



Maine SE: Student Information > General > Behavior

This course is designed for State Edition (SE) Infinite Campus users who are responsible for adding Behavior Events and Resolutions for state reporting purposes.



Agenda

- Overview
- Navigating to Student Information > General > Behavior
- Creating a New Event
 - Behavior Role
 - Behavior Resolution
- Adding a Second Student to a behavior event

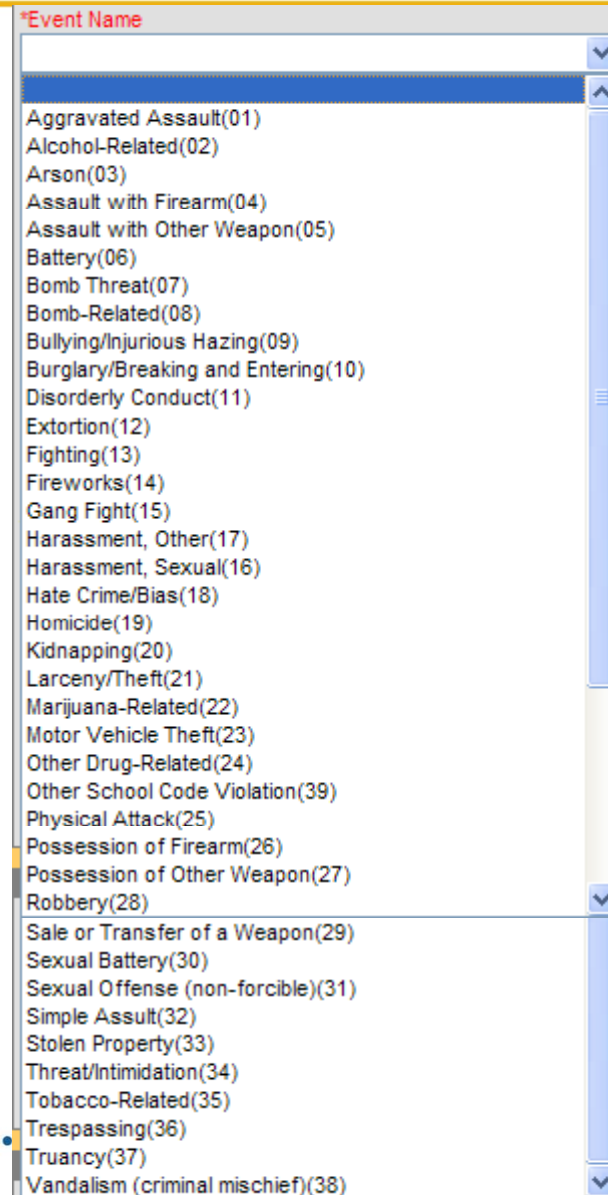


Guidance for Reporting Behavior Events.

Maine State Codes in event Name Dropdown list

The State of Maine has a list of 39 reportable incident types. The definition for each can be found at:

<http://www.maine.gov/education/medms/Student/reportingsdfsin cidents.html>



*Event Name

- Aggravated Assault(01)
- Alcohol-Related(02)
- Arson(03)
- Assault with Firearm(04)
- Assault with Other Weapon(05)
- Battery(06)
- Bomb Threat(07)
- Bomb-Related(08)
- Bullying/Injurious Hazing(09)
- Burglary/Breaking and Entering(10)
- Disorderly Conduct(11)
- Extortion(12)
- Fighting(13)
- Fireworks(14)
- Gang Fight(15)
- Harassment, Other(17)
- Harassment, Sexual(16)
- Hate Crime/Bias(18)
- Homicide(19)
- Kidnapping(20)
- Larceny/Theft(21)
- Marijuana-Related(22)
- Motor Vehicle Theft(23)
- Other Drug-Related(24)
- Other School Code Violation(39)
- Physical Attack(25)
- Possession of Firearm(26)
- Possession of Other Weapon(27)
- Robbery(28)
- Sale or Transfer of a Weapon(29)
- Sexual Battery(30)
- Sexual Offense (non-forcible)(31)
- Simple Assault(32)
- Stolen Property(33)
- Threat/Intimidation(34)
- Tobacco-Related(35)
- Trespassing(36)
- Truancy(37)
- Vandalism (criminal mischief)(38)

Behavior Overview

Path: Student Information > General > Behavior

The Behavior tab tracks:

- Behavioral Events
- Student's Role
- Resolution

The screenshot shows a software interface for a student named Holly. At the top, the name "Home, Holly" is displayed. Below it, student information is shown: "Grade: 10 #661653680 DOB: 08/27/1992 Gender: F". A navigation bar contains tabs for "Summary", "Enrollments", "Programs", "Assessment", and "Behavior", with "Behavior" being the active tab. Below the navigation bar are three buttons: "Print Calendar", "Print Year", and "New Event". The main content area is titled "Behavior" and shows a tree view of events. The root node is "MEDMS District 08-09 MEDMS HS (1 Events)", which is expanded to show a folder "Possession of Firearm - 12/02/2008". This folder is further expanded to show a student role "Home, Holly - Offender", which is expanded to show a resolution "Out of School Suspension without Service".

Home, Holly
Grade: 10 #661653680 DOB: 08/27/1992 Gender: F

Summary Enrollments Programs Assessment **Behavior**

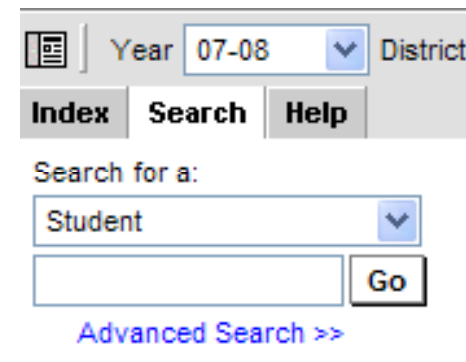
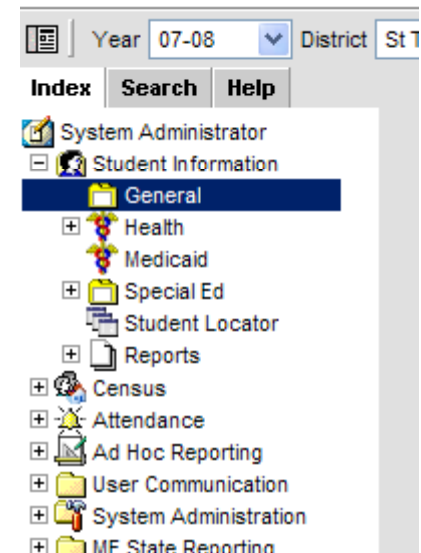
Print Calendar Print Year New Event

Behavior

- [-] MEDMS District 08-09 MEDMS HS (1 Events)
 - [-] Possession of Firearm - 12/02/2008
 - [-] Home, Holly - Offender
 - [-] Out of School Suspension without Service

Navigating to Student Information > General > Behavior

- From the Index Outline, expand Student Information and select General
- **Basic Search:** Enter part of the student's last name in the box. If you want to limit the search further, type a comma and then part of the student's first name.



Navigation (cont)

- **Advanced Search:** If more options than “last name, first name” are needed, click the link for Advanced Search. You may then enter information in any or all boxes as needed for the search.

The screenshot displays a web-based search interface. On the left, under the heading "Student Search", there are several input fields: StateID, Last Name, First Name, Student Number, SSN, Grade (with a dropdown arrow), Birth Date, Gender (with a dropdown arrow), and Person ID. Below these is a section for "Special Ed" with fields for Status (dropdown), Setting (dropdown), and Disability (dropdown). A "Search" button is located at the bottom of this section. On the right, under the heading "Saved Filters", there is a list of saved filters: "enrollments", "JonStudent", "Readiness recheck", and "Test". Each filter has a small icon to its left. Below the list are four buttons: "Search", "Edit", "Copy", and "Delete".



Behavior Event List

After student has been selected and Behavior tab chosen, the initial information provided is the **Behavior Event List**. The list filters:

- Behavior Event Type (fighting)
- Behavior Name and Role (Offender)
- Resolution Type

The screenshot shows a software interface for a student named Robin Yount. At the top, the student's name 'Yount, Robin' is displayed, followed by 'Grade:12 #130004766 DOB:06/22/1993 Gender:M'. Below this is a navigation bar with tabs for 'Summary', 'Enrollments', 'Programs', 'Assessment', and 'Behavior'. The 'Behavior' tab is selected. Underneath the navigation bar are three buttons: 'Print Calendar', 'Print Year', and 'New Event'. The main content area is titled 'Behavior' and shows a list of events for 'MSAD 17 FY2009-OHCHS (1 Events)'. The first event is 'Fighting - 11/07/2008', which is expanded to show 'Yount, Robin - Offender' and 'Out of School Suspension - 11/07/2008'. Three arrows from the text on the left point to these three items in the list.

Create a New Behavior Event

- From the Behavior Event List, click New Event.
- From dropdown list, choose appropriate Event Name.
- Event Date and Time will be defaulted to current date/time but can be edited if necessary.
- Choose weapon (if incident involves a dangerous weapon).
- Check “Serious Bodily Injury” if applicable.

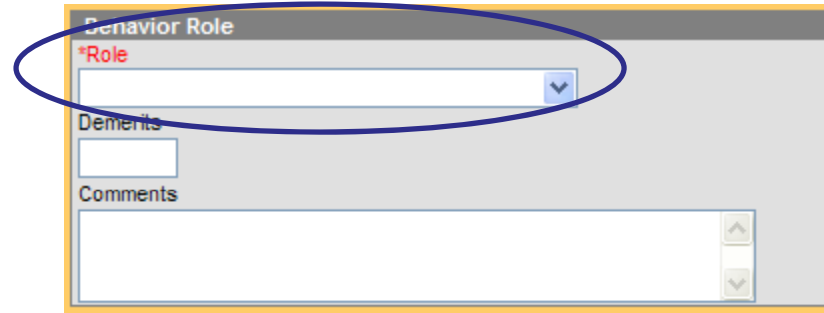
Note: Fields marked with an asterisk (*) and in red are mandatory.

The screenshot shows a 'New Event' form with the following fields and values:

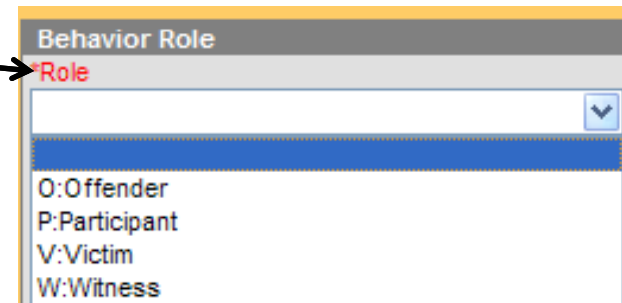
- *Event Name**: (Mandatory, red text)
- *Event Date**: 11/24/2008 (Mandatory, red text)
- *Event Time**: 12:49 PM (Mandatory, red text)
- Weapon**: (Empty)
- Serious Bodily Injury**:
- Behavior Admin Staff Name**: (Empty)
- Referral Name**: (Empty)
- Incident Time**: (Empty)
- Location**: (Empty)
- Victim**: (Empty)
- Damages**: (Empty)
- Comments**: (Empty)
- State Event Code Mapping**: (Empty)

Behavior Role

- Behavior Role indicates what role the student had in the event/incident. The dropdown list contains the following state codes.
- The Demerits field is not applicable for SE users.
- Enter any comments/narrative about behavioral role if necessary.



A screenshot of a web form titled "Behavior Role". The form has a header bar with the title. Below the header, there is a dropdown menu labeled "*Role" which is circled in blue. Underneath the dropdown menu, there is a text input field labeled "Demerits" and a larger text area labeled "Comments" with up and down arrow icons on the right side.



A screenshot of the "Behavior Role" form with the "*Role" dropdown menu open. The dropdown menu is highlighted in blue and lists the following options: "O:Offender", "P:Participant", "V:Victim", and "W:Witness". An arrow from the text in the first bullet point of the list above points to this dropdown menu.



Behavior Resolution (Required)

- Choose the appropriate resolution for the student involved in the event, as it appears in the dropdown list.
- Resolution Date and Time refer to when resolution of event was determined, and are time stamped. Edit if necessary.
- If “Other” or “Lesser Disciplinary Action” are selected, provide further explanation in the comments field.
- **State of Maine only wants one resolution per student per event.**

The screenshot shows a form titled "Behavior Resolution". At the top, there is a dropdown menu for "Behavior Resolution" with "Out of School Suspension without Services(02)" selected. Below this are three input fields: "*Resolution Date" (10/14/2008), "*Resolution Time" (12:49 PM), and "End Date". A "Duration in School Days" field contains the number "2". There is a "Comments" text area. At the bottom, there is a "State Resolution Code Mapping" dropdown menu with "02: Out of School Suspension" selected. A blue oval highlights the "Behavior Resolution" dropdown menu, and a black arrow points from it to the second screenshot.

The screenshot shows the dropdown menu for "Behavior Resolution" with the following options listed: Expulsion(01), Out of School Suspension without Services(02), Alternative Education Setting by School Personnel(03), Other(04), In School Suspension(05), Alternative Education Setting by Hearing Officer(06), Lesser Disciplinary Action(07), and Out of School Suspension with Services(08). The "Out of School Suspension without Services(02)" option is highlighted in blue.

Behavior Resolution

- Duration in School Days refers to the length of a suspension (a half-day in-school suspension would be 0.5).
- Comments field is available if necessary.
- Save Event when all required fields are completed.

Resolution / Fighting - 04/16/2007 / Cal Edwards

*Behavior Resolution

Out of School Suspension without Services(02) ▼

*Resolution Date *Resolution Time End Date

04/17/2007 11:27 AM 04/20/2007

Duration in School Days

0.5

Comments

State Resolution Code Mapping

02: Out of School Suspension ▼

Behavior Resolution

Behavior Resolution ▼

Expulsion(01)

Out of School Suspension without Services(02)

Alternative Education Setting by School Personnel(03)

Other(04)

In School Suspension(05)

Alternative Education Setting by Hearing Officer(06)

Lesser Disciplinary Action(07)

Out of School Suspension with Services(08)

Adding a Second Student (to an event)

- From the Behavior Event editor, select the Add Student icon
- A new Behavior Event will appear and the state-mandated information can be added.

The screenshot shows the 'Behavior' tab for a student named Robin Yount. The interface includes a navigation menu with 'Summary', 'Enrollments', 'Programs', 'Assessment', 'Behavior', 'Records Transfer', and 'Accountability'. Below the menu are action buttons: 'Save Event', 'Delete Event', 'Print Event', 'New Event', 'New Resolution', 'Add Student' (circled in red), and 'Remove Student'. The main area is divided into two panes. The left pane, titled 'Behavior', shows a tree view with 'MSAD 17 FY2009-OHCHS (1 Events)' expanded to show 'Fighting - 11/07/2008', which is further expanded to show 'Yount, Robin - Offender' and 'Out of School Suspension - 11/07/2008'. The right pane, titled 'Behavior Event', displays form fields for 'Incident Number' (3335), '*Event Name' (Fighting(13)), '*Event Date' (11/07/2008), and '*Event Time' (12:58 PM).



For Further Information

Training site is available for practice if needed.

<https://training.maine.infinitecampus.org/training/meStateTraining1.jsp>

User: MedmsAllSchools

Pass: Password1

- For specific inquiries regarding the discipline policy applicable to special education students please call the Office of Special Services at 207-624-6650.
- For specific inquiries on the policy regarding safe/drug-free schools please call Linda Phillips at 207-287-8904 or Peter Brough at 207-287-6475.
- For technical questions regarding the MEDMS Safe/Drug-Free Schools Module please contact the MEDMS helpdesk at MEDMS.helpdesk@maine.gov or 207- 624-6896

