

# PowerSchool Handbook

# Incident Management

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# **Part 1:**

# **Understanding**

# **Incident**

# **Management**

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## About This Handbook

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The student names and data are fictitious. Handbooks are updated periodically by the San Diego Unified School District IT Training Team. It is designed to work in conjunction with policies and procedures required by the San Diego Unified School District and State of California. If you have any questions about how to execute these tasks in PowerSchool, please contact the **IT Help Desk: (619) 209-HELP**.

If you have any questions regarding district or state policies, please contact the SDUSD **Placement and Appeals Office** at **(619) 725-5660**.



# Incident Components

	<b>Alternative to Suspension Offense</b>	<b>Suspendable Offense</b>	<b>Recommendation for Expulsion Offense</b>
<b>Behavior Code</b>	The behavior code begins with [NS].	The behavior code begins with a number corresponding to the incident on the district's Suspension Form but does <i><b>not</b></i> end with a caret^.	The behavior code begins with a number corresponding to the incident on the district's Suspension Form and ends with a caret^.
<b>Action</b>	Any action except suspension.	Suspension, five days or fewer.	1. Recommended for expulsion. AND 2. Five days of suspension.

The PowerSchool Incident template allows a student to be assigned as any of the following four roles in a behavior incident:

- Reporter
- Victim
- Offender
- Witness

Staff or faculty may only be Reporters, Victims, or Witnesses.

**Note:** Create a separate Incident for every offender, even if there are multiple offenders participating in the same incident.

## Complete Behavior List

The table below lists the Behaviors in alphabetical order as they appear in PowerSchool. The headers indicate behaviors that are used for **suspension** or **alternative-to-suspension**.

**Note:** The behaviors marked with a caret (^) in PowerSchool (asterisks [\*] on the Suspension Form) are **recommendation for expulsion** offenses and require a minimum of two selected Actions: **five days of suspension** and **recommendation for expulsion**.

Behavior	Used for Alternative- to-Suspension	Used for Suspension	Recommendation for Expulsion	Requires Object Code
[NS] Aid/Abet Physical Injury or Attempt	•			
[NS] Assault/Battery-School Employee	•			
[NS] Battery-Minor Injury	•			
[NS] Battery-Serious Injury	•			
[NS] Bullying	•			
[NS] Dangerous Object-Possessed/Sold/Furnished	•			•
[NS] Disruption/Defiance-Major	•			
[NS] Disruption/Defiance-Minor	•			
[NS] Drug Paraphernalia-Possessed	•			
[NS] Drug Paraphernalia-Furnished/Sold	•			
[NS] Fireworks-Possessed/Sold/Furnished	•			•
[NS] Furnished Alcohol/Controlled Substance	•			
[NS] Habitual Profanity/Vulgarity	•			
[NS] Hate Incident-Minor Injury	•			
[NS] Hate Incident-Mutual Combat	•			
[NS] Hate Incident-Offensive Comment	•			
[NS] Hate Incident-Serious Injury	•			
[NS] Hate Incident-Threat of Violence	•			
[NS] Hate Incident-Vandalism/Graffiti	•			
[NS] Hazing	•			
[NS] Imitation Firearm-Possessed	•			
[NS] Knife-Possessed/Sold/Furnished	•			•
[NS] Obscene Act	•			
[NS] Physical Injury-Caused/Attempted/Threatened	•			
[NS] Possess More than Pers Use-Alc/Contr Subst	•			
[NS] Possessed/Used Alcohol/Controlled Substance	•			
[NS] Property Damage-Attempted	•			
[NS] Property Damage-Major	•			
[NS] Property Damage-Minor	•			
[NS] Property-Attempted to Steal	•			
[NS] Property-Received Stolen	•			



Behavior	Used for Alternative- to-Suspension	Used for Suspension	Recommendation for Expulsion	Requires Object Code
[NS] Property-Stolen	•			
[NS] Robbery or Extortion	•			
[NS] Sexual Harassment-Continued	•			
[NS] Sexual Harassment-Physical Contact	•			
[NS] Sexual Harassment-Verbal/Visual	•			
[NS] Substance In Lieu Of-Furnished/Sold	•			
[NS] Terroristic Threats -School Staff/Property	•			
[NS] Tobacco-Possessed/Used	•			
[NS] Witness-Harassed/Threatened/Intimidated	•			
<b>01A_S Phys. Injury-Caused/Attempted/Threatened</b>		•		
<b>01C_S Battery-Minor Injury</b>		•		
<b>01D_S Battery-Serious Injury</b>		•		
<b>01F_S Assault/Battery-School Employee</b>		•		
<b>01H_S Assault/Battery-Sexual^</b>		•	•	
<b>01K_S Aid/Abet Physical Injury or Attempt</b>		•		
<b>02A_S Firearm-Possessed/Sold/Furnished^</b>		•	•	•
<b>02B_S Knife-Possessed/Sold/Furnished</b>		•		•
<b>02C_S Explosive-Possessed/Sold/Furnished^</b>		•	•	•
<b>02D_S Dangerous Object-Possessed/Sold/Furnished</b>		•		•
<b>02H_S Brandished Knife^</b>		•	•	•
<b>02I_S Fireworks-Possessed/Sold/Furnished</b>		•		•
<b>02J_S Imitation Firearm-Possessed</b>		•		
<b>03A_S Possessed/Used Alcohol/Controlled</b>		•		
<b>03D_S Sold Alcohol/Controlled Substance^</b>		•	•	
<b>03E_S Possess More than Pers Use-Alc/Contr Subst</b>		•		
<b>03H_S Furnished Alcohol/Controlled Substance</b>		•		
<b>04B_S Substance In lieu of Furnished/Sold</b>		•		
<b>05A_S Robbery or Extortion</b>		•		
<b>06A_S Property Damage-Attempted</b>		•		
<b>06B_S Property Damage-Minor</b>		•		
<b>06C_S Property Damage-Major</b>		•		
<b>07A_S Property-Attempted to Steal</b>		•		
<b>07B_S Property-Stolen</b>		•		
<b>07C_S Property-Received Stolen</b>		•		
<b>08A_S Tobacco-Possessed/Used</b>		•		
<b>09A_S Obscene Act</b>		•		
<b>09B_S Habitual Profanity/Vulgarity</b>		•		

Behavior	Used for Alternative- to-Suspension	Used for Suspension	Recommendation for Expulsion	Requires Object Code
10A_S Drug Paraphernalia-Possessed		•		
10B_S Drug Paraphernalia-Furnished/Sold		•		
11A_S Disruption/Defiance-Minor		•		
11B_S Disruption/Defiance-Major		•		
13A_S Sexual Harassment-Verbal/Visual		•		
13B_S Sexual Harassment-Physical Contact		•		
13C_S Sexual Harassment-Continued		•		
14A_S Hate Incident-Mutual Combat		•		
14B_S Hate Incident-Offensive Comment		•		
14C_S Hate Incident-Minor Injury		•		
14D_S Hate Incident-Serious Injury		•		
14E_S Hate Incident-Threat of Violence		•		
14F_S Hate Incident-Vandalism/Graffiti		•		
15A_S Witness-Harassed/Threatened/Intimidated		•		
15C_S Terroristic Threats-School Staff/Property		•		
15D_S Bullying		•		
17A_S Harassed/Intimidated/Threatened Pupil/Staff		•		
18A_S Hazing		•		

## Complete Action List

When entering an incident, the action(s) you select *must* align with the Behavior Code selected. PowerSchool has validations in place to help you.

Action
Behavior Contract
Campus Beautification
Computer Use Privileges Revoked
Conference with Parent
Conference with Students
Detention
Home Visit
In Lieu of Letter (Elementary Only)
In-School Suspension
Mechanical Restraint

Action
No Action
No Contact Agreement
Parent Visit
Recommended for Expulsion
Physical Restraint
Referral to Alternative-to-Suspension Program
Referral to Counseling Services
Referral to Counselor
Referral to Dean of Students
Referral to Intervention Program
Referral to Principal
Referral to Student Study Team
Referral to Vice Principal
Reported Incident to School Police
Restorative Conference or Circle
Safety Plan
Saturday School
School-related Arrest
Seclusion
Suspended from Bus
Suspension
Time Out
Warning
Withheld Privileges

---

## Placement and Appeals Action Codes

DO NOT USE the Action codes that begin with **P&A**. These are reserved for use by staff in the Placement & Appeals department:

- P&A: Expulsion Pending
- P&A: Hold/Special Ed
- P&A: No Proceed
- P&A: Out of District Expulsion
- P&A: Reinstate/Another School
- P&A: Reinstate/Board
- P&A: Reinstate/Causal
- P&A: Reinstate/Panel
- P&A: Revocation/Total Expulsion
- P&A: Suspended/Expulsion
- P&A: Total Expulsion
- P&A: Withdrawn by P&A
- P&A: Withdrawn by School

## Suspensions

When entering an incident with a suspension, the Behavior selected *must* begin with a number, *e.g.*, 07A\_S, and you *must* choose **Suspension** as the Action code. PowerSchool has validations in place to help you.

**Important:** When a student is suspended, a paper suspension form must also be completed. The original goes into the student's cumulative records folder, and a copy is given to the parents. In the event of a recommendation for expulsion, a copy is forwarded to Placement and Appeals department.

The suspension form can be found on the district's website:

1. From [sandiegounified.org](http://sandiegounified.org), click on **Staff Portal**
2. From the Resources menu, click on **Forms - General**
3. Click **Student Discipline**
4. Click **Report on Suspension**

## In-School Suspensions

"In-school suspensions" are when the principal or the principal's designee, assigns a student to a "supervised suspension classroom" as defined in EC Section 48911.1 where the suspension classroom promotes completion of schoolwork and tests missed by the pupil during the suspension. ISS must be entered into Incident Management as a numerical suspension code with ISS selected as the action. "In-school suspensions" do NOT include:

- Reassignment to another education program or class at the same school where the pupil will receive ongoing instruction for the length of day at the assigned grade level;
- Referral to a certificated employee designated by the principal to advise pupils; or

- 
- Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or the principal's designee as provided in EC Section 48910.

## Teacher-Initiated Classroom Suspensions

If a teacher exercises their right to suspend a child from their classroom, which may not exceed two days, the teacher **MUST** notify the principal or principal designee and the incident would only be entered into Incident Management IF the behavior is associated with a numerical suspension or [NS] code.

- If the principal or principal designee decides to assign the child to a "supervised suspension classroom" as described above, the incident would be listed as a numerical suspension code and ISS would be selected as the action.
- If the principal or principal designee decides to reassign the child to another class to receive instruction, refer to a counselor or support services, or assign a site-based intervention, the incident would be **NOT** be listed as a suspension and would instead be assigned an [NS] code with the corresponding action.
- If the behavior is **NOT** associated with a numerical suspension or NS code, it would **NOT** be entered into Incident Management and would instead be entered into PowerSchool Log Entries.

If you have any questions regarding district or state policies, please contact the SDUSD **Placement and Appeals Office** at **(619) 725-5660**.

# Part 2:

# Entering

# Incident

# Data

# Behavior Incident: Alternative to Suspension

## Overview

Each incident requires a behavior code and an action code. Create a *separate* Incident in PowerSchool for each participant in a related incident.

When entering an incident with no suspension, select a behavior with [NS].

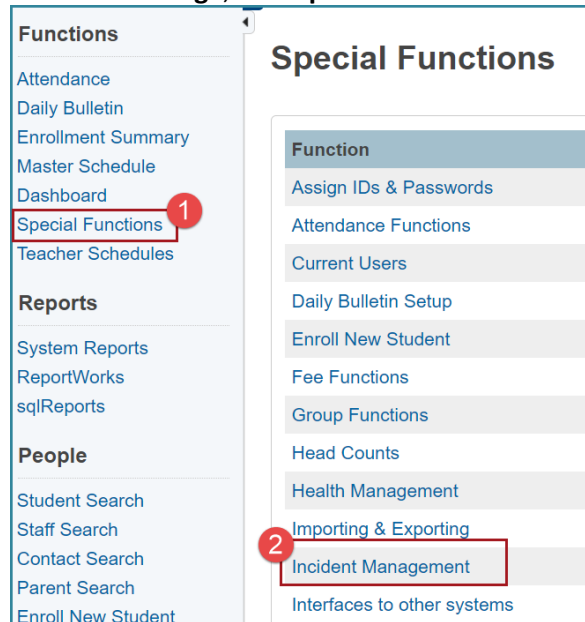
For example:

[NS] Aid/Abet Physical Injury or Attempt
[NS] Assault/Battery-School Employee
[NS] Battery-Minor Injury
[NS] Battery-Serious Injury
[NS] Bullying

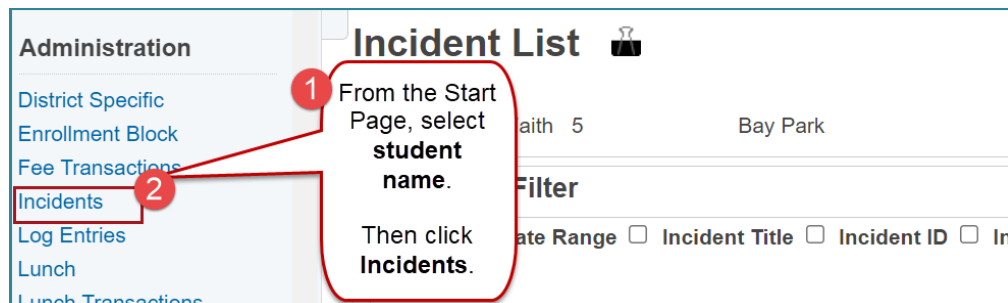
<b>Behavior Code</b>	Select the behavior code beginning with [NS]
<b>Action</b>	Select any Action from the dropdown <i>except</i> the following: <ul style="list-style-type: none"> <li>➤ Suspension</li> <li>➤ Recommended for Expulsion</li> <li>➤ Any Action code beginning with <b>P&amp;A</b></li> </ul>

## Entering the Data

1. There are two pathways to reach Incidents:
  - A. On the **Start Page**, click **Special Functions**. Then select **Incident Management**.



- B. Or select a student from the **Start Page**. Under Administration, select **Incidents**.



2. Click **Create New Incident**.





3. Enter the incident information in each of the data fields.

### Incident Detail

Incident Description

Incident Type

CA State Reporting<sup>^</sup>

Incident Date

MM/DD/YYYY

Time Frame

Title

Description

Location

Location Description

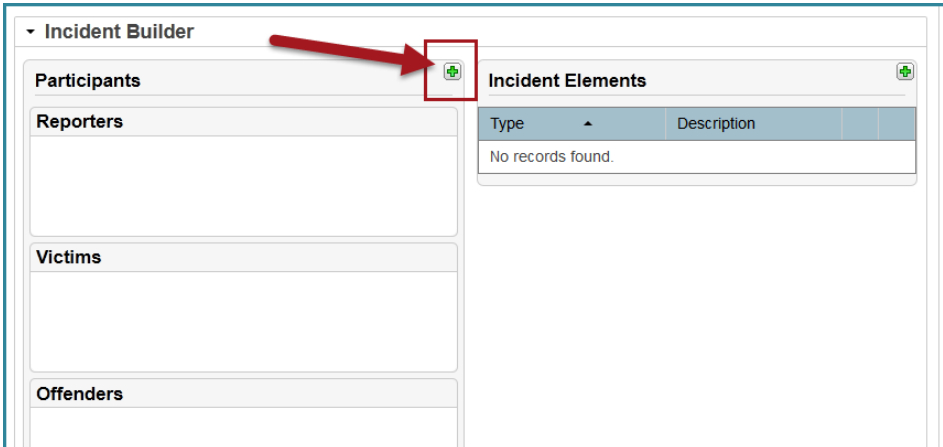
Main Staff Contact for Incident

Police Incident/Event Number

★ Follow the instructions below to complete each data field.

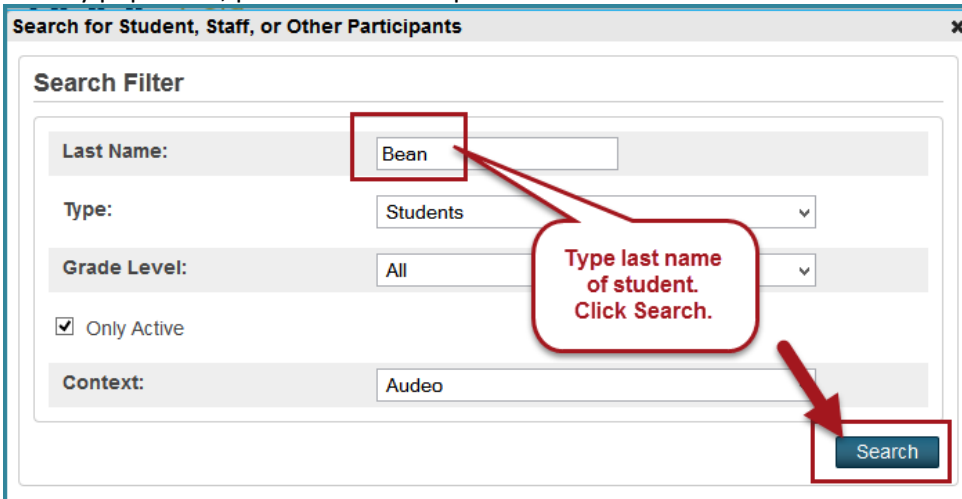
<b>Incident Type</b>	PowerSchool will default to <b>CA – State Reporting<sup>^</sup></b> .
<b>Incident Date</b>	Use the <b>actual</b> date that the student committed the violation.
<b>Time Frame</b>	Choose from the drop-down menu when the incident occurred.
<b>Title</b>	<p>Enter the Behavior(s). If the student committed more than one behavior violation, be sure to enter <i>all</i> of them in this field. (If space is an issue, abbreviate.)</p> <p>If you prefer, after completing <b>Step 10</b> below, copy the text in the <b>Behavior Description</b> and then paste it into the <b>Title</b> field instead of typing it out.</p>
<b>Description</b>	<p>[NS] incident descriptions should include the following information:</p> <ul style="list-style-type: none"> <li>• Date and time when event took place</li> <li>• Brief description of what happened</li> <li>• Description of interventions or alternative-to-suspension program</li> <li>• Date, time and description of parent contact</li> <li>• DO NOT enter student names, instead use either first name/last name initials OR student ID number</li> </ul>
<b>Location</b>	In the drop-down menu, select where the incident took place.
<b>Location Description</b>	If it would make things clearer where the incident took place, enter a short clarifying description in the <b>Location Description</b> field. (This field is optional.)
<b>Main Staff Contact for Incident</b>	Enter the name of the person who assigned the Actions.
<b>Police Incident/Event Number</b>	If the police were called and they filled out a report, enter the Event Number.

4. Within the **Incident Builder** section, click the **green plus sign**.



The screenshot shows the 'Incident Builder' section. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders) and 'Incident Elements'. The 'Incident Elements' section has a table with columns 'Type' and 'Description'. A red arrow points to a green plus sign icon in the top right corner of the 'Incident Elements' table.

5. Enter the offending student's last name and click enter or **Search**. Or if the student's last name is already populated, proceed to the step 7.



The screenshot shows a dialog box titled 'Search for Student, Staff, or Other Participants'. It contains a 'Search Filter' section with the following fields: 'Last Name' (with 'Bean' entered), 'Type' (set to 'Students'), 'Grade Level' (set to 'All'), 'Only Active' (checked), and 'Context' (set to 'Audeo'). A red box highlights the 'Last Name' field, and a red callout bubble points to the 'Search' button with the text 'Type last name of student. Click Search.'

**Note:** If the student is no longer active at your school, uncheck the **Only Active** box. If the student has already re-enrolled at another district school, select that school from the drop-down menu.

6. Click the offending student's name listed under **Results** and click **Add**.

**Search Filter**

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

**Results**

Type	First	Middle	Last	School	Gr	Gen
	Esha	Scarlet	Bean			F

10 << first < prev 1 next > last >>

7. The drop-down menu defaults to **Offender**, so click the **Add Participant Attributes** button.

**Add Participant Attributes**

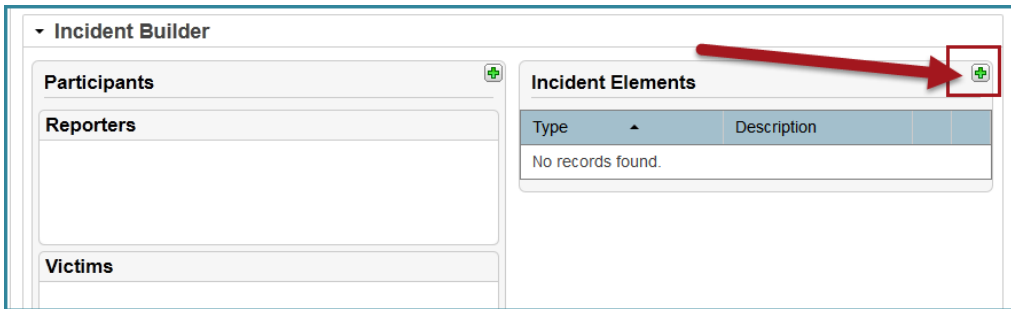
Selected Person: Esha Scarlet Bean

Attributes

Select Role(s)

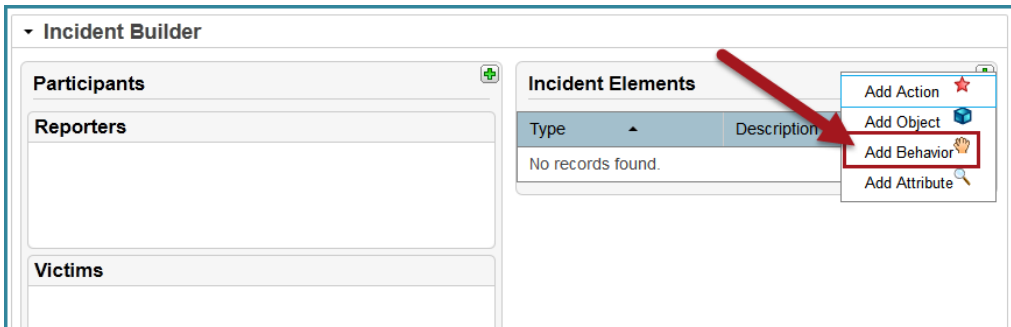
Offender

8. Click the **green plus sign** to the right of **Incident Elements**.



The screenshot shows the 'Incident Builder' interface. On the left, there are sections for 'Participants' (Reporters, Victims) and 'Incident Elements'. The 'Incident Elements' section has a table with columns 'Type' and 'Description', and a message 'No records found.' A red box highlights the green plus sign icon to the right of the 'Incident Elements' header, with a red arrow pointing to it.

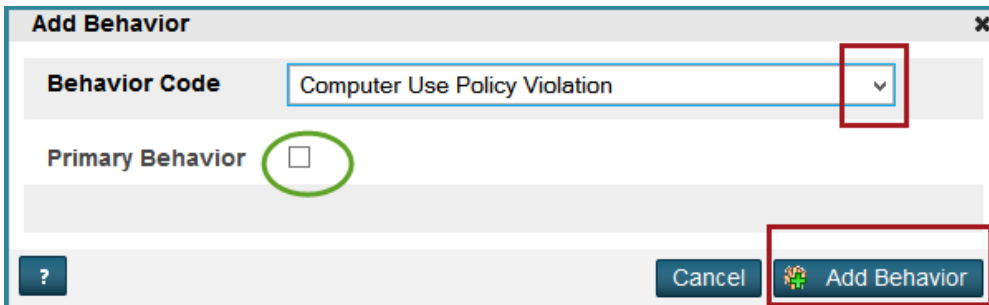
9. Click **Add Behavior**.



The screenshot shows the 'Incident Builder' interface with the 'Add Behavior' dropdown menu open. The menu options are 'Add Action', 'Add Object', 'Add Behavior', and 'Add Attribute'. The 'Add Behavior' option is highlighted with a red box, and a red arrow points to it.

10. Choose the appropriate behavior title from the **Behavior Code** drop-down menu and click **Add Behavior**.

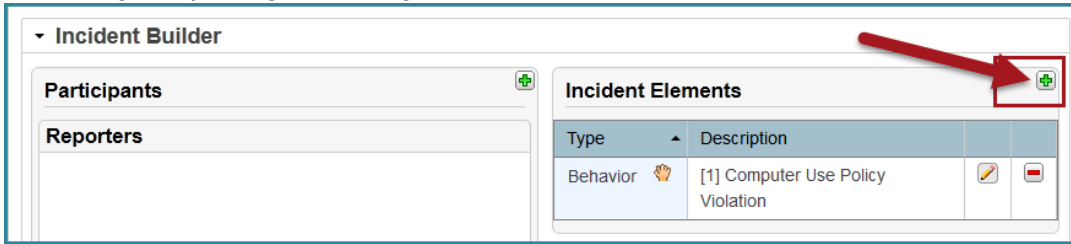
**Note:** If you will be adding another **Behavior Code** to this student, be sure to check the **Primary Behavior** box for *the most severe offense committed*.



The screenshot shows the 'Add Behavior' dialog box. It has a 'Behavior Code' dropdown menu with 'Computer Use Policy Violation' selected. Below it is a 'Primary Behavior' checkbox, which is circled in green. At the bottom right, there is a red box around the 'Add Behavior' button. There is also a 'Cancel' button and a help icon (?) on the bottom left.

**Suggestion:** Copy the text in the **Behavior Description** (omitting the number and square brackets (e.g., [1]) and then paste it into the **Title** field.

11. Click the green plus sign to the right of Incident Elements.



Incident Builder

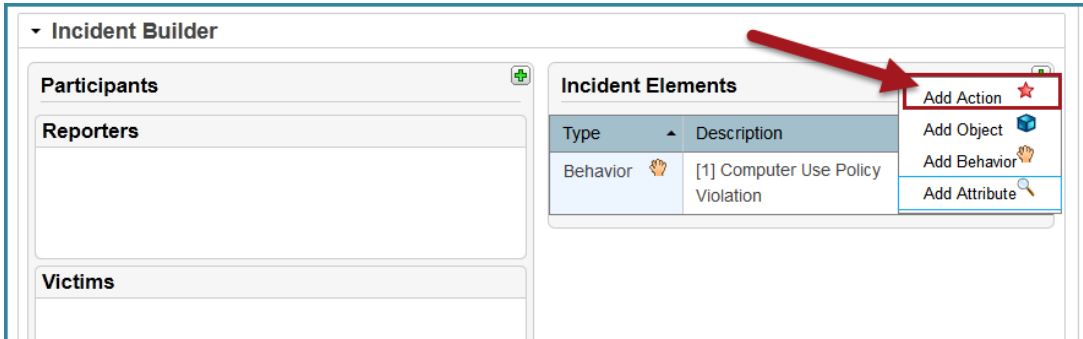
Participants

Reporters

Incident Elements

Type	Description		
Behavior	[1] Computer Use Policy Violation		

12. Click Add Action.



Incident Builder

Participants

Reporters

Victims

Incident Elements

Type	Description		
Behavior	[1] Computer Use Policy Violation		

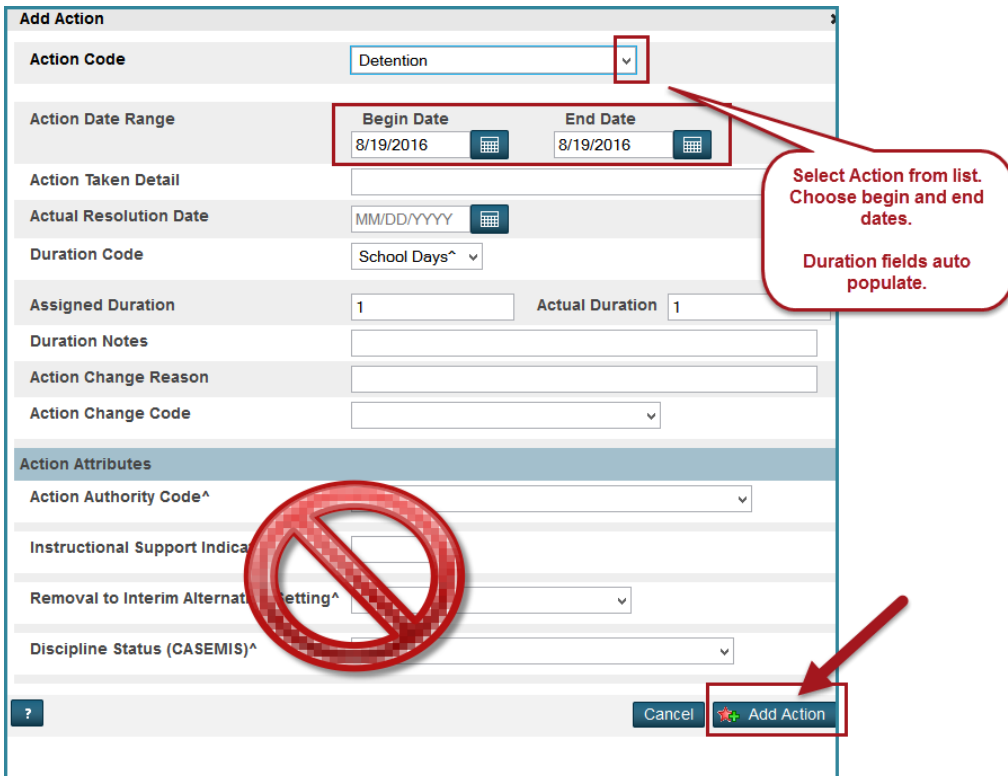
Add Action

Add Object

Add Behavior

Add Attribute

13. Complete the **Add Action** screen.



Add Action

Action Code: Detention

Action Date Range: Begin Date: 8/19/2016, End Date: 8/19/2016

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code: School Days^

Assigned Duration: 1, Actual Duration: 1

Duration Notes:

Action Change Reason:

Action Change Code:

Action Attributes

Action Authority Code^

Instructional Support Indica

Removal to Interim Alternat

Discipline Status (CASEMIS)^

Cancel Add Action

Select Action from list. Choose begin and end dates.

Duration fields auto populate.

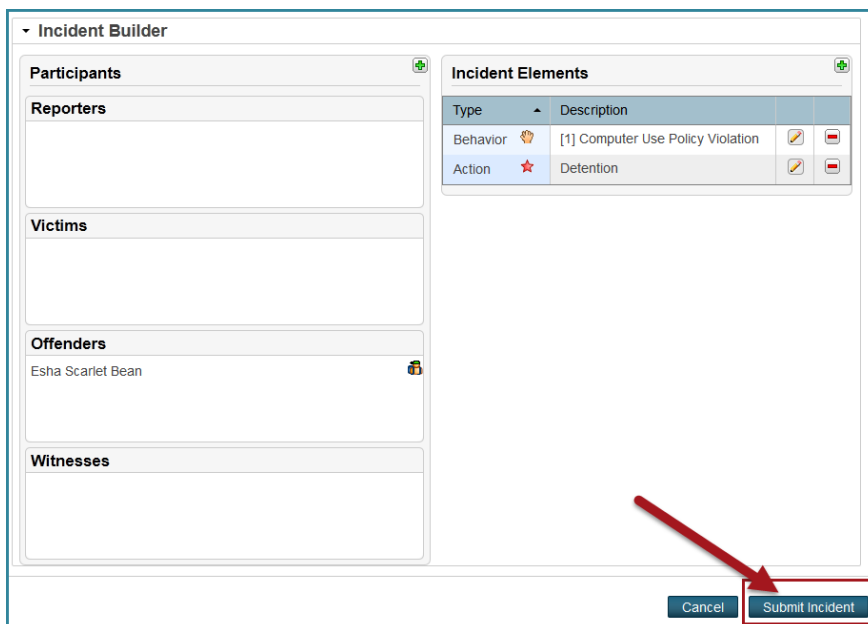
<b>Action Code</b>	From the drop-down menu, choose the desired <b>Action</b> (in our example, we will choose <b>Detention</b> ).
<b>Action Date Range</b>	Enter the <b>Begin Date</b> and the <b>End Date</b> .
<b>Action Taken Detail</b>	Enter a <i>short</i> description of the Action that expands on the choice made in the <b>Action Code</b> drop-down menu above.
<b>Duration Code</b>	Defaults to School Days.
<b>Assigned Duration</b>	Auto-populates by date range selection.
<b>Actual Duration</b>	Auto-populates by date range selection.
<b>Add Action</b>	At the bottom of the screen, click <b>Add Action</b> .  (Do not enter any data below <b>Action Attributes</b> .)

## Optional

You may choose to add a reporter, victim, and/or witness to this incident. See page 46 for details.

## Final Step

When you are finished adding all Behaviors and all Actions, click **Submit Incident**. The Incident Elements will populate into the Offender field.



The screenshot shows the 'Incident Builder' window. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses). The 'Offenders' section contains the name 'Esha Scarlet Bean'. On the right, the 'Incident Elements' table is visible:

Type	Description		
Behavior	[1] Computer Use Policy Violation		
Action	Detention		

At the bottom right, there are two buttons: 'Cancel' and 'Submit Incident'. A red arrow points to the 'Submit Incident' button, which is highlighted with a red box.

# Behavior Incident: Suspending a Student

## Overview

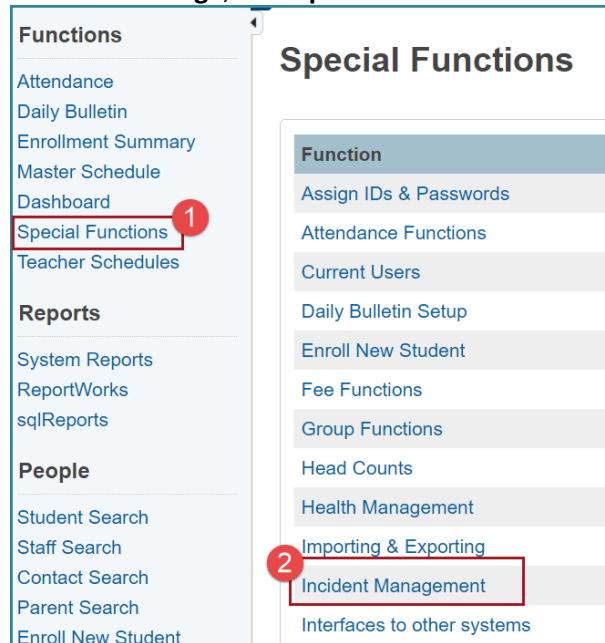
When entering an incident for a student who has committed a suspendable offense and received a suspension, **ALWAYS** enter Suspension as an **Action code**. When you choose the **Behavior** that the student committed, you are required to choose a **Behavior code** that begins with a numerical code (e.g., **07A\_S Property-Attempted to Steal**). Do *not* choose a Behavior that begins with [NS].

- The [NS] types are reserved for the times when you choose *not* to suspend a student.
- A paper suspension form must be filled out for out-of-school suspensions, as well. The original goes into the student's cumulative records folder, and a copy is given to the parents. The form can be found on the district's website:
  1. From sandiegounified.org, click on **Staff Portal**
  2. From the Resources menu, click on **Forms - General**
  3. Click **Student Discipline**
  4. Click **Report on Suspension**
- PowerSchool automatically enters Suspension (S) attendance codes when an incident is created. Communicate with your attendance clerk to confirm that PowerSchool correctly assigned suspension to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension.
- Be sure to create a *separate* incident in PowerSchool for each participant in a related incident.
- For the following Behavior violations, an **object code** is required to completing the incident:
  - 02B\_S Knife-Possessed/Sold/Furnished
  - 02D\_S Dangerous Object-Possessed/Sold/Furnished
  - 02I\_S Fireworks-Possessed/Sold/Furnished

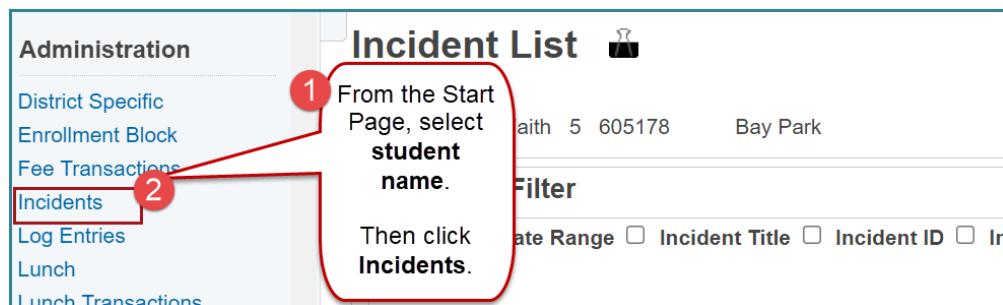
<b>Behavior Code</b>	The behavior code begins with a number corresponding to the incident on the district's Suspension Form but does <b>not</b> end with a caret^.
<b>Action</b>	Suspension, five days or fewer.

## Entering the Data

1. There are two pathways to reach Incidents:
  - A. On the **Start Page**, click **Special Functions**. Then select **Incident Management**.



- B. Or **select a student** from the **Start Page**. Under Administration, select **Incidents**.

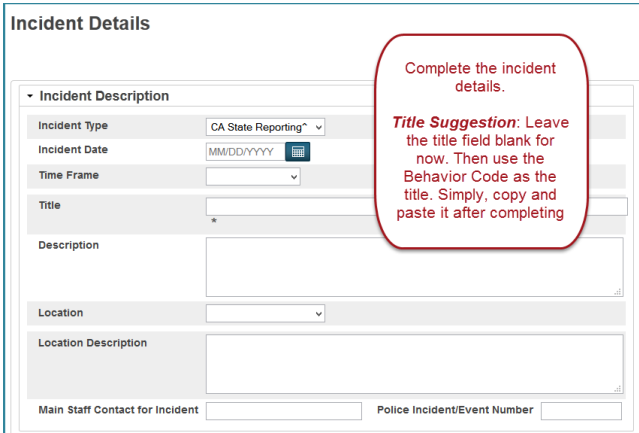


2. Click **Create New Incident**.





### 3. Complete the **Incident Description** section of the **Incident Detail** screen.



**Incident Details**

Incident Description

Incident Type: CA State Reporting~

Incident Date: MM/DD/YYYY

Time Frame: [dropdown]

Title: [text field]

Description: [text area]

Location: [dropdown]

Location Description: [text area]

Main Staff Contact for Incident: [text field] Police Incident/Event Number: [text field]

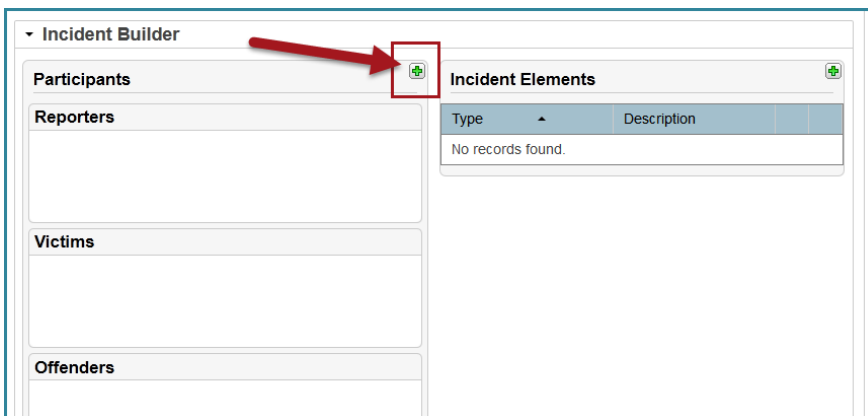
**Complete the incident details.**

**Title Suggestion:** Leave the title field blank for now. Then use the Behavior Code as the title. Simply, copy and paste it after completing

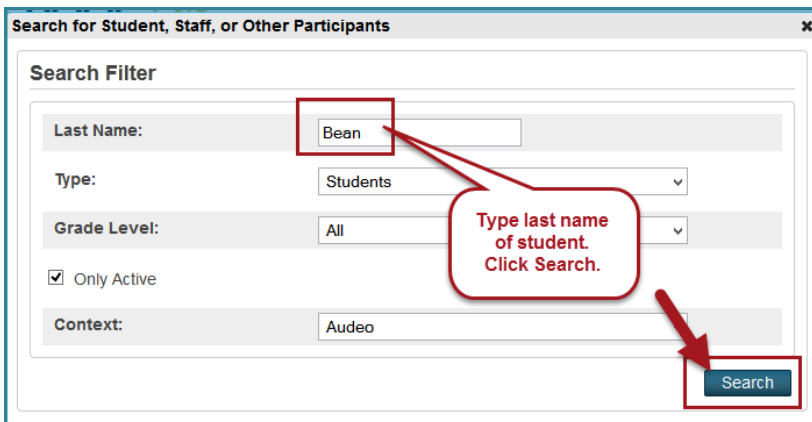
<b>Incident Type</b>	PowerSchool will default to <b>CA – State Reporting^</b> .
<b>Incident Date</b>	Use the <b>actual</b> date that the student committed the violation.
<b>Time Frame</b>	Choose from the drop-down menu when the incident occurred.
<b>Title</b>	<p>Enter the Behavior(s), making sure to begin with the numeric/alphabetic code. If the student committed more than one behavior violation, be sure to enter <i>all</i> of them in this field. (If space is an issue, abbreviate.)</p> <p>If you prefer, after completing <b>Step 10</b> below, copy the text in the <b>Behavior Description</b> and then paste it into the <b>Title</b> field instead of typing it out.</p>
<b>Description</b>	<p>All out-of-school suspensions <b>MUST</b> be entered into PowerSchool as an Incident. Incident descriptions should include the following information:</p> <ul style="list-style-type: none"> <li>• Date and time when event took place</li> <li>• Brief description of what happened</li> <li>• Description of interventions or alternative-to-suspension program, conducted or attempted, prior to the issuing of a suspension</li> <li>• Description and length of assigned suspension: “Student will serve #day suspension from DATE to DATE.” <b>Note:</b> If the student attended <b>less than 4hrs</b> of the school day prior to being issued the out-of-school suspension, that day will count as Day 1 of suspension. If the student attended <b>more than 4hrs</b> of the school day prior to being issued the out-of-school suspension, the following day will count as Day 1 of suspension. Please consult with Pupil Accounting for attendance policies.</li> <li>• Date, time and description of parent contact</li> <li>• “Next referral for same = [insert next steps]”</li> </ul> <p>DO NOT enter student names, instead use either first name/last name initials OR student ID number.</p>

<b>Location</b>	In the drop-down menu, select where the incident took place.
<b>Location Description</b>	If it would make things clearer where the incident took place, enter a short clarifying description in the <b>Location Description</b> field. (This step is optional.)
<b>Main Staff Contact for Incident</b>	Enter the name of the person who signed the Suspension Form.
<b>Police Incident/Event Number</b>	If the police were called and they filled out a report, enter the Event Number.

4. Toward the bottom of the screen, click the **green plus sign** to the right of **Participants**.



5. Enter the offending student's last name and click enter or **Search**. Or if the student name is already populated, continue to the next step.



**Note:** If the student is no longer active at your school, uncheck the **Only Active** box. If the student has already re-enrolled at another district school, select that school from the drop-down menu.

6. Click the offending student's name listed under **Results** and click **Add**.

**Search Filter**

Last Name:


Type:

Grade Level:

☒ Only Active

Context:

**Results**

Type	First	Middle	Last	School	Gr	Gen
	Esha	Scarlet	Bean			F

10 << first < prev 1 next > last >>

7. The drop-down menu defaults to **Offender**, so click **Add Participant Attributes**.

**Add Participant Attributes**

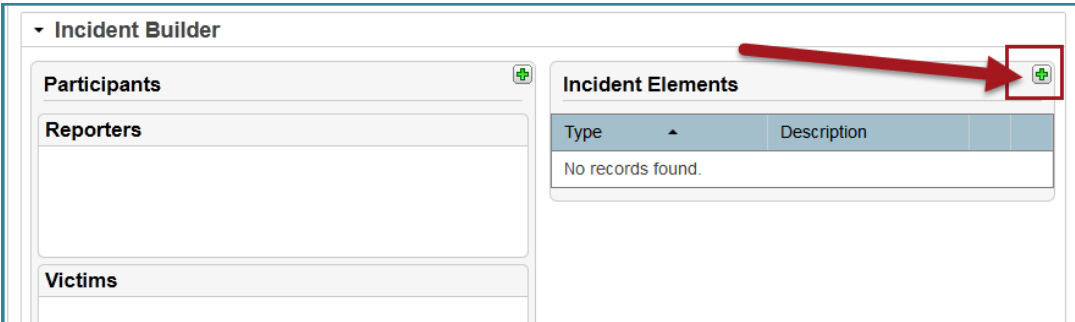
Selected Person: Esha Scarlet Bean

Attributes

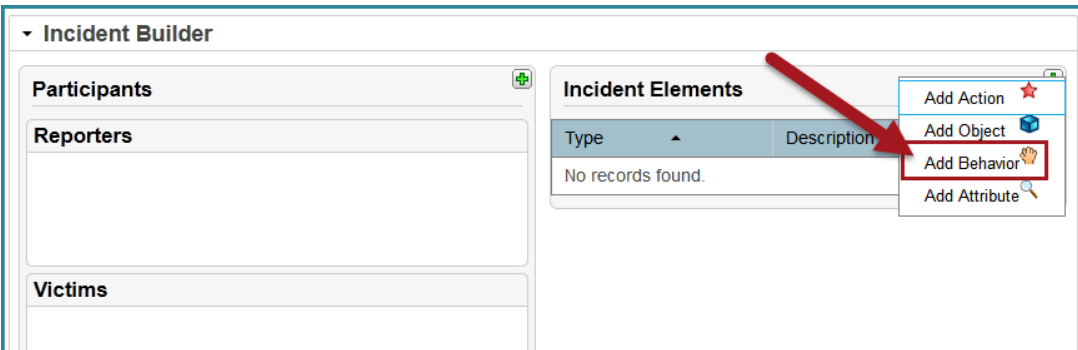
Select Role(s)

Offender

8. Click the **green plus sign** to the right of **Incident Elements**.

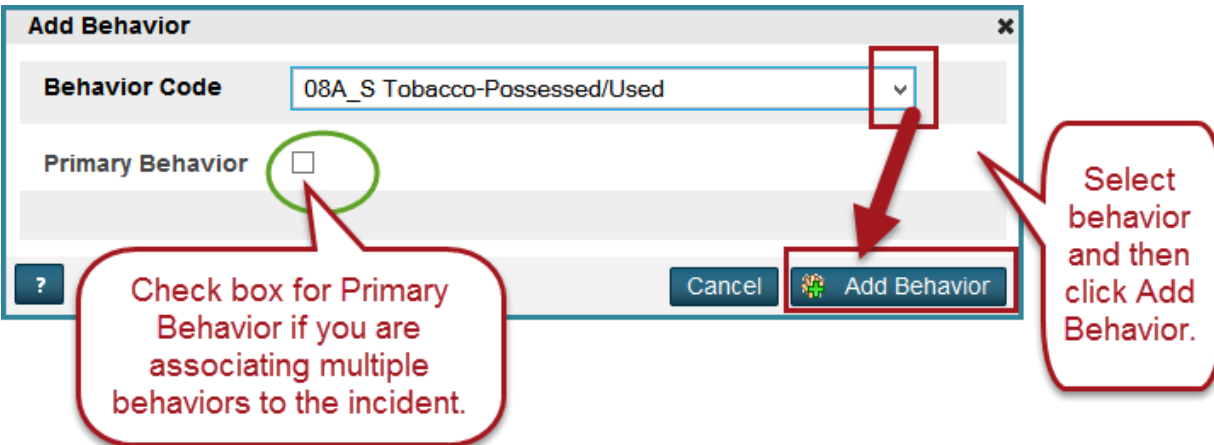


9. Click **Add Behavior**.



10. Scroll toward the bottom of the **Behavior Code** drop-down menu to choose the appropriate Behavior Code beginning with a *number* but **not** ending with a *caret* (^) and click **Add Behavior**.

**Note:** If you will be adding another **Behavior Code** to this student, be sure to check the **Primary Behavior** box for *the most severe offense committed*.

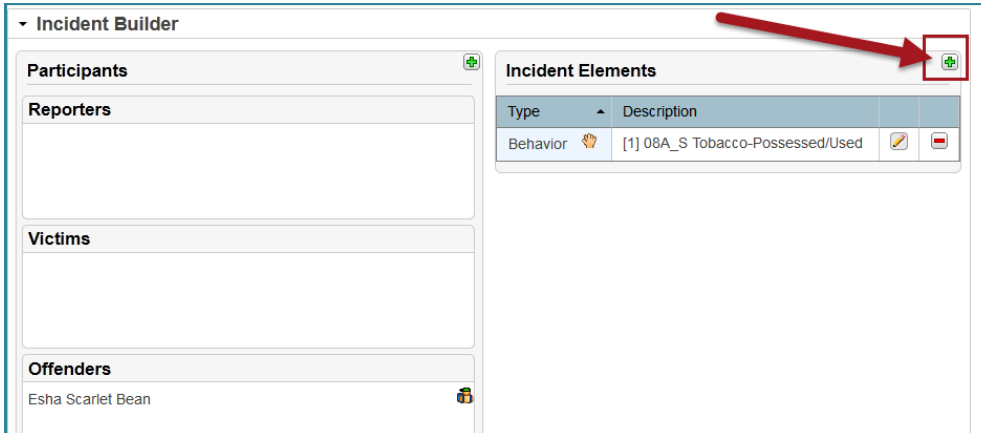


Check box for Primary Behavior if you are associating multiple behaviors to the incident.

Select behavior and then click Add Behavior.

**Optional:** Copy the text in the **Behavior Description** (*omitting* the number and square brackets (e.g., [1]) and then paste it into the **Title** field.

11. Click the **green plus sign** to the right of **Incident Elements**.



Incident Builder

Participants

Reporters

Victims

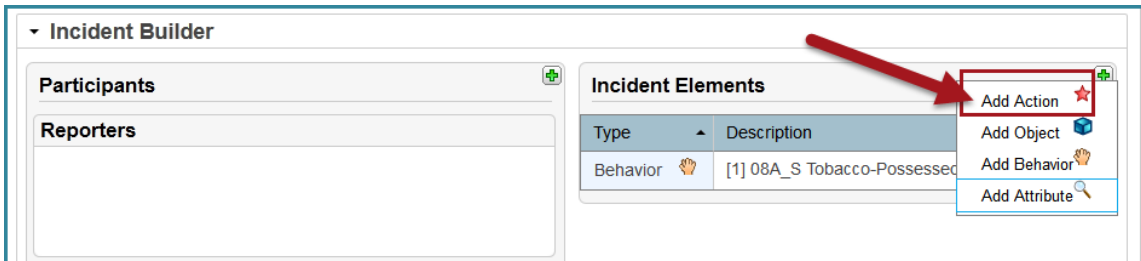
Offenders

Esha Scarlet Bean

Incident Elements

Type	Description
Behavior	[1] 08A_S Tobacco-Possessed/Used

12. Click **Add Action**.



Incident Builder

Participants

Reporters

Incident Elements

Type	Description
Behavior	[1] 08A_S Tobacco-Possessed

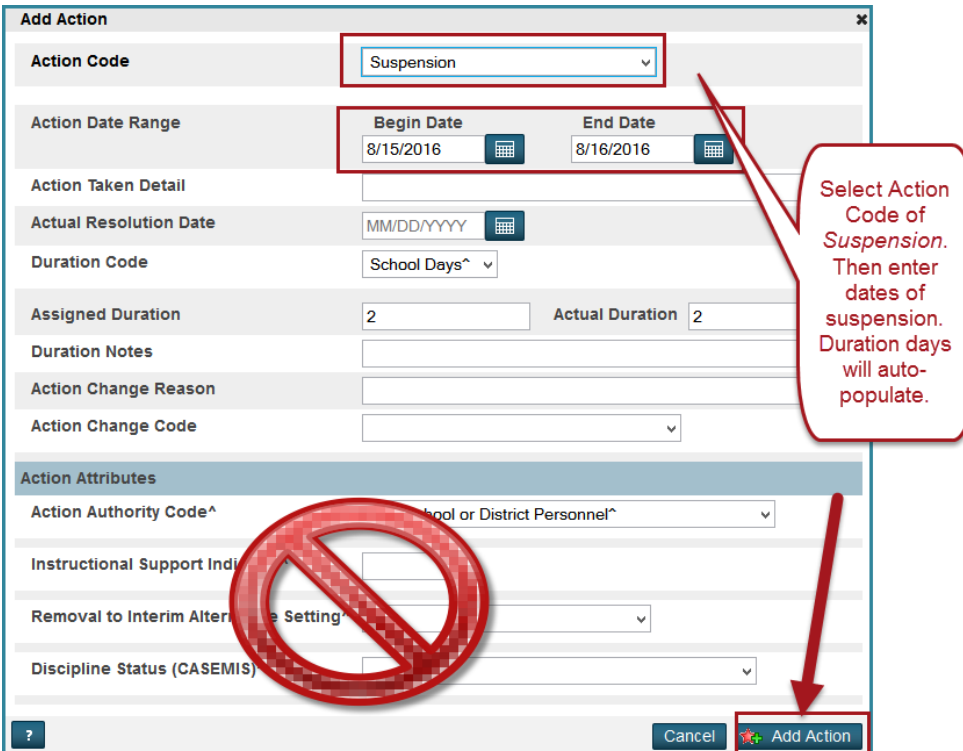
Add Action

Add Object

Add Behavior

Add Attribute

13. Complete the **Add Action** screen.



Add Action

Action Code

Suspension

Action Date Range

Begin Date

8/15/2016

End Date

8/16/2016

Action Taken Detail

Actual Resolution Date

MM/DD/YYYY

Duration Code

School Days^

Assigned Duration

2

Actual Duration

2

Duration Notes

Action Change Reason

Action Change Code

Action Attributes

Action Authority Code^

School or District Personnel^

Instructional Support Ind

Removal to Interim Alter

Setting

Discipline Status (CASEMIS)

Cancel

Add Action

Select Action Code of Suspension. Then enter dates of suspension. Duration days will auto-populate.

<b>Action Code</b>	From the drop-down menu, choose <b>Suspension</b> .
<b>Begin Date</b>	Enter the first day of the suspension.
<b>End Date</b>	Enter the last day of the suspension. <b>Note:</b> For a one-day suspension, the <b>Begin Date</b> and the <b>End Date</b> are the same.
<b>Action Taken Detail</b>	Add any comments about this Action (this is optional).
<b>Actual Resolution Date</b>	This field is optional.
<b>Duration Code</b>	PowerSchool will automatically display <b>School Days</b> <sup>^</sup> .
<b>Assigned Duration</b>	PowerSchool will automatically calculate the duration using the Action Date Range fields. If the student was assigned more days than were served, please adjust this number. (Waived days are only allowed for behaviors 03A, 03E, 03H, 04B, 08A, 10A, and 10B.)
<b>Actual Duration</b>	PowerSchool automatically calculates the duration using the Action Date Range fields.
<b>Add Action</b>	At the bottom of the screen, click <b>Add Action</b> .  (Don't enter any data below <b>Action Attributes</b> .)

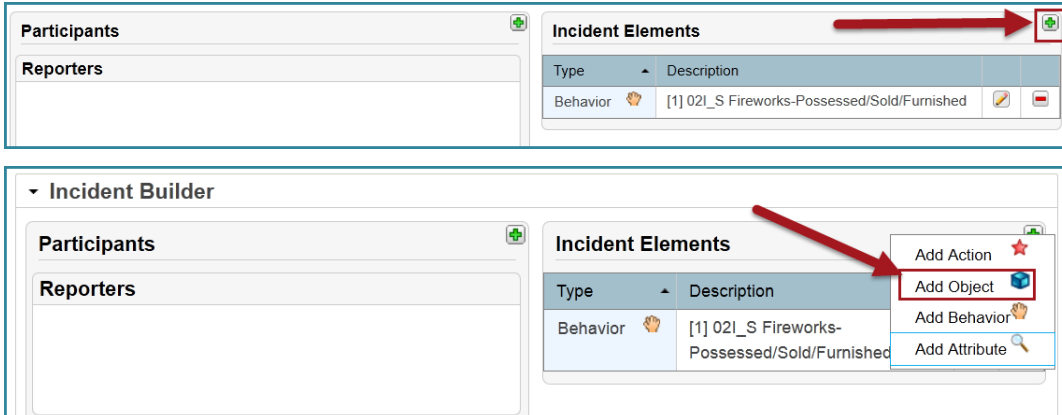
### Optional

You may choose to add a reporter, victim, and/or witness to this incident.

## Adding Object information

If you are entering an incident for *02B\_S Knife-Possessed/Sold/Furnished*, *02D\_SDangerous Object-Possessed/Sold/ Furnished*, or *02I\_S Fireworks-Possessed/Sold/Furnished* Behavior violation, you *must* continue with the steps below to add **object** information. If you are using any other Behavior violation, you do *not* add object information. Proceed to the **Final Step**.

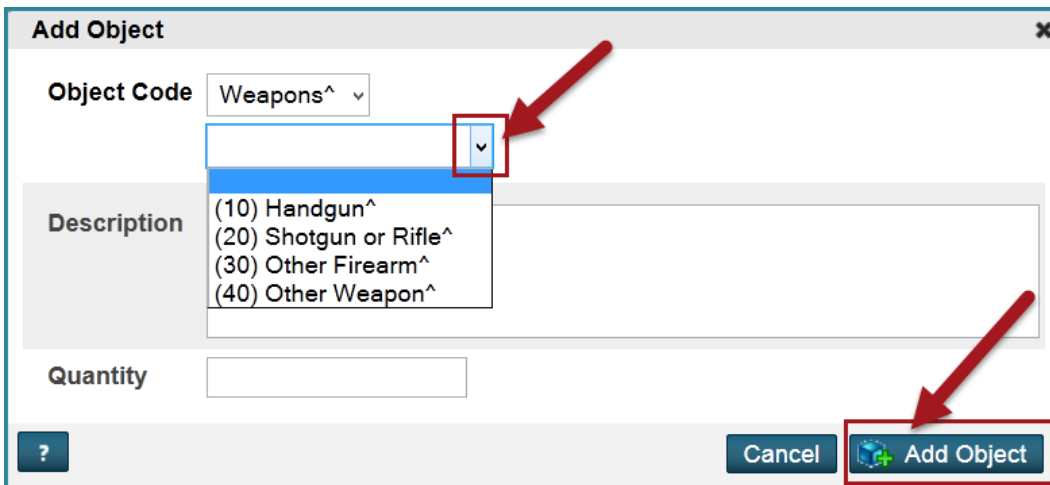
1. Click the **green plus sign**, then click **Add Object**.



The screenshot shows the Incident Builder interface. On the left, there are sections for 'Participants' and 'Reporters'. On the right, there is an 'Incident Elements' table. A red arrow points to a green plus sign icon in the top right corner of the Incident Elements section. Another red arrow points to the 'Add Object' option in a context menu that appears when the plus sign is clicked. The context menu also includes 'Add Action', 'Add Behavior', and 'Add Attribute'.

Type	Description
Behavior	[1] 02I_S Fireworks-Possessed/Sold/Furnished

2. **Object Code** defaults to **Weapons**. Choose the appropriate weapon from drop-down selection. Add Description and Quantity. Then, click **Add Object**.

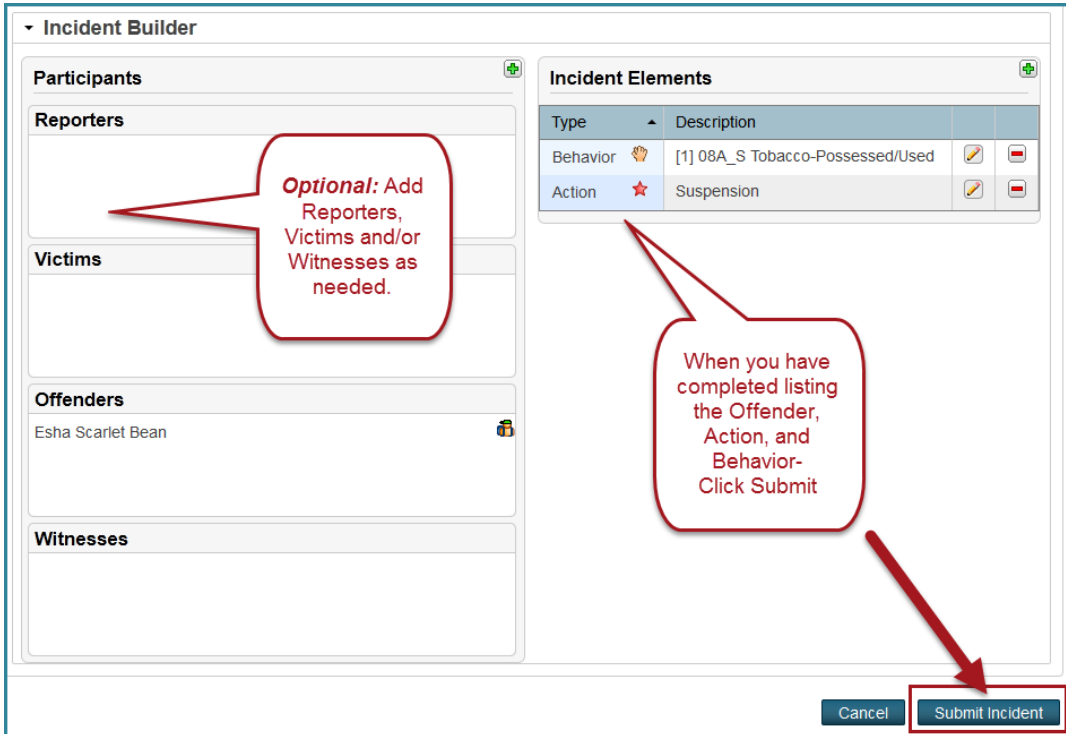


The screenshot shows the 'Add Object' dialog box. It has fields for 'Object Code', 'Description', and 'Quantity'. The 'Object Code' dropdown menu is open, showing a list of options: '(10) Handgun^', '(20) Shotgun or Rifle^', '(30) Other Firearm^', and '(40) Other Weapon^'. A red arrow points to the dropdown arrow icon. Another red arrow points to the 'Add Object' button at the bottom right of the dialog box. The 'Add Object' button has a green plus sign icon next to the text.

Note: When writing up *02B\_S Knife-Possessed/Sold/Furnished*, *02D\_SDangerous Object-Possessed/Sold/Furnished*, or *02I\_S Fireworks-Possessed/Sold/Furnished*, always choose Other Weapon in the drop-down menu.

## Final Step

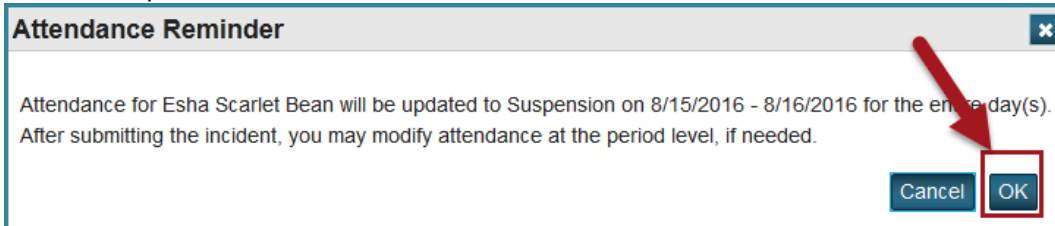
- When you are finished configuring this incident, click **Submit Incident** at the bottom of the screen.



The screenshot shows the 'Incident Builder' interface. On the left, under 'Participants', there are sections for 'Reporters', 'Victims', 'Offenders' (with 'Esha Scarlet Bean' listed), and 'Witnesses'. A red callout bubble points to the 'Reporters' section with the text: 'Optional: Add Reporters, Victims and/or Witnesses as needed.' On the right, under 'Incident Elements', there is a table with two rows: 'Behavior' (with a hand icon) and 'Action' (with a star icon). The 'Description' column for 'Behavior' contains '[1] 08A\_S Tobacco-Possessed/Used' and for 'Action' it contains 'Suspension'. A red callout bubble points to the 'Action' row with the text: 'When you have completed listing the Offender, Action, and Behavior- Click Submit'. At the bottom right, there are two buttons: 'Cancel' and 'Submit Incident'. A red arrow points from the 'Submit Incident' button to the 'OK' button in the 'Attendance Reminder' dialog box shown in the next screenshot.

Type	Description
Behavior	[1] 08A_S Tobacco-Possessed/Used
Action	Suspension

- Confirm suspension dates and click **OK**.



The screenshot shows the 'Attendance Reminder' dialog box. It contains the text: 'Attendance for Esha Scarlet Bean will be updated to Suspension on 8/15/2016 - 8/16/2016 for the entire day(s). After submitting the incident, you may modify attendance at the period level, if needed.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. A red arrow points from the 'Submit Incident' button in the previous screenshot to the 'OK' button in this dialog box.

**IMPORTANT:** Communicate with your attendance clerk to confirm that PowerSchool correctly assigned attendance suspension codes to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension.



# Behavior Incident: Recommendation for Expulsion Offense

## Overview

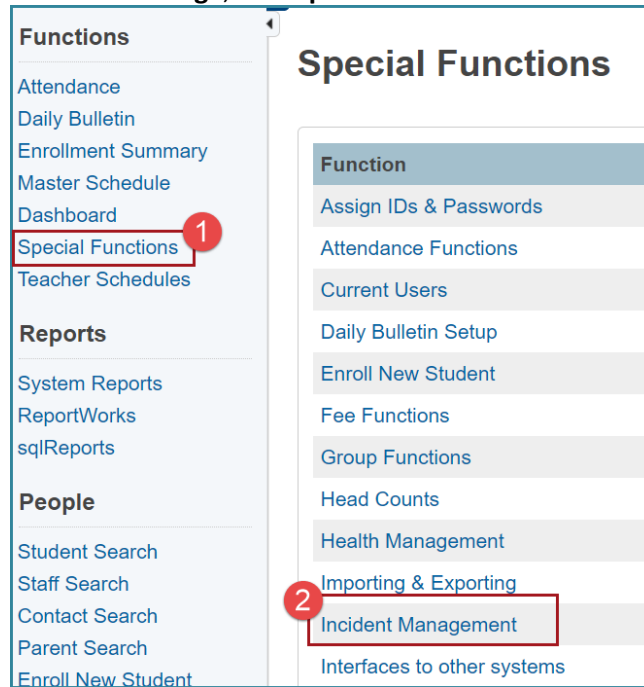
- When entering an incident for a student who has committed a recommendation for expulsion offense, the district requires a five-day suspension Action plus a recommended for expulsion Action.
- Be sure to create a separate Incident in PowerSchool for each participant in a related incident.
- PowerSchool automatically enters Suspension (S) attendance codes when an incident is created. Communicate with your attendance clerk to confirm that PowerSchool correctly assigned suspension attendance to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension.
- A paper suspension form must be filled out as well. The original goes into the student's cumulative records folder, a copy is given to the parents, and a copy is also sent to Placement and Appeals (because the student is recommended for expulsion). It would be a good idea for the school office to keep a copy, as well. The form can be found on the district's web site:
  1. From sandiegounified.org, click on **Staff Portal**
  2. From the Resources menu, click on **Forms - General**
  3. Click **Student Discipline**
  4. Click **Report on Suspension**
- For the following Behavior violations, you are required to add an object code when completing the incident:
  - 02A\_S Firearm-Possessed/Sold/Furnished
  - 02C\_S Explosive-Possessed/Sold/Furnished
  - 02H\_S Brandished Knife

<b>Behavior Code</b>	The behavior code begins with a number corresponding to the incident on the district's Suspension Form and ends with a caret^.
<b>Action</b>	<ol style="list-style-type: none"> <li>1. Recommended for expulsion</li> <li>2. Suspension (five days)</li> </ol>

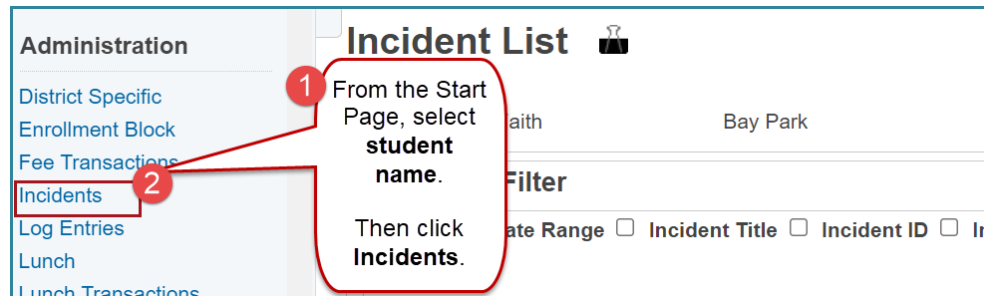
## Entering the Data

1. There are two pathways to reach Incidents:

A. On the **Start Page**, click **Special Functions**. Then select **Incident Management**.



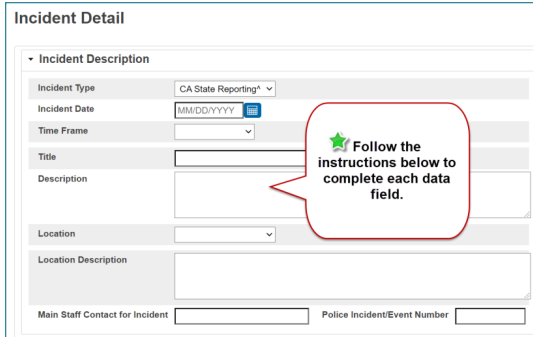
B. Or select a student from the **Start Page**. Under Administration, select **Incidents**.



2. Click **Create New Incident**.



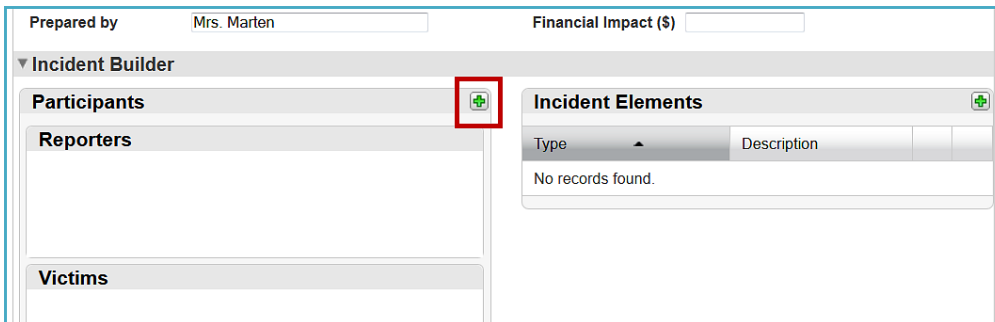
3. Enter the incident information in each of the data fields.



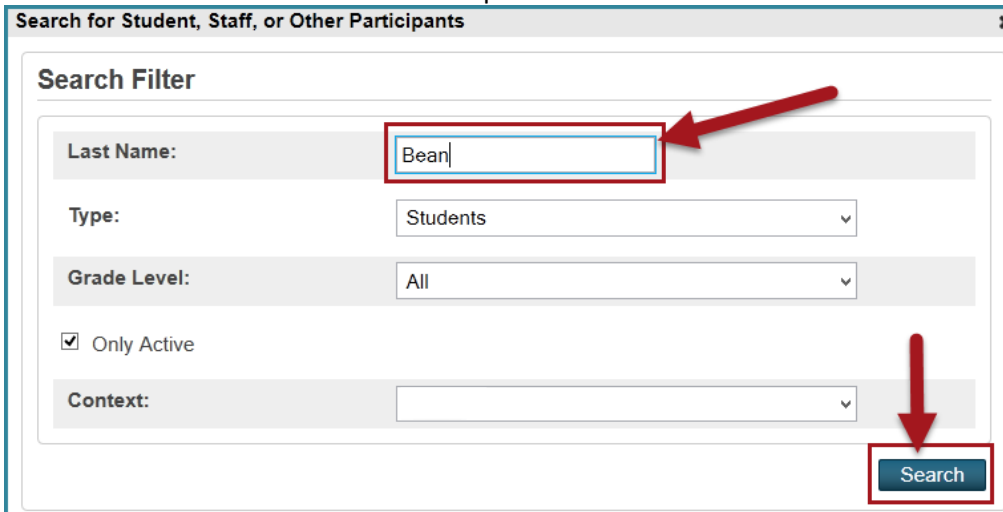
<b>Incident Type</b>	PowerSchool will default to <b>CA – State Reporting<sup>^</sup></b> .
<b>Incident Date</b>	Use the <b>actual</b> date that the student committed the violation.
<b>Time Frame</b>	From the drop-down menu, choose when the incident occurred.
<b>Title</b>	<p>Enter the Behavior(s). If the student committed more than one behavior violation, be sure to enter <i>all</i> of them in this field. (If space is an issue, abbreviate.)</p> <p>If you prefer, after completing <b>Step 10</b> below, copy the text in the <b>Behavior Description</b> and then paste it into the <b>Title</b> field instead of typing it out.</p>
<b>Description</b>	<p>All out-of-school suspensions <b>MUST</b> be entered into PowerSchool as an Incident. Incident descriptions should include the following information:</p> <ul style="list-style-type: none"> <li>• Date and time when event took place</li> <li>• Detailed description of what happened</li> <li>• Description of interventions or alternative-to-suspension program, conducted or attempted, prior to the issuing of a suspension/recommendation for expulsion</li> <li>• Description and length of assigned suspension: “Student will serve #day suspension from DATE to DATE.” <b>Note:</b> If the student attended <b>less than 4hrs</b> of the school day prior to being issued the out-of-school suspension, that day will count as Day 1 of suspension. If the student attended <b>more than 4hrs</b> of the school day prior to being issued the out-of-school suspension, the following day will count as Day 1 of suspension. Please consult with Pupil Accounting for attendance policies.</li> <li>• Date, time and description of parent contact</li> <li>• “Next referral for same = [insert next steps]”</li> </ul> <p>DO NOT enter student names, instead use either first name/last name initials OR student ID number</p>

<b>Location</b>	From the drop-down menu, select where the incident took place.
<b>Location Description</b>	If it would make things clearer where the incident took place, enter a short clarifying description in the <b>Location Description</b> field. (This step is optional.)
<b>Main Staff Contact for Incident</b>	Enter the name of the person who signed the Suspension Form.
<b>Police Incident/Event Number</b>	If the police were called and they filled out a report, enter the Event Number.

4. In the **Incident Builder** section, click the **green plus sign** to the right of Participants.



5. Enter the offending student's last name and click **Search**. If the student name is already populated, click search and continue to the next step.



**Note:** If the student is no longer active at your school, uncheck the **Only Active** box. If the student has already re-enrolled at another district school, select that school from the drop-down menu.

6. Click the offending student's name listed under **Results** and click **Add**.

**Search for Student, Staff, or Other Participants**

**Search Filter**

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

**Search**

**Results**

Type	First	Middle	Last	School	Gr	Gen
	Esha	Scarlet	Bean			F

10 << first < prev 1 next > last >>

**Add** **Close**

7. The drop-down menu defaults to **Offender**, so click **Add Participant Attributes**.

**Add Participant Attributes**

Selected Person: Esha Scarlet Bean

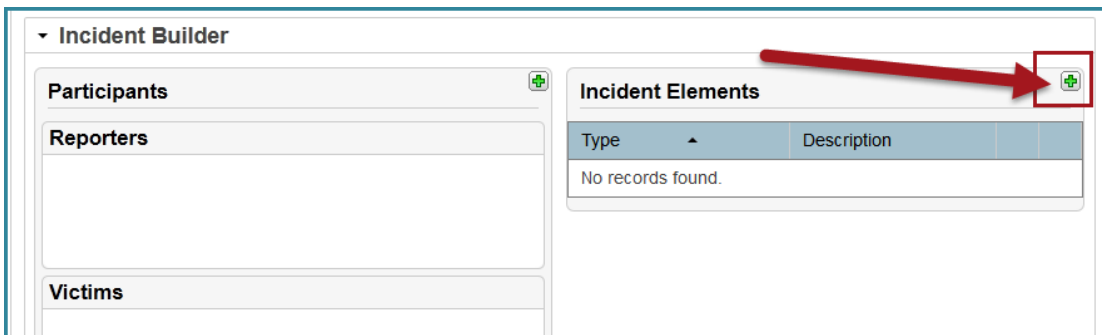
Attributes

Select Role(s)

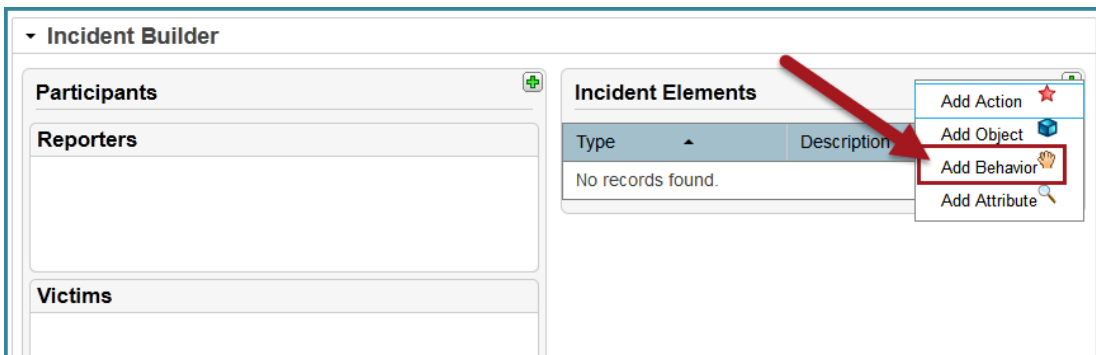
Offender No subcodes defined

**Add Participant Attributes** **Close**

8. Click the **green plus sign** to the right of **Incident Elements**.



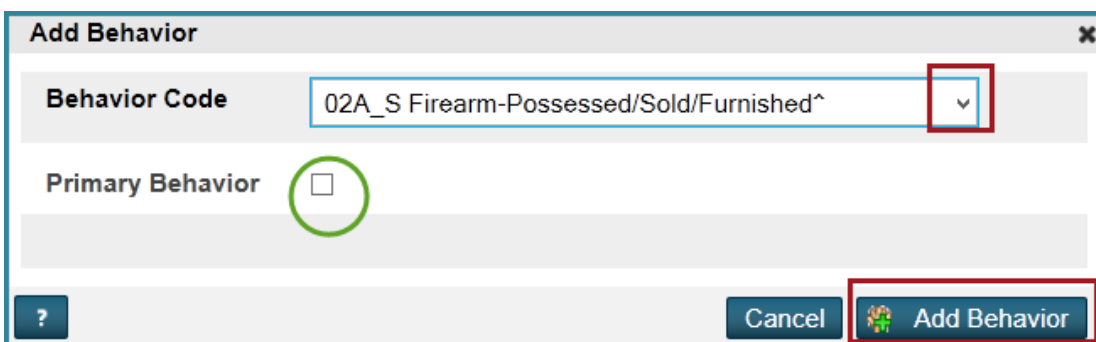
9. Click **Add Behavior**.



Scroll toward the bottom of the **Behavior Code** drop-down menu to select the appropriate Behavior Code beginning with a *number* and ending with a *caret (^)* and click **Add Behavior**.

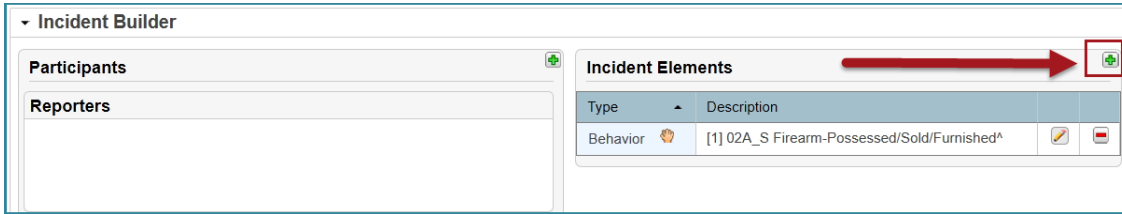
**You must** select a **Behavior Code** beginning with a *number* and ending with a *caret (^)* when applying Recommendation for Expulsion.

If you will be adding another **Behavior Code** to this incident, be sure to check the **Primary Behavior** box for *the most severe offense committed*.



**Suggestion:** Copy the text in the **Behavior Description** (*omitting* the number and square brackets (e.g., [1]) and then paste it into the **Title** field.

10. Click the **green plus sign** to the right of Incident Elements.



Incident Builder

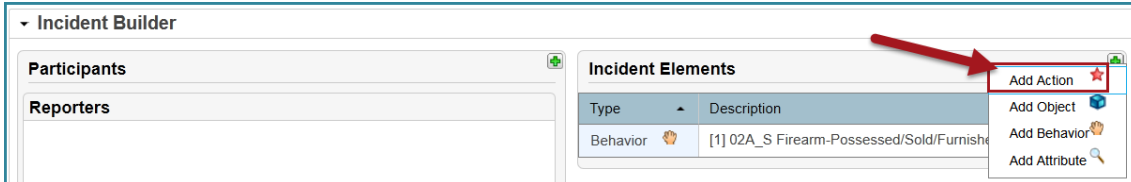
Participants

Reporters

Incident Elements

Type	Description
Behavior	[1] 02A_S Firearm-Possessed/Sold/Furnished^

11. Click **Add Action**.



Incident Builder

Participants

Reporters

Incident Elements

Type	Description
Behavior	[1] 02A_S Firearm-Possessed/Sold/Furnished

Add Action

Add Object

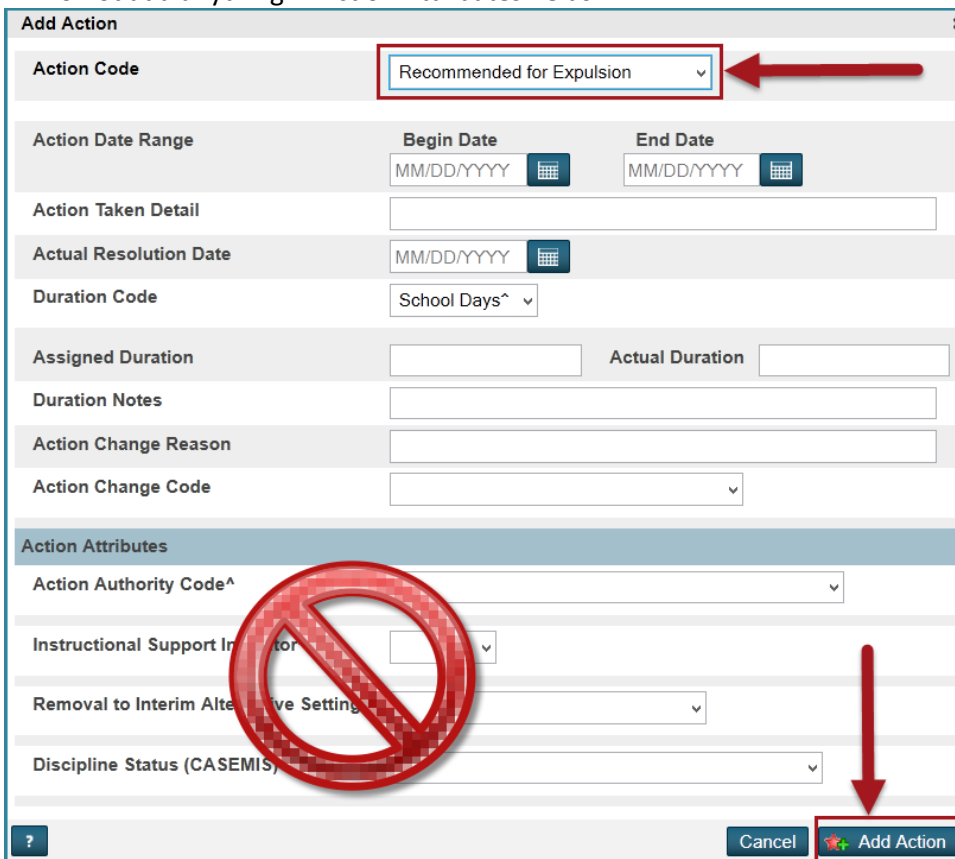
Add Behavior

Add Attribute

12. From the **Action Code** drop-down menu, choose **Recommended for Expulsion**.

Click **Add Action**.

Do not add anything in Action Attributes fields.



Add Action

Action Code: Recommended for Expulsion

Action Date Range: Begin Date (MM/DD/YYYY), End Date (MM/DD/YYYY)

Action Taken Detail

Actual Resolution Date (MM/DD/YYYY)

Duration Code: School Days^

Assigned Duration, Actual Duration

Duration Notes

Action Change Reason

Action Change Code

Action Attributes

Action Authority Code^

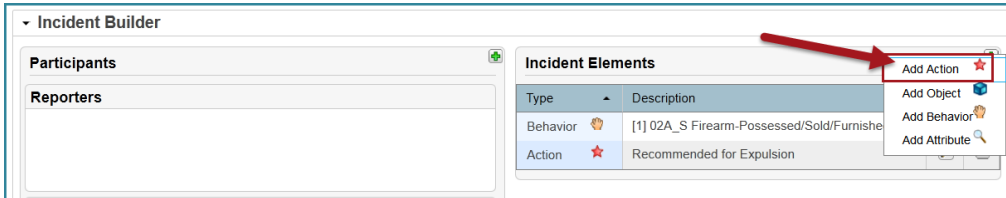
Instructional Support Intervention

Removal to Interim Alternative Setting

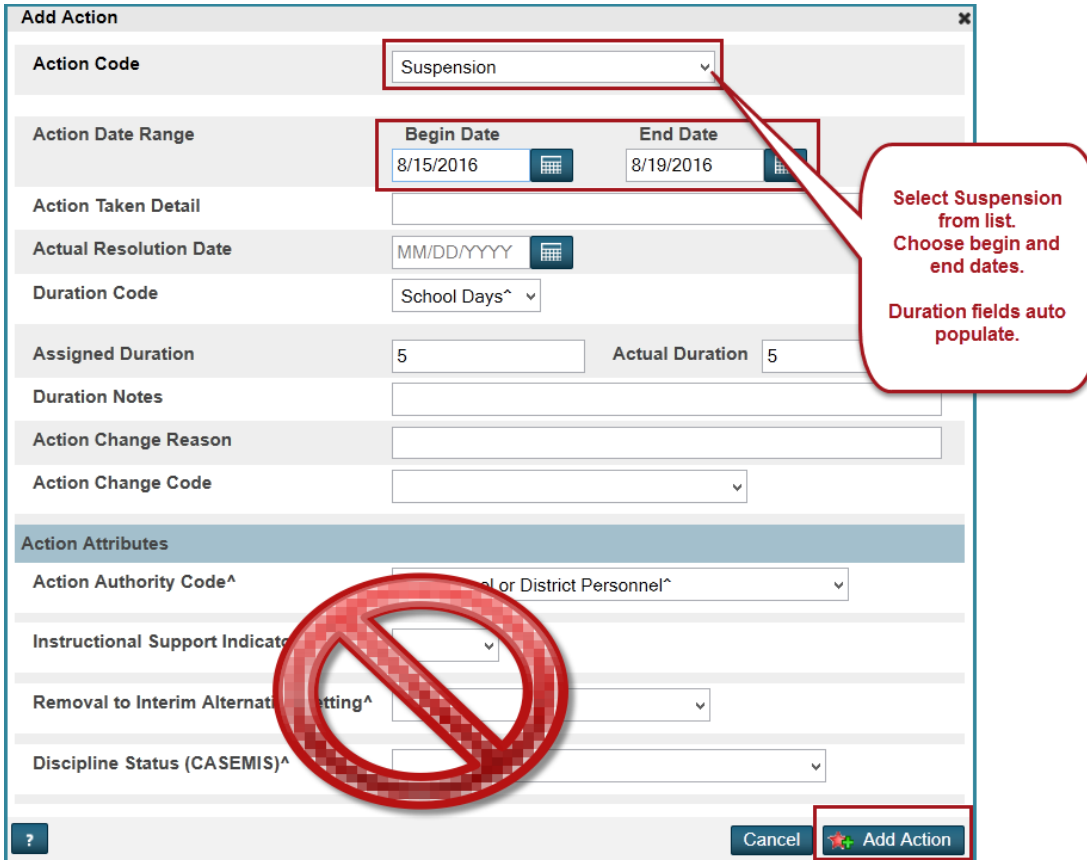
Discipline Status (CASEMIS)

Cancel, Add Action

13. Click the **green plus sign** to the right of Incident Elements and then click **Add Action**.



14. Complete the **Add Action** screen.



<b>Action Code</b>	From the drop-down menu, choose <b>Suspension</b> .
<b>Begin Date</b>	Enter the first day of the suspension.
<b>End Date</b>	Enter 5 school days later. (This is the last day of the suspension.)
<b>Action Taken Detail</b>	Add any comments about this Action.
<b>Actual Resolution Date</b>	This field is optional.
<b>Duration Code</b>	PowerSchool automatically displays <b>School Days^</b> .



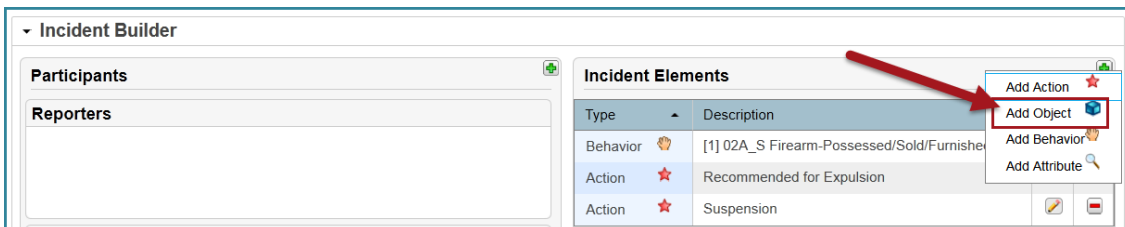
<b>Assigned Duration</b>	PowerSchool will automatically calculate the duration using the Action Date Range fields.
<b>Actual Duration</b>	PowerSchool will automatically calculate the duration using the Action Date Range fields.
<b>Add Action</b>	At the bottom of the screen, click <b>Add Action</b> . (Do not add any data below <b>Action Attributes</b> .)

## Adding Object information

PowerSchool will remind you when using any of the following Behavior violations below, **you must** add object information:

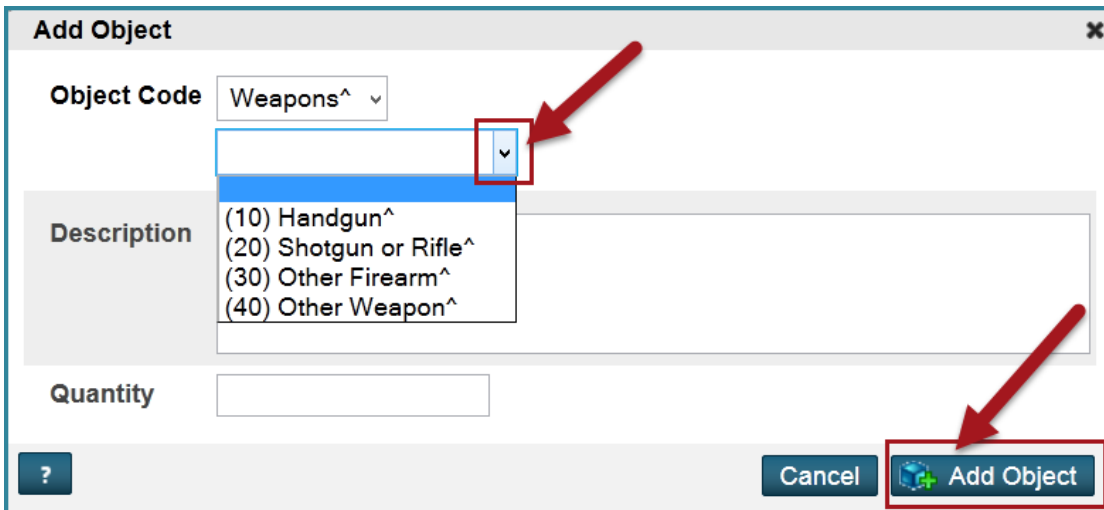
- 02A\_S Firearm-Possessed/Sold/Furnished
- 02B\_S Knife-Possessed/Sold/Furnished
- 02C\_S Explosive-Possessed/Sold/Furnished
- 02D\_S Dangerous Object-Possessed/Sold/Furnished
- 02H\_S Brandished Knife
- 02I\_S Fireworks-Possessed/Sold/Furnished

15. Click the **green plus sign**. Then click **Add Object**.



Type	Description
Behavior	[1] 02A_S Firearm-Possessed/Sold/Furnished
Action	Recommended for Expulsion
Action	Suspension

16. **Object Code** defaults to **Weapons**. Make a selection from the drop-down and include a **description** and enter a **quantity**. Then, click **Add Object**.



**Add Object**

Object Code: Weapons^

Description: (10) Handgun^  
(20) Shotgun or Rifle^  
(30) Other Firearm^  
(40) Other Weapon^

Quantity:

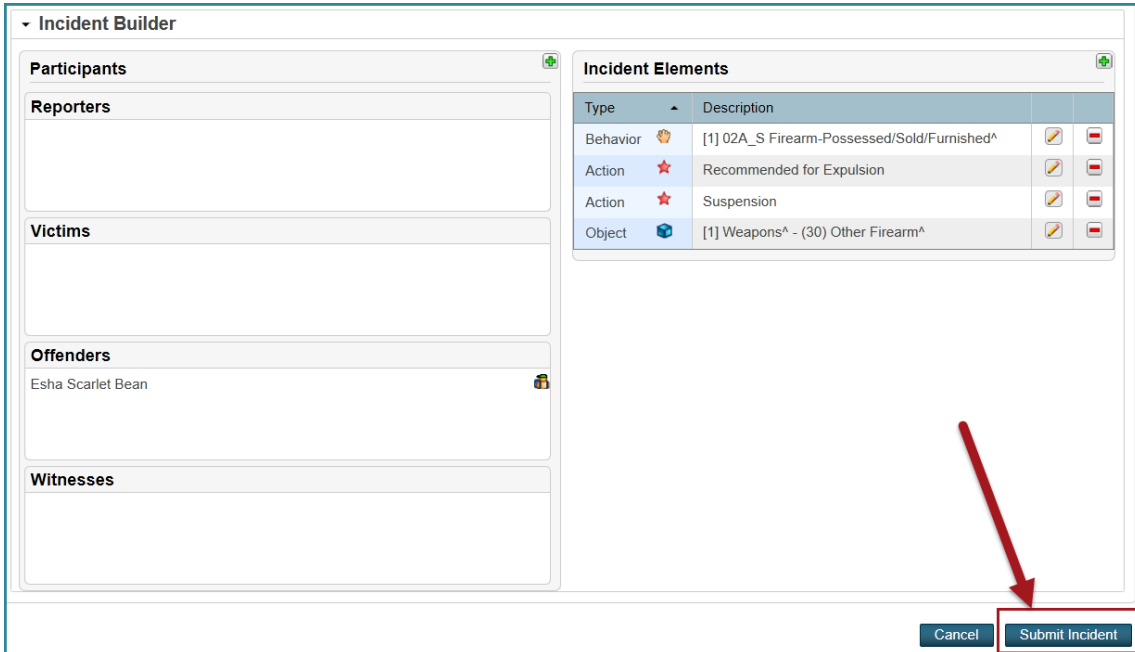
Cancel Add Object

### Optional

You may choose to add a reporter, victim, and/or witness to the incident.

## Submit Incident and Confirm Suspension Dates

17. When you are finished configuring this incident, click **Submit Incident** at the bottom of the screen.



**Incident Builder**

**Participants**

**Reporters**

**Victims**

**Offenders**  
Esha Scarlet Bean

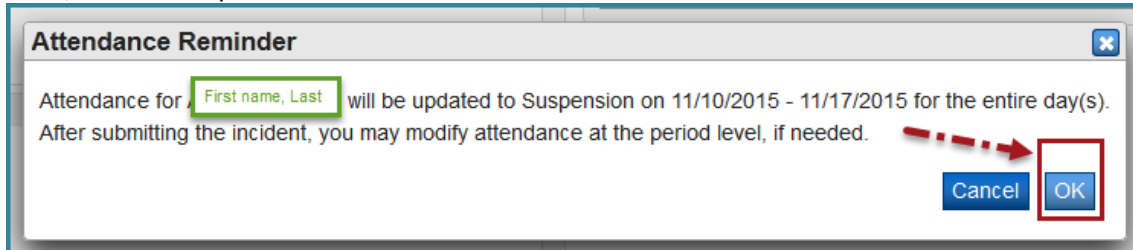
**Witnesses**

**Incident Elements**

Type	Description
Behavior	[1] 02A_S Firearm-Possessed/Sold/Furnished^
Action	Recommended for Expulsion
Action	Suspension
Object	[1] Weapons^ - (30) Other Firearm^

Cancel Submit Incident

Then, confirm suspension dates and click OK.



**Attendance Reminder**

Attendance for **First name, Last** will be updated to Suspension on 11/10/2015 - 11/17/2015 for the entire day(s).  
After submitting the incident, you may modify attendance at the period level, if needed.

Cancel OK

**IMPORTANT:** Communicate with your attendance clerk to confirm that PowerSchool correctly assigned suspension codes to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension.

# Final Step: Complete Recommendation for Expulsion Form

**Fill out** the Recommendation for Expulsion form within Incident Management, **then print** it immediately after completion. **The form does not save in PowerSchool.** Submit the form along with additional required documents to the Placement and Appeal Office. For questions, please call the P&A Office at (619)725-5660.

1. From the student Incident List page, select the incident you created with the action Recommendation for Expulsion.

**Incident List**

Agu 33 er

**Search Filter**

Filter by: ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type

**Incidents - Total Found: 1**

ID	Title	Incident Date
480	03D_S Sold Alcohol/Controlled Substance*	11/10/2015 10:14 AM

2. Scroll to bottom of the incident. Click **Recommend for Expulsion**. (Suggestion: Right click and select Open Link in New Tab.)

**Offenders**

ilar

Suspension

Recommended for Expulsion

[1] 03D\_S Sold Alcohol/Controlled Substance\*

**Witnesses**

Click here and the SDUSD form for Recommendation for Expulsion will open.

**Suggestion:** Right click and then select Open Link in New Tab.

Recommend for Expulsion Cancel Delete Submit Incident

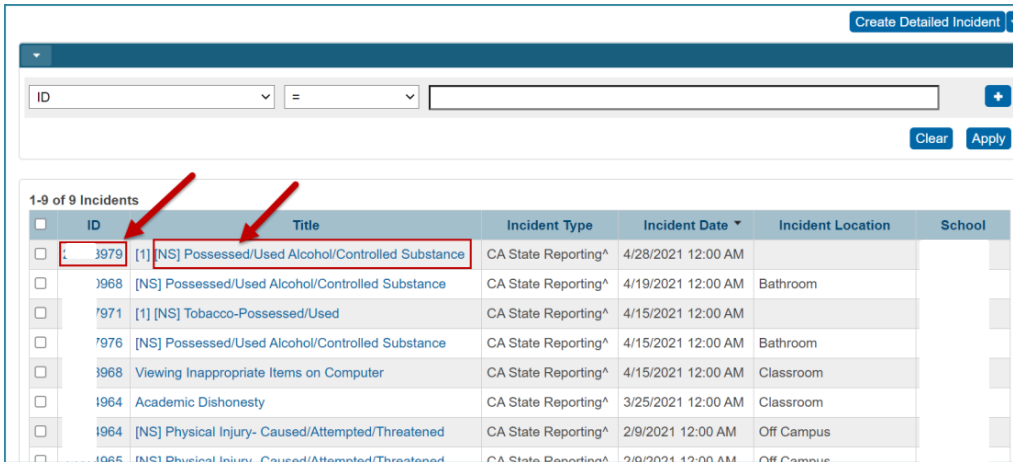
3. **Complete all 4 pages and print immediately.** The form does not save in PowerSchool. Follow SDUSD policy instructions from Placement and Appeals Office found within the form. For questions call (619)725-5660.

# Adding a Reporter, Victim, or Witness

There are times when you might want to include other information to a behavior incident. For example, you might want to include the teacher who wrote a referral or who witnessed an infraction. Staff or faculty may only be Reporters, Victims, or Witnesses. Students may be Reporters, Victims, Witnesses or Offenders.

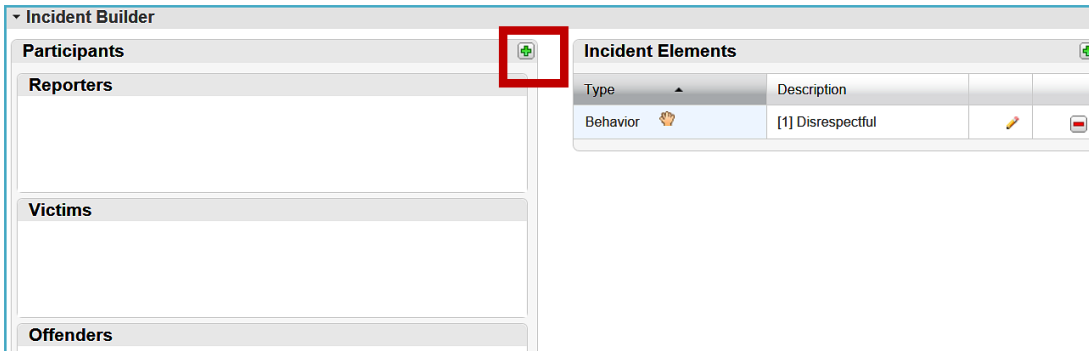
## Reporters

1. To edit an existing incident, click either the blue link associated with the **ID** number or the **Title**.



ID	Title	Incident Type	Incident Date	Incident Location	School
1979	[1] [NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/28/2021 12:00 AM		
1968	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/19/2021 12:00 AM	Bathroom	
1971	[1] [NS] Tobacco-Possessed/Used	CA State Reporting^	4/15/2021 12:00 AM		
1976	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/15/2021 12:00 AM	Bathroom	
1968	Viewing Inappropriate Items on Computer	CA State Reporting^	4/15/2021 12:00 AM	Classroom	
1964	Academic Dishonesty	CA State Reporting^	3/25/2021 12:00 AM	Classroom	
1964	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	
1965	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	

2. Scroll to the **Incident Builder** area and click the **green plus sign** to the right of **Participants**.



**Incident Builder**

**Participants**

Reporters

Victims

Offenders

+

**Incident Elements**

Type	Description		
Behavior	[1] Disrespectful		

3. Type the last name of the staff member or student. Choose **Staff** or **Student** from the **Type** drop-down menu. In the example below, a staff name is being searched.

Click **Search**.

### Search Filter

Last Name:

Type:

Staff

☒ Only Active

Context:

Audeo

Search

### Results

Type	First	Middle	Last	School
------	-------	--------	------	--------

4. Click the desired staff member's name under the **Results** area and click **Add**.

### Search Filter

Last Name:

Lowry

Type:

Staff

☒ Only Active

Context:

Search

### Results

Type	First	Middle	Last	School
	Harlan	Brisa	Lowry	

10

<< first < prev 1 next > last >>

?


Add


Close



5. Select **Reporter**, **Victim**, or **Witness** from drop-down menu and click **Add Participant Attributes**.

**Add Participant Attributes**

**Selected Person:** Harlan Brisa Lowry

**Attributes** 

**Select Role(s)** 



Reporter  Not a Role 

**Reporter**

Victim


Offender

Witness


  **Add Participant Attributes** **Close**

6. Scroll down and click **Submit Incident**.

**Incident Builder**


**Participants** 


**Reporters**


Harlan Brisa Lowry 


**Victims**


**Offenders**

Esha Scarlet Bean 


↳ Suspension 









↳ Recommended for Expulsion 

↳ [1] Weapons^ - (10) Handgun^ 

↳ [1] 02A\_S Firearm-Possessed/Sold/Furnished^ 

**Witnesses**

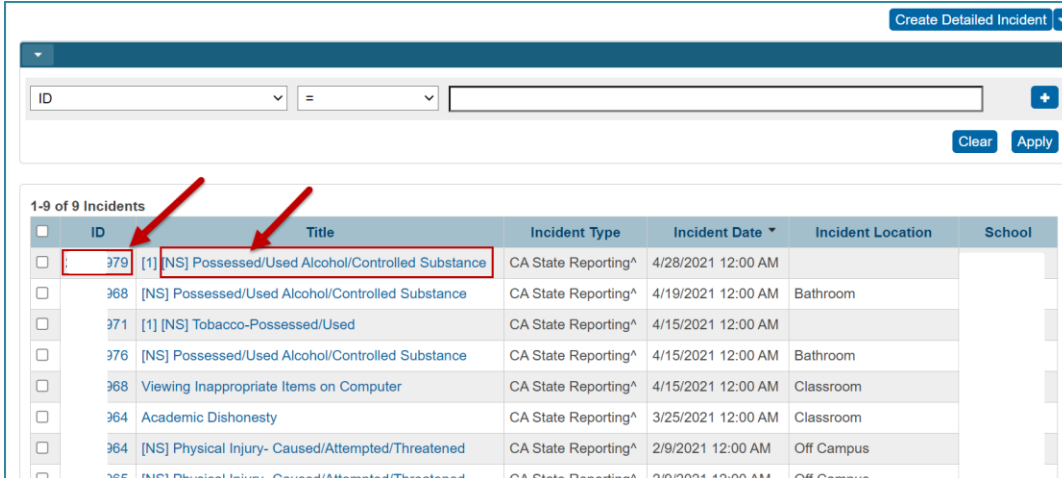
**Incident Elements** 

Type	Description		
Behavior 	[1] 02A_S Firearm-Possessed/Sold/Furnished^		
Object 	[1] Weapons^ - (10) Handgun^		

**Cancel** **Delete** **Submit Incident**

# Editing a Student's Behavior Incident Data

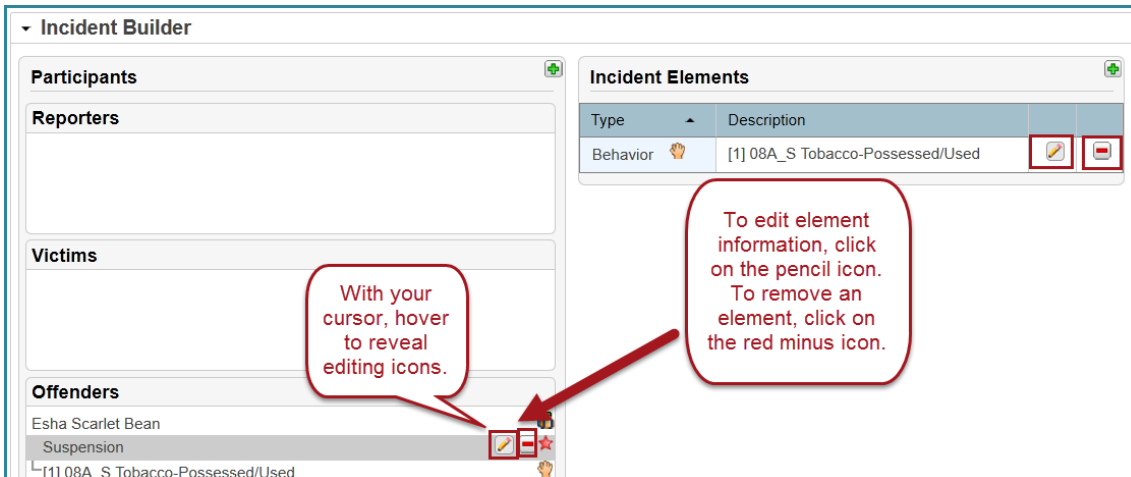
1. Find the incident you want to edit and click either the blue link associated with the **ID** number or the **Title**.



1-9 of 9 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
979	[1] [NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/28/2021 12:00 AM		
968	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/19/2021 12:00 AM	Bathroom	
971	[1] [NS] Tobacco-Possessed/Used	CA State Reporting^	4/15/2021 12:00 AM		
976	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/15/2021 12:00 AM	Bathroom	
968	Viewing Inappropriate Items on Computer	CA State Reporting^	4/15/2021 12:00 AM	Classroom	
964	Academic Dishonesty	CA State Reporting^	3/25/2021 12:00 AM	Classroom	
964	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	
965	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	

2. When the **Incident Details** screen opens, change the desired information, and then click **Submit Incident** at the bottom of the screen.



**Incident Builder**

**Participants**



**Reporters**

**Victims**

**Offenders**

Esha Scarlet Bean  
Suspension

**Incident Elements**

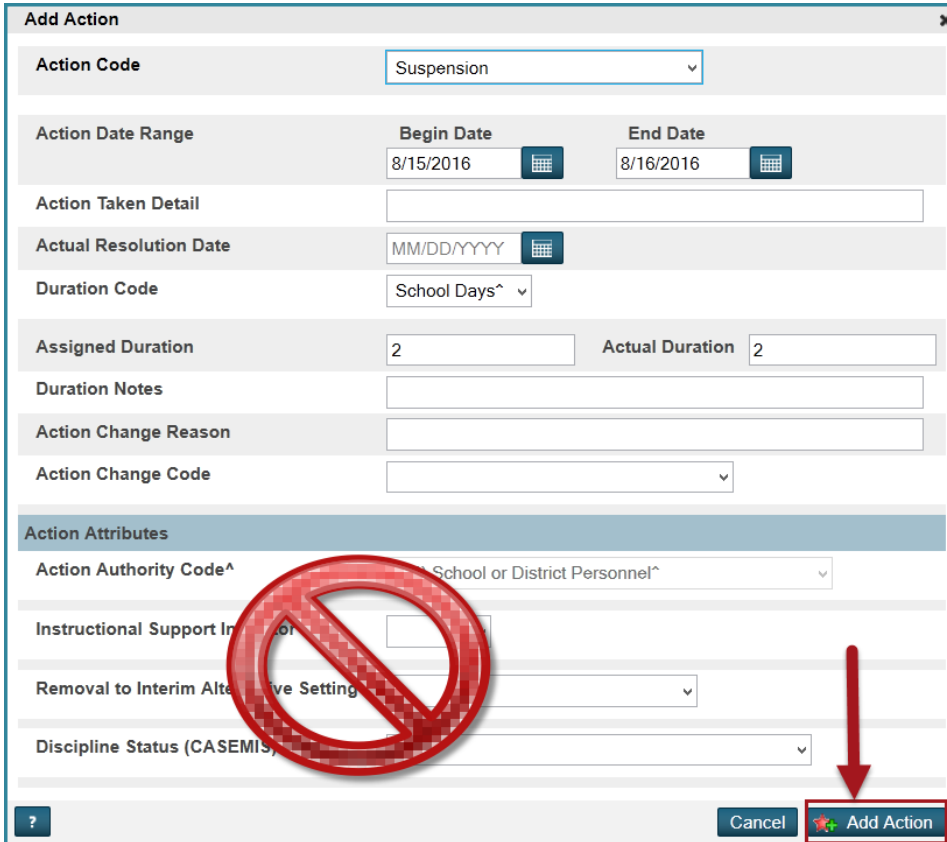
Type	Description	Icons
Behavior	[1] 08A_S Tobacco-Possessed/Used	 

With your cursor, hover to reveal editing icons.

To edit element information, click on the pencil icon.  
To remove an element, click on the red minus icon.



- When the **Update Action** screen opens, change the desired information and then click **Update Action** at the bottom of the screen.



**Add Action**

Action Code: Suspension

Action Date Range: Begin Date: 8/15/2016, End Date: 8/16/2016

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code: School Days^

Assigned Duration: 2, Actual Duration: 2

Duration Notes:

Action Change Reason:

Action Change Code:

**Action Attributes**

Action Authority Code^: School or District Personnel^

Instructional Support Involvement:

Removal to Interim Alternative Setting:

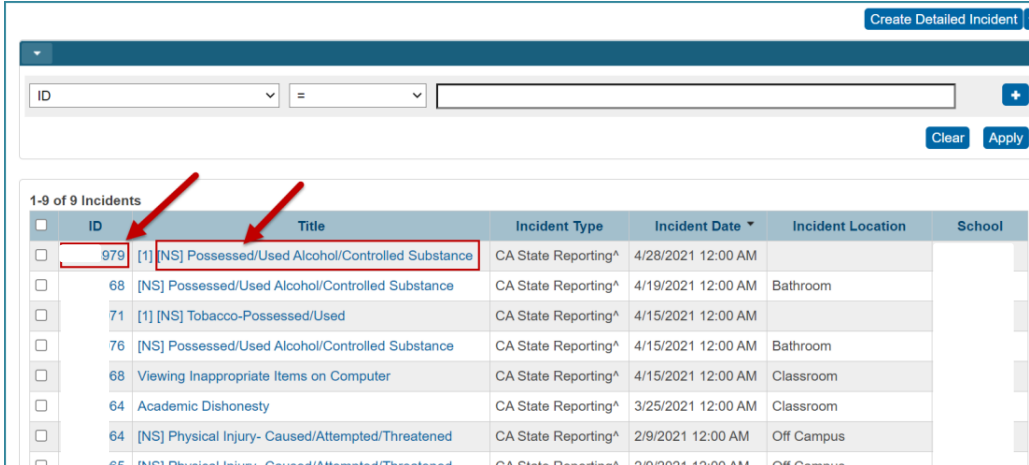
Discipline Status (CASEMIS):

Buttons: Cancel, Add Action

- You may make edits/changes to **Object Codes**, **Behavior Codes**, or other **Actions**.
- When you are finished making all changes on the **Incident Details** screen, click **Submit Incident** at the bottom of the screen.

# Deleting an Incident

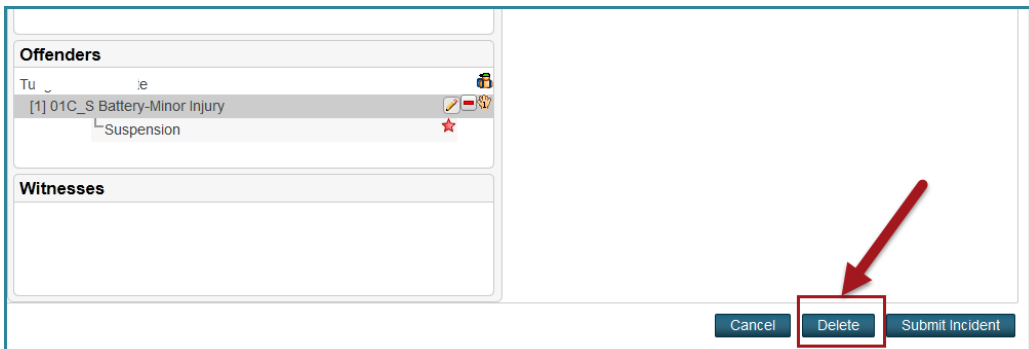
1. Find the incident you want to edit and click either the blue link associated with the **ID** number or the **Title**.



1-9 of 9 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
979	[1] [NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/28/2021 12:00 AM		
68	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/19/2021 12:00 AM	Bathroom	
71	[1] [NS] Tobacco-Possessed/Used	CA State Reporting^	4/15/2021 12:00 AM		
76	[NS] Possessed/Used Alcohol/Controlled Substance	CA State Reporting^	4/15/2021 12:00 AM	Bathroom	
68	Viewing Inappropriate Items on Computer	CA State Reporting^	4/15/2021 12:00 AM	Classroom	
64	Academic Dishonesty	CA State Reporting^	3/25/2021 12:00 AM	Classroom	
64	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	
65	[NS] Physical Injury- Caused/Attempted/Threatened	CA State Reporting^	2/9/2021 12:00 AM	Off Campus	

2. When the **Incident Details** screen opens, scroll to the bottom of the screen and then click **Delete**.



**Offenders**

Tu ... ie

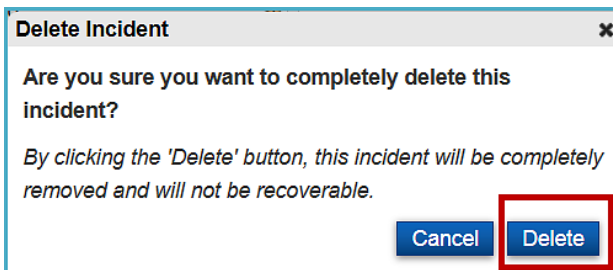
[1] 01C\_S Battery-Minor Injury

Suspension

**Witnesses**

Cancel Delete Submit Incident

3. When the confirmation screen opens, click **Delete**.



**Delete Incident** x

Are you sure you want to completely delete this incident?

By clicking the 'Delete' button, this incident will be completely removed and will not be recoverable.

Cancel Delete

4. PowerSchool returns you to the **Incident Management Dashboard**.

# Part 3:

# Incident Data

# Analysis

# Incident Management Dashboard

The Incident Management dashboard is a central point from which you can quickly and easily view incidents at your school.

Accessing the Incident Management Dashboard:

1. On the start Page main menu, click **Special Functions**.
2. On the Special Functions page, select **Incident Management**. The current school year appears by default.

### Incident Management

Incident Counts by Behavior

Date Range Current School Year 9/8/2015 to 6/3/2016

Incident Element Behavior

15	01A_S Physical Injury-Caused/Attempted/Threatened	2	01C_S Battery-Minor Injury
1	06A_S Property Damage-Attempted	1	07B_S Property-Stolen
1	09B_S Habitual Profanity/Vulgarity	1	11A_S Disruption/Defiance-Minor
1	11B_S Disruption/Defiance-Major	2	Disrespectful
10	[NS] Disruption/Defiance-Minor	4	[NS] Physical Injury- Caused/Attempted/Threatened

Create New Incident

Filter (0)

ID

=

+

Clear Apply

1-10 of 38 Incidents

	ID	Title	Incident Type	Incident Date	Incident Location	School
<input type="checkbox"/>	6	01A_S Physical Injury-Caused/Attempted/Threatened	CA State Reporting^	3/15/2016 12:45 PM	On Campus	
<input type="checkbox"/>	2	01A_01C_ Caused, attempted, or threatened to cause physical injury	CA State Reporting^	3/14/2016 10:50 AM	Classroom	

## Sort and Search

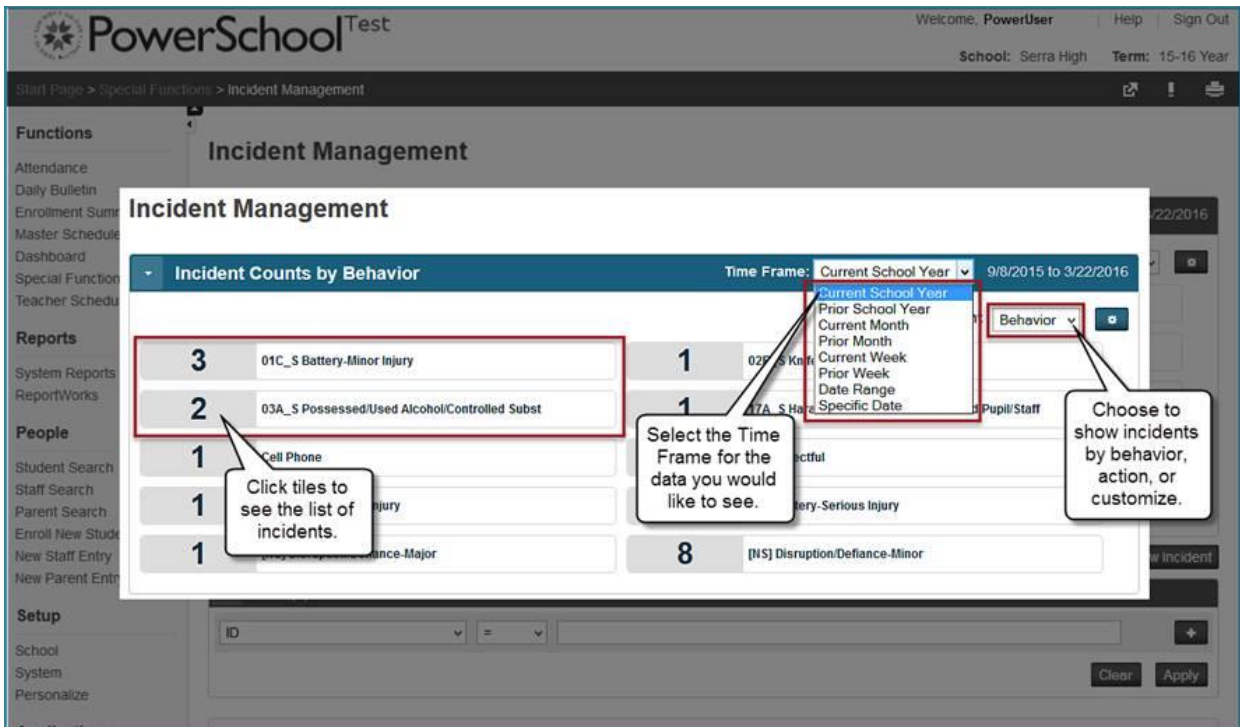
1. On the start Page under Functions, click **Special Functions**.
2. On the Special Functions page, select **Incident Management**. The current school year appears by default.
3. Select Time Frame and Incident Element to customize your search.

Time Frame options include:

- Current School Year
- Prior School Year
- Current Month
- Prior Month
- Date Range
- Specific Date

Incident Element options include:

- Behavior
- Action
- Customize

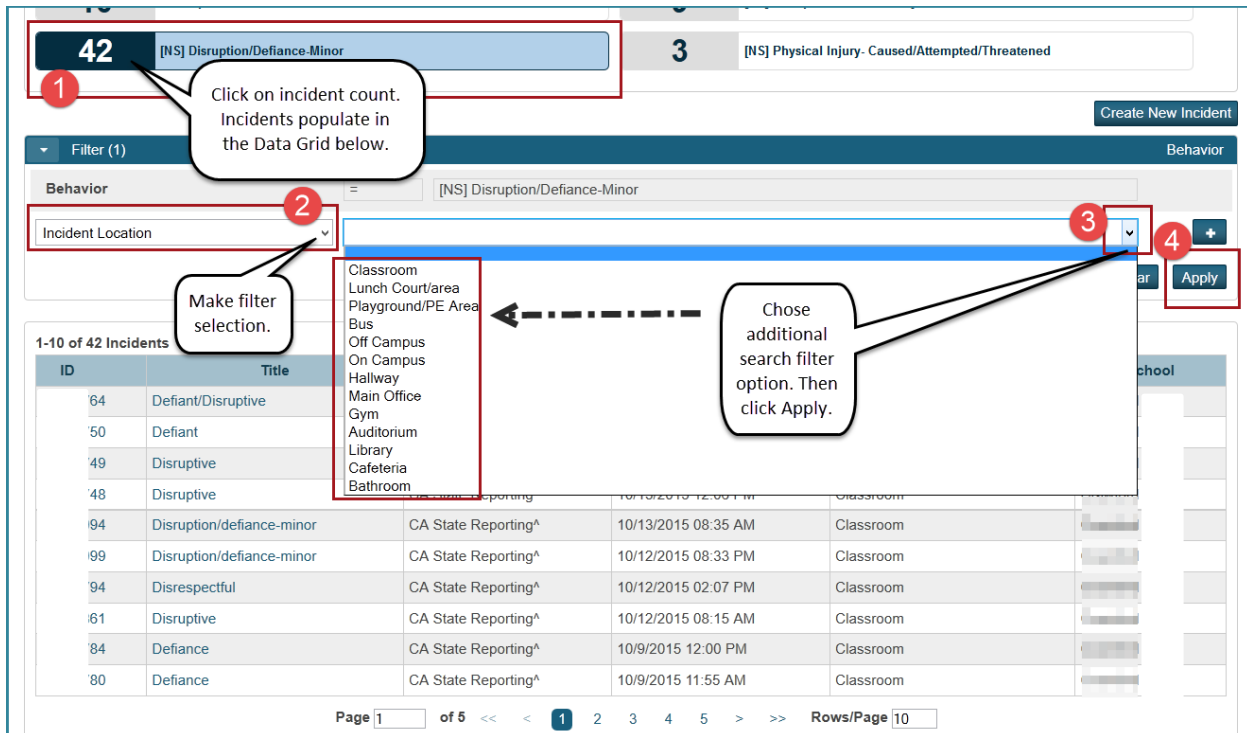


The screenshot shows the PowerSchool Test interface. The top navigation bar includes 'Welcome, PowerUser', 'Help', and 'Sign Out'. The main header shows 'School: Serra High' and 'Term: 15-16 Year'. The left sidebar lists various functions and reports. The main content area is titled 'Incident Management' and displays 'Incident Counts by Behavior'. A table lists incident counts for various categories, such as '01C\_S Battery-Minor Injury' with a count of 3. Annotations with callouts provide guidance: 'Click tiles to see the list of incidents.' points to the incident count tiles; 'Select the Time Frame for the data you would like to see.' points to the 'Time Frame' dropdown menu, which is open showing options like 'Current School Year', 'Prior School Year', etc.; 'Choose to show incidents by behavior, action, or customize.' points to the 'Behavior' dropdown menu.

## Using the Filter

From the Incident Management dashboard, you can sort within a particular behavior count or from your school's entire behavior list.

- The first column of the filter allows you to select a search field. Use the drop-down arrow to adjust the search.
- The last column contains a drop-down menu of search categories. After you make your first column selection, enter the search criteria. Depending on the first filter selected you will either type the search information or use the drop-down arrow and select from the options provided.
- To add additional filter selection, click the + sign.
- To remove all filter selections, click **Clear**.
- To delete a filter selection, click the – sign.
- To view data with your selected filters, click **Apply**.



42 [NS] Disruption/Defiance-Minor

3 [NS] Physical Injury- Caused/Attempted/Threatened

Create New Incident

Filter (1) Behavior

Behavior = [NS] Disruption/Defiance-Minor

Incident Location

Classroom  
Lunch Court/area  
Playground/PE Area  
Bus  
Off Campus  
On Campus  
Hallway  
Main Office  
Gym  
Auditorium  
Library  
Cafeteria  
Bathroom

Chose additional search filter option. Then click Apply.

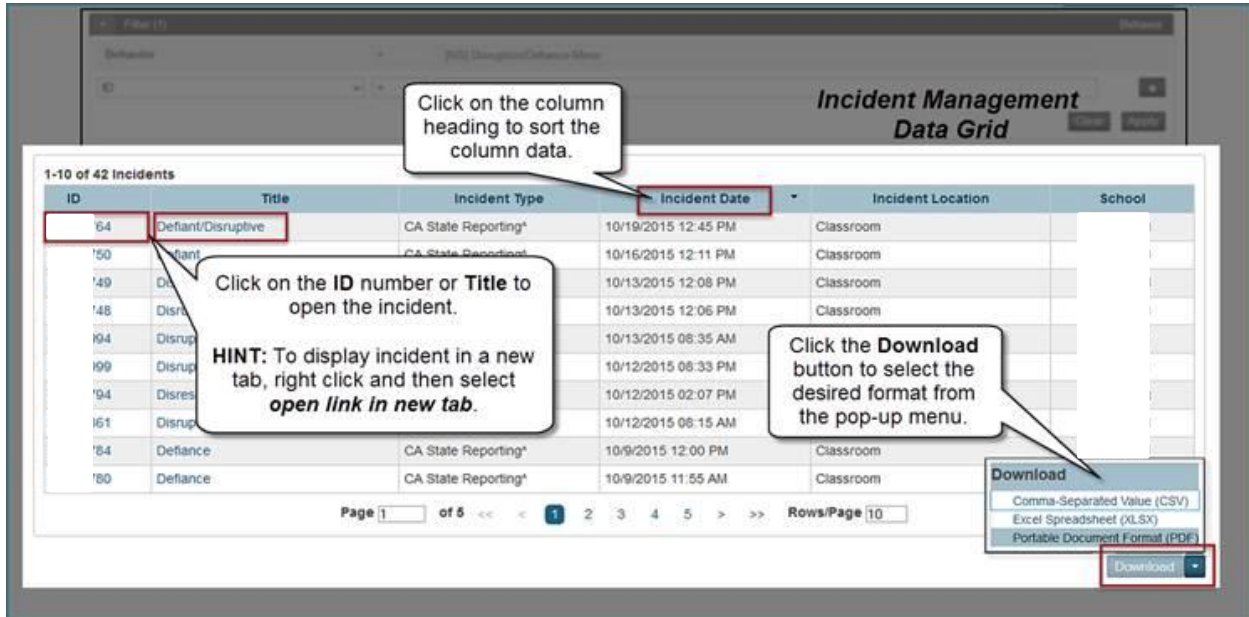
1-10 of 42 Incidents

ID	Title	Reporting	Date	Location
64	Defiant/Disruptive			
50	Defiant			
49	Disruptive			
48	Disruptive			
94	Disruption/defiance-minor	CA State Reporting^	10/13/2015 08:35 AM	Classroom
99	Disruption/defiance-minor	CA State Reporting^	10/12/2015 08:33 PM	Classroom
94	Disrespectful	CA State Reporting^	10/12/2015 02:07 PM	Classroom
61	Disruptive	CA State Reporting^	10/12/2015 08:15 AM	Classroom
84	Defiance	CA State Reporting^	10/9/2015 12:00 PM	Classroom
80	Defiance	CA State Reporting^	10/9/2015 11:55 AM	Classroom

Page 1 of 5 << < 1 2 3 4 5 > >> Rows/Page 10

## Using the Data Grid

- Click on the **incident ID number** or **title name** to open incident.
- Click the **column headings** to sort column data.
- To download the incident data in the grid, click the Download button and select the desired format from the pop-up menu.



**Incident Management Data Grid**

1-10 of 42 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
64	Defiant/Disruptive	CA State Reporting*	10/19/2015 12:45 PM	Classroom	
150	Defiant	CA State Reporting*	10/16/2015 12:11 PM	Classroom	
149	Disruptive		10/13/2015 12:08 PM	Classroom	
148	Disruptive		10/13/2015 12:06 PM	Classroom	
194	Disruptive		10/13/2015 08:35 AM		
199	Disruptive		10/12/2015 08:33 PM		
194	Disruptive		10/12/2015 02:07 PM		
161	Disruptive		10/12/2015 08:15 AM		
184	Defiance	CA State Reporting*	10/9/2015 12:00 PM	Classroom	
180	Defiance	CA State Reporting*	10/9/2015 11:55 AM	Classroom	

Page 1 of 5 << < 1 2 3 4 5 > >> Rows/Page 10

**Download**

- Comma-Separated Value (CSV)
- Excel Spreadsheet (XLSX)
- Portable Document Format (PDF)

**Download**

**Callouts:**

- Click on the column heading to sort the column data.
- Click on the ID number or Title to open the incident.
- HINT: To display incident in a new tab, right click and then select *open link in new tab*.
- Click the Download button to select the desired format from the pop-up menu.

# Part 4:

# Incident

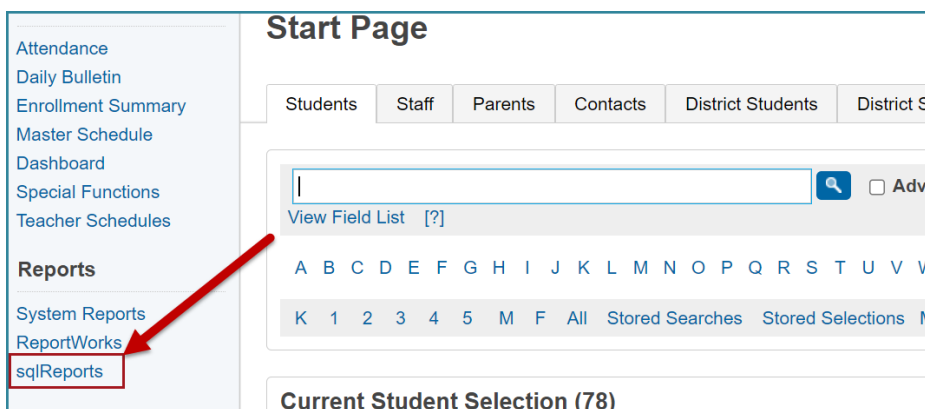
# Reports



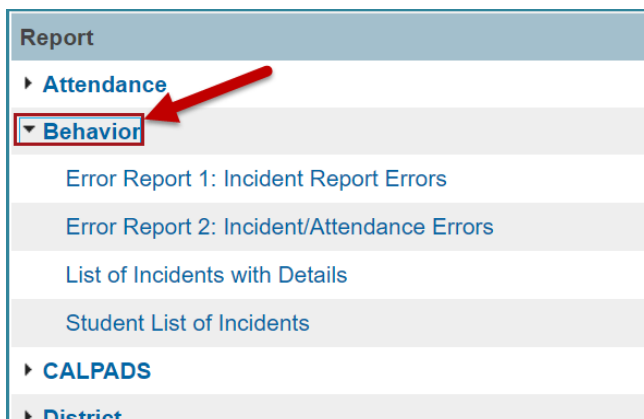
# Error Report 1: Incident Report Errors

It is a good idea to check for errors in **Incident** entries on a regular basis. Run the **Error Report 1: Incident Report Errors** report at least once a month to find any possible data entry errors.

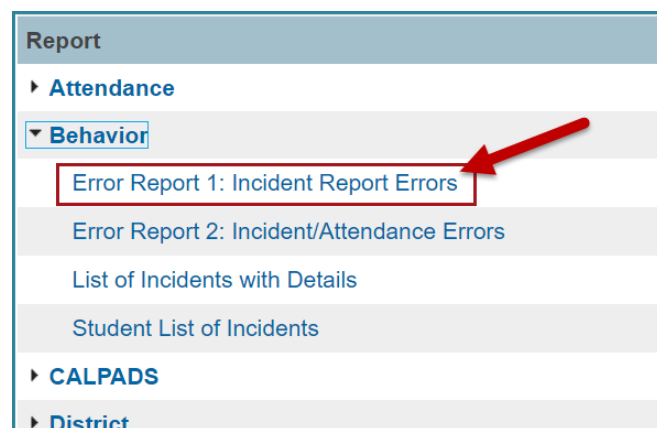
1. From the start page under **Reports**, click **sqlReports**.



2. Click **Behavior** to expand.





3. Click **Error Report 1: Incident Report Errors**.



- Click **Submit**.

### Run sqlReport -

Label	Value
<b>Name</b>	Error Report 1: Incident Report Errors
<b>Description</b>	This report details erroneous or missing information within a reported incident. <b>A document is available to guide you in correcting these errors.</b> Please click <a href="#">here</a> to download this PDF document.
<b>Begin Date</b>	<input type="text"/> 
<b>End Date</b>	<input type="text"/> 

Adjust dates as needed.

**Submit**

- Please wait patiently while PowerSchool gathers the data.

### Run sqlReport

Label	Value
<b>Name</b>	Error Report 1: Incident Report Errors
<b>Description</b>	This report details erroneous or missing information within a reported incident. <b>A document is available to guide you in correcting these errors.</b> Please click <a href="#">here</a> to download this PDF document.

**Loading**

**Submit**

- Notice that the **Errors** column lists the error (or errors separated by a comma) that needs to be corrected.

### Error Report 1: Incident Report Errors

Parameters -

[Copy](#) [CSV](#) [Tab](#) [PDF](#)

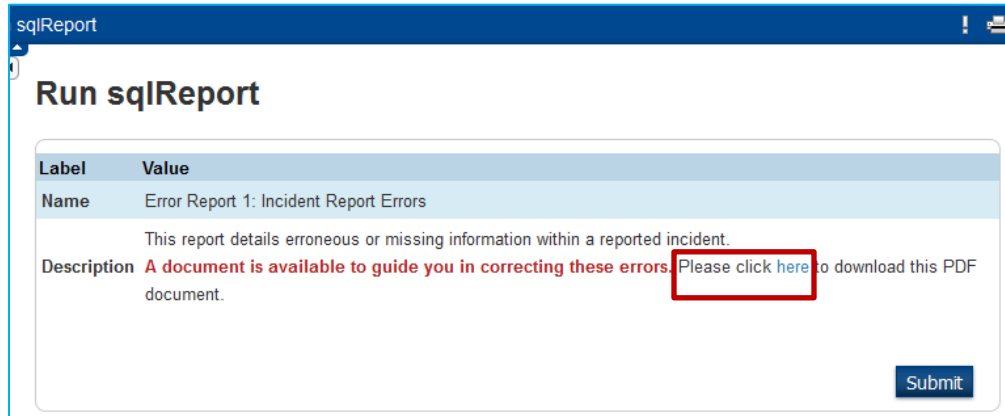
School	Incident ID	Title	Created By	Incident Date	Errors
				09/23/2013	Action Pre-dates Incident
				09/30/2013	Action Not Assigned to Offender
				10/01/2013	Action Not Assigned to Offender
				10/01/2013	Action Not Assigned to Offender, Suspension assigned to non-suspension behavior
				09/24/2013	Action Not Assigned to Offender
				10/03/2013	Action Pre-dates Incident

7. Print the report by clicking the Printer icon in the upper right corner or create a PDF and save the report by clicking the blue **PDF** button at the top or click the blue **Copy** button to paste into Excel and then print.
8. See the table below that lists each error and what you need to do to correct the error.
9. Correct each error by editing the incident. See section Editing a Student's Behavior Incident Data in the table of contents.

## Errors and Solutions

ERROR	SOLUTION
Actual/Assigned Duration >5 days	Suspensions cannot be assigned for more than five days. Please enter a value of five or less in both duration fields (actual and assigned).
Actual Duration > Assigned Duration	A student cannot serve a suspension longer than what was assigned. Please make sure the actual duration is the same or less than the assigned duration.
Actual Duration Must Equal Assigned Duration	Suspension days can only be waived for certain offenses. Please make sure the actual duration is the same as the assigned duration for this incident.
Incident has duplicate Behaviors	We cannot report the same offense more than once within the same incident. So, please remove any duplicate behaviors.
Incident has incompatible Behaviors	We cannot report the same offense more than once within the same incident. This includes behaviors with different codes but within the same category. Please pick the higher offense. These combinations cannot occur in one incident: 01C and 01D 02B, 02D, and 02I 03A, 03D, and 03E 06A, 06B, and 06C 07A and 07B 09A and 09B 10A and 10B 11A and 11A 13A, 13B, and 13C 14A, 14B, 14C, 14D, 14E, and 14F
Incident requires Recommendation for Expulsion Action	Add a Recommendation for Expulsion action and drag/drop it to the offender.
Multiple Offenders Defined	Remove all but one offender from the incident and enter separate incidents for each offender.
No Primary Behavior Defined	Check the "Primary Behavior" box for the most severe behavior.
Suspension Duration must equal 5 days	Change the suspension's duration fields to "5."

**Note:** This list is available electronically by clicking the blue “**here**” link before submitting the report:



The screenshot shows a web application window titled 'sqlReport'. Inside, there's a section titled 'Run sqlReport'. Below this, there's a table with two columns: 'Label' and 'Value'. The table has one row with 'Name' as the label and 'Error Report 1: Incident Report Errors' as the value. Below the table, there's a 'Description' section. It contains the text: 'This report details erroneous or missing information within a reported incident. A document is available to guide you in correcting these errors. Please click [here](#) to download this PDF document.' The word 'here' is a blue hyperlink. A red rectangular box is drawn around the word 'here'. At the bottom right of the form, there is a blue 'Submit' button.

Label	Value
Name	Error Report 1: Incident Report Errors

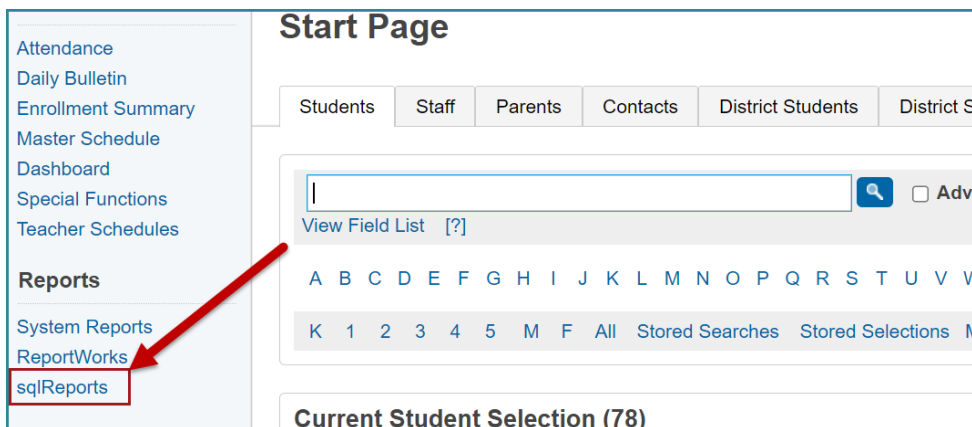
Description: This report details erroneous or missing information within a reported incident. A document is available to guide you in correcting these errors. Please click [here](#) to download this PDF document.

Submit

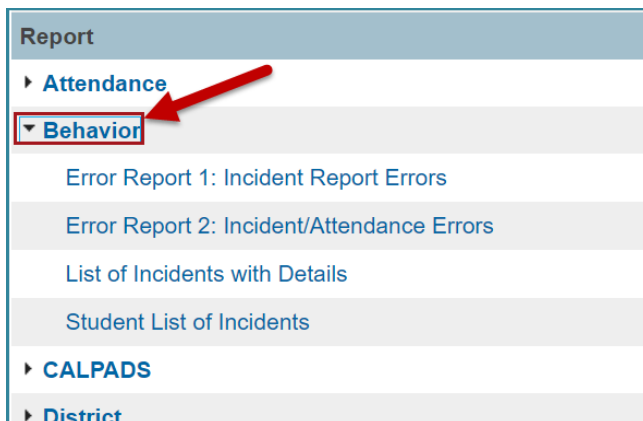
## Error Report 2: Incident/Attendance Errors

Run the **Error Report 2: Incident/Attendance Errors** report at least once a month to find any possible suspension incidents that still need to be entered into PowerSchool's Incident Management. This report finds students who have suspension attendance codes (S) in attendance without a corresponding incident in Incident Management. It also lists incidents that *do not* have a corresponding S code in attendance.


1. From the start page under the **Reports**, click **sqlReports**.



2. Click **Behavior** to expand.



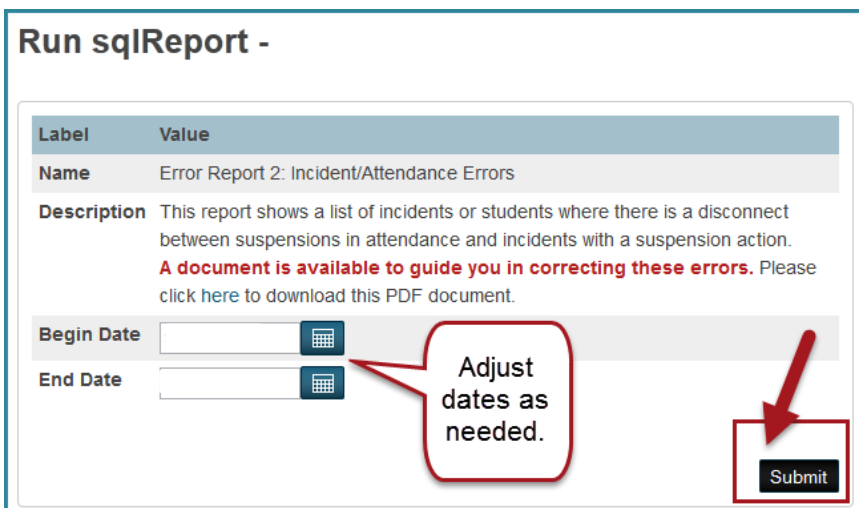
- Click **Error Report 2: Incident/Attendance Errors**.





**Report**

- ▶ Attendance
- ▼ Behavior
  - Error Report 1: Incident Report Errors
  - Error Report 2: Incident/Attendance Errors**
  - List of Incidents with Details
  - Student List of Incidents
- ▶ CALPADS
- ▶ District

- Then click **Submit**.



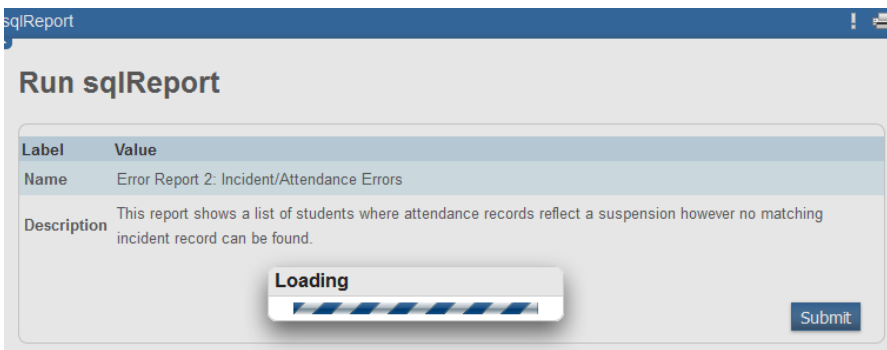
**Run sqlReport -**

Label	Value
Name	Error Report 2: Incident/Attendance Errors
Description	This report shows a list of incidents or students where there is a disconnect between suspensions in attendance and incidents with a suspension action. <b>A document is available to guide you in correcting these errors.</b> Please click <a href="#">here</a> to download this PDF document.
Begin Date	<input type="text"/> 
End Date	<input type="text"/> 

Adjust dates as needed.

**Submit**

- Please wait patiently while PowerSchool gathers the data.



**Run sqlReport**

Label	Value
Name	Error Report 2: Incident/Attendance Errors
Description	This report shows a list of students where attendance records reflect a suspension however no matching incident record can be found.

**Loading**

**Submit**

6. This report lists:

- Every S (suspension) in attendance without a corresponding incident with a suspension action in Incident Management.
- Incidents with suspension actions without corresponding attendance codes in attendance.

Sample Report:

Error Report 2: Incident/Attendance Err							
Parameters - Begin Date: 9/11/2013 End Date: 11/10/2015							
<div> Show / hide columns Copy CSV Tab Print PDF </div> <div>Search: <input type="text"/></div>							
School	Student	Incident ID	Incident Title	Location	Created By	Date	Errors
len		0	NO INCIDENT for student 38;			10/12/2015	No incident matching out-of-school suspension on given date
Ra		0	NO INCIDENT for student 70;			09/28/2015	No incident matching in-school suspension on given date
Mo		25015	01C_S Battery-Minor Injury	Sci		02/12/2014	Attendance does not show in-school suspension
Me		25057	[1] 11A_S Disruption/Defiance-Minor	Jar		02/02/2015	Attendance does not show out-of-school suspension
len		25073	[1] 11A_S Disruption/Defiance-Minor	Jar		10/09/2015	Attendance does not show out-of-school suspension
Vac		25074	[1] 11A_S Disruption/Defiance-Minor	Jar		10/14/2015	Attendance does not show out-of-school suspension

Showing 1 to 6 of 6 entries

- Print the report by clicking the Printer icon in the upper right corner, or create a PDF and save the report by clicking the blue **PDF** button at the top, or click the blue **Copy** button to paste into Excel and then print.
- Correct each error by entering the appropriate incident into Incident Management, fixing the action dates in an incident that has already been entered into Incident Management, or changing the attendance codes.

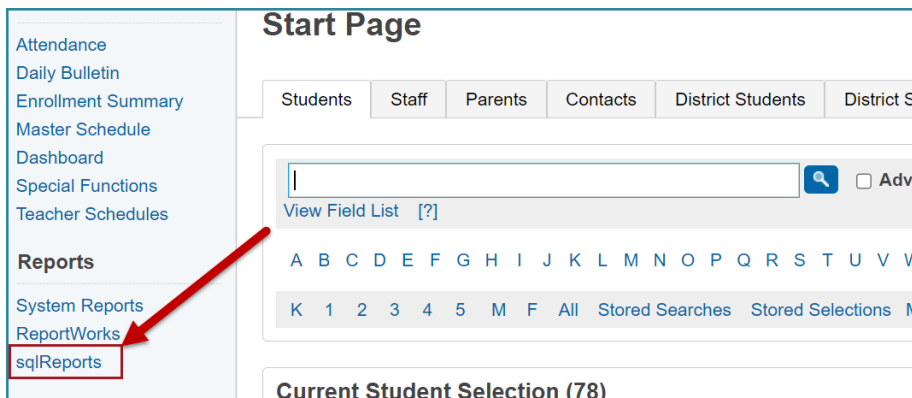
## Errors and Solutions

ERROR	SOLUTION
Attendance does not show suspension.	Enter the incident into Incident Management for the day(s) that the student received a suspension or in-school suspension. OR Fix the dates for an incident that has already been entered into Incident Management to match what attendance shows
No incident matching suspension on given date.	Adjust student attendance to contain correct attendance codes (S for suspension) on the date(s) indicated in the incident.

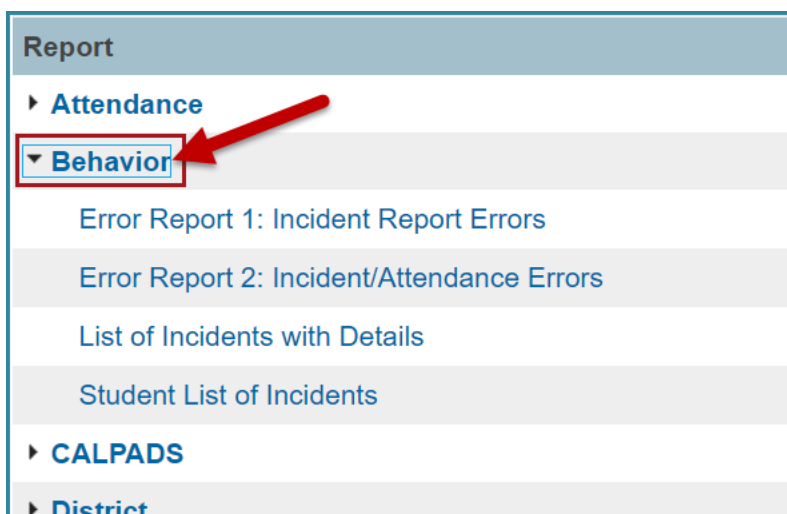
# List of Incidents with Action Details

You can run a report that lists all the incidents at your school.

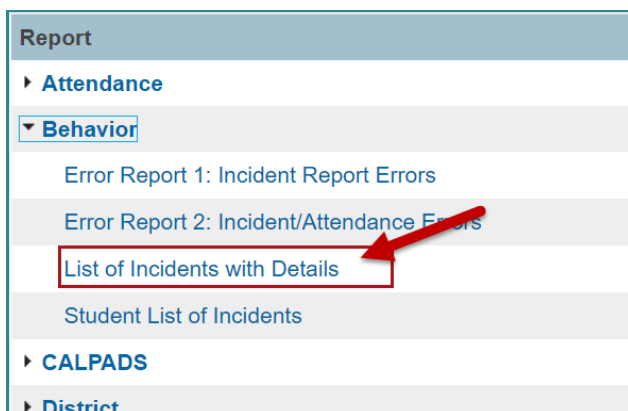
1. From the start page under the **Reports**, click **sqlReports**.



2. Click **Behavior** to expand.



3. Click **List of Incidents with Action Details**.





- Enter the desired date range and click **Submit**.

### Run sqlReport -

Label	Value
Name	List of Incidents with Action Details
Description	This report provides behavior incident information as well as details about Actions and students associated with the incident. Enter a begin date and end date to run the report.
Begin Date	<input type="text"/> (MM/DD/YYYY)
End Date	<input type="text"/> (MM/DD/YYYY)
Run for the selected students	No <input type="button" value="v"/>

NOTE: If you want to run this report for a selected group of students, change the drop-down “Run for the selected students” to “Yes.” You must first select the students before running this report.

Sample report:

#### List of Incidents with Action Details

Parameters - Begin Date: 8/21/2013 End Date: 2/13/2014

Incident ID	Incident Date	Incident Time	Incident Title	Primary Behavior Code	Behavior Codes	Time Frame	Location	Prep By
	09/18/2013	08:00 AM	11A_S Disruption/Defiance Minor	11A_S Disruption/Defiance Minor	11A_S Disruption/Defiance Minor	Lunch	Lunch Court/area	
	09/27/2013	11:56 AM	[1] 01A_S Attempted/Threatened Physical Injury	01A_S Attempted/Threatened Physical Injury	01A_S Attempted/Threatened Physical Injury	Period 4	Classroom	
	10/14/2013	11:12 AM	07B_S Property Stolen	07B_S Property Stolen	07B_S Property Stolen	Period 1	Classroom	
	10/29/2013	09:32 AM	11B_S Disruption/Defiance Major	11B_S Disruption/Defiance Major	11B_S Disruption/Defiance Major	Period 1	Classroom	
	11/04/2013	03:31 PM	11A_S Disruption/Defiance Minor	11A_S Disruption/Defiance Minor	11A_S Disruption/Defiance Minor	Period 2	Main Office	
	11/08/2013	08:07 AM	[1] 17A_S Harassment Intim	17A_S Harassment Intim Threat	17A_S Harassment Intim Threat	Period		