

# Educators Handbook

Login at

<https://incidents.educatorshandbook.com>

Username is your full email address.

## Important Tips

- Enter the date and time the incident occurred, as opposed to the date and time the incident was entered.
- Only create multi-offender incidents when two or more students are involved in the same incident (e.g. a fight), not for two or more offenders separately engaged in the same offense (e.g. skipping).
- Same common sense used when writing paper referrals applies to electronic referrals (i.e. expect everything you document in EducatorsHandbook.com will be read by a parent or attorney).
- You cannot edit incidents once they are saved. Contact an administrator if there is an error.

Create a New Incidence

### ***Incident Type.***

- Select **Office Referral** if you are referring a student to the administration.
- Select **Minor Incident** if you are documenting an action that you have taken directly.

***Date/Time.*** The date and time of the incident.

***Location.*** The place the behavior occurred.

***Subject.*** The academic subject being taught when the behavior occurred.

***Arrangement.*** The team to which the student belongs.

***Offense.*** The behavior that resulted in the referral. If there was more than one offense, choose the most severe and list the others in the description box.

***Description.*** A description of the incident including: record of parent contact, steps or interventions taken to change the behavior prior to writing the referral, and other pertinent information.

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***Offender(s)***. The student or students who committed the offense.

***Action***. If recording a minor incident, you will be required to provide the action taken for each offender.