
Pep Rally Incident	02/04/2013 9:37 AM	On Campus: Other outside area	School-sponsored activity	Leesman, Kailey	SB

IP: In Progress  
SB: Submitted  
CM: Complete

## Linking Behavior Resolutions to Attendance Records

If a resolution of ISS: In School Suspension, OSS: Out of School Suspension, or OSS+: Out of School Suspension is selected, an additional field will appear in the Resolutions Detail Page that will allow you to link the behavior resolution to the student's attendance records. If attendance should be entered for the resolution, follow the steps below.

Under **Attendance Code** select the code that matches the resolution



The screenshot shows the 'Add Resolution' form with the following details:

- Resolution Type:** OSS: Out of School Suspension
- State Code:** OSS: Out of School Suspension
- Category:** Minor
- Resolution Assign Date:** 01/10/2017
- Resolution Start Date:** 01/10/2017
- Resolution Start Time:** 11:06 AM
- Resolution End Date:** 01/12/2017
- Resolution End Time:** (empty)
- Duration in School Days:** 3
- Attendance Code:** (Warning: Saving this resolution will update attendance) - The dropdown menu is open, showing options: OSS: Out of School Suspension, ISS: In School Suspension, OSS: Out of School Suspension (highlighted), and OSS+: Out of School Suspension with Services.

Select the **Students** that will be assigned this resolution



The screenshot shows the 'Apply To' section with the following categories and checkboxes:

- Fighting:**
  - S (Suspension)
  - D (Dismissal)
  - K (Kangaroo)
- Drugs:**
  - D (Dismissal)
- Theft:**
  - B (Bullying)

Select the **Check for attendance conflicts** button to verify the student's attendance for conflicts. If applicable, any existing attendance events entered during the resolution date range will be displayed.

Choose one of the following options in the **Take the following action** drop down list

- Overwrite existing attendance - The existing attendance event(s) displayed will be overwritten by the attendance code selected as part of the resolution.
- Save attendance but do not overwrite - The attendance code selected as part of the resolution will be added to the student's attendance record. Any existing records will be left intact.
- Save behavior resolution but not the attendance - The entered behavior resolution will be saved but the selected attendance code will not be added to the student's attendance record.

Based on your selection, the student's attendance will update and comments will be automatically entered.

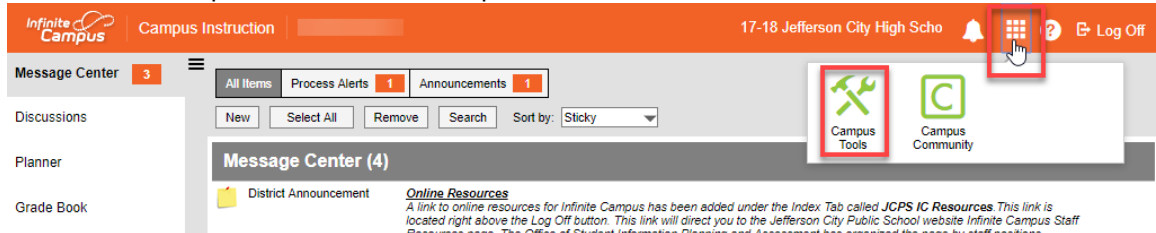
# Entering a Behavior Referral

## Things to think about when entering a digital behavior referral:

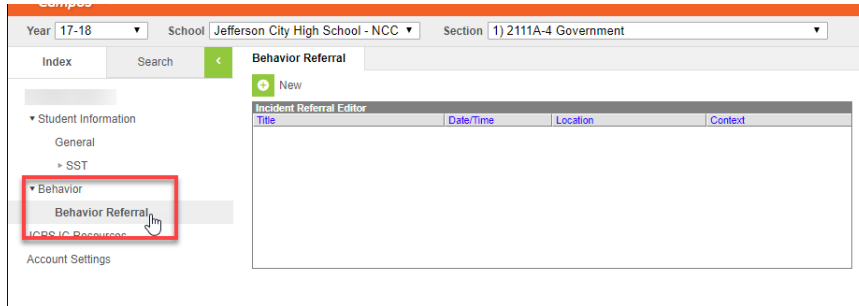
- Be aware of the wording being used in the detail of the referral. Parents/Guardians get a copy of the referral so information placed into the referral needs to be objective. Do not include opinion statements in the referral.

## Campus Tools > Behavior > Behavior Referral

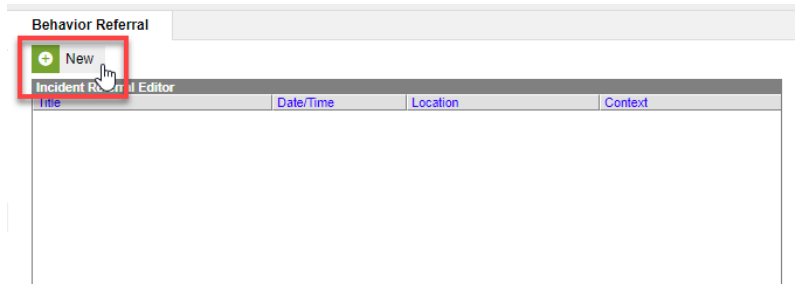
1. Switch from Campus Instruction to Campus Tools



2. Select Behavior Referral under Behavior on the left hand side.



3. Select New



## Incident Detail Information

The following fields MUST be filled out:

- **Alignment** (choose Discipline)
- **Date of Incident** (will default to current date. This is the day the incident occurred.)
- **Time of Incident** (will default to current time. This is the time the incident occurred.)
- **Title** (provide a brief description of the incident)
- **Context**
- **Location**
- **Details** (provide a more detailed, but objective, description of the incident. Do not list any student names in this description)
- **Notify** (This would be an administrator who would be responsible for addressing the incident)

**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: 01/22/2018 [calendar icon]      \*Time of Incident: 09:29 AM

Title: Tobacco & Weapon

Context: 2: Before Class ▼

Context Description: [text area]

Location: 2c: On Campus: Classroom ▼

Location Description: [text area]

Details: In possession of vape devices (2) and vape juice with intentions to buy/sell.  
 In possession of a double blade knife.

\*Notify (CTRL-click or SHIFT-click to select multiple): Adams, Jacob; Brickey, Karen; Bryan, Julie; James, Robert; Jennewein, Jeff; Lauchstaedt, Joseph; Longan, Sharon; Meldrum, Ben

Damages: \$ [text area]

**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   Manage Files

## Events and Participants

The following fields MUST be filled out:

- **Event Type** (predetermined event names that are consistent across students)
- **Violence Indicator** (**DO NOT** mark this box. Your administrator will make this determination.)
- **Date of Entered**

**Event and Participant Details** [close icon]

**Event Details**

\*Event Type: T: Tobacco ▼

Demerits: 0      State Code: T: Tobacco Use      Category: Minor

Violence Indicator:

**Custom Data Elements**

Detained by Police: N: No ▼

Date Entered: 1/22/2018 [calendar icon]

**Participant(s) Details**

Add Participant

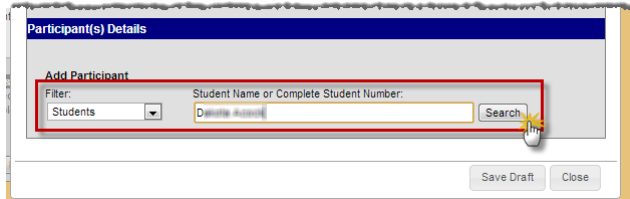
Filter: Students ▼      Student Name or Complete Student Number: [text area] Search

Save Draft   Close

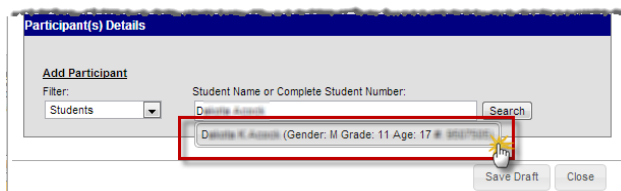
## Participant(s) Details

Participants other than students can be added to the event. The Filter will allow a search for Students, School Employees, or All People. However, our district is not currently adding anyone to discipline events except Students.

Select the type of **Filter of Students**> Type all or part of the name of the participant. If the participant is a student, the student number can be entered. Hit **Search**

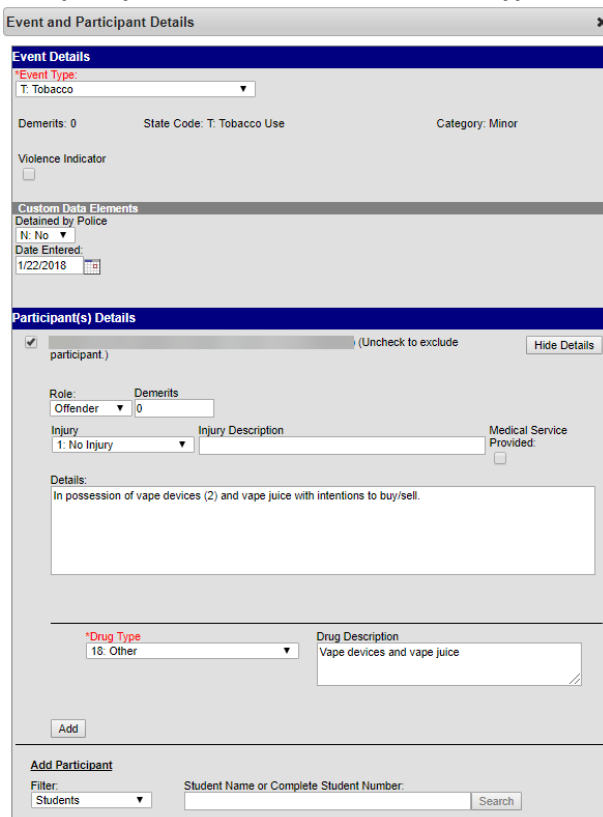


A drop down list of names will display below the text box where the student name was entered. Select the correct student from this list.



The following fields MUST be filled out:

- **Role** (select Offender)
- **Injury** (i.e. No Injury, Minor, Major, Serious Bodily Injury)
- **Injury Description** (Only if an Injury occurred)
- **Details**
- **If an event type of Alcohol, Drugs, Harassment, Tobacco and Weapon, the system will require you to specify more information about the type.**



Repeat the steps under the [Participant\(s\) Detail](#) section above to add all participants involved in the event. Then click **Save Draft**.

**Participant(s) Details**

(Uncheck to exclude participant.) Hide Details

Role: Demerits  
 Offender: 0

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

Details:  
 In possession of vape devices (2) and vape juice with intentions to buy/sell.

---

\*Drug Type: 18: Other Drug Description: Vape devices and vape juice

Add

**Add Participant**

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

Save Draft
Delete
Close

If more than one Event occurred within the Incident, click **Add Event/Participant** and repeat the steps under the [Event and Participants](#) section. If more events or participants need to be added later, click **Save Draft**. If all events and participants have been entered and the referral is done, click **Submit**.

**Behavior Referral**

Save Draft
Submit
Delete
New

Title	Date/Time	Location	Context
Tobacco & Weapon	01/22/2018 9:29 AM	On Campus: Classroom	Before Class

---

**Incident Detail Information**

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

Incident ID: 128001 \*Alignment: Discipline \*Date of Incident: 01/22/2018 \*Time of Incident: 09:29 AM

Title: Tobacco & Weapon

Context: 2: Before Class

Context Description:

Location: 2c: On Campus: Classroom

Location Description:

Details:  
 In possession of vape devices (2) and vape juice with intentions to buy/sell.  
 In possession of a double blade knife.

Notify (CTRL-click or SHIFT-click to select multiple):  
 Adams, Jacob  
 Brickey, Karen  
 Bryan, Julie  
 James, Robert  
 Jennewein, Jeff  
 Lauchstaedt, Joseph  
 Longan, Sharon  
 Meldrum, Ben  
 Damages: \$ 0.00

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**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](#)

- Tobacco (Event ID: 129498)
- Weapon (Event ID: 129499)

Add Event/Participant Add Behavior Response Manage Files

Once the referral has been submitted, it will no longer show on the list. The administrator selected in the referral will receive a message that a behavior referral has been entered that needs review.

Behavior Referral

 New

Incident Referral Editor

Title	Date/Time	Location	Context
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Behavior referral has been submitted.

**Draft.** If all events and participants have been entered and the referral is done, click **Submit**.

Once the Incident has been submitted, it will no longer display under the Behavior Referral screen. It will now display under the Behavior Management screen. The staff selected in the Notify box in the Incident Detail Information will receive notification in their Process Inbox.

## Completing a Referral

Select the Referral in the Behavior Management list

Behavior Management

Save X Delete New

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

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status
Four Student Fight	04/24/2013 2:39 PM	On Campus: Hallway or stairs	During passing	Bruemmer, Dennis	IP
Pep Rally Incident	02/04/2013 9:37 AM	On Campus: Other outside area	School-sponsored activity	Leesman, Kailey	SB

Incident Detail Information

This section stores information specific to the incident and will be shared on all participant's behavior tab. Add Event/Participant button will not be enabled until all required fields are filled.

Incident ID: 91451 Status Submitted Submitted Date: 04/24/2013 11:10 AM Submitted By: Leesman, Kailey

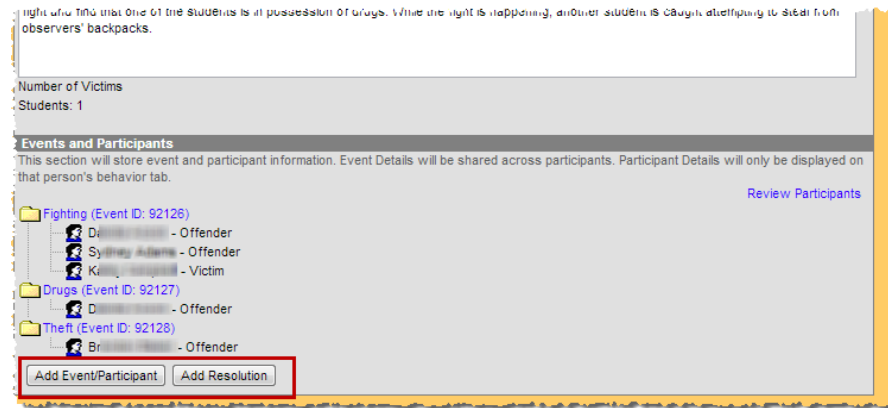
\*Alignment Discipline Title Pep Rally Incident

\*Date of Incident \*Time of Incident Damages



Click **Add Resolution** to enter a Resolution for each Participant in each Event.

**\*NOTE:** A resolution can also be added under the student's Behavior tab



## Resolution Details

The following fields MUST be filled out:

- **Resolution Type**
- **Resolution Assign Date** (Date the Resolution was assigned. Will default to the current date)
- **Resolution Start Date** (The date the student will begin “serving” the Resolution. Will default to the current date)
- **Resolution Start Time** (Will default to the current time)
- **Resolution End Date** **\*Critical for State Reporting** (Ex: End date of three day suspension by the student)
- **Duration in School Days** **\*Critical for State Reporting** (Amount in Days. **NOTE:** Any length of removal under a whole day must be entered as 1 whole day. This **MUST** be entered if an In School or Out of School Suspension occurs.)
- **Behavior Admin Staff Name** (The staff member responsible for the Resolution)
- **Apply To** (Mark the student this Resolution applies to)
  - See the [Resolutions](#) section on page 2 when a resolution spans across multiple events and incidents
  - **NOTE!!:** Multiple Resolutions can be assigned to a participant, but Resolutions cannot be concurrent. If a user attempts to assign Resolutions that occur at the same time, a warning message will appear instructing users to modify Start and End Dates before saving the record.

The screenshot shows the 'Add Resolution' form. It has a title bar 'Add Resolution' with a close button. The main content area is titled 'Resolution Details'. It contains the following fields:
 

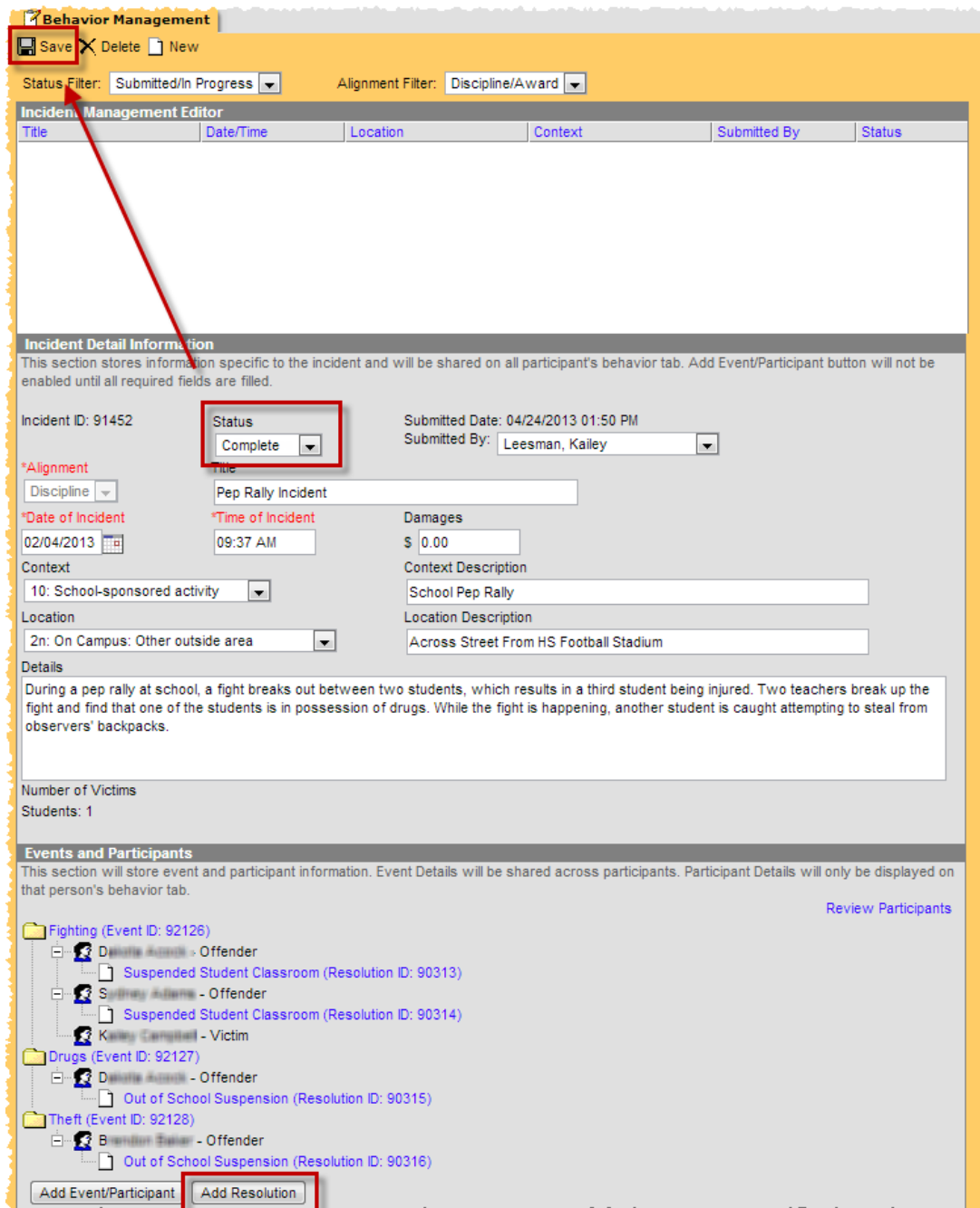
- \*Resolution Type:** A dropdown menu with 'OSS: Out of School Suspension' selected.
- State Code: OSS: Out of School Suspension; Category: Minor
- Resolution Assign Date:** 02/05/2013
- Resolution Start Date:** 02/06/2013
- Resolution Start Time:** 7:55 AM
- Resolution End Date:** 02/13/2013
- Resolution End Time:** 2:55 PM
- Duration in School Days:** 6
- Behavior Admin Staff Name:** Ridgeway, Tammy
- Details:** A large empty text area.
- Modified Length:**
- Alternative Placement:**
- \*Apply To:**
  - Fighting:**
    - D...
    - S...
    - K...
  - Drugs:**
    - D...
  - Theft:**
    - B...

 At the bottom of the form are 'Save' and 'Close' buttons.

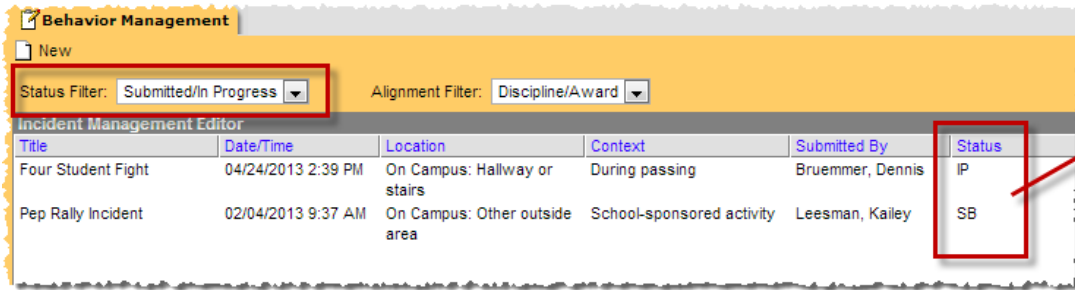
Click **Save**.



If more Resolutions need to be entered for participants, click **Add Resolution** and repeat the steps under the **Resolutions Detail** section. When the Incident, Events, Participants, and Resolutions are all entered change the status to **Complete** and click **Save**.



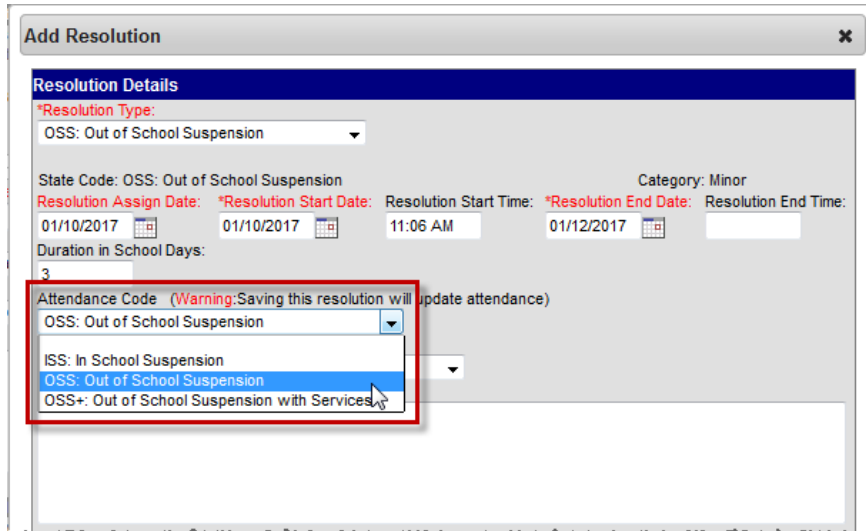
Once the Incident has been marked **Complete**, it will no longer display under the Behavior Management screen if the Status Filter is set to “Submitted/In Progress”.



## Linking Behavior Resolutions to Attendance Records

If a resolution of ISS: In School Suspension, OSS: Out of School Suspension, or OSS+: Out of School Suspension is selected, an additional field will appear in the Resolutions Detail Page that will allow you to link the behavior resolution to the student’s attendance records. If attendance should be entered for the resolution, follow the steps below.

Under **Attendance Code** select the code that matches the resolution



Select the **Students** that will be assigned this resolution



Select the **Check for attendance conflicts** button to verify the student's attendance for conflicts. If applicable, any existing attendance events entered during the resolution date range will be displayed.

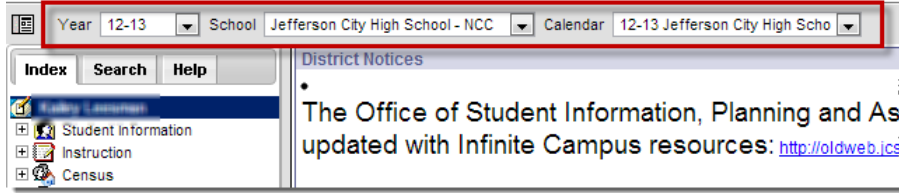
Choose one of the following options in the **Take the following action** drop down list

- Overwrite existing attendance - The existing attendance event(s) displayed will be overwritten by the attendance code selected as part of the resolution.
- Save attendance but do not overwrite - The attendance code selected as part of the resolution will be added to the student's attendance record. Any existing records will be left intact.
- Save behavior resolution but not the attendance - The entered behavior resolution will be saved but the selected attendance code will not be added to the student's attendance record.

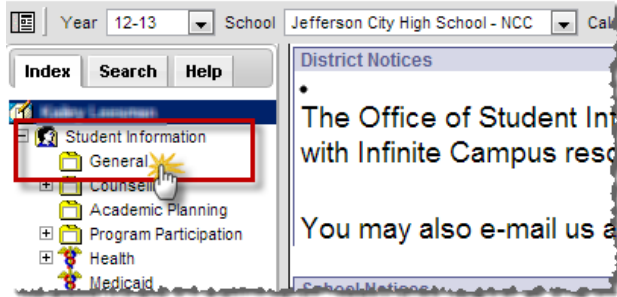
Based on your selection, the student's attendance will update and comments will be automatically entered.

# Viewing Behavior Events by Student

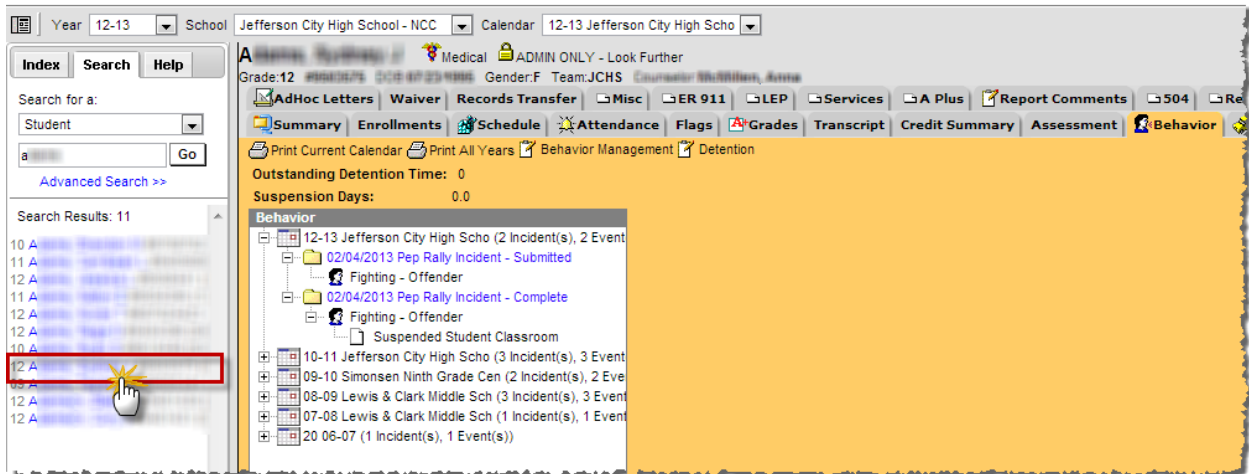
Select the Current Year, School, and Calendar



Select Student Information > General



Search for the Student > Click the **Behavior** Tab



To see the details of the event, click on the event. If a resolution hasn't been entered on the student for the event, it can be added here. To see what needs to be entered when adding a resolution, please see the [Resolutions Details](#) section.

The screenshot shows the Behavior Management interface. The left sidebar lists various incidents, with '02/04/2013 Pep Rally Incident - Submitted' highlighted. The main area displays the following incident details:

Incident Detail	
Incident ID:	<a href="#">ID 91451</a>
Alignment:	Discipline
Date/Time:	02/04/2013 9:37 AM
Damages:	\$0.00
Title:	Pep Rally Incident
Location:	On Campus: Other outside area
Location Description:	Across Street from HS Football Stadium
Context:	School-sponsored activity
Context Description:	School Pep Rally
Incident Details:	During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks.

Event/Role/Resolution: Fighting	
Event Type:	Fighting (Event ID:92123)
State Code:	O: Other
Role:	Offender
Injury:	No Injury
Injury Description:	
Medical Service Provided:	No
Participant Details:	Student Name started to argue with Student 2 and Student 2 threw a punch which resulted in a fight starting.

An 'Add Resolution' button is visible at the bottom right of the incident details panel.

Click on the **Incident ID** to open up the incident, event, participant or resolution in the Behavior Management Tool.

This screenshot shows the same Behavior Management interface, but with the 'Incident ID' field in the 'Incident Detail' section highlighted with a red box. The incident ID is [ID 91451](#).

**Print Current Calendar:** Provides a report of all behavior incidents in which the student participated in the current calendar of enrollment.

**Print All Years:** Provides a report of all behavior incidents for the student for the current year and past years.

**Behavior Management:** Links to the Behavior Management area under Behavior > Behavior Management

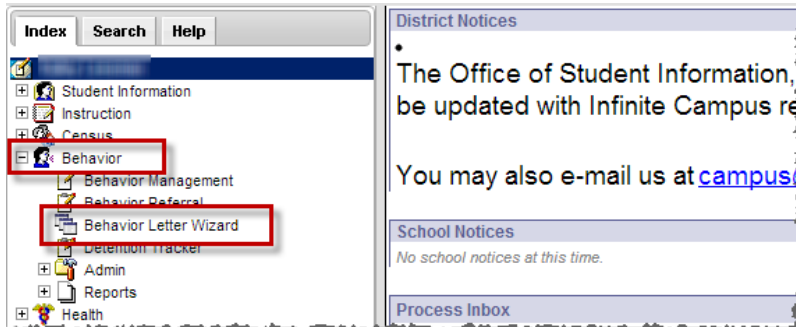
**Detention:** Allows you to manage a student's detention if using the Detention Tracker tool in Infinite Campus.

**Print:** This button will display when you have an incident selected and provides a report of the specific incident. The report also provides a signature line for Parent/Guardian and Administrators.

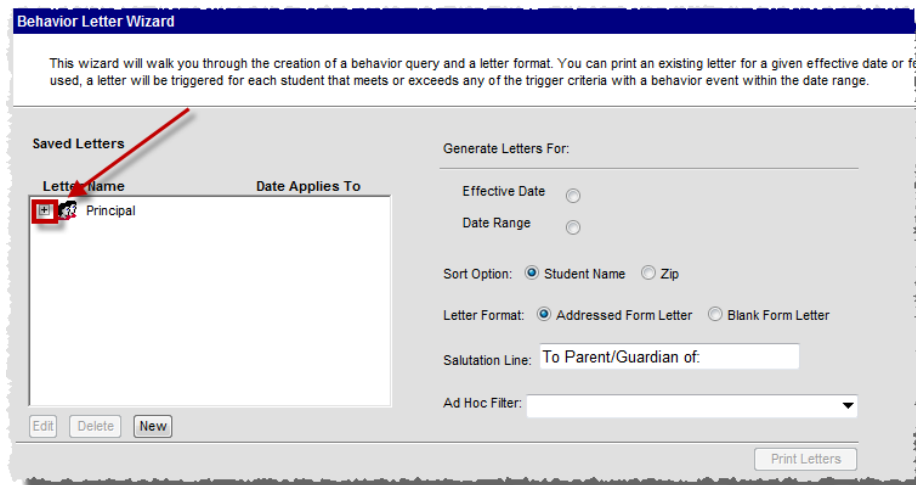


## Printing Behavior Letters

Click on Behavior > Behavior Letter Wizard



Click the plus sign next to the Principal group



## Select the CO ISS/OSS Report

**Behavior Letter Wizard**

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

**Saved Letters**

Letter Name	Date Applies To
Principal	
<input checked="" type="checkbox"/> CO ISS/OSS Report	Event
<input type="checkbox"/> Elementary Bus Report	Event
<input type="checkbox"/> Lewis and Clark Middle Sc	Event

**Generate Letters For:**

Effective Date

Date Range

Sort Option:  Student Name  Zip

Letter Format:  Addressed Form Letter  Blank Form Letter

Salutation Line: To Parent/Guardian of:

Ad Hoc Filter:

## Click Edit

**Behavior Letter Wizard**

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

**Saved Letters**

Letter Name	Date Applies To
Principal	
<input checked="" type="checkbox"/> CO ISS/OSS Report	Event
<input type="checkbox"/> Elementary Bus Report	Event
<input type="checkbox"/> Lewis and Clark Middle Sc	Event

**Generate Letters For:**

Effective Date

Date Range

Sort Option:  Student Name  Zip

Letter Format:  Addressed Form Letter  Blank Form Letter

Salutation Line: To Parent/Guardian of:

Ad Hoc Filter:



## Make sure the report is showing **Any Event** and **Any Resolution**

### Behavior Letter Wizard

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

#### Enter the trigger criteria for the Letter

##### \*Letter Name

CO ISS/OSS Report

##### Apply Date Selection To:

- Event  
 Resolution

Event	Resolution	Role	Event Count (Blank means any)
Any Event	Any Resolution	Any Role	

Add Criteria

##### Report Options

The following options apply when including the Discipline Summary Sub-Report in the letter.

##### Show the following behavior events in the Discipline Summary:

- All events matching the criteria from the beginning of the school year through the date selected when the letter is printed  
 Show triggering event only  
 All events of any type from the beginning of the school year through the date selected when the letter is printed

##### Display the following information in the Discipline Summary:

- Show Demerits  
 Show Staff Name  
 Show Referral Name  
 Show Role  
 Show Event Comments  
 Show Role Comments  
 Show Resolution Comments

Be sure the Event field is populated with “Any Event” and the Resolution field is populated with “Any Resolution.” Click the Letter Format button at the bottom right corner of the screen.

**Behavior Letter Wizard**

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an effective date is used, a letter will be generated for each student that meets any of the trigger criteria with a behavior event on the effective date. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

Enter the trigger criteria for the Letter

\*Letter Name  
CO ISS/OSS Report

Apply Date Selection To:  
 Event  
 Resolution

Event: Any Event (highlighted in red box)

Resolution: Any Resolution (highlighted in red box)

Role: Any Role

Event Count (Blank means any)

Letter Format -> (highlighted in red box with red arrow)

Click **Save Format**

**Behavior Letter Wizard**

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an effective date is used, a letter will be generated for each student that meets any of the trigger criteria with a behavior event on the effective date. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.

\*Name  
CO ISS/OSS Report

Format

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Font: [Font] Size: [Size]

Jefferson City Public Schools  
Disciplinary Report

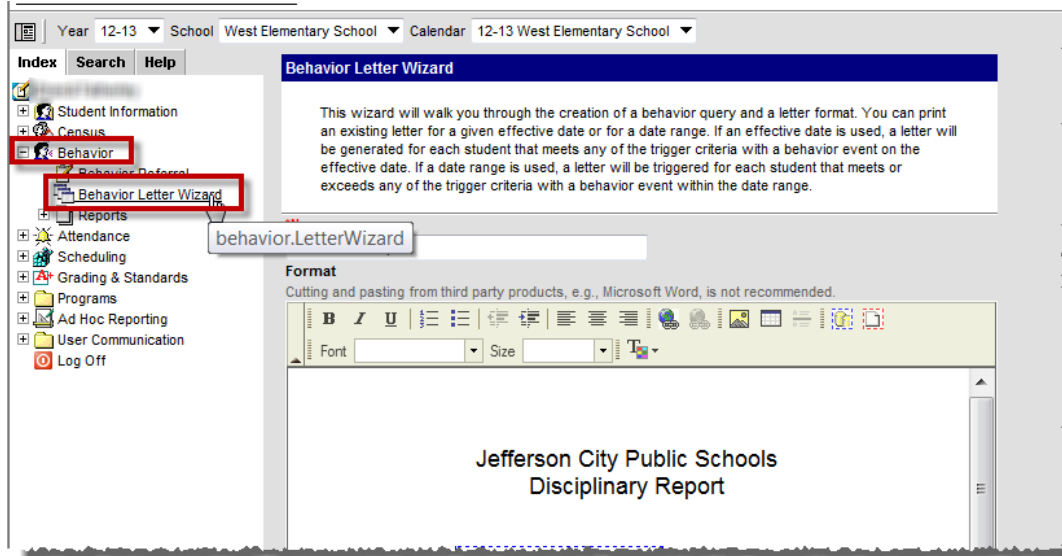
Student Number: {student.studentNumber}  
 Student Name: {student.firstName}{student.lastName} Grade: {student.grade}  
 Gender: {student.gender} Race: {student.raceEthnicity}

Special Services: {activeEnrollment.specialEdStatus}  
 Disability Code: {activeEnrollment.disability1}  
 LEP: {activeEnrollment.lep}

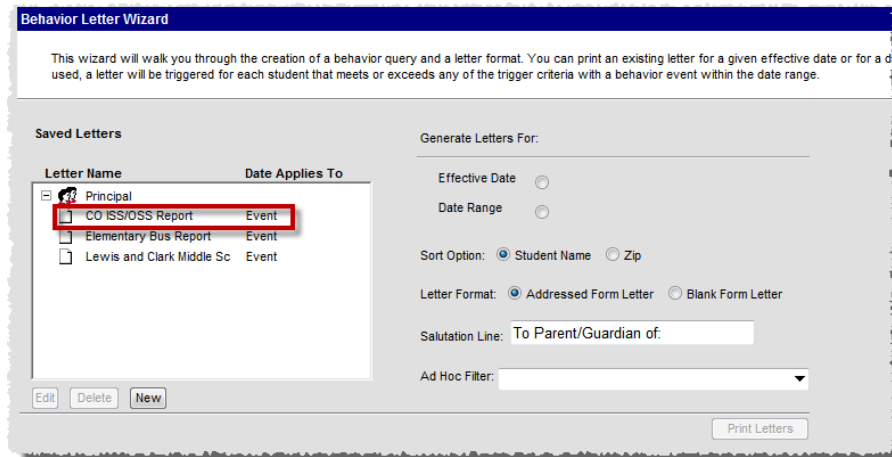
Organized To:  
Principal

Save Format (highlighted in red box with red arrow)

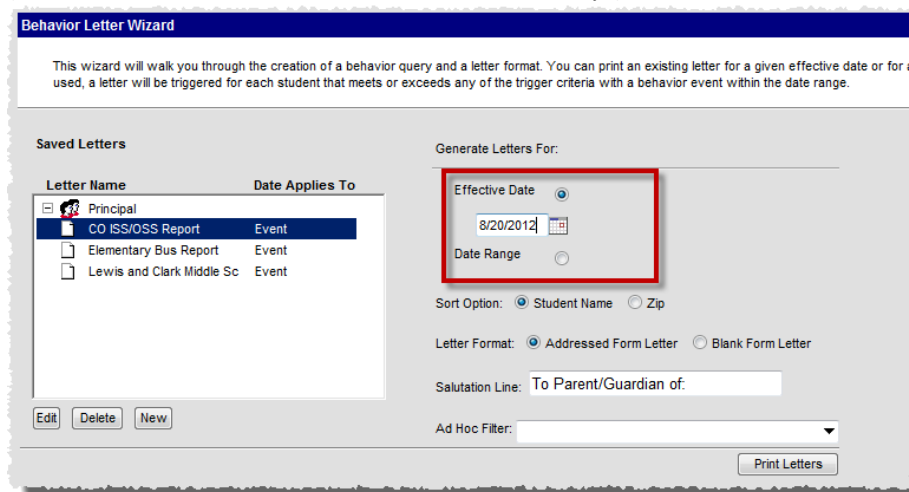
## Click Back on Behavior > Behavior Letter Wizard



## Select the CO ISS/OSS Report



Select **Effective Date** (used to run all events for a single day, will default to the current date) or **Date Range** (used to run all events for several consecutive days).



Click **Print Letters**. A separate window will pop up displaying the letter.

**\*Elementary Principals ONLY:** send a copy of the behavior letter to Kathy Foster if the resolution is ISS or OSS.

West Elementary School  
100 Dix Rd.  
Jefferson City, MO 65109  
(573)659-3195

Report generated:  
08/20/2012

To Parent/Guardian of:  
Jefferson City, MO 65109

Jefferson City Public Schools  
Disciplinary Report  
Student Number:  
Student Name: Grade: 02 Gender: M Race: B  
Special Services: Y  
Disability Code: 10  
LEP: NLP

Date	Event	Staff	Resolution	Start Date	End Date
08/20/2012	Weapon		Out of School Suspension	08/20/2012	08/22/2012

**Event Comments**  
Student Name had an unidentified knife stored in his backpack. He was apparently given the knife by another student to store in his bag during the school day. The object was never seen at school. The knife was never used in a malicious way. Student admits to what was stated above.

**Resolution Comments**  
Student will be suspended: Monday August 20th, Tuesday August 21st, and Wednesday August 22nd. He may return to school on Thursday August 23rd. Conference with parent and student.

Parent Name:  
Address:  
School: West Elementary School  
Principal: