



Administrative Procedure 5110
BEHAVIOR INTERVENTION RECORDS IN INFINITE CAMPUS

Responsible: Office of School Performance – Options Department

PURPOSE

This administrative procedure shall describe and define protocols related to Major Behavior Intervention Records in Infinite Campus.

PROCEDURE

1. Complete all required data entry sections that are highlighted with **red text**.
2. Document all pertinent information in the “Behavior Event” and “Behavior Resolution” sections.
 - a. In the Behavior Event comments section include precipitating events and event details.
 - b. In the Behavior Resolution comments section include resolution details and parent/guardian contact time or attempt to contact.
3. **Do not use student names or initials in any entry.** If the need arises to identify several students involved in one incident, then the incidents may be linked in Infinite Campus by:
 - a. Completing one entry
 - b. Saving the entry
 - c. Opening the entry and then clicking the “Add Student” button
 - d. If a student is added to an event, then it is imperative that the entry in both of the comments sections have no revealing indicators in the event details.
 - e. Parents and students who view the entry online are not able to see the link between the students.
4. For State and Federal reporting purposes, separate entries are required for students who have committed more than one disciplinary infraction during the same event:

- a. For example: A student who has been involved in a gang related fight should have two separate entries: One for "Gang Related Activity," and one for "Fighting."
5. If separate entries are necessary, because of multiple infractions, and multiple days of behavior intervention are required, then the separate entries must indicate the number of days of intervention for each infraction according to the WCSD Behavior Matrix:
 - a. For example: "Gang Related Activity"-3 day suspension (& GRIP if necessary)
 - b. For example: "Fighting"-3 day suspension and VIP
6. In the Behavior Resolution section, the "End Date" selection should be completed indicating the last day of the behavior intervention, and that the student may return to regular activities the next scheduled school day.
7. "In-School Suspension" and "Suspension" forms should be completed by generating the appropriate report in Infinite Campus, printing the report, and acquiring signatures from the students involved in the event and if necessary, their parents or guardians.
8. Suspension forms for students require parent/guardian signatures, and must be stored in a student discipline file for two years after the student has left the school.
9. Any behavior event that meets the criteria to place a student on an "Emergency Suspension" must be coded in the behavior event section as "Referral to District," and must be coded in the behavior resolution as "Suspension."
10. Questions should be directed to the Director of Student Interventions and Hearings.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to ensure consistency with regard to entering behavior intervention records in Infinite Campus.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

2. This administrative procedure aligns with the governing documents of WCSD to include:
 - a. Board Policy 5039, Student Discipline

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
9/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure