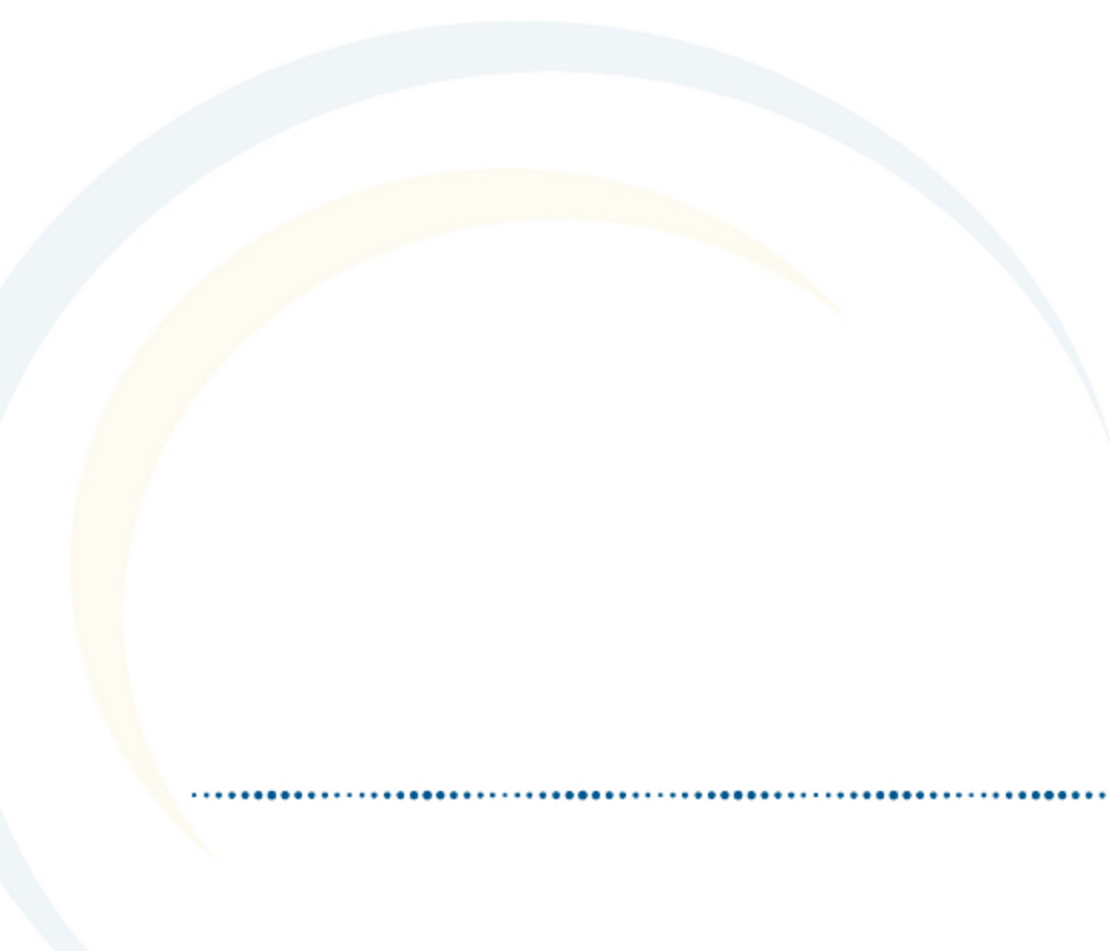


Behavior Referral

August 2012



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Behavior Referral

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i This article includes updates made to this tool with the release of [E.1230](#). A previous version of this article exists:

- [Behavior Referral \(.1226 and previous\)](#)

See the [Finding the Infinite Campus Version](#) article for more information about determining your Campus version.

Overview



PATH: *Behavior > 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.

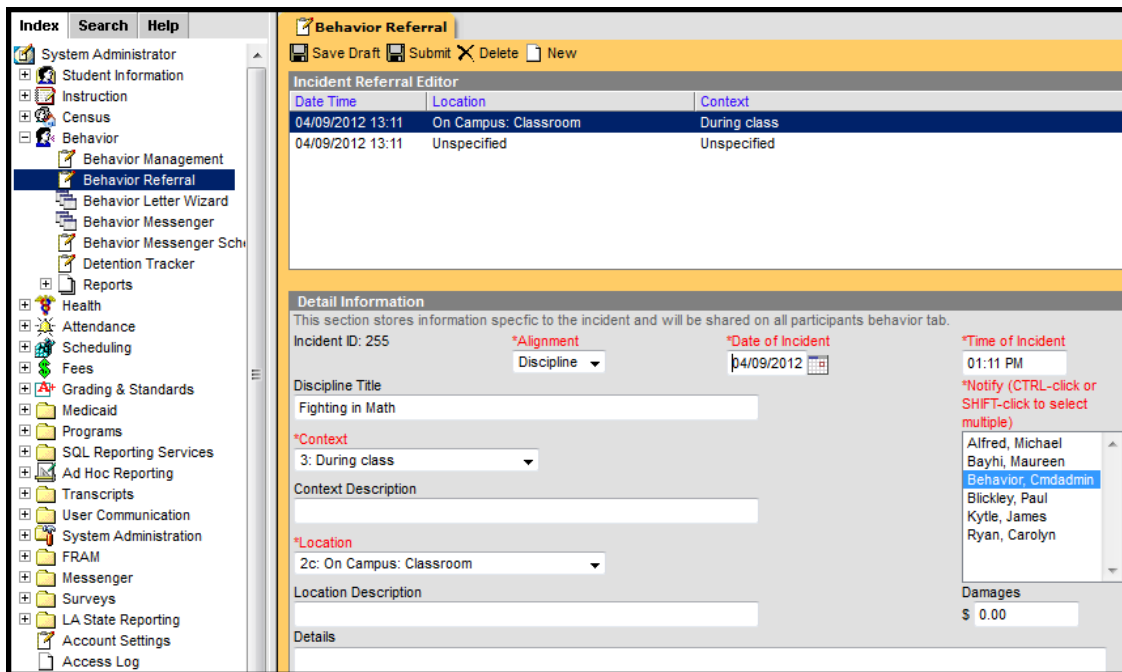


Image 1: Behavior Referral

This article describes how to:

- Modify an existing referral or create a new one.
- Enter Incident-level referral information.
- Attach events to an incident.
- Designate participants in an event.
- Save a referral as a draft or submit it to the Behavior Management tool.

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 in the student's Behavior tab as described below:

Area	Where information will appear
Incident Information	Will be viewable for all participants.
Event Information	Will be viewable for all participants in that event.
Participant Information	Will only be viewable for that participant.

What is an Incident?

An incident is 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. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

Pep Rally Example

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).

Incident Detail Information

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

Incident ID: 65040
 *Alignment: Discipline
 *Date of Incident: 05/23/2012
 *Time of Incident: 09:41 AM

Discipline Title: Pep Rally Incident

Context: 10: School-sponsored activity

Context Description:

Behavior Incident Location: SG: School Grounds

Location Description: Gymnasium

Details:

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

- Booth, Ron
- Gottlieb, Mary
- Kolasa, Kevin
- Meredith, Darrell
- Pramenko, Natalie
- Sisler, Steve

Damages: \$ 0.00

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.

Verify Participants

- 112-Fighting (Event ID: 176493)
 - Abigail Student - Offender
 - Jacob Student - Offender
 - Mason Student - Victim
- 129-Poss Drugs (Event ID: 176494)
 - Jacob Student - Offender
- 137-Theft (Event ID: 176495)
 - Ryan Student - Offender

Add Event/Participant

Image 2: Behavior Referral - Pep Rally Incident Example

The following images that accompany instructions detail this Pep Rally Incident. The image above shows the completed referral based on the Pep Rally example.

Creating a Behavior Referral

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

Refer to the following Incident, Event and Resolution sections for descriptions of each field in the referral. Enter information in the referral as needed based on these descriptions. Fields may vary by state. At any point while creating a referral, clicking **Save Draft** for the referral or Event/Participant editor will save the entered information in draft status. Clicking **Submit** will submit the referral with any entered information. The incident will no longer be available in the referral tool. A Process Inbox message will be sent to the individuals selected in the **Notify** field, and the incident will be available through the Behavior Management tool.

Incident Information

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: 05/23/2012
 *Time of Incident: 09:41 AM

Discipline Title: Pep Rally Incident

Context: 10: School-sponsored activity

Context Description:

Behavior Incident Location: SG: School Grounds

Location Description: Gymnasium

Damages: \$

*Notify (CTRL-click or SHIFT-click to select multiple):
 Admin, Joe
 Staff, Julie
 Teacher, Mary
 Teacher, Steve

Details:

Image 3: Behavior Referral - Incident Information

Field	Description
Incident ID	The unique identification number assigned to the incident once the referral is saved. This field cannot be edited.
Alignment	Indicates if the incident is related to Discipline (Negative) or Award (Positive).
Date of Incident	The date the incident takes place. Defaults to the date the referral is created.
Time of Incident	The time the incident takes place. Defaults to the time the referral is created.
Discipline Title	A brief description of the incident.
Context	Indication of the setting or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Location	Where the incident took place.
Location Description	Additional information about the location of the incident.

Notify	Once the referral is submitted, a message will be sent to the process inbox of the individual(s) selected. <div style="background-color: #e0ffe0; padding: 5px; border: 1px solid #c0ffc0;"> ✔ Users to notify by default can be set in Behavior Preferences. </div>
Damages	The total cost of all damages that occurred as a result of the incident.
Details	Any additional information about the incident, including a description of what occurred.

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

Event Information

Then, click **Add Event/Participant** to open the Event/Participant Details editor.

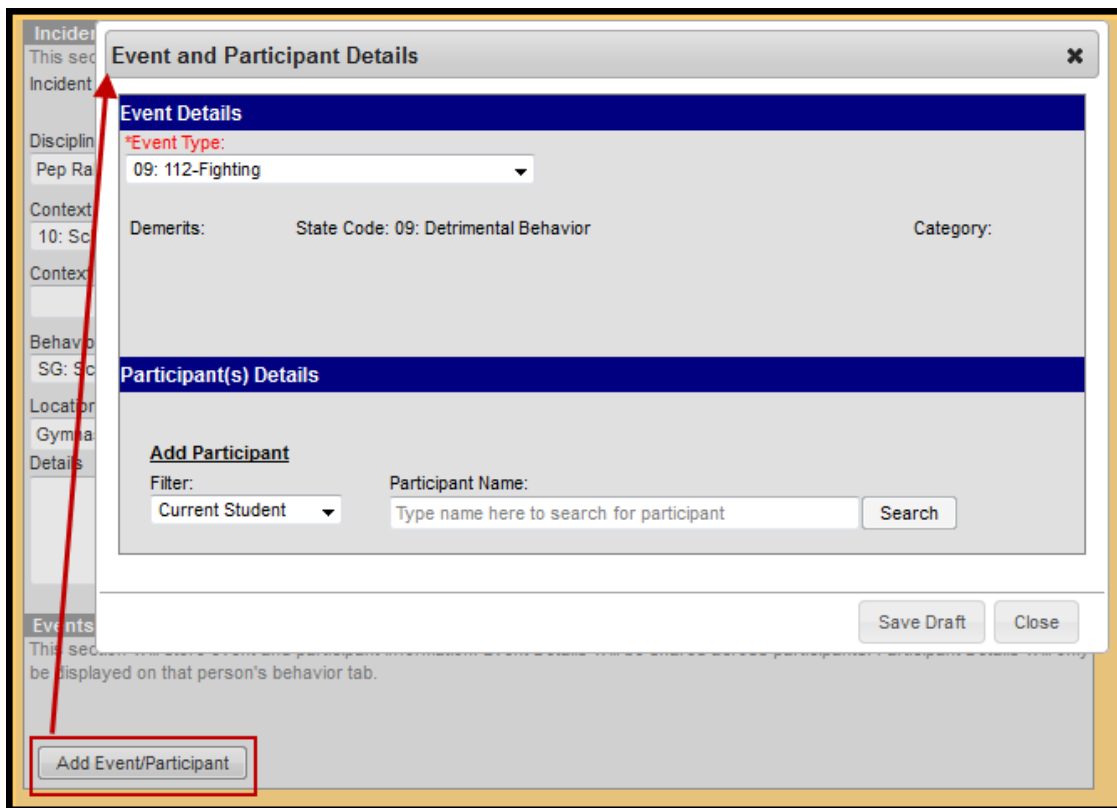


Image 4: Event Information

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

Field	Description
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Event Type	The identifying code and name of the event. 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.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the Event Type .
State Code	The State Event Code to which the event is mapped. This information is used in report behavior events to the state. This field displays the value entered for the Event Type .
Category	Indicates whether the event is considered to be <i>Minor</i> , <i>Serious</i> or <i>Extreme</i> . This field displays the value entered for the Event Type

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

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

Participant Information

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

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Current Students*, *School Employees* and *All People*.

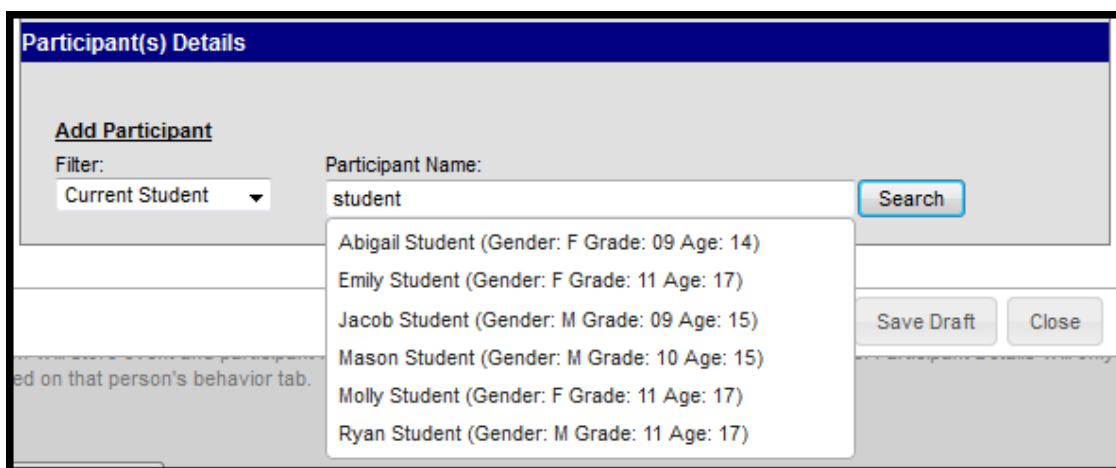


Image 5: Participant Name Search Results

Student names will be followed by the student's Gender, Grade and Age. School Employees will include Gender and Title. All People will only include Gender.

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

individual.

Image 6: Participant Details


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

Field	Description
Role	The way in which the individual participated in the event, as an <i>Offender</i> , a <i>Participant</i> , a <i>Victim</i> or a <i>Witness</i> . For Award incidents, the available role is <i>Recipient</i> .
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
Injury	Indicates if the participant received an injury as a result of the event.
Injury Description	Additional information about the student's injury.
Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant will be removed when the event is saved. There is no limit to the number of participants that can be added to an event.

When adding participants to any events after the first one recorded, participants of other events in the incident

will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

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

The **Verify Participants** hyperlink will display a list of all participants and their details.

Deleting a Behavior Referral

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