



# Behavior User Guide

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This guide outlines the process for certifying behavior data to the Office of Public Instruction (OPI) by the Primary User, also referred to as the Authorized Representative (AR). A reminder that behavior incident records may include personally identifiable and sensitive information. It is recommended that each district designate a single Primary User in Infinite Campus to ensure consistency and data integrity.

## Best Practices

Behavior incidents should be entered into Infinite Campus as they occur, rather than being delayed until the end of the school year. Certification is still required even if no incidents were entered.

- **Event Type & Resolution Type**  
**PATH: BEHAVIOR OFFICE > SETTINGS > EVENT TYPE SETUP**  
**PATH: BEHAVIOR OFFICE > SETTINGS > RESOLUTION TYPE SETUP**

Districts should review locally mapped events and resolution types annually to ensure they are accurately aligned with state reporting requirements.

## Reporting Requirements

Incidents occurring during the reporting period must be reported if they meet any of the following criteria:

- Any incident resulting in out-of-school suspension or expulsion, regardless of duration, for any enrolled student.
- Any incident resulting in in-school suspension, regardless of duration, for:
  - Students with disabilities, or
  - Students identified as 21st Century participants.

(Note: In-school suspensions for general education students may be entered, but only those involving students with disabilities or 21st Century students are federally required.)

- Any incident involving weapons, drugs, or violence where the perpetrator is an enrolled student. These are also required for federal reporting.

## Districts That Must Report Behavior Data

Every school district, residential treatment facility, and correctional facility responsible for the student's IEP must submit.

## Contact Information

For questions related to 21st Century students, please contact Amanda Domino at 406-431-0466.

For assistance with Special Education and the Behavior collection, please contact [OPISPEDCollections@mt.gov](mailto:OPISPEDCollections@mt.gov)

## Creating an Incident in Infinite Campus

### PATH: BEHAVIOR OFFICE > BEHAVIOR MANAGEMENT

If you do not see this area, contact your local district's Infinite Campus (AIM) System Specialist. Districts should ensure a User Group is created for staff assigned to Behavior roles.

1. Select the appropriate school/calendar at the top of the screen.
2. From the **Main Menu**, select the **Behavior Office**.
3. Click on **Behavior Management**.
4. Select **New**.
5. In the Incident Detail Information field:
  - Verify the information is accurate.
    - Date of Incident and Time of Incident will populate to the current date and time the event is being entered.
  - You may enter a Title for the incident. If left blank, the Event Type selected later will auto-fill this field.

The screenshot shows the 'Incident Detail Information' form. At the top, a note states: 'This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.' The form contains several fields: 'Status' (dropdown menu showing 'In-Progress'), 'Submitted Date' (dropdown menu), 'Submitted By' (dropdown menu), 'Title' (text input), 'Discipline' (dropdown menu), 'Date of Incident' (dropdown menu), 'Time of Incident' (dropdown menu), 'Context' (dropdown menu), 'Location' (dropdown menu), 'Damages' (text input with a dollar sign), 'Context Description' (text input), and 'Location Description' (text input). A 'Details' tab is visible at the bottom left.

6. Click the **Add Event/Participant** button.
7. In the Event and Participant Details window:
  - Choose the appropriate Event Type for the incident.
    - Use an Event Type with a State Code only if the incident results in a Montana (MT) Resolution Type (e.g., OSS, ISS for a student with a disability, or an incident involving a non-student and weapons, drugs, or violence).  
If it does not result in an MT Resolution, select a local Event Type and corresponding local Resolution Type.

**Event and Participant Details**

**Event Details**

\*Event Type:

Referred to Local Law Enforcement ☐

**Custom Data Elements**

Possible Motivation

Office Referral ☒

Location

Behavior Points

8. Search for the student by entering their **last name, first name**, or **Local Student Number**, then click **Search**.

**Participant(s) Details**

**Add Participant**

Filter:

Student Name or Complete Student Number:

9. Select the student from the search results:
  - If this is the only person involved, click Save.
  - If additional participants are involved, continue adding them in the Add Participant section until all are listed.

**Participant(s) Details**

☒ (Gender:  Grade:  Age:  #: )  
(Uncheck to exclude participant.) ☐ Display on Portal

Role:  Demerits:  \*Relationship to School:

Offender:  0  1: Current Student

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

Details:

**Add Participant**

Filter:  Student Name or Complete Student Number:

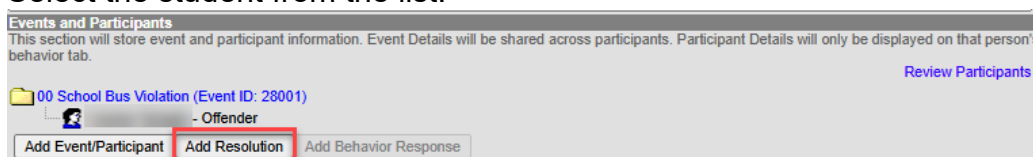
10. Click **Save**.
  - A red exclamation mark may appear next to the student's name, indicating the incident occurred while the student had an active IEP.

## Adding a Resolution in Infinite Campus

### PATH: BEHAVIOR OFFICE > BEHAVIOR MANAGEMENT

Note: In-school suspensions for general education students may be entered, but only those involving students with disabilities or 21st Century students are federally required.)

1. Select the appropriate school/calendar at the top of the screen.
2. From the **Main Menu**, select the **Behavior Office**.
3. Click on **Behavior Management**.
4. Select the student from the list.



5. Under the Events and Participants section:
  - Confirm the Event Type and student information are correct.

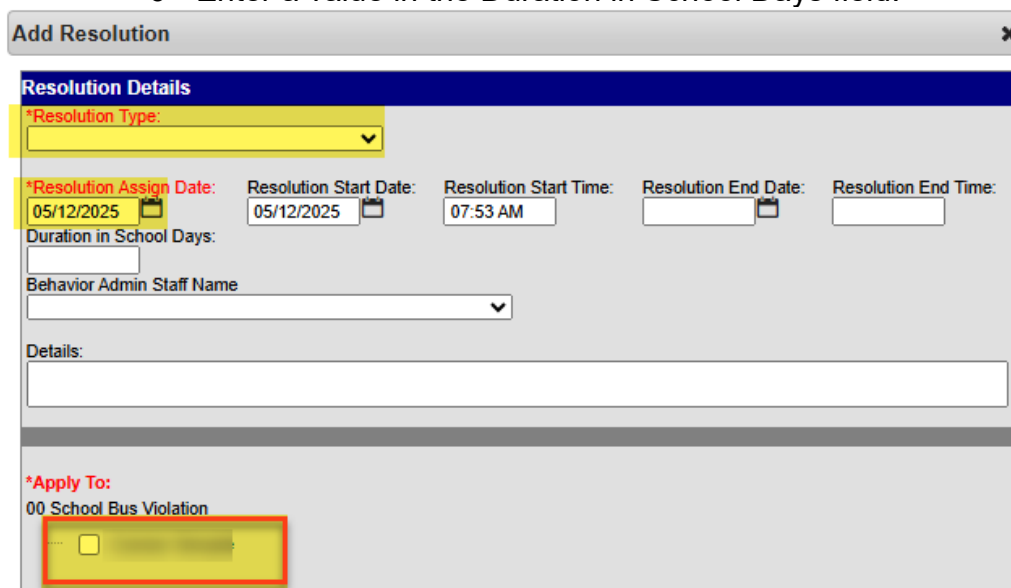
If the event meets any of the criteria below, it must be entered as a Montana (MT) Event Type. Otherwise, it should be entered as a local Event Type:

Results in out-of-school suspension or expulsion for any enrolled student, regardless of length.

Results in in-school suspension for an enrolled student with a disability (required for federal reporting).

Involves weapons, drugs, or violence where the perpetrator is a nonstudent (e.g., a graduate, dropout, or unknown individual).

6. Select **Add Resolution**. In the Add Resolution screen:
  - Complete all required (red) fields.
  - Enter a value in the Duration in School Days field.



7. In the **Resolution Type** dropdown:

- If the event is an MT Event Type, select a corresponding MT Resolution Type.
- If the event is not an MT Event Type, select a local Resolution Type.
- 8. Under **Apply To**, check the box next to the student(s) who are receiving this resolution, then click **Save**.
- 9. You will return to the **Incident Detail Information** area. At the bottom of the screen, verify that the:
  - Event Type
  - Student(s)
  - Resolution Type are all listed correctly.
- 10. From the Status dropdown, select **Complete**.
  - Incidents remain marked as **“In-Progress” (IP)** until a resolution is added and the status is set to **“Complete” (CM)**.
- 11. Click the **Save** button at the top of the screen.

## Editing a Behavior Incident in Infinite Campus

**PATH: BEHAVIOR OFFICE > BEHAVIOR MANAGEMENT**

1. Select the appropriate school/calendar at the top of the screen.
2. From the **Main Menu**, select the **Behavior Office**.
3. Click on **Behavior Management**.
4. Select the student from the list.
  - Completed events may be viewed by changing the filter at the top of the **Behavior Management** screen.

### Behavior Management ☆

+ New

Status Filter: Complete
 Alignment Filter: Discipline/Award

Incident Title	Submitted/In-Progress	Location	Context	Submitted By	Status	Locked
Inappropriate Harassment	Submitted	5/11/18 AM On Campus: Classroom	During class		CM	
Disrespect to Inappropriate Possession & Inappropriate photographs	In-Progress	5/11/18 AM On Campus: Cafeteria	During class		CM	
	Complete	5/11/18 PM Off campus: Other school	Unspecified		CM	

5. After making your changes, click the Save button at the bottom of the screen.
6. You will be returned to the Incident Detail Information screen.
7. If the incident is now complete and accurate, ensure the Status field is still set to Complete.
8. Finally, click the **Save** button at the top of the page.

## Certifying Behavior Data to the OPI

**PATH: REPORTING > DATA CERTIFICATION > EVENT CERTIFICATION**

1. From the Main Menu, navigate to **Reporting**.
2. Under **Data Certification** select **Event Certification**.

3. In the Event Certification Editor, locate the Behavior Events section.  
(You may need to scroll to find the most recent Behavior Incident List.)
4. Select Behavior Incident List to Certify 20XX–XX (replace X's with the current school year).
  - This is the list that will be submitted to the OPI.

## Event Certification ☆

Event Certification Editor		
Event Name	Due Date	Certification Status
BEHAVIOR Incident List to CERTIFY		

Optional: You may export the Behavior Incident List to a CSV file for use in other federal reporting. Exporting allows you to sort or filter the data (e.g., by school). This is not required but may be helpful for larger districts.

5. After selecting the Behavior Incident List, an **Event Detail** box will appear.
  - Locate the Data Validation Groups section and click the blue hyperlink labeled:  
**Behavior Incident Certification.**
  - A report will open listing all incidents with both a state-mapped event code and resolution code.
  - **Review for accuracy.**

Event Detail

Event Name

EOY Behavior Incident Certification

Reporting Year:

2020

Event Start:

Snapshot Available:

External Data Links:

Ad Hoc Data Links:

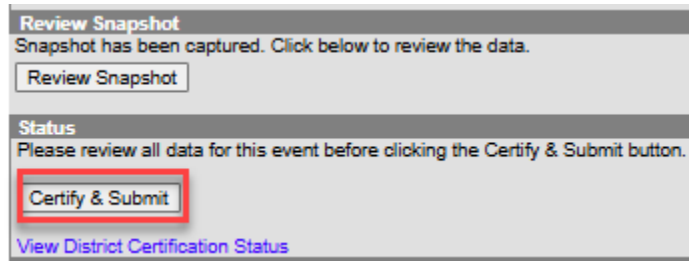
Data Validation Groups

[Behavior Incident Certification](#) | [Run At State](#)

*Note: Only incidents with both the Montana Event Code and Montana Resolution Code are included in this list.*

6. If no changes are needed, return to the **Event Detail** box for the Behavior Incident List to Certify 20XX–XX.
7. Scroll to the **Status** section and click **Certify & Submit**.
  - A confirmation message will appear indicating your submission.

- If multiple Primary Users exist within the district, **each Primary User must certify** the data before it is considered complete.



**Review Snapshot**  
Snapshot has been captured. Click below to review the data.  
[Review Snapshot](#)

**Status**  
Please review all data for this event before clicking the Certify & Submit button.  
[Certify & Submit](#)  
[View District Certification Status](#)

**Optional (Recommended for Larger Districts):**

After certification, a **Secondary User** may export the **BEHAVIOR STUDENT Incident List TO CERTIFY** report from the **Data Validation** module as an Excel file for additional formatting or sorting.



## Appendix A: MT Event Codes

Before proceeding with choosing an Event or Resolution code, it's important to know that the MT Event Type codes listed below are only to be used when the event results in one of the MT Resolution Type codes listed at the bottom. *For all other incident/action types, districts will create local event and local resolution codes.*

### MT Event Codes at-a-Glance

<b>Felonies</b>	2000	Homicide
	2300	Kidnapping
	2800	Sexual Battery
	2600	Robbery (Involves Physical Harm)
<b>Weapons</b>	11	Handgun
	12	Shotgun/Rifle
	13	Other Firearms
	20	Knife, Blade 2.5" or Greater
	96	Dangerous Weapon
	97	Other Weapons
<b>Fighting</b>	1300	Aggravated Assault (Battery)
	1700	Fighting (Mutual Altercation)
	2500	Physical Altercation, Minor
<b>Offenses Against Persons</b>	3200	Threat/Intimidation
	2900	Other Sexual Offenses
	1800	Harassment (Nonsexual), Bullying, Intimidation
<b>Drugs</b>	1600	Drugs (Excluding alcohol and tobacco)
	1000	Alcohol
	3300	Tobacco
<b>Offenses Against Property</b>	2700	School Threat (of Destruction or Harm, Bomb Threat)
	1400	Breaking and Entering/Burglary
	3100	Theft

	3500	Vandalism
	3400	Trespassing
	1100	Arson
<b>Other Offenses</b>	9000	Other Offenses (Forgery, Fraud, Bribery)
<b>Disruptive Behavior</b>	2200	Insubordination (Disobedience)
	1500	Disorderly Conduct
	2400	Obscene Behavior
	1200	Attendance Policy Violations

## Appendix B

### MT Event Code and Descriptions

#### Felonies

**2000 Homicide:** Killing a human being.

**2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

**2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.

**2600 Robbery (involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

#### Weapons

**11 Handgun:** The weapon involved is a handgun or pistol.

**12 Shotgun/Rifle:** The weapon involved is a shotgun or rifle.

**13 Other Firearms:** The weapon involved is another type of firearm not named above, includes:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive.

- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer; and
- Any destructive device, which includes:
  - Any explosive, incendiary (e.g., bomb, grenade), or poison gas.
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**20 Knife, Blade 2.5” or Greater:** The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code (45-8-361(5)(b), MCA) defines a weapon to include a knife with a blade 4 or more inches in length.)

**96 Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocketknife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

**97 Other Weapons:** The incident involves a weapon other than those described above.

## Fighting

**1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. *Examples: Striking that causes bleeding, broken nose; kicking while a student is down.*

**1700 Fighting (Mutual Altercation):** Mutual participation is an incident involving physical violence where there is no major injury.

**2500 Physical Altercation, Minor:** Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.

## Offenses Against Persons

**1800 Harassment (Nonsexual), Bullying, Intimidation**

**3200 Threat/Intimidation:** Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical

attack.

- 2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. *Note: Consider age and developmentally appropriate behavior before using this category.*

### Substance Abuse

- 1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
- 1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
- 3300 Tobacco:** Possession, use, distribution, or sale of tobacco products.

### Offenses Against Property

- 2700 School Threat (of Destruction or Harm):** Any threat verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.
- 1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
- 3100 Theft:** The unlawful taking of property belonging to another person without threat, violence, or bodily harm. Electronic theft of data should be coded here.
- 3500 Vandalism:** Willful destruction or defacement of school or personal property.
- 3400 Trespassing:** To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
- 1100 Arson:** Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fire would be included in this category if they were contributing factors to a damaging fire.

### Other Offenses

- 9000 Other Offenses (Forgery, Fraud, Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

## Disruptive Behavior

- 2200 Insubordination (Disobedience):** Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
- 1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function, behavior that substantially disrupts the orderly learning environment.
- 2400 Obscene Behavior:** Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures, or language/profanity.
- 1200 Attendance Policy Violation:** Violation of school district, or school policy relating to attendance.

## Location Definitions

**On Campus:** Any incident that occurs on school property or at a school related activity at off-site location (e.g., away athletic or school club events, field trips, etc.).

**Off Campus:** Any incident that occurs during regular school hours, away from the school's campus, and is not at a school related activity.

## Appendix C: MT Resolution Codes

### MT Resolution Codes and Descriptions

Please carefully review the following to accurately report resolutions for a behavior event:

- Resolution codes
- Montana Statute, in accordance with the resolution
- General description of Resolution Codes

### MT Resolution Codes at-a-Glance

Code #:	Resolution Name:
250	Expulsion, interim alternative setting (IAES)
260	Expulsion, without services
400	Suspension, OSS, interim alternative setting (IAES)
410	Suspension, OSS, without services
500	Suspension, in-school

## Expulsion

Montana Statute 20-5-202, MCA: States that expulsion is a disciplinary action available only to the school district board of trustees. The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student.

The statute also states that the trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than one calendar year unless the trustees modify the requirement for expulsion of a student on a case-by-case basis (20-5-202, MCA).

### **250 Expulsion, placed in interim alternative educational setting (referral by school personnel):**

The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. The length of removal should include the school days the student was suspended pending board action to expel.

### **260 Expulsion, without services:**

The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services. The length of removal should include the school days the student was suspended pending board action to expel.

## Suspension

Montana Statute 20-4-302(5), MCA: In a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA: The trustees of a district shall adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3), MCA: A teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

### **400 Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel):**

The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and to progress toward meeting the IEP goals.

### **410 Suspension, out-of-school, without services:**

The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student does not receive educational services.

### **500 In-School Suspension**

## Appendix D: Persistently Dangerous Schools

### Persistently Dangerous Schools

Pursuant to this ACT, the Office of Public Instruction adopts this operational definition: "Persistently dangerous public elementary school or secondary school," in the context of Elementary and Secondary Education Act of 1965 [As Amended Through P.L. 116–94, Enacted December 20, 2019], a Montana public elementary or secondary school is persistently dangerous if both of the following two conditions exist:

- (1) in each of three consecutive years, the school has a federal state gun-free schools' violation, or a violent criminal offense has been committed on school property or at a school related activity at an off-site location, and

(2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates.

- a. More than five expulsions for a school of less than 250 students,
- b. More than 10 expulsions for a school of more than 250 students but less than 1000 students, or
- c. More than 15 expulsions for a school of more than 1,000 students.

A student attending a persistently dangerous public elementary or secondary school OR a student who becomes a victim of a violent criminal offense while in or on the grounds of the public school that student attends must be allowed to attend a safe public school within the local education agency. LEAs are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring LEA to accept transfer students.

For the purpose of this definition, a “violent criminal offense” shall include Threat and Intimidation, Kidnapping, Sexual Battery, Robbery involving physical harm, Homicide, Aggravated assault.

The school/district shall use the definitions of these terms as defined in this guide.

ESEA reference: Title IX, Part E- Uniform Provisions, Subpart 2, Section 9532 (specifically identified as the Unsafe School Choice Option) Public Law 107-11-, Section 9531, 115 Stat. 1425, 1984-1985.

For additional information or questions, please call the Coordinated School Health Unit within the Department of Student Support Services at (406) 444-0773 or (406) 444-4706.