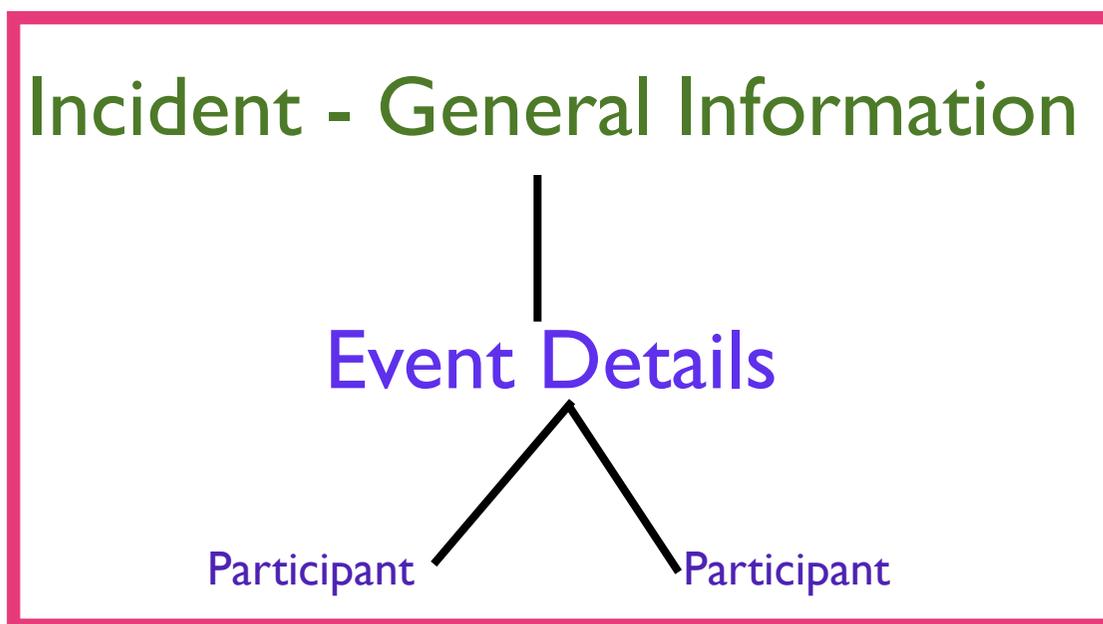




## Discipline Referral Procedures

The IC Behavioral Referral Form allows staff members to complete an online referral for student(s) behavior event and submit it to an administrator responsible for managing behavior for further action

The form is made up of 2 main parts - General Information and Event Details /Participants



The following pages outline steps for submitting behavioral referrals.

1. Click Behavioral Referral located in the Index Outline

Infinite Campus

Year 13-14 School Samuel E. Shull School Section Pd 1) 66595-1 5TH TECHNO 1/2 (A)

Index Search Help

CATHERINE MCNUITY

- Student Information
- Instruction
- Census
- Behavior
  - Behavior Management
  - Behavior Referral
  - Behavior Letter Wizard
  - Behavior Messenger
  - Behavior Messenger Sch
  - Detention Tracker
- Admin
- Reports
- Health
- Attendance

District Notices

**Welcome to PERTH AMBOY PUBLIC SCHOOLS**

Please access Campus Community for our IC Knowledge Base.  
If you need further assistance, please contact your Building Coach(es).

School Notices

No school notices at this time.

Process Inbox

Date Range  to  Display All Processes Find Messages

Delete Selected Messages

2. click toggle Outline button for better workspace

Year 13-14 School Samuel E. Shull School Section Pd 1) 66595-1.5

Behavior Referral

Incident Referral Editor

Title	Date/Time	Location	Context
-------	-----------	----------	---------

click new

First enter information for the incident as a whole.

For date, be sure to enter date of incident, not date of submission

Please choose ONE admin

Do not list any student names in the incident section

Behavior Referral

Save Draft Submit Delete New

**Incident Detail Information**  
This section stores information specific to the incident and will be shared on all participants behavior tab.

\*Alignment Discipline  
\*Date of Incident 01/12/2014  
\*Time of Incident 07:00 PM  
\*Notify (CTRL-click or SHIFT-click to select multiple)  
CRESCI, ALFRED  
HEIDELBERG, MICHAEL  
KYRIACOU, DERRICK

Title  
Context  
Context Description  
\*Location  
Location Description  
Damages \$  
Details

**Events and Participants**  
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Year 13-14 School Samuel E. Shull School Section Pd 1) 66595-1 5TH TECHNO 1/2 (A

### Behavior Referral

Save Draft Submit Delete New

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Discipline

\*Date of Incident

01/12/2014

\*Time of Incident

07:00 PM

Title

Context

Context Description

\*Location

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Details

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Damages

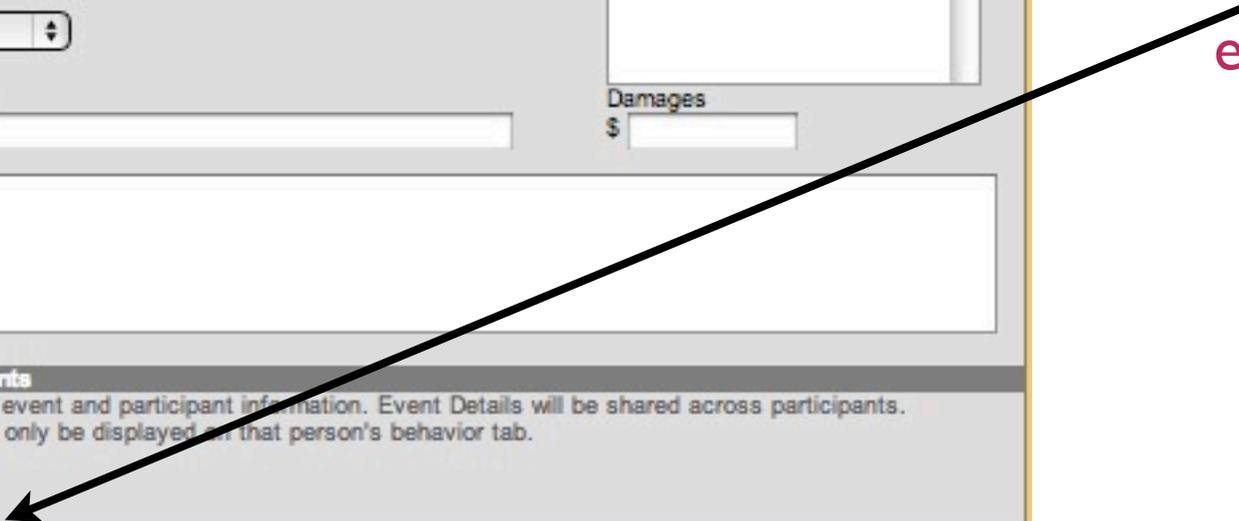
\$

#### Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant

Next, section is  
Events and  
participants -  
click on add  
event/participants



Year 13-14 School Samuel E. Shull School Section Pd 1) 66595-1 5TH TECHNO 1/2 (A)

**Behavior Referral**

Disc Title

Context

Context

\*Locati

Locati

Details

Events This se Particip

Add E

**Event Details**

\*Event Type:

Weapon Code

Gang Related  Victim of Violent Crime  Offender Known  Police Notified

Charges Filed

Unsafe School Choice Option

Bias Incident

Drug Type

Contact Name/Phone

Victim Type (read only)

Offender Type (read only)

**Participant(s) Details**

**Add Participant**

Filter: Students

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

Fill out event details, but **DO NOT** mention students by name - that will be added in the participant(s) details



there is a need for confidentiality here, since parents of all involved will eventually see the report in the system. If writing details about an incident involving more than one student, each must be in a separate participant section for the same event. For example, when describing event, write “altercation with another student in class” for example. If two students were involved, then you will need 2 participant sections.