

# Infinite Campus Discipline Entry Process

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

1. Student Incident File 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. Student Incident Result File Generates one record for every resolution that has a state code or a restraint/seclusion response attached to the student.
  - 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. Student Offense File Generates one record for each student attached to an incident that has an event with a state code.

Incidents containing the following will report to the state at the end of year

1. Students marked as Offender
2. The date of the incident must be during the current Reporting Year (July 1 to the following June 30).
3. The Resolution must be at least one day in duration by the Resolution Start and End Dates AND School Days Duration.
  - a. MUST match the attendance code dates
4. Behavior Incidents must be in Complete status

The following students do not report to the state



**Event Details**

\*Event Type: 202: Alcohol/Intox  
 Event ID: 272804  
 Demerits: 0  
 State Code: 202: Poss. Use, Sale, or

State Event Code 100-105, 200-205, 300, 400-401, 403, 500-513, 600-602

Must be entered if the Event Type is State Event Code 100, 101, 103, 104 or 105

If there is more than one Event Type for one Incident ID, the Most Severe of Event Types must be checked

Marked as Offender

**Add Participant**

Filter: Students  
 Student Name or Complete Student Number: Type name here to search for participant Search

Delete Close Save

State Events and Resolutions have 3 digit codes	Local Events and Resolutions have 2 digit codes
<p>State Events should be tied to State Resolutions  <i>(3-digit Event tied to 3-digit Resolution)</i></p> <p>Local Events should be tied to Local Resolutions  <i>(2-digit Event tied to 2-digit Resolution)</i></p>	



## NEW STATE RESOLUTIONS:

1. 700: School Related Arrest A 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 a result of an incident, was referred to law enforcement without being arrested during school hours or while on school grounds. This includes citations and court appearances.

State Resolution Codes:  
100, 110, 200, 300,  
700, 800

Resolution Start and End Dates AND the

Attendance Dates MUST  
match the Resolution Start  
and End Date

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

## NEW Use 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 special 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 ~~in~~ 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 nonlocked 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)



### Behavior Response Editor Fields

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



Response Details Fields	Description
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