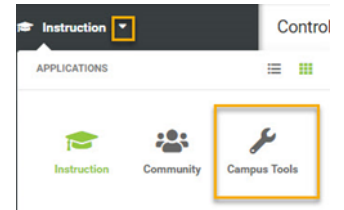


# 1

**Navigate to Campus Tools:** There are two main modules in Infinite Campus called Campus Tools and Campus Instruction. You must be in the Campus Tools module to enter a Behavior Referral. Click on the drop down menu and select "Campus Tools" from the menu.



# 2

**Open the Behavior Referral Module:**

Path: Index>Behavior>Behavior Referral

Select **New** to enter a new referral.



# 3

**Date and Time of Incident-**

Defaults to current date and time.

**Context-**Record the setting in which the incident occurred

**Location-**A drop-down list providing a choice of locations.

**Notify-**Select one or more behavior managers.

**Details-**Narrative of the incident. Enter the narrative of the behavior without using student names. Names will be added on the Events and Participants in the next step. It is important that confidential information is not entered in the details field.

**Add Event/Participant-**Click Add Event/Participant to add the event and participant in Step 4. Once you click Add Event/Participant, your screen will look like this:

**Behavior Referral**

**Incident Referral Editor**

Title	Date/Time	Location	Context

**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**

08/22/2019

**\*Time of Incident**

08:30 AM

**Title**

**Context**

3: During class

**Context Description**

**Location**

2c: On Campus: Classroom

**Building IRN**

**Details**

ENTER DETAILS ABOUT THE INCIDENT IN THIS BOX. DETAILS ENTERED IN THIS BOX PERTAIN TO ANY STUDENTS THAT ARE ENTERED AS A PARTICIPANT ON THIS BEHAVIOR INCIDENT. DO NOT ENTER STUDENT NAMES IN THIS FIELD. FAILURE TO ENTER ANYTHING IN THIS BOX WILL RESULT IN AN ERROR ON THE SCHOOL'S CERTIFY REPORT.

**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.

**Event and Participant Details** ✕

**Event Details**

**\*Event Type:**

## Create an Infinite Campus Behavior Referral

4

### Enter Event Type & Participant(s):

Select an Event Type from the List Provided

Note: If the behavior event selected was one of these event types:

Level II-Fighting/Threats  
Level III-Volatile Act  
Level III-Physical Assault

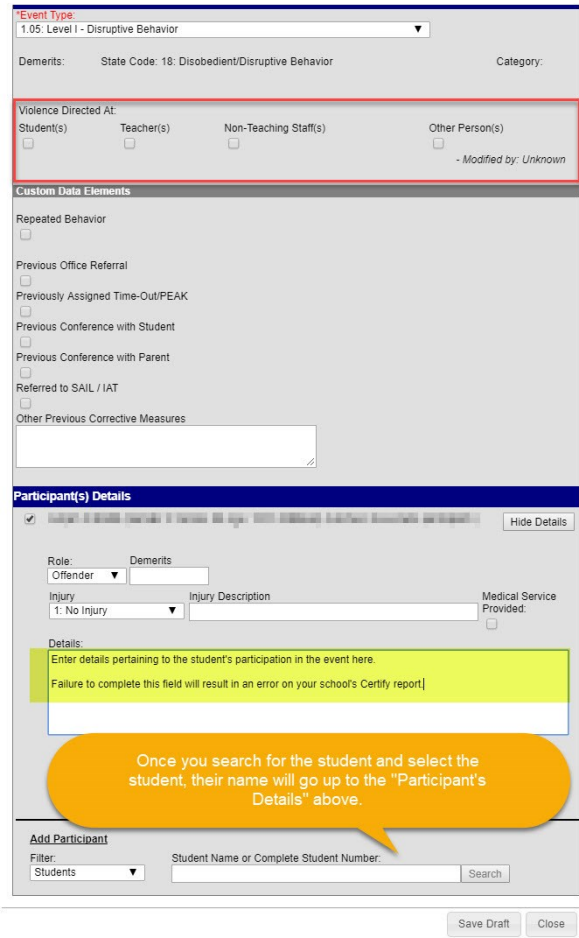
AND

The event involved violence directed at another person, you will need to select who the violence was directed at in the "Violence Directed At" field.

**Add Participants**-Offenders, Participants, Witness or Victim

**Add Details**-pertaining to the student's participation in the incident.

**Save Draft**-This will return you to the Incident Details screen.



The screenshot shows the 'Event Type' dropdown set to '1.05: Level I - Disruptive Behavior'. Below it, the 'Violence Directed At' section has checkboxes for 'Student(s)', 'Teacher(s)', 'Non-Teaching Staff(s)', and 'Other Person(s)'. The 'Student(s)' checkbox is selected. A red box highlights this section. Below is the 'Custom Data Elements' section with various checkboxes for 'Repeated Behavior', 'Previous Office Referral', etc. The 'Participant(s) Details' section is partially visible, showing a search filter and a search button. A yellow callout bubble says: 'Once you search for the student and select the student, their name will go up to the "Participant's Details" above.'

5

### Review and Submit the Incident:

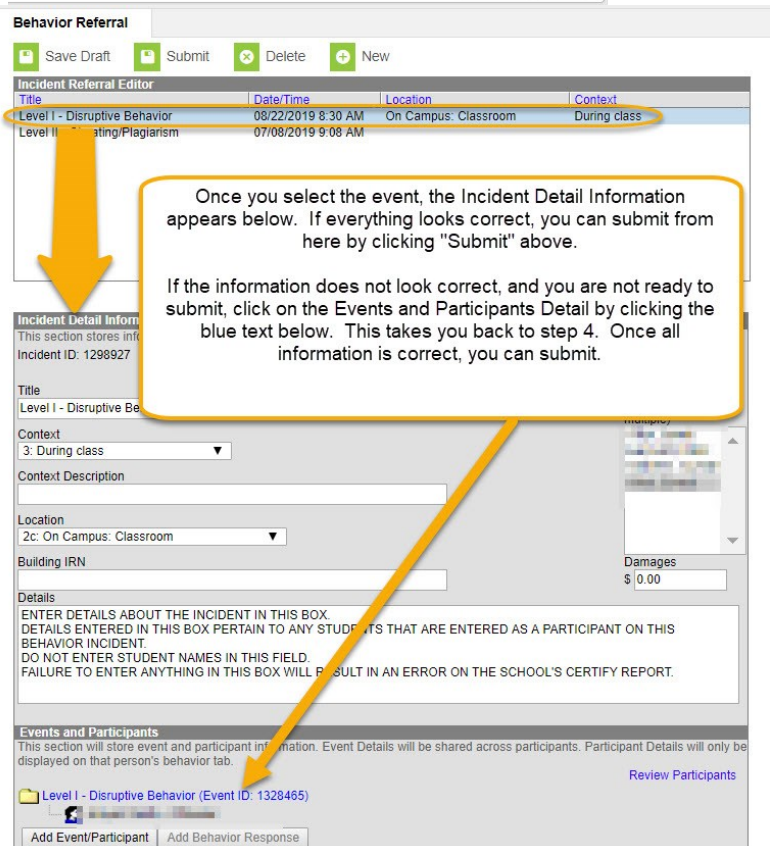
After you save the draft, you will be returned to the Incident details screen:

**Select the Incident** by clicking on the one you want to review.

**Review Information** Be sure to review all information in the referral, as once it is submitted, the referral cannot be modified in the behavior referral tool. The behavior manager will then be in charge of reviewing and assigning any resolutions through the behavior management tool.

If you do need to make any changes, do it before you submit by clicking on the event.

**Submit**-Click on the "Submit" button when you are ready to submit. The behavior manager will not receive the referral until you submit the referral.



The screenshot shows the 'Incident Referral Editor' screen. At the top, there are buttons for 'Save Draft', 'Submit', 'Delete', and 'New'. Below is a table of incident referrals:

Title	Date/Time	Location	Context
Level I - Disruptive Behavior	08/22/2019 8:30 AM	On Campus: Classroom	During class
Level II - Fighting/Plagiarism	07/08/2019 9:08 AM		

A yellow arrow points from the first row to the 'Incident Detail Information' section below. A yellow callout bubble says: 'Once you select the event, the Incident Detail Information appears below. If everything looks correct, you can submit from here by clicking "Submit" above. If the information does not look correct, and you are not ready to submit, click on the Events and Participants Detail by clicking the blue text below. This takes you back to step 4. Once all information is correct, you can submit.'

The 'Incident Detail Information' section shows:

- Incident ID: 1298927
- Title: Level I - Disruptive Behavior
- Context: 3: During class
- Location: 2c: On Campus: Classroom
- Building IRN: [Blank]
- Details: ENTER DETAILS ABOUT THE INCIDENT IN THIS BOX. DETAILS ENTERED IN THIS BOX PERTAIN TO ANY STUDENTS THAT ARE ENTERED AS A PARTICIPANT ON THIS BEHAVIOR INCIDENT. DO NOT ENTER STUDENT NAMES IN THIS FIELD. FAILURE TO ENTER ANYTHING IN THIS BOX WILL RESULT IN AN ERROR ON THE SCHOOL'S CERTIFY REPORT.

At the bottom, there is an 'Events and Participants' section with a list of events and a 'Review Participants' link.