

PowerSchool Handbook

Incident Management

Version 3.8
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Part 1:

Behavior Codes

and

Terminology

About This Handbook

This handbook was created for San Diego Unified School District employees who will use PowerSchool to monitor student behavior at their schools. It is 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 **Felicia Singleton-Daniel**: fsingleton-daniel@sandi.net or the Placement and Appeal Office at (619) 725-5660.

Selecting the Correct Behavior Code and Action

	Non-Suspendable Offense	Suspendable Offense	Recommendation for Expulsion Offense
Behavior Code	The behavior code does not begin with a number.	The behavior code begins with a number corresponding to the incident on the district's Suspension Form but does not 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^.
Action	Anything besides suspension or in-school suspension.	Suspension or in-school suspension, five days or fewer.	1. Recommended for expulsion. AND 2. Five days of suspension.

Roles

PowerSchool 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. Use extreme caution schoolwide if names are recorded in these fields. It is advised to not add this data to the PowerSchool incident but instead keep it in secure administration or counselor notes.

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 **in-school suspension** as well as **recommendation for expulsion** offenses.

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 Actions: **five days of suspension** and **recommendation for expulsion**.

Behavior	Used for Suspension or In-School Suspension Only	Recommendation for Expulsion	Requires Object Code
Absence			
Absences-Excessive			
[NS] Aid/Abet Physical Injury or Attempt			
Altering Records			
Annoying Others			
Arson			
[NS] Assault/Battery-School Employee			
Assignments Not Turned In			
[NS] Battery-Minor Injury			
[NS] Battery-Serious Injury			
Birthday Bashing			
Bomb Threat			
[NS] Bullying			
Bus Referral/Disturbance			
Cell Phone			
Cheating			
Chewing Gum			
Computer Use Policy Violation			
[NS] Dangerous Object-Possessed/Sold/Furnished			•
Detention No Show			
Display of Affection			
Disrespectful			
[NS] Disruption/Defiance-Major			
[NS] Disruption/Defiance-Minor			
Dress Code Violation			
[NS] Drug Paraphernalia-Possessed			
[NS] Drug Paraphernalia-Furnished/Sold			
[NS] Fireworks-Possessed/Sold/Furnished			•
Food Fight			
Forgery			

Behavior	Used for Suspension or In-School Suspension Only	Recommendation for Expulsion	Requires Object Code
[NS] Furnished Alcohol/Controlled Substance			
Gambling			
Gang Activity			
Graffiti			
[NS] Habitual Profanity/Vulgarity			
[NS] Harassed/Intimidated/Threatened Pupil/Staff			
[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			
He Said - She Said			
[NS] Imitation Firearm-Possessed			
Kicking			
[NS] Knife-Possessed/Sold/Furnished			•
Left Class Early			
Littering			
Loitering			
Lying			
Marker Possession			
Name Calling			
Non-Suit/PE			
[NS] Obscene Act			
Off Campus/ Lunch			
[NS] Physical Injury- Caused/Attempted/Threatened			
Play Fighting			
Possessed Inappropriate Item			
[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			
[NS] Property-Stolen			

Behavior	Used for Suspension or In-School Suspension Only	Recommendation for Expulsion	Requires Object Code
Pulled Fire Alarm			
Radio/Portable Media Player			
[NS] Robbery or Extortion			
Rock Throwing			
Run Away			
Running			
[NS] Sexual Harassment-Continued			
[NS] Sexual Harassment-Physical Contact			
[NS] Sexual Harassment-Verbal/Visual			
Skateboard/Blades/Bike			
Sleeping in Class			
Spitting			
Stalking			
Stink Bomb			
[NS] Substance In Lieu Of-Furnished/Sold			
Tardiness			
Tardiness - Excessive			
Tardy Sweep			
[NS] Terroristic Threats -School Staff/Property			
[NS] Tobacco-Possessed/Used			
Traffic/Parking Violation			
Trespassing			
Truancy - All Day			
Truancy - Period			
Uncooperative			
Uniform: Non Compliance			
[NS] Witness-Harassed/Threatened/Intimidated			
01A_S Phys. Injury-Caused/Attempted/Threatened	•		
01C_S Battery-Minor Injury	•		
01D_S Battery-Serious Injury	•		
01F_S Assault/Battery-School Employee	•		
01H_S Assault/Battery-Sexual^	•	•	
01K_S Aid/Abet Physical Injury or Attempt	•		
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	•		•

Behavior	Used for Suspension or In-School Suspension Only	Recommendation for Expulsion	Requires Object Code
02H_S Brandished Knife^	•	•	•
02I_S Fireworks-Possessed/Sold/Furnished	•		•
02J_S Imitation Firearm-Possessed	•		
03A_S Possessed/Used Alcohol/Controlled Substance	•		
03D_S Sold Alcohol/Controlled Substance^	•	•	
03E_S Possess More than Pers Use-Alc/Contr Subst	•		
03H_S Furnished Alcohol/Controlled Substance	•		
04B_S Substance In Lieu Of-Furnished/Sold	•		
05A_S Robbery or Extortion	•		
06A_S Property Damage-Attempted	•		
06B_S Property Damage-Minor	•		
06C_S Property Damage-Major	•		
07A_S Property-Attempted to Steal	•		
07B_S Property-Stolen	•		
07C_S Property-Received Stolen	•		
08A_S Tobacco-Possessed/Used	•		
09A_S Obscene Act	•		
09B_S Habitual Profanity/Vulgarity	•		
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	•		

Actions

It is important to document the Action (if one or more were taken) when a behavior incident occurred. The Action *must* be **Suspension** or **In-School Suspension** when the Behavior begins with a number. Another Action, **Recommended for Expulsion**, must be added when the Behavior is marked with a caret (^) in PowerSchool and an asterisk (*) on the Suspension Form. Do **not** add an Action of **Suspension** or **In-School Suspension** if the Incident Type begins with an [NS].

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
Law Enforcement Referral
Mechanical Restraint
No Action
Parent Visit
Recommended for Expulsion
Physical Restraint
Referral to Counselor
Referral to Dean of Students
Referral to Intervention Program
Referral to Principal
Referral to School Police
Referral to Student Study Team
Referral to Vice Principal
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

Use **Action** to record the consequence the student received. Follow the instructions to enter the incident in PowerSchool: Suspending a Student (In-School or Out-of-School). See table of contents.

If you plan to suspend a student for committing a school infraction, then you *must* choose a Behavior that begins with a number, *e.g.*, 07A_S, and you *must* choose **Suspension** (or **In-School Suspension**) as an Action).

Note: When a student is suspended, a paper suspension form must be filled out, as well. The original goes into the student's cumulative records folder, and a copy is given to the parents. A copy is also sent to Placement and Appeals when the student is recommended for expulsion.

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

1. Click the **Staff Portal** link and log into the web site.
2. Hover over the **Resources** tab and click on **Forms** under Administrative.
3. Click **Student Discipline**.
4. Click the **Suspension Report** in either PDF format or MS Word.

Part 2:

Entering

Incident

Data

Behavior Incident: No Suspensions Involved

Overview

When entering an incident with no suspension, you must select a behavior title **without** preceding numbers:

Behavior
Gambling
Gang Activity
Graffiti
[NS] Habitual Profanity/Vulg
[NS] Harassed/Intimidated/T
[NS] Hate Incident-Minor Inj
[NS] Hate Incident-Mutual C
[NS] Hate Incident-Offensive Comm
[NS] Hate Incident-Serious Injury
[NS] Hate Incident-Threat of Violence
[NS] Hate Incident-Vandalism/Graffiti
[NS] Hazing
He Said - She Said
[NS] Imitation Firearm-Possessed
Kicking

No Suspension:
Select behavior
name containing
[NS] or
behaviors
without numeric
codes.

Behavior	Used for Suspension or In-School Suspension Only
02I_S Fireworks-Possessed/S	•
02J_S Imitation Firearm-P	•
03A_S Possessed/Used Alcohol/Controlled Substance	•
03D_S Sold Alcohol/Controlled Substance	•

Note that for most **Behaviors** beginning with a numerical code (requiring the student to be suspended) there exists a corresponding incident type beginning an [NS] (requiring that the student **not** be suspended).

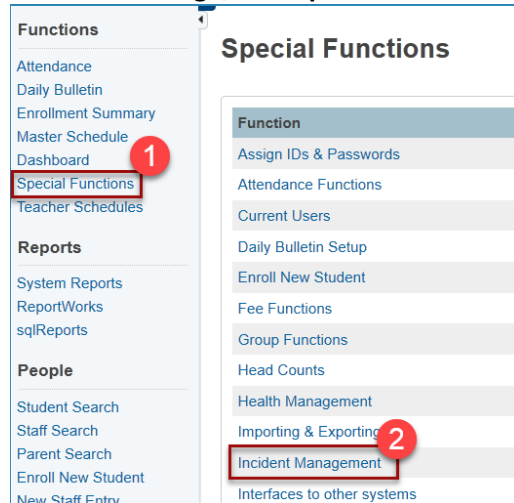
Note: Create a *separate* Incident in PowerSchool for each participant in a related incident.

Behavior Code	The behavior code does not begin with a number.
Action	Select any Action from the dropdown <i>except</i> the following: <ul style="list-style-type: none"> ➤ Suspension ➤ In-School Suspension ➤ Recommended for Expulsion ➤ Any Action code beginning with P&A

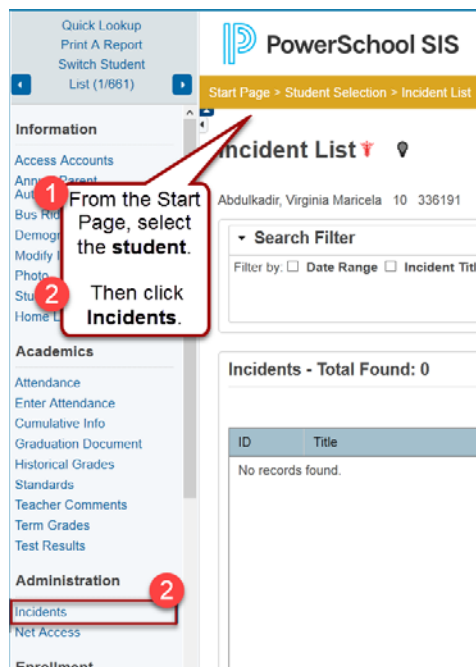
Entering the Data

You can get to Incidents from the student menu or from the main menu, through Special Functions.

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



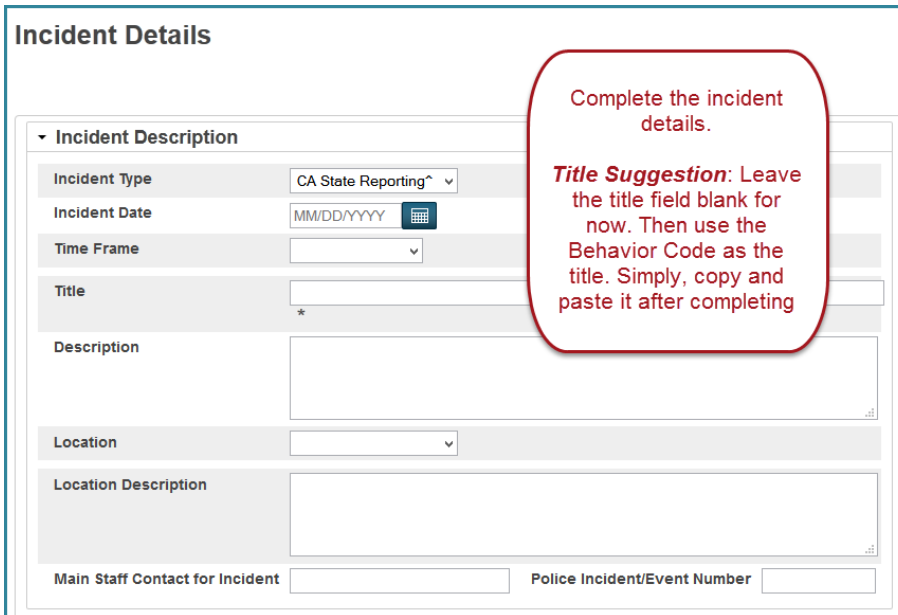
- B. Or Incidents can be reached by **selecting a student** on the **Start Page**. Then from the student menu, select **Incidents**.



2. Click **Create New Incident**.

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: *

Description: [text area]

Location: [dropdown]

Location Description: [text area]

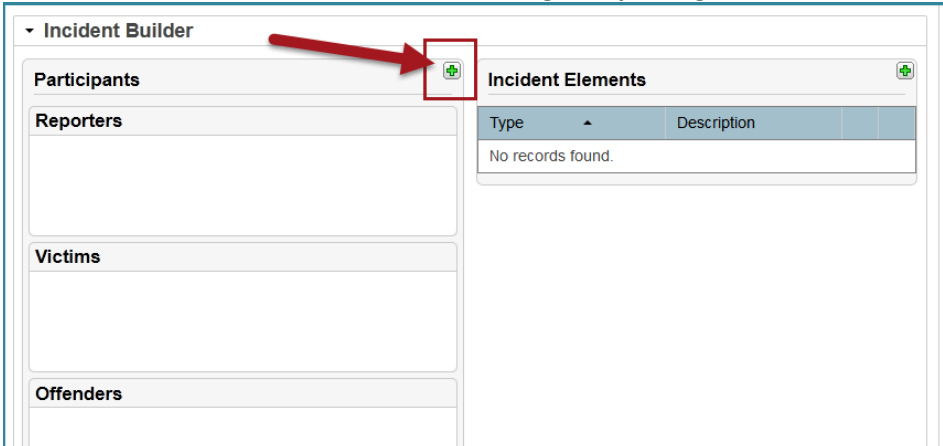
Main Staff Contact for Incident: [text field] Police Incident/Event Number: [text field]

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

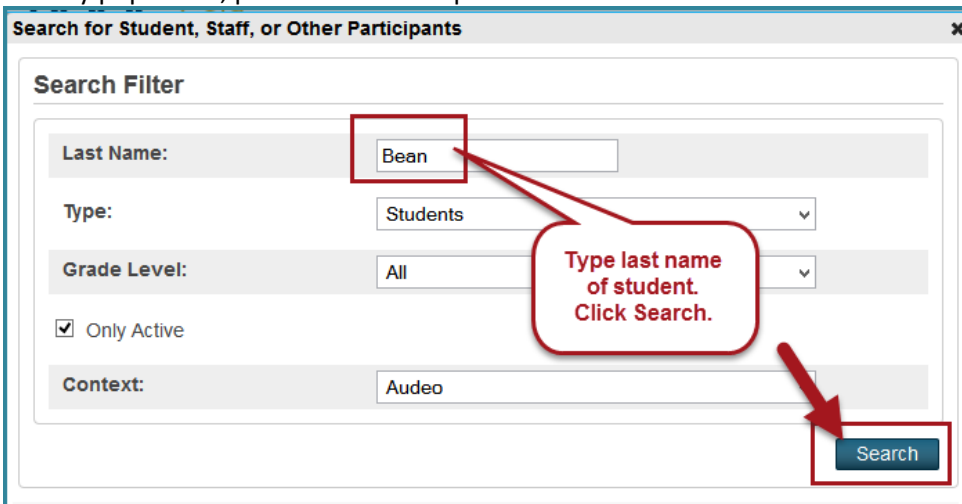
Incident Type	PowerSchool will default to CA – State Reporting^ .
Incident Date	Use the <i>actual</i> date that the student committed the violation.
Time Frame	Choose from the drop-down menu when the incident occurred.
Title	Enter the Behavior(s). If the student committed more than one behavior violation, be sure to enter <i>all</i> of them in this field. (If space is an issue, abbreviate.) If you prefer, after completing Step 10 below, copy the text in the Behavior Description and then paste it into the Title field instead of typing it out.
Description	Enter a <i>detailed</i> description of the entire incident. <u>If you enter student names, be sure to remove them when printing and sharing reports to third parties who are not district employees with a reason to need the information.</u>
Location	In the drop-down menu, select where the incident took place.
Location Description	If it would make things clearer where the incident took place, enter a short clarifying description in the Location Description field. (This step is optional.)
Main Staff Contact for Incident	Enter the name of the person who assigned the Actions.
Police Incident/Event Number	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 the 'Search for Student, Staff, or Other Participants' dialog box. It has a 'Search Filter' section with fields for 'Last Name' (containing 'Bean'), 'Type' (Students), 'Grade Level' (All), 'Only Active' (checked), and 'Context' (Audeo). A red box highlights the 'Last Name' field, and a red arrow points to the 'Search' button. A callout bubble says '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

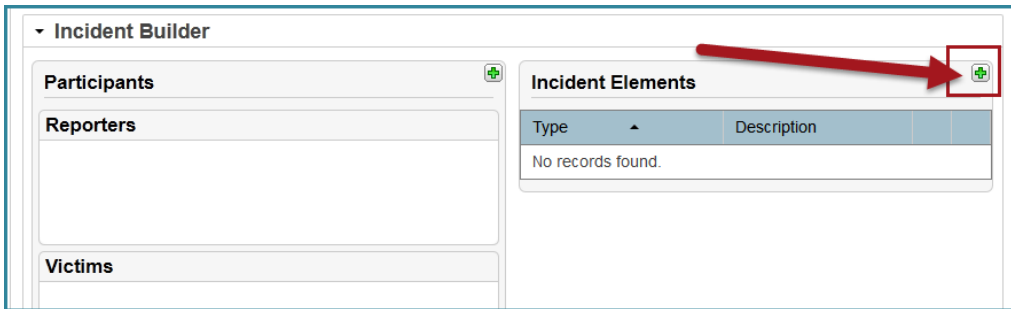
Selected Person: Esha Scarlet Bean

Attributes

Select Role(s)

Offender

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



Incident Builder

Participants

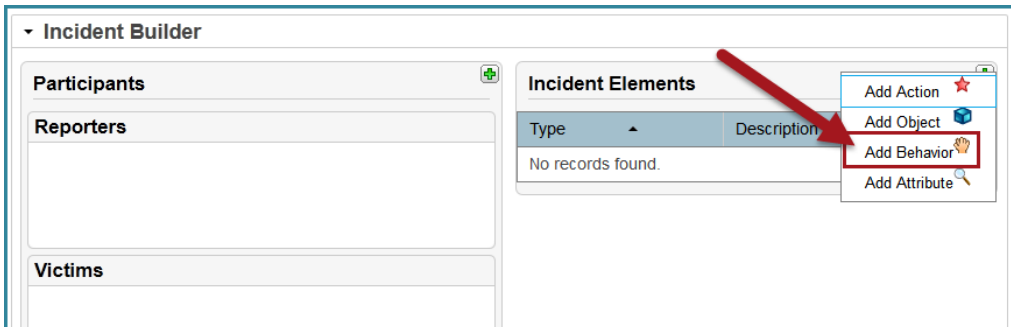
Reporters

Victims

Incident Elements

Type	Description
No records found.	

9. Click **Add Behavior**.



Incident Builder

Participants

Reporters

Victims

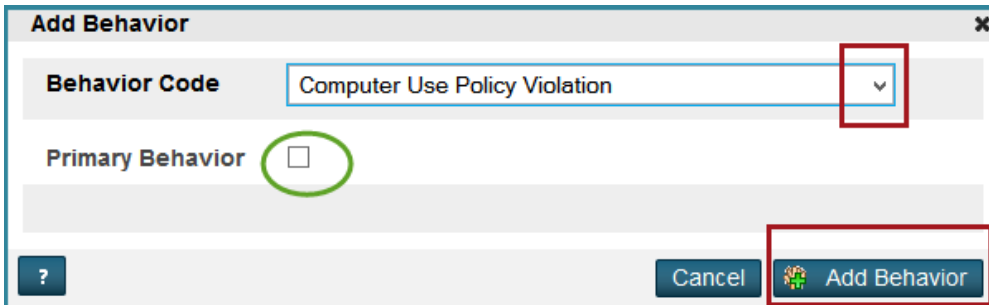
Incident Elements

Type	Description
No records found.	

- Add Action
- Add Object
- Add Behavior
- Add Attribute

11. 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*.



Add Behavior

Behavior Code: Computer Use Policy Violation

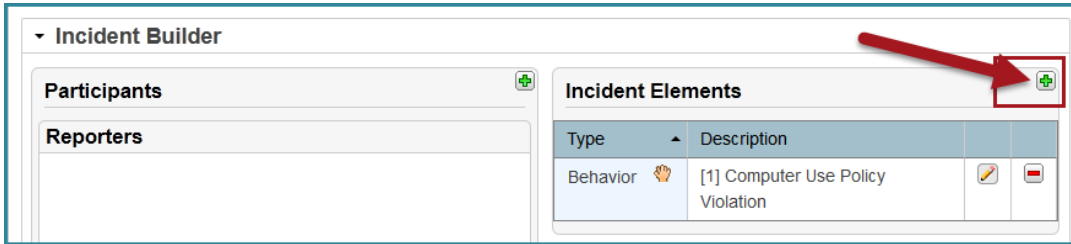
Primary Behavior: ☐

Cancel Add Behavior

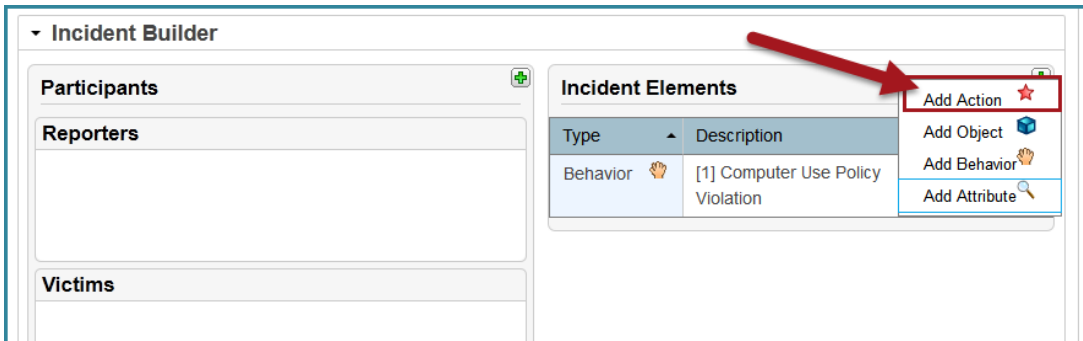
Suggestion: Copy the text in the **Behavior Description** (*omitting* the number and square brackets (e.g., [1]) and then paste it into the **Title** field.

Adding Actions

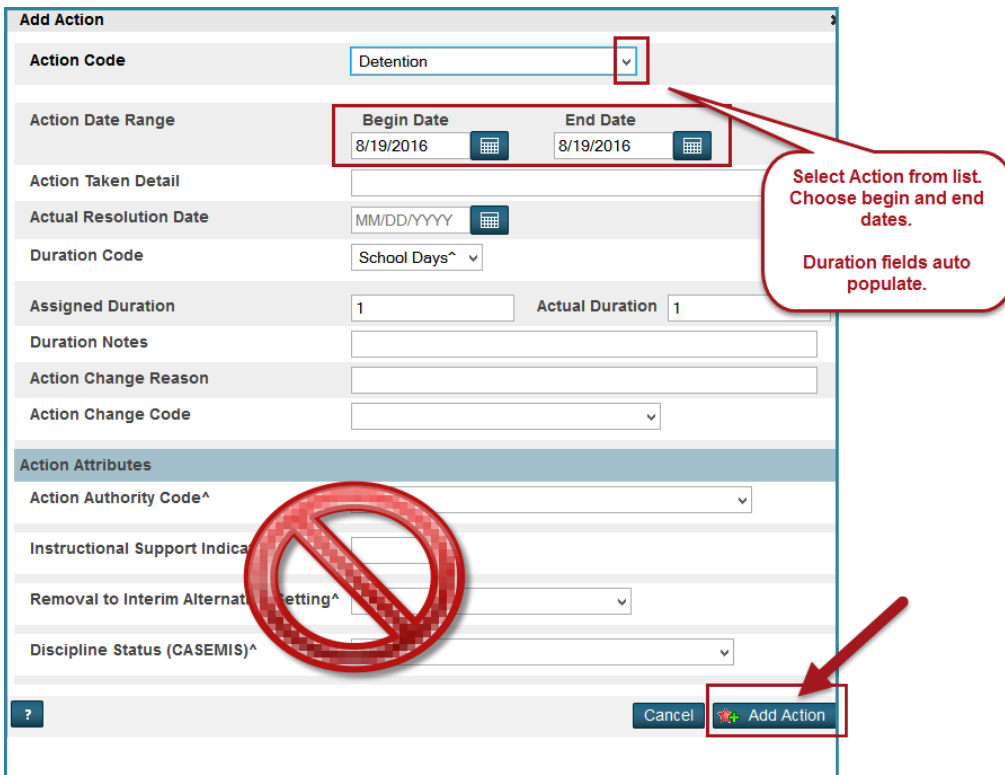
12. Click the **green plus sign** to the right of **Incident Elements**.



13. Click **Add Action**.



14. 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: etting^:

Discipline Status (CASEMIS)^:

Buttons: Cancel, Add Action

Callout: Select Action from list. Choose begin and end dates. Duration fields auto populate.

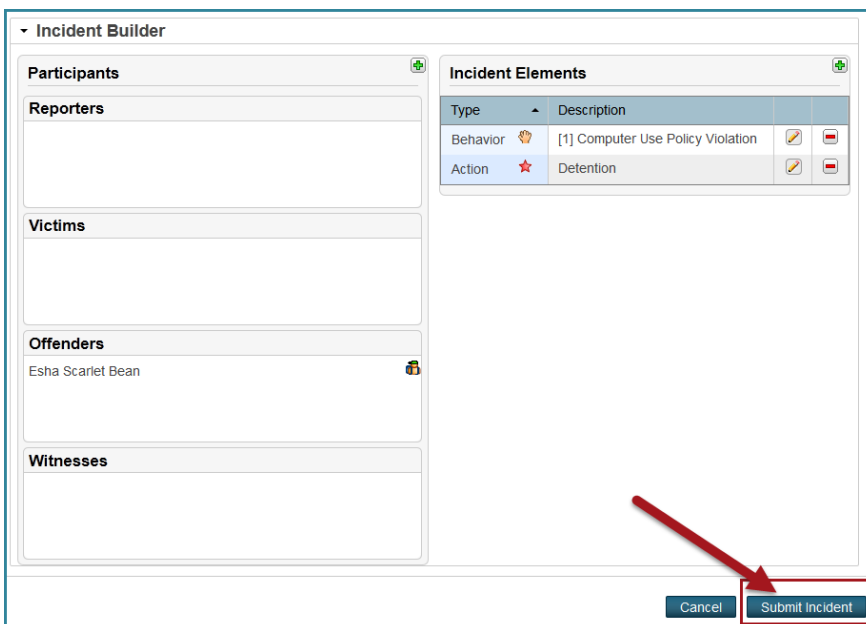
Action Code	From the drop-down menu, choose the desired Action (in our example, we will choose Detention).
Action Date Range	Enter the Begin Date and the End Date .
Action Taken Detail	Enter a <i>short</i> description of the Action that expands on the choice made in the Action Code drop-down menu above.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

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' interface. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses). The 'Offenders' section lists '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 (In-School or Out-of-School)

Overview:

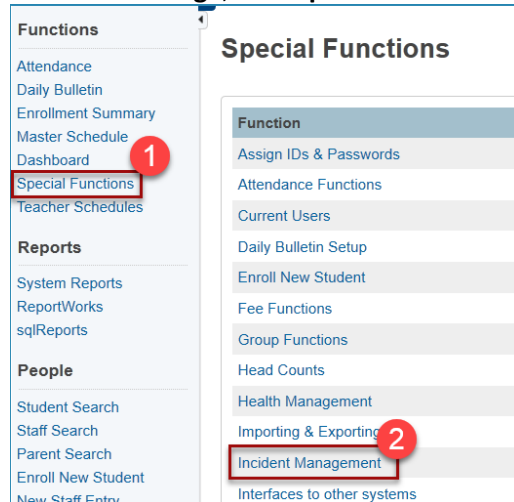
When entering an incident for a student who has committed a suspendable offense and received a suspension, **ALWAYS** enter a suspension or in-school suspension **Action code**. When you choose the **Behavior** that the student committed, you are required to choose a **Behavior code** that begins with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

- 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 web site:
 1. Click the **Staff Portal** link and log into the web site.
 2. Hover over the **Resources** tab and click on **Forms** under Administrative.
 3. Click **Student Discipline**.
 4. Click the **Suspension Report** in either PDF format or MS Word.
- PowerSchool automatically enters Suspension (S) and In-School Suspension (N) attendance codes. Therefore, communicate with your attendance clerk to confirm that PowerSchool correctly assigned suspension or in-school suspension codes to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension or in-school suspension.
- Be sure to create a *separate* Incident in PowerSchool for each participant in a related incident.
- For the following Behavior violations, you are *required* to add an **object code** when completing the incident:
 - 02B_S Knife-Possessed/Sold/Furnished
 - 02D_S Dangerous Object-Possessed/Sold/Furnished
 - 02I_S Fireworks-Possessed/Sold/Furnished

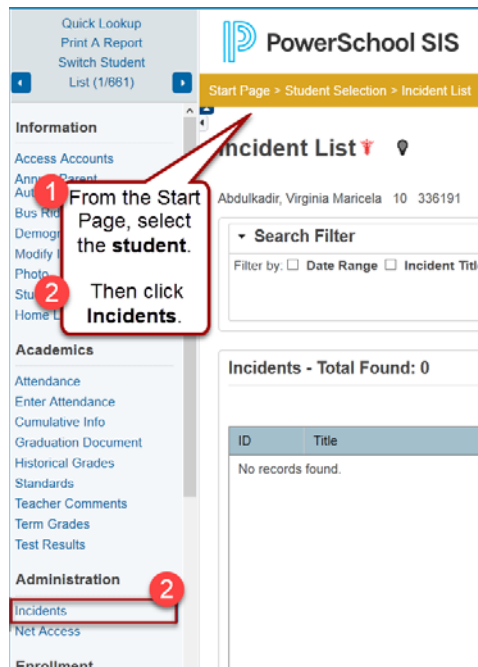
Behavior Code	The behavior code begins with a number corresponding to the incident on the district's Suspension Form but does not end with a caret^.
Action	Suspension or in-school suspension, five days or fewer.

Entering the Data

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



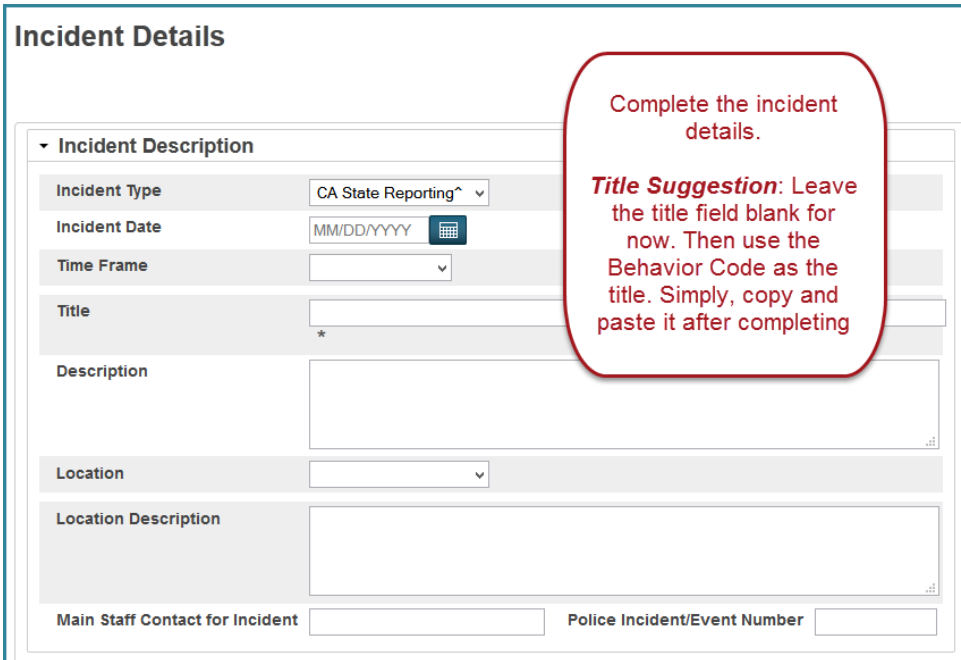
- B. Or Incidents can be reached by selecting a student on the **Start Page**. Then from the student menu, select **Incidents**.



6. Click **Create New Incident**.

Create New Incident

- 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: *

Description: [text area]

Location: [dropdown]

Location Description: [text area]

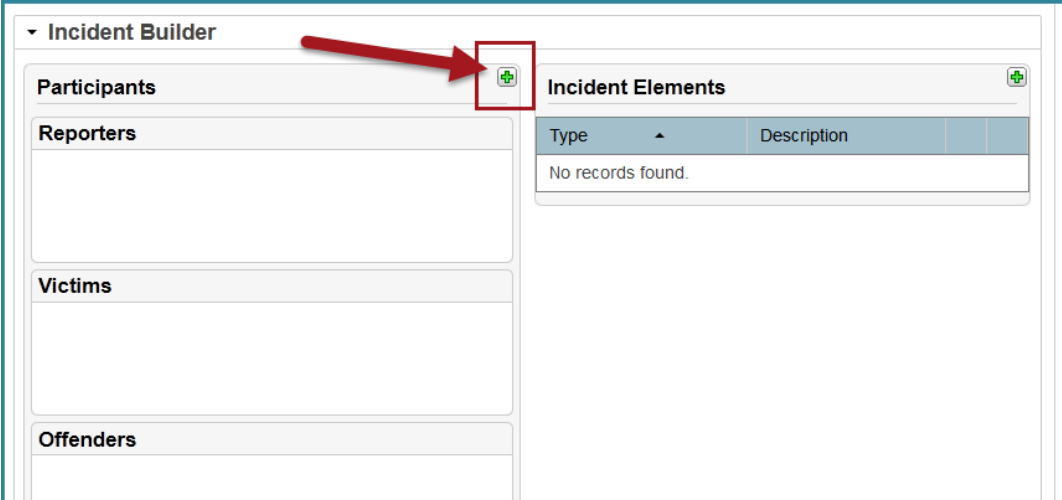
Main Staff Contact for Incident: [text field] Police Incident/Event Number: [text field]

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


Incident Type	PowerSchool will default to CA – State Reporting^ .
Incident Date	Use the <i>actual</i> date that the student committed the violation.
Time Frame	Choose from the drop-down menu when the incident occurred.
Title	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.) If you prefer, after completing Step 10 below, copy the text in the Behavior Description and then paste it into the Title field instead of typing it out.
Description	Enter a <i>detailed</i> description of the entire incident. <u>If you enter student names, be sure to remove them when printing and sharing reports to third parties who are not district employees with a reason to need the information.</u>
Location	In the drop-down menu, select where the incident took place.
Location Description	If it would make things clearer where the incident took place, enter a short clarifying description in the Location Description field. (This step is optional.)
Main Staff Contact for Incident	Enter the name of the person who signed the Suspension Form.
Police Incident/Event Number	If the police were called and they filled out a report, enter the Event Number.

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



Incident Builder

Participants 

Incident Elements 

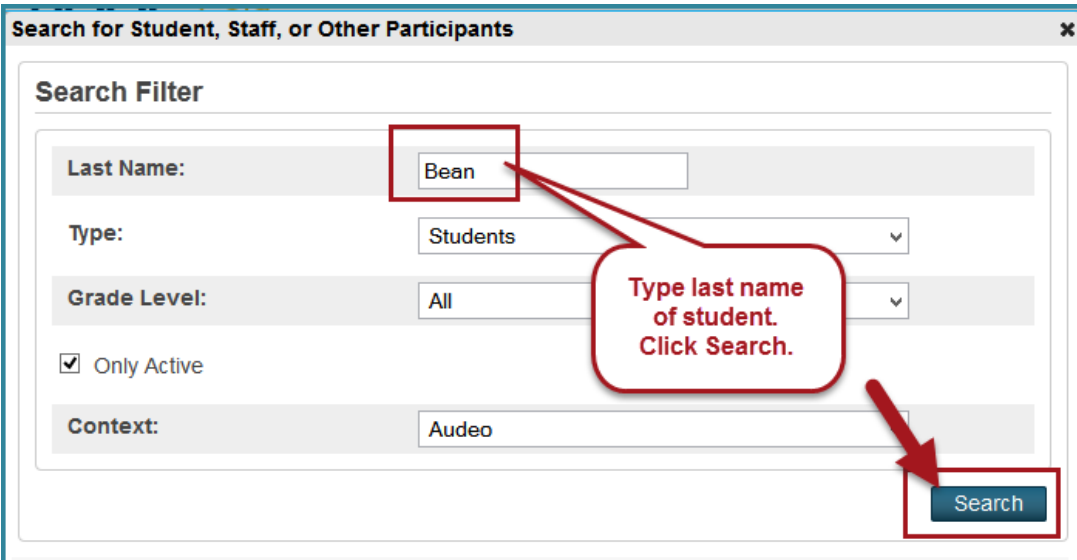
Reporters


Victims

Offenders

Type	Description
No records found.	

- 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.



Search for Student, Staff, or Other Participants 

Search Filter

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

Search

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.

- 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 >>

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

Add Participant Attributes

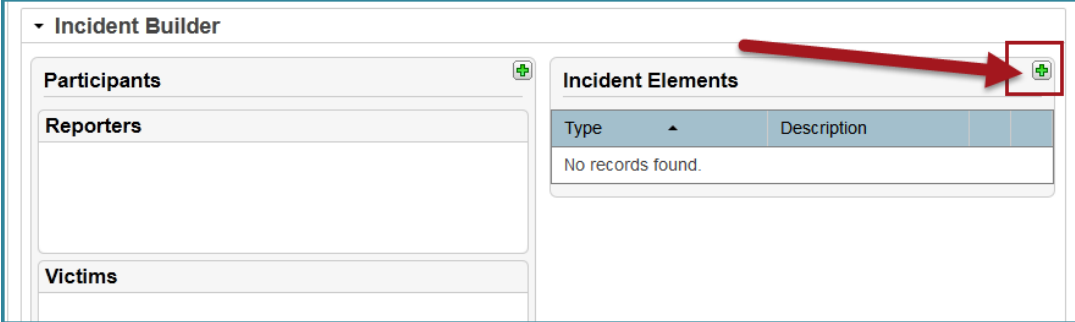
Selected Person: Esha Scarlet Bean

Attributes

Select Role(s)

Offender

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



Incident Builder

Participants

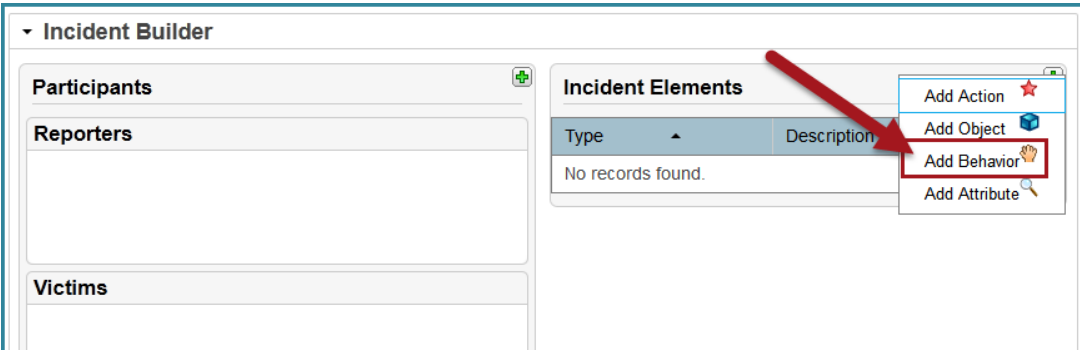
Reporters

Victims

Incident Elements

Type	Description
No records found.	

- Click **Add Behavior**.



Incident Builder

Participants

Reporters

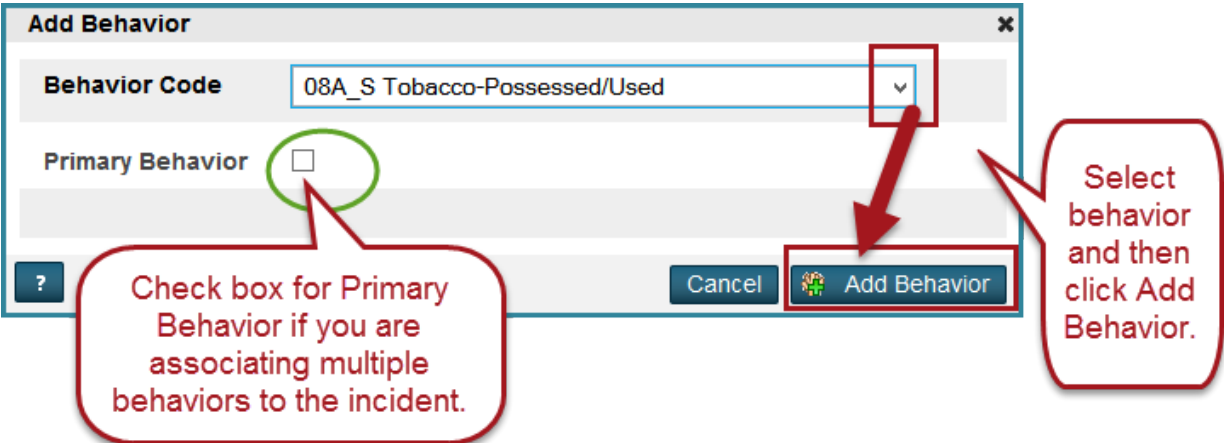
Victims

Incident Elements

Type	Description
No records found.	

- Add Action
- Add Object
- Add Behavior
- Add Attribute

- 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*.



Add Behavior

Behavior Code: 08A_S Tobacco-Possessed/Used

Primary Behavior: ☐

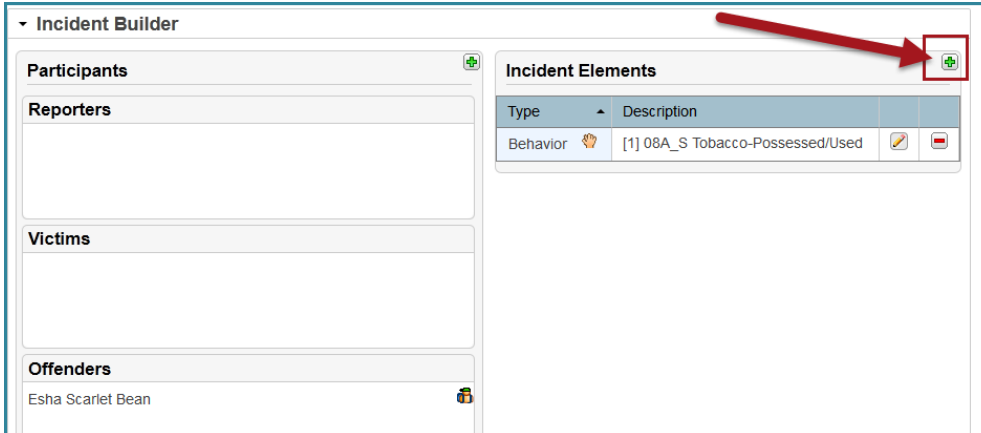
Cancel Add Behavior

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.

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



Incident Builder

Participants

Reporters

Victims

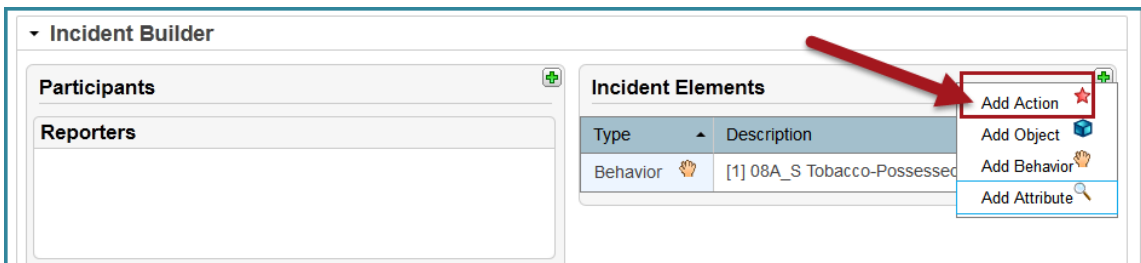
Offenders

Esha Scarlet Bean

Incident Elements

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

11. Click **Add Action**.



Incident Builder

Participants

Reporters

Incident Elements

Type	Description
Behavior	[1] 08A_S Tobacco-Possessed

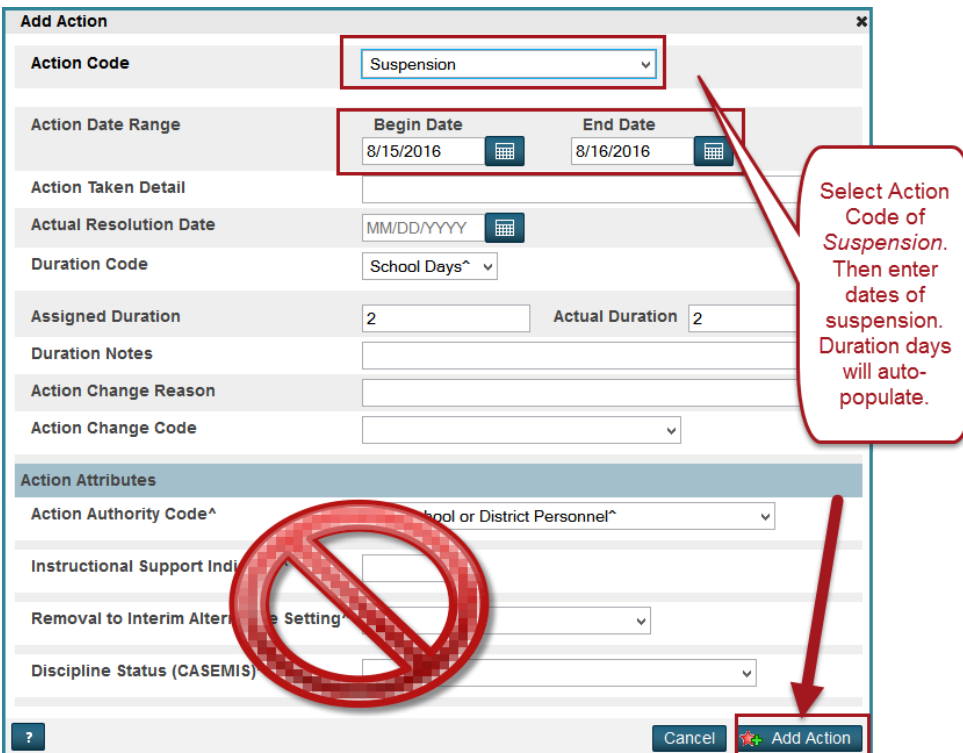
Add Action

Add Object

Add Behavior

Add Attribute

12. 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.

Action Code	From the drop-down menu, choose Suspension or In-school Suspension .
Begin Date	Enter the first day of the suspension.
End Date	Enter the last day of the suspension. Note: For a one-day suspension, the Begin Date and the End Date are the same.
Action Taken Detail	Add any comments about this Action (this is optional).
Actual Resolution Date	This field is optional.
Duration Code	PowerSchool will automatically display School Days [^] .
Assigned Duration	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.)
Actual Duration	PowerSchool automatically calculates the duration using the Action Date Range fields.
Add Action	At the bottom of the screen, click Add Action . (Don't enter any data below Action Attributes .)

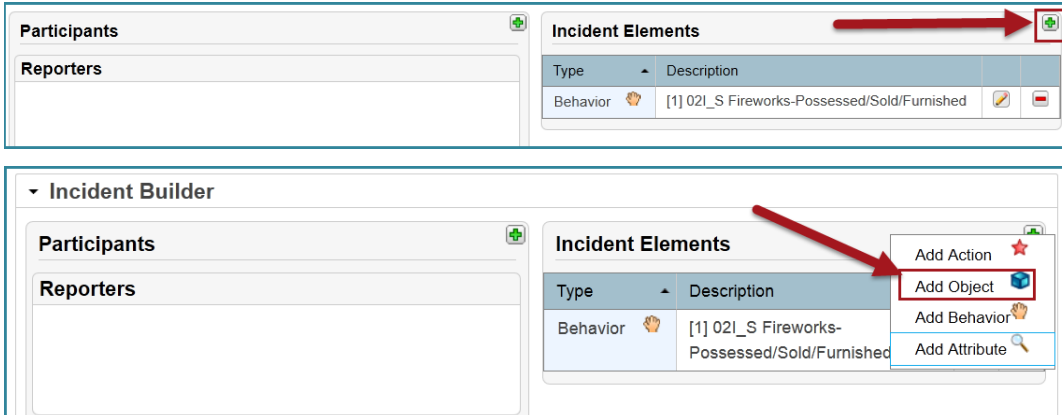
Optional

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

Adding Object information

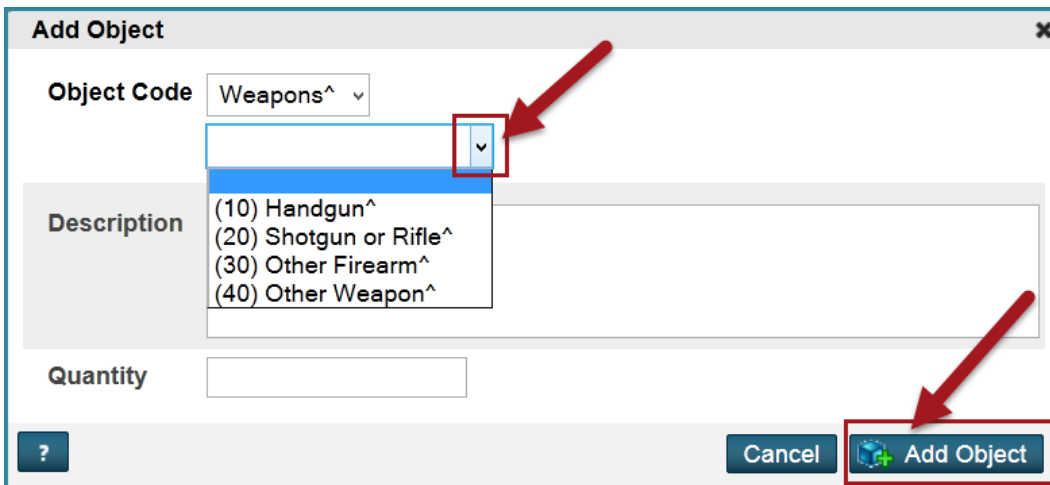
If you are entering an incident for *02B_S Knife-Possessed/Sold/Furnished*, *02D_SDangerous Object-Possessed/Sold/ Furnished*, or *02I_S Fireworks-Possessed/Sold/Furnished* Behavior violation, you *must* continue with the steps below to add **object** information. If you are using any other Behavior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

13. 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, the 'Incident Elements' table is visible. 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'.

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

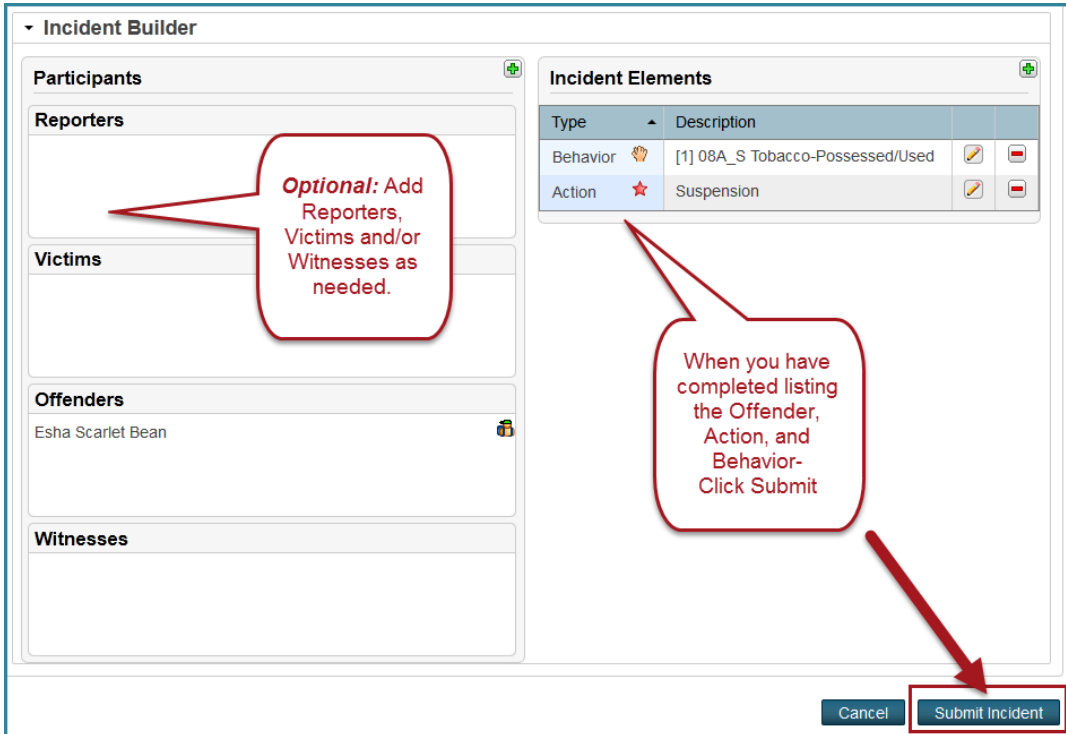


The screenshot shows the 'Add Object' dialog box. It has fields for 'Object Code' (set to 'Weapons^'), 'Description', and 'Quantity'. A red arrow points to the dropdown arrow of the 'Object Code' field, which is open, showing a list of options: '(10) Handgun^', '(20) Shotgun or Rifle^', '(30) Other Firearm^', and '(40) Other Weapon^'. Another red arrow points to the 'Add Object' button at the bottom right of the dialog box. There is also a 'Cancel' button and a help icon (?) on the bottom left.

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

15. 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

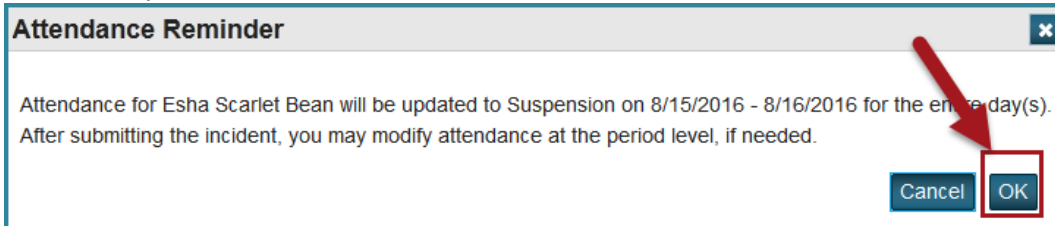
Type	Description
Behavior	[1] 08A_S Tobacco-Possessed/Used
Action	Suspension

Optional: Add Reporters, Victims and/or Witnesses as needed.

When you have completed listing the Offender, Action, and Behavior- Click Submit

Cancel Submit Incident

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



Attendance Reminder

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.

Cancel OK

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

Behavior Incident: Recommendation for Expulsion Offense

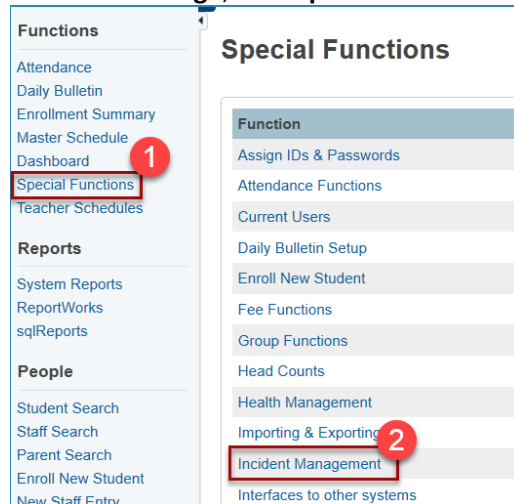
Overview:

- 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. Therefore, communicate with your attendance clerk to confirm that PowerSchool correctly assigned suspension or in-school suspension codes to the appropriate period(s) and day(s). Manual adjustments to attendance may be required to accommodate a partial-day suspension or in-school 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. Click the **Staff Portal** link.
 2. Hover over the **Resources** tab and click on **Forms** under Administrative.
 3. Click **Student Discipline**.
 4. Click the **Suspension Report** in either PDF format or MS Word.
- 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

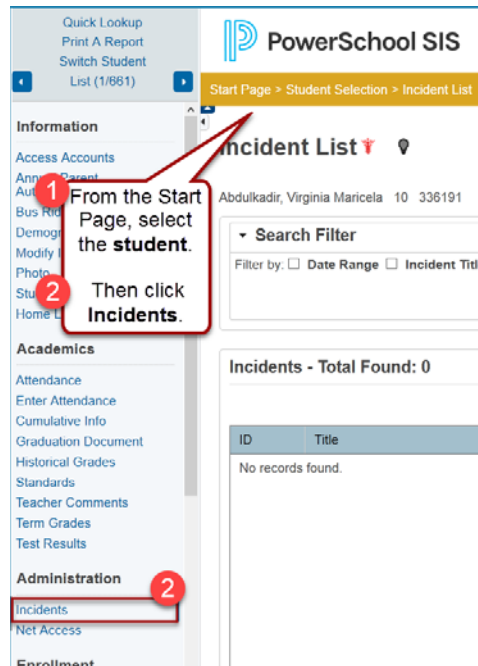
Behavior Code	The behavior code begins with a number corresponding to the incident on the district's Suspension Form and ends with a caret^.
Action	<ol style="list-style-type: none"> 1. Recommended for expulsion 2. Suspension (five days)

Entering the Data

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



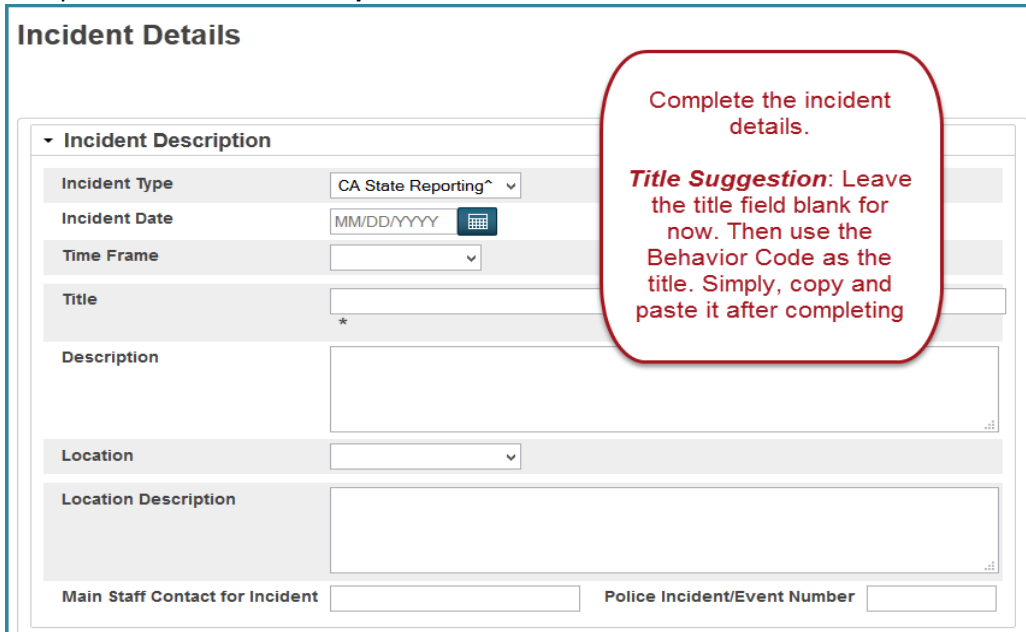
- B. Or Incidents can be reached by **selecting a student** on the **Start Page**. Then from the student menu, select **Incidents**.



2. Click **Create New Incident**.

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 [calendar icon]

Time Frame: ▼

Title: *

Description: [text area]

Location: ▼

Location Description: [text area]

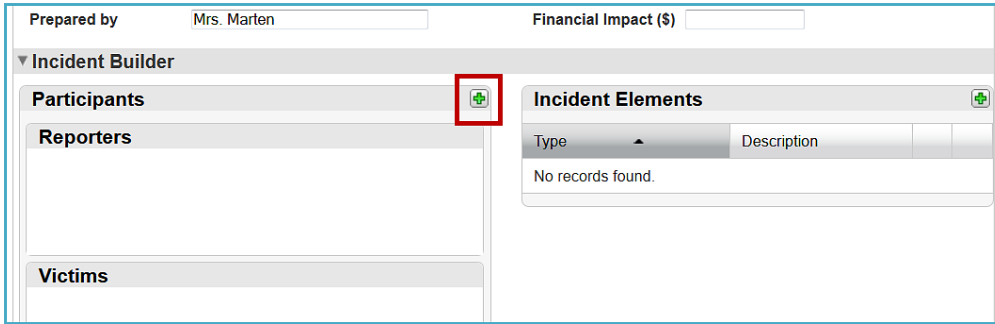
Main Staff Contact for Incident: [text field] Police Incident/Event Number: [text field]

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


Incident Type	PowerSchool will default to CA – State Reporting^ .
Incident Date	Use the <i>actual</i> date that the student committed the violation.
Time Frame	From the drop-down menu, choose when the incident occurred.
Title	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.) If you prefer, after completing Step 10 below, copy the text in the Behavior Description and then paste it into the Title field instead of typing it out.
Description	Enter a <i>detailed</i> description of the entire incident. <u>If you enter student names, be sure to remove them when printing and sharing reports to third parties who are not district employees with a reason to need the information.</u>
Location	From the drop-down menu, select where the incident took place.
Location Description	If it would make things clearer where the incident took place, enter a short clarifying description in the Location Description field. (This step is optional.)
Main Staff Contact for Incident	Enter the name of the person who signed the Suspension Form.
Police Incident/Event Number	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.




Prepared by Mrs. Marten Financial Impact (\$)

Incident Builder

Participants 

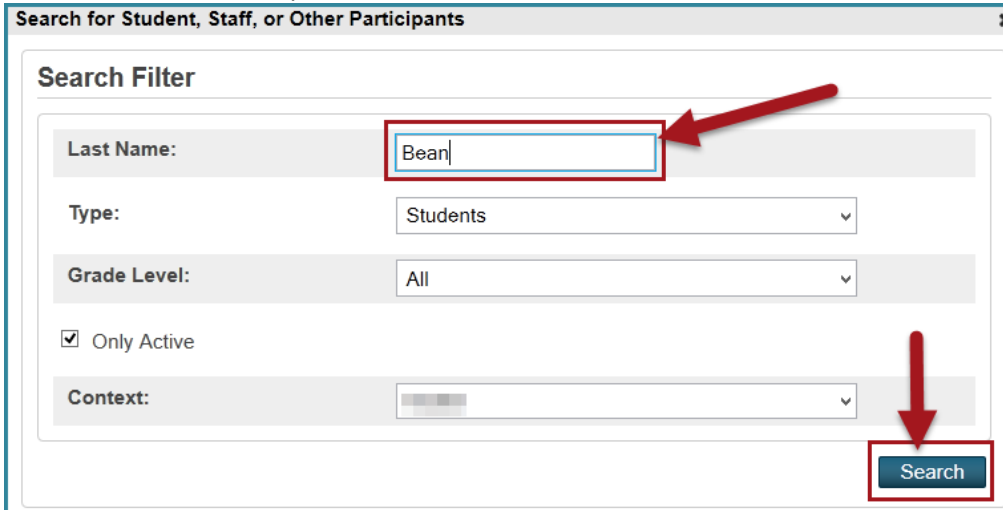
Reporters

Victims

Incident Elements 

Type	Description
No records found.	

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



Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Grade Level:

☒ Only Active

Context:

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 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

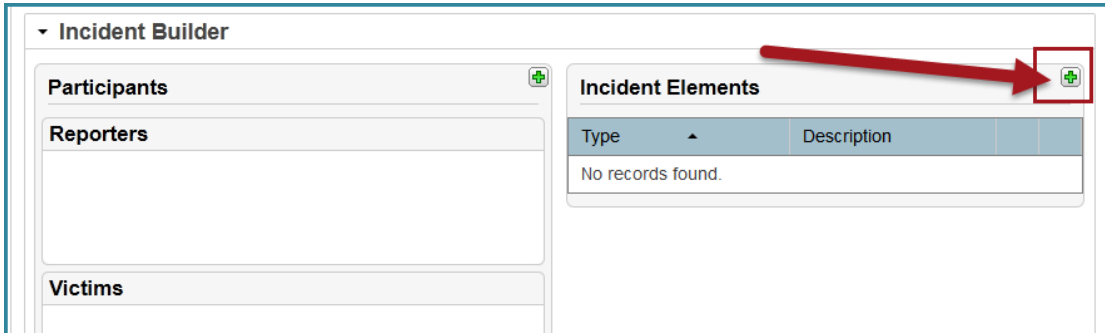
Attributes 

Select Role(s) 

Offender

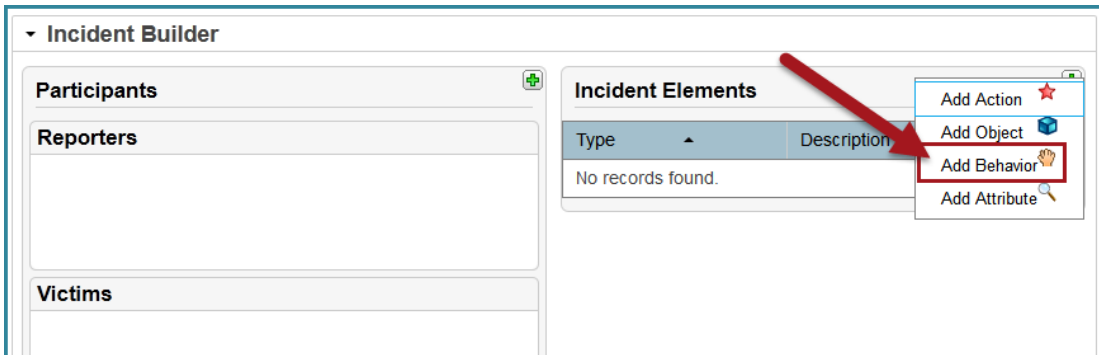
Add Participant Attributes **Close**

- 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', and 'Victims'. On the right, the 'Incident Elements' section is highlighted with a red box. A red arrow points to the green plus sign icon located to the right of the 'Incident Elements' header.

- Click **Add Behavior**.

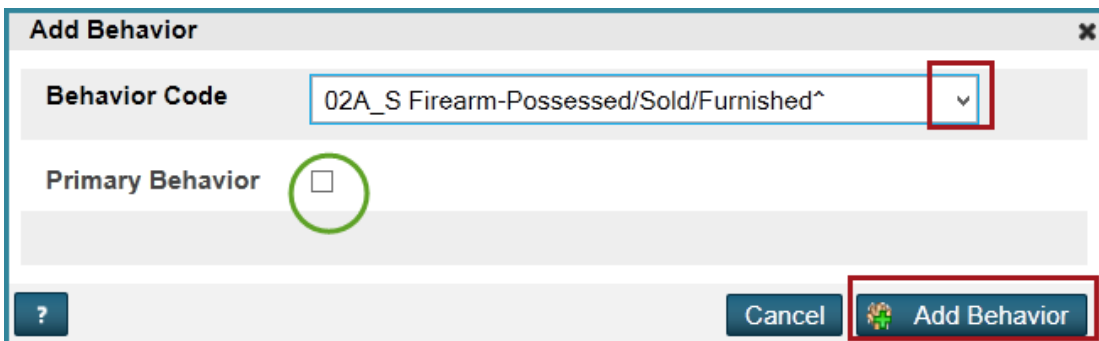


The screenshot shows the 'Incident Builder' interface. The 'Incident Elements' section is highlighted with a red box. A red arrow points to the 'Add Behavior' option in the dropdown menu that appears when the green plus sign is clicked.

Scroll toward the bottom of the **Behavior Code** drop-down menu to choose 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.

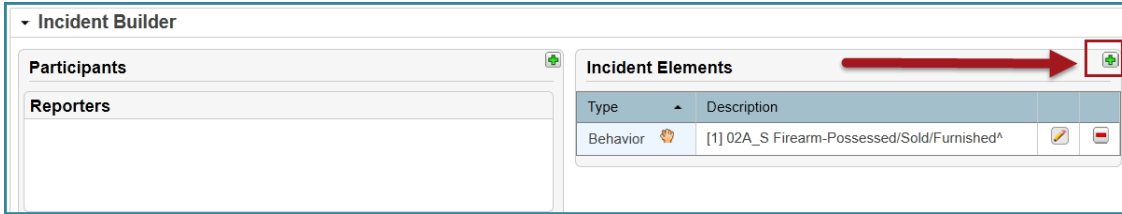
If you will be adding another **Behavior Code** to this incident, be sure to check the **Primary Behavior** box for *the most severe offense committed*.



The screenshot shows the 'Add Behavior' dialog box. The 'Behavior Code' dropdown menu is set to '02A_S Firearm-Possessed/Sold/Furnished^'. The 'Primary Behavior' checkbox is circled in green. The 'Add Behavior' button is highlighted with a red box.

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

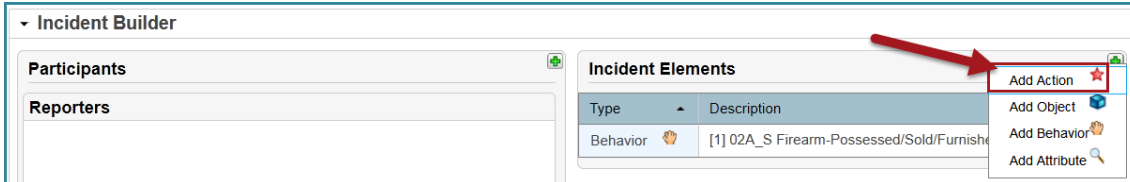
Participants

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

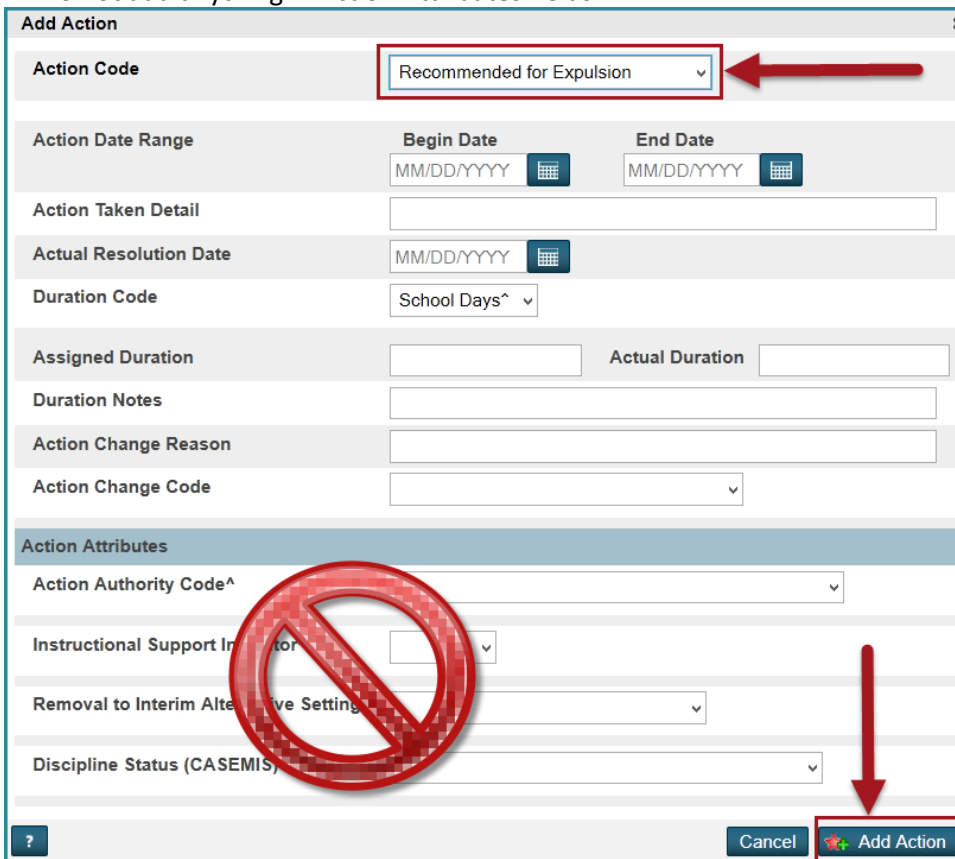
Add Behavior

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^

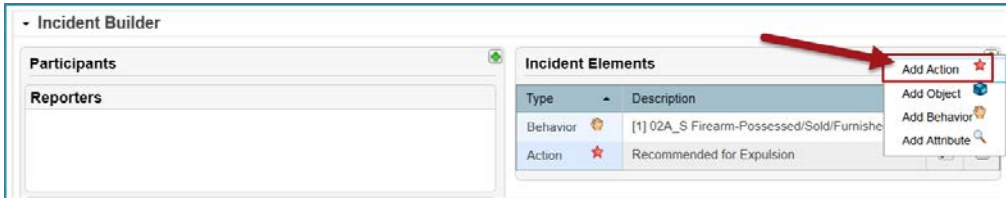
Instructional Support Intervention

Removal to Interim Alternative Setting

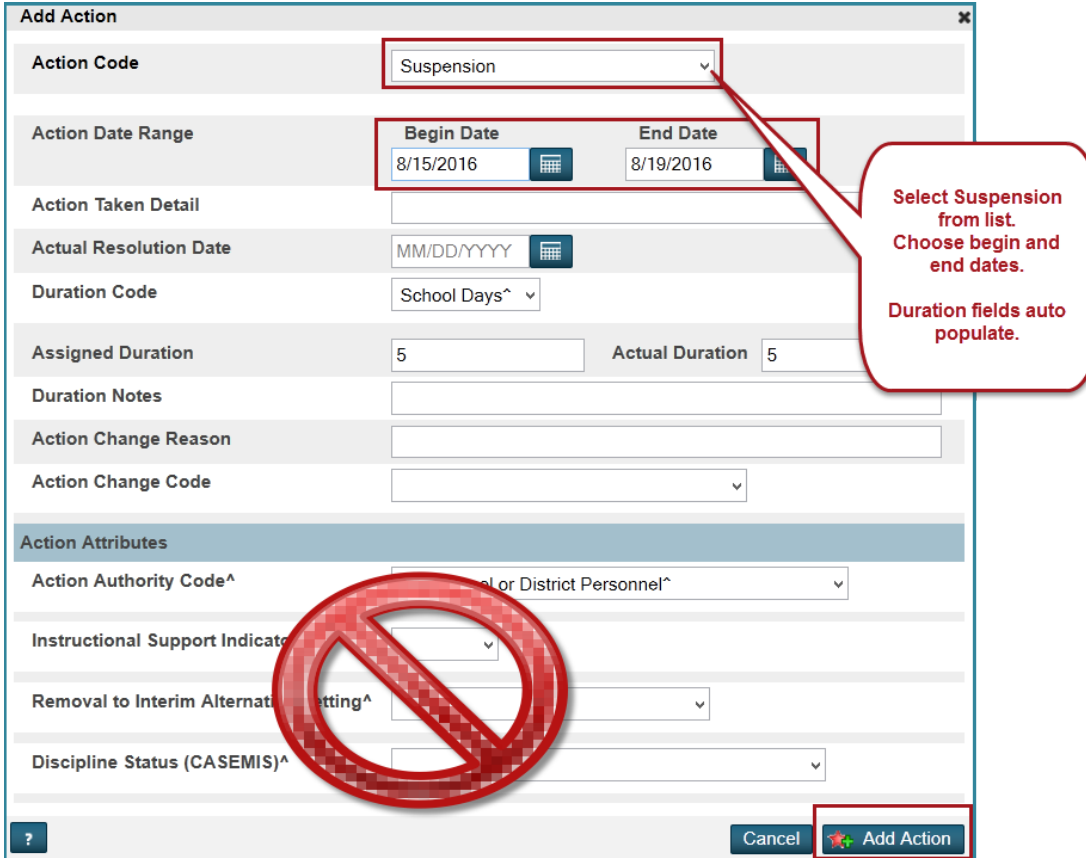
Discipline Status (CASEMIS)

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.



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

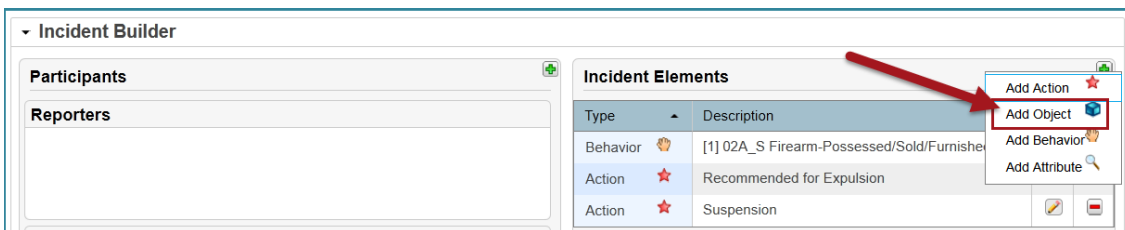
Assigned Duration	PowerSchool will automatically calculate the duration using the Action Date Range fields.
Actual Duration	PowerSchool will automatically calculate the duration using the Action Date Range fields.
Add Action	At the bottom of the screen, click Add Action . (Do not add any data below Action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

Adding Object information

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**.



Incident Builder

Participants

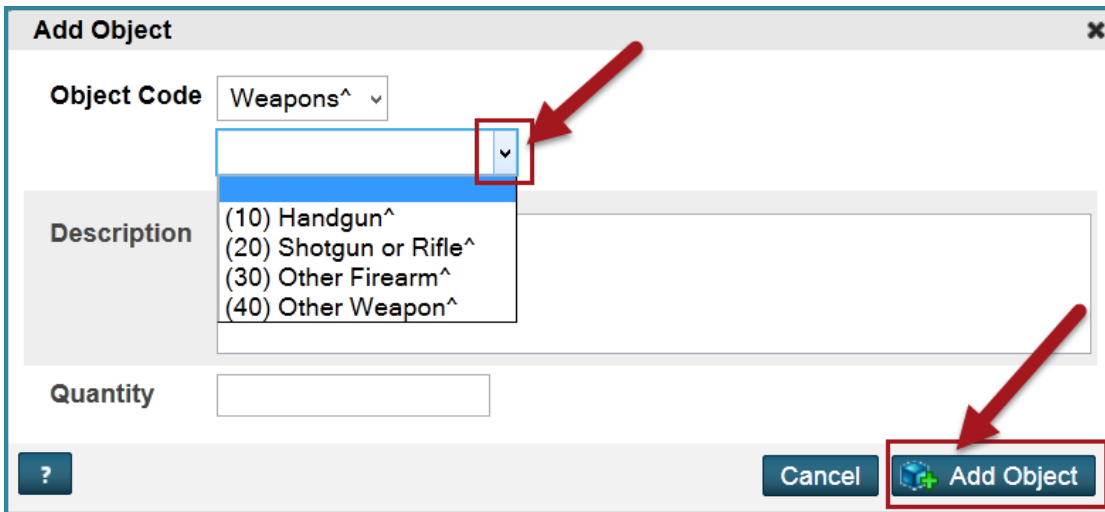
Reporters

Incident Elements

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

Buttons: Add Action, Add Object, Add Behavior, Add Attribute

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:

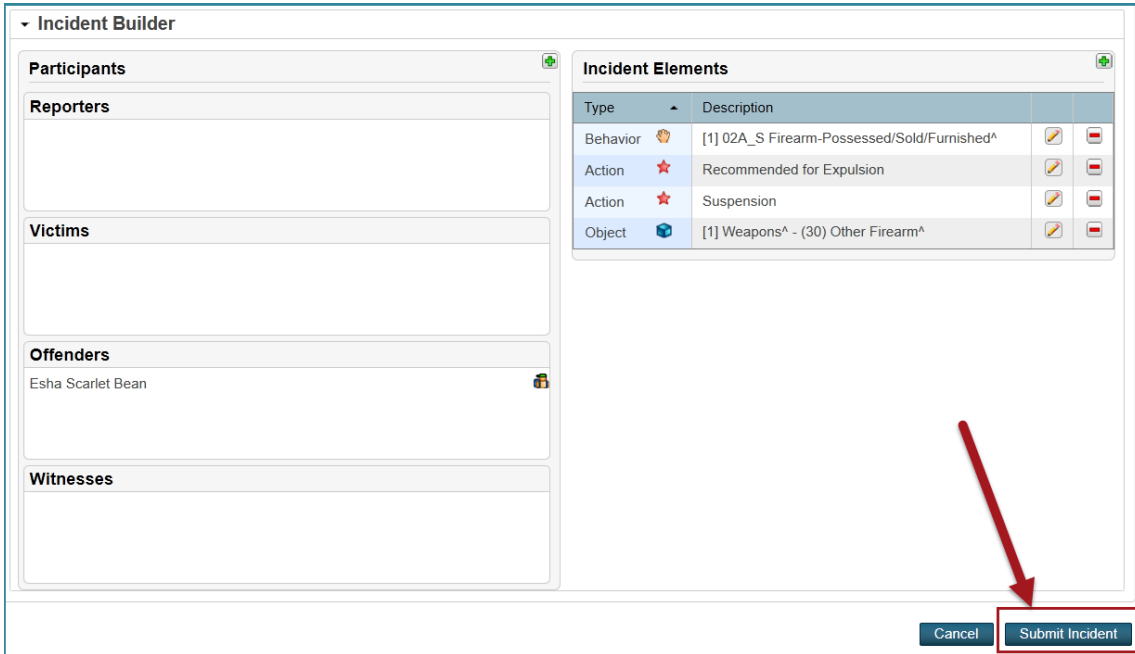
Buttons: Cancel, Add Object

Optional

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

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

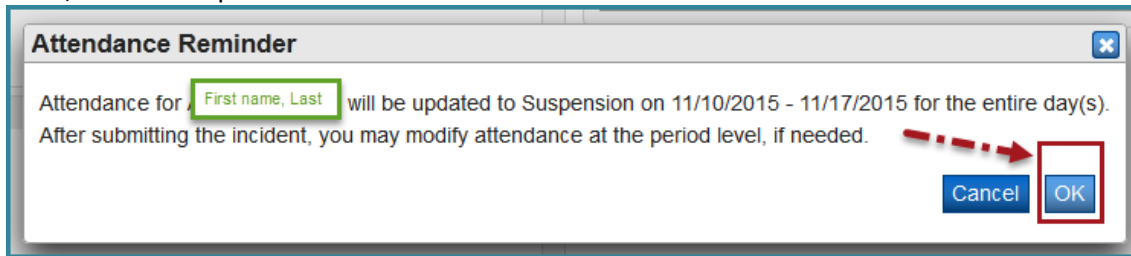
Witnesses

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 Incident List page, select the incident you created that has the action Recommendation for Expulsion.

Incident List

Agu 333 er

Search Filter

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

Incidents - Total Found: 1

ID	Title	Incident Date
2507480	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

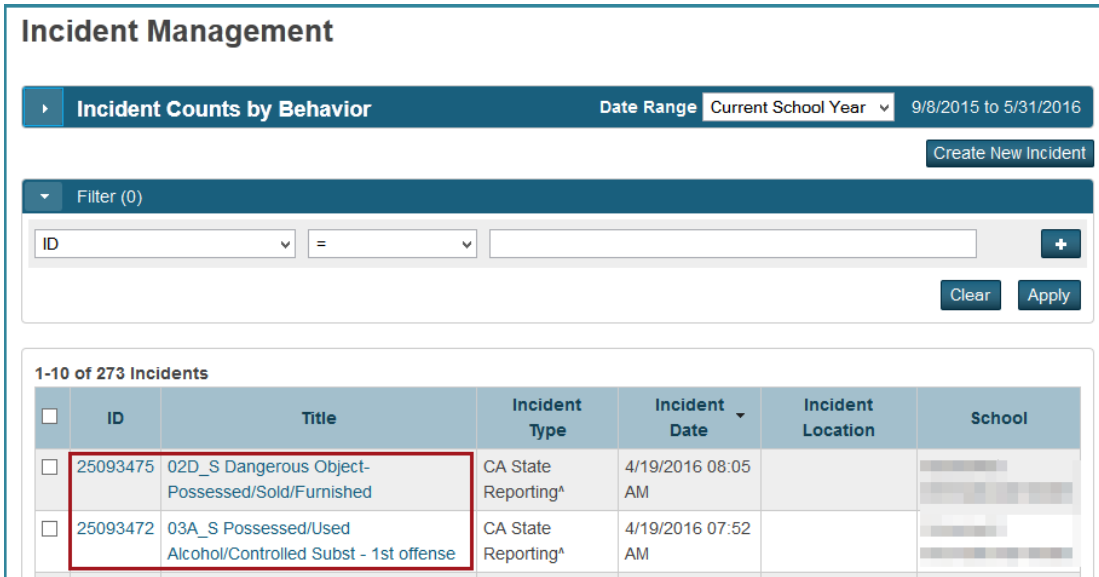
3. **Complete all 4 pages and print immediately.** The form does not save in PowerSchool. Follow SDUSD policy instructions from Placement and Appeal Office found within the form. For questions call (619)725-5660.

Miscellaneous Data Entry

There are times when you might want to include other information to a behavior incident. For example, you might want to include the teacher's name who wrote a referral or who witnessed an infraction. It is acceptable to include a teacher or staff member's name to a referral. **IMPORTANT: If you enter student names, be sure to remove them when printing and sharing reports to third parties who are not district employees with a reason to need the information.**

Reporters

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



Incident Management

Incident Counts by Behavior Date Range Current School Year 9/8/2015 to 5/31/2016 Create New Incident

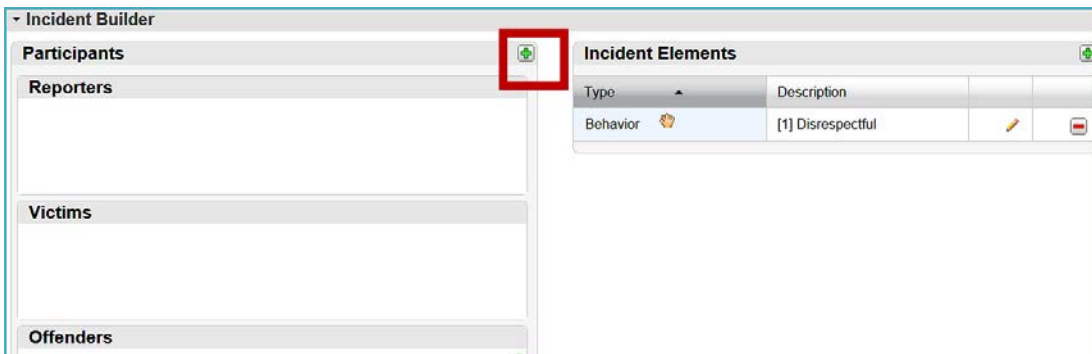
Filter (0)

ID = + Clear Apply


1-10 of 273 Incidents

	ID	Title	Incident Type	Incident Date	Incident Location	School
<input type="checkbox"/>	25093475	02D_S Dangerous Object-Possessed/Sold/Furnished	CA State Reporting*	4/19/2016 08:05 AM		
<input type="checkbox"/>	25093472	03A_S Possessed/Used Alcohol/Controlled Subst - 1st offense	CA State Reporting*	4/19/2016 07:52 AM		

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		

- Type the last name of the staff member. Choose **Staff** from the **Type** drop-down menu.

Click **Search**.

Search Filter

Last Name:

Type:

Staff

☒ Only Active

Context:

Audeo

Search

Results

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

- 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** from drop-down menu (or choose another Role from the **Select Role(s)**), and click **Add Participant Attributes**.

Add Participant Attributes

Selected Person: Harlan Brisa Lowry

Attributes 

Select Role(s) 



Reporter  Not Use 

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

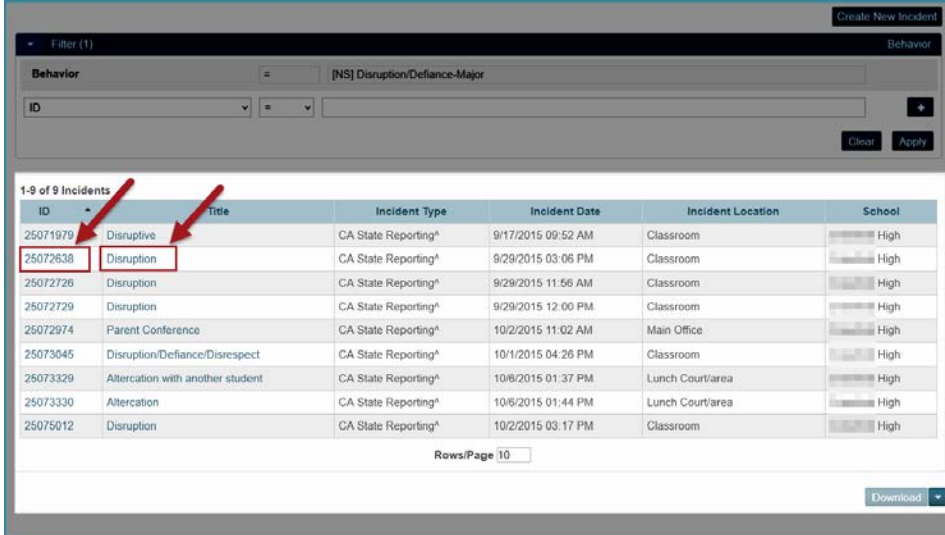
Incident Elements 

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**.



Filter (1) Behavior [NS] Disruption/Defiance-Major

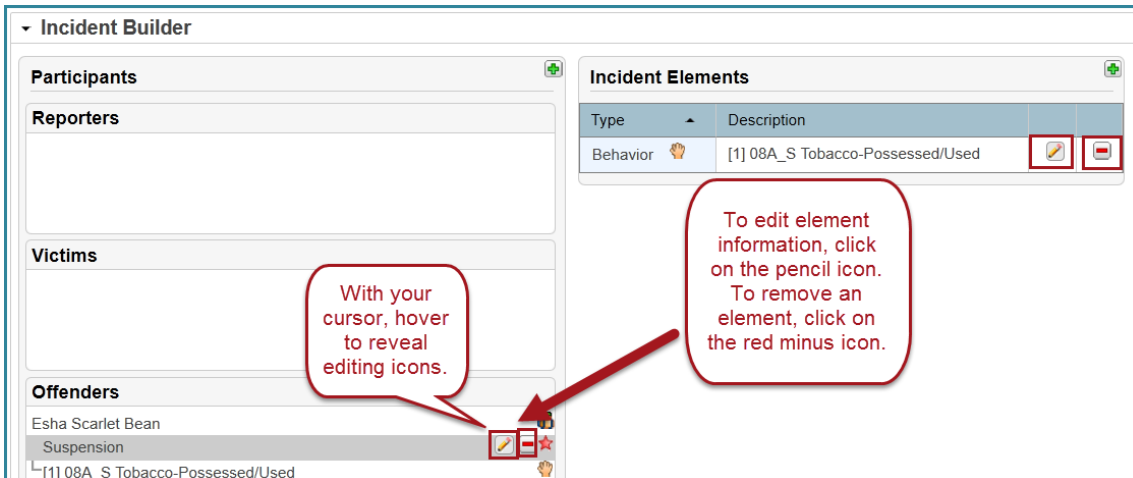
1-9 of 9 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
25071979	Disruptive	CA State Reporting ^a	9/17/2015 09:52 AM	Classroom	High
25072638	Disruption	CA State Reporting ^a	9/28/2015 03:06 PM	Classroom	High
25072726	Disruption	CA State Reporting ^a	9/29/2015 11:56 AM	Classroom	High
25072729	Disruption	CA State Reporting ^a	9/29/2015 12:00 PM	Classroom	High
25072974	Parent Conference	CA State Reporting ^a	10/2/2015 11:02 AM	Main Office	High
25073045	Disruption/Defiance/Disrespect	CA State Reporting ^a	10/1/2015 04:26 PM	Classroom	High
25073329	Altercation with another student	CA State Reporting ^a	10/6/2015 01:37 PM	Lunch Court/area	High
25073330	Altercation	CA State Reporting ^a	10/6/2015 01:44 PM	Lunch Court/area	High
25075012	Disruption	CA State Reporting ^a	10/2/2015 03:17 PM	Classroom	High

Rows/Page 10

Download

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

[1] 08A S Tobacco-Possessed/Used

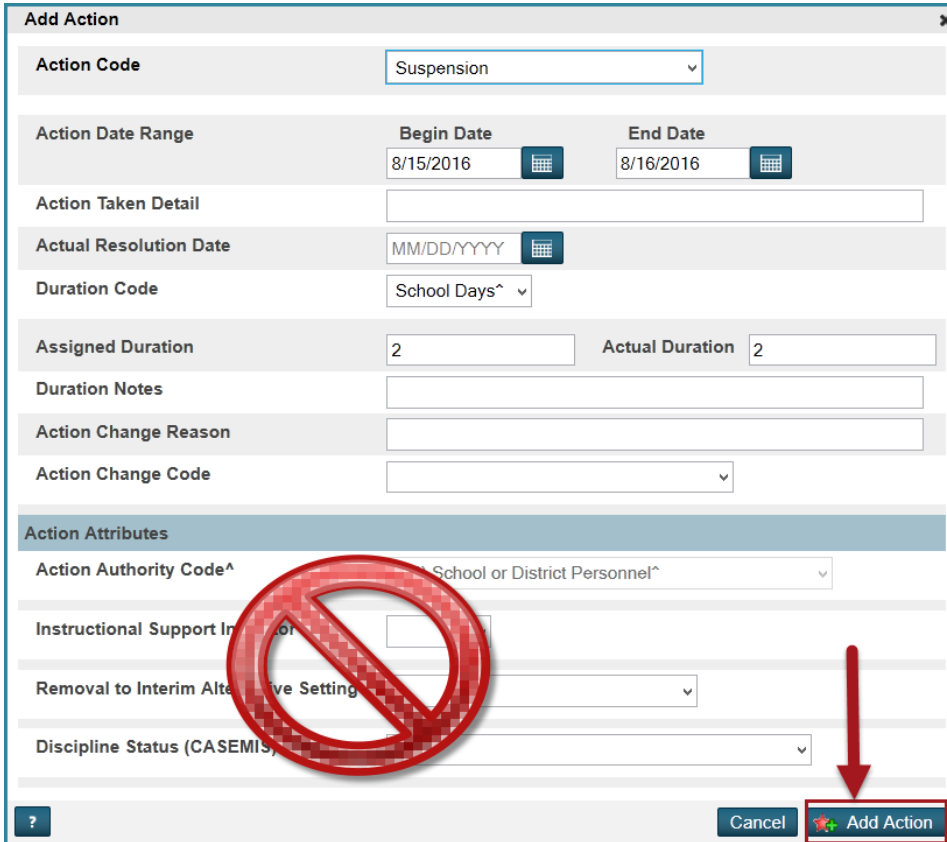
Incident Elements

Type	Description
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:

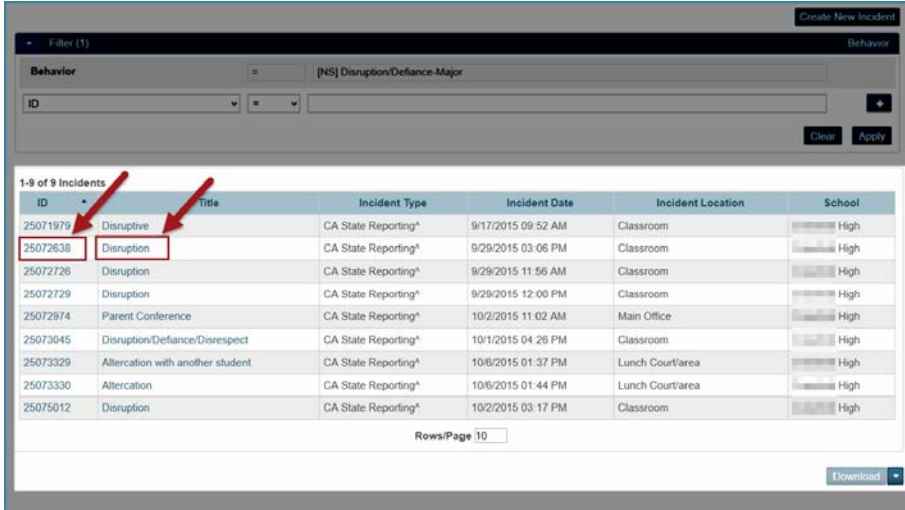
Discipline Status (CASEMIS):

Buttons: Cancel, Add Action

- You can make changes in a similar way 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**.



Filter (1)

Behavior [NS] Disruption/Defiance-Major

ID []

Clear Apply

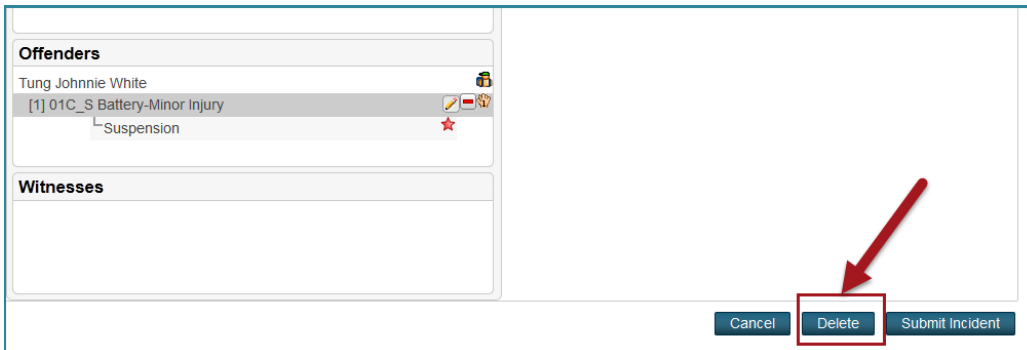
1-9 of 9 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
25071979	Disruptive	CA State Reporting*	9/17/2015 09:52 AM	Classroom	High
25072638	Disruption	CA State Reporting*	9/29/2015 03:06 PM	Classroom	High
25072726	Disruption	CA State Reporting*	9/29/2015 11:56 AM	Classroom	High
25072729	Disruption	CA State Reporting*	9/29/2015 12:00 PM	Classroom	High
25072974	Parent Conference	CA State Reporting*	10/2/2015 11:02 AM	Main Office	High
25073045	Disruption/Defiance/Disrespect	CA State Reporting*	10/1/2015 04:26 PM	Classroom	High
25073329	Altercation with another student	CA State Reporting*	10/6/2015 01:37 PM	Lunch Court/area	High
25073330	Altercation	CA State Reporting*	10/6/2015 01:44 PM	Lunch Court/area	High
25075012	Disruption	CA State Reporting*	10/2/2015 03:17 PM	Classroom	High

Rows/Page 10

Download

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



Offenders

Tung Johnnie White

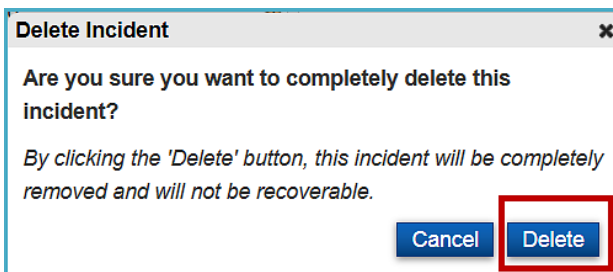
[1] 01C_S Battery-Minor Injury

Suspension

Witnesses

Cancel Delete Submit Incident

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



Delete Incident

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 under Functions, 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"/>	20150816	01A_S Physical Injury-Caused/Attempted/Threatened	CA State Reporting^	3/15/2016 12:45 PM	On Campus	Elementary
<input type="checkbox"/>	201509652	01A_01C_ Caused, attempted, or threatened to cause physical injury	CA State Reporting^	3/14/2016 10:50 AM	Classroom	Elementary

Sort and Search

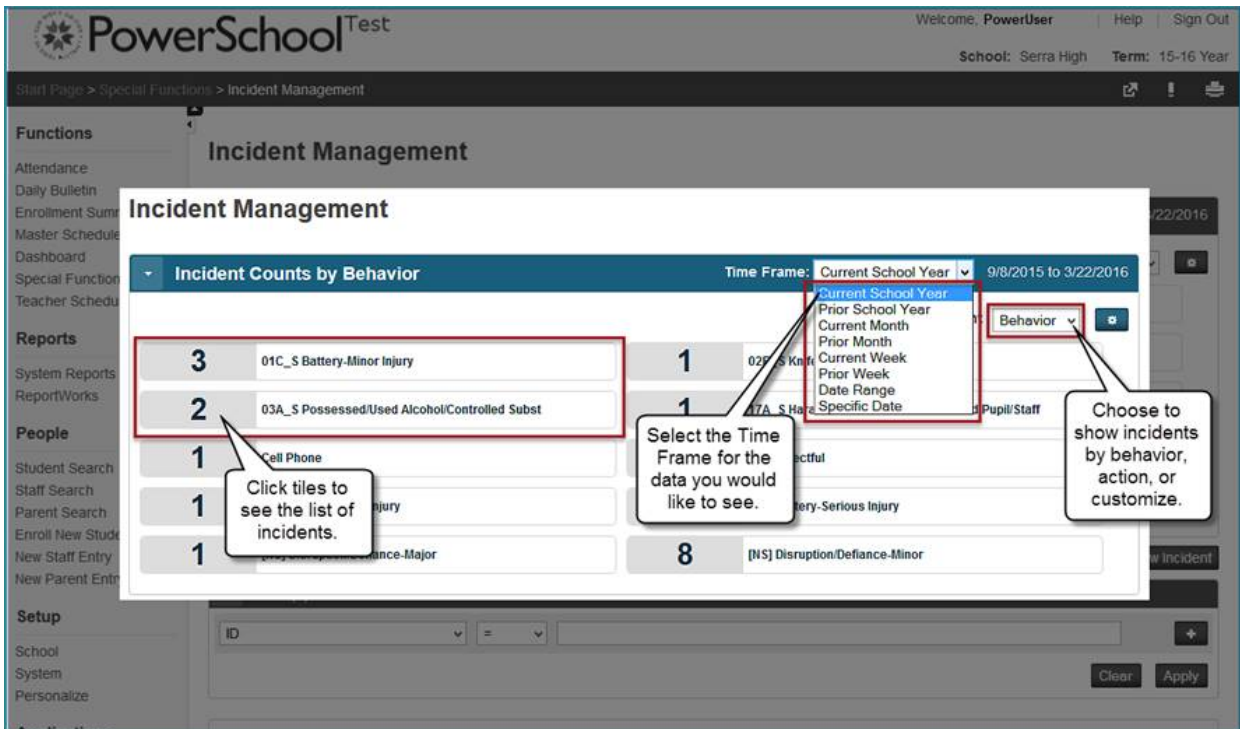
1. On the start Page under Functions, click **Special Functions**.
2. On the Special Functions page, select **Incident Management**. The current school year appears by default.
3. Select Time Frame and Incident Element to customize your search.

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

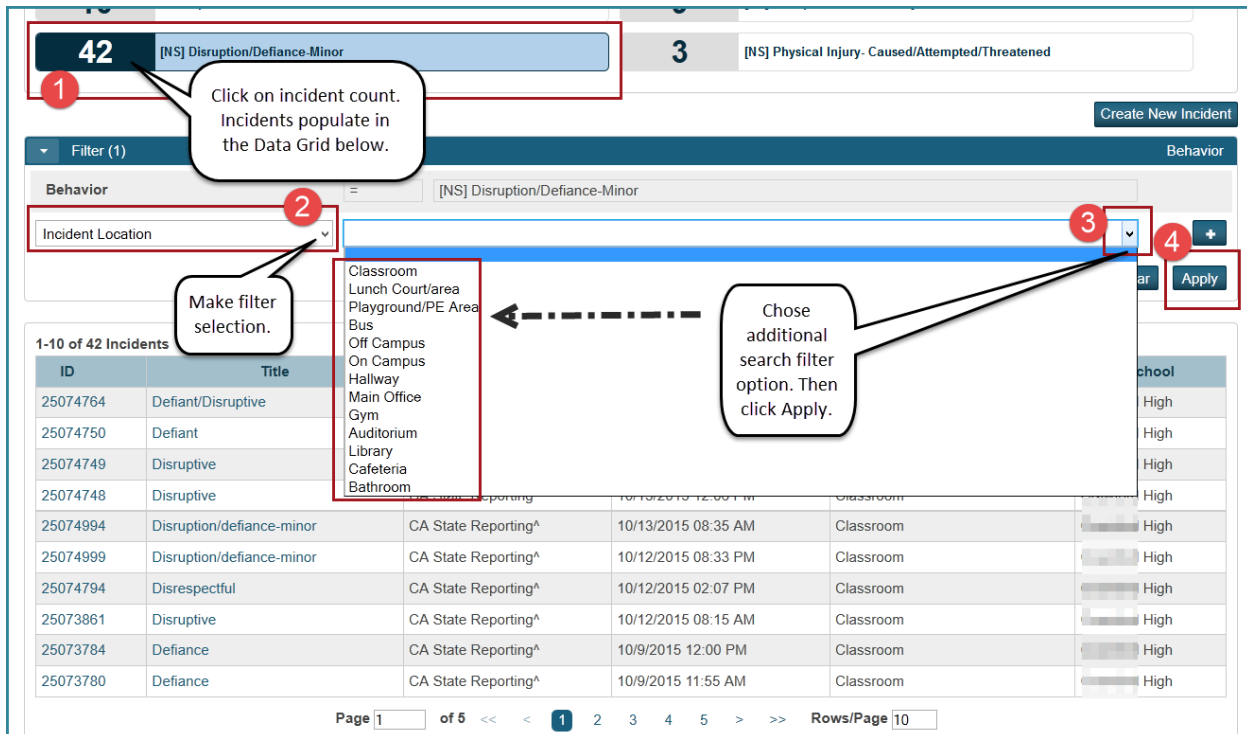


The screenshot shows the PowerSchool Test interface. The top navigation bar includes 'Welcome, PowerUser', 'Help', and 'Sign Out'. The main header shows 'School: Serra High' and 'Term: 15-16 Year'. The left sidebar lists 'Functions' (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedule) and 'Reports' (System Reports, ReportWorks). The 'Incident Management' section is active, showing 'Incident Counts by Behavior'. A table displays incident counts for various categories, including '01C_S Battery-Minor Injury' (3), '03A_S Possessed/Used Alcohol/Controlled Subst' (2), 'Cell Phone' (1), 'Injury' (1), 'Disruption/Defiance-Minor' (8), and 'Very-Serious Injury' (1). Callouts provide instructions: '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 (set to 'Current School Year'); and '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**.



The screenshot shows the Incident Management dashboard with the following elements and callouts:

- Callout 1:** Points to the incident count '42' for '[NS] Disruption/Defiance-Minor'.
- Callout 2:** Points to the 'Incident Location' dropdown menu.
- Callout 3:** Points to the dropdown menu for selecting additional search filter options.
- Callout 4:** Points to the 'Apply' button.

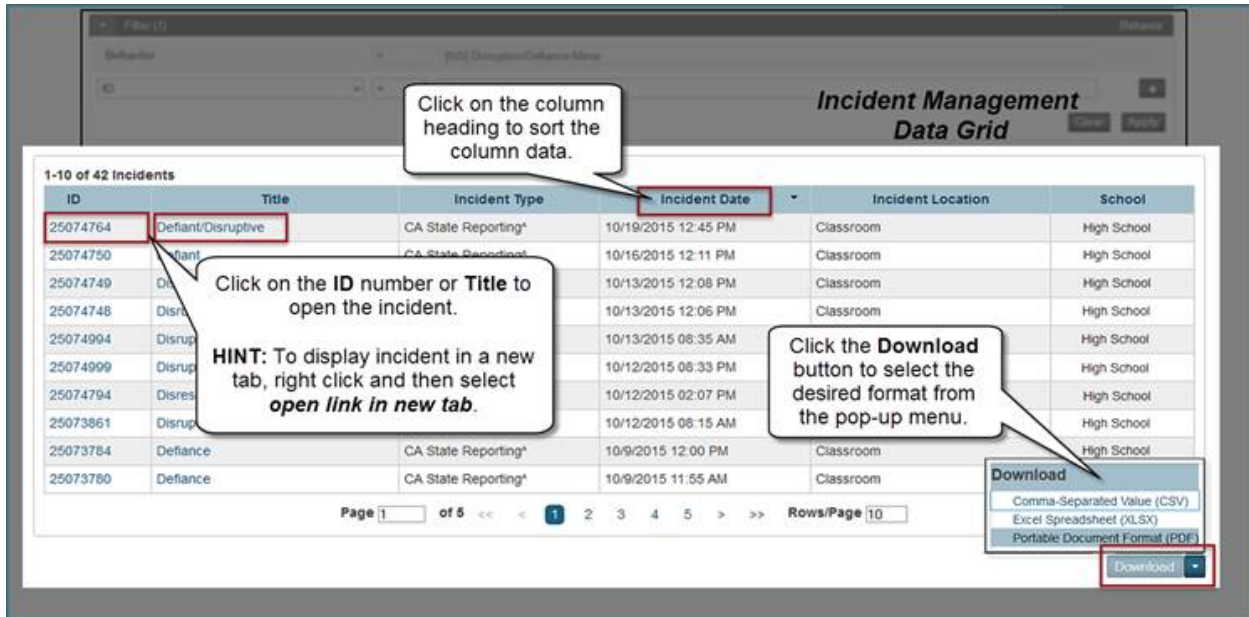
The dashboard displays a table of incidents with the following columns: ID, Title, Reporting, Date/Time, Location, and School. The table shows 1-10 of 42 incidents.

ID	Title	Reporting	Date/Time	Location	School
25074764	Defiant/Disruptive				
25074750	Defiant				
25074749	Disruptive				
25074748	Disruptive				
25074994	Disruption/defiance-minor	CA State Reporting^	10/13/2015 08:35 AM	Classroom	High
25074999	Disruption/defiance-minor	CA State Reporting^	10/12/2015 08:33 PM	Classroom	High
25074794	Disrespectful	CA State Reporting^	10/12/2015 02:07 PM	Classroom	High
25073861	Disruptive	CA State Reporting^	10/12/2015 08:15 AM	Classroom	High
25073784	Defiance	CA State Reporting^	10/9/2015 12:00 PM	Classroom	High
25073780	Defiance	CA State Reporting^	10/9/2015 11:55 AM	Classroom	High

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
25074764	Defiant/Disruptive	CA State Reporting*	10/19/2015 12:45 PM	Classroom	High School
25074750	Defiant	CA State Reporting*	10/16/2015 12:11 PM	Classroom	High School
25074749	Defiant		10/13/2015 12:08 PM	Classroom	High School
25074748	Disruptive		10/13/2015 12:06 PM	Classroom	High School
25074994	Disruptive		10/13/2015 08:35 AM		High School
25074999	Disruptive		10/12/2015 08:33 PM		High School
25074794	Disruptive		10/12/2015 02:07 PM		High School
25073861	Disruptive		10/12/2015 08:15 AM		High School
25073784	Defiance	CA State Reporting*	10/9/2015 12:00 PM	Classroom	High School
25073780	Defiance	CA State Reporting*	10/9/2015 11:55 AM	Classroom	High School

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:

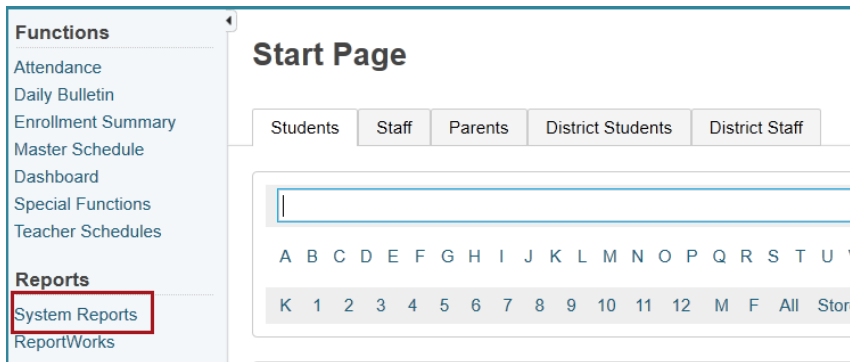
Incident

Reports

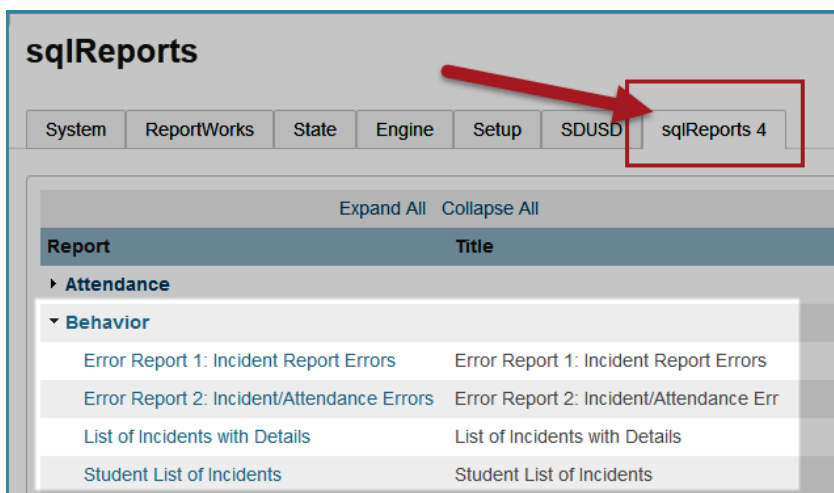
Error Report 1: Incident Report Errors

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.

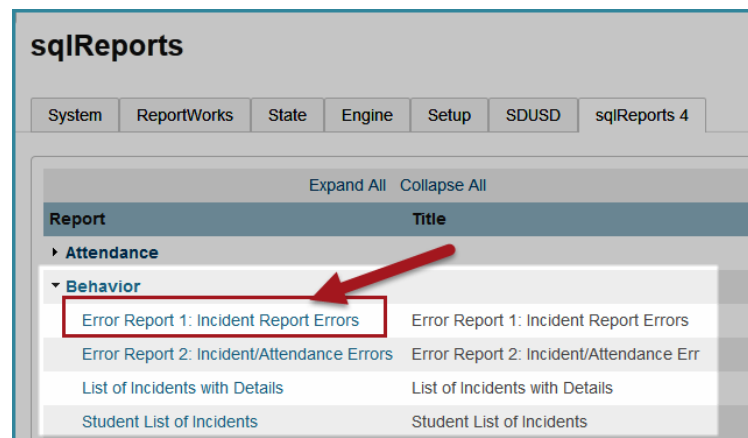
1. From the start page under **Reports**, click **System Reports**.



2. Click the **sqlReport 4** tab.





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



- Click **Submit**.

Run sqlReport -

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.
Begin Date	9/8/2015 
End Date	4/26/2016 

Adjust dates as needed.

Submit

- Please wait patiently while PowerSchool gathers the data.

Run sqlReport

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.

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

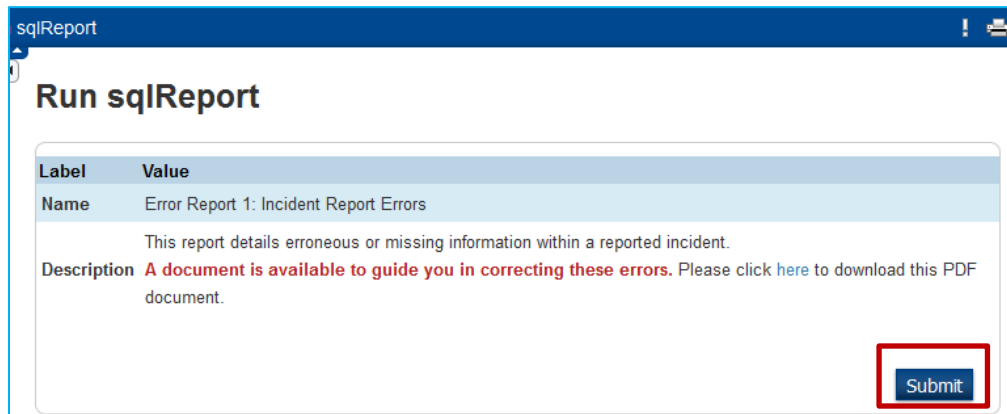
7. Print the report by clicking the Printer icon in the upper right corner, or create a PDF and save the report by clicking the blue **PDF** button at the top, or click the blue **Copy** button to paste into Excel and then print.
8. See the table below that lists each error and what you need to do to correct the error.
9. Correct each error by editing the incorrect Incident according the table on page 61.
 See the instructions starting on page **Error! Bookmark not defined.**, "Searching by Incident ID," and page 49, "Editing a Student's Behavior Data."

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 Incident Title	Enter a title, which should be the exact wording of the behavior.

ERROR	SOLUTION
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.”
Weapon incident without valid Object	Add the appropriate object for this weapon offense.
Weapon Object assigned to non-weapon Behavior	Add a weapon-related behavior or remove the object.

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

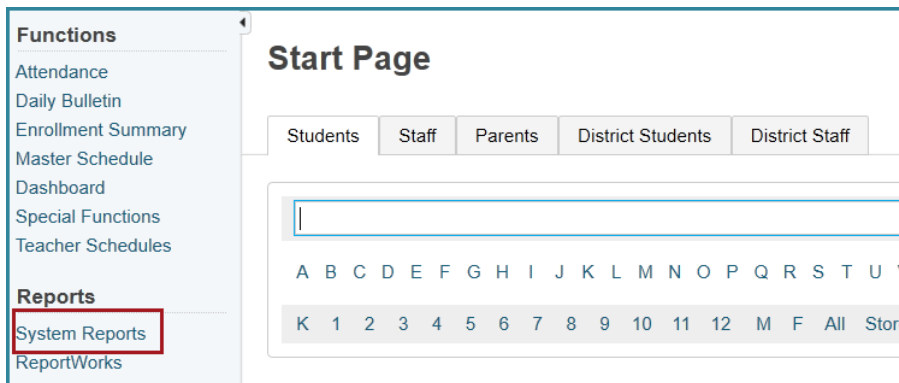


The screenshot shows a web browser window titled "sqlReport". The main heading is "Run sqlReport". Below this is a table with two columns: "Label" and "Value". The table contains one row with the label "Name" and the value "Error Report 1: Incident Report Errors". Below the table, there is a description: "This report details erroneous or missing information within a reported incident." and a paragraph: "A document is available to guide you in correcting these errors. Please click [here](#) to download this PDF document." A red box highlights a "Submit" button in the bottom right corner.

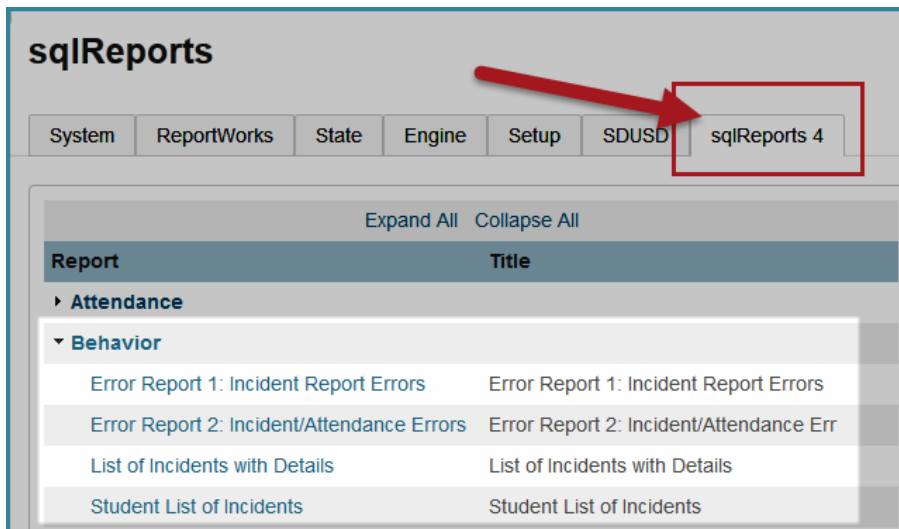
Error Report 2: Incident/Attendance Errors

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

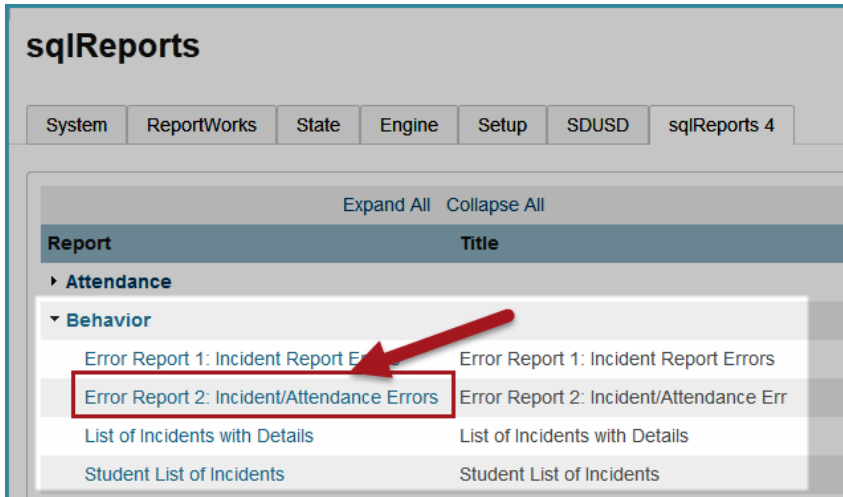
1. From the start page under the **Reports**, click **System Reports**.



2. Click the **sqlReport 4** tab.



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



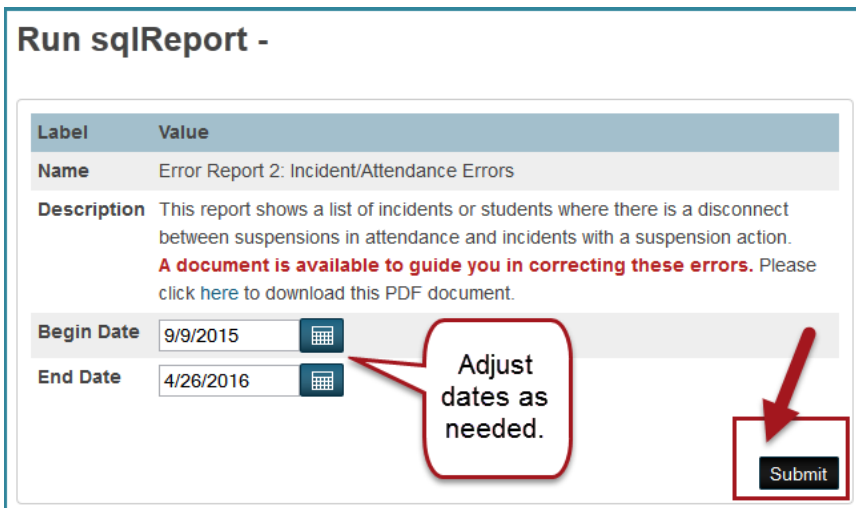
sqlReports

System ReportWorks State Engine Setup SDUSD sqlReports 4

Expand All Collapse All

Report	Title
Attendance	
Behavior	
Error Report 1: Incident Report Errors	Error Report 1: Incident Report Errors
Error Report 2: Incident/Attendance Errors	Error Report 2: Incident/Attendance Err
List of Incidents with Details	List of Incidents with Details
Student List of Incidents	Student List of Incidents

- Then click **Submit**.



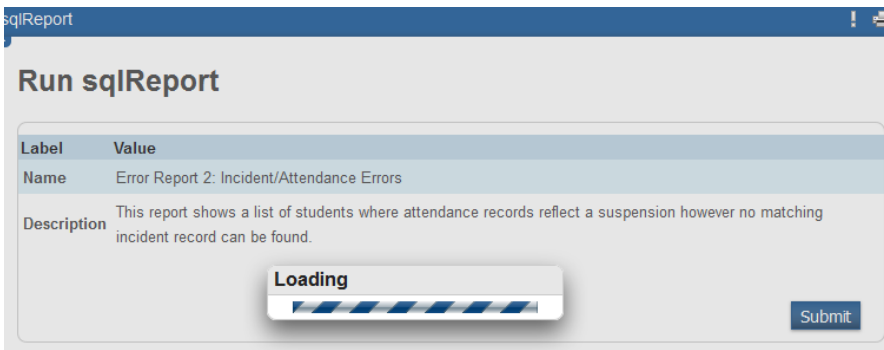
Run sqlReport -

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. A document is available to guide you in correcting these errors. Please click here to download this PDF document.
Begin Date	9/9/2015
End Date	4/26/2016

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) or N (in-school suspension) in attendance without a corresponding incident with a suspension or in-school suspension action in Incident Management.
- Incidents with suspension or in-school 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
Middle	Ien	0	NO INCIDENT for student 382			10/12/2015	No incident matching out-of-school suspension on given date
Middle	Ra	0	NO INCIDENT for student 70			09/28/2015	No incident matching in-school suspension on given date
Middle	Mo	25015	01C_S Battery-Minor Injury	Sci		02/12/2014	Attendance does not show in-school suspension
Middle	Me	25057	[1] 11A_S Disruption/Defiance-Minor	Jar		02/02/2015	Attendance does not show out-of-school suspension
Middle	Ien	25073	[1] 11A_S Disruption/Defiance-Minor	Jar		10/09/2015	Attendance does not show out-of-school suspension
Middle	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.

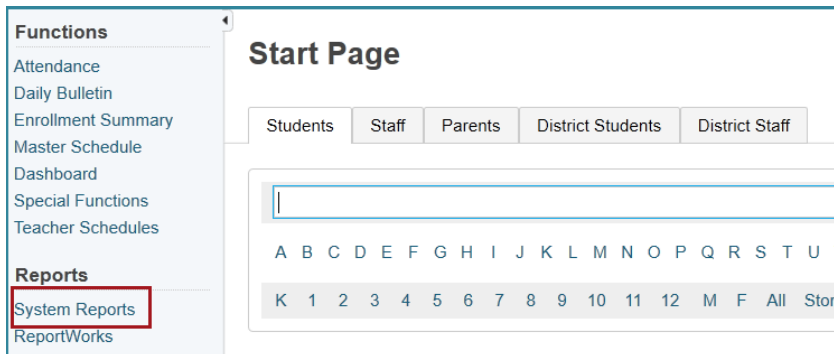
Errors and Solutions

ERROR	SOLUTION
Attendance does not show suspension or in-school 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 or in-school suspension on given date.	Adjust student attendance to contain correct attendance codes (S for suspension or N for in-school suspension) on the date(s) indicated in the incident.

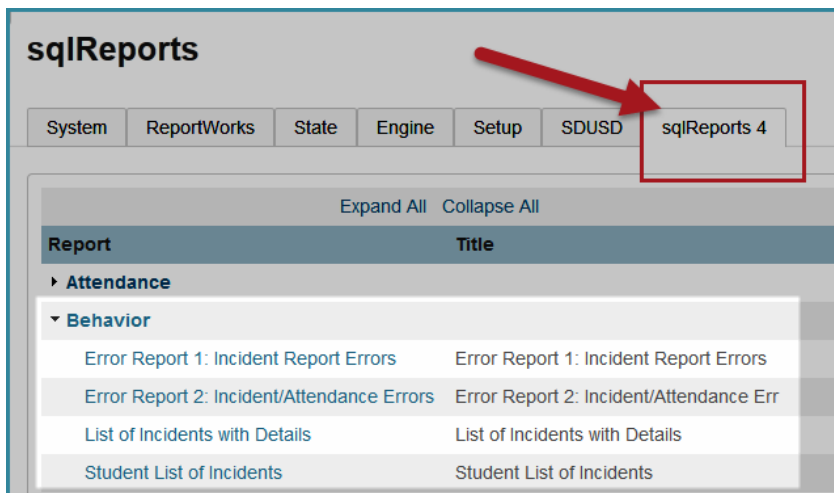
List of Incidents with Action Details

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

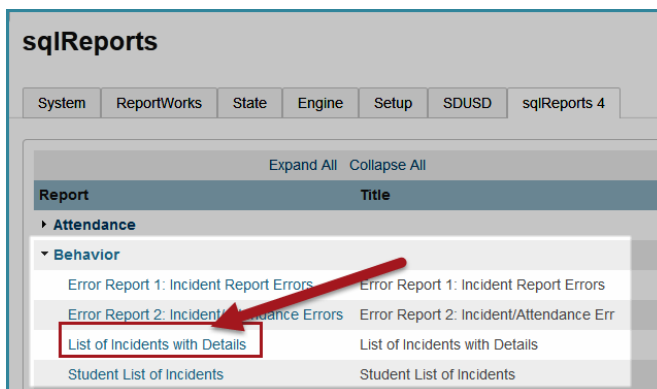
1. From the start page under the **Reports**, click **System Reports**.



2. Click the **sqlReport 4** tab.



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	9/17/2014 (MM/DD/YYYY)
End Date	9/25/2015 (MM/DD/YYYY)
Run for the selected students	No

Submit

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:

sqlReport > Incidents with Action Details

List of Incidents with Action Details

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

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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	[1] 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	08:03 AM	[1] 17A_S Harassment Intim	17A_S Harassment Intim Threat	17A_S Harassment Intim Threat	Period		

