

Discipline Quick Entry

Infinite Campus



Importance of Discipline Entry

- The collection of discipline data is required by state and federal law.
- While the two discipline collections take place in the spring, schools should be entering discipline events into their SIS *throughout* the year to ensure accuracy.
 - School Discipline: May-June
 - SPED Discipline: May-August

Uses for Discipline Data

- Student Screener
- State – Published on SchoolView
- Federal – Published on CRDC



Reporting of Disciplines

- Historically, CSI has seen Discipline data being under-reported at schools resulting in an inaccurate picture of disciplines.
- Ensuring that all disciplines that occur are entered accurately and are State reportable is necessary to reflect situation at schools and avoid under-counting.

Strategies for Addressing Accuracy

Determining behavior and consequence

Entering behavior and consequence

Reviewing behavior and consequence

Comparing across systems for overall accuracy

Comparing across collections for special education accuracy

Questions to Keep in Mind

1. Who are the main staff members responsible for discipline at your school?
2. Who enters the discipline information into your student information system?
3. How is your school classifying behavior that is being tracked? (Example: What is disruptive behavior?)



Data Entry Process





Steps of the Discipline Process

Once a behavior occurs at your school, navigate to Infinite Campus and complete these steps:

Navigate to Behavior Management

- Log in to Infinite Campus
- Click on Click on Behavior
- Click on Behavior Management

Create a behavior Incident and add Participant

- Click New
- Add Behavior Event Details
- Add Participants – Offender and Victim (if applicable)

Add a Resolution

- Create a Resolution
- Add applicable resolution type
- Complete details on expulsions and unilateral removals (if applicable)



Access Behavior Management

The screenshot displays the Infinite Campus District Edition interface for Behavior Management. At the top, the header shows 'Year 20-21' and 'School Launch High School'. The left navigation menu includes 'Behavior Management', which is highlighted with a red box. A red arrow points from this menu item to a 'New' button in the main area. Below the 'New' button is a table titled 'Incident Management Editor' with columns for Title, Date/Time, Behavior Incident Location, Context, Submitted By, Status, and Locked. The main content area shows the 'Incident Detail Information' form, which includes fields for Status (In-Progress), Submitted Date, Submitted By, Alignment (Discipline), Title (Disruptive in class), Date of Incident (08/27/2020), Time of Incident (01:40 PM), Context (3: During class), Behavior Incident Location (2c: On Campus: Classroom), Damages, Context Description, Location Description, and Most Serious Action. A text area contains the description: 'Student refused to be quiet in class and began throwing papers and pencils around. Encouraged other students to be disruptive.' At the bottom, the 'Events and Participants' section is visible, with the 'Add Event/Participant' button highlighted in red.



Add Event Details and Assign Offender/Victim

- Complete all details of the incident at the top of the screen
- Numbered Event Types are State Reportable
- If state reportable option selected, the resulting action must also be state reportable
- Search for students and add as offender. Add victims if necessary

Event and Participant Details

Event Details

*Event Type: 09: Detrimental Behavior

Demerits: 0 State Code: 09: Detrimental Behavior

Violence Indicator

- Modified by: Unknown

Participant(s) Details

Add Participant

Filter: Students

Student Name or Complete Student Number: Bill Test

Search

Save Close

Participant(s) Details

Bill Test, 123456789 (Uncheck to exclude participant) Display on Portal

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

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

Details:

Add Participant

Filter: Students

Student Name or Complete Student Number:

Search

Save Close



Create Resolution

- Click Add Resolution button
- Select the resulting disciplinary action (i.e. In-School/Out of School Suspension, Expulsion, Other, etc.)
- Numbered resolutions are state reportable and must match Behavior
- Complete the rest of the Action Details, including Expulsion or Transfer to Alternative school (if applicable)

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 filled.

Incident ID: 144 Status: In-Progress Submitted Date: 08/07/2020 02:05 PM
Submitted By: Charter School Institute, CSI

*Alignment: Discipline Title: Disruptive in class

*Date of Incident: 08/27/2020 *Time of Incident: 01:40 PM Damages: \$ 0

Context: 3: During class Context Description:
Behavior Incident Location: 2c: On Campus: Classroom Location Description:
Most Serious Event: Most Serious Action:

Details

Student refused to be quiet in class and began throwing papers and pencils around. Encouraged other students to be disruptive.

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.

[Review Participants](#)

Detrimental Behavior (Event ID: 148)

Jamie Riach - Offender

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



Additional Resolution Details

Resolution Details

***Resolution Type:** 02: In School Suspension

State Code: 02: In School Suspension Category: Minor

***Resolution Assign Date:** 08/28/2020 ***Resolution Start Date:** 08/27/2020 Resolution Start Time: 02:14 PM ***Resolution End Date:** 08/28/2020 Resolution End Time:

Duration in School Days: 1

Attendance Code (Warning: Saving this resolution will update attendance) ISS: In-School Suspension Behavior Admin Staff Name

Details:

Services during Expulsion School Related Arrest Transferred to Alternative School

***Apply To:** Detrimental Behavior Bill Test

Annotations:

- Add numbered Resolution Type for State Reportable if matches Behavior
- Add Resolution Assigned, Start, and End Date along with Duration (for SPED Discipline)
- Will impact Attendance if selected
- If Expulsion, Arrest or Transfer to Alternative School is applicable, be sure to checkmark
- Be sure to checkmark the Offender you want resolution applied to
- Be sure to Save



Final Result and Save!

Behavior Management

Click Save to complete the incident entry

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 filled.

Incident ID: 144 Status: Complete Submitted Date: 08/07/2020 02:05 PM
Submitted By: Charter School Institute, CSI

*Alignment: Discipline: Title: Disruptive in class

*Date of Incident: 08/27/2020 *Time of Incident: 01:40 PM Damages: \$ 0.00

Context: 3: During class Context Description:

Behavior Incident Location: 2c: On Campus: Classroom Location Description:

Most Serious Event: Most Serious Action:

Details: Student refused to be quiet in class and began throwing papers and pencils around. Encouraged other students to be disruptive.

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.

[Review Participants](#)

Check to ensure added correctly, it should look like this with state reportable behavior and resolution

- Detrimental Behavior (Event ID: 148)
- Bill Test - Offender
- In School Suspension (Resolution ID: 148)



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

