



## Student Discipline Data Entry

### Required Fields in Infinite Campus for reporting CALPADS

Online Resources Available on Campus Community – [Behavior Management HOVL](#)  
[Behavior Management Tool](#)

Behavior entry in Infinite Campus is incident based, not student based. Behavior entries can be created and/or modified from the one location:

**Path: Behavior > Behavior Management Tool**

The Status of an Incident indicates how far along in the processing of the Behavior Incident is. The status is also used in reports and determines what events display when first accessing the Behavior Management tool.

To change the status, select the incident and modify the Status field.

- When an incident is first created, a status of **Submitted** is assigned. This indicates no action has yet been taken to process the incident. Staff needs to assign participants and determine resolutions, and make note of the details of the incident.
- When an incident has been submitted and behavior staff is entering information and adding participants and details, the status should be changed to **In Progress**.
- When an incident has participants assigned and a resolution has been assigned and completed, the incident can be marked as **Complete**.

**Behavior Management**

+ New

Status Filter: Submitted      Alignment Filter: Discipline/Award

Incident Management Editor					
Title	Date/Time	Location	Context	Submitted By	Status

Incidents containing the following will report

1. Students marked as Offender
2. With Behavior Events
  - a. State Event Code 100-105, 200-205, 300, 400-401, 403, 500-513, 600-602
3. Resolution of **Suspension** or **Expulsion**
  - a. State Resolution Codes: 100, 110, 300 or 200
4. The date of the incident must be during the current Reporting Year (July 1 to the following June 30).
5. The Resolution must be at least one day in duration by the Resolution Start and End Dates or the School Days Duration.
  - a. The number of instructional days included between the Resolution Date and the End Date reports, UNLESS
    - i. If School Days Duration is populated, that number reports.
    - ii. If the End Date and Duration in School Days are both null, this reports blank
6. Behavior Referrals must be in Complete status



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The following students do not report:

- Student not marked as Offender.
- Students who do not have a State ID.
- Students who have Behavior Referrals that is in draft status or In-Progress Behavior Incidents.
- Students marked as state exclude, in grade levels marked as state exclude or in calendars marked as state exclude.

**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 completed.

Incident ID: 272798      Status: **Complete**      Submitted Date: 10/28/2014 09:45 AM  
Submitted By: \_\_\_\_\_

\*Alignment: Discipline: \_\_\_\_\_      Title: Possession of an illegal substance

\*Date of Incident: 10/22/2014      \*Time of Incident: \_\_\_\_\_      Damages: \$ 0.00

Context: 2: Before Class      Context Description: \_\_\_\_\_

Location: 3c: Off campus: W...      Location Description: \_\_\_\_\_

Details  
Student was caught in possession of marijuana by vice principal.

**Complete status** (highlighted)

**The date of the incident must be during the current Reporting Year** (highlighted)

Context and Location fields need to be completed to assist the district with the Positive Behavior Interventions and Supports (PBIS) initiative.

\*\* A completed incident will automatically be changed to In Progress, if the record is edited AFTER it is marked Complete.



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## Required Fields in Infinite Campus for reporting CALPADS

### Event and Participant Details

#### Event Details

**\*Event Type:** 202: Alcohol/Intoxicant/Controlled Substance (48900 c) State Event Code 100-105, 200-205, 300, 400-401, 403, 500-513, 600-602

Event ID: 272804

Demerits: 0 State Code: 202: Poss, Use, Sale, or Furn a Cont Subs, Alc, Intox Category:

Weapon Must be entered if the Event Type is State Event Code 100, 101, 103, 104 or 105

Other Firearm or Weapon

Most Severe Offense  If there is more than one Event Type for one Incident ID the Most Severe of Event Types must be checked

#### Participant(s) Details

Marked as Offender  Display on Portal

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

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

Details:  
Student was caught in possession of an illegal substance....marijuana by vice principal

#### Add Participant

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

### Custom Data Elements

**Perceived Motivation**

Comments

The Perceived Motivation field needs to be completed to assist the district with the Positive Behavior Interventions and Supports (PBIS) initiative.

## Student Discipline Data Entry

### Required Fields in Infinite Campus for reporting CALPADS

Edit Resolution for
✕

**Resolution Details**

**\*Resolution Type:**  
 100: Principal Suspension State Resolution Codes:  
100, 110, 300 or 200

Resolution ID: 817745

State Code: 100: Suspension Category: Minor

**Resolution Assign Date:** 10/22/2014 **\*Resolution Start Date:** 10/22/2014 **Resolution Start Time:** 09:45 AM **\*Resolution End Date:** 10/28/2014 **Resolution End Time:** 03:07 PM

Duration in School Days: 5.00 Either the Resolution Start and End Dates or the School Days Duration must be entered if the Resolution Type is 100, 110 or 200

Attendance Code (Warning: Saving this resolution will update attendance)  
 SUS: Suspension

Behavior Admin Staff Name

Details:

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Expulsion Modification: 300: No Modification Must be entered if the Resolution Type is 200 (Expulsion)

Interim Alternative Setting Reason

Disciplinary Action Authority

Instructional Support

Must be entered if
 

- The student was Special Ed at the time of incident
- The duration of the Resolution Type is greater than 10 days

Must be entered if the student was Special Ed at the time of incident

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#### Adding Attendance to Suspension resolutions

When adding the Resolutions of 100 or 110 are used, adding the appropriate Attendance is an option. If there already is an Attendance mark, it can be overridden, if appropriate.

Add Resolution
✕

**Resolution Details**

**\*Resolution Type:**  
SSP3: Out of School Suspension

State Code: SSP3: Out of School Suspension Category: Minor

**\*Resolution Assign Date:** 01/22/2014 **\*Resolution Start Date:** 01/22/2014 **Resolution Start Time:** 12:49 PM **\*Resolution End Date:** 01/31/2014 **Resolution End Time:**

Duration in School Days:

**Attendance Code** (Warning: Saving this resolution will update attendance)  
SA: SUSPENDED ABSENCE

Behavior Admin Staff Name

Details:

Number Days Reduced

Alternate Education Setting

Referred To Law Enforcement

**\*Apply To:**  
 .Disruption  
  Colin Student

The following student(s) already have an attendance record for the specified date and time range. What action would you like to take?

**Colin Student**

Date	Period											
	00	01	02	03	04	05	06	07	08	09	10	11
09/18/2013 Wed			ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS		
09/17/2013 Tue								ABS	ABS			

Take the following action: Save attendance but do not overwrite

Overwrite Existing attendance  
Save attendance but do not overwrite  
 Save behavior resolution but not the attendance

Select the Attendance Code to assign to the student.

Attendance Code (Warning: Saving this resolution will update attendance)

Check for existing attendance entries and determine what should be done with this new entry.

Check for attendance conflicts

The following student(s) already have an attendance record for the specified date and time range. What action would you like to take?

**Colin Student**

Date	Period											
	00	01	02	03	04	05	06	07	08	09	10	11
09/18/2013 Wed			ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS		
09/17/2013 Tue								ABS	ABS			

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