

8/2/2018

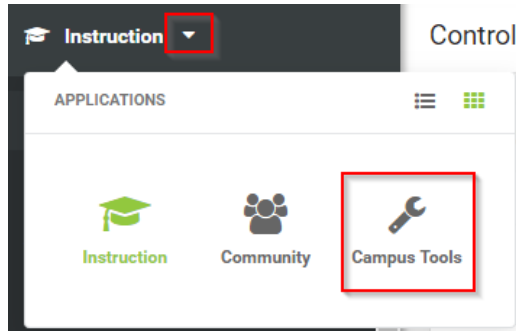


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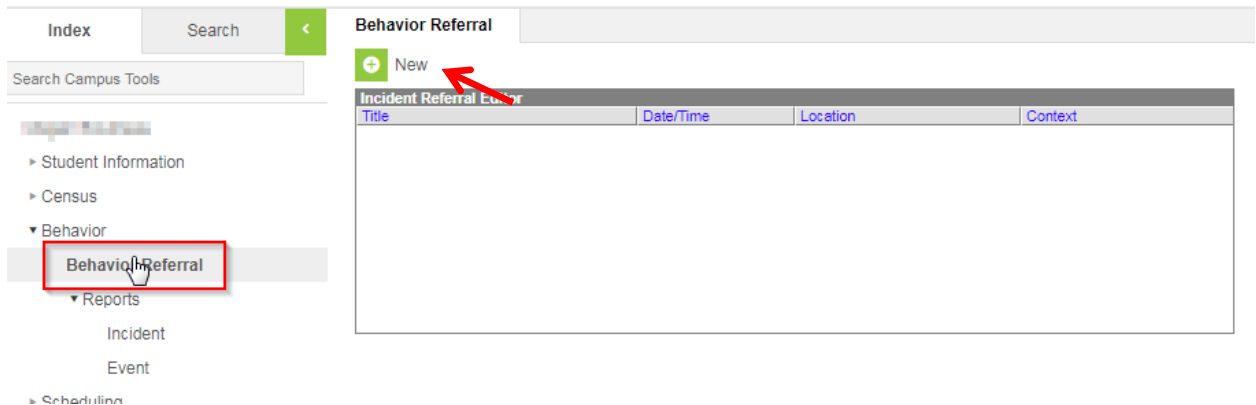
BEHAVIOR REFERRAL
INSTRUCTIONS FOR TEACHERS

Creating a Behavior Referral

- Navigate to “Campus Tools” if you are in Campus Instruction



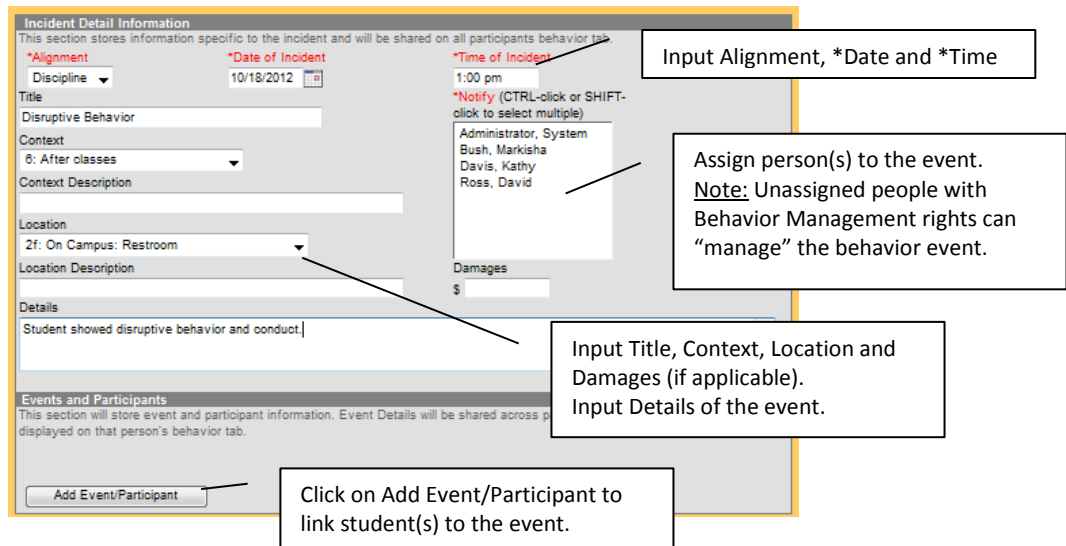
- In the Index tab, click on Behavior and select **Behavior Referral**.
- The Behavior Referral tab will appear in the workspace to the right. Click **New**.



Incident Detail

- You are required to input the following 4 fields (in red); the other fields are optional for Infinite Campus but may be required for PBIS reporting
 - Required Fields
 - ***Alignment:** drop down of Discipline (default) or Award
 - ***Date of Incident:** defaults to current date; can be edited
 - ***Time of Incident:** defaults to current time; can be edited
 - ***Notify:** Select the school administrator to assign the referral to. Selected person(s) will receive notice of the referral in their process in box.

- Other/PBIS Fields (Although these fields are considered optional for Infinite Campus, many should be filled in to provide additional details and to assist with reporting)
 - **Title:** Provide a brief name for the incident for tracking purposes.
 - **Context:** Drop down box describing when an event occurred.
 - **Context Description:** Provide more detail about when the event occurred.
 - **Location:** Drop down box describing where an event occurred.
 - **Location Description:** Provide more detail about where the event occurred.
 - **Details:** Provide a summary of the behavior event.
 - **Damages:** Enter a dollar amount for any damages incurred through the event.

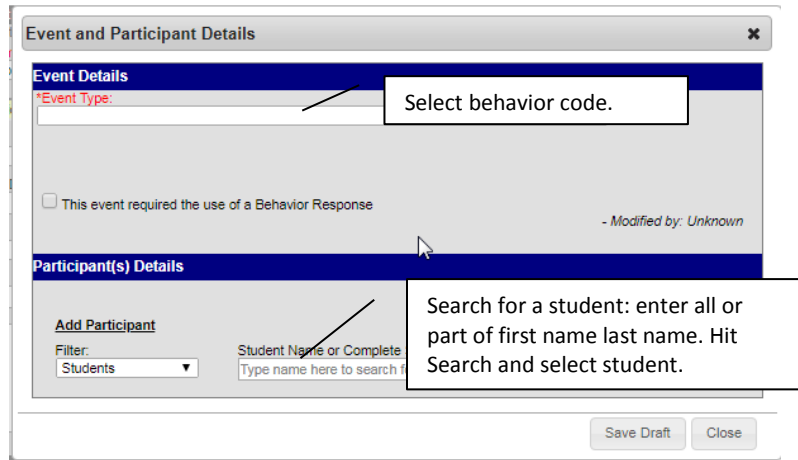


The screenshot shows the 'Incident Detail Information' form. Callout boxes provide the following instructions:

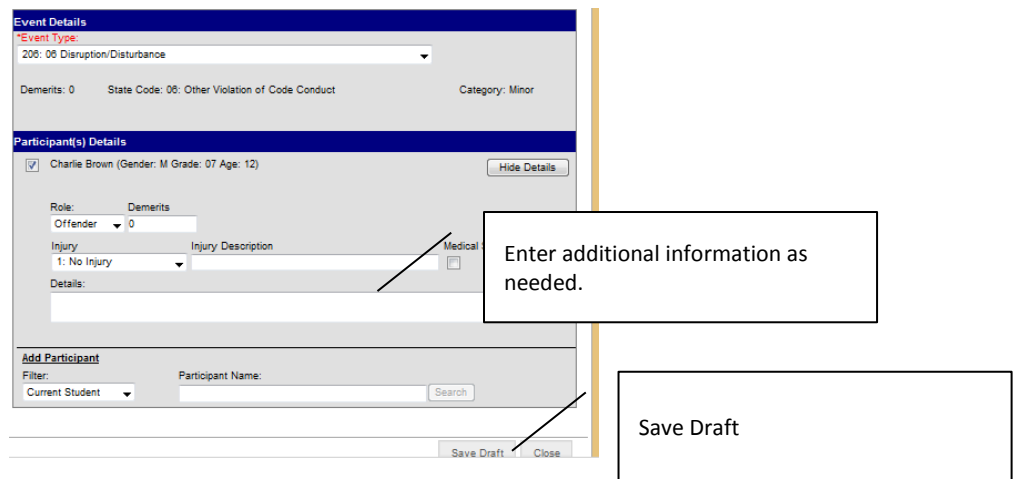
- Input Alignment, *Date and *Time**: Points to the Alignment, Date of Incident, and Time of Incident fields.
- Assign person(s) to the event. Note: Unassigned people with Behavior Management rights can "manage" the behavior event.**: Points to the Notify field.
- Input Title, Context, Location and Damages (if applicable). Input Details of the event.**: Points to the Title, Context, Location, Damages, and Details fields.
- Click on Add Event/Participant to link student(s) to the event.**: Points to the Add Event/Participant button.

Events and Participants

- **You must complete this step to attach student(s) to the behavior event. Typing the student(s) name into the description does not attach it to the student's record.**
- Click on Add Event/Participant
- From this screen, click on the Event Type: drop down; select a code for the event
- Type in all or part of a student's name (first name last name). Hit Search and select student.
- Only click on the box titled **"This event required the use of a Behavior Response"** if physical or mechanical restraints were used with the student during this incident.



- At the next screen shown below, you will enter additional information regarding the student and his/her role in the event.
- Add more students as needed and specify whether they are offender, participants, victims or witnesses. **Note: for every bullying event, you will need to enter the offender(s) and victim(s) and attached to the event.**



- Click **Save Draft**.
- The saved event appears in the Incident Referral Editor. You can click on to modify
- Once completed, click **Submit** to submit the event to your building administrator

