



## *MT 2060 Behavior*

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*July 2009*

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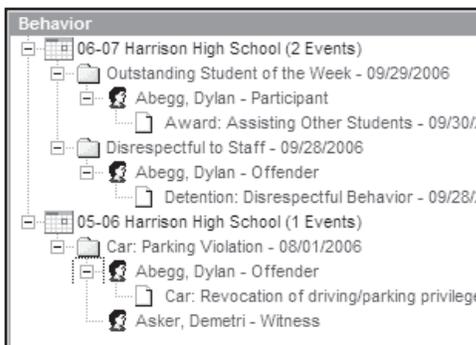
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# STUDENT INFORMATION > BEHAVIOR



The behavior tab can be used to track student behavior events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events.



## Creating a New Behavior Event & Resolution

1. Click New Event.
2. Select the event name from the dropdown list. This list of events is created and maintained in the System Administration module.
3. The date and time will pull current time from the server's internal clock. This field may be changed if needed to reflect when the behavior happened.
4. The weapon field and violence indicator are used to supply further data to state reporting.
5. The comments field can be used to provide more information about the behavior event. These comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student data privacy should be followed. Other involved students should not be mentioned by name to protect privacy.
6. Enter a role for this student in the behavior event.
7. If tracking demerits, enter a number of demerits to assign for this behavior event. This is a four-digit numeric field.
8. Enter any clarifying comments in the behavior role. Again, these comments are visible on the Portal if the school is sharing behavior data on the Portal, so school and district policy regarding student

**Behavior Admin Staff**- the principal, dean of students, or other staff member who met with the student to deal with the behavior event. The names in this list are based on that person's staff assignment being marked with the behavior checkbox.

The **Referral Name** is the building staff member who reported the event. All people with a district assignment to that school will show in this list unless "exclude from behavior referral" was checked.

## Student Information>Behavior

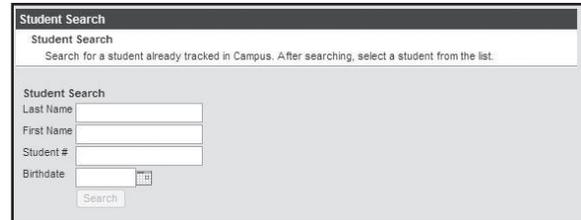
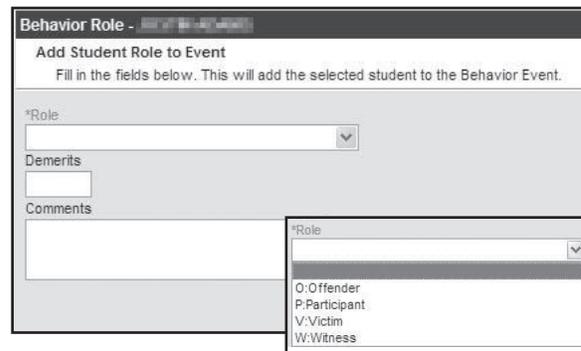
data privacy should be followed. Other involved students should not be mentioned by name to protect privacy.

9. Select a resolution for this event. The resolution date and time should be when this resolution will begin and the end date is the last day the resolution will be in effect.

### Adding an Involved Student

If a specific behavior event has multiple students involved (as in the case of a fight), other students may be linked to the same behavior event.

1. Select the event in the list of behavior events.
2. Click the Add Student button.
3. In the pop-up window, search for the student who was also involved in the behavior event.
4. Select the correct student from the search results on the right side of the pop-up window.
5. Select the role for the involved student and enter any comments or demerits (up to four digits).
6. Click Save.

*Administrators may wish to consult the involved student's behavior tab to complete the resolution process for the behavior event.*

### Adding a Second Resolution

If the behavior event will have multiple consequences, more than one resolution may be added.

1. In the student's list of behavior events, select the student's name that is attached to the behavior event.
2. Click "new resolution"
3. Enter the additional resolution for the event. When finished, click Save.

# BEHAVIOR REPORTS

## OVERVIEW

There are two reports available in the Behavior Module. The Behavior Events Report will give a count of the number of events by type. The Behavior Resolution Report will list the students name and the resolutions that have been assigned.

## Behavior Events Report

This report will list the number of events per type. The report can be grouped by staff member, staff member with student breakdown or event type.

The screenshot shows the 'Behavior Event Report' form. At the top, it states: 'This report will list the number of events per type. The report can be grouped by staff member, staff member with student, event type and student.' Below this, it asks 'Which events would you like to include in the report?'. There are two date input fields labeled 'Date Range: From' and 'To'. Under 'Event Types', there are radio buttons for 'All', 'Positive', and 'Negative', and a dropdown menu currently showing 'All'. Below that are two dropdown menus: 'Staff Members' (showing 'All') and 'Involvement Roles' (showing 'All'). At the bottom, there are radio buttons for 'How would you like the records to be grouped by?' with options: 'Staff', 'Staff w/student', 'Event Type', and 'Student'. A 'Generate Report' button is at the very bottom.

1. Enter a date range for the report. The From field will list all events starting with that date and the To field will list all events up to that date. Leave the date fields blank to report for the entire school year.
2. Select the event types.
3. Select the Staff Member that should have all of their reported events shown. Leave at All to show all staff members behavior events. The staff members list is based upon their District Assignment tab and having Behavior Admin checked.
4. Select the Involvement Roles. This can be left as All to report on all types of participation.
5. Determine how the reports should be organized. The options are by Staff Member that entered the event, Staff Member with Student Breakdown, Event Type or Student.
6. Click Generate Report.

### Behavior Resolution Report

This report will list behavior resolution information. The summary option will only list the number of resolutions for each student. The detail option will list details of each resolution.



**Behavior Resolution Report**

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints each event and resolution for every student.

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Enrollment Effective Date

Report Type  Summary  Detail

Resolution Date Options

Start Date on or after  on or before

End Date on or after  on or before

Event Entries At Least  At Most

Sort Options

Which resolutions would you like to be included in the report

All

Award: Assisting Other Students

Award: Student Of The Month Letter

Detention: Bus - Disruptive Behavior

Detention: Harassment

Letter: Alcohol/Drug Violation

Suspension: In School

Award: Peer to Peer Tutoring

Car: Revocation of driving/parking privileges

Detention: Disrespectful Behavior

Detention: Spitting

Letter: Chemical Assessment

Suspension: Out of School

Award: Perfect Term Attendance

Detention: Attendance

Detention: Fighting

Letter: Academic Dishonesty

Letter: Disrespectful Behavior

1. Select which students to include on the report. The options are by grade or by using an Ad hoc filter.
2. Enter a date in the Enrollment Effective Date field, which will filter out inactive students.
3. Select a report type – summary (lists the count for each student) or detail (lists information about each resolution).
4. Enter a date in the Resolution Date field. Leave the date fields blank to report for the entire school year.
5. Enter a number in the Event Entries At Least and At Most fields. This will limit the number of resolutions that may be attached to a student's behavior. Leave the fields blank to find all resolutions for the students.
6. Select report sort options. The choices are by Number of Incidents Student Name, Grade & Name or Grade & Number of Incidents.
7. Select which resolutions should appear on the report. At least one resolution must be chosen.
8. Click Generate Report.