Student Code of Conduct

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Discipline Referrals In *Infinite Campus*

2020-2021

Office of School Climate and Student Discipline
Discipline Referrals

Infinite Campus

2020-2021

Office of School Climate and Student Discipline
Creating a Discipline Referral

Step 1: From your Home Screen, select the Index Tab, click on Behavior to expand the list, and then select Behavior Referral.
**Behavior Referral** will pop up to the right of the side bar menu.

Click **New** to create a new referral.
Specify Alignment, Date of Incident, and Time

- Alignment will default to Discipline
- Date and Time will default to current date/time
- Date and Time must be correct. If you are not creating the referral in real time, be sure to update these fields to reflect accurate information.
Leave Title field blank, or if directed by your administration, add a brief title description. **Do not use student names or ID Numbers.**
Examples of entering an Incident Title.

(9) Fighting

Title Examples

Abusive Language/Behavior
Arson
Leaving Assigned Area
Disruptive Behavior
Sexual Offenses
Hazing
Dress Code Violation
Possession

Inappropriate property
Assault
Bullying
Fighting
Gang Behavior
Threat
Truancy
Vandalism
Creating a Discipline Referral

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Select **Context** (When), **Location**, and **Administrator** to be notified of the referral. Fill in **Context Description** and **Location Description**.

**Context Description** is *not* a description of the incident. It is an additional description (if necessary) of *when* the incident occurred.
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On this screen, Details should be professional and vague. Do not include any student identifiable information such as names, initials, student ID’s, etc.

“This ‘Details’ box should **not include** ANY student names (only describe the specific event).”

“Just the Facts”
Incorrect Example of an Incident:
Amelia ran up to Jackson and smacked him upside the head, which he probably deserved because he’s always messing with everyone. He gets this attitude from his mother as she is the same way and just generally not a nice person.

Example:
Student [or Student A] ran up to another student [or Student B] and smacked him upside the head and then ran off down Main Hall.
Up to now the Participant(s) involved has/have not been identified, and if you submit the referral at this point then the administrator will not know the participant(s). You **MUST** add the Event/Participant before you submit the referral or it can not be processed.
Choose “Event Type” category

This will become the title of the referral automatically.
When **FGT: Fighting** is selected as the Event Type, a **Harassment** section is added and will need to be answered. Select the Harassment Type from the drop-down list. If not determined, choose “08: Other.”
Warning!!

The box that says: “This event required the use of a Behavior Response” should ONLY be checked if physical restraint was utilized; additional forms required.
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Add Participant(s)

From filter drop down select: Students, All People or School Employees

Type name of participant to search. Then hit search. Next select from the list of names that appear.
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You’re almost done. Once you select the student then you will select the role of the participant. Next, select if there is an injury, describe the injury, and check the box medical services were provided. Then in the details box, type in the action of the participant. Do not include any information that identifies other students.

A “Role” must be selected for each individual: Offender, Participant, Victim or Witness.

Type in the action of this specific student. Do not include any information that identifies other students.
Original Detail:
Student [or Student A] ran up to another student [or Student B] and smacked him upside the head and then ran off down Main Hall.

...This student is now named...

Amelia ran up to another student [or Student B] and smacked him upside the head; the other student fell down and Amelia ran off down Main Hall.
Amelia ran up to another student and smacked him/her upside the head. The student fell down and Amelia ran off down the hall.
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Participant(s) Details

Amelia Smith (Participant information will appear here. (Uncheck to exclude participants.)

- Role: Demerits
- Offender: 0

Injury: 1. No Injury

Details:
Amelia ran up to another student and smacked him/her upside the head. The student fell down and Amelia ran off down the hall.

Note: when adding additional participants, the system will automatically replicate the Role and Details of the previous participant. Be sure to edit as applicable for each participant.

Jackson Williams

- Role: Demerits
- Victim: 0

Injury: 1. No Injury

Details:
A student ran up to Jackson and smacked him upside the head. Jackson fell down and the other student ran off down the hall.
After you’ve completed entering all participants, their role, and the details, click **Save Draft**.
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You will now see your referral in the Incident Referral Editor box. **Click on the referral so that it turns blue.**

Click Submit to submit the referral to your administrator.
Once you have added the Event and/or Participant and saved as draft in the previous step, DO NOT click on Add Event/Participant to add additional participants or edit the details. Doing so will create a new/duplicate Event.

To add to or edit this information, click on the link to the right of the yellow folder. This will re-open the Event and Participant Details box so you can add or edit the information.
Oklahoma City Public Schools

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