



Infinite Campus Discipline Entry Process



NEW 2019-20 There are 3 extracts that are needed for End of Year Discipline CALPADS reporting

1. Student Incident File - Generates one record for every incident that has an event with a state code, a resolution with a state code or a restraint/seclusion response attached to the incident
2. Student Incident Result File - Generates one record for every resolution that has a state code or a restraint/seclusion response attached to the student.
 - *Multiple resolutions should be entered under the same incident*
 - *For example, a student got detention for 'play fighting in class', then while in detention got into a fight that lead to a suspension. The suspension would be entered under the original event, not a separate event.*
3. Student Offense File - Generates one record for each student attached to an incident that has an event with a state code.

Incidents containing the following will report to the state at the end of year

1. Students marked as Offender
2. The date of the incident must be during the current Reporting Year (July 1 to the following June 30).
3. The Resolution must be at least one day in duration by the Resolution Start and End Dates AND the School Days Duration.
 - a. MUST match the attendance code dates
4. Behavior Incidents must be in Complete status

The following students do not report to the state:

- 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.
- Local 2-digit codes

State defined Events and Resolutions have 3 digit codes whereas locally define Events and Resolutions have 2 digit codes.

- *State Events should be tied to State Resolutions.*
- *Local Events should be tied to Local Resolutions*

New District Directive: The following state codes/ed codes have grade level restrictions:

1. **506:** Created Intimidating or Hostile Environment (48900.4) (4-12 grades only)
2. **511:** Disruption/Insubordination (48900 k) (grades 9-12 only)

How to Create a Record of a Behavior Incident

PATH: Behavior > Behavior Management

Topic	Tool
Create a Behavior Incident record in the Management Tool, including: <ol style="list-style-type: none"> 1. Enter Incident Detail Information. 2. Add Events. 3. Identify Participants. 4. Assign Resolutions. 5. Enter Responses. (if applicable) 	Behavior Management

Red fields = Required data fields

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: 09:28 AM Damages: \$ 0.00

Context: 2: Before Class Context Description: _____

Location: 3c: Off campus: Wa Location Description: _____

Details
 Student was caught in possession of marijuana by vice principal.. Mr. [Name]

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

Display on Portal

Marked as Offender

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:

State Events and Resolution have 3 digit codes.	Local Events and Resolutions have 2 digit codes.
<p>----- STATE REPORTED EVENTS -----</p> <ul style="list-style-type: none"> 502: Aided or Abetted Physical Injury (48900 s) 202: Alcohol/Intoxicant/Controlled Substance (48900 c) 503: Assault or Battery on a School Employee (48915 a.5) 505: Attempted, Threatened, Caused Hate Violence (48900.3) 504: Battery (48900 a.2) 103: Brandishing a Knife (48915 c.2) 513: Bullying (48900 r) 500: Caused Serious Physical Injury (48915 a.1) 600: Committed or Attempted to Commit Robbery or Extortion (48900 e) 401: Committing or Attempting to Commit Sexual Assault or Battery (48915 c.4) 506: Created Intimidating or Hostile Environment (48900.4) 512: Damage to School/Private Property (48900 f) 511: Disruption/Insubordination (48900 k) 501: Fighting (48900 a.1) 507: Harassed Witness (48900 o) 509: Hazing (48900 q) 102: Imitation Firearm (48900 m) 203: Look-Alike Controlled Substance (48900 t) 	<p>----- LOCAL USE ONLY -----</p> <ul style="list-style-type: none"> 01: Attendance 02: Cheating/Plagiarism 03: Conflict with Student <li style="background-color: #003366; color: white;">05: Disruption/Insubordination 04: Dress Code 06: Electronic Devices 07: Failure to Serve 08: False Information 09: Forgery 10: Gambling/Wagering 11: Gang Related Concerns 12: Gum/Food 13: Hall Sweep
<p>State Events should be tied to State Resolutions <i>(3-digit Event tied to 3-digit Resolution)</i></p> <p>Local Events should be tied to Local Resolutions <i>(2-digit Event tied to 2-digit Resolution)</i></p>	

Clarification as to what is a “suspension”

Suspensions include (1) suspensions from school by the principal or designee pursuant to *EC* Section 48911(a), 48900.2, 48900.4 and 48900.7, and (2) suspensions under the authority provided by *EC* Section 48910(a).

Suspensions from school include both “home” suspensions and suspensions in a supervised classroom as defined in *EC* Section 48911.1. As stated in *EC* Section 48925(d), suspensions do not include (1) reassignment to another education program or class at the same school where the pupil will receive ongoing instruction for the length of day prescribed by the governing board for pupils of the same grade level, or (2) referral to a certificated employee designated by the principal to advise pupils, or (3) removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or the principal’s designee as provided in *EC* Section 48910.

Note that these three items specified in *EC* Section 48925(d) are *not* “in-school suspensions.” “In-school suspensions” are when the principal or the principal’s designee, assigns a student to a “supervised suspension classroom” as defined in *EC* Section 48911.1.

Schools should report all increments of suspensions for all students

Previously, schools were instructed to report incidents resulting in half-day suspensions OR full-day suspensions for students.

To align with Office of Civil Right rules, sites should now report all suspensions, regardless of the length of the suspension. Sites should report the increment within Infinite Campus – *Duration of School Days* field, which now allows for increments of less than one day. (1.2 – for one full day and periods 5 and 6 of the incident date)

The state will make adjustments to the calculation of the Suspension Rate so that this change in data collection will not impact the accountability measure.

NEW STATE RESOLUTIONS:

1. **700: School Related Arrest** - A student, as a result of an incident, was referred to and arrested by law enforcement during school hours or while on school grounds
2. **800: Law Enforcement Referral** - A student, as a result of an incident, was referred to law enforcement without being arrested during school hours or while on school grounds. This includes citations and court appearances.

Edit Resolution for []

State Resolution Codes:
100, 110, 200, 300, 700, 800

Resolution Details

*Resolution Type: 100: Principal Suspension
 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

Attendance Code (Warning: Saving this resolution will update attendance)
 SUS: Suspension
 Behavior Admin Staff Name []

Expulsion Modification: 300: No Modification
 Interim Alternative Setting Reason []
 Disciplinary Action Authority []

Instructional Support

Attendance Dates **MUST** match the Resolution Start and End Date

Resolution Start and End Dates **AND** the School Days Duration must be entered if the Resolution Type is 100, 110 or 200

Decimal values are allowed
1.5 = 1 ½ days of suspension

Duration in School Days is an **OVERRIDE** field

Must be entered if the Resolution Type is 200 (Expulsion)

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

If the student was Special Ed at the time of incident
 A removal to an interim alternative setting is an instance in which school personnel or a hearing officer (not the Individualized Education Program [IEP] team) order the removal of a child with disabilities from his/her current educational placement for drug or weapon offenses, or serious bodily injury, to an appropriate interim alternative education setting for not more than 45 school days.

When populating this field, please be mindful of the following:

- These removals are RARE. Most Districts will have no more than five interim removals in an academic year.
- This field is only required for special education students and should NOT be populated for non-special education students.
- Most special education data systems capture these removals in a specific field. Always talk the District's special education data coordinator to identify which students have been removed to an interim alternative setting.

Available options are:
 1: Hearing Officer Removal
 2: School Personnel Removal
 3: No Removal

1. Only LOCAL event codes will be seen by teachers when entering a Behavior Referral. Administrators and Office staff will see the entire list (state and local) of codes.
2. State reported Resolutions are listed at the TOP of the Resolution list

NEW Use of Restraints and Seclusion

Assembly Bill (AB) 2657, (Chapter 998, Statutes of 2018), went into effect on January 1, 2019, adding sections 49005–49006.4 to California’s *Education Code* regarding the use of restraint and seclusion for **students receiving either general education or special education**.

Definition

Physical Restraints - The use of a personal restriction that immobilizes or reduces the ability of a pupil to move his or her torso, arms, legs, or head freely when a pupil presents an immediate danger to self or to others as defined by Education Code Section 49005.1. It does not include a physical escort, which means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a pupil who is acting out to walk to a safe location.

Mechanical Restraints - The use of a device or equipment to restrict a pupil’s freedom of movement when a pupil presents an immediate danger to self or to others as defined by Education Code section 49005.1.

Seclusion - The involuntary confinement of a pupil alone in a room or area from which the pupil is physically prevented from leaving. “Seclusion” does not include a timeout, which is a behavior management technique that is part of an approved program, that involves the monitored separation of the pupil in a non-locked setting, and is implemented for the purpose of calming.

It is required to document the use of physical, mechanical, and/or seclusions during the behavior incidents. The use of such actions is documented as a **Behavior Response** within Infinite Campus.

Event Details

*Event Type:
501: Fighting (48900 a.1)

Demerits: 0 State Code: 501: Caused, Attempted, or Threatened Physical Injury Category: Major

Most Severe

This event required the use of a Behavior Response

If during a behavior event, restraints or seclusion was utilized, the following **MUST** be completed. By checking this option, additional options and information become needed.

Add Behavior Responses

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 option is available for selection when:

- The incident alignment is a discipline event.
- At least one Response Type has been created.
- At least one Behavior Event has been created.
- At least one participant has been added to the event.

Behavior Management

Save Delete New

Status Filter: Submitted/In Progress Alignment Filter: Discipline/Aw...

Incident Management Editor

Title	Date/Time	Location
chris's response test	02/18/2014 11:40 AM	
jb test behavior res	12/02/2013 12:10 PM	Other indoor area
bn test behavior referral	11/26/2013 10:23 AM	Restroom
Dawe, Student mouthed off	11/15/2013 9:54 AM	
..Minor - Defiance/Disrespect	11/07/2013 10:03 AM	Hallway
/Non-Compliance		

Incident Detail Information

This section stores information specific to the incident and will be shared in the Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 323420 Status: In Progress Submitted Date: 11/07/2013 Submitted By: Administrator

*Alignment: Discipline ..Minor - Defiance/Disrespect/Non-Compliance

*Date of Incident: 11/07/2013 *Time of Incident: 10:03 AM Damages: \$ 0.00

Context: Location: 2: Hallway

Events and Participants

This section will store event and participant information. Event Details will be shared in that person's behavior tab.

- ..Minor - Defiance/Disrespect/Non-Compliance (Event ID: 328291)
 - Student, Bryan
 - Detention (Resolution ID: 316101)
- ..Minor - Defiance/Disrespect/Non-Compliance (Event ID: 328348)
 - Behavior response missing
 - Student, Dylan

Add Event/Participant Add Resolution **Add Behavior Response**

Add Response

Response Details

*Response Type: mg: Restraint Dis Complete

Response Date: 03/05/2014 *Response Start Time: 12:30 PM *Response End Time: 12:45 PM Duration: 15 mins

Pre-Response Actions: (Describe the actions of the student and employees involved before the response along with any alternatives to the response attempted.)

Response Details: (Provide a description of the response personnel.)

Post-Response Actions: (Describe observed student and school employee behaviors following the response along with any deescalation techniques.)

Room:

Student Details

Student was injured during the response

*Describe any injuries to the student.

*Apply To: ..Minor - Defiance/Disrespect/Non-Compliance

Dylan Student

Guardian Contacted

*Date: 03/14/2014 *Time: 12:47 PM Contact:

Details:

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.

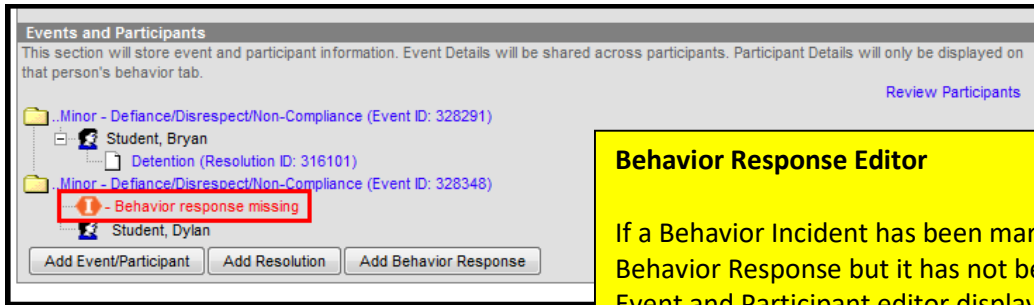
Name: Diana Staff (Gender: F) Role: PL: Primary/Lead Participant was injured during the response

*Describe any injuries to the participant.

Add Participant

Filter: School Employees Participant Name: Search

Save Close



Behavior Response Editor

If a Behavior Incident has been marked to include a Behavior Response but it has not been entered, the Event and Participant editor displays an orange icon indicating the behavior response information is missing.

The Behavior Incident cannot be marked COMPLETE without a COMPLETED Behavior Response.

Behavior Response Editor Fields

Response Details Fields	Description
Response Type	Indicates the type of response that was given. These options are based on the active Response Types entered in the Behavior Admin tool.
Complete	Indicates the behavior response is complete. This is marked when all items related to the response are complete - parents/guardians have been contacted, staff have completed reaction to the event, students have been deescalated, etc.
Response Date	Entered date reflects when the response occurred. This date automatically displays the date the incident occurred and cannot be modified.
Response Start Time	Entered time (in HH:MM format) indicates when the staff person began administering the response. The start time of the response must be after the start time of the behavior incident.
Response End Time	Entered time (in HH:MM format) indicates when the staff person stopped administering the response. The end time of the response must be after the start time of the response.
Duration	This field automatically calculates the amount of time the response lasted, based on the entered start and end time.
Behavior Response Approver	Indicates the person authorizing the use of the response.
Pre-Response Actions	Text entered here describes the actions performed by the staff and student before the response was administered.
Response Details	Text entered here describes the details of the response.
Post-Response Actions	Text entered here describes the actions performed by the staff and student after the response was administered.
Room	Indicates where the response occurred.
Student Details	
Student was injured from the response	If the student assigned to the event was injured as part of the response, mark this checkbox.
Describe any injuries to the student	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the student experienced.
Apply To	Indicates the student who received the behavior response. If more than one student is involved in the event, only one student can be selected on the response editor.

Response Details Fields	Description
Guardian Contacted	Indicates the student's parent/guardian was contacted as a result of the response. When marked, the following four fields displays: <ul style="list-style-type: none"> • Date • Time • Contact • Details
Date	Entered date reflects when the guardian was contacted. This field defaults to the current date. Dates are entered in <i>mmddyy</i> format, but can be modified by clicking the calendar icon.
Time	Entered time reflects when the guardian was contacted.
Contact	Indicates the name of the guardian who was contacted.
Details	Provides a description of what was discussed when the guardian was contacted.
Participant Details	
Name	Displays the name of the person involved in the response, as determined by the name selected in the Behavior Response Approver field.
Role	Select the type of position the person had in the response. <ul style="list-style-type: none"> • PL: Primary/Lead • SC: Secondary • OB: Observer
Participant was injured during the response	If the staff person was injured, mark this checkbox.
Describe any injuries to the participant	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the staff person experienced.
Add Participant	<p>Enter the start or all of another person's name, and search, to add that individual to the response.</p> <ul style="list-style-type: none"> • Use the Filter options to search only for the selected type of person - Students (other persons who have an enrollment record), School Employees (persons who have a district assignment record, or All People (persons who have a Campus Census record). • Enter the name of the participant (or part of the name) into the search field and click the Search button. Matching results display in a dropdown list of the search results. Choose the appropriate person. • Complete the addition of the participant by selecting the Role and indicating whether the person was injured (defined above). • Add additional participants as needed. <p>If another student is added as a participant, make sure that student is added to the event as a witness or other participant. This way, that student will have a behavior event on their Behavior tab and the school can track any injuries or other results of the event accordingly.</p> <p>In some situations, the Participant may be another student who is not involved in the incident, but is observing the response/seclusion in order to meet a district requirement.</p>

Red fields = Required