

## BEHAVIOR REFERRAL, SUSPENSION AND CRIME REPORTING- *COMPLIANCE ISSUES*

As some of you may be aware, there have been issues regarding behavior referrals, suspensions and crime reporting regarding Education Programs. Changes in data collection and reporting are required by both the State and Federal government. In addition, the new state data system, CALPADS, require the collection and reporting of discipline incidents.

Because of these factors, a new referral database has been developed. It includes meeting CALPADS requirements, Suspension reporting and Crime Reporting. Since this information now has to be reported electronically to CALPADS, it is a requirement that any discipline incident that involves any of the CALPADS incidents must be entered in this new database and reported by Education Programs data staff.

Please be aware that the reporting to CALPADS of discipline incidents is “student-centric.” No staff information is submitted to CALPADS.

What has not changed?

1. Process of accessing the Studata behavior referral
2. Some layouts are identical or look familiar
3. Some of the data requested has not changed

What has changed?

1. Additional information must be entered to meet new compliance requirements
2. The original behavior referral form has been replaced by a state, federal and CALPADS compliant document.
3. A data entry screen is provided for easy entering of data.
4. The suspension area is now contained in the referral database.
5. An automatic link has been created for Crime Reporting.

The additional mandated data may require more time than in the past. We have attempted to make all data entry a single event and follow the process of Student Information to Data Entry to Printing of Report. We have also integrated the Suspension report into the Behavior Referral, so the Suspension report will be generated as the Behavior Referral is created.

So let's get started and take a look at the new screens and processes.

**Attendance**

**Grades**

**Behavior Referral: New**

**Behavior Referral: Query**

**Truancy & Tardy**

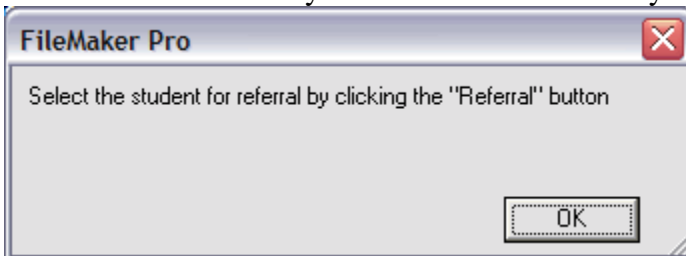
**ILP**

Accessing Behavior Referral remains the same. The two buttons on the Studata directory maintain the same functionality.

Last Name	and/or	First Name	MI	Birthdate	Selected Layout:	PAU
Tuba		Tommie				
Site No	Current Site	Group	SGI	AE Daily ADA	AE Hrly ADA	Active
AKA Last Name				AKA Birthdate(s)	Serial #	
Current Enter Date		CSIS		First Enter Date		First Enter Site No

Movement Attendance Adv Test Check Off  
Information Referral Last Enter  
AMF Student Last Eng Prof Yes No

When clicking on the Behavior Referral buttons on the Directory, the Query screen above shows. After searching for the student, click on the “Referral” button to create a new Behavior Referral (see window just below). If for some reason, the student does not appear on the list, try again with a different type of search. If it still doesn’t produce students, email your data processing specialist for assistance for it may be that the student is not entered the data system or entered incorrectly.



The screen below will appear. Most of the critical data is from Studata and is presented automatically.

Studata C

## Behavior Referral/Suspension Student Information

Next >>

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Last Name	First Name	MI	Birthdate	Teacher
Garcia	Edward	#	4/9/1987	

AKA Name	AKA Birthdate	Site #	Site	Group	Unit	Room #
		92	Central			

Incident Date	Time of Report	Disciplinary Action Code	Disciplinary Action
8/31/2009			

Disciplinary Authority Code

**Suspension**

Susp. Start Date	Susp. End Date	Duration	Incident Most Severe Offense

SID	Special Education	Site #	Site
GARCE 040987M001	<input type="radio"/> Yes <input type="radio"/> No	92	Central Juvenile Hall

File Creator	Modifier	Modification Date
F	F	8/31/2009

Probation Officer	A/C	Phone	Prob. Off. Called?
GIGLIOTTI		909-599-2391	<input type="radio"/> Yes <input type="radio"/> No

Logged in as: **frank** OF **PSSP Data**

- Directory
- Create Referral
- Referral Information
- Behavior Referral Data Entry
- Incident/Intervention
- Behavior Report New
- Referral Query
- Create Susp. Report
- Behavior Report Old
- REPORTS:
- Behavior Log
- Summary Report
- Report by Student
- Lockdown
- Close

Pg Set
Print

Find
Sort

From the screen above, click on the “Behavior Referral Data Entry” button and now we are launched into the new area of Behavior Referral, the screen for entering data. You can also click on the next button at the top of the screen.

Referral Information

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Behavior Referral Data Entry

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Incident/Intervention

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On this screen, the following information has to be entered:

**The Teacher Name:** Insert the teacher last name then first name. Do not use abbreviations or initials. After the fall submission in December of staff information for CALPADS, teachers will be able to enter their ID code and the name will be placed in automatically.

**Incident Date:** this is the date that the referral was created.

**Reporting Date:** this will usually be the incident date, but can be different if the report is finalized after the incident date.

**Suspension Start Date:** If a school or in-school suspension is given, enter the start date

**Suspension End Date:** The date the suspension is to end.

**Duration:** No of days of the suspension.

**Incident Most Severe Offense:** Enter the CALPADS code for the most severe offense. Most referrals have multiple offenses. State here which one was the worst. The offenses at the bottom of the list are local offenses. They cannot be the Most Severe Offense. Since all suspensions require reporting to the state, at least one item must be selected from the State Offenses list or no suspension can take place.

**Expulsion Recommendation:** Not permitted for DAE and JCS.

**Disciplinary Action Code:** This is a pop-up list:

100- Suspension

110- In School Suspension

200- Expulsion

300- No Suspension

**Disciplinary Authority Code:** The authority to take the disciplinary action. It is always 10 which is school action.

**State Reporting Offenses:** The format of these offenses are:

Description of offense, the Ed Code violated, then after the dash, the CALPADS code. The CALPADS code is used in the Incident Most Severe Offense and is also used for state reporting.

If you have the instructions in black and white, you won't see the offenses that are in red, but they will show on the screen. Any offenses in red require a crime report...

## General Referral and Suspension Data Entry

Last Name	First Name	MI	Grade	Birthdate	Teacher Code	Teacher
GARCIA	EDWARD	#	12	4/9/1987		
AKA Name	AKA Birthdate	Site #	Unit Current	Room #	Incident Date	Report Date
		92	Central Juvenile Hall School		8/31/2009	

**Suspension**

Susp. Start Date	Susp. End Date	Duration	Incident Most Severe Offense	Expulsion Recommendation

Disciplinary Action Code	Disciplinary Action	Disciplinary Authority Code	Disciplinary Authority Code

**State Reporting Offenses**

- Possession, Sale, Furnishing a Firearm(48915(c)(1)-100
- Possession, Sale, Furnishing a Firearm, Knife or Dangerous Object 48900(b)-101
- Possession of Imitation Firearm48900(m)-102
- Brandishing a Knife 48915(c)(2) -103
- Possession of Knife or Dangerous Object 48915(a)(2)-104*
- Possession of an Explosive 48915(c)(5)-105
- Sale of Controlled Substance 48915(c)(2)-200
- Possession of Controlled Substance 48915(a)(3)-201
- Possession, Use, Sale or Furnishing a Controlled Substance, Alcohol, Intoxicant 48900(c)-202*
- Offering, Arranging or Negotiating Sale of Controlled Substances, alcohol, Intoxicants 48900(d) -203*
- Offering, Arranging or Negotiating Sale of Drug Paraphernalia 48900(j)-204*
- Offering, Arranging or Negotiating the sale of Soma 48900(p)-205
- Possession or Use of Tobacco Products 48900(h)-300
- Sexual Battery 48915(c)(4) 48900(n)-400*
- Sexual Assault 48915(c)(4) 48900(n)-401*
- Sexual Harassment 48900.2 -403
- Caused Physical Injury 48915(a)(1)-500
- Caused, Attempted or Threatened Physical Injury 48915(a)(1)-501*
- Aided or Abetted Physical Injury 48900(s)-502
- Committed Assault or Battery on a School Employee 48915(a)(5) -503
- Used force or violence 48900(a)(2) -504*
- Committed an act of Hate Violence 48900.3-201-505
- Harassment or Intimidation 48900.4-506
- Harassment, Intimidation of a witness 48900(o)-507

We are aware that there is some duplicity on a number of these offenses. Again, these are defined by the state, so I guess we can only say use your best judgment. The illustration below is first a continuation of State Reporting Offenses. In the lower right corner is the report if a weapon was used. The value list will be made available.

Below that is what we refer to as Local Offenses. They don't necessarily appear in the State Offenses list, but there can certainly be some overlap. In the event of overlap, the State Offenses list takes priority. Example: a "Fight" in the local fields is interpreted as "Using force or violence" in the State Report. In this case, select "Using force or violence" and follow the required procedures. When in doubt, choose the State Offenses. No local offenses can be reported as the Most Severe Offenses.

Below the local offenses are:

**An indicator if the student received instructional support during the Suspension**  
**An indicator if a student had the events discussed prior to Suspension and if not ,why.**  
**The Parent Contact efforts (parent or guardian as listed in Studata)**  
**The conference date, time and pass status.**

<input type="checkbox"/>	Property Damage 48900(f)-512		
<input type="checkbox"/>	Bullying 48900(i) 48900.4-513		
<input type="checkbox"/>	Attempted or Committed Robbery or Extortion 48915(a)(4) 48900(e)-600		
<input type="checkbox"/>	Property Theft 48900(g)-601		
<input type="checkbox"/>	Received Stolen Property 48900(l)-602	<b>Weapon code</b>	<b>Weapon Category</b>

Local Offenses					
<input type="checkbox"/>	Contraband	<input type="checkbox"/>	Gang Activity	<input type="checkbox"/>	No Work Poor Work Habits
<input type="checkbox"/>	Drug Talk	<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	Off Campus
<input type="checkbox"/>	Failure to Follow Instructions	<input type="checkbox"/>	Manipulates	<input type="checkbox"/>	Out of Class No Permission
<input type="checkbox"/>	Problems in Class	<input type="checkbox"/>	Tardy	<input type="checkbox"/>	Out of Seat Unnecessarily
<input type="checkbox"/>	Runs own Program	<input type="checkbox"/>	Verbal Threat Staff	<input type="checkbox"/>	Out of Supervision
<input type="checkbox"/>	Sleeps in Class	<input type="checkbox"/>	Verbal Threat Student	<input type="checkbox"/>	Fights
<input type="checkbox"/>	Steals Extorts Gambling	<input type="checkbox"/>	Name Calls	<input type="checkbox"/>	Truant
				<input type="checkbox"/>	Illness

**Student Instructional Support Indicator**  Y  N

A Discussion of the above incident was held with the student PRIOR to suspension:  Y  N  
 If conference was NOT held, state reason pursuant to ED 48911(c)"Emergency Situation:

Parent contacted at time of suspension:  Yes  By Phone  In Person  No

Reasonable efforts made to contact parent/guardian per E.C. 48911 (d) include:

Conference Date	Conference Time	Pass
		<input checked="" type="radio"/> Yes <input type="radio"/> No

After completion of the form above, click on the Incident/Intervention button (or the Next button) and the screen below appears. This screen has not had any significant changes. Please fill out the form as appropriate.

After completing this form, if you wish at this point, to print out a complete referral, click on the "Print Complete Referral" button. This button also appears on the Behavior Referral form and Behavior Referral data entry screens. If you wish to view the Behavior Referral /Suspension form, click on the next button.

Incident Report / Intervention Strategy				
8/31/09				
Last Name	First Name	MI	Birthdate	SID
GARCIA	EDWARD	#	4/9/1987	GARCE 040987M001
<b>Describe Incident</b>				
<b>Intervention Strategies</b>				
<b>Recommendation</b>				
<b>Results</b>				

Below is the Behavior Referral form. It is designed for printing. For data entry, use the Referral data entry screen and the Incident/Intervention screens.

Proreferral

Behavior...

Header EDUCATION PROGRAMS BEHAVIOR REFERRAL AND SUSPENSION FORM

Last Name	First Name	MI	Birthdate	Gender	Incident Date	Report Date
::Last Name	::First Name	::M	::Date_of_Bir	::S	Disc Incident	Report Date
Sp Ed	Grade	School	Division	CDS Program Code		
::Sp	::Gr	Teacher Name of Teacher	::last	::Last site	::Divisi	::cds7
Parent Name	Home Area Code and Phone	Work Area Code and Phone				
::Guardian Name Last 1	::Are	::Phone	::Par	::Parent Work No.		

Expulsion

- Mandatory Expulsion Violations:
- |  |  |                                    |
|--|--|------------------------------------|
| 1. Possessing, selling or otherwise furnishing a firearm | 4. Committing or attempting to commit a sexual assault | Mandatory Expulsion Recommendation |
| 2. Brandishing a knife at another person                 | 5. Possession of an explosive                          | Mandatory Expulsion                |
| 3. Unlawfully selling controlled substance               |  |                                    |

Disciplinary Action Code	Disciplinary Action	Disciplinary Authority Code
Disciplinary Ac	Disciplinary Action	Discip
	Disciplinary Action Text	

Suspension	Susp. Start Date	Susp. End Date	Duration	Incident Most Severe Offense
::suspension.sta	::suspension.en	::incid	Incident Most S	Incident Most Severe Text

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Possession, Sale, Furnishing a Firearm(48915(c)(1))   | <input type="checkbox"/> Offering, Arranging or Negotiating Sale of Drug Paraphernalia 48900(j) | <input type="checkbox"/> Harassment or Intimidation 48900.4                               |
| <input type="checkbox"/> Possession, Sale, Furnishing a Firearm, Knife or Dangerous Object 48900(b)                      | <input type="checkbox"/> Offering, Arranging or Negotiating the sale of Soma 48900(p)           | <input type="checkbox"/> Harassment, Intimidation of a witness 48900(o)                   |
| <input type="checkbox"/> Possession of Imitation Firearm(48900(m))   | <input type="checkbox"/> Possession or Use of Tobacco Products 48900(n)                         | <input type="checkbox"/> Made Terrorist Threats 48900.7                                   |
| <input type="checkbox"/> Brandishing a Knife 48915(c)(2)   | <input type="checkbox"/> Sexual Battery 48915(c)(4) 48900(n)                                    | <input type="checkbox"/> Hazing 48900(q)  |
| <input type="checkbox"/> Possession of Knife or Dangerous Object 48915(a)(2)   | <input type="checkbox"/> Sexual Assault 48915(c)(4) 48900(n)                                    | <input type="checkbox"/> Obscene Acts, Profanity, and Vulgarity 48900(i)                  |
| <input type="checkbox"/> Possession of an Explosive 48915(c)(5)  | <input type="checkbox"/> Sexual Harassment 48900.2  | <input type="checkbox"/> Disruption, Defiance 48900(k)                                    |
| <input type="checkbox"/> Sale of Controlled Substance 48915(c)(2)  | <input type="checkbox"/> Caused Physical Injury 48915(a)(1)                                     | <input type="checkbox"/> Property Damage 48900(f)   |
| <input type="checkbox"/> Possession of Controlled Substance 48915(a)(3)  | <input type="checkbox"/> Caused, Attempted or Threatened Physical Injury 48915(a)(1)            | <input type="checkbox"/> Bullying 48900(r) 48900.4  |
| <input type="checkbox"/> Possession, Use, Sale or Furnishing a Controlled Substance, Alcohol, Intoxicant 48900(c)        | <input type="checkbox"/> Aided or Abetted Physical Injury 48900(s)                              | <input type="checkbox"/> Attempted or Committed Robbery or Extortion 48915(a)(4) 48900(e) |
| <input type="checkbox"/> Offering, Arranging or Negotiating Sale of Controlled Substances, alcohol, Intoxicants 48900(d) | <input type="checkbox"/> Committed Assault or Battery on a School Employee 48915(a)(5)          | <input type="checkbox"/> Property Theft 48900(g)  |
|  | <input type="checkbox"/> Used force or violence 48900(a)(2)                                     | <input type="checkbox"/> Received Stolen Property 48900(l)                                |
|  | <input type="checkbox"/> Committed an act of Hate Violence 48900.3                              |   |

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Contraband                     | <input type="checkbox"/> Gang Activity         | <input type="checkbox"/> No Work Poor Work Habits   |
| <input type="checkbox"/> Drug Talk                      | <input type="checkbox"/> Horseplay             | <input type="checkbox"/> Off Campus                 |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Manipulates           | <input type="checkbox"/> Out of Class No Permission |
| <input type="checkbox"/> Problems in Class              | <input type="checkbox"/> Tardy                 | <input type="checkbox"/> Out of Seat Unnecessarily  |
| <input type="checkbox"/> Runs own Program               | <input type="checkbox"/> Verbal Threat Staff   | <input type="checkbox"/> Out of Supervision         |
| <input type="checkbox"/> Sleeps in Class                | <input type="checkbox"/> Verbal Threat Student | <input type="checkbox"/> Fights                     |
| <input type="checkbox"/> Steals Extorts Gambling        | <input type="checkbox"/> Name Calls            | <input type="checkbox"/> Truant                     |

Layouts: 15



Field

Part





A Discussion of the above incident was held with the student PRIOR to suspension:  Y  N  
If conference was NOT held, state reason pursuant to ED 48911(c)'Emergency Situation:

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Parent contacted at time of suspension:  Yes  By Phone  In Person  No

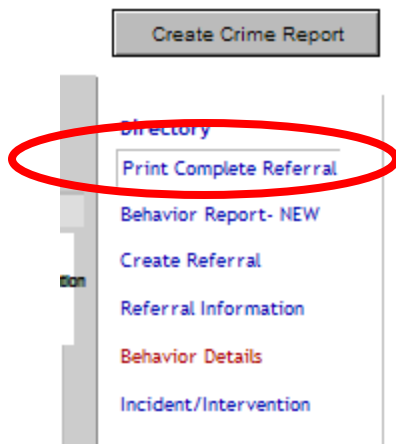
Reasonable efforts made to contact parent/guardian per E.C. 48911 (d) include:

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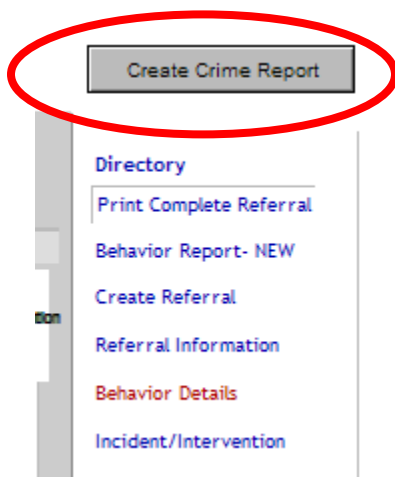
Conference Date	Conference Time	Pass
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Please be advised you have the following rights: 1. To review your child's records and 2. To appeal this action.  
Note: During this period of suspension, your child is not to be on any campus or attend any school-sponsored activity.  
If you have any questions regarding this matter, please call this office at: \_\_\_\_\_

Here is the button to print the complete referral.



Below is the button to Create a Crime Report. It is located on the Referral Data Entry screen and the Referral form.



## Crime Reporting

Clicking on the Crime Report button in Behavior Referral creates a Crime Report. The student name and date of the crime report are populated; the rest has to be filled out. Entering the site number will populate the school name. The DAE only pull down is to enter the type of DAE program. Time needs to be entered. Locale is a pull down menu to select from. The Description area then needs to be filled out.

Educational Programs School Crime and Incident Reporting			
Site No	Name of School	DAE Only:	
Student Name		Division	
GARCIA	EDWARD	#	
A. Date		B. Time	
8/31/2009			
C. Locale			
D. Description			
Select ONE from the following list:			
<b>Drug and Alcohol Offenses:</b> (also complete Section G)		<b>Crimes Against Persons:</b> (also complete Sections F, G & H)	
<input type="checkbox"/> Use of Alcohol/Drugs <input type="checkbox"/> Possession of Alcohol <input type="checkbox"/> Possession of Drugs <input type="checkbox"/> Possession of Paraphernalia <input type="checkbox"/> Possession of Alcohol/Drugs for sale <input type="checkbox"/> Sales and/or Furnishing of Alcohol/Drugs		<input type="checkbox"/> Assault with a deadly weapon <input type="checkbox"/> Battery <input type="checkbox"/> Homicide <input type="checkbox"/> Robbery/Extortion <input type="checkbox"/> Sex Offense(s)	
<b>Property Crimes:</b> (also complete Sections E & G)		<b>Other:</b> (also complete Sections G)	
<input type="checkbox"/> Arson (\$100 or more) <input type="checkbox"/> Burglary (any \$ amount) <input type="checkbox"/> Graffiti (\$100 or more) <input type="checkbox"/> Theft (\$50 or more) <input type="checkbox"/> Vandalism (\$100 or more)		<input type="checkbox"/> Bomb Threat <input type="checkbox"/> Destructive/Explosive Devices <input type="checkbox"/> Loitering/Trespassing <input type="checkbox"/> Possession of Weapons(s) <input type="checkbox"/> Other Hate Crime/Incident	
Was the above hate motivated? <input type="radio"/> Y <input type="radio"/> N			
If yes, indicate the primary motivation (Select ONE).			
<input type="radio"/> Disability <input type="radio"/> Gender <input type="radio"/> Nationality <input type="radio"/> Race <input type="radio"/> Religion <input type="radio"/> Sexual Orientation			
E. Cost		F. Weapon	
Complete the following for all Property Crimes. The dollar loss was incurred by:		For Possession of a Weapon indicate the type of weapon involved. For Crimes against Person, including those reported as an Other Hate Crime/Incident, either check the type of weapon or "No Weapon."	
<input type="checkbox"/> My district/COE <input type="checkbox"/> Other/personal (estimate the loss to the nearest dollar)		<input type="radio"/> No Weapon <input type="radio"/> Firearm <input type="radio"/> Knife <input type="radio"/> Other Type of Weap	

G. Suspect Information	H. Victim Information
<p><b>Complete this section for all crimes and incidents.</b> If more than four suspects, please complete this information on additional forms and staple all forms related to the same incident together.</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N Suspect(s) unknown</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Suspect #1</p> <p><input type="radio"/> Male <input type="radio"/> Female</p> <p>The Suspect is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Non-Student</p> </div> <div style="width: 48%;"> <p>Suspect #3</p> <p><input type="radio"/> Male <input type="radio"/> Female</p> <p>The Suspect is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Non-Student</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Suspect #2</p> <p><input type="radio"/> Male <input type="radio"/> Female</p> <p>The Suspect is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Non-Student</p> </div> <div style="width: 48%;"> <p>Suspect #4</p> <p><input type="radio"/> Male <input type="radio"/> Female</p> <p>The Suspect is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Non-Student</p> </div> </div>	<p><b>Complete this section for all Crimes against Persons including those records under Other Hate Crime/Incident.</b> If more than two victims, please complete this information on additional form and staple all forms related to the same incident together.</p> <p>Victim #1</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>The Victim is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Certificated employee <input type="checkbox"/> classified employee <input type="checkbox"/> Other</p> <p>Victim #2</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>The Victim is a:</p> <p><input type="checkbox"/> Student at this school <input type="checkbox"/> Certificated employee <input type="checkbox"/> classified employee <input type="checkbox"/> Other</p>
<p><b>I.Cert. I certify that the information contained in this report is true and correct to the best of my knowledge</b></p>	
SIGNATURE OF SITE ADMINISTRATOR OR DESIGNEE	DATE SIGNED
PRINT OR TYPE NAME	TELEPHONE NUMBER

After filling out the applicable areas, the form needs to be printed out (see button below) and signed and identified by the Site Administrator or Designee. A printed copy should be attached to the complete Behavior Referral print out.

