Custom Computer Specialists
Right People. Right Results.®

Behavior Manual

Infinite Campus

Prepared by:
Custom Computer Specialists, Inc.
Professional Development Team

Version E.1849
This manual created by
Custom Computer Specialists, Inc.
70 Suffolk Court
Hauppauge, NY 11788
www.customonline.com

Copyright © 2017
Custom Computer Specialists, Inc.

Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus

Infinite Campus is a comprehensive, Web-based K-12 student information system (SIS) with real-time access to administration, instruction, communication, curriculum, reporting and analysis, data warehousing functionality and more. For more than 20 years, Infinite Campus has successfully implemented its solutions for customers of all sizes. Managing 7.8 million students in 45 states, Infinite Campus is the most trusted name in student information. Infinite Campus customers range from school districts with fewer than 100 students to those with more than 600,000, as well as regional consortia, state departments of education and the federal government.

About Custom Computer Specialists, Inc.

Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is a leading privately held Long Island based technology solution provider. Custom delivers a wide array of technology services including: project management, on-site staffing, managed services, networking and wireless solutions, desktop installation, and service and support.

Table of Contents

BEHAVIOR

Description

Using the Behavior module, district staff can record and track behavior Incidents, Events and Resolutions as well as generate school-based Behavior reports. In addition, district staff can design Behavior Letters that can be generated in batch when students reach school-defined thresholds for various behavioral events and/or behavioral resolutions. The module also allows a link to be made between behavior resolutions, such as suspensions, to student attendance.

The sample Behavior screens printed in this manual display the default fields. In some states there may be additional fields available for tracking state reportable behavior information. More information is available on the Infinite Campus Community under the localization section.

Target Audience

This manual is intended for school administrators, deans, and clerical staff who enter and resolve behavior events for students.

Objective

The purpose of this manual is to assist Behavior Administration staff in understanding the different components of the Behavior Module.

Vocabulary

Demerits – A method of adding 'points' to an event which would be accrued by individuals assigned those events. If used, schools can then check the summary of points per person using Ad Hoc, and assign penalties for reaching a demerit 'limit.'

Events – A list of Behavior related actions, defined at the school, district, or State level, which the district or State has chosen to track.

Incidents – A group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in a incident.

Resolutions – A list of actions, defined at the school, district, or State level, taken by a school's behavior/discipline staff in response to an Event.

Responses – A response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. Restraint types include mechanical, physical and seclusion.

Role – The manner in which a student was involved with a Behavior Event. Infinite Campus choices for roles are Offender, Participant, Victim, and Witness.

ENTERING A BEHAVIOR REFERRAL

Description

Behavior incidents can be created for students by teachers or other staff through the Behavior Module by selecting Behavior Referral.

The Behavior Referral form allows school staff members to complete an online referral for a student behavior event and submit it to a staff member responsible for managing behavior for further action.

A message is sent to the individuals selected in the 'Notify' field when a referral is submitted. An email may also be sent to the individual who submitted the referral when the resolution has been marked as complete. The email address entered on the person's Demographics tab is used.

- 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).
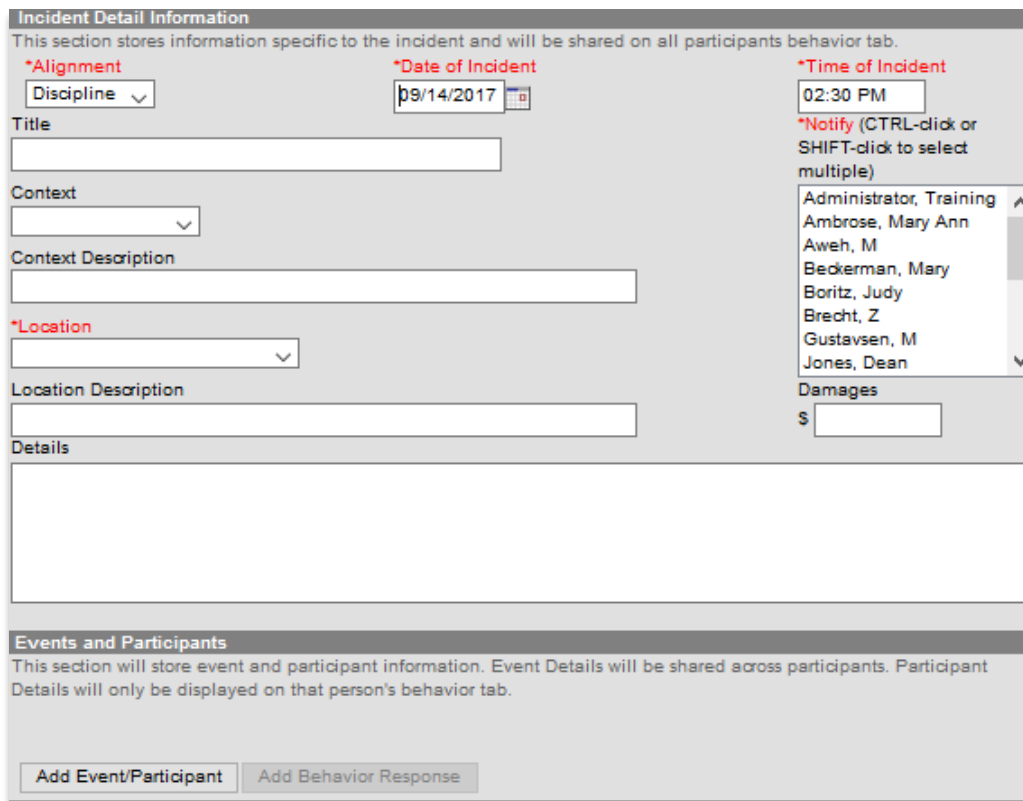
The Behavior Referral does NOT offer the user the option to include a Behavior Resolution. Typically Behavior Referral is available to the teachers and staff to begin the behavior process and notify the Behavior Manager or Dean.

A Behavior Referral is made up of two parts: **Incident Information**, which provides the general information about the behavior incident, and **Events and Participants**, which describes the individual events within the incident and the participants in each event. Information entered in these areas will be viewable on the student's **Behavior** tab.

Add a Behavior Incident via Behavior Referral

1. Navigate to *Behavior > Behavior Referral.*
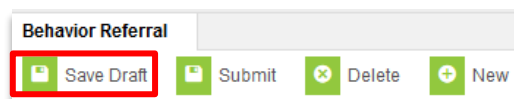
2. Click <New>.

Select the *Alignment* denoting the incident as discipline or award, *Date and Time* of the event. This will default to the current Date/Time when a new Event is entered and can be changed as needed. These three fields are required.

3. Enter a *Title* for the Incident. This is a text box, enter a brief description. Some districts elect to include the date in this field. If left blank, the title will default to the first assigned Behavior Event upon saving.

4. Select a *Context* and *Location* from the drop downs. Enter any correlating descriptions as necessary in the associated text boxes.

5. Choose a Behavior Administrator from the *Notify* dropdown list. Only staff members in the school who have Behavior Admin checked in the District Assignments tab in Census will display in the dropdown. This is a required field.

6. Use the *Details* box to give a general accounting of what transpired. **Do not use names of children in this box as it will be visible to all students and parents with portal access associated with the Incident.**

7. At any point while creating a referral, clicking <Save Draft> will save the entered information in draft status.

8. Clicking <Submit> will submit the referral with any entered information. The incident will no longer be available in the referral tool.

To have a staff member become a Behavior Admin they must have the Behavior Admin checkbox checked on the District Assignments tab in Census.

Index > Census > District Assignments

Behavior Referral

Add a Behavior Event

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

1. Select the <Add Event/Participant> button from the Behavior Referral screen.

2. Select the correct 'Event Type' from the drop down list. This is the identifying code and name of the event, sorted alphabetically by name. Event types are created in the Behavior Admin area and can be mapped to State Event Codes. Options are dependent on the alignment selected for the Incident; only Event Types with the same alignment will be available.

3. Make any additional selections based on state specific reporting. Examples include events involving gangs, bias, alcohol or drugs.

4. Indicate if the event required the use of a Behavior Response.

Event and Participant Details ✕

Event Details

*Event Type:
[▼]

Gang Related ☐   Bias Related ☐

☐ This event required the use of a Behavior Response

- Modified by: Unknown

Participant(s) Details

Add Participant

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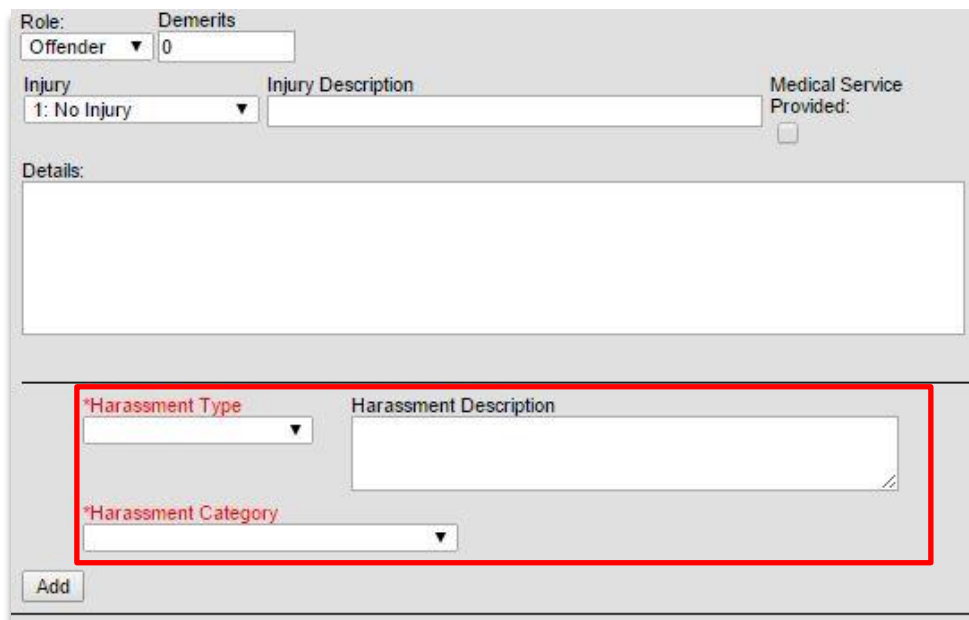[Students ▼]   [Type name here to search for participant]   [Search]

[Save Draft] [Close]

Add Participant Details

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

1. Select a filter to search for people associated with this event. A user can search for Students, School Employees or All People.

2. Add the first few letters of the person's last name in the Search box and select the <Search> button.

3. Select the correct person associated with the event.

4. Assign the selected person a 'Role' in the Event. The options for a person's role are Offender, Participant, Witness or Victim. The default is offender

5. Assign *Demerits* if they are needed. This field may be populated with a default value if assigned to the *Event Name* in *Behavior > Admin > Event Types*. It can be changed as needed.

6. If the Behavior Event has been classified as a type of harassment, drug-related, or having to do with weapons, additional fields pertaining to the type of classification will appear in the Participant Details. Some of these will be required fields.
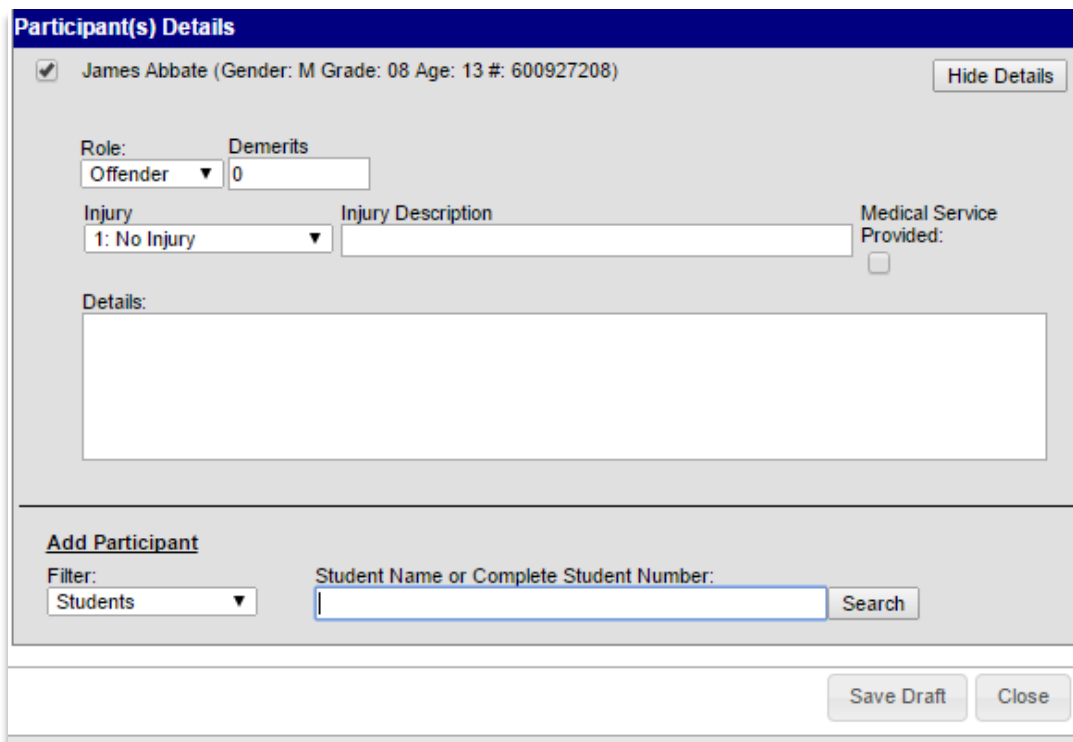
7. If there was an 'Injury' it can be indicated whether it was Minor, Major or Serious, add an *Injury Description* and check the *Medical Service Provided* button as appropriate.

8. In the *Details* box add a more detailed description of the event as it pertains to the specific participant. These comments will print on behavior reports and may be displayed on the Campus Portal.

9. When complete select the <Save Draft> button.

10. Follow the same process to add additional participants to the event. Details from the first participant will copy into the details of subsequent participants within the same Behavior Event. The details can be edited per participant.

Add a Behavior Response

1. In addition to adding Events and Participants, the Incident Detail screen also allows users to add a Behavior Response.

   a. A Behavior Response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. This includes physical, mechanical and seclusion restraints.

2. To add a Response select the <Add Behavior Response> button.

3. When the Response Details page appears select the appropriate 'Reponse Type' from the dropdown. These options are based on the active Response Types entered in the Behavior Admin tool. This is a required field.

4. Add the *Response Start* and *Response End Time.* These are required fields.

5. If the Response is complete mark the radio box to indicate as such. Complete indicates that all items related to the response are complete - parents/guardians have been contacted, staff have completed their reaction to the event, students have been deescalated, etc.

6. The *Duration* field automatically calculates the amount of time the response lasted, based on the entered start and end times.

7. The *Behavior Response Approver* field indicates the person authorizing the use of the Response. This field populates with staff members who have the Behavior Response Approver checkbox marked on their District Assignment.

8. The *Pre-Response Actions* text box allows the user to describe any actions performed before the Response began.
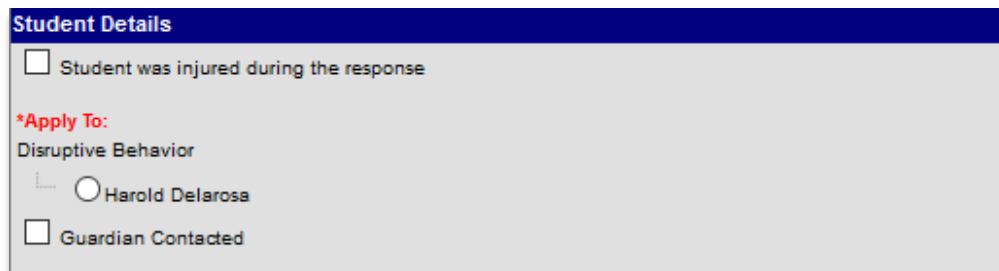
9. The *Response Details* allows users to describe the details of the Response.

10. The *Post-Response Actions* allows users to describe any actions performed by student or staff after the Response was complete.

11. The *Room* field allows users to identify where the Response took place.

12. Responses are applied to specific students via the *Student Details* section.

13. Within this section a user is also able to indicate if an injury resulted from the response. If the *Student was injured during the response* box is selected a details box will appear.

14. The *Apply To* field allows users to indicate on which student the Response was used. This field is required and only one student may be selected.

15. The *Guardian Contacted* box indicates that a student's parent or guardian has been contacted and has *Date, Time, Contact Name*, and *Details* fields.

Student Details
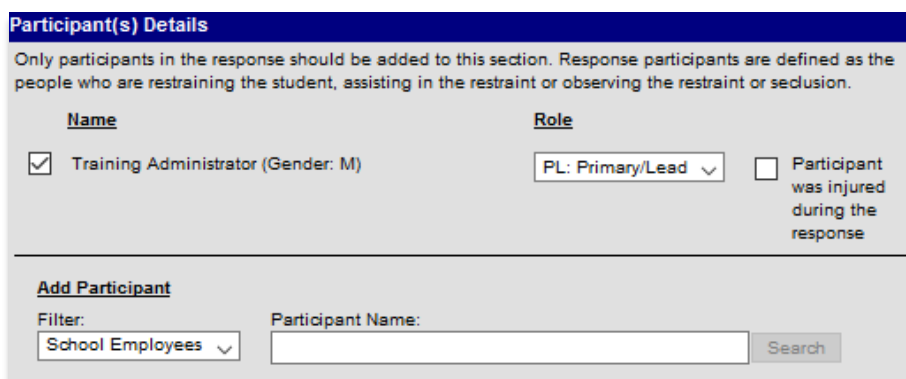
☐ Student was injured during the response

*Apply To:
Disruptive Behavior

　　○ Harold Delarosa

☐ Guardian Contacted

16. The *Participant Details* section is used for people who participated in the Response by restraining the student, assisting in the restraint or observing the restraint.

17. Use the filter to search and identify the person(s) involved in the Response. Click on their name to add their Participant Details.

18. Select a *Role* for them from the dropdown list. This list includes PL: Primary Lead, SC: Secondary and OB: Observer. Click <Save>.

Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

Name	**Role**	
☑ Training Administrator (Gender: M)	PL: Primary/Lead ∨	☐ Participant was injured during the response

Add Participant

Filter:　　　　　　　　　Participant Name:
School Employees ∨　　[　　　　　　　　　]　Search

19. Once this is complete the Behavior Referral can be saved as a draft by selecting the <Save Draft> button or submitted by selecting the <Submit> button.

    a. The <Save Draft> button will allow the user to return to the referral later to add any needed detail.

    b. The <Submit> button will send the referral to the Behavior Administrator(s) selected in the notify box. Once submitted, Administrator(s) will receive a process inbox message and will be able to access the incident through the Behavior Management tool. The referral will no longer appear in the Incident Referral Editor and cannot be modified by the person who submitted it.

Behavior Referral

💾 Save Draft	💾 Submit	⊗ Delete	⊕ New

Incident Referral Editor

Title	Date/Time	Location	Context
Attendance: Excessive Tardies	12/27/2016 2:12 PM	On School Property	

✍ **Special Note:**

The referral process described above is intended for districts who have faculty completing referrals directly in Infinite Campus.

If district policy determines that referrals are to be completed on paper and added to Infinite Campus by a Behavior Administrator or clerical, the behavior incident information would be entered directly in the *Behavior > Behavior Management* tool.
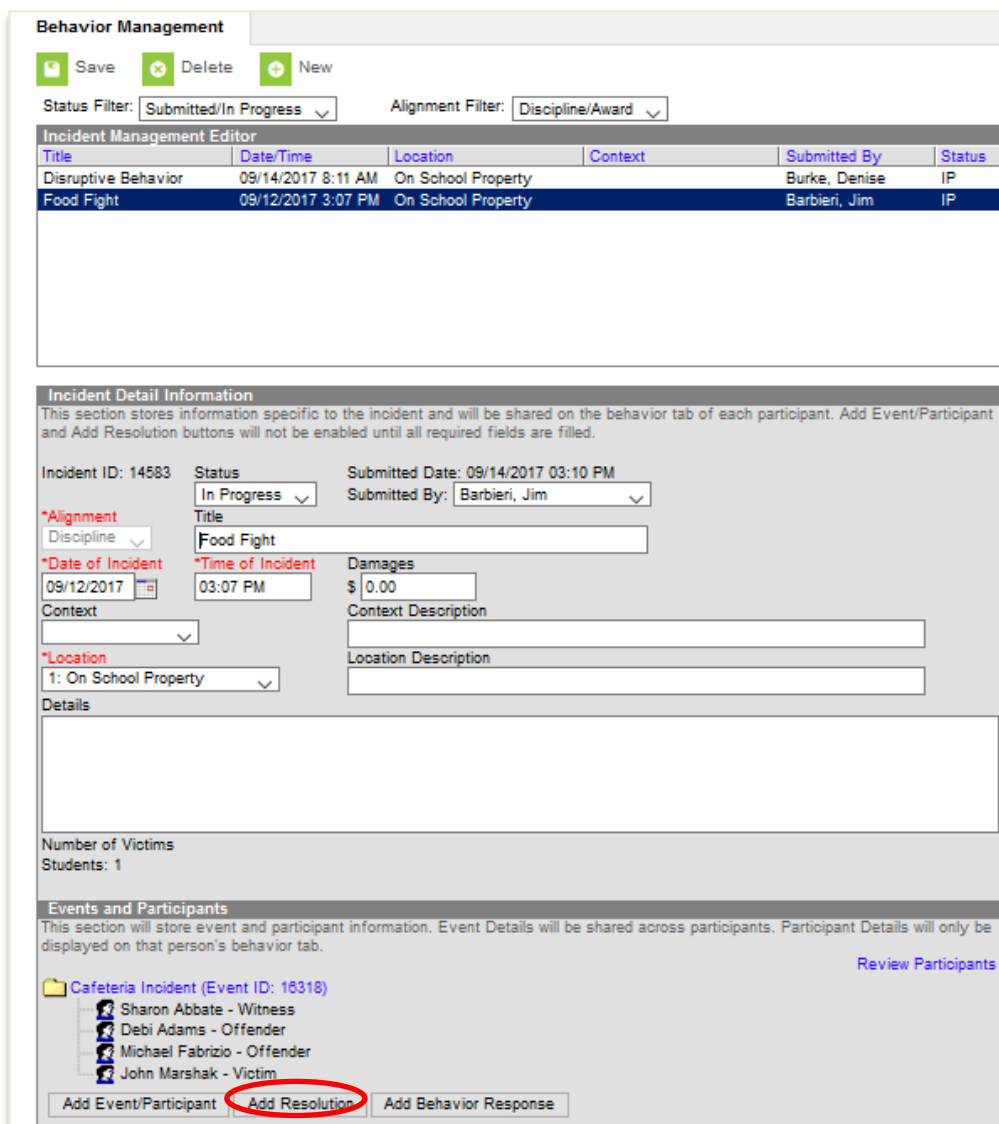
MANAGING A BEHAVIOR REFERRAL

Adding a Behavior Resolution

Once a referral has been submitted it can be edited and a Resolution can be added by the Behavior Administrator.

1. Navigate to *Behavior > Behavior Management* and select the referral from the list.

2. Once the referral needed has been selected the details of the Event(s) may be reviewed by clicking the blue Event ID hyperlink. This will display the participant(s) details.

3. Click on the <Add Resolution> button on the Incident Detail Information screen.

4. Select a 'Resolution Type' from the dropdown list – this is a required field. Resolution Types are created in the Behavior Admin area and may be mapped to State Resolution Codes. See the Behavior Administration section for more details.

5. *Resolution Assign Date* is a required field and is the date the resolution was assigned.

6. The *Resolution Start Date* is the date the student will begin serving the resolution.

7. The *Resolution Start Time* is the time the student will begin serving the resolution.

8. The *Resolution End Date* indicates the last date the student serves the resolution.

9. The *Resolution End Time* is the time the resolution will end for the student.

✍ **Special Note:**

Preferences can be set to *not* allow a Behavior Incident to be marked as complete without a Resolution assigned to it. This is done in *Behavior > Admin > Preferences*. See the Behavior Administration Section for more details on setting Behavior Preferences.
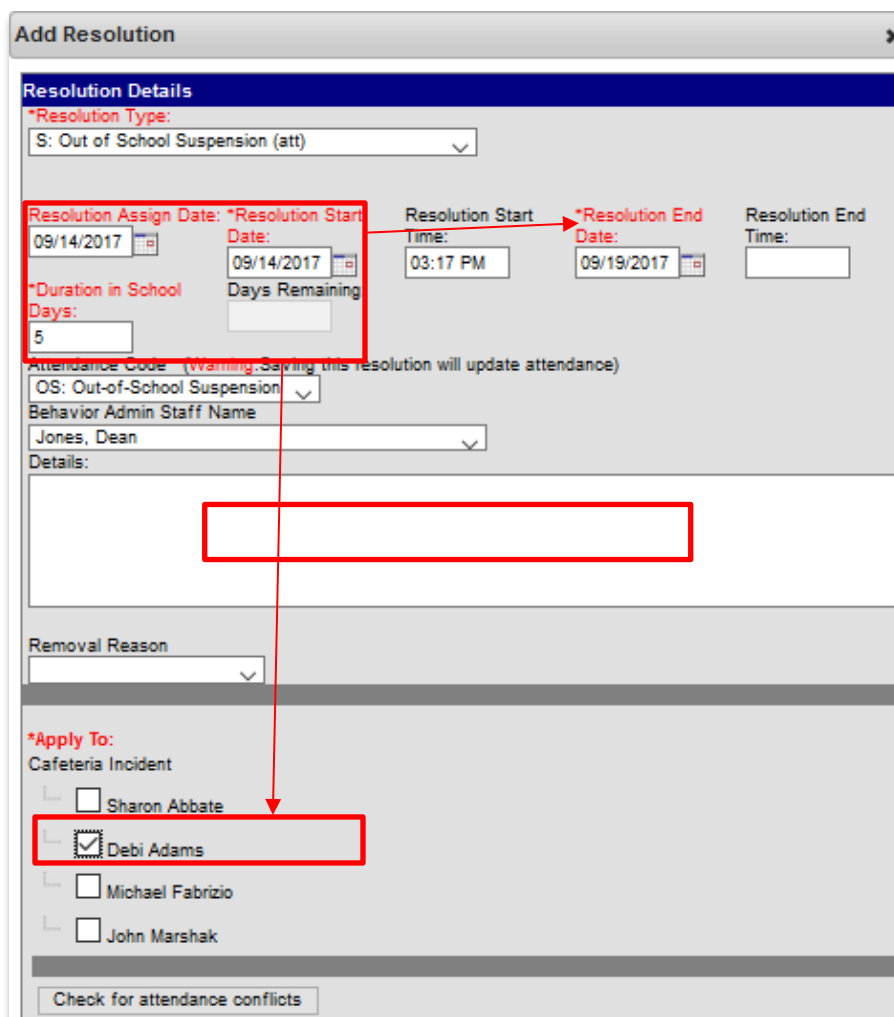
---

10. The *Duration in School Days* is the number of schools days a resolution will last. If set up by the district, when this field is filled in and the appropriate Start Date for the resolution is entered, the End Date will auto-calculate and be filled in with the appropriate date.

11. The 'Behavior Admin Staff Name' is the name of the person responsible for assigning the resolution. If no name is selected on the Behavior Preferences, the person creating the referral must select a name from the list prior to submission.

---

12. Enter any necessary *Details* for the Resolution. These comments will print on behavior reports.

13. If necessary, choose the 'Removal Reason' from the dropdown list.

14. Select the Students to whom the resolution should apply.

15. Click the <Save> button when finished.
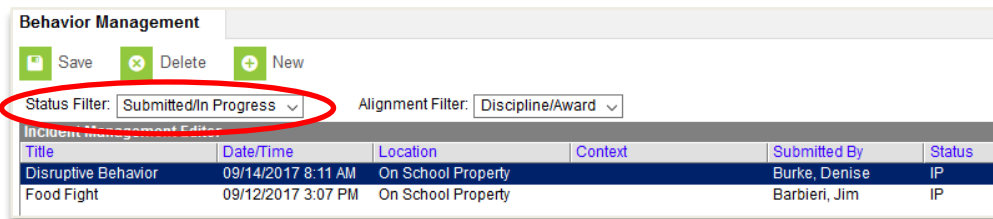
✍ **Special Note:**

When entering a Resolution with a Sub-type of Suspension or Expulsion, the Duration field becomes required. It will appear in red text with an asterisk. Also, if the behavior resolution code has been linked to attendance an attendance code may be selected and then checked for conflicts at the bottom of the Add Resolution screen.

Add Resolution   ✖

Resolution Details
*Resolution Type:
S: Out of School Suspension (att)   ⌄

Resolution Assign Date: *Resolution Start   Resolution Start   *Resolution End   Resolution End
09/14/2017 ▦   Date: Time: Date: Time:
                          09/14/2017 ▦   03:17 PM   09/19/2017 ▦
*Duration in School   Days Remaining
Days:
5

Attendance Code   (Warning:Saving this resolution will update attendance)
OS: Out-of-School Suspension ⌄
Behavior Admin Staff Name
Jones, Dean   ⌄
Details:

Removal Reason
                        ⌄

*Apply To:
Cafeteria Incident
    ☐ Sharon Abbate
    ☑ Debi Adams
    ☐ Michael Fabrizio
    ☐ John Marshak

    Check for attendance conflicts

Adding an Additional Student to a Behavior Event

1. To add an additional student to the same behavior event, in the referral search for their name in the Add Participant area.

2. To add an additional student after the referral has been saved follow the steps below

3. Navigate to *Behavior > Behavior Management* and select the correct filter – Submitted/In Progress, Submitted, In Progress or Complete to locate the needed incident. The default is Submitted/In Progress.

4. Click on the correct incident to bring up the Incident Detail Information page.

5. Click on the Event to which the student needs to be added (displayed in blue text).

6. This will bring up the Event and Participant Details page. Search for the name of the additional student involved in the event.

7. Use the search under the Participant Details section to find the new participant. Users can elect to search students, school employees, or all people.

8. Once the new participant is selected a new Participant Detail page will display below their name. Fill in the details for the new participant.

9. The new participant will need to be assigned a 'Role', a 'Relationship to School', and any other pertinent information or needed *Details*.

10. Click the <Save> button when finished.

11. The event will display in the new participant's Behavior tab.

12. To add a Resolution to the new student, refer to the section below.

Add an Additional Resolution to the Student

1. To add an additional resolution navigate to *Student Information > General > Behavior* tab.

2. Select the needed incident by clicking on it (blue text) – this will bring up the Incident Detail Information page.

3. Select the <Add Resolution> button.

4. This will bring up the Resolution Details page.

Add Resolution   ✕

Resolution Details

*Resolution Type:

[⌄]

Resolution Assign Date: | Resolution Start Date: | Resolution Start Time: | Resolution End Date: | Resolution End Time:
09/18/2017 | 09/18/2017 | 11:00 AM | 09/18/2017 | 12:00 PM

Duration in School Days: | Days Remaining:
1 |

Behavior Admin Staff Name
[⌄]

Details:
[   ]

Removal Reason
[⌄]

*Apply To:
Disruptive Behavior
    ☐ Harold Delarosa
        : Lunch Detention

Save   Close
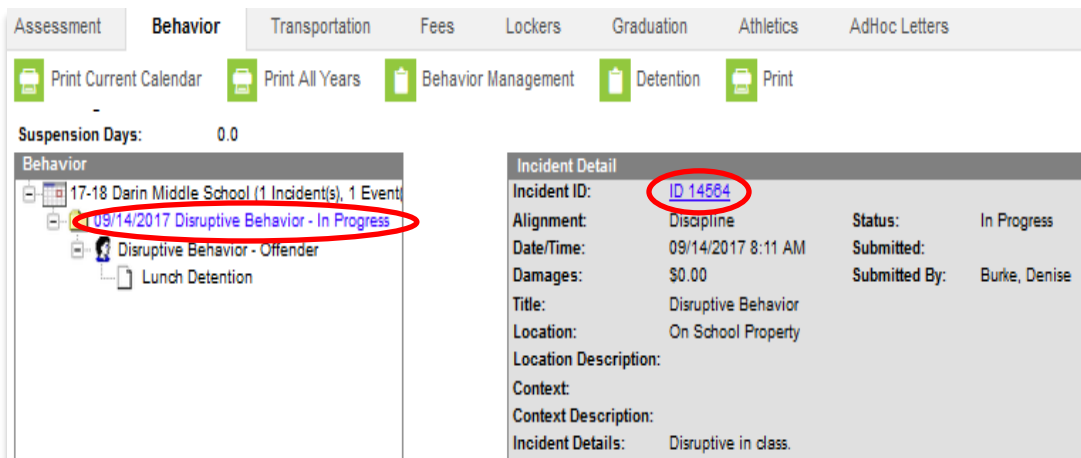
5. Select a 'Resolution Type' from the dropdown list – this is a required field. Resolution Types are created in the Behavior Admin area and may be mapped to State Resolution Codes.

6. *Resolution Assign Date* is a required field and is the date the resolution was assigned.

7. The *Resolution Start Date* is a required field and is the date the student will begin serving the resolution.

8. The *Resolution Start Time* is the time the student will begin serving the resolution.

9. The *Resolution End Date* indicates the last date the student will serve the resolution.

10. The *Resolution End Time* is the time the student's resolution ends.

11. The *Duration in School Days* is the number of schools days a resolution will last.

12. The 'Behavior Admin Staff Name' is the name of the person responsible for assigning the resolution.

13. Enter any necessary *Details* for the Resolution. These comments will print on behavior reports.

14. If necessary, choose the 'Removal Reason' from the dropdown list.

15. Select the students to whom the resolution should apply.

16. Click the <Save> button when finished.

Edit Behavior Incidents/Events/Roles/Resolutions

1. Navigate to *Student Information > General > Behavior* tab.

2. To edit an event/role/resolution, click on the record needed.

3. The click on the Incident ID to bring up the full Incident Detail Information screen.

Assessment	**Behavior**	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters

Print Current Calendar   Print All Years   Behavior Management   Detention   Print

Suspension Days: 0.0

Behavior

- 17-18 Darin Middle School (1 Incident(s), 1 Event)
  - 09/14/2017 Disruptive Behavior - In Progress
    - Disruptive Behavior - Offender
      - Lunch Detention

Incident Detail

Incident ID:	ID 14564
Alignment:	Discipline	Status:	In Progress
Date/Time:	09/14/2017 8:11 AM	Submitted:	
Damages:	$0.00	Submitted By:	Burke, Denise
Title:	Disruptive Behavior
Location:	On School Property
Location Description:	
Context:	
Context Description:	
Incident Details:	Disruptive in class.

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: 14564   Status   Submitted Date:
In Progress   Submitted By: Burke, Denise
*Alignment   Title
Discipline   Disruptive Behavior
*Date of Incident   *Time of Incident   Damages
09/14/2017   08:11 AM $ 0.00
Context   Context Description
*Location   Location Description
1: On School Property
Details
Disruptive in class.

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

📁 Disruptive Behavior (Event ID: 16309)
   👤 Harold Delarosa - Offender
      📄 Lunch Detention (Resolution ID: 16277)

[Add Event/Participant]   [Add Resolution]   [Add Behavior Response]

4. From this screen necessary changes can be made by clicking on the blue hyperlink of what needs be to changed.

5. Once the appropriate edits have been made click <Save>. The Status may need to be changed to Completed.

Delete Behavior Incidents/Events/Roles/Resolutions

1. Navigate to *Student Information > General > Behavior* tab.

2. To delete an event/role/resolution, click on the record needed.

3. The record will display on the right - click on the Incident ID.

4. The Incident Detail Information page will appear.

5. To delete a Resolution:

   a. Click into the resolution that needs to be deleted.
   b. Select the <Delete> button.

6. To Delete an Event:
   a. Click into the blue Event.
   b. Event and Participants Detail page will appear.
   c. Select the <Delete> button.

Note: In order to delete an event all resolutions associated with it must first be deleted.

To Remove a Student

1. Navigate to the *Student Information > General > Behavior* tab.

2. Click on the Incident from which the student is to be removed.

3. Click on the Incident ID to open the Incident Detail Information screen.

4. Select the Event in blue, which will open the Event and Participant Details screen.

5. Uncheck the name of the student to remove him/her from the event. This will delete the Student and his/her Resolution from the Event. This should only be used when an event has several students attached to it.

6. Click <Save>.

Marking an Incident Complete

Once the Incident Detail Information is filled out, the Resolutions and the Responses have been added, and no other information needs to be added, the behavior administrator can change the Status of an Incident from Submitted or In-Progress to Complete.

1. Navigate to *Behavior > Behavior Management*.

2. Click on the Title of the Incident to change the Status. Make sure if a Response has been assigned that it has been marked Complete.

3. Click on the 'Status' drop-down and select Complete.

 Managing Behavior Referrals

4. Click <Save>.

5. The Incident will be removed from the Incident Management Editor. It can be retrieved by changing the Status Filter to Complete.

Note: Incident Reports may be modified even after they have been marked Complete unless the Behavior Preferences are set to not allow it.

Printing Behavior Event Information for an Individual Student

Behavior	Transportation	Fees	Locke
🖶 Print Current Calendar		🖶 Print All Years	

1. Navigate to *Student Information > General > Behavior* tab.

2. To print the student's full record (all behavior for all calendars); click on the <Print All Years> button.

Page 1 of 2

Behavior Detail Report

Name: Teresa Abbate Grade: 07

16-17 Love Elementary   Total Demerits: 0   Total Points: 0

Date: 06/30/2016   **Time:** 3:44 PM

Submitted By: Bodkin, Phyllis

Alignment: Discipline   **Damages:**

Location: **Location Description:**

Context: **Context Description:**

Incident Details: Threw water balloons at pedestrians. Claimed they looked 'hot'.

Event: BUS INCIDENT   **Role:** Offender   **Demerits/Points:** 0

Injury: **Injury Description:**

Medical Service Provided: No

Participant Details: Principal lost his paycheck.

~~olution 1:~~   GUIDANCE REFERRAL

~~ign Date:~~   06/30/2016

~~rt Date:~~   06/30/2016   **Start Time:**   3:44 PM

~~l Date:~~   **End Time:**

Behavior Admin Staff Name: Jones, Dean

Resolution Details:

14-15 Love Elementary   Total Demerits: 0   Total Points: 0

Date: 08/05/2014   **Time:** 10:32 AM

Submitted By: ,

Alignment: Discipline   **Damages:**

Location: **Location Description:**

Context: **Context Description:**

Incident Details:

> Prints **all** events from all years.

3. To print the current school year's behavior only, click on the <Print Current Calendar> button.

Only prints current year's events.

Behavior Detail Report
Page 1 of 1
Name: Harold Delarosa Grade: 08

17-18 Darin Middle School   Total Demerits: 0   Total Points: 0

Date: 09/14/2017   Time: 8:11 AM
Submitted By: Burke, Denise
Alignment: Discipline   Damages: 0.00
Location: On School Property   Location Description:
Context: Context Description:
Incident Details: Disruptive in class.

Event: Disruptive Behavior   Role: Offender   Demerits/Points: 0
Injury: No Injury   Injury Description:
Medical Service Provided: No
Participant Details:

Resolution 1:   Lunch Detention
Assign Date: 09/14/2017
Start Date: 09/14/2017   Start Time: 2:46 PM
End Date: End Time:
Behavior Admin Staff Name:
Resolution Details:

4. To print just one Incident, click on the Incident in blue, and then click on the <Print> button.

Only prints single event chosen.

Behavior Detail Report
Page 1 of 1
Name: Harold Delarosa Grade: 08

17-18 Darin Middle School   Total Demerits/Points: 0

Alignment: Discipline
Date/Time: 09/14/2017 8:11 AM   Submitted:
Damages: 0.00   Submitted By: Burke, Denise
Location: On School Property
Location Description:
Context:
Context Description:
Incident Details: Disruptive in class.

Event 1:   Disruptive Behavior
Role: Offender   Demerits/Points: 0
Injury: No Injury
Injury Description:
Medical Service Provided: No
Participant Details:

Resolution 1:   Lunch Detention
Assign Date: 09/14/2017
Start Date: 09/14/2017   Start Time: 2:46 PM
End Date: End Time:
Behavior Admin Staff Name:
Resolution Details:

MANAGING DETENTION

Detentions assigned as part of a behavior resolution can be managed for students in two ways; through the *Student Information > General > Behavior* tab to record detention served for one student or the Detention Tracker module to record detention served by multiple students.

Updating Detention Time Served on the Behavior Tab

1. Navigate to *Student Information > General > Behavior* tab.

2. Click on the <Detention> button. The student's Detention list will display.

3. Detention resolutions (■) are listed in reverse chronological order, with the most recent at the top.

4. Detention time served (□) can be viewed by clicking on the + sign for a Detention.

Click on the <Detention> button.

The Detention list will display.

Date and duration of detention time served.

Click on the [+] to expand a record.

Date, duration, and status of a detention resolution.
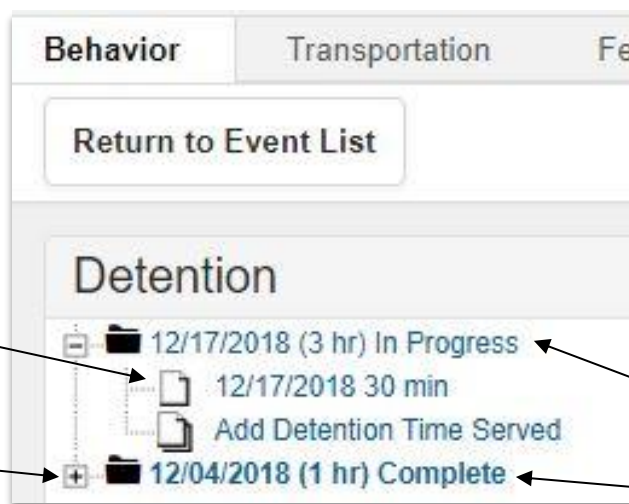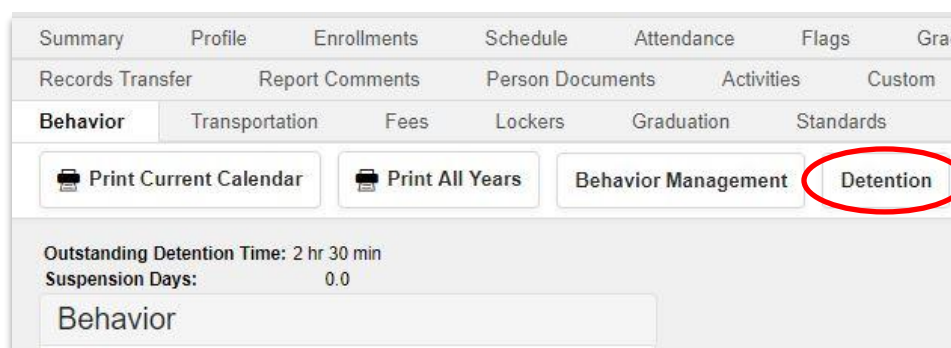
5. To add a record of detention time served, click on the + sign next to the correct Detention record and then click on the <Add Detention Time Served> button.

6. The **Detention Details** editor will appear. Enter the *Date*, *Start Time,* and *End Time* (required fields). Add *Comments*, if needed.

Detention Details

*Date
12/14/2018

Submitted By
Admin, Ima

*Start Time

*End Time

Comments

7. Click the <Save Detention> button when finished.

    a. If the saved time **does not meet** the duration requirements assigned on the resolution, the Detention status remains *In Progress* and the <Add Detention> button will remain for future use.

    b. If the saved time **meets** the duration requirements assigned on the resolution a Change Status window appears. Select whether or not the status of the resolution should be marked as complete in the behavior referral. The status on the Detention List will automatically be changed from In Progress to Complete.

Change Status ✕

Should the Behavior Resolution Status be updated?

Change Status

Do Not Change Status

Behavior   Transportation   Fe

Return to Event List

The completed Detention will appear in bold with total time served.

Detention

☐ 12/17/2018 (3 hr) In Progress
    📄 12/17/2018 30 min
    📄 Add Detention Time Served
☐ 12/04/2018 (1 hr) Complete

    c. Once saved, click on the bold Detention link to view the **Detention Summary** screen, if needed.

Detention Summary

Total 60 min of 1 H

Date Served	Start Time	End Time	Submitted By
12/04/2018	2:30 PM	3:00 PM	Admin, Ima
12/05/2018	2:30 PM	3:00 PM	Admin, Ima

8. To modify a record of detention time served, click on the record needed. The **Detention Details** editor will appear.

   a. Change the *Date*, *Start Time*, *End Time*, or *Comments* fields, as needed.
   b. Click on the <Save Detention> button.

9. To delete a record of detention time served, click on the record needed. The **Detention Details** editor will appear.

   a. Click on the <Delete Detention> button on the top of the tab.
   b. If the Detention status had previously been marked *Complete*, a **Change Status** window will appear. Clicking on the <Change Status> button will update the record from *Complete* to *In Progress.*

10. To delete a Detention resolution, refer to the **Delete Behavior Events/Roles/Resolutions** section of this manual.

   Note: Any associated records of detention time served must be deleted before a Detention resolution can be deleted.

Updating Detention Time Served on the Detention Tracker

1. Navigate to *Behavior > Detention Tracker.*

2. The *Date Served* (required field) will be populated with the current date. This can be changed as needed.

3. Students with *In Progress* Detention resolutions are listed alphabetically. Click on the arrows in the column headers to re-sort by *Name* or *Grade,* if needed.

4. *Total Hours* indicates time required to serve over all *In Progress* Detention resolutions assigned on a student's **Behavior** tab.

5. Select the student(s) for whom detention time will be added. Click the *Present* checkbox next to the individual name(s) or click the *Present* checkbox in the gray toolbar to select all names on the list.

6. The fields for *Start Time*, *End Time*, and *Comments* will become editable for the selected student(s).

7. Enter time served information *for* each student individually or, if multiple students share the same details, mark the entries in the gray toolbar and click on the <Fill Empty> button.

8. *Hours Served* and *Remaining Hours* will update on the **Detention Tracker**. For a student with multiple *In Progress* Detention resolutions on his/her **Behavior** tab, time served will be credited toward his/her Detention list in chronological order (i.e., oldest records first).

9. Click the <Submit> button when finished. The **Detention Tracker** screen will refresh.

10. Changes to submissions must be made on the individual student **Behavior** tab. Refer to the previous section.

Start Time, *End Time*, and *Comments* fields are editable for selected students.

Options for selecting students

Click *Present* to select or deselect *all* students.

Click *Present* to select or deselect *individual* students.

Adding information unique to one student

Enter *Start Time*, *End Time*, and *Comments*. *Hours Served* and *Remaining Hours* will update.

Adding information for multiple students

Enter *Start Time* and *End Time*.

Click the <Fill Empty> button.

Selected 'empty' students will update.
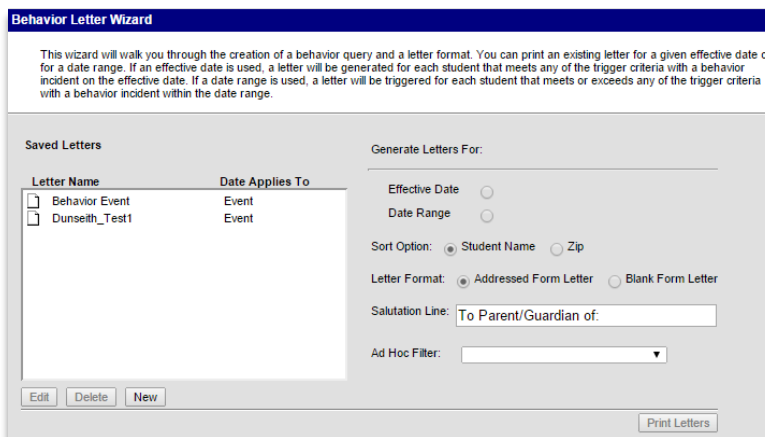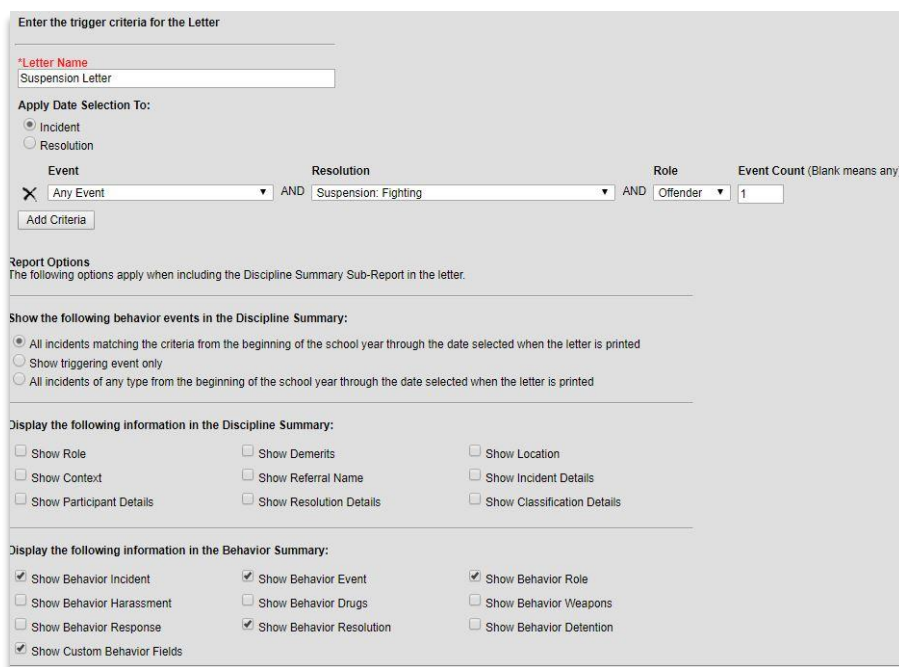
BEHAVIOR LETTER WIZARD

Creating a Behavior Letter
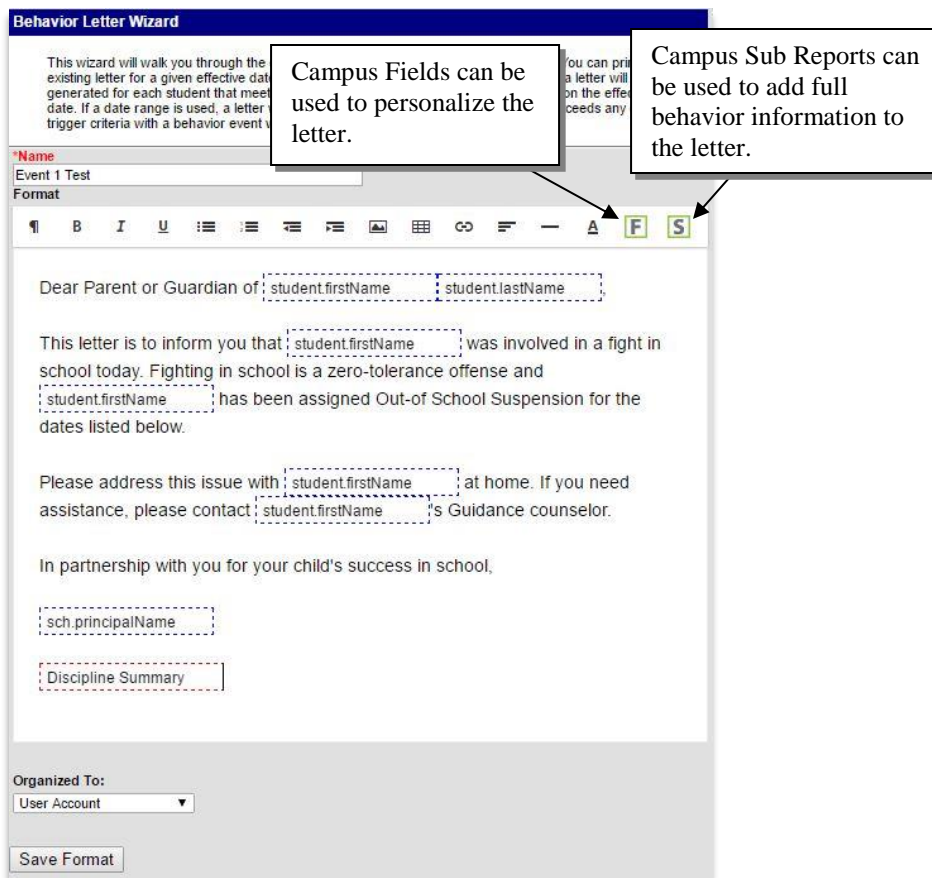
The Behavior Letter Wizard guides the user through the design of letters regarding a student's Behavioral Events and (optionally) Resolutions. These letters can be generated in batch when a count of specific recorded Events and Resolutions reaches a threshold defined by the school.

1. Navigate to *Behavior > Behavior Letter Wizard*.

2. A window will open showing an area with **Saved Letters** that can be selected and printed or a new letter may be created.

3. To create a new letter click on the <New> button.

4. Type the name of the letter. Each letter requires a *Letter Name*; it should describe the information that will be returned when the letter is generated.

5. Select if the 'Date Selection' should apply to the Incident date or the Resolution date.

6. Select the *Event, Resolution* and *Role* criteria to target as well as the number of events or *Event Count*. Multiple lines of criteria can be added by using the <Add Criteria> button.

7. Make a selection under Report Options as to what to display:
   a. Select the corresponding radio button: If the report should display all of the Incidents matching the above criteria, only the criteria that triggered the letter or all incidents for the student regardless of criteria
   b. Use the check boxes to select which information should be displayed in the Discipline Summary or in the Behavior Summary

8. Once Report Options are complete select the <Letter Format> button to compose the letter.

9. Create the letter template first by typing the text in the box as it should appear. There are several formatting tools that can be used to customize the letter, including **B**old, *I*talics, <u>U</u>nderline, and changing the font & font size.

10. In order to customize the letter with the student's name, etc., Campus Fields may be inserted into the body of the letter.
   a. Click on the Insert/Edit Campus Fields button [F] . The system will display the Campus Field list.
   b. Expand the records by clicking on the arrow to the left of the name needed.
   c. Click on the field name(s) needed in the letter (i.e., first name, last name). More than one field can be inserted but not at the same time. The Campus Fields button must be selected each time a different field has to be added to the letter.

Note: Search Campus Community for *Query Wizard Filter Fields* to see a list of the fields and their descriptions.

Insert Campus Field

Select The Field To Insert
▼ Student
   ▸ Demographics
   ▸ School Boundaries
   ▸ School Calendar
   ▸ School
   ▸ District
   ▸ Learner
   ▸ Census
   ▸ Health
   ▸ Behavior
   ▸ Attendance
   ▸ Assessment
   ▸ Grading
   ▸ Learner Portfolio
   ▸ Locker
   ▸ Fee
   ▸ Transportation
   ▸ Activities
   ▸ Campus Usage
   ▸ FRAM
   ▸ Response to Intervention

> Click on the arrow to open up the record, then choose the fields needed.
>
> Most student information is in *Student > Demographics*.
>
> Behavior Sub-Report options include a Discipline Summary and/or a Behavior Summary.
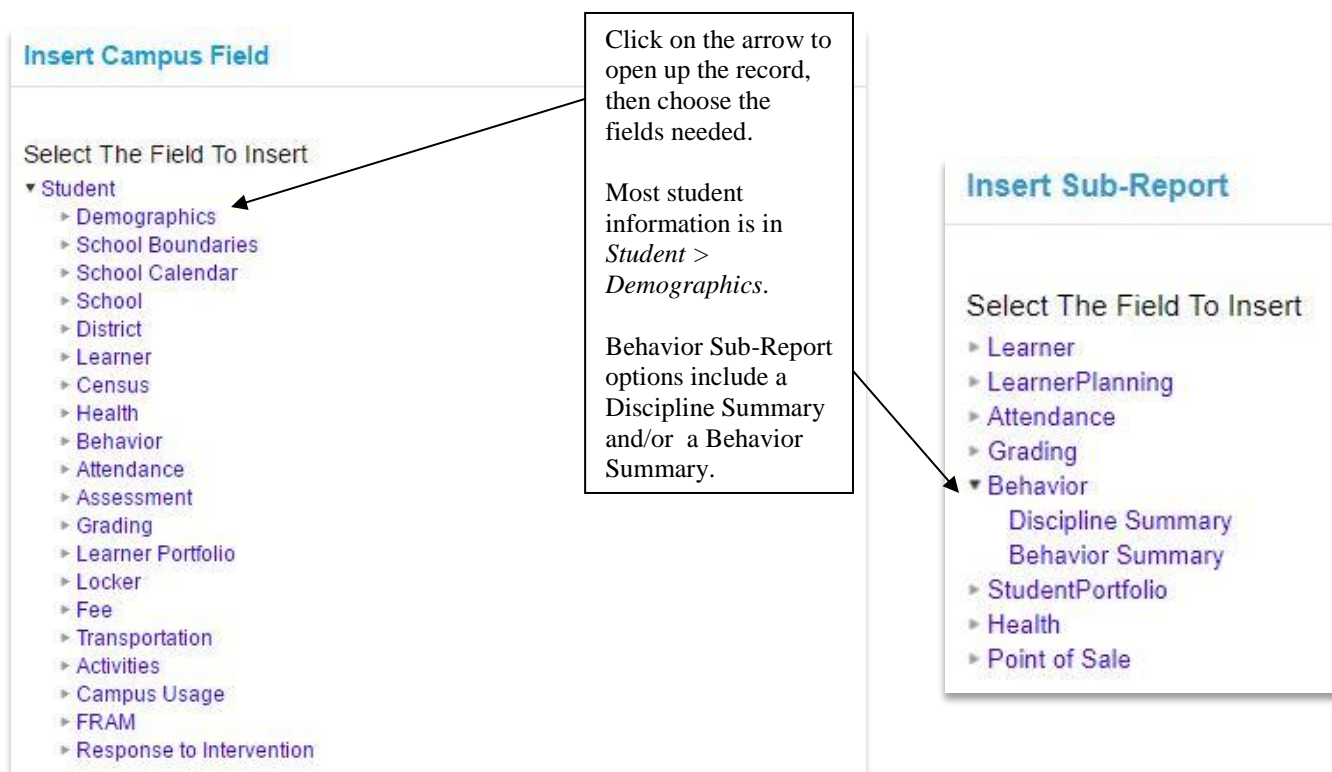
Insert Sub-Report

Select The Field To Insert
   ▸ Learner
   ▸ LearnerPlanning
   ▸ Attendance
   ▸ Grading
   ▼ Behavior
      Discipline Summary
      Behavior Summary
   ▸ StudentPortfolio
   ▸ Health
   ▸ Point of Sale

11. In order to print the Behavior Event details a Sub Report can be added to the letter.
   a. Click on the Insert/Edit Campus Sub Reports button [S] . The system will display all the Campus sub reports available.
   b. Expand the Behavior record by clicking on the arrow.
   c. Click on the Discipline Summary or Behavior Summary, depending on which criteria had been set on the Letter Designer.
   d. The "Insert Sub-Report" list will close and the report will be added to the letter.

Instead of typing the Principal's name, the name can be merged from the Campus Fields list. If this is used, the letter can be shared between schools.

Campus Fields
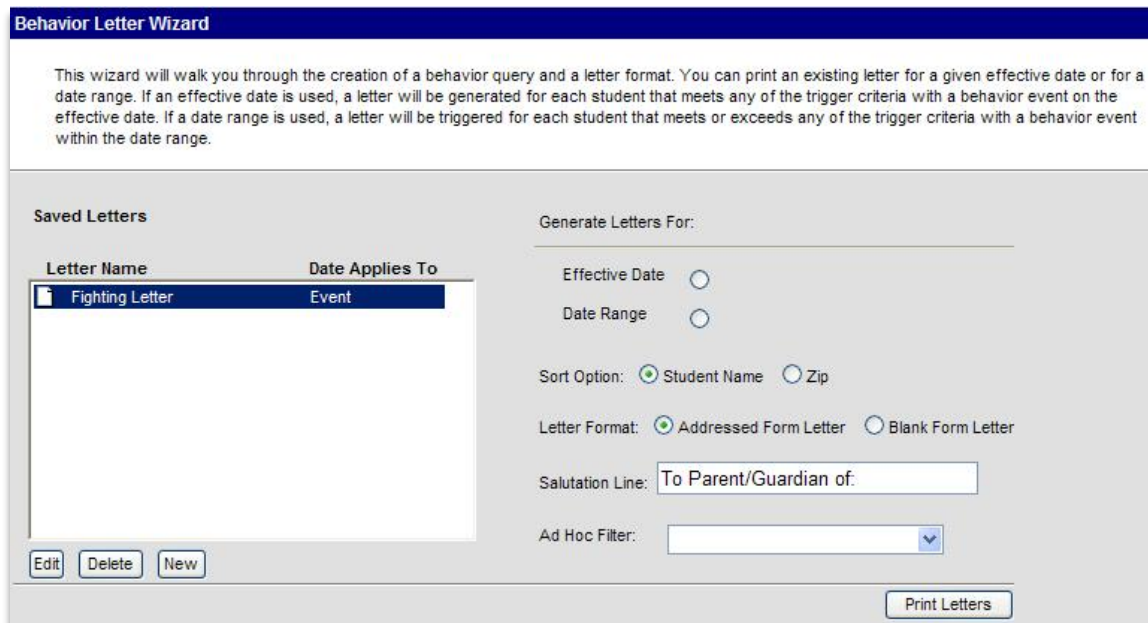
Campus Sub Report

11. The Campus Fields show in the letter format with the table and field name surrounded by a blue dotted line.

12. The Sub Reports show in the letter format with the name of the Sub Report surrounded by a red dotted line.

12. The *Organized To:* dropdown list below the text area can be set to save the letter for the user's personal use (User Account) or to share the letter for use by all members of the User Group selected in the dropdown. If this option is not available, the tool rights have not been granted.

Note: When saving to a User Group all members have the rights to edit the letter. Other users will not be notified the letter has been modified therefore it is always recommended to check the letter is as it needs to be before printing and mailing.

13. After creating the letter, click on the <Save Format> button.

Generating Behavior Letters

1. Navigate to the *Behavior > Behavior Letter Wizard.*

2. Select the appropriate letter for printing from the **Saved Letters** panel.

3. Specify whether the letters will be generated for students reaching the defined number of Behavior Events (or Resolutions) on an *Effective Date* or at any time within a specified *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 (or resolution) on the effective date. If a date range is used, a letter will be triggered for each student who meets or exceeds any of the trigger criteria with a behavior event (or resolution) within the date range. *"Trigger criteria"* is simply the number of times, as specified by the school administrators, that a given event (or resolution) has been recorded for a student.

4. Select the *Sort Option.*
   a. Student Name (prints letters in alphabetical order)
   b. Zip (prints letters in numeric order by zip code)

5. Select the *Letter Format.*
   a. Addressed Form Letter (prints letter with a pre-formatted header). This option includes a Salutation Line that may be edited.
   b. Blank Form Letter (prints the letter exactly as formatted – suitable for printing on school letterhead).

6. Select an *Ad Hoc Filter* from the dropdown if the letters should be generated for specific group of students that meet the trigger criteria.

7. Click on the <Print Letters> button.

8. This will produce a PDF document of all the letters generated. Letters can either be printed now or saved to be printed at a later time.

Darin Middle School
Any Road
Any City, NY 11790
(555)123-1234

Report generated:
02/05/2015

Student #21455
Grade: 08
Birthdate: 06/10/2000

To Parent/Guardian of:
Mulberry, Brian
92 TIMBERCREST LN
East Springfield, NY 11733-6424

Dear Parent or Gaurdian of Brian Mulberry,

I would like to inform you that Brian was involved in an Incident on 01/14/2015; Please see the following for details:

Date	Event	Role	Resolution	Demerits/ Points	Resolution Assign Date	Resolution Start Date	Resolution End Date
01/14/2015	Assault	Victim		0			

Location: On School Property
Context:

Incident Comments: There was an altercation between two students, injuring another student. Two staff members broke up this fight. In the process of separating the students one student was found to be in possession of drugs. When this fight was going on another student was attempting to steal from the backpack of a student observing the incident.
Role Comments:
Resolution Comments:

Date	Event	Role	Resolution	Demerits/ Points	Resolution Assign Date	Resolution Start Date	Resolution End Date
01/14/2015	Controlled Substance	Offender	In School Suspension (NY code)	0	01/14/2015	01/22/2015	01/23/2015

Location: On School Property
Context:

Incident Comments: There was an altercation between two students, injuring another student. Two staff members broke up this fight. In the process of separating the students one student was found to be in possession of drugs. When this fight was going on another student was attempting to steal from the backpack of a student observing the incident.
Role Comments: Brian was found in possession of drugs.
Resolution Comments:

The a resolution of In School Suspension (NY code) was assigned. You may also see this information on the Parent Portal. If you have any questions please feel free to contact me.

Thank You,
Vice Principal

It is very important to run the Wizard and create letters every day if producing letters based on a *Specified Date*. Skipping a single day could result in excluding some students. Therefore, unless Behavior Letters are going to be printed out every day, a better approach may be to select *Date Range* rather than *Effective Date* when printing letters. In addition, using a *Date Range* will generate a letter for each student who meets or **exceeds** the trigger criteria at any time within the specified date range.

Example: The count is set to '1' for Disrespect. James had an event entered on 10/11, Mary had an event entered on 10/12, and Philip had two events entered on 10/12. The Wizard was **not** run on 10/11, but run for *Effective Date* on 10/12.

- James will not have a letter – he reached his trigger on 10/11 and the Wizard was not run on 10/11. Work around: Run the letters for *Effective Date*: 10/11 **and** *Effective Date*: 10/12, or *Date Range:* 10/11 - 10/12.

- Mary will have a letter.

- Philip will not have a letter; he exceeded the trigger. Work around: run the letters on 10/12 for a *Date Range* from 10/11 to 10/12. This is only necessary for schools that might input more than one triggering event in one day.

However, if the *Event Count* is blank, the system will automatically generate a letter for each student who meets **or** exceeds the trigger criteria regardless of the Date or Dates chosen, so in the example above, Philip will get a letter on 10/12 since there was no *Event Count* entered.

 Behavior Letter Wizard

BEHAVIOR MESSENGER

The Behavior Messenger allows messages to be created and sent to guardians when students are part of a behavior event.

The Behavior Messenger templates specify the criteria on which to filter events. The Behavior Messenger may be set up with a template to be dialed on a schedule using the **Behavior Messenger Scheduler** tool.
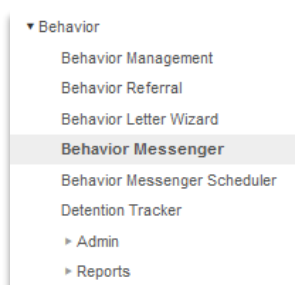
The Behavior Messenger only sends one message for an Event. Behavior Messenger does NOT allow a repeated message for the same event.

1. Choose from these dropdowns, and select the Filter Criteria for the template:
    a. *Grade*
    b. *Event Type*
    c. *Involvement Role*
    d. *Ad Hoc Filter*
    e. *Effective Date* (This is the day on which the behavior event occurred)
    f. *Limit delivery to contacts that speak*…. Use this field to limit message delivery to the language set in the Preferred Language Field on the person's Demographics tab. To send messages to guardians whose Preferred Language is English AND guardians who's Preferred Languages is Spanish, two separate templates must be created.

2. Select the Delivery Devices.

    a. *Inbox*: The Inbox option is automatically selected. This option places a note in the parent's portal inbox that a new message is available. Infinite Campus strongly recommends leaving this option marked to ensure delivery to the guardian's with a Portal Account but no other delivery device marked for messages.
    b. *Email*: The Email option sends an email to the guardian's email address on record (entered in *Census > Demographics*).
    c. *Voice*: The Voice option calls the guardian's phone number on record (entered in *Census > Demographics*).
    d. *Text*: The Text option sends a text message to the guardian's mobile device. Recipients who have indicated a desire to receive text messages must have the Text (SMS) checkbox marked in the Personal Contact Information editor of the Demographics tab to receive text messages.

3. Create Message Details.

    a. If the Email check box was selected in the Delivery Devices, then Senders' Email will display.

    This field displays the email address that is automatically included in the message body for message recipients to reference.

If the "Use Sender's Email from Census as Sender's Email Address" checkbox is...	Then this field displays the email address entered in....
Selected on the Email Settings tab	*Census > People > Demographics > Email*
NOT selected on the Email Settings tab	*System Administration > Messenger > Messenger Preferences > Email Settings > Default Sender Email Address*

    This field can be changed if the Allow Custom Sender's Email Address checkbox is marked on the Email Settings tab.

Existing templates may display a different address if the Allow Custom Sender's Email Address checkbox is marked and a user modified the Sender's Email field.

b. If the Voice check box was selected in the Delivery Devices, then Callers' ID will display.

This field displays the phone number that is automatically included in the message body for message recipients to reference.

If the "Use Sender's Work Phone from Census as Caller ID" checkbox is...	Then this field displays the phone number entered in....
Selected on the Voice Settings tab	*Census > People > Demographics > Work Phone*
NOT selected on the Voice Settings tab	*System Administration > Messenger > Messenger Preferences > Caller ID Preferences*

This field can only be changed if the Allow Custom Caller ID checkbox is marked on the Voice Settings tab.

Existing templates may display a different Caller ID if the Allow Custom Caller ID checkbox is marked and a user modified the Caller ID field.

4. Enter the Message Subject.

This field determines the text that will display in the Subject field of the email message. The default subject is *Student Behavior* but can be changed to something else

5. Enter the Message Body.

Enter comments about the behavior event or provide contact information so the parents/guardians can set up a meeting. The Message Body uses a WYSIWYG editor.

Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same. Also, avoid copying and pasting from other word processing programs. The formatting is not always compatible with Infinite Campus.

a. *Browse and upload a recorded message*: This option allows the user to send a voice message, if enabled by the district. The **Upload** button *must* be clicked after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.

b. *Browse and upload an email attachment*: This option allows the user to add an attachment to the email, if enabled by the district. The **Upload** button *must* be clicked after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.

c. *Text Message:* This is the text message to be sent to the guardian's mobile device. Infinite Campus recommends not exceeding 140 characters as this may result in multiple messages being sent to recipients in random order.

d. *Delivery Date*: This is the day on which the message should be sent.

e. *Send Inbox/Emails at:* This is the time the inbox and/or email messages will begin to be delivered. The time will save with the templates. If messages should always go out immediately after Send is selected, the template should be saved with this field blank.

f. *Dial Window:* These fields create a dialing window during which a general voice message may be sent. The default values for these fields are set up on the Voice Settings tab (*System Administration > Messenger > Messenger Preferences > Voice Settings*).

Dial Window times must be entered and will save with templates. If the start time entered on the message is earlier than the start time on the template (and the start time on the template is after the start time entered on the Voice Settings tab), Messenger uses the start time on the template and will not send the message until that time is reached.

If the end time on the Dial Window is earlier than the end time entered on the Voice Settings tab, calls will not stop. Instead, they will continue until the end time on the Voice Settings tab is reached. In addition, if a voice message is still delivering when the District end time is reached, message delivery will be stopped and will not be completed.

BEHAVIOR MESSENGER SCHEDULER

The **Behavior Messenger Scheduler** allows the user to set up times to automatically send Behavior messages. Before this tool may be used, templates must be created using the Behavior Messenger. All behavior templates appear in the Behavior Messenger Scheduling list.

When the scheduled time arrives, the Behavior Messenger automatically sends messages based on the data available at that time. A confirmation email is sent to the person who set up the schedule. The confirmation email informs the sender that a message was sent and how many devices received the message. Campus sends the confirmation email to the Email Address field on the person's Demographics Tab and will NOT send to the Secondary Email Address.

These areas are informational only. They allow the user to see the options set on the Template.

Scheduling a Behavior Message

1. Select a template from the Behavior Messenger Schedules table.

2. Enter the Schedule Name. Most of the time this will be the same as the template name.

3. Select a Calendar. This option defaults to the calendar selected in the toolbar. Ability to select other calendars is based upon user tool rights

4. Enter the Start Date/Time in *mmddyy* format or click the calendar icon to select a date.

If the time entered on the Scheduler is...	Then the message will be sent...
the **same** or **later** than the time entered in the Dial Window or Send Email field on the template	at the time entered on the Scheduler.
earlier than the time entered in the Dial Window or Send Email field on the template	at the time set on the template.

5. Choose how often to send the message by selecting an option from the Recurring Frequency dropdown list.

6. Mark the Send Confirmation Email checkbox to receive an email when the message has been sent. A confirmation email will be sent to the person who set up the schedule.

7. Select the Save icon when finished. The new schedule will appear below its respective template in the Behavior Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Behavior Messenger list and select the Add Scheduled Behavior Message.
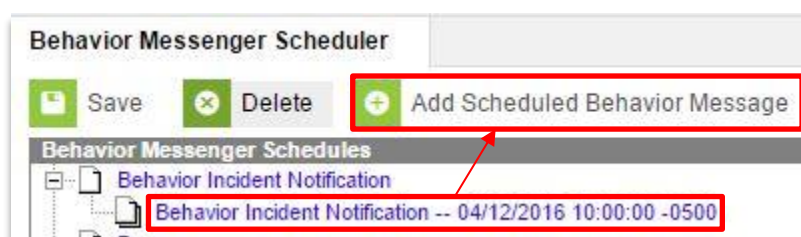
If the Behavior Messenger should be disabled, mark the Disabled checkbox. If disabled, no future messages will be sent for the schedule.

 Behavior Messenger Scheduler

BEHAVIOR REPORTS

Behavior Module Reports

From the *Behavior > Reports* module, five types of behavior reports may be generated for the entire school:

1. **Incident Reports –** this tool gives users a high level view of where and when behavior incidents occurred.

2. **Event Reports** – A tool for generating reports that list the number of Events per Type for a specified date range.

3. **Resolution Reports** – Similar to Event Reports, but focused on Resolution Types.

4. **Removal Reports –** This report will list the number of Removals by type.

5. **Behavior Attendance Audit Report –** This report identifies students who have behavior resolutions involving removal not linked to an entry in their attendance record, or attendance codes involving removal not linked to a behavior resolution type.

Generating Incident Reports

Incident reports list incidents by when and where they occurred.

The report can be filtered by Grade or Ad Hoc filter. It can contain current calendars, past calendars or can be run based on a date range. Users may select criteria based on incident type as well as a variety of combinations of location and context options. Output can be grouped by event count, or participant count.

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/17/2018 07:53:07 AM Page 1 of 1	Behavior Summary Report All Grades Event Count (ascending)		
Context	**Incident Count**	**Event Count**	**Participant Count**
No Context Reported	5	5	6
Location	**Incident Count**	**Event Count**	**Participant Count**
On School Property	5	5	6

Generating Event Reports

The Behavior Event Report lists the number of behavior events by type. The report can be modified in various ways, such as reporting events based on Date, Submitted By, Role or Event Types, including participant details such as Race/Ethnicity, Gender and Special Ed participation and grouping results by who it was submitted by, event type or student.

The example below shows the report grouped by student.

Student(#): Adams, Darron (#4004)	Grade: 09		Total Event Count: 1	Male 6: White
1. Event Type: Fighting		Event count: 1		
Event Detail	**Role**		**Submitted By**	**Special Ed**
12/03/2018 11:56 AM	Offender		Tarley, Samwell	No

Student(#): Addams, Wendy (#171900005)	Grade: 11		Total Event Count: 1	Female 6: White
1. Event Type: Fighting		Event count: 1		
Event Detail	**Role**		**Submitted By**	**Special Ed**
08/13/2018 11:32 AM	Offender		Admin, Ima	No

Student(#): Haggar, Alexandra (#666060)	Grade: 10		Total Event Count: 1	Female 6: White
1. Event Type: Fighting		Event count: 1		
Event Detail	**Role**		**Submitted By**	**Special Ed**
11/30/2018 12:56 PM	Offender		Admin, Ima	No

Student(#): Hobusch, Fenn (#117439)	Grade: 10		Total Event Count: 1	Male 6: White
1. Event Type: Disrespectful Behavior		Event count: 1		
Event Detail	**Role**		**Submitted By**	**Special Ed**
12/03/2018 1:36 PM	Offender		Admin, Ima	No

Student(#): Meurer, Alisa (#123751)	Grade: 10		Total Event Count: 1	Female 6: White
1. Event Type: Fighting		Event count: 1		
Event Detail	**Role**		**Submitted By**	**Special Ed**
11/30/2018 12:56 PM	Offender		Admin, Ima	No

Generating Resolution Reports

Resolution Reports list the count or details of Resolutions within a specified date range. Reports can be generated for All Resolution Types or for any combination of the Resolution Types.

Users can run this report for all students or can select a subgroup by Grade or Ad Hoc filter.

One or multiple calendars can be selected as well as date ranges for resolution assign date or resolution start date.
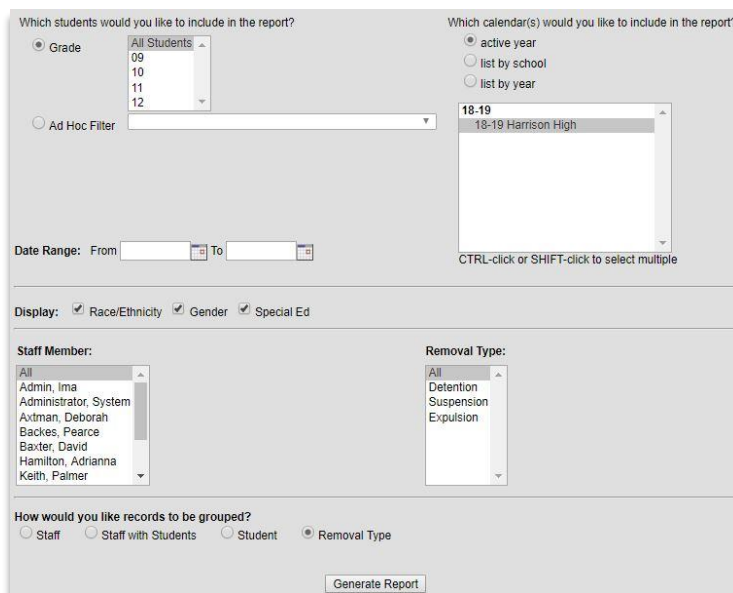
Resolution type can also be selected as criteria in addition to the needed report output either summary or detail.

Sort options include Number of Resolutions, Name, Grade and various combinations of those elements.

18-19 Harrison High	Resolution Summary Report
585 Peachtree Parkway, Metro City NY 55436	All Grades
Generated on 12/13/2018 01:47:00 PM Page 1 of 1	Sort By Number of Resolutions
	Total Students: 4 Total Resolutions: 4

Student	Student Number	Grade	#Resolution	#Event	Demerits /Points	Race	Gender	Special Ed
Adams, Darron	4004	09	1	1	0	6: White	M	N
Addams, Wendy	171900005	11	1	1	2	6: White	F	N
Haggar, Alexandra	666060	10	1	1	2	6: White	F	N
Hobusch, Fenn	117439	10	1	1	1	6: White	M	N

Generating Removal Reports

The Removal Report lists Resolutions assigned to students which have a Removal subtype of Detention, Suspension and/or Expulsion. The report can be modified in various ways, including reporting resolutions based on the Date assigned, the Staff Member who assigned the resolution and the Removal Type. Results can be grouped by Staff, Student, or Removal Type.

Users can run this report for all students or can select a subgroup by Grade or Ad Hoc filter.
One or multiple calendars can be selected as well as date ranges for the Removal.
This report can also use criteria such as Staff Member Name and Removal Type to narrow down report results.

The following are examples of how the reports will print with the various grouping options. The options to display Gener, Ethnicity, and Special Education status are also turned on for display purposes.

Grouped by Staff Member:

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/13/2018 01:58:02 PM Page 1 of 1	**Behavior Removal Report** All Grades; All Removal Types All Staff; Group by Staff

							Race Count						
Staff Member	**Detention**	**Suspension**	**Expulsion**	**Sped**	**Male**	**Female**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
No Staff Assigned	1	1	0	0	1	1	0	0	0	0	0	2	0
Admin, Ima	0	2	0	0	1	1	0	0	1	0	0	0	1

Races:
1: Hispanic/Latino
2: American Indian or Alaska Native
3: Asian
4: Black or African American
5: Native Hawaiian or Other Pacific Islander
6: White
7: Two or more races

Grouped by Staff with Student:

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/13/2018 02:01:35 PM Page 1 of 1	**Behavior Removal Report** All Grades; All Removal Types All Staff; Group by Staff with Student

No Staff Assigned

Addams, Wendy	(White , F)	08/13/2018	Suspension
Hobusch, Fenn	(White , M)	12/03/2018	Detention

Admin, Ima

Adams, Darron	(Multiracial , M)	12/03/2018	Suspension
Haggar, Alexandra	(Asian , F)	11/30/2018	Suspension

Grouped by Student:

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/13/2018 02:05:15 PM Page 1 of 1	**Behavior Removal Report** All Grades; All Removal Types All Staff; Group by Student

Adams, Darron	(Multiracial , M)		
		12/03/2018	Suspension
Addams, Wendy	(White , F)		
		08/13/2018	Suspension
Haggar, Alexandra	(Asian , F)		
		11/30/2018	Suspension
Hobusch, Fenn	(White , M)		
		12/03/2018	Detention

Grouped by Removal Type:

18-19 **Harrison High** 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/13/2018 02:06:32 PM Page 1 of 1	**Behavior Removal Report** All Grades; All Removal Types All Staff; Group by Type

Detention		
Hobusch, Fenn	(White , M)	12/03/2018
Suspension		
Adams, Darron	(Multiracial , M)	12/03/2018
Addams, Wendy	(White , F)	08/13/2018
Haggar, Alexandra	(Asian , F)	11/30/2018

Generating the Behavior Attendance Audit Report

The Behavior Attendance Audit report identifies students who have behavior resolutions not linked to an entry in their attendance record, or attendance codes not linked to a behavior resolution type. If attendance modification from Behavior Management has been enabled, the Behavior Attendance Audit report will display instances where an attendance record was created from a behavior resolution.

Select Dates

○ Date Range 11/26/2018 To 12/14/2018

Exclude ☐ Non-Instructional Periods

Select Students:

● Grade
| All Students |
| 09 |
| 10 |
| 11 |
| 12 |

○ Ad Hoc Filter [▼]

Select Resolution Types and Attendance Codes

Resolution Types	Attendance Codes
● Flagged as attendance-related (14)	● Flagged as behavior-related (1)
○ All resolution types (38)	○ All attendance codes (9)

Resolution Types	Attendance Codes
All	All
DATT: Detention: Attendance	OSS: Out of School Suspension
DeFIT: Detention: Fighting	
ISS: In-School Suspension	
ISS: In-School Suspension	
ISSFt: In-School Suspension: Fighting	
OSSA: OSS Alternate Instruction	
OSS: Out of School Suspension	
OSS1: Out of School Suspension	
OSS-3: Out of School Suspension - 3 Days	

Select a Report Type

☑ All Reports

☑ Behavior Resolutions without a selected corresponding Attendance Code

☑ Attendance without any corresponding Behavior Resolution

☑ Attendance created from a Behavior Resolution

Select a Print Sort Order

[Student Name ▼]

18-19 Harrison High 585 Peachtree Parkway, Metro City NY 55436 Generated on 12/13/2018 02:08:02 PM Page 1 of 1	**Behavior Attendance Audit Report** Date Range: 11/26/2018 - 12/14/2018 Resolution Type: All attendance-related Attendance Code: All behavior-related All Grades Sort by: Student Name Grade Count: 2

Behavior Resolutions without a selected corresponding Attendance Code (0 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time

Attendance without any corresponding Behavior Resolution (0 records)

Student Name and Number	Grade	Attn Code	Attn Date

Attendance created from a Behavior Resolution (6 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Code	Attn Date
Adams, Darron (4004)	09	Fighting	12/03/2018 11:56	482	Out of School Suspension	12/04/2018 11:57	12/06/2018 23:59	OSS	12/06/2018
Adams, Darron (4004)	09	Fighting	12/03/2018 11:56	482	Out of School Suspension	12/04/2018 11:57	12/06/2018 23:59	OSS	12/05/2018
Haggar, Alexandra (666060)	10	Fighting	11/30/2018 12:56	485	Out of School Suspension	12/03/2018 13:03	12/07/2018 23:59	OSS	12/07/2018
Haggar, Alexandra (666060)	10	Fighting	11/30/2018 12:56	485	Out of School Suspension	12/03/2018 13:03	12/07/2018 23:59	OSS	12/06/2018
Haggar, Alexandra (666060)	10	Fighting	11/30/2018 12:56	485	Out of School Suspension	12/03/2018 13:03	12/07/2018 23:59	OSS	12/05/2018
Haggar, Alexandra (666060)	10	Fighting	11/30/2018 12:56	485	Out of School Suspension	12/03/2018 13:03	12/07/2018 23:59	OSS	12/04/2018

BEHAVIOR ADMIN

Before the Behavior module will function, there is some required setup. The Admin area includes tools for data setup, such as the Event Type, Resolution Type, and Response Type as well as Behavior Preferences. The set up should be done by a district administrator who has been given the proper tool rights.

Creating Behavior Event Options
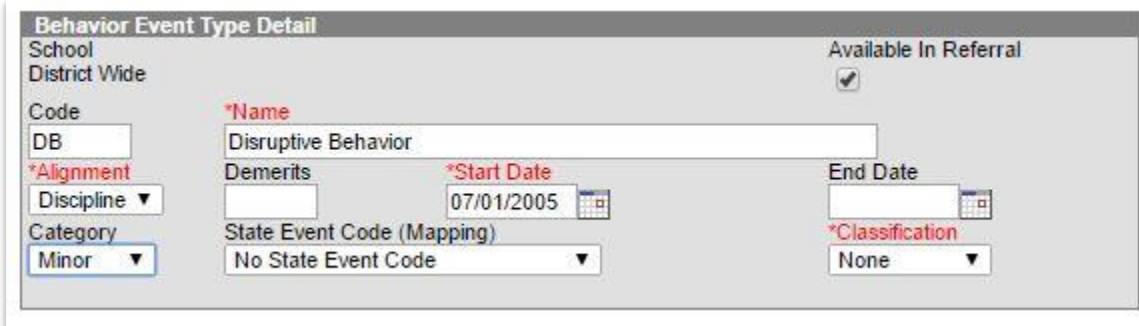
Behavior Event Types can be created for an entire district or for individual schools within the district. When the Campus tool bar does not have a school or calendar selected, the behavior event type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only. Districts and schools can create their own codes if necessary, following district policy, but Behavior Events must be created before behavior events can be attached to incidents in the Referral or Management Tools.

Creating District-Wide Behavior Events

1. Make sure All Calendars is selected in the tool bar.

2. Navigate to *Behavior > Admin > Event Types*.

3. The Event Types Editor for district-wide behavior event types will display.

4. Select <New>. The Behavior Event Type Detail view will appear below.

5. Mark the **Available in Referral** checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.

6. Enter a **Code** for this behavior event. Event Codes must be unique. If the new code is the same as an existing code an error message will display and a different code will need to be created for the new behavior event.

7. Enter a **Name** for the event type. This is a required field.

Behavior Event Type Detail

	Available In Referral
School District Wide	☑

Code	*Name		
DB	Disruptive Behavior		

*Alignment	Demerits	*Start Date	End Date
Discipline ▾		07/01/2005	

Category	State Event Code (Mapping)	*Classification
Minor ▾	No State Event Code ▾	None ▾

8. Select an 'Alignment' from the dropdown for this event type. This is a required field.

9. If Discipline was selected for the Alignment, enter the number of Demerits associated with the event, if needed. If Award was selected for the Alignment, enter the number of Points associated with the event, if needed.

10. Enter a *Start Date* to determine when the event will be active. This is a required field.

11. Enter an *End Date* to indicate when the event option will no longer be active and will not appear for selection in the Referral or Management Tool.

12. Select a 'Category' for this Discipline event type.

13. If a state code needs to be assigned to the Discipline event, select a 'State Event Code (Mapping)'.

14. If the event is related to drugs, harassment or weapons of any sort, select that option from the 'Classification' dropdown. 'Classification' is a required field. A Classification should be assigned when the event relates to harassment of any kind, drug violations or weapons violations. If none of the options apply to the event type select None.

15. Click <Save> when finished. The new event will be listed in the Behavior Event Type Editor in alphabetical order by the code field.

16. Repeat as needed to create all of the Behavior Events that may be used in the district.

✎ **Special Note:**

Event type classifications display additional fields based on the assigned classification on the Behavior Management Event and Participant Editor. State reports and Behavior Reports include this information as well.
An event can only be assigned one classification, even if that event is used to capture multiple violations.

Behavior Event Type Detail

School
Harrison High

Available In Referral
☑

Code
HBUL

*Name
Harassment Bullying

*Alignment
Discipline ▼

Demerits

*Start Date
07/01/2011

End Date

Category
Serious ▼

State Event Code (Mapping)
No State Event Code ▼

*Classification
Harassment ▼

Event and Participant Details ✖

Event Details

*Event Type:
HBUL: Harassment: Bullying ▼
Event ID: 600

Demerits: 1   Category: Serious

Gang Related   Bias Related
☐   ☐

☐ This event required the use of a Behavior Response

Participant(s) Details

☑ Lewis Lohrmann (Uncheck to exclude participant.)   ☑ Display on Portal   [Hide Details]

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

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

Details:

*Harassment Type   Harassment Description
07: Disability ▼

*Harassment Category
01: Intimidation/Abuse ▼

[Add]

     Behavior Admin

Creating School-Specific Behavior Events

1. Make sure the **School** is selected in the tool bar.

2. Navigate to *Behavior > Admin > Event Types*.

3. The Event Types Editor for school-specific behavior event types will display.

4. Select <New>. The Behavior Event Type Detail view will appear below.

5. Mark the 'Available in Referral' checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.

6. Enter a *Code* for this behavior event. Event Codes must be unique. If the new code is the same as an existing code an error message will display and a different code will need to be created for the new behavior event.

7. Enter a *Name* for the event type. This is a required field.

8. Select an 'Alignment' for this event type. This is a required field.

9. If Discipline was selected for the Alignment, enter the number of Demerits associated with the event, if needed. If Award was selected for the Alignment, enter the number of Points associated with the event, if needed.

10. Enter a *Start Date* to determine when the event will be active. This is a required field.

11. Enter an *End Date* to indicate when the event option will no longer be active and will not appear for selection in the Referral or Management Tool.

12. Select a 'Category' for this Discipline event type.

13. If a state code needs to be assigned to the Discipline event, select a 'State Event Code (Mapping)'.

14. If the event is related to drugs, harassment or weapons of any sort, select that option from the 'Classification' dropdown. 'Classification' is a required field. A Classification should be assigned when the event relates to harassment of any kind, drug violations or weapons violations. If none of the options apply to the event type select None. (See p. 543 for illustration).

15. Click <Save> when finished. The new event will be listed in the Behavior Event Type Editor in alphabetical order by the code field.

16. Repeat as needed to create all of the Behavior Events that may be used in the school.

✍ **Special Note:**

Only types that have not been used in recording incidents can be deleted or modified. If users attempt to delete an event or resolution type that has been used, a warning message will appear.
To deactivate an existing type, enter an End Date. After the end date, the type will not appear in the Referral or Management tool. Users may also use the Merge Tool to combine types.

Creating Behavior Resolutions

The Resolution Types editor allows users to create and manage resolution codes assigned to student behavior events. Behavior Resolutions are used to describe action taken as a result of a behavior event, such as detention or an award for good behavior. Codes can be created to reflect positive and negative behavior events. Behavior Resolutions may be created for an entire district or for one school within the district.

Creating District-Wide or School Specific Behavior Resolutions

1. Select the School in the Campus Toolbar who will be using the resolution or select All Schools to enter a district-wide resolution.

2. Click <New>. The Behavior Resolution Type Detail view will appear below.

3. Enter a *Code* for the behavior resolution. Resolution codes must be unique. If the new code is the same as an existing code an error message will display and a different code will need to be created for the new behavior resolution.

4. Enter a *Name* for the resolution. This is a required field.

5. Select an 'Alignment' for this resolution type. This is a required field.

6. Enter a *Start Date* to determine when the resolution will be active. This is a required field.

7. Enter an *End Date* to indicate when the resolution will not longer be active.

8. Select a 'Category' for the Discipline resolution type.

9. If a state code needs to be assigned to Discipline resolution, select the 'State Resolution Code (Mapping)'.

10. Select a Subtype to further classify the resolution. This allows for tracking of detention and suspension time in the Detention Tracker and on the Behavior tab.

11. Check 'Allow Attendance Modification', if necessary. This will give the ability of the behavior admin to link the resolution to the student's attendance when using the Behavior Management tool. See the Section on Behavior Attendance Connection for more details.

12. Click <Save>. The new resolution will be listed in the Behavior Resolution Type Editor in alphabetical order by the code field.

13. Repeat as needed to create all of the Behavior Resolutions that may be used in the district/school.

✍ **Special Note:**

Users should be aware that Subtypes cannot be added to Detention or Suspension resolution types that were created and assigned to students without having a subtype. To create a new type with the correct subtype, enter an End Date for the existing type and create a new one with the desired subtype.

Creating a Connection Between Behavior and Attendance

Linking Behavior with Attendance allows the system to automatically mark a student absent if the student requires a Behavior Resolution that removes him or her from the classroom. This is a two step process with Administrators completing setup in both the Behavior and the Attendance modules.

1. Navigate to *System Admin > Attendance > Attendance Codes.*

2. Select <New> if the Attendance Code is new or select the code to modify.

3. Select the <Display code in behavior resolution> button on the appropriate attendance codes that relate to behavior resolution.

4. Navigate to *Behavior > Admin > Resolution Types.*

5. If this is a new resolution select the <New> button. If not, select the resolution to edit it.

6. Check the <Allow attendance modification> box.

7. Select the corresponding Sub-Type from the dropdown list if the resolution is new – if the resolution is existing see the note below. The sub-type will allow this behavior resolution to function correctly in the detention tracker, suspension tracker and removal report.

8. Click the <Save> button.

Once Attendance Codes and Behavior Resolution types have been identified to integrate information, check that the tool is functioning properly by:

1. Creating a Behavior Incident – Create events and assign participants.

2. Create a Behavior Resolution for at least one participant that has been marked "Allow Attendance Modification."

3. Mark the incident complete.

4. Verify that the behavior event displays on the student's behavior tab.

5. Verify that the attendance tab displays an entry for the corresponding behavior resolution date(s).

✎ **Special Note:**

If editing an existing behavior resolution and a sub-type needs to be added to allow the resolution to function correctly in the detention tracker, suspension tracker and removal report use the <Merge Resolution Types> button. In order to complete a merge one resolution needs to be end dated and marked inactive. ***This operation cannot be undone***. For more information refer to the Behavior Administration section for Merging Event and/or Resolution Types.

Behavior Admin

Merging Event and/or Resolution Types

The Merge tool is used to combine duplicate event or resolution types. Types must have the same Alignment to be merged and only the following pairs of types can be merged: two inactive types or one active and one inactive type. Two active types cannot be merged.

1. Navigate to *Behavior > Admin > Event Type* or *Resolution Type.*

2. Click <Merge Event Types> or <Merge Resolution Types>.

3. From the first screen of the Merge Wizard, select the **Source** type. This is the type that will be merged into another type. Only inactive types can be Source types. Type details will appear.

4. Once the Source type is selected, the list of possible **Destination** types will generate; select the desired Destination type. Destination type details will appear below Source type details, followed by merge options.

5. When merging types, users have the option to Keep some instances of a source type, indicated with the Date Range, or Merge All Instances of the source type into the destination type. Click <Preview> to review the change before merging types or <Cancel> to exit the wizard.

Behavior Resolution Type Merge Wizard

1. Select the two resolutions to merge: resolution selected in window 1 will be converted to resolution selected in window 2. Conversion will only be possible between 2 types of the same alignment, 2 inactive type or one active and one inactive; inactive always merging into active. Resolutions cannot be merged together if they have different subtypes.

Source:
- BUS: Bus: Disruptive Behavior
- *D-N: Det-N
- DDSB: Detention: Disrespectful Behavior
- DFIT: Detention: Fighting
- DHAR: Detention: Harassment
- T-D: TEST Detention
- T-S: TEST Suspension

Destination:
- DET: Detention
- DATT: Detention: Attendance
- **DBUS: Detention: Bus - Disruptive Behavior**
- DeFIT: Detention: Fighting
- DHAR: Detention: Harassment
- DPV: Detention: Phone Violation
- DSPT: Detention: Spitting
- DDB: Disrespectful Behavior
- *EXT1: Excessive Talking Detention
- COUN: Guidance Counseling
- ISDET: In School Detension
*District Level Resolution Type

Source Resolution Type:

Resolution Type: Bus: Disruptive Behavior (BUS)	Date Range: 07/04/2007-07/04/2007	Number of Resolutions: 0
Sub-Type:	State Code:	Category:

Destination Resolution Type:

Resolution Type: Detention: Bus - Disruptive Behavior (DBUS)	Date Range: 09/05/2005-	Number of Resolutions: 14
Sub-Type: Detention	State Code:	Category: Minor

○ Keep Resolution Type: Bus: Disruptive Behavior (BUS) Date Range: 07/04/2007 - 07/04/2007

○ Merge all instances of Resolution Type: Bus: Disruptive Behavior (BUS) into Resolution Type: Detention: Bus - Disruptive Behavior (DBUS)

Cancel Preview

6. Click <Preview> for a summary of the merge listing the source type, the number of event records that will be updated with the merge and the destination type.

7. Click <Merge> to complete the merge, <Cancel> to exit the wizard or <Previous> to modify the original merge options. By clicking <Merge> a warning message will display indicating merging types is permanent and cannot be reversed.

Behavior Event Type Merge Preview

Results

Event Type: 112-Fight Participation (09)   Date Range: 03/01/2012-06/15/2012   Number of Events: 0
State Code: 09: Detrimental Behavior   Category:

1 Event Types will be merged.

Event Type: 112-Fighting (09)   Date Range: 10/08/1940-   Number of Events: 3
State Code: 09: Detrimental Behavior   Category:

[Previous] [Cancel] [Merge]

8. A summary of the complete merge will then appear, showing the destination type and the incorporated (source) type. Click <Go Back to Type List> to finish. The incorporated (source) type will no longer appear in the type list.

Behavior Event Type Merge History

Destination Event Type

112-Fighting (09)   Date Range: 10/08/1940-   Number of Events: 3
State Code: 09: Detrimental Behavior   Category:

Incorporates

112-Fight Participation (09)   Date Range: 03/01/2012-06/15/2012   Number of Events Incorporated: 1
State Code: 09: Detrimental Behavior   Category:

[Go To Back to Event Type List]

9. To view an audit report of what types have been merged into a given type, select the type and click <Show History>. A PDF will generate describing the Destination type and any other types that have been incorporated.

Event Type		
112-Fighting (09)	Date Range: 10/08/1940 - State Code: 09: Detrimental Behavior	Number of Events: 5 Category:

Incorporates		
112-Fight Participation (09)	Date Range: 03/01/2012 - 06/15/2012 State Code: 09: Detrimental Behavior	Number of Events Incorporated: 1 Category:
Merged on: 06/15/2012 16:06 by Administrator, System		
112-Fought (09)	Date Range: 03/01/2012 - 06/15/2012 State Code: 09: Detrimental Behavior	Number of Events Incorporated: 2 Category:
Merged on: 06/15/2012 16:14 by Administrator, System		

> ✍ **Special Note:**
>
> Event types that need to be assigned a classification cannot be combined into one event type. For example, an event named Drugs and/or Weapons needs to be split into two separate events.
> End the existing event by adding an *End Date*. Then, create two new events and assign the correct classification.

Creating Behavior Response Types

Behavior Response Types are assigned to behavior incidents that require a restraint to be administered by approved personnel. Response types are assigned to behavior incidents for specific reasons. These reasons might change with state regulations and staff certifications.

Creating Behavior Response Types District-Wide or School Specific

1. Navigate to *Behavior > Admin > Response Types*.

2. Verify the correct school is selected in the Campus toolbar if the response is associated with a specific school; or, verify no school is selected to create district-wide response types.

3. Click <New>. A Behavior Response Type Detail editor will display.

4. Enter a *Code* for the response type. Response codes must be unique. If the new code is the same as an existing code an error message will display and a different code will need to be created for the new behavior response.

5. Enter the *Name* of the response. This is a required field.

6. Select the appropriate 'Type' from the dropdown list. The options are Mechanical Restraint, Physical Restraint, Seclusion, and Other. This is a required field.

7. Enter the *Start Date* of the response. This is a required field.

8. If desired, enter an *End Date* for the response.

9. Click <Save>.

10. Repeat as needed to create all of the response types that may be used in the district/school.
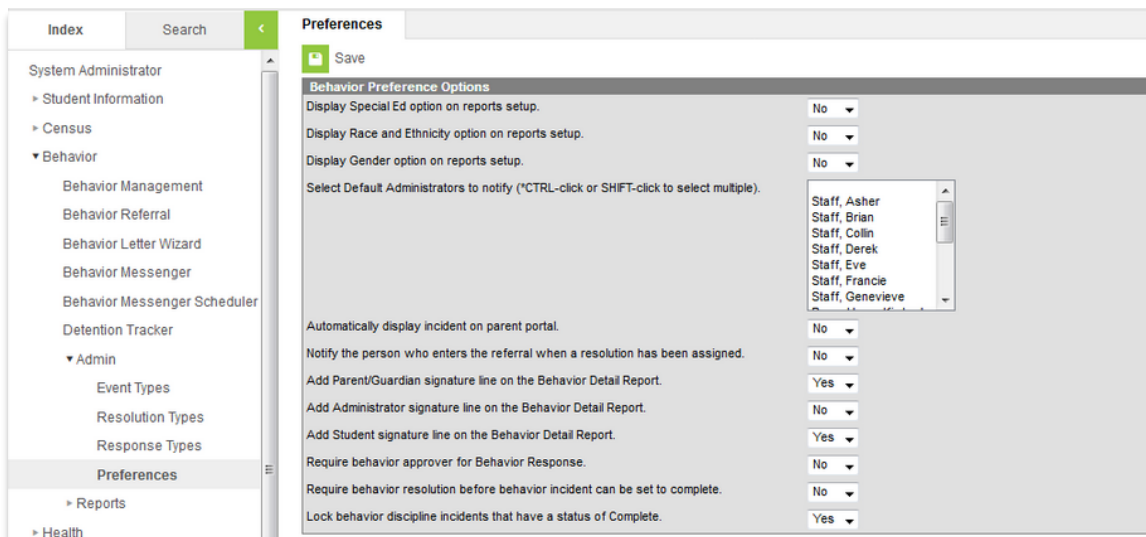

✎ **Special Note:**

Response types, like event types and resolution types cannot be deleted from Campus once they have been assigned to students. For that reason, response types can be marked as Inactive, indicating new behavior incidents cannot be assigned inactivated response types, but those who have been assigned those types will not be modified.

Setting Up Behavior Preferences

The Behavior Preferences tool allows users to set preferences for what participant information will be included in reports and which users are automatically notified of submitted referrals.

1. Navigate to *Behavior > Admin > Preferences*.

2. The Behavior Preference Options will display. They are as follows:

a. *Display Special Ed Option* on reports setup. Setting this option to Yes will add a Special Ed option to the Display area of the Event, Resolution and Removal report editors. When selected, this report display option will include an indication of whether the student has an active, locked IEP at the time of the Incident in the report.

b. *Display Race and Ethnicity* option on reports setup. Setting this option to Yes will add a Race/Ethnicity option to the Display area of the Event, Resolution and Removal report editors. When selected, this report display

option will include an indication of the participant's Race/Ethnicity in the report.

c. *Display Gender* option on reports setup. Setting this option to Yes will add a Gender option to the Display area of the Event , Resolution and Removal report editors. When selected, this report display option will include an indication of the participant's gender in the report.

d. *Select Default Administrators to notify* (CTRL-click or SHIFT-click to select multiple). Individuals listed are those who have Behavior Admin selected on their District Assignments. Selecting individuals will cause them to be selected by default in the Notify section of the Behavior Referral. Default selections can be modified in the Referral.

e. *Automatically display incident on parent portal*. Setting this option to Yes will make the Display on Portal checkbox marked automatically for all participants. It can be unchecked in the Management tool.

f. *Notify the person who enters the referral when a resolution has been assigned*. Setting this option to Yes will notify the individual who submitted the referral when a resolution is assigned to a participant.

g. *Add Parent/Guardian signature line on the Behavior Detail Report*. Setting this option to Yes will add a Parent/Guardian signature line to the Behavior Detail Report.

h. *Add Administrator signature line on the Behavior Detail Report*. Setting this option to Yes will add an Administrator signature line to the Behavior Detail Report.

i. *Add Student signature line on the Behavior Detail Report*. Setting this option to Yes will add a Student signature line to the Behavior Detail Report.

j. *Require Behavior Approver for Behavior Response*. Setting this option to Yes requires a Behavior Approver to be selected when entering a Behavior Response.

k. *Require Behavior Resolution before Behavior Incident can be set to complete*. Setting this option to Yes requires a resolution be assigned to a behavior incident before that incident can be marked as complete. This allows behavior and attendance to remain in sync.

l. *Lock Behavior Discipline Incidents that have a Status of Complete* allows users to lock any behavior incident that has a status of complete. When this preference is set to Yes, any behavior incident marked complete displays with a lock symbol. A new subtool right has been added (called Unlock Incident) that allows users to unlock a locked behavior incident.

3. Once all selections for preferences have been made, click <Save>.