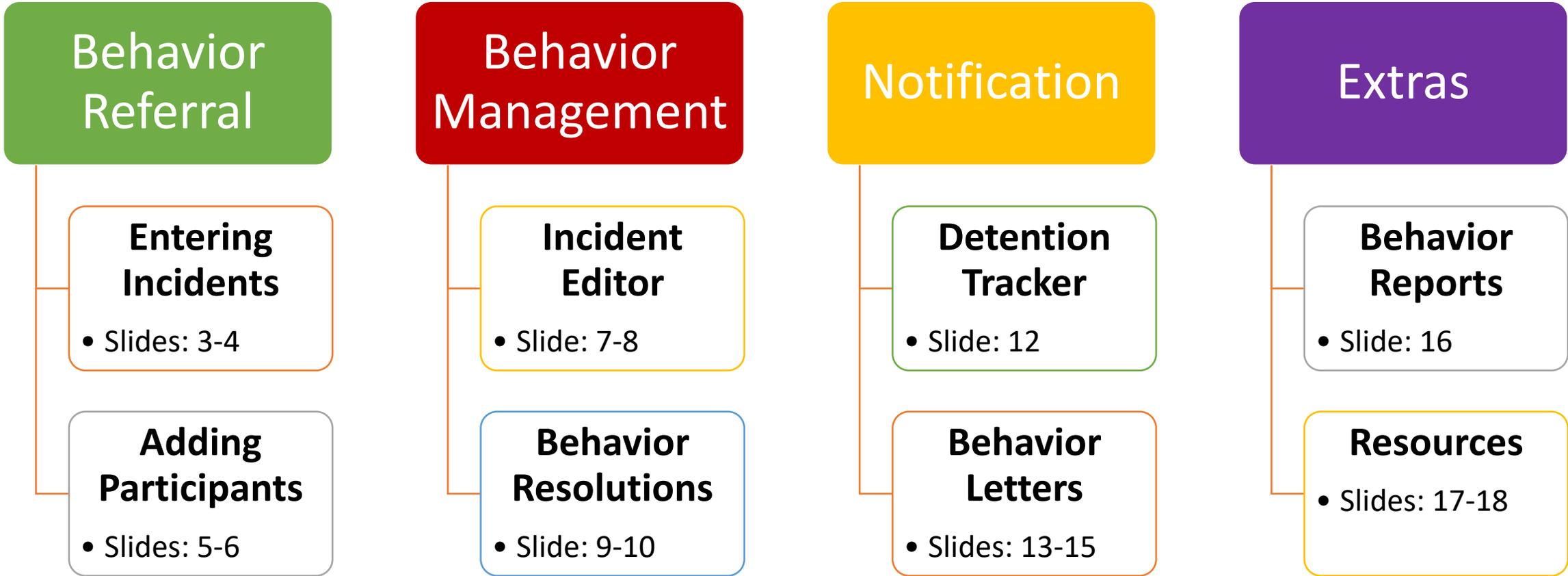


Behavior Training

Outline



Behavior Referral

Path: Behavior > Behavior Referral

The Behavior Referrals section allows school staff members to complete an online referral for a student behavior event.

Creating a Behavior Referral

Path: Behavior > Behavior Referral > Click NEW

Steps to Create a Referral:

1. **Alignment** will auto-populate to *Discipline*
2. Choose the **Date and Time of Incident**
 - ❖ Populates to the current date and time
3. Enter a **Title**
 - ❖ If left blank, the Event Type Name will populate as the incident name
4. Select **Context** to indicate the setting/time of day of the incident
 - ❖ **Context Description** is an *Optional* field if additional details are necessary
5. Select the **Location** the incident took place
6. Entering a **Building IRN** if the incident took place at another building
7. Input additional **Details** regarding the event
 - ❖ Do not list specific student names in the section
8. Choose who the system should **Notify** to complete the behavior process.
9. *Optional:* Enter the total amount of **Damages** that occurred based on the incident
10. Click **Add Event/Participant** to populate the detail box

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 07/20/2022	*Time of Incident 09:47 AM
*Notify (CTRL-click or SHIFT-click to select multiple) Administrator, System Guyana, School McCarty, Kelly Principal, Behavior TeacherJ, Richard		
Title	Damages \$	
Context 3: During class		
Context Description In Ms. Smith Room		
Location 2c: On Campus: Classroom		
Building IRN		

Details

Student A threw a pencil at Student B. Student B then proceeded to punch Student A

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

Event and Participant Details

EVENT DETAILS

- Select the **Event Type**
 - ❖ If linked to a state code it will populate below
- If Applicable*
 - ❖ Choose a **Policy Code** from the dropdown

Event and Participant Details

Event Details

*Event Type:

SR: 03 Fighting

Demerits: 0

State Code: 03: Fighting/Violence

This event required the use of a Behavior Response

- Modified by: Unknown

Custom Data Elements

Policy Code

N: Fighting

Participant(s) Details

Add Participant

Filter:

Students

Student Name or Complete Student Number:

fa

Search

Paula Fatih (Gender: F Grade: 08 Age: 13 #: 223174)

PARTICIPANT(S) DETAILS

- Search results can be **Filtered** to include *Students, School Employees or All People*.
- Enter the student/staff number OR at least the first 2 characters of the participants name to **Search**
- Click the participants name to add them to the event.
 - ❖ *The participant details box will then open* 

Participant Details Continued

To remove a student from the event, uncheck this box

Participant(s) Details

Faith N Tweety (Gender: F Grade: 05 Age: 9 #: 224027) (Uncheck to exclude participant.) Hide Details

Role: Demerits:

Role:

Injury: Injury Description: Medical Service Provided:

Details:

Violence Directed At:

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

Add Participant

Filter: Student Name or Complete Student Number: Search

Save Draft Close

Steps:

1. Choose the **Role** of the specific participant
 - Options: *Offender, Participant, Victim or Witness.*
2. Select if the participant received an **Injury** and add a description if necessary
3. Input **Details** regarding the individual's participation in the event
4. Checkmark anyone there was **Violence Directed At**

Click **Save Draft**, after the Event and Participant details have been entered in order to save the information in Draft Status.

Click the **Submit** button on the Referral action bar once all edits are complete.

NOTE: Once submitted, no modification can be made in the Referral Tool.

Behavior Management

Path: *Behavior > Behavior Management*

The Behavior Management section allows Behavior Admins to add details to the Referral and insert a resolution.

Behavior Management

Behavior Management

Save Delete New

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

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Fighting/Violence	07/12/2019 2:45 PM	On Campus: Hallway or stairs	During passing	Administrator, System	SB	
Detention	07/20/2018 12:44 PM		Before Class	Administrator, System	IP	
Disrupted Assembly	07/08/2018 8:57 AM			Administrator, System	IP	

Incident Detail Information

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.

Incident ID: 1653 Status: Submitted Submitted Date: 07/17/2019 12:30 PM
Submitted By: Administrator, System

*Alignment: Discipline Title: Fighting/Violence
*Date of Incident: 07/12/2019 *Time of Incident: 02:45 PM
Context: 4: During passing Damages: \$ 0.00
Location: 2d: On Campus: Hallway or stairs Context Description: Outside of Ms. Smiths Room
Building IRN: []

Details: Students were fighting while switching classrooms.

- Modified by: Administrator, System 07/17/2019 12:30

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.

Fighting/Violence (Event ID: 1698)
Paula Fatih - Offender

Add Event/Participant Add Resolution Add Behavior Response

List of the online referrals submitted to the Behavior Admin Team.

Provides an overview of the information entered in the Behavior Referral.

Click **Add Resolution** to begin adding resolutions to the appropriate participants.

Adding a Resolution

Steps to Create a Resolution:

1. Select the **Resolution Type** from the dropdown list.
2. Enter the **Resolution Assign Date**.
3. Enter the **Resolution Start Date**.
 - *This date may be different than the Assign Date.*
4. Enter the **Resolution Start Time**.
5. Enter the **Resolution End Date and Resolution End Time**.
 - *If the resolution is set to Calculate End Date/Duration, the Resolution End Date field populates automatically.*
6. Enter the **Duration in School Days** value.
 - *If the resolution is set to Calculate End Date/Duration, this field populates automatically.*
7. Select the **Behavior Admin Staff Name** from the dropdown list.
8. Enter any additional **Details** about the resolution.

Add Resolution

Resolution Details

*Resolution Type: SUS: Suspension

*Resolution Assign Date: 07/17/2019 *Resolution Start Date: 07/15/2019 Resolution Start Time: 8:30 AM *Resolution End Date: 07/18/2019 Resolution End Time: 3:30 PM

*Duration in School Days: 4 Days Remaining:

Attendance Code (Warning: Saving this resolution will update attendance): OOS: Out of School Suspension

Behavior Admin Staff Name: Administrator, System

Details:
The student has been given 4 days of Out of School Suspension, due to the type of attack.

Discipline Modified: Not Applicable

Referred For Alternative Education: Not Applicable (*)

PS-3 Discipline Reason Detail: Not Applicable

Custom Data Elements
Resolution Assignment Time

*Apply To:
Fighting/Violence
Paula Fatih

Check for attendance conflicts
No conflicts detected.

Save Close

Events and Participants
This section will store event and participant information. Event behavior tab.

Fighting/Violence (Event ID: 1698)

Paula Fatih - Offender

Suspension (Resolution ID: 1770)

After clicking **Save**, The Resolution will appear under the participants name.

Important Note:

If the Resolution is state reportable, there **MUST** be a state reportable Event Type attached.

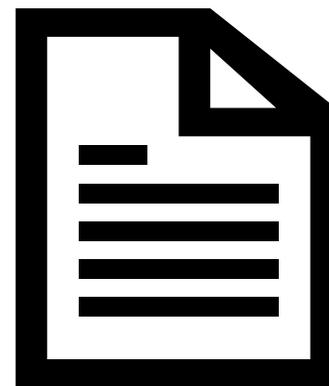
If not: the EMIS data will fatal the record and will NOT report.

** If the Resolution is NOT state reportable, the event will not pull for EMIS reporting.**

Notifications



**Detention
Tracker**



**Creating
Behavior
Letters**

Detention Tracker

Path: Behavior > Detention Tracker

To appear in the detention tracker, the resolution assigned must have a subtype of "detention"

Fill information here, to submit detention served for a group of students.

Detention Tracker

Edits to this list save automatically. 1:41 PM

Detention Tracker Editor

Present	*Date Served	Start Time	End Time	
<input type="checkbox"/>	05/21/2019			<input type="button" value="Fill Empty"/>

Present	Name	Grade	Total Hours	Start Time	End Time	Hours Served	Remaining Hours	Comments
<input checked="" type="checkbox"/>	Ather, Landon	07	1 hr	4:00 PM	4:30 PM	30 min	30 min	
<input type="checkbox"/>	Ball, Garrett	07	1 hr					
<input type="checkbox"/>	Smith, Leslie	10	1 hr					

- ## STEPS:
1. Mark the **Present** checkbox for the student serving detention
 2. Enter a **Start** and **End Time**
 3. The **Hours Served** and **Remaining Hours** will update automatically
 4. *Optional:* enter **Comments** to attach to the record
 5. Select **Submit** to save changed to update the student's behavior tab.

Behavior Letter Wizard

Path: Behavior > Behavior Letter Wizard

Letter Name	Date Applies To
BEHAV	
Behavior incident letter	Event
Training Letter	Resolution

Generate Letters For:

Effective Date

Date Range

01/01/2019 to 07/18/2019

Sort Option: Student Name Zip

Letter Format: Addressed Form Letter Blank Form Letter

Salutation Line: To Parent/Guardian of.

Ad Hoc Filter:

Print Letters

Edit Delete Copy New

To Edit an existing Letter

To create a New Letter

Slides 19-20, have steps on creating a New Behavior Letter

How to Generate Behavior Letters:

- Select the desired letter under the **Saved Letters** window.
- Choose to generate based on an **Effective Date** or **Date Range**
- Decipher how to **Sort** the Letters
 - *Student name or Zip Code*
- Select the **Letter Format**:
 - *Address Form or Blank Form*
- *Optional:* Select an Ad Hoc Filter
- Click **Print Letters**

Creating a Behavior Letter

Path: Behavior > Behavior Letter Wizard > Click **NEW**

Entering the Trigger criteria:

1. Enter a **Letter Name**
2. Select Incident or Resolution in the **Apply Date Selection To:**
3. *Optional:* Add Specific trigger criteria by clicking **Add Criteria**

Report Options:

4. Choose which Behavior Events are pulled in the Discipline Summary Report
5. Check the boxes to display in the **Discipline and Behavior Summary**
6. Click **Letter Format** button to begin writing the letter.

Enter the trigger criteria for the Letter

*Letter Name

Apply Date Selection To:
 Incident
 Resolution

Event Resolution Role Event Count (Blank means any)

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 incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed
 Show triggering event only
 All incidents 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:

<input type="checkbox"/> Show Role	<input type="checkbox"/> Show Demerits	<input type="checkbox"/> Show Location
<input type="checkbox"/> Show Context	<input type="checkbox"/> Show Referral Name	<input type="checkbox"/> Show Incident Details
<input type="checkbox"/> Show Participant Details	<input type="checkbox"/> Show Resolution Details	<input type="checkbox"/> Show Classification Details

Display the following information in the Behavior Summary:

<input type="checkbox"/> Show Behavior Incident	<input type="checkbox"/> Show Behavior Event	<input type="checkbox"/> Show Behavior Role
<input type="checkbox"/> Show Behavior Harassment	<input type="checkbox"/> Show Behavior Drugs	<input type="checkbox"/> Show Behavior Weapons
<input type="checkbox"/> Show Behavior Response	<input type="checkbox"/> Show Behavior Resolution	<input type="checkbox"/> Show Behavior Detention
<input type="checkbox"/> Show Custom Behavior Fields		

Creating a Behavior Letter

Path: Behavior > Behavior Letter Wizard

To enter Campus Fields

To enter Sub Reports

*Name
Training Letter

Preferred Language ? Active
en_US: US English
es_MX: Spanish (Mexico)

To whom it may concern,
student.firstName student.lastName was involved in an incident. Please reference the information provided to gain additional insight. Please contact the school immediately to set an appointment to discuss this incident in further detail.
Behavior Summary
Discipline Summary

Sincerely,
sch.principalName

Organized To:
BEHAV

Save Format(s)

After typing the letter, adding the Campus Fields and Sub Reports your district desires, Click **Save Formats**

Reports

Path: Behavior > Reports

Reports	Description
Behavior Incident Report	List the number of incidents recorded based on the options selected in the report editor
Behavior Event Report	List the Number of events per type. Various filtering and grouping options exist for this report
Behavior Resolution Report	List basic resolution information for students who have been assigned resolutions <i>The <u>Summary Report</u> only list the count of resolutions</i>
Behavior Removal Report	List Resolutions assigned to students that have a Removal subtype of Detention, Suspension and/or Expulsion
Behavior Attendance Audit	Identifies students who have a behavior resolution with invalid data due to the attendance record not being entered correctly to match the assigned behavior resolution or vice versa

State Reportable Event Types

Code	Title	Description
01	Truancy	<p>See EMIS Manual Section 2.11 (<i>Student Discipline (GD) Record</i>) for the detailed description on each State Reportable Event Type (<i>Discipline Reason Element</i>)</p>
03	Fighting/Violence	
04	Vandalism/Damage to School or Personal Property	
05	Theft/Stealing personal or School Property	
06	Use, Possession, Sale or Distribution (UPSD) of a Firearm	
07	'UPSD' of a Dangerous Weapon Other than a Firearm or Explosive, incendiary or Poison Gas	
08	'UPSD' of any Explosive, Incendiary or Poison Gas	
09	'UPSD' of Tobacco Products	
10	'UPSD' of Intoxicating Alcoholic Beverages	
11	'UPSD' of Drugs other than Tobacco or Alcohol	
14	False Alarms/Bomb Threat	
18	Disobedient/Disruptive behavior	
19	Harassment/Intimidation	
20	Firearm Look-a-Likes	
21	Unwelcome Sexual conduct	
22	Serious Bodily Injury	

State Reportable Resolution Types

Code	Title	Description
1	Explosion	<p>See EMIS Manual Section 2.11 (Student Discipline (GD) Record) for the detailed description on each State Reportable Resolution Type (Discipline Element)</p>
2	Out-of-School Suspension	
3	In-School Suspension	
4	In-School Alt Discipline Class/Program/Building	
6	Emergency Removal by District Personnel	
7	Removal by a Hearing Officer	

IMPORTANT:

If the Resolution is a state reportable event, there **MUST** be a state reportable Event Type attached.

If not: the EMIS data will fatal the record and will NOT report.

Questions?

Please feel free to contact our Infinite Campus Help Desk for any additional support.

infinitecampushelp@metasolutions.net