

# Event Types

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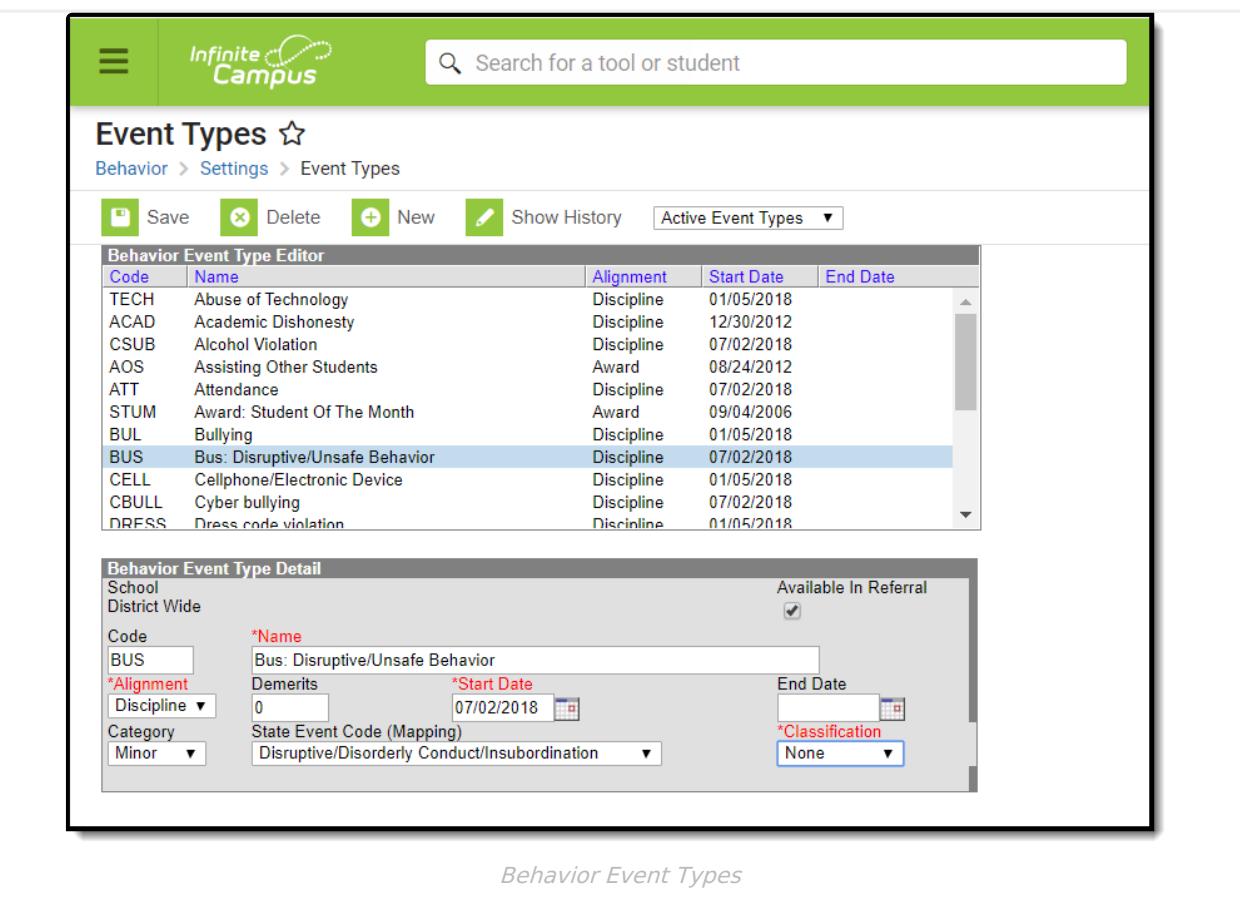
[Action Bar Options](#) | [Behavior Event Type Detail Editor](#) | [District-Wide or School-Specific Behavior Events](#) | [Available in Referral Functionality](#) | [Classification of Event Types](#) | [Create District-Wide Behavior Events](#) | [Create School-Specific Wide Behavior Events](#)

Behavior Event Types can be created for an entire district or for individual schools within the district. When the Campus tool bar does not have a school or calendar selected, the behavior event type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Districts and schools can create their own codes if necessary, following district policy.

Behavior Events must be created here before behavior events can be attached to incidents in the [Referral](#) or [Management Tool](#).

Some states require events to be mapped to State Event Codes to facilitate state reporting.

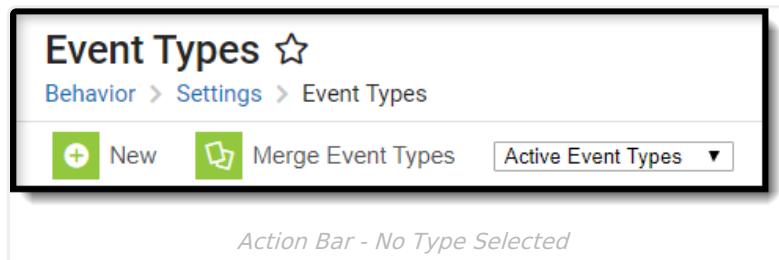


The screenshot shows the 'Event Types' page in the Infinite Campus system. The top navigation bar includes the Infinite Campus logo, a search bar, and a 'Behavior' link. The main content area is titled 'Event Types' with a star icon. Below the title is a breadcrumb trail: 'Behavior > Settings > Event Types'. A toolbar with 'Save', 'Delete', 'New', 'Show History', and a dropdown for 'Active Event Types' is visible. A table titled 'Behavior Event Type Editor' lists various event types with columns for Code, Name, Alignment, Start Date, and End Date. The row for 'BUS' (Bus: Disruptive/Unsafe Behavior) is selected. Below the table is a 'Behavior Event Type Detail' form. This form includes fields for 'Code' (set to 'BUS'), 'Name' (set to 'Bus: Disruptive/Unsafe Behavior'), 'Alignment' (set to 'Demerits'), 'Start Date' (set to '07/02/2018'), 'End Date' (unchecked), 'Category' (set to 'Minor'), and 'Classification' (set to 'None'). A checkbox for 'Available In Referral' is checked. The bottom of the page has a footer with the text 'Behavior Event Types'.

See the [Behavior Settings Tool Rights](#) article for information on available tool rights.

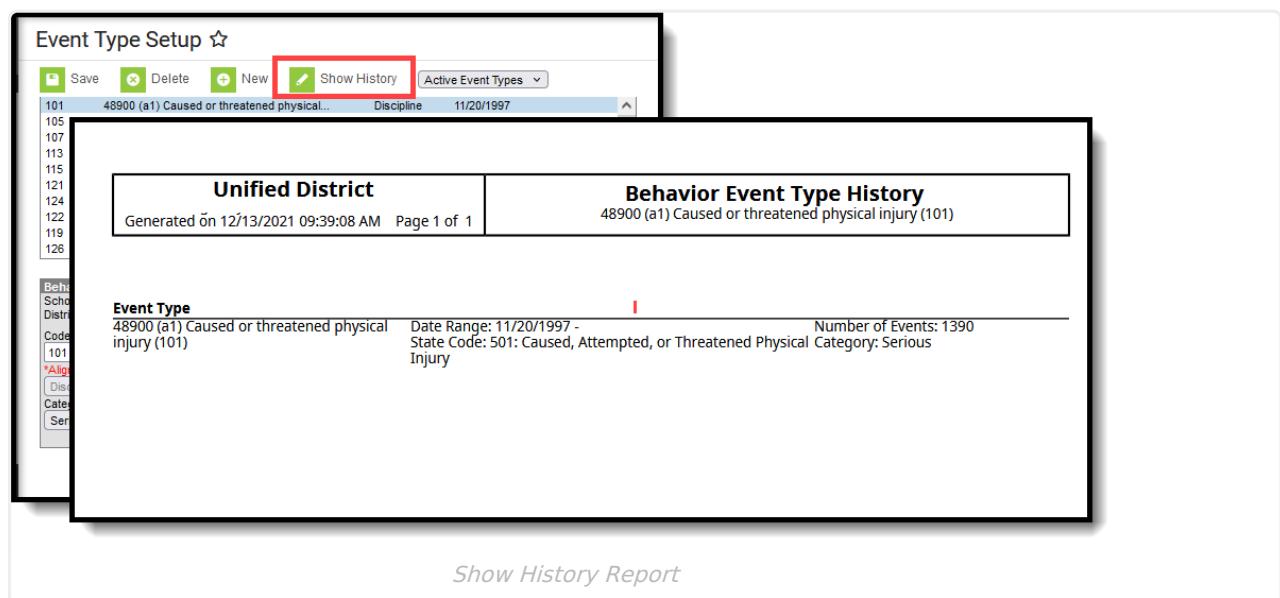
# Action Bar Options

Before an event type is selected, users can create a **New** type or **Merge Event Types**. See the [Merge Tool](#) article for more information about this process. Types can be filtered by Active and Inactive, which is dependent on End Date.



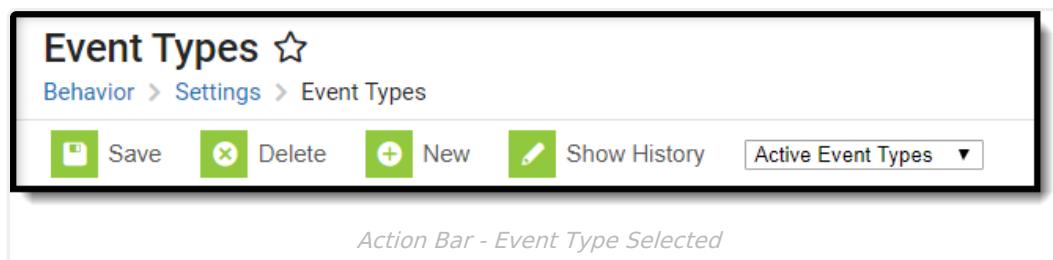
The screenshot shows the 'Event Types' page with a star icon. The action bar includes 'New' and 'Merge Event Types' buttons, and a dropdown menu set to 'Active Event Types'. Below the action bar, the text 'Action Bar - No Type Selected' is displayed.

Once an event type is selected, the following options appear. Users can **Save** changes, **Delete** the selected type or create a **New** type. Click the **Show History** button to view an audit report of the event type, including when and how the type has been merged using the [Merge Tool](#). This audit report can be generated in PDF or DOCX formats.



The screenshot shows the 'Event Type Setup' page for the event type '48900 (a1) Caused or threatened physical...'. The action bar includes 'Save', 'Delete', 'New', and 'Show History' buttons, with 'Show History' highlighted by a red box. The report title is 'Unified District Behavior Event Type History' for '48900 (a1) Caused or threatened physical injury (101)'. The report details the event type '48900 (a1) Caused or threatened physical injury (101)', the date range '11/20/1997 -', the state code '501: Caused, Attempted, or Threatened Physical', and the category 'Serious Injury'. The report also states 'Number of Events: 1390'. Below the report, the text 'Show History Report' is visible.

Types can be filtered by Active and Inactive, which is dependent on End Date.



The screenshot shows the 'Event Types' page with a star icon. The action bar includes 'Save', 'Delete', 'New', and 'Show History' buttons, and a dropdown menu set to 'Active Event Types'. Below the action bar, the text 'Action Bar - Event Type Selected' is displayed.

Only Types that have not been used in recording incidents can be deleted or modified. If users attempt to delete an Event Type that has been used, a warning message will appear.

To deactivate an existing Event Type, enter an End Date. After the end date, the Event Type will not appear in the Referral or Management tool. Users can also use the [Merge Tool](#) to combine event types.

## Behavior Event Type Detail Editor

Field	Description
<b>School</b>	Indicates which school (based on the selection in the Campus toolbar) has access to select the event for students. The name of the school displays on the editor when a school is selected in the toolbar.  If no school is selected, the event is considered a district-wide event and can be used at all schools in the district.  See the <b>District-Wide or School-Specific Behavior Events</b> section for more information.
<b>Available in Referral</b>	Marking the <b>Available in Referral</b> checkbox limits the list of event types that can be chosen when adding a referral.  See the <i>Available in Referral Functionality</i> section for more information.
<b>Code</b>	Provides a way to abbreviate the event type or to assign a reference number to the behavior event. This code can only be six (6) characters (alphanumeric) in length. For example, if the event type were named <i>Weapons Violation</i> , the code might be <i>WE</i> . Some districts will have very specific codes that may be related to state regulations.
<b>Name Required</b>	Indicates the behavior event. This name is used in reports, in the Behavior Management tool when assigning behavior incidents, and displays on the student's Behavior tab.
<b>Alignment Required</b>	Indicates whether the behavior event is for negative behavior (Discipline) or positive (Award) behavior.
<b>Demerits/Points</b>	Determines how many demerits (for discipline events) or points (for award events) the student receives.
<b>Start Date Required</b>	Indicates the date the behavior event is available for assignment.  Dates are entered in <i>mmddyy</i> format, or can be chosen by using the calendar icon to select a date.

Field	Description
<b>End Date</b>	<p>Indicates the date the behavior event is no longer available for assignment.</p> <p>Dates are entered in <i>mmddyy</i> format, or can be chosen by using the calendar icon to select a date.</p>
<b>Category</b>	<p>Indicates the severity of the event.</p> <p><i>This is only available for events aligned to Discipline.</i></p>
<b>State Event Code (Mapping)</b>	<p>Indicates the state event code that matches this behavior event. This selection maps the event to state events and is used in behavior reports.</p> <p>This is not available in all states.</p> <p><i>This is only available for events aligned to Discipline.</i></p>
<b>Classification Required</b>	<p>Indicates whether the event is associated with harassment, drugs or weapons violations. This selection displays the appropriate classification fields on the <a href="#">Behavior Participant</a> editor when an individual is added to an event that is assigned a classification. See the <a href="#">Classification of Event Types</a> section below for more information.</p> <p>Options are:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Drug</li> <li>• Harassment</li> <li>• Weapon</li> </ul> <p>If the event does not have a classification of drugs, harassment or weapons, select None from the dropdown list.</p> <p><i>This is only available for events aligned to Discipline.</i></p>

## District-Wide or School-Specific Behavior Events

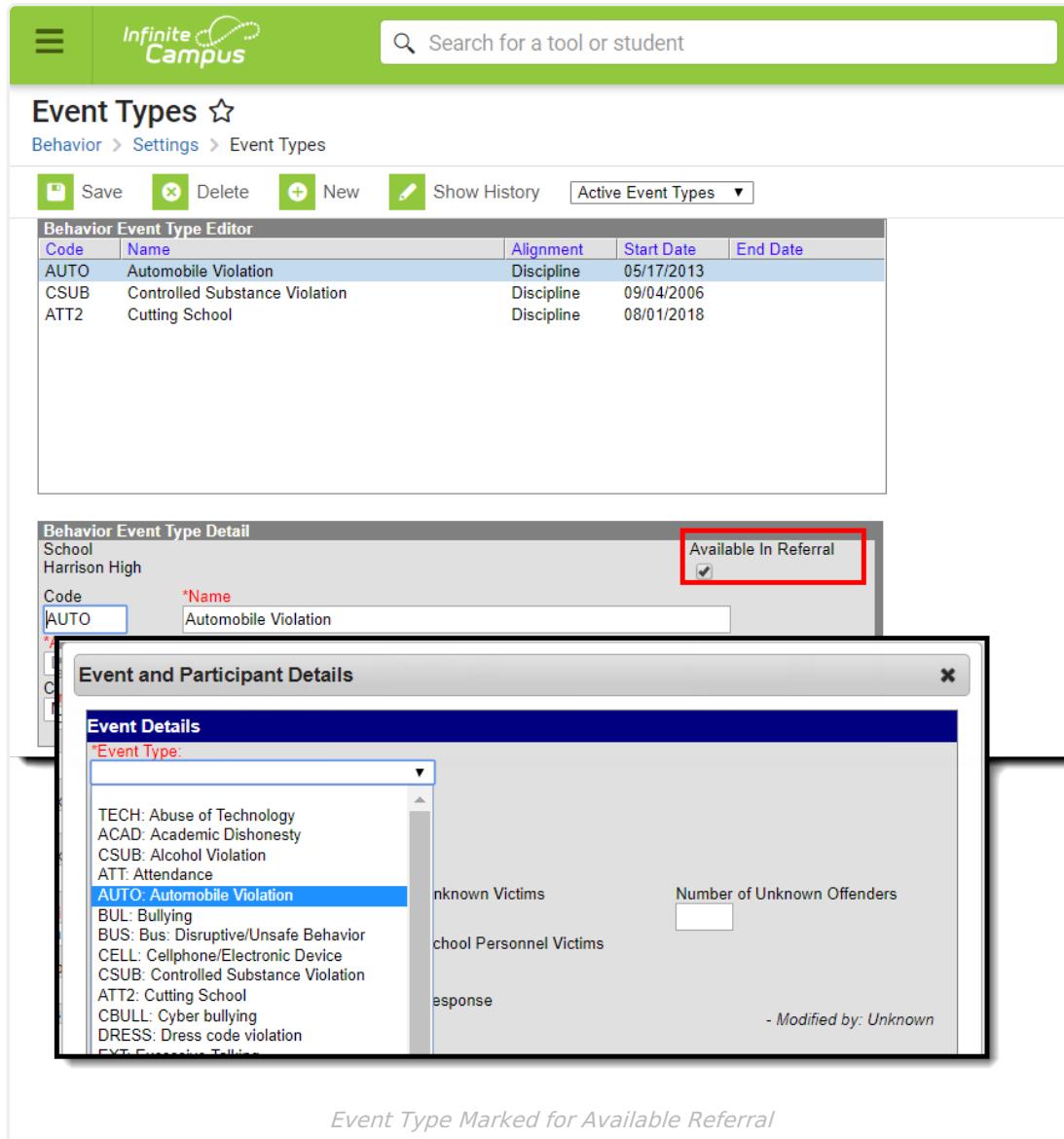
Behavior event types can be created for use across the entire district or for use at a particular school.

- Event types that are to be used for all schools within a district are created by selecting the **All Schools** option from the School dropdown in the Campus toolbar.
- Event types that are to be used for a specific school within a district are created by selecting the school name from the School dropdown in the Campus toolbar. Events created this way only appear for selection in the [Referral](#) or [Management Tool](#) for users at that school.

## Available in Referral Functionality

Event Types can be marked accordingly to be available when adding Behavior Referrals for students. Marking the **Available in Referral** checkbox limits the list of event types that can be chosen when adding a referral. Changes made to event types that may have been assigned to students will be updated to reflect the new selection.

When the Available in Referral checkbox is marked on an event type, that event type is available for selection when adding a Behavior Referral.



The screenshot shows the Infinite Campus interface. At the top, there is a green header bar with the Infinite Campus logo and a search bar. Below the header, the main content area has a title 'Event Types' with a star icon. The URL in the address bar is 'Behavior > Settings > Event Types'. Below the title, there are buttons for 'Save', 'Delete', 'New', 'Show History', and a dropdown for 'Active Event Types'. A table lists three event types: 'AUTO: Automobile Violation', 'CSUB: Controlled Substance Violation', and 'ATT2: Cutting School'. The 'AUTO' row is highlighted. In the 'Event and Participant Details' dialog box, which is open over the list, the 'Available In Referral' checkbox is checked and highlighted with a red box. The dialog also shows the event type 'AUTO' and its name 'Automobile Violation'. A callout box with the text 'Event Type Marked for Available Referral' points to the checked checkbox.

When the Available in Referral checkbox is NOT marked on an event type, the event is not available for selection when adding a Behavior Referral.

The screenshot shows the 'Event Types' page in the Infinite Campus system. At the top, there are buttons for Save, Delete, New, Show History, and a dropdown for 'Active Event Types'. Below this is a table titled 'Behavior Event Type Editor' with columns for Code, Name, Alignment, Start Date, and End Date. Three rows are listed: CSUB (Assault, Physical), AUTO (Automobile Violation), and ATT2 (Cutting School). The 'Start Date' for CSUB is 09/04/2006, and the 'End Date' for ATT2 is 08/01/2018. The 'Alignment' column shows 'Discipline' for all rows.

Below the table is a 'Behavior Event Type Detail' section. It shows 'School' as 'Harrison High' and 'Available In Referral' as an unchecked checkbox. The 'Code' field is 'CSUB' and the 'Name' field is 'Assault, Physical'.

A modal window titled 'Event and Participant Details' is open. It has a section for 'Event Details' with a dropdown menu for 'Event Type'. The dropdown is highlighted with a red box and contains the following options: TECH: Abuse of Technology, ACAD: Academic Dishonesty, CSUB: Alcohol Violation, ATT: Attendance, AUTO: Automobile Violation, BUL: Bullying, BUS: Bus: Disruptive/Unsafe Behavior, and CELL: Cellphone/Electronic Device. To the right of the dropdown are fields for 'Unknown Victims' (checkbox), 'Number of Unknown Offenders' (input field), and 'School Personnel Victims' (checkbox).

At the bottom of the page, a note says 'Event Type NOT Marked for Available in Referral'.

## Classification of Event Types

When an event has a Classification selected, any incident using that event type includes participant level classification fields. **A Classification should be assigned when the event relates to harassment of any kind, drug violations or weapons violations.**

Event Type Classifications display additional fields based on the assigned classification on the Behavior Management Event and Participant Editor. State reports and [Behavior Reports](#) include this information as well.

An event can only be assigned one classification, even if that event is used to capture multiple violations.

In the image below, the ST Harassment Event type 4 event is classified as Harassment, and the event assigned to the student displays a Harassment Type dropdown list (indicates racial harassment, sexual harassment, etc.) and a Harassment Comments field.

**Event Types** ☆

Behavior > Settings > Event Types

Code	Name	Alignment	Start Date	End Date
CSUB	Assault, Physical	Discipline	09/04/2006	
AUTO	Automobile Violation	Discipline	05/17/2013	
ATT2	Cutting School	Discipline	08/01/2018	

**Behavior Event Type Detail**

School: Harrison High Available In Referral:

Code: <b>CSUB</b>	Name: <b>Assault, Physical</b>
Alignment: <b>*Alignment</b>	Demerits: <b>15</b>
Discipline: <b>Start Date</b>	End Date: <b>09/04/2006</b>
Category: <b>Serious</b>	Classification: <b>*Classification</b>
State Event Code (Mapping): <b>No State Event Code</b>	

**Event and Participant Details**

**Event Detail**

**Event Type:** CSUB: Assault, Physical

Demerits: 15 Category: Serious

Violence Indicator:  Number of Unknown Victims:  Number of Unknown Offenders:

Number of Student Victims:  Number of School Personnel Victims:

This event required the use of a Behavior Response

- Modified by: Unknown

**Participant(s) Details**

Derrick (Gender: M Grade: 10 Age: 16 #:   Display on Portal

Role: **Offender** Demerits: **15** Relationship To School: **1: Student (MARSIS information known)**

Injury: **1: No Injury** Injury Description:  Medical Service Provided:

**Details:**

Physical Assault of District Employee:   
Not Reported 121A.53:

**Harassment Type:**    Harassment Description:

01: Color  
02: Disability  
03: National Origin  
04: Race  
05: Religion  
06: Sex  
07: Sexual Orientation  
08: Other  
Name or Complete Student Number:

*Classification Fields - Event Types, Participant Editor*

Events NOT assigned a classification (the Classification field is set to None) do not display these fields.

**Event Types** ☆

Behavior > Settings > Event Types

Code	Name	Alignment	Start Date	End Date
CSUB	Assault, Physical	Discipline	09/04/2006	
AUTO	Automobile Violation	Discipline	05/17/2013	
ATT2	Cutting School	Discipline	08/01/2018	

**Behavior Event Type Detail**

School: Harrison High Available In Referral:

Code: <b>CSUB</b>	Name: <b>Assault, Physical</b>
Alignment: <b>*Alignment</b>	Demerits: <b>15</b>
Discipline: <b>Start Date</b>	End Date: <b>09/04/2006</b>
Category: <b>Serious</b>	Classification: <b>None</b>
State Event Code (Mapping): <b>No State Event Code</b>	

**Event and Participant Details**

**Event Detail**

**Event Type:** CSUB: Assault, Physical

Demerits: 15

Violence Indicator:  Number of Unknown Victims:  Number of Unknown Offenders:

Number of Student Victims:  Number of School Personnel Victims:

This event required the use of a Behavior Response

- Modified by: Unknown

**Participant(s) Details**

Derrick (Gender: M Grade: 10 Age: 16 #:   Display on Portal

Role: **Offender** Demerits: **15** Relationship To School: **1: Student (MARSIS information known)**

Injury: **1: No Injury** Injury Description:  Medical Service Provided:

**Details:**

Physical Assault of District Employee:   
Not Reported 121A.53:

**Add Participant**   Student Name or Complete Student Number:

*No Classification Fields - Event Types, Participant Editor*

## Create District-Wide Behavior Events

1. Select the **All Schools** in the Campus toolbar.

2. Select the **New** icon. The Behavior Event Type Detail view will appear below.
3. Mark the **Available in Referral** checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.
4. Select a **Code** for this behavior event.
5. Enter a **Name** for the event type.
6. Select an **Alignment** for this event type.
7. If *Discipline* was selected for the Alignment, enter the number of **Demerits** associated with the event, if needed. If *Award* was selected for the Alignment, enter the number of **Points** associated with the event, if needed.
8. Enter a **Start Date** to determine when the event will be active.
9. Enter an **End Date** to indicate when the event option will no longer be active and will not appear to be selected from the [Referral](#) or [Management Tool](#).
10. Select a **Category** for this *Discipline* event type. .
11. If a state code needs to be assigned to the *Discipline* event, select a **State Event Code (Mapping)**.
12. If the event is related to drugs, harassment or weapons of any sort, select that option from the **Classification** dropdown.
13. Click the **Save** icon when finished. The new event will be listed in the **Behavior Event Type Editor** in alphabetical order by the code field.

Each active Event Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

## Create School-Specific Wide Behavior Events

1. Select the **School** in the Campus toolbar that will be using the event.
2. Select the **New** icon. The Behavior Event Type Detail view will appear below.
3. Mark the **Available in Referral** checkbox to indicate events of this type are viewable to staff persons responsible for adding behavior referrals.
4. Select a **Code** for this behavior event.
5. Enter a **Name** for the event type.
6. Select an **Alignment** for this event type.
7. If *Discipline* was selected for the Alignment, enter the number of **Demerits** associated with the event, if needed. If *Award* was selected for the Alignment, enter the number of **Points** associated with the event, if needed.
8. Enter a **Start Date** to determine when the event will be active.
9. Enter an **End Date** to indicate when the event option will no longer be active and will not appear to be selected from the [Referral](#) or [Management Tool](#).
10. Select a **Category** for this *Discipline* event type.
11. If a state code needs to be assigned to the *Discipline* event, select a **State Event Code (Mapping)**.
12. If the event is related to drugs, harassment or weapons of any sort, select that option from the **Classification** dropdown.
13. Click the **Save** icon when finished. The new event will be listed in the **Behavior Event Type Editor** in alphabetical order by the code field.

Each active Event Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

Event types that need to be assigned a classification cannot be combined into one event type. For example, an event named Drugs and/or Weapons needs to be split into two separate events.

End the existing event by adding an end date. Then, create two new events and assign the correct classification.