# Infinite Campus Discipline Entry Process

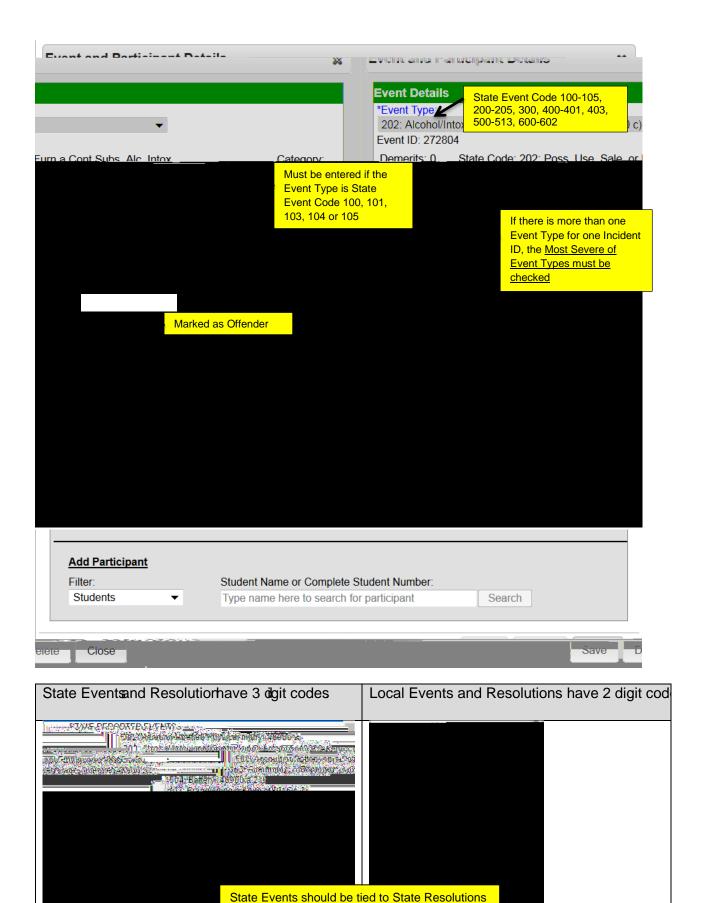
NEW 201920 There are 3 extracts that are needed for End of Year Discipline CALPADS reporting

- 1. <u>Student Incident File</u>Generates one record for every incident that has an event with a state code, a resolution with a state code or a restraint/seclusion response attached to the incident
- 2. <u>Student Incident Result FileGenerates one record for every resolution that has a state code or a restraint/seclusion response attached to the student.</u>
  - x Multiple resolutions should be entered under the same incident
    - x For example, a student got detention for 'play fighting in class', then while in detention got into a fight that lead to a suspension. The suspension would be entered under the original event, not a separate event.
- 3. <u>Student Offense Fil</u>eGenerates one record for each student attached to an incident that has an event with a state code.

Incidents containing the following will repotot the state at theend of year

- 1. Studentsmarked as Offender
- 2. Thedate of the incidentmust be during the current Reporting Yearly 1 to the following June 30).
- 3. The Resolution must be at least one day in durabignihe Resolution Start and End Dates AND School Days Duration.
  - a. MUSTmatch the attendance code dates
- 4. BehaviorIncidentsmust be in Complete status

The following students do not report the state



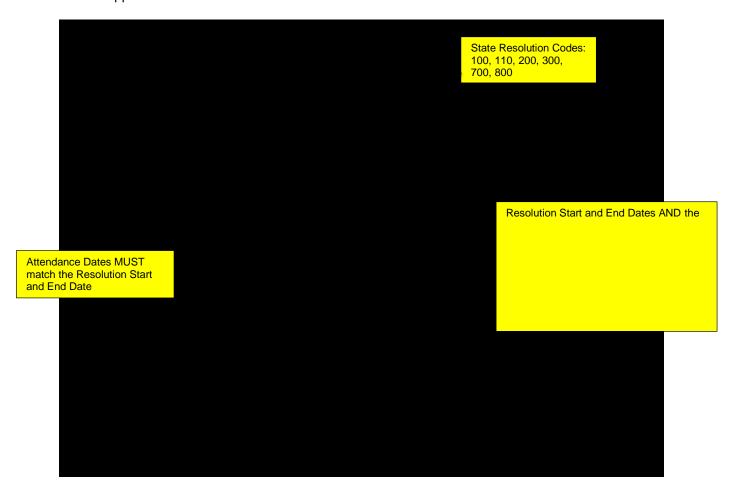
(3-digit Event tied to 3-digit Resolution)

Local Events should be tied to Local Resolutions

(2-digit Event tied to 2-digit Resolution)

#### **NEWSTATERESOLUTIONS:**

- 1. 700: School Related ArrestA student, as a result of an incident, was referred to and arrested by law enforcement during school hours or while on school grounds
- 2. 800: Law Enforcement Referral A student, as result of an incident, was referred to law enforcement without being arrested during school hours or while on school groufides includes citations and court appearances.



- 1. Only LOCAL event codes will be seen by teachers when entering violateReferral. Administrators and Office staff will see the entire list (state and local) of codes.
- 2. State reported Resolutions alieted at the TOP of the Resolution list

## **NEWUse of Restraints and Seclusion**

Assembly Bill (AB) 2657, (Chapter 998, Statutes of 2018), went into effect on January 1, 2019, adding sections 49005-49006.4 to California's Education Code regarding the use of restraint and seclusion for students receiving either general education or speed education

#### Definition

*Physical Restraints* - The use of a personal restriction that immobilizes or reduces the ability of a pupil to move his or her torso, arms, legs, or head freely when a pupil presents an immediate danger to self or to others as defined by Education Code Section 49005.1. It does not include a physical escort, which means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a pupil who is acting out to walk to a safe location.

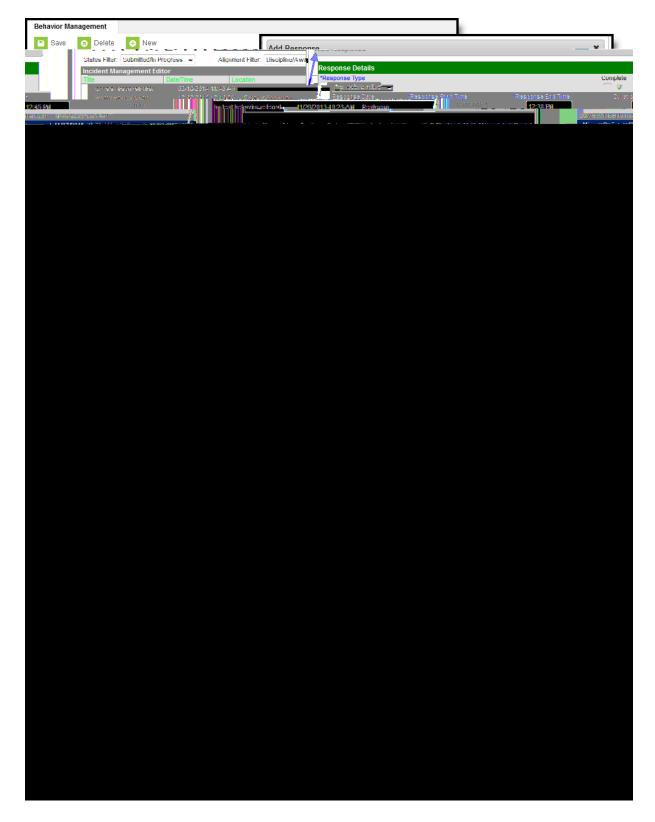
*Mechanical Restraints* - The use of a device or equipment to restrict a pupil's freedom of movement when a pupil presents an immediate danger to self or to others as defined by Education Code section 49005.1.

Seclusion - The involuntary confinement of a pupil **ale** in a room or area from which the pupil is physically prevented from leaving. "Seclusion" does not include a timeout, which is a behavior management technique that is part of an approved program, that involves the monitored separation of the pupil in a norlocked 2(r)4.7(a)2(t -1.421.8(n .1(a)2(v(m)8.8( o)1. t)2.6(he)9.1( m mTol)-6.9(f(r)-7.5.42 i)5.1(n a)

## Add Behavior Responses

A Behavior Response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. This option is available for selection when:

- x The incident alignment is a discipline event.
- x At least one Response Types been created.
- x At least one Behavior Evehas been created.
- x At least one participant haseen added to the event.



## Behavior Response Editor Fields

Response Details Fields	Description			
	Indicates the type of response that was given. These options are based on the active Response Ty entered in the Behavior Admin tool.			
Complete	Indicates the behavior response is complete. This is marked when all items related response are complete- parents/guardians have been contacted, staff have completed reaction to the event, stud have been deescalated, etc.			
Response Date	Entered date reflects when the response occurred. This date automatically displays the date incident occurred and cannot be modified.			
Response Start Tim	Entered time (in HH:MM format) indicates when the staff person began administering the response start time of the response must be after the start time of the behavior incident.			
Response End Tim	Entered time (in HH:MM format) indicates when the staff person stopped administering the responsend time of the response must be after the start time of the response.			
Duration	This field automatically calculates the amount of tithe response lasted, based on the entered start a end time.			
Behavior Response Approver	Indicates the person authorizing the use of the response.			
Pre-Response Actions	Text entered here describes the actions performed by the staff and student beforespense was administered.			
Response Details	Text entered here describes the details of the response.			
PostResponse Actions	Text entered here describes the actions performed by the staff and student after the response was administered.			
Room	Indicateswhere the response occurred.			

Response Details Fields	Description

Guardian Contacted