



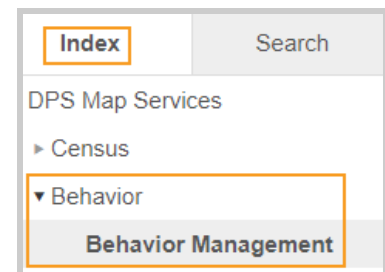
Infinite Campus Behavior Management Manual

Learning Objectives: You will be able to: [create new incident details](#), [add events and participants](#), [enter behavior resolutions](#), [edit behavior events](#), [delete information](#), and [add another student to the same behavior incident](#).

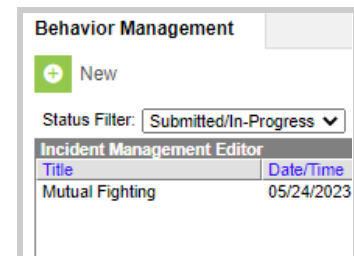
The **Behavior Management Tool** allows those with the appropriate tool rights to manage existing behavior as well as enter new behavior incidents. An incident record is made up of two parts; the Incident Detail Information, which provides the general information about the behavior incident, and the Events and Participants area, which describes the individual events within the incident and the participants in each event and participants' resolutions. Information entered in these areas will be viewable in the student's Behavior tab.

1. Creating a New Incident Detail.

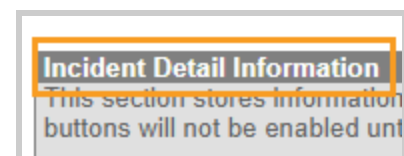
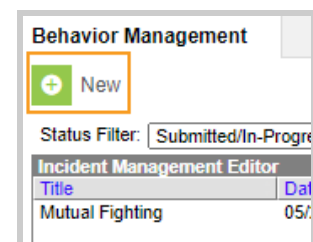
- a. From the **Index** tab, expand the Behavior folder and click on **Behavior Management**.



Note: The **Incident Management Editor** window will appear. It lists all behavior incidents for the School and Year selected in the Campus toolbar. It can show results based on the status and alignment filters.



- b. Click on **New** and the **Incident Detail Information** box will appear.





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- c. The **Status** will default to "In Progress."
- d. The **Submitted Date** is the date the incident record was reported and cannot be edited.
- e. **Submitted By** is the person who reported the incident. This field will default to the data entry person's name if another name is not selected.
- f. ***Alignment** - automatically defaults to **Discipline**. DPS is only using Discipline at this time.
- g. ***Title** is the Offense from the Matrix. Copy the title of the Offense exactly. **All bus incident information** will be entered in the Title as follows:
Title of the Matrix offense Bus number, first initial and last name of referring staff from Transportation.
- h. Enter ***Date of Incident**. It defaults to current date so you may need to change it.
- i. Enter ***Time of Incident**. It defaults to the current time the incident is created.
- j. If there were **Damages** resulting from the incident enter the dollar amount.
- k. Enter a ***Context**, which is an indication of the setting or time of day the incident took place. If necessary, you will also enter a **Context Description** that will provide more info about the context.
- l. Click on the ***Behavior Incident Location** dropdown and choose the place where the incident took place.

Status
In-Progress ▼

Submitted Date: 05/24/2023 08:42 AM
Submitted By: [User Name] ▼

*Alignment
Discipline ▼

*Title
Mutual Fighting

*Date of Incident
05/22/2023

*Time of Incident
10:08 AM

Damages
\$ []

*Context
3: During class

Context Description
[]

*Behavior Incident Location
CS: Class Room ▼

Location Description
[]



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You can also enter further **Location Description** information if necessary.

- m. Enter any **Details** that need to be entered for this event using the correct formatting method: Student A, Student B, **etc.**

A rectangular input field with a light gray border and the word "Details" in a dark gray box at the top left corner.

Note: It is very important that student names are not included in this section. It is an absolute must that they be referred to as Student A, Student B, etc.

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2. Adding Events and Participants.

The structure mirrors the [Student Discipline Matrix](#) Offense Types currently used. Type Two offenses are 200's. Type Three offenses are 300's. Type Four offenses are 400's. Type Five offenses are 500's.

- a. At the bottom of the screen, click on the **Add Event/Participant** button from the bottom of the Incident Detail screen. The window will open in front of the previous Incident window.
- b. Click in the ***Event Type** box and select the appropriate behavior code for the event from the dropdown.
- c. Check the **Violence Indicator** box if the event was life threatening.

A screenshot of a software window titled "Events and Participants". Below the title bar, it says "This section will store event and participant information in the behavior tab." At the bottom, there are two buttons: "Add Event/Participant" and "Add Resolution".

A screenshot of a software window titled "Event and Participant Details". It has a sub-section titled "Event Details" with a blue header. Below it is a dropdown menu for "*Event Type:" with "307: 307: Mutual Fighting" selected. Below the dropdown is a "Violence Indicator" checkbox, which is currently unchecked.

CUSTOM DATA ELEMENTS SECTION

- d. If a weapon is used in **any** Event Type, select an option from the **CRDC Weapon Description** dropdown.

A screenshot of a software window titled "Custom Data Elements". Below the title bar, there is a dropdown menu labeled "CRDC Weapon Description" with a white input field below it.



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- e. **Harassment Event Note:** If an Event Type of 207,208,308, or 309 is chosen, choose Yes from the list from the **Harassment/Allegation** dropdown.

HARASSMENT EVENT NOTE
If Event Type 207, 208, 308, or 309, YOU MUST CHOOSE AN OPTION FROM BELOW

Harassment/Allegations, SELECT ONE

- f. For **Event Type of 502**, (First or second-degree assault or sexual assault) select the appropriate dropdown.

If 502 Event, Sexual Assault?

- g. **Threat Event Note:** If an **Event type of 600, 502, 500, 408, 401** is chosen, choose Yes from the **Threat Physical Attack** dropdown.

THREAT EVENT NOTE
If, 600, 502,500,408, or 401 Event: Was an "in-person" threat made in which a weapon was displayed, brandished, or discharged with no physical contact of any person?

Threat Physical Attack

- h. In **Participant Details** - you will add the participant (s) to the event.

1. **Filter** - leave as the **Students** default (active enrollments). *DPS is not using the other filter options.*
2. **Participant Name** - type the name or student ID number; click **Search**.

Participant(s) Details

Add Participant

Filter: Students

Student Name or Complete Student Number: [Search]

- i. Once a participant is selected, the **Participant Detail** screen expands and their name appears at the top of the window with their gender, grade, age and student ID number.

Participant(s) Details

[Name] (Gender: [Gender] Grade: [Grade] Age: [Age] #: [ID])
(Uncheck to exclude participant.)



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- j. Select the participant's **Role** from the drop down.

Role Descriptions:

Offender – Person committing the act, wrongdoer, defied the rules, cause of the anger.

Participant –Person contributing or taking part in the act, accomplice.

Note: While Victim and Witness are options, these are no longer used.

⊘ DPS does not use the **Demerits** box. ⊘

- k. The **Relationship to School** box defaults to *Current Student*. If necessary, choose another relationship from the dropdown.

- l. If the participant was injured, select the appropriate level of severity from the **Injury** dropdown as well as additional information in the **Injury Description**.

- m. Check the **Medical Service Provided** box if necessary.

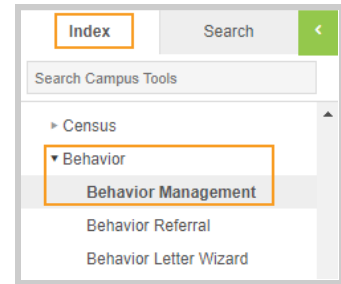
- n. Enter **Details** to further explain the participant's participation in the event if necessary. Be sure to identify which student they are in the series of events; Student A, B, C, etc.

- o. Click **Save** if there are no further participants to add. If there are, add another participant and repeat steps i-o above.

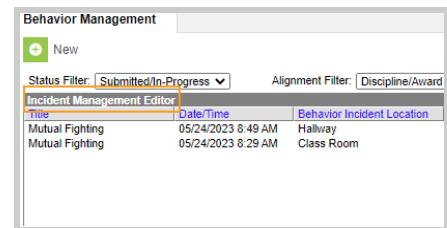
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3. Entering Behavior Resolutions.

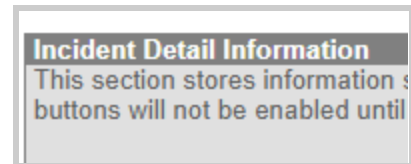
- a. From the **Index tab**, click Behavior to expand the folder.
- b. Select the **Behavior Management** tool.



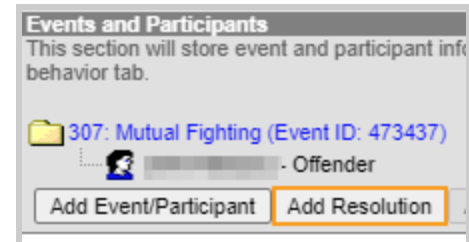
- c. **Select the desired Incident** from the Incident Management Editor.



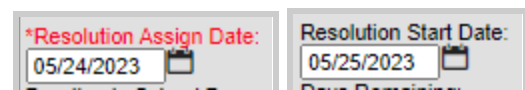
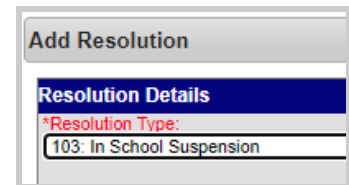
Note: The **Incident Detail Information** window will appear.



- d. Under Events and Participants, click on **Add Resolution**.



- e. In the **Resolution Details** area, select a ***Resolution Type** from the drop-down list.
- f. Enter the ***Resolution Assign Date** (date the resolution was assigned) and the **Resolution Start Date** (the date the student will begin serving the resolution). These fields will default to the current date and may need to be changed.





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- g. Enter a **Resolution End Date** for this resolution. This field is used if the resolution refers to the student being removed from classes for a certain period of time.

Resolution End Date:
06/02/2023

- h. Enter the **Duration in School Days** (length of day's resolution of Suspension or Expulsion will last).

Duration in School Days:
6

- i. If an in school suspension or an out of school suspension has been assigned as a resolution, use the **Attendance Code** drop down with the appropriate designation so the student's attendance is updated accurately.

Attendance Code

- j. Select the person's name responsible for the resolution from the **Behavior Admin Staff Name** drop down.

Behavior Admin Staff Name

 Details:

- k. **Additional Details** can be added.

Details:

Note: If needed, use the [Discipline Matrix](#) to determine when there is a Mandatory Referral to Law Enforcement resolution or a Mandatory Referral to Fire Department resolution. Add one or both of these mandatory referrals under **Resolution Type** when they are paired with the offense on the Matrix.

Resolution Details
 *Resolution Type:
 106: Referred to Law Enforcement

Also: **Schools may NOT use the following resolution codes and is marked as such:**

502: zExpulsion (DO NOT USE-NOT FOR SCHOOL USE)
 505: zExpulsion Hearing Approved(DO NOT USE-NOT FOR SCHOOL USE)
 506: zExpulsion Hearing Denied(DO NOT USE-NOT FOR SCHOOL USE)
 113: zExpulsion Hearing Requested(DO NOT USE-NOT FOR SCHOOL USE)
 503: zExtended Suspension Approved(DO NOT USE-NOT FOR SCHOOL USE)
 504: zExtended Suspension Denied(DO NOT USE-NOT FOR SCHOOL USE)
 112: zExtended Suspension Requested(DO NOT USE-NOT FOR SCHOOL USE)

l. If the **student involved in the incident has an IEP or a 504 plan**, make the appropriate selection from the dropdown.

m. Select the **student(s)** which will be assigned the resolution using the ***Apply To** checkboxes.

Note: If either box was checked in the **Custom Data Elements** for the Student with an IEP or Student with 504 Plan, note that this **does not** apply to all students.

n. Click **Save** you will see that a Resolution ID has been applied to those participant(s) selected above.

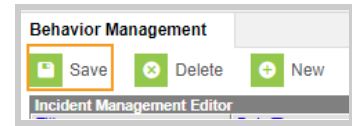
o. Under Incident Detail Information, change the **Status** of the Incident to **Complete** once a resolution has been assigned.



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p. At the top of the page, click **Save**.

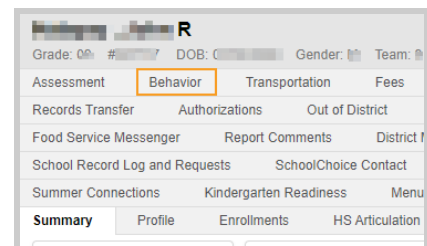
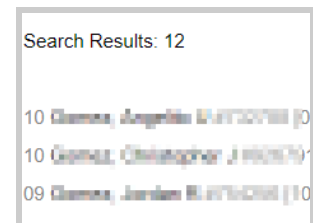
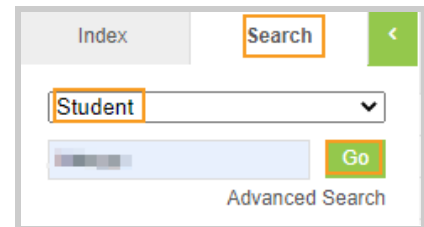
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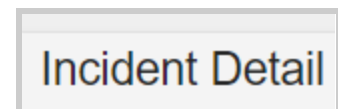
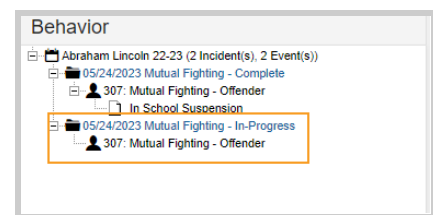
4. Editing Behavior Events.

Note: If you have since left the behavior event, you can get back to it by going to the student's behavior profile.

- a. Click the **Search** button and select **Student**.
- b. Enter the **student's name** and click **Go**.
- c. From the search results, select the desired student and click the student's **Behavior tab**.



- d. From the Behavior tab of the student, select the appropriate **Incident name** by the manila folder icon and the **Incident Detail** window will open.



- e. Click on the **Incident ID**. That will open the record in the Behavior Management window allowing the Behavior Incident to be edited.

Note: *No edits can be made to the Incident Detail from this window until you click on the Incident ID.*

Incident Detail

Incident ID:	ID 452423		
Alignment:	Discipline	Status:	In-Progress
Date/Time:	05/24/2023 8:29 AM	Submitted:	05/24/2023 8:42 AM
Damages:	\$0.00	Submitted By:	
Title:	Mutual Fighting		
Location:	Class Room		
Location Description:	In back right corner		
Context:	During class		
Context Description:	During quiet reading time		
Incident Details:	On 5/24/23 "Teacher Name" reports that Student A and Student B....		

Behavior Management

Save
 Delete
 New

- f. A resolution can be added by clicking on the **Add Resolution button** at the bottom of the page. Other edits can be made on this window as well.

Incident Detail Information
This section stores information specific to the incident and will not be enabled until all required fields are filled.

Incident ID: 452423	Status: In-Progress	Submit
*Alignment: Discipline	*Title: Mutual Fighting	Submit
*Date of Incident: 05/24/2023	*Time of Incident: 08:29 AM	Damages: \$ 0.00
*Context: 3: During class		Context: During
*Behavior Incident Location: CS: Class Room		Location: In back
Most Serious Event		Most Se

Details
On 5/24/23 "Teacher Name" reports that Student A and Stud

Events and Participants
This section will store event and participant information. Every behavior tab.

307: Mutual Fighting (Event ID: 473436)

- Offender

- Participant

Behavior Management

Save
 Delete

- g. Once changes have been made click **Save** near the top of the tab.

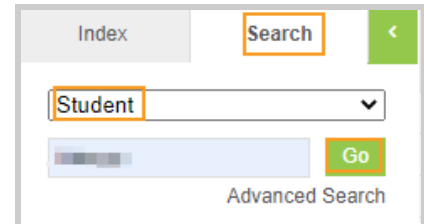


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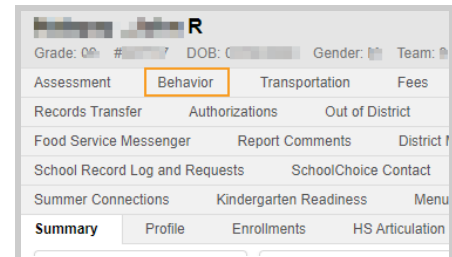
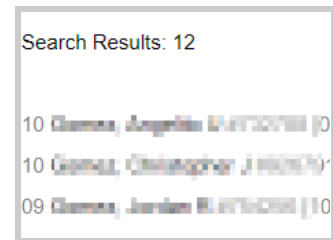
5. Deleting a Behavior Incident/Participant/Resolution.

Note: If you have since left the behavior event, you can get back to it by going to the student's behavior profile.

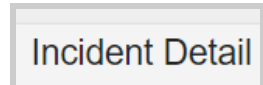
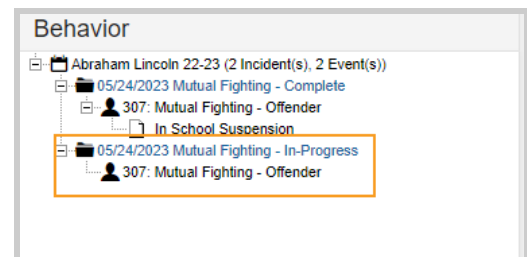
- a. Click the **Search** button and select **Student** from the dropdown.
- b. Enter the **student's name** and click **Go**.



- c. From the search results, select the desired student and click the **Behavior tab**.



- d. From the Behavior tab of the student, select the appropriate **Incident name** by the manila folder icon and the **Incident Detail** window will open.



- e. Click on the **Incident ID** and it will open the record in the **Behavior Management** window allowing the Behavior Incident to be edited.

Incident Detail

Incident ID:	ID 452423		
Alignment:	Discipline	Status:	In-Progress
Date/Time:	05/24/2023 8:29 AM	Submitted:	05/24/2023 8:42 AM
Damages:	\$0.00	Submitted By:	James Martin
Title:	Mutual Fighting		
Location:	Class Room		
Location Description:	In back right corner		
Context:	During class		
Context Description:	During quiet reading time		
Incident Details:	On 5/24/23 "Teacher Name" reports that Student A and Student B....		

- f. To **delete the incident**, click delete.

Behavior Management

Save
 Delete
 New

- g. You will be asked to confirm the deletion. Click **OK**.

campus.dpsk12.org says

You are about to delete this Behavior Incident, are you sure?

- h. To **delete a participant** from an Incident, click on the **Event ID** under Events and Participants.

Events and Participants

This section will store event and participant information in the behavior tab.

307: Mutual Fighting (Event ID: 473436)

- Offender

- Participant

- i. The Event and Participant Detail screen will open. Scroll down and **remove the check** in the box next to the person to be removed.

Participant(s) Details

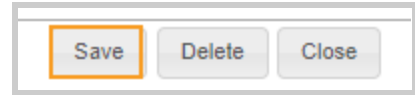
<input checked="" type="checkbox"/>	T [redacted] (Uncheck to exclude participant.)
<input type="checkbox"/>	[redacted] (Check to include participant.)

- j. You will receive a message to confirm. Click **OK**.

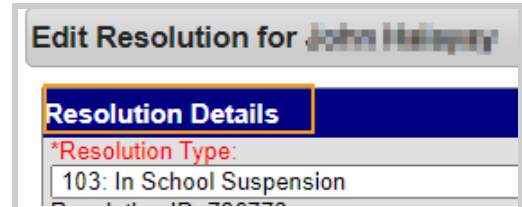
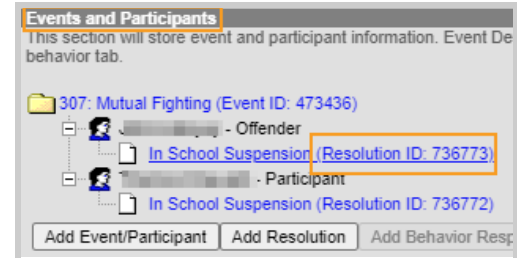
campus.dpsk12.org says

This will remove this participant from the event once you save.

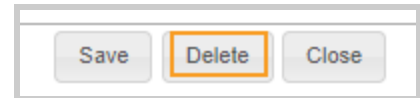
k. At the bottom of the Events and Participants box, click **Save**.



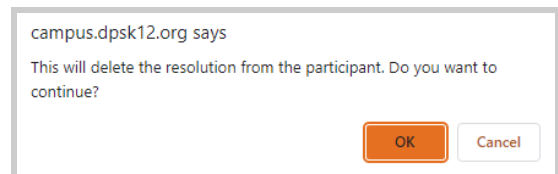
l. To **delete a resolution** but not the participant, click on the **Resolution ID** under Events and Participants. The **Resolution Details** screen will open.



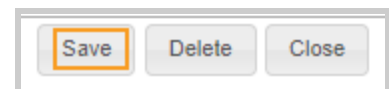
m. At the bottom of the Resolution Details box, click **Delete**.



n. You will be prompted to confirm the deletion. Click **OK**.



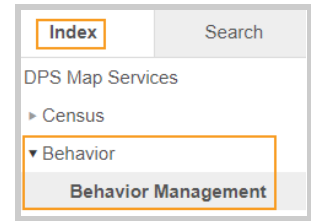
o. At the bottom of the Resolution Details box, click **Save**.



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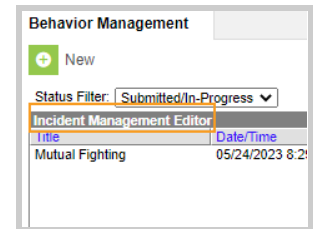
6. Adding another student to the same Behavior Incident.

a. From the **Index** tab, expand the Behavior folder and click on **Behavior Management**.

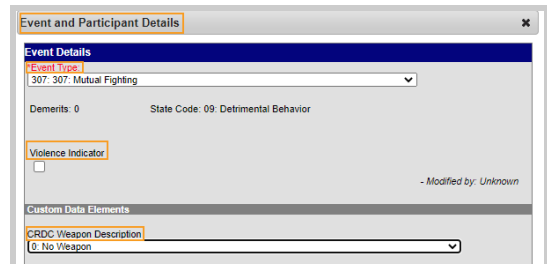
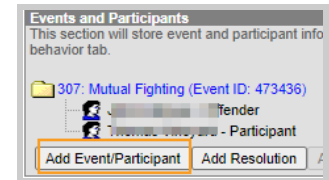


b. Select an **Incident** from the Incident Management Editor menu.

This will display the **Incident Detail Information** and the **Event and Participants** window.

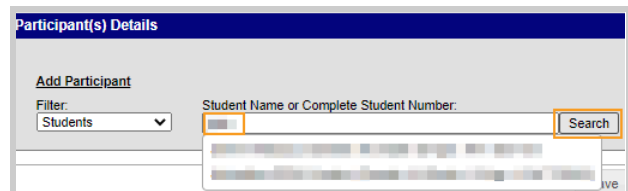


c. Under Events and Participants, click **Add Event/Participant**. Choose the appropriate *Event Type*, *Weapon* and select *Violence Indicator* if necessary.



d. Under **Participant(s) Details**, enter the search criteria for the additional student, then click **Search** button.

e. Click on the desired **student** from the list matching search criteria.



- f. In the **Participant(s) Details** area, click on the drop down arrow and select the student's **Role** from the list.

- ⊘ DPS does not use the **Demerits** box. ⊘

- g. Select the participants ***Relationship to School** from the drop down.

- h. If the participant was injured, select the appropriate level of severity from the **Injury** drop down as well as additional information in the **Injury Description**.

- i. Check the **Medical Service Provided** box if necessary.

- j. Enter any comments associated with this role in the **Details** box using correct formatting.

- k. Click **Save**.

- l. Click on **Add Resolution** from Events and Participants in the Resolution Detail area.

- m.



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- n. Select a ***Resolution Type** from the drop-down list.

****Schools may use all codes except for Expulsion (105).****

- o. Enter the ***Resolution Assign Date** (date the resolution was assigned) and the **Resolution Start Date** (the date the student will begin serving the resolution).

These fields will default to the current date and may need to be changed.

- p. Enter a **Resolution End Date** for this resolution. This field is used if the resolution refers to the student being removed from classes for a certain period of time.

- q. Enter the **Duration in School Days** (length of day's resolution of Suspension or Expulsion will last).

- r. Select the appropriate **Custom Data Elements**.

- s. After Resolution Details have been entered, select the student(s) which will be assigned the resolution using the ***Apply To** check boxes.

- t. After you click on **Save** you will see that a Resolution ID has been applied to the selected participants.

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