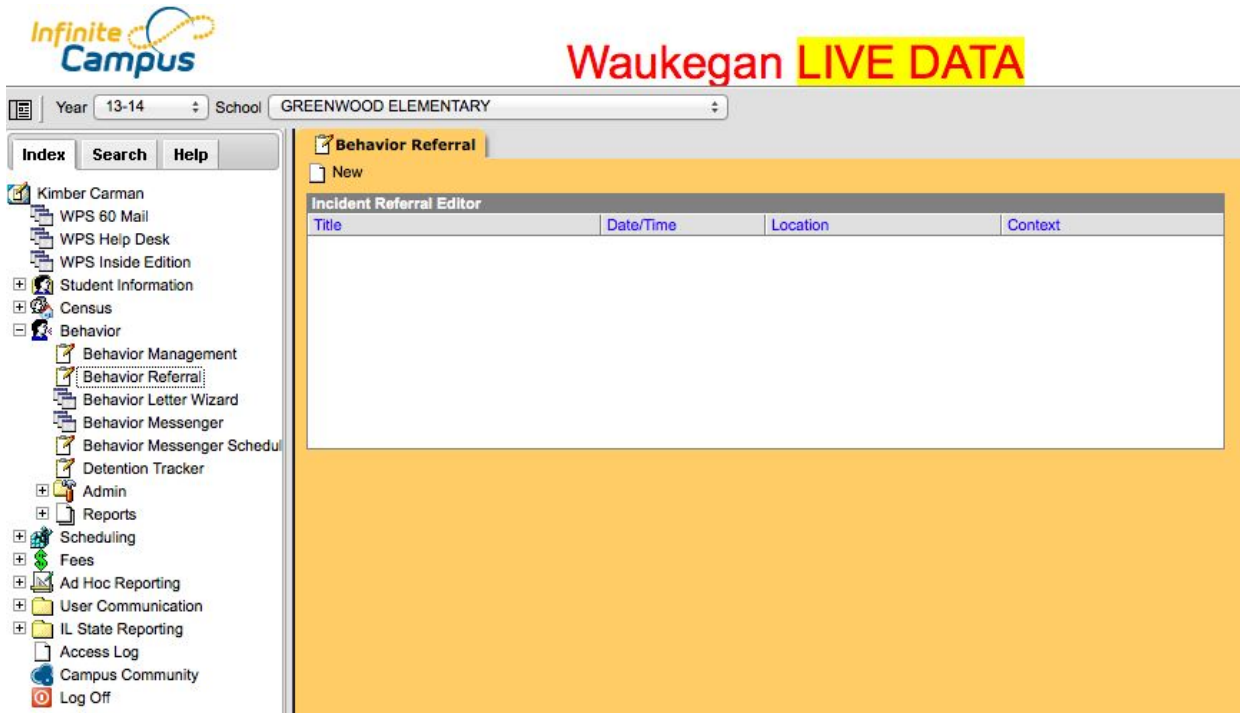


Behavior Referral and Management

Behavior Referral

Creation of Behavior Referral



- To create a behavior referral, open the Behavior menu in the index, click Behavior Referral and then select 'New' which appears under the Behavior Referral tab.

Behavior Referral

Date, Time and Title

- Since the date and time fields auto-fill, edit these fields to reflect the actual date and time of the incident. Next, enter a title for the incident, and select which staff member or members to notify.

The screenshot displays the Behavior Referral software interface. On the left is a navigation menu with categories like Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, MN State Reporting, and Account Settings. The 'Behavior' category is expanded, showing 'Behavior Referral' as the selected option.

The main area is titled 'Incident Referral Editor' and contains a table with the following data:

Title	Date/Time	Location	Context
Fighting	02/28/2014 9:58 AM	Classroom	During School Hours
..Minor - Inappropriate Language	11/07/2013 10:02 AM	Hallway	During School Hours

Below the table is the 'Incident Detail Information' section, which includes fields for Incident ID (323465), Alignment (Discipline), Date of Incident (02/28/2014), Time of Incident (09:58 AM), Title (Fighting), Context (1: During School Hours), Context Description, Location (1: Classroom), Location Description, and a list of staff members for notification. The staff list includes Anne, Brian, Carol, David (selected), Erika, Frederick, Gina, and Heath. There is also a 'Damages' field with a value of \$ 0.00.

At the bottom of the interface is the 'Events and Participants' section, which contains buttons for 'Add Event/Participant' and 'Add Behavior Response'.

Behavior Referral

Context

- 'Context' Dropdown
- 'After classes' refers to incidents on school property after the end of the school day.
- 'School Sponsored Activity' refers to off-campus school related activities.
- 'Non-School Sponsored Activity' refers to incidents that occur on school property, not during school authorized events.

The screenshot displays the Behavior Referral system interface. On the left is a navigation menu with categories like Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, MN State Reporting, and Account Settings. The 'Behavior' category is expanded, showing 'Behavior Referral' as the selected option.

The main content area is divided into two sections:

Incident Referral Editor

Title	Date/Time	Location	Context
Fighting	02/28/2014 9:58 AM	Classroom	During School Hours
..Minor - Inappropriate Language	11/07/2013 10:02 AM	Hallway	During School Hours

Incident Detail Information

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

Incident ID: 323465 *Alignment: Discipline *Date of Incident: 02/28/2014 *Time of Incident: 09:58 AM

Title: Fighting

Context: 1: During School Hours

Context Description:

Location: 1: Classroom

Location Description:

Details:

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.

Staff List (selected: Staff, David): Staff, Anne, Staff, Brian, Staff, Carol, Staff, David, Staff, Erika, Staff, Frederick, Staff, Gina, Staff, Heath

Damages: \$ 0.00

Buttons: Add Event/Participant, Add Behavior Response

Behavior Referral

Location/ Location Description/ Details

- Choose a 'Location' from the drop-down; enter the room number or other description in the 'Location Description.'
- 'Off-Campus Other School' includes all schools within the district excluding administrative buildings.
- 'Off-Campus Other School District Property' refers to district buildings other than school buildings.
- 'Other Off-Campus Location' refers to any non-district property during its hosting of a school sponsored event.
- Then, in 'Details' field briefly describe incident.

The screenshot displays the Behavior Referral software interface. On the left is a navigation menu with categories like Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, MN State Reporting, and Account Settings. The 'Behavior Referral' section is selected. The main area is divided into two panels. The top panel, 'Incident Referral Editor', contains a table with columns for Title, Date/Time, Location, and Context. It lists two incidents: 'Fighting' on 02/28/2014 at 9:58 AM in a Classroom during school hours, and 'Minor - Inappropriate Language' on 11/07/2013 at 10:02 AM in a Hallway during school hours. The bottom panel, 'Incident Detail Information', provides a form for incident details. It includes fields for Incident ID (323465), Alignment (Discipline), Date of Incident (02/28/2014), Time of Incident (09:58 AM), Title (Fighting), Context (1: During School Hours), Context Description, Location (1: Classroom), Location Description, and a Details field. A 'Notify' dropdown menu is open, showing a list of staff members: Staff, Anne; Staff, Brian; Staff, Carol; Staff, David (selected); Staff, Erika; Staff, Frederick; Staff, Gina; and Staff, Heath. At the bottom right, there is a 'Damages' field with a value of \$ 0.00. The interface also includes buttons for 'Add Event/Participant' and 'Add Behavior Response'.

Title	Date/Time	Location	Context
Fighting	02/28/2014 9:58 AM	Classroom	During School Hours
Minor - Inappropriate Language	11/07/2013 10:02 AM	Hallway	During School Hours

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

Incident ID: 323465 *Alignment: Discipline *Date of Incident: 02/28/2014 *Time of Incident: 09:58 AM

Title: Fighting

Context: 1: During School Hours

Context Description:

Location: 1: Classroom

Location Description:

Details:

*Notify (CTRL-click or SHIFT-click to select multiple):
Staff, Anne
Staff, Brian
Staff, Carol
Staff, David
Staff, Erika
Staff, Frederick
Staff, Gina
Staff, Heath

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.

Add Event/Participant Add Behavior Response

Behavior Referral

Add Event/ Participant

- First, select 'Add Event/Participant.'
- Next, select an 'Event Type' from the drop-down.
- Then, enter participant's names in 'Participant Name' box and click search.
- Once 'Participant Name' selected, the Participant Detail box will appear.

Event and Participant Details

Event Details

*Event Type:
09: 112-Fighting

Demerits: State Code: 09: Detrimental Behavior Category:

Participant(s) Details

Add Participant

Filter: Students Participant Name: Type name here to search for participant Search

Save Close

Add Event/Participant Add Resolution

Behavior Referral

Participant Details

- First, determine the role of the participant.
- **Offender:** Committed behavior violation. Must select if student to receive consequence.
- **Participant:** Behavioral infraction not committed.
- **Victim:** Injured party.
- **Witness:** Observed event but no participation.
- Continue to add participants and events to incident.
- When all events and participants are added press '**submit**'

Participant(s) Details

☒ Abigail Student (Gender: F Grade: 09 Age: 15) Hide Details

Role: Demerits
Offender

Injury Injury Description Medical Service Provided: ☐

Details:

Add Participant

Filter: Participant Name: Search

Participant(s) Details

Add Participant

Filter: Participant Name: Search

Abigail Student (Gender: F Grade: 09 Age: 14)
Emily Student (Gender: F Grade: 11 Age: 17)
Jacob Student (Gender: M Grade: 09 Age: 15)
Mason Student (Gender: M Grade: 10 Age: 15)
Molly Student (Gender: F Grade: 11 Age: 17)
Ryan Student (Gender: M Grade: 11 Age: 17)

Save Draft Close

Behavior Management

Pending Behavioral Referrals

The screenshot displays the 'Behavior Management' interface. On the left is a navigation menu with options like 'System Administrator', 'Student Information', 'Instruction', 'Census', 'Behavior', and 'Behavior Management' (which is highlighted with a red box). The main area shows a 'Behavior Management' header with 'Save', 'Delete', and 'New' buttons. Below this are filters for 'Status Filter' (set to 'Submitted/In Progress') and 'Alignment Filter' (set to 'Discipline/Award'). A table titled 'Incident Management Editor' lists several incidents, including 'LAB - Attendance Conflict', 'Student Smoking - DEMO', and 'CHEATING'. The 'Student Smoking - DEMO' row is highlighted in blue. Below the table is the 'Incident Detail Information' section, which includes fields for 'Incident ID' (20223), 'Status' (In Progress), 'Submitted Date' (01/21/2014 09:22 AM), and 'Submitted By' (Administrator, System). There are also fields for '*Alignment' (Discipline) and 'Title' (Student Smoking - DEMO).

Title	Date/Time	Behavior Event Location	Context	Submitted By	Status
LAB - Attendance Conflict	01/21/2014 11:00 AM	Classroom		Administrator, System	IP
Student Smoking - DEMO	01/17/2014 9:20 AM	Restroom	School Sponsored Event, during school hours	Administrator, System	IP
CHEATING	01/16/2014 1:12 PM	Classroom		Administrator, System	IP
jb test 012214_Echo	01/16/2014 12:15 PM	Classroom		Berchem, Janeen	IP
jb test 012214_Foxtrot	01/16/2014 11:38 AM	Classroom		Berchem, Janeen	IP
jb test 112214_golf	01/16/2014 11:00 AM	Classroom		Berchem, Janeen	IP

- Pending behavioral referrals sent to you by staff will appear after selecting the 'Behavior Management' tab.
- 'Status Filter' allows you to narrow down or expand the pending referral list.
- Click a pending referral to provide a resolution.

Behavior Management

Add Resolution

- Once you select a referral, the 'Incident Detail Information' screen appears.
- Click 'Add Resolution' at bottom of screen.

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 button will not be enabled until all required fields are filled.

Incident ID: 65040 Status: Submitted Submitted Date: 05/23/2012 10:16 AM
Submitted By: Smith, Anne

*Alignment: Discipline Incident Title: Pep Rally Incident

*Date of Incident: 05/23/2012 *Time of Incident: 09:41 AM Damages: \$ 0.00

Context: 10: School-sponsored activity Context Description:

Behavior Incident Location: SG: School Grounds Location Description: Gymnasium

Details:

Number of Victims: 1
Students: 1

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
 - Detention (Resolution ID: 1627251)
 - Jacob Student - Offender
 - Detention (Resolution ID: 1627250)
 - Mason Student - Victim
- 129-Poss Drugs (Event ID: 176494)
 - Jacob Student - Offender
 - PCON-Parent Conference (Resolution ID: 1627253)
- 137-Theft (Event ID: 176495)
 - Ryan Student - Offender
 - Detention (Resolution ID: 1627252)

[Add Event/Participant](#) [Add Resolution](#)

Behavior Management

Resolution Details

- First, enter 'Resolution Type' by selecting from the drop-down.
- Next, enter resolution assign date, start date, end date and start time.
- 'Resolution Assign Date' refers to the date the resolution is entered into IC, and parent/ student notified of the resolution.
- 'Resolution Start Date' is the first day of the resolution.
- 'Resolution Start Time' should be made blank for a full day, and should be time sent home for partial day.
- 'Resolution End Date' is the last day of the resolution.
- 'Resolution End Time' is optional.
- Under 'Apply To' check box next to student for which resolution applies.

The screenshot shows a web-based form titled "Add Resolution". The form is divided into several sections:

- Resolution Details** (blue header):
 - *Resolution Type:** A dropdown menu with "SUS: Suspension" selected.
 - Resolution Assign Date:** A date field with "09/17/2013" and a calendar icon.
 - *Resolution Start Date:** A date field with "09/17/2013" and a calendar icon.
 - Resolution Start Time:** A time field with "01:27 PM".
 - *Resolution End Date:** A date field with "09/18/2013" and a calendar icon.
 - Resolution End Time:** An empty time field.
- Duration in School Days:** An empty text field.
- Attendance Code:** A dropdown menu with "ABS: Abs/Suspen" selected.
- Behavior Admin Staff Name:** A dropdown menu.
- Details:** A large empty text area.
- Number Days Reduced:** An empty text field.
- Alternate Education Setting:** A dropdown menu.
- Referred To Law Enforcement:** A checkbox that is currently unchecked.
- *Apply To:** A section with a label ".Disruption" and a list of students. "Colin Student" is checked with a blue square.
- Check for attendance conflicts:** A button at the bottom of the form.

Behavior Management

Resolution Details Cont'd.

- 'Duration in School Days' reflects a numeric value for the number of school days the resolution will last. This field is mandatory for state reporting of suspensions and must only show whole number of day(s).
- 'Attendance Code' enter either OSS or ISS
- 'Behavior Admin Staff Name' choose name of administrator entering resolution.
- 'Details' describe event; use student ID numbers NOT student names; and include behavior consequences and interventions.

The screenshot shows a web-based form titled "Add Resolution". The form is divided into several sections:

- Resolution Details** (blue header):
 - *Resolution Type:** A dropdown menu with "SUS: Suspension" selected.
- Resolution Dates and Times:**
 - Resolution Assign Date:** 09/17/2013 (with a calendar icon).
 - *Resolution Start Date:** 09/17/2013 (with a calendar icon).
 - Resolution Start Time:** 01:27 PM.
 - *Resolution End Date:** 09/18/2013 (with a calendar icon).
 - Resolution End Time:** (empty field).
- Duration in School Days:** (empty text input field).
- Attendance Code:** A dropdown menu with "ABS: Abs/Suspen" selected.
- Behavior Admin Staff Name:** A dropdown menu (empty).
- Details:** A large text area for describing the event.
- Number Days Reduced:** (empty text input field).
- Alternate Education Setting:** A dropdown menu (empty).
- Referred To Law Enforcement:** A checkbox (unchecked).
- *Apply To:** A section with a radio button and the text "Disruption". Below it, a checked radio button is next to "Colin Student".
- Check for attendance conflicts:** A button at the bottom.

Behavior Management

Resolutions

- Click the name of the student to whom you would like to apply the resolution.
- Click 'Save.'
- Enter as many resolutions as needed.
- Remember to **save** each resolution.

Behavior Management

Leaving classroom during break	05/22/2014 3:29 PM	On Campus: Classroom	During class	Colletti, Teresa	CM
Saturday School	05/22/2014 2:15 PM	On Campus: Hallway or stairs		Schaefer, Molly	CM
Dicing in class	05/22/2014 2:12 PM	On Campus: Classroom	During class	Wade, Elizabeth	CM
Saturday School	05/22/2014 2:01 PM	On Campus: Hallway or stairs		Berrie, Michael	CM
Saturday School	05/22/2014 1:31 PM	On Campus: Hallway or		Levin, Eric	CM

Incident Details
This section is enabled until
Incident ID: 1

***Alignment**
Discipline

***Date of Incident**
05/22/2014

Context
3: During class

***Location**
2c: On Campus

Details
Jorell DeVos
period before
period. I have
period. No on
geometry blo
for disrespect

Events and
This section v
person's beha

Insubord

Add Event

Add Resolution

Resolution Details

***Resolution Type:**

Resolution Assign Date: 07/15/2014 **Resolution Start Date:** 07/15/2014 **Resolution Start Time:** 03:56 PM **Resolution End Date:** **Resolution End Time:**

Duration in School Days:

Behavior Admin Staff Name

Details:

NO Pass/NO Play

***Apply To:**
Insubordination (WHS ONLY)-Truancy

☐ Jorell DeVos
CON: Conference

☐ Jasmine Gates
CON: Conference

Save **Close**

Editing Behavior Referrals

- Select 'Behavior Management,' then click the referral for editing.
- If the referral is already completed change the status filter to complete.
- Click the event you would like to edit contained within the referral.

Infinite Campus

Year: 13-14 School: THOMAS JEFFERSON MIDDLE SCHOOL

Waukegan LIVE DATA

Behavior Management

Status Filter: Submitted/In Progress Alignment Filter: Discipline/Award

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status
Fight in class	06/02/2014 9:07 AM	On Campus: Classroom	During class	Peterson , Joanna	IP
Stolen Money	05/30/2014 11:05 AM	On Campus: Other inside area	During passing	Allen, Michael	IP
Calling the Teacher a Dick	05/29/2014 9:42 AM	On Campus: Classroom	During class	Ayllon, Juan	SB
Student Throwing Projects around room at students	05/29/2014 9:10 AM	On Campus: Classroom	During class	Peterson , Joanna	SB
Disrespect to teacher	05/29/2014 7:59 AM	On Campus: Classroom	During class	Ulickey, Donald	SB
Disobedience	05/28/2014 12:20 PM	On Campus: Classroom	During passing	Sherwood, Justin	SB
Disrespect/Disobedience	05/28/2014 12:16 PM	On Campus: Hallway or stairs	During class	Sherwood, Justin	SB

Editing Behavior Referrals

- Make necessary changes.
- To remove a participant, uncheck the box next to their name. To add a participant, search for the participant, click on their name, and add their participant details.
- CLICK 'SAVE'

Waukegan LIVE DATA

Year: 13-14 School: THOMAS JEFFERSON MIDDLE SCHOOL

Behavior Management

Save X Delete New

Status Filter: Submitted/In Progress Alignment Filter: Discipline/Award

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status
Fight in class	06/02/2014 9:07 AM	On Campus: Classroom	During class	Peterson, Joanna	IP
Stolen Money	05/30/2014 11:05 AM	On Campus: Other inside area	During passing	Allen, Michael	IP
Calling the Teacher a Dick	05/29/2014 9:42 AM	On Campus: Classroom	During class	Ayllon, Juan	SB
Student Throwing Projects around room at students	05/29/2014 9:10 AM	On Campus: Classroom	During class	Peterson, Joanna	SB
Disrespect to teacher	05/29/2014 7:59 AM	On Campus: Classroom	During class	Ulickey, Donald	SB
Disobedience	05/28/2014 12:20 PM	On Campus: Classroom	During passing	Sherwood, Justin	SB
Disrespect/Disobedience	05/28/2014 12:16 PM	On Campus: Hallway or stairs	During class	Sherwood, Justin	SB

Incident Detail Information

This section stores information specific to the incident and will be shared on all participant's behavior tab. Add Event/Participant button will not be enabled until all required fields are filled.

Incident ID: 103506 Status: Submitted Submitted Date: 05/29/2014 08:09 AM
Submitted By: Ulickey, Donald

*Alignment: Discipline *Title: Disrespect to teacher
*Date of Incident: 05/29/2014 *Time of Incident: 07:59 AM
Context: 3: During class Damages: \$ 0.00
*Location: 2c: On Campus: Classroom Context Description: Disrespect to teacher
Location Description:

Details

I asked Ximena to be quiet. She told me the say to her, "It is my mouth, I do not need to be quiet."

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.

Disrespect-Gross Disobedience (Event ID: 121456)
Ximena Gutierrez - Offender

Add Event/Participant Add Resolution

[Review Participants](#)

Bullying Changes

- Select “Bullying” under “Event Type”.

The screenshot shows a web application window titled "Event and Participant Details". The window is divided into several sections:

- Event Details**: This section contains a dropdown menu for "Event Type" which is currently set to "18: Bullying". Below this, there are fields for "Demerits: 0" and "State Code: 18: Other Reason". A checkbox labeled "This event required the use of a Behavior Response" is also present.
- Custom Data Elements**: This section contains a field for "Event Location".
- Participant(s) Details**: This section contains a sub-section titled "Add Participant". It includes a "Filter:" dropdown set to "Students" and a search area with the text "Student Name or Complete Student Number:" followed by a text input field with the placeholder "Type name here to search for participant" and a "Search" button.

At the bottom right of the window, there are two buttons: "Save Draft" and "Close".

- Select “Harassment Type”
- A dropdown box will contain the following choices: color, disability, national origin, race, religion, sex, sexual orientation, and other.
- If you select other contact the Coordinator of Student Services.

The screenshot shows a web-based form titled "Event and Participant Details". The form is divided into several sections:

- Event Details:**
 - *Event Type: A dropdown menu showing "18: Bullying".
 - Demerits: 0
 - State Code: 18: Other Reason
 - ☐ This event required the use of a Behavior Response
- Custom Data Elements:**
 - *Event Location: A text box containing "Classroom".
- Participant(s) Details:**
 - ☒ Nicholas Kolesiak (Gender: M) (Uncheck to exclude participant.) [Hide Details button]
 - Role: Offender (dropdown), Demerits: 0
 - Injury: 1: No Injury (dropdown), Injury Description: [text box], Medical Service Provided: ☐
 - Details: [large text area]
 - *Harassment Type: [dropdown], Harassment Description: [text box]
 - [Add button]
- Add Participant:**
 - Filter: All People (dropdown)
 - Participant Name: [text box] [Search button]

Police Referral and School Related Arrest

- Under “Resolution Details” select the box under “Referred to Law Enforcement” if the police were contacted.
- If a student is arrested select the box under both “Referred to Law Enforcement” and “School-Related Arrest”.

The screenshot shows a software window titled "Add Resolution". The form is divided into several sections:

- Resolution Details**: This section contains a dropdown menu for "Resolution Type".
- Resolution Assign Date**: A date field set to 08/10/2016.
- Resolution Start Date**: A date field set to 08/10/2016.
- Resolution Start Time**: A time field set to 02:52 PM.
- Resolution End Date**: An empty date field.
- Resolution End Time**: An empty time field.
- Duration in School Days**: An empty text field.
- Behavior Admin Staff Name**: A dropdown menu.
- Details**: A large text area for additional information.
- NO Pass/NO Play**: A checkbox that is currently unchecked.
- Custom Data Elements**: This section contains two checkboxes: "Referred to Law Enforcement" (checked) and "School-Related Arrest" (checked).
- *Apply To:**: This section includes a label "Physical Fighting" and a checkbox for "Nicholas Kolesiak", which is currently unchecked.

At the bottom right of the form, there are two buttons: "Save" and "Close".

Behavior Letter Wizard

- Select Behavior Letter Wizard from the Behavior Menu
- Choose the appropriate suspension letter based on the duration and type (threat or disruption)
- Enter the effective date or date range (use the date of the incident) and select Print Letters to generate

Infinite Campus District Edition

Year 17-18 School All

Index Search

Kimber Carman

Tableau

WPS 60 Mail

WPS Help Desk

WPS Inside Edition

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- ▶ Fees
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Access Log

Saved Letters

Letter Name	Date Applies To
Disruption 1-3 Days OSS L	Event
Disruption 4 Days OSS Let	Event
Disruption 5-10 Days OSS	Event
ISS Letter	Event
Swis Data	Incident
Swis Letter no grades/att	Incident
Threat 1-3 Days OSS Lette	Incident
Threat 4 Days OSS Letter	Incident
Threat 5-10 Days OSS Lett	Incident

Generate Letters For:

Effective Date ☐

Date Range ☒

09/1/2017 to 09/26/2017

Sort Option: ☒ Student Name ☐ Zip

Letter Format: ☒ Addressed Form Letter ☐ Blank Form Letter

Salutation Line: To Parent/Guardian of:

Ad Hoc Filter:

Edit Delete New

Print Letters