

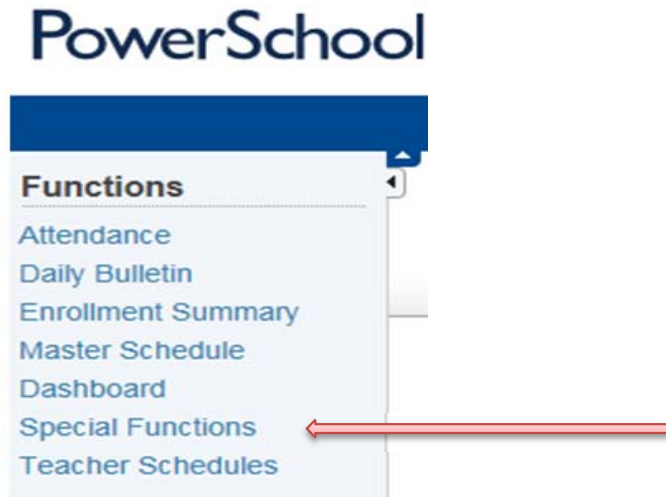
Coding Discipline Incidents in Incident Management

- Incident Type-Discipline
- Incident Type- Date — Reflects the date(s) and time in which the incident occurred.
- Time Frame — During School Hours or Outside School Hours
- Time Frame Location – Select location in which the incident occurred from the drop down menu
- Title — Recommendation is to enter the actual behavior description, refer to page 35 – 38 in the Incident Management Guide. (DO NOT use student(s) name)
- Description - Add any comments regarding the behavior
- Location — Select the location in which the incident occurred from the drop down menu.
- Offender — Select the participants who were involved in the incident
- Behavior — Major Disruption, Fighting, Cutting Class- Review IM Guide pages 35-39 for a list of additional behaviors.
- Action code — Suspension, Expulsion, and Referral to Alternative School Program- Review IM Guide pages 30-32 for a list of additional actions.

Please note this incident was coded using the Chrome Browser.

Creating an Behavior Incident

To access Incident Management from a school or district level, select Special Functions located on the left hand side of the Start page.



On the Special Function screen, select Incident Management for the main section of the page.

Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

Scenario: Fighting incident that involve multiple offenders and a victim.

The Incident List page is the home page of Incident Management. To create a Discipline, click the *Create New Incident* button located on the right side of the Incident List page.

The screenshot shows the PowerSchool Incident Management interface. The top navigation bar includes the PowerSchool logo, user information (Welcome, Zenobia Ealy), and links for Help and Sign Out. The breadcrumb trail indicates the current location: Start Page > Special Functions > Incident Management. The left sidebar contains various menu items categorized under Functions, Reports, People, Setup, and Applications. The main content area is titled 'Incident Management' and features a section for 'Incident Counts by Behavior' with a date range filter set to 'Current School Year' (8/15/2016 to 10/11/2016). Below this, there is a table of incident counts for various behaviors. A red circle highlights the 'Create New Incident' button in the bottom right corner of the incident counts section. Below the counts, there is a filter section and a table of incidents. The table shows 1-10 of 11 incidents, with columns for ID, Title, Incident Type, Incident Date, Incident Location, and School. The first incident listed has ID 42907, Title 'test incident', Incident Type 'Discipline', Incident Date '9/21/2016 01:58 PM', Incident Location 'Gym', and School 'Test High School 1'.

Select Discipline as the incident type. Add the Time Frame, add Title, add Description and add Location.

The screenshot shows the PowerSchool Incident Detail page. The top navigation bar includes the PowerSchool logo, user information (Welcome, Zenobia Ealy), and links for Help and Sign Out. The breadcrumb trail indicates the current location: Start Page > Special Functions > Incident List > Incident Detail. The left sidebar contains various menu items categorized under Functions, Reports, People, Setup, and Applications. The main content area is titled 'Incident Detail' and features a section for 'Incident Description'. The form includes fields for Incident Type (set to Discipline), Incident Date (10/11/2016), Time (10:27 AM), Time Frame (During School Hours), Time Frame Comment, Title (009 Fighting), Description (Add any comments regarding the behavior), Location (Classroom), Location Comment, Location Description, Prepared by, and Financial Impact (\$).

Adding Participant

To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.

Location Comment

512 characters left

Location Description

Prepared by

Financial Impact (\$)

- Incident Builder

Participants

Reporters

Victims

Offenders

Witnesses

Incident Elements

Type	Description
No records found.	

Cancel Submit Incident

After you click the green plus sign search for Student in the window that opens. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.

Search for Student, Staff, or Other Participants

Search Filter

Last Name: kale

Type: Students

Grade Level: All

☒ Only Active

Context: Test High School 1

Search

Results

Type	First	Middle	Last	School	Gr	Gen
	Tasha		Kale	Test High School 1	10	F

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

? Create Other Close

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

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
	Tasha		Kale	Test High School 1	10	F

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

Add **Create Other** **Close**

Click the green plus sign in the upper right corner so the Attributes drop down will display. Select the Participant Attribute (Person and School Name).

Add Participant Attributes

Selected Person: Tasha Kale

Attributes

Student^

Test High School 1^

Attributes Code Comment

Select Role(s)

Reporter No Comment^

Add Participant Attributes **Close**

Note: If Possible Motivation applies reference [SCDE PowerSchool Incident Management](#) page 36-37.

You must select the Role of the participant attribute. Then Click Add Participant Attributes.

Add Participant Attributes

Selected Person: Tasha Kale

Attributes

Student^

Test High School 1^

Attributes Code Comment

Select Role(s)

Offender No Comment^

? Add Participant Attributes Close

The participant should show up in the Offenders Box on the Incident Screen.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

Witnesses

Incident Elements

Type Description

No records found.

Cancel Delete Submit Incident

To add another student to incident click on the green plus sign again and repeat steps listed above.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

Dedra Cole

Witnesses

Incident Elements

Type	Description
No records found.	

Cancel Delete Submit Incident

Adding Incident Elements

Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cole

Tasha Kale

Witnesses

Incident Elements

Type	Description
No records found.	

Cancel Delete Submit Incident

All elements including behavior and objects must be associated with the participant(s) (student(s)) in the incident.

Behavior Code must be dragged and dropped on top of the participant's name. The Action must be dragged and dropped on the top of the Behavior.

Example:

Offender Name

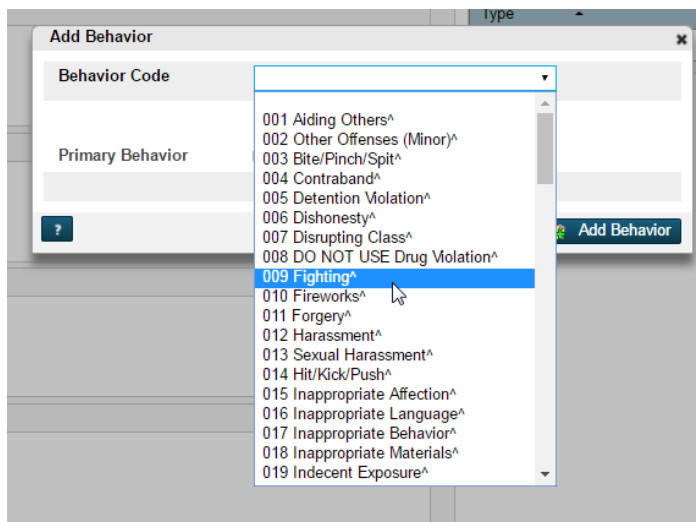
→ Behavior (must be dragged and dropped on Participants name)

→ Action (must be dragged and dropped on the behavior)

The following pages provide more details.

Please make sure you click Submit Incident

Select behavior associated with incident from the drop down menu.



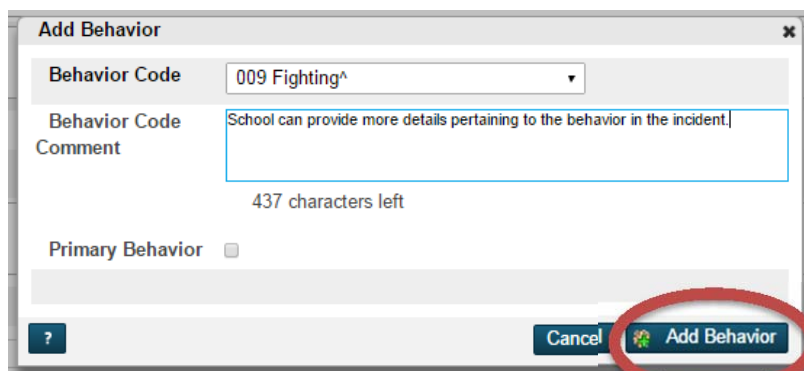
The screenshot shows the 'Add Behavior' dialog box. The 'Behavior Code' dropdown menu is open, displaying a list of codes from 001 to 019. The code '009 Fighting^' is highlighted. The 'Primary Behavior' checkbox is unchecked. The 'Add Behavior' button is visible on the right.

Behavior Code
001 Aiding Others^
002 Other Offenses (Minor)^
003 Bite/Pinch/Spit^
004 Contraband^
005 Detention Violation^
006 Dishonesty^
007 Disrupting Class^
008 DO NOT USE Drug Violation^
009 Fighting^
010 Fireworks^
011 Forgery^
012 Harassment^
013 Sexual Harassment^
014 Hit/Kick/Push^
015 Inappropriate Affection^
016 Inappropriate Language^
017 Inappropriate Behavior^
018 Inappropriate Materials^
019 Indecent Exposure^

Adding Behavior Code (Comment – optional)

Check Primary Behavior box for an incident with multiple behaviors.

Click Add Behavior



The screenshot shows the 'Add Behavior' dialog box with '009 Fighting^' selected in the 'Behavior Code' dropdown. The 'Behavior Code Comment' text area contains the text 'School can provide more details pertaining to the behavior in the incident.' and shows '437 characters left'. The 'Primary Behavior' checkbox is unchecked. The 'Add Behavior' button is circled in red.

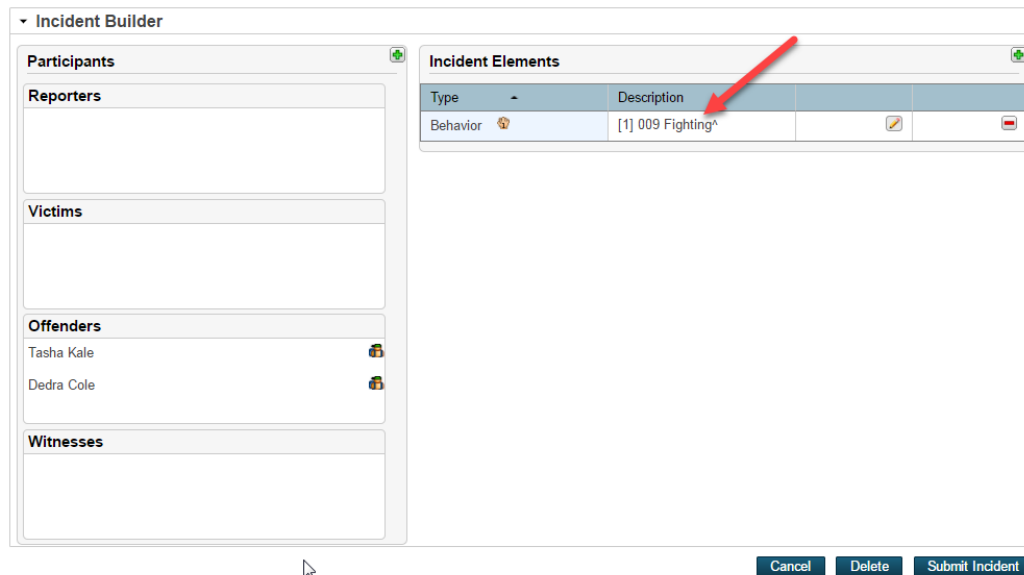
Behavior Code
009 Fighting^

Behavior Code Comment: School can provide more details pertaining to the behavior in the incident.
437 characters left

Primary Behavior: ☐

Buttons: Cancel, Add Behavior

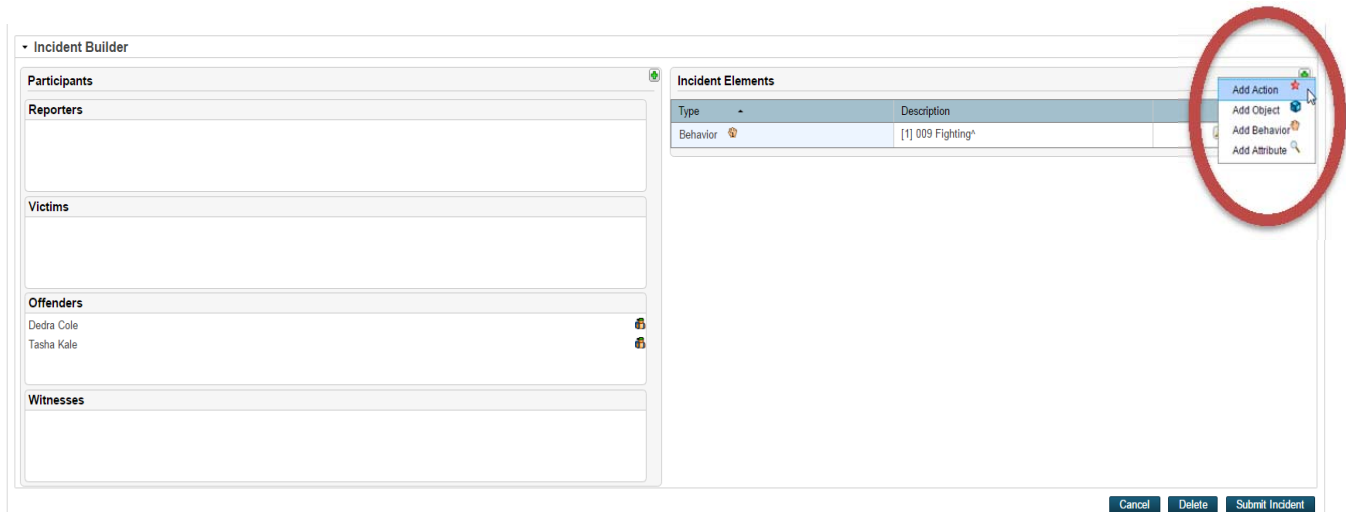
View of Behavior added to Incident Elements.



The screenshot shows the 'Incident Builder' window. On the left, under 'Participants', there are sections for Reporters, Victims, Offenders (listing Tasha Kale and Dedra Cole), and Witnesses. On the right, the 'Incident Elements' table has a single row with 'Behavior' as the Type and '[1] 009 Fighting*' as the Description. A red arrow points to the Description cell. At the bottom right are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

Type	Description
Behavior	[1] 009 Fighting*

Click on the green plus sign on the right to add an Action Code to the incident.



This screenshot is similar to the previous one, but the dropdown menu on the right side of the 'Incident Elements' table is open. The menu options are 'Add Action', 'Add Object', 'Add Behavior', and 'Add Attribute'. A red circle highlights this menu. The 'Incident Elements' table still shows the 'Behavior' entry. The 'Participants' section on the left now lists Dedra Cole and Tasha Kale under 'Offenders'. The 'Submit Incident' button is visible at the bottom right.

Type	Description
Behavior	[1] 009 Fighting*

Each discipline entry must have an Action Code, Action Date Range, and Duration Code (Duration Code is mandatory when the action is a removal, refer to pg. 28-32 of the IM Manual 2016 for list of Action Codes <http://ed.sc.gov/districts-schools/school-safety/discipline-related-reports/incident-management-training/im-manual-2016/>).

Select the Action Code Suspension and its Sub code. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is a Suspension. Click Add Action.

The 'Add Action' dialog box contains the following fields and values:

- Action Code:** Suspension^
- Action Code Comment:** Out of School (No Services Provided)^
- Action Date Range:** Begin Date: 10/12/2016, End Date: 10/18/2016
- Duration Code:** 5 Days^
- Action Change Code:** No codes have been configured.

Buttons at the bottom: Cancel, Add Action.

View of Suspension action added to Incident Elements.

The Incident Builder interface shows the following components:

- Participants:** Reporters, Victims, Offenders (Tasha Kale, Dedra Cole), Witnesses.
- Incident Elements:** A table listing incident elements.

Type	Description		
Behavior	[1] 009 Fighting^		
Action	Suspension^ - Out of School (No Services Provided)^		

A red arrow points to the 'Action' row in the Incident Elements table.

Buttons at the bottom: Cancel, Delete, Submit Incident.

After a Behavior has been assigned to an incident, drag and drop the behavior on top of the offender's name to report that behavior for that individual. (Note: After the behavior has been dragged and dropped the Behavior will remain listed under Incident Element)

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cole
↳ [3] 009 Fighting^
Tasha Kale

Witnesses

Incident Elements

Type	Description		
Behavior	[3] 009 Fighting^		
Action	Suspension^ - Out of School (No Services Provided)^		

Cancel Delete Submit Incident

Drag and drop the Action on the participants Behavior. (Note: After the action is dragged and dropped the Action will no longer display under Incident Element)

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cole
↳ [3] 009 Fighting^
↳ Suspension^ - Out of School (No Services Provided)^

Witnesses

Incident Elements

Type	Description		
Behavior	[3] 009 Fighting^		

Cancel Delete Submit Incident

*Please note that the behavior must be dragged and dropped on the participant name and the action must be dragged and dropped on the behavior).

The steps listed above for dragging and dropping the behavior and action must be repeated for all Offenders listed in the incident.

The screenshot shows the 'Incident Builder' interface. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses) and 'Incident Elements'. The 'Incident Elements' table is visible on the right.

Type	Description		
Behavior	[3] 009 Fighting*		
Behavior	[4] 009 Fighting*		

At the bottom right, there are buttons: 'Cancel', 'Delete', and 'Submit Incident'.

The screen shot above is the correct coding for incidents. All incidents must be coded this way to ensure that the behaviors line up properly in the South Carolina Incident Query.

Add Victim – if a victim was involved in the incident.

Click on the green plus sign on the right to see a dropdown.

This screenshot is similar to the previous one, but with a green plus sign circled in the 'Incident Elements' header area, indicating where to click to see a dropdown menu.

Type	Description		
Behavior	[3] 009 Fighting*		
Behavior	[4] 009 Fighting*		

At the bottom right, there are buttons: 'Cancel', 'Delete', and 'Submit Incident'.

Search for the student(s) and select their name(s) then 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
	Simon		Biles	Test High School 1	9	F

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

Add **Create Other** **Close**

Click the green plus sign in the upper right corner so the Attributes drop down will display. Select the Participant Attribute (Person and School Name).

Add Participant Attributes

Selected Person: Simon Biles

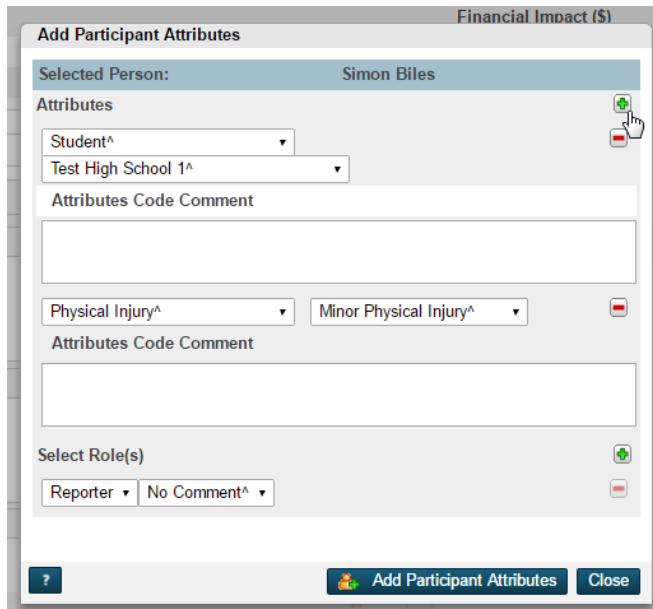
Attributes

Attributes Code Comment

Select Role(s)

Add Participant Attributes **Close**

If injury occurred during the incident click the green plus sign in the upper right corner again. Select Physical Injury and the severity of injury for the sub code. Refer to the [SCDE PowerSchool Incident Management](#) manual on page 38 for description of Physical Injury.



Financial Impact (\$)

Add Participant Attributes

Selected Person: Simon Biles

Attributes

Student^

Test High School 1^

Attributes Code Comment

Physical Injury^

Minor Physical Injury^

Attributes Code Comment

Select Role(s)

Reporter

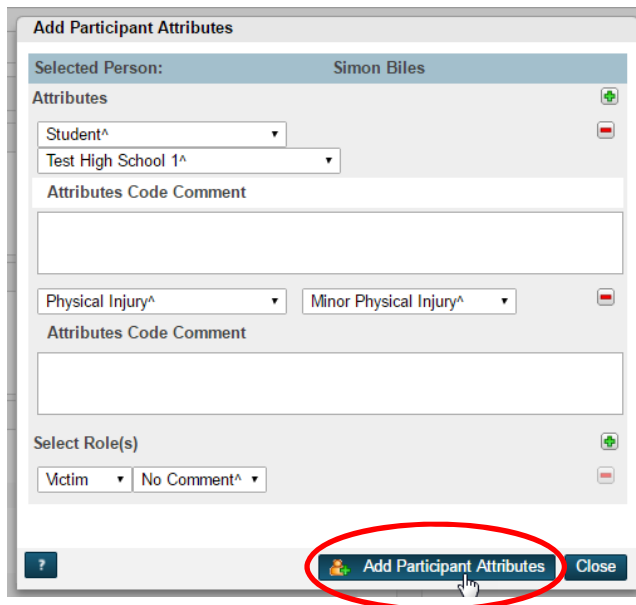
No Comment^

?

Add Participant Attributes

Close

Select Victim as the Role. Click Add Participant Attributes.



Add Participant Attributes

Selected Person: Simon Biles

Attributes

Student^

Test High School 1^

Attributes Code Comment

Physical Injury^

Minor Physical Injury^

Attributes Code Comment

Select Role(s)

Victim

No Comment^

?

Add Participant Attributes

Close

The participant should show up in the Victims Box on the Incident Screen.

The screenshot shows the 'Incident Builder' interface. On the left, under the 'Participants' section, the 'Victims' box contains the name 'Simon Biles' and is circled in red. Below it, the 'Offenders' section lists 'Dedra Cole' and 'Tasha Kale', each with a '[2] 009 Fighting*' and '[1] 009 Fighting*' respectively, and a note 'Suspension* - Out of School (No Services Provided)*'. The 'Witnesses' section is empty. On the right, the 'Incident Elements' table shows two rows: 'Behavior' with '[1] 009 Fighting*' and 'Behavior' with '[2] 009 Fighting*'. At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Submit Incident'.

Type	Description		
Behavior	[1] 009 Fighting*		
Behavior	[2] 009 Fighting*		

IMPORTANT: Click Submit Incident to save incident. If you do not click Submit Incident and leave page incident will not save.

This screenshot is identical to the one above, but the 'Submit Incident' button at the bottom right is circled in red, indicating the final step to save the incident.

Scenario 2: An incident that involved a student bringing a weapon to school and the action is expulsion.

The Incident List page is the home page of Incident Management. To create a Discipline, click the *Create New Incident* button located on the right side of the Incident List page.

PowerSchool

Welcome, Zenobia Ealy | Help | Sign Out

School: Test High School 1 Term: 16-17 Year

Start Page > Special Functions > Incident Management

Incident Management

Incident Counts by Behavior Date Range: Current School Year 8/15/2016 to 10/11/2016

Count	Behavior
1	002 Other Offenses (Minor)*
2	007 Disrupting Class*
1	016 Inappropriate Language*
1	020 Major Disruption*
1	028 Throwing Objects*
3	160 Cutting Class*
1	200 Off Limits*
1	270 Refusal to Obey/Defiant*
3	330 Phone Violation*
1	789 Weapon (Specify Object)*

Create New Incident

Filter (0)

ID =

Clear Apply

1-10 of 11 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
42907	test incident	Discipline*	9/21/2016 01:58 PM	Gym*	Test High School 1

Select Discipline as the incident type. Add the Time Frame, add Title, add Description and add Location.

PowerSchool

Welcome, Zenobia Ealy | Help | Sign Out

School: District Office Term: 16-17 Year

Start Page > Special Functions > Incident List > Incident Detail

Incident Detail

Incident Description

Incident ID: 42946

School: Test High School 1

Incident Type: Discipline*

Incident Date: 10/3/2016 **Time**: 08:53 AM

Time Frame: During School Hours* | BWC-Between Classes*

Title: 789 Weapons

Description: Student was caught with a weapon in their book bag. Another student informed us student was showing a knife to other peers. Inquired why they had the weapon and they stated, "for protection". They would not let me who they felt threatened by.

Location: Hall*

Location Description: 512 characters left

Prepared by: Financial Impact (\$)

Adding Participant

To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.


Location Comment

512 characters left

Location Description

Prepared by Financial Impact (\$)

- Incident Builder


Participants 

Reporters

Victims

Offenders

Witnesses

Incident Elements 

Type	Description
No records found.	

Cancel Submit Incident

After you click the green plus sign search for Student in the window that opens. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.

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
	Tasha		Kale	Test High School 1	10	F

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

? Create Other Close

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

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
	Tasha		Kale	Test High School 1	10	F

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

Add **Create Other** **Close**

Click the green plus sign in the upper right corner so the Attributes drop down will display. Select the Participant Attribute (Student and School Name).

Add Participant Attributes

Selected Person: Tasha Kale

Attributes

Student^

Test High School 1^

Attributes Code Comment

Select Role(s)

Reporter No Comment^

Add Participant Attributes **Close**

You must select the Role of the participant attribute. Then Click Add Participant Attributes.

Add Participant Attributes

Selected Person: Tasha Kale

Attributes

Student^

Test High School 1^

Attributes Code Comment

Select Role(s)

Offender No Comment^

Add Participant Attributes Close

The participant should show up in the Offenders Box on the Incident Screen.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

Witnesses

Incident Elements

Type	Description
No records found.	

Cancel Delete Submit Incident

Adding Incident Elements

Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.

The screenshot shows the 'Incident Builder' interface. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses) and 'Incident Elements'. The 'Incident Elements' section has a table with columns 'Type' and 'Description'. A red circle highlights a green plus sign in the top right corner of the 'Incident Elements' section, which opens a dropdown menu with options: 'Add Action', 'Add Object', 'Add Behavior', and 'Add Attribute'. The 'Add Behavior' option is highlighted. At the bottom right, there are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

Select behavior associated with incident from the drop down menu.

The screenshot shows the 'Add Behavior' dropdown menu. The menu is open, displaying a list of behavior codes and descriptions. The 'Behavior Code' field is set to '789 Weapon (Specify Object)^'. The list includes: 610 Forced Sex Offense^, 620 Fraud^, 630 Gambling^, 640 Homicide^, 650 Intimidation^, 651 Bullying^, 652 Cyberbullying^, 660 Kidnapping/Abduction^, 670 Larceny/Theft^, 680 Alcohol/Liquor Law Violation^, 690 Non-Forced Sex Offense^, 700 Other Offenses (Serious)^, 710 Pornography^, 720 Prostitution^, 730 Robbery^, 740 Stolen Property^, 750 Trespassing^, 760 Vandalism^, 770 Vehicle Theft^, and 789 Weapon (Specify Object)^. The 'Add Behavior' button is visible at the bottom right of the dropdown.

Adding Behavior Code Comment - optional

Check Primary Behavior box for an incident with multiple behaviors.

Click Add Behavior

Add Behavior

Behavior Code: 789 Weapon (Specify Object)*

Behavior Code Comment: Student brought a knife to school.
478 characters left

Primary Behavior: ☐

Buttons: ? Cancel Add Behavior

Click on the green plus sign on the right to add an Object Code since a weapon was involved in this incident.

Incident Builder

Participants

Reporters

Victims

Offenders
Tasha Kalle

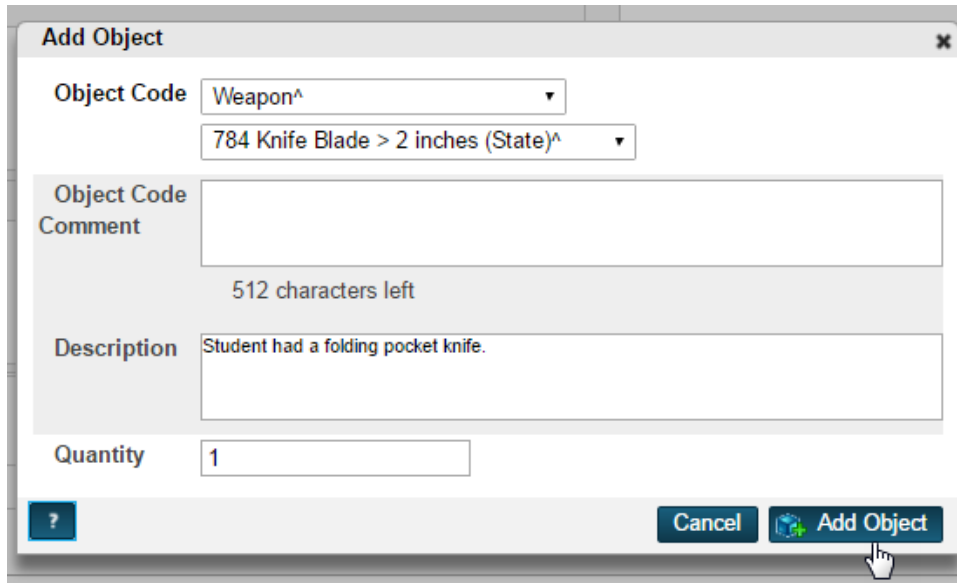
Witnesses

Incident Elements

Type	Description
Behavior	[1] 789 Weapon (Specify Object)*
Action	Suspension* - Pending Expulsion*
Action	Expulsion*

Buttons: Add Action, Add Object, Add Behavior, Add Attribute, Cancel, Delete, Submit Incident

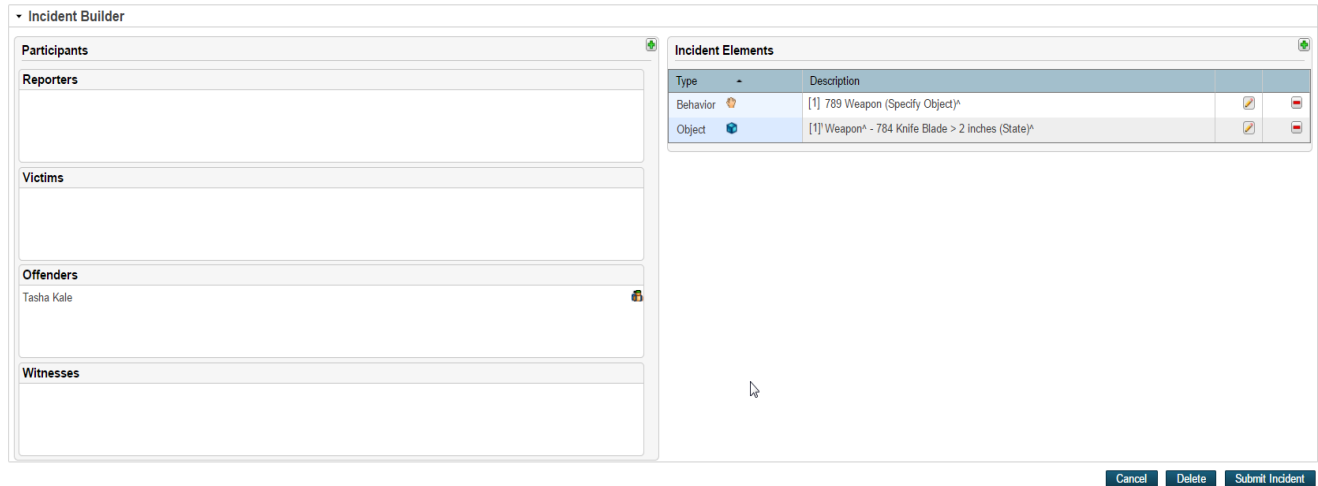
Select Weapon for the Object Code and Knife Blade greater than 2 inches for the Sub Object Code. Click Add Object.



The 'Add Object' dialog box contains the following fields and controls:

- Object Code:** A dropdown menu with 'Weapon^' selected.
- Sub Object Code:** A dropdown menu with '784 Knife Blade > 2 inches (State)^' selected.
- Object Code Comment:** A text area with a '512 characters left' indicator.
- Description:** A text area containing the text 'Student had a folding pocket knife.'
- Quantity:** A text input field with the value '1'.
- Buttons:** A blue button with a question mark icon, a 'Cancel' button, and an 'Add Object' button with a plus icon. A mouse cursor is pointing at the 'Add Object' button.

Verify that behavior and object are now added to the Incident Elements box.



The 'Incident Builder' interface is divided into two main sections:

- Participants:** A sidebar on the left with sections for 'Reporters', 'Victims', 'Offenders' (listing 'Tasha Kale'), and 'Witnesses'.
- Incident Elements:** A table on the right showing the added elements.

Type	Description	Icon	Remove
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 inches (State)^		

At the bottom right of the interface are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

Click on the green plus sign on the right to add an Action Code to the incident.

Type	Description
Behavior	[1] 789 Weapon (Specify Object)^
Object	[1] Weapon^ - 784 Knife Blade > 2 inches (State)^

Buttons: Cancel, Delete, Submit Incident

Select the Action Code Suspension and its sub code Pending Expulsion. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is a Suspension. Click Add Action.

Buttons: Cancel, Add Action

View once Behavior(s), Object, and Action(s) are added.

The screenshot shows the 'Incident Builder' interface. On the left, under 'Participants', the 'Offenders' section lists 'Tasha Kale'. On the right, the 'Incident Elements' table contains the following data:

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 inches (State)^		
Action	Suspension^ - Pending Expulsion^		

At the bottom right, there are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

On 10/13/2016 it was determined that Tasha Kale will be expelled for the remainder of the school year.

Add another Action.

Click on the green plus sign on the right to add another Action Code to the incident.

This screenshot shows the same 'Incident Builder' interface, but with the 'Add Action' dropdown menu open on the right side of the 'Incident Elements' table. The menu options are:

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

The 'Incident Elements' table remains the same as in the previous screenshot. The 'Cancel', 'Delete', and 'Submit Incident' buttons are still visible at the bottom right.

Select the Action Code Expulsion and its sub code Expulsion. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is an Expulsion (removal).

Zero Tolerance Policy – Yes. Click Add Action if applicable. (Note: If the Zero Tolerance Policy box is not displaying contact your district PowerSchool Admin).

Add Action

Action Code: Expulsion^
Expulsion^
512 characters left

Action Date Range: Begin Date: 10/14/2016, End Date: 5/31/2017

Action Taken Detail: Student is expelled for the remainder of the year.

Actual Resolution Date: MM/DD/YYYY

Duration Code: Remainder of School Year (Modified Expulsion)^

Duration Code Comment: 512 characters left

Assigned Duration: , Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.
512 characters left

Action Attributes

Zero_Tolerance_Policy^: Yes

512 characters left

? Cancel Add Action

Zero Tolerance Policy - Expulsion under zero tolerance policies refers to an action taken by the local educational agency of removing a child from his/her regular school for the remainder of the school year or longer because of zero-tolerance policies. A zero tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (e.g., offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered “zero tolerance” even if there are some exceptions to the mandatory aspect of the expulsion, such as allowing the chief administering officer of a local educational agency to modify the expulsion on a case-by-case basis.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1]Weapon^ - 784 Knife Blade > 2 inches (State)^		
Action	Suspension^ - Pending Expulsion^		
Action	Expulsion^		

CancelDeleteSubmit Incident

Note: You must drag and drop the Behavior, Action, and Object to complete this incident.

Drag and drop Behavior on top of the offender's name.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

[1] 789 Weapon (Specify Object)^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1]Weapon^ - 784 Knife Blade > 2 inches (State)^		
Action	Suspension^ - Pending Expulsion^		
Action	Expulsion^		

CancelDeleteSubmit Incident

Drag and drop Object on top of Behavior. Note the object will display under Incident Elements.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

- [1] 789 Weapon (Specify Object)^
- [1] Weapon^ - 784 Knife Blade > 2 Inches (State)^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 Inches (State)^		
Action	Suspension^ - Pending Expulsion^		
Action	Expulsion^		

Cancel Delete Submit Incident

Drag and drop initial Action for incident on top of Behavior.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

- [1] 789 Weapon (Specify Object)^
- Suspension^ - Pending Expulsion^
- [1] Weapon^ - 784 Knife Blade > 2 Inches (State)^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 Inches (State)^		
Action	Expulsion^		

Cancel Delete Submit Incident

Drag and drop the final Action of Expulsion on top of Behavior also.

The screenshot shows the 'Incident Builder' interface. On the left, under 'Participants', the 'Offenders' section is circled in red. It lists 'Tasha Kale' with two actions: '[1] 789 Weapon (Specify Object)^' followed by 'Expulsion^' and 'Suspension^ - Pending Expulsion^'. On the right, the 'Incident Elements' table shows two rows: 'Behavior' with description '[1] 789 Weapon (Specify Object)^' and 'Object' with description '[1] Weapon^ - 784 Knife Blade > 2 inches (State)^'. At the bottom right are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 inches (State)^		

IMPORTANT: Click Submit Incident to save incident. If you do not click Submit Incident and leave page incident will not save.

This screenshot is identical to the previous one, showing the 'Incident Builder' interface. The 'Offenders' section is still circled in red. The 'Incident Elements' table and the 'Submit Incident' button at the bottom right are also visible. The 'Submit Incident' button is now circled in red.

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 784 Knife Blade > 2 inches (State)^		

Scenario 3: An incident that involved a student bringing a weapon to school and the action was referral to the Alternative School Program.

The incident List page is the home page of Incident Management. To create a Discipline, click the *Create New Incident* button located on the right side of the Incident List page.

The screenshot shows the PowerSchool Incident Management interface. The top navigation bar includes 'Welcome, Zenobia Ealy', 'Help', and 'Sign Out'. The left sidebar lists various functions and reports. The main content area is titled 'Incident Management' and features a 'Incident Counts by Behavior' section. This section displays a grid of incident counts for various behaviors, such as '002 Other Offenses (Minor)', '007 Disrupting Class', '016 Inappropriate Language', '020 Major Disruption', '028 Throwing Objects', '100 Cutting Class', '200 Off Limits', '270 Refusal to Obey/Defiant', and '789 Weapon (Specify Object)'. A 'Create New Incident' button is circled in red on the right side of the incident counts grid. Below the grid is a 'Filter (0)' section with a search bar and 'Clear' and 'Apply' buttons. At the bottom, there is a table showing a list of incidents, with the first row having ID 42907, Title 'test incident', Incident Type 'Discipline', Incident Date '9/21/2016 01:58 PM', Incident Location 'Gym', and School 'Test High School 1'.

Select Discipline as the incident type. Add the Time Frame, add Title, add Description and add Location.

Incident Detail

The screenshot shows the 'Incident Detail' form in PowerSchool. The form is titled 'Incident Description' and includes a 'View Change History' button. The incident ID is 42966. The form fields are as follows:

- School:** Test High School 1
- Incident Type:** Discipline
- Incident Date:** 10/10/2016
- Time:** 01:30 PM
- Time Frame:** During School Hours
- Time Frame Comment:** DCL-During Class
- Title:** 789 Weapons
- Description:** Teacher saw a weapon in a student's book bag while in class.
- Location:** Classroom
- Location Comment:**
- Location Description:**
- Prepared by:**
- Created By:** Zenobia Ealy (zealy)
- Last Modified By:** Zenobia Ealy (zealy)
- Financial Impact (\$):**
- Created On:** 10/18/2016 01:35:00 PM
- Last Modified On:** 10/18/2016 01:35:00 PM

Adding Participant


To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.

Location Comment 512 characters left

Location Description

Prepared by Financial Impact (\$)

- Incident Builder


Participants 

Reporters

Victims

Offenders

Witnesses

Incident Elements 

Type	Description
No records found.	

After you click the green plus sign search for Student in the window that opens. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.

Search for Student, Staff, or Other Participants

Search Filter

Last Name:


Type:

Grade Level:

☒ Only Active

Context:

Results

Type	First	Middle	Last	School	Gr	Gen
	Tasha		Kale	Test High School 1	10	F

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

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

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
	Tasha		Kale	Test High School 1	10	F

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

Add **Create Other** **Close**

Click the green plus sign in the upper right corner so the Attributes drop down will display. Select the Participant Attribute (Person and School Name).

Add Participant Attributes

Selected Person: Tasha Kale

Attributes

Student^

Test High School 1^

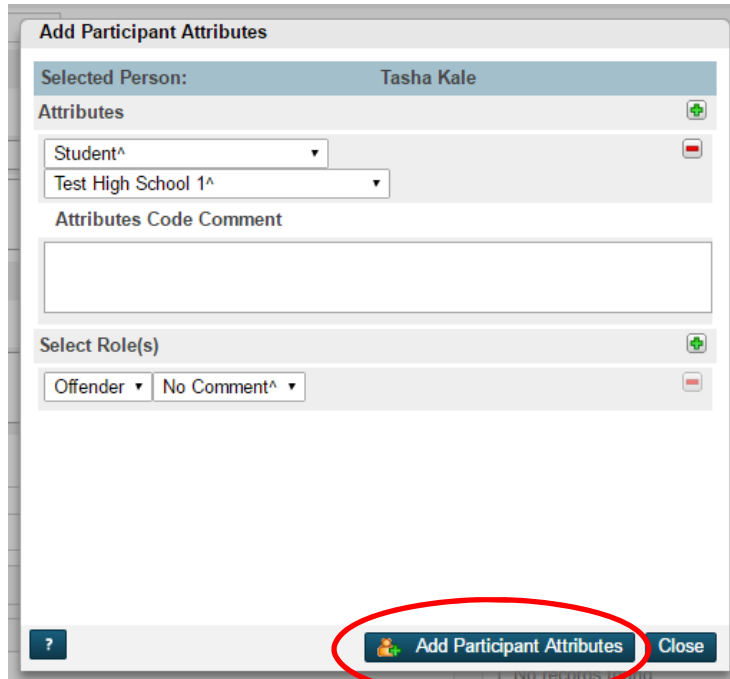
Attributes Code Comment

Select Role(s)

Reporter No Comment^

Add Participant Attributes **Close**

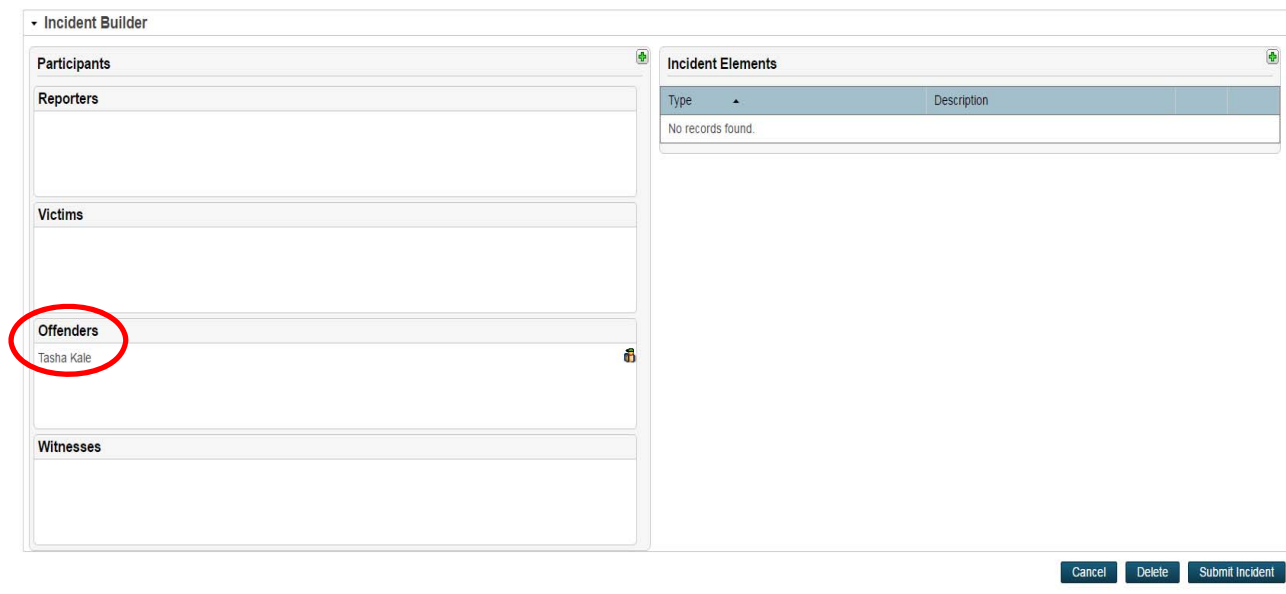
You must select the Role of the participant attribute. Then Click Add Participant Attributes.



The 'Add Participant Attributes' dialog box is shown. It contains the following fields:

- Selected Person:** Tasha Kale
- Attributes:** A section with a green plus icon and a red minus icon. It contains two dropdown menus: 'Student^' and 'Test High School 1^'.
- Attributes Code Comment:** A text input field.
- Select Role(s):** A section with a green plus icon and a red minus icon. It contains two dropdown menus: 'Offender' and 'No Comment^'.
- Buttons:** At the bottom, there is a question mark icon, a button labeled 'Add Participant Attributes' (circled in red), and a 'Close' button.

The participant should show up in the Offenders Box on the Incident Screen.



The 'Incident Builder' screen is shown. It has two main panels:

- Participants:** A section with a green plus icon and a red minus icon. It contains four sub-sections: 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. The 'Offenders' sub-section is circled in red and contains the name 'Tasha Kale' with a small icon.
- Incident Elements:** A section with a green plus icon and a red minus icon. It contains a table with columns 'Type' and 'Description'. The table is empty, and the text 'No records found.' is displayed below it.

At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Submit Incident'.

Adding Incident Elements

Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.

The screenshot shows the 'Incident Builder' interface. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses) and 'Incident Elements'. The 'Incident Elements' section has a table with columns 'Type' and 'Description'. A dropdown menu is open on the right side of the 'Incident Elements' section, showing options: 'Add Action', 'Add Object', 'Add Behavior', and 'Add Attribute'. The 'Add Behavior' option is highlighted. At the bottom right, there are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

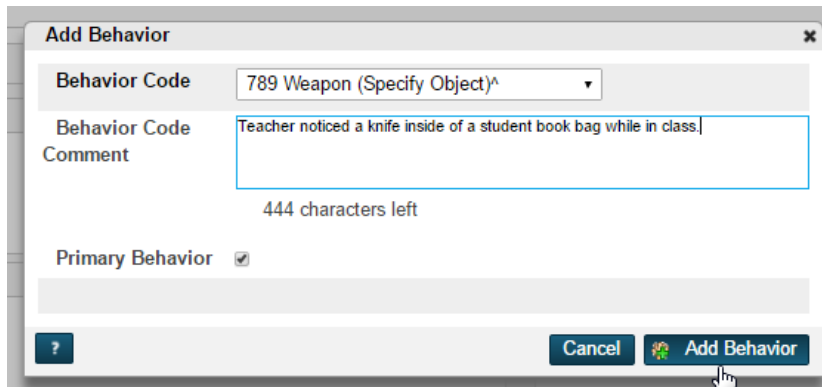
Select behavior associated with incident from the drop down menu.

The screenshot shows the 'Add Behavior' dropdown menu. The menu is open, displaying a list of behavior codes and descriptions. The first item is '789 Weapon (Specify Object)^'. Other items include '610 Forced Sex Offense^', '620 Fraud^', '630 Gambling^', '640 Homicide^', '650 Intimidation^', '651 Bullying^', '652 Cyberbullying^', '660 Kidnapping/Abduction^', '670 Larceny/Theft^', '680 Alcohol/Liquor Law Violation^', '690 Non-Forced Sex Offense^', '700 Other Offenses (Serious)^', '710 Pornography^', '720 Prostitution^', '730 Robbery^', '740 Stolen Property^', '750 Trespassing^', '760 Vandalism^', '770 Vehicle Theft^', and '789 Weapon (Specify Object)^'. The '789 Weapon (Specify Object)^' item is highlighted. At the bottom right, there are buttons for 'Cancel' and 'Add Behavior'.

Adding Behavior Code (Comment – optional)

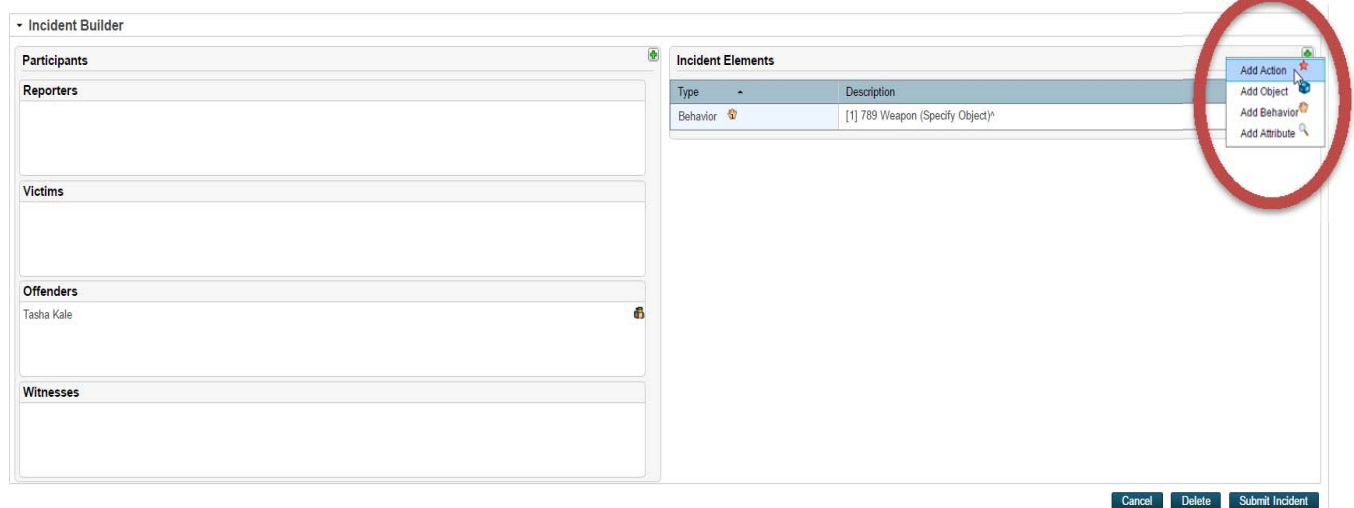
Check Primary Behavior – The main behavior for an incident with multiple behaviors.

Click Add Behavior



The 'Add Behavior' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Behavior Code' dropdown menu set to '789 Weapon (Specify Object)^'. Below it is a text area for the 'Behavior Code Comment' containing the text 'Teacher noticed a knife inside of a student book bag while in class.' and a character count '444 characters left'. There is a 'Primary Behavior' checkbox which is checked. At the bottom, there are three buttons: a help button with a question mark, a 'Cancel' button, and an 'Add Behavior' button with a green plus icon. A mouse cursor is pointing at the 'Add Behavior' button.

Click on the green plus sign on the right to add an Action Code to the incident.



The 'Incident Builder' interface is shown. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses). The 'Offenders' section contains the name 'Tasha Kale'. On the right, there is an 'Incident Elements' table. The table has two columns: 'Type' and 'Description'. It contains one row with 'Behavior' and '[1] 789 Weapon (Specify Object)^'. To the right of the table is a vertical toolbar with four icons: a green plus sign, a blue plus sign, a red plus sign, and a magnifying glass. The green plus sign is circled in red. At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Submit Incident'.

Select the Action Code Suspension and its sub code. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is a Suspension (removal). Click Add Action.

Add Action

Action Code: Suspension^
Out of School (No Services Provided)^

Action Code Comment: Student was suspended for having a knife in book bag.
456 characters left

Action Date Range: Begin Date: 10/10/2016, End Date: 10/14/2016

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code: 5 Days^

Duration Code Comment:
512 characters left

Assigned Duration: , Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.
512 characters left

Action Attributes: Zero Tolerance Policy

Cancel Add Action

On 10/14/2016 it was determined that Tasha Kale would have to serve out the remainder of the school year at the Alternative School Program.

Add another Action.

Click on the green plus sign on the right to add another Action Code to the incident.

Select the Action Code Referred to Alternative Program. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is a Referred to Alternative Program.

Add Action

Action Code: Referred to Alternative Program^

Action Code Comment: The student has been referred to an alternative program for the remainder of the semester. |
420 characters left

Action Date Range: Begin Date: 10/17/2016 End Date: 1/10/2017

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code: Remainder of Semester (Modified Expulsion)^

Duration Code Comment: |
512 characters left

Assigned Duration: Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.
512 characters left

Action Attributes: Zero_Tolerance_Policy^

Buttons: ? Cancel Add Action

Click on the green plus sign on the right to add an Object Code since a weapon was involved in this incident.

Incident Builder

Participants

Reporters

Victims

Offenders: Tasha Kale

Witnesses

Incident Elements

Type	Description
Behavior	[1] 789 Weapon (Specify Object)^
Action	Suspension^ - Pending Expulsion^
Action	Expulsion^

Buttons: ? Cancel Delete Submit Incident

Select Weapon for the Object Code and Knife Blade less than 2 inches for the Sub Object Code. Click Add Object.

Add Object

Object Code: Weapon^

786 Knife Blade less than 2 inches^

Object Code Comment: Student was caught with a piling knife in book bag.
461 characters left

Description:

Quantity: 1

Buttons: ? Cancel Add Object

View once Behavior(s), Action(s), and Object are added.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

Witnesses

Incident Elements

Type	Description		
Action	Suspension^ - Out of School (No Services Provided)^		
Action	Referred to Alternative Program^		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1]Weapon^ - 786 Knife Blade less than 2 inches^		

Cancel

Delete

Submit Incident

Drag and drop Behavior on top of the offender's name.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

[1] 789 Weapon (Specify Object)^

Witnesses

Incident Elements

Type	Description		
Action	Suspension^ - Out of School (No Services Provided)^		
Action	Referred to Alternative Program^		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1]Weapon^ - 786 Knife Blade less than 2 inches^		

Cancel

Delete

Submit Incident

Drag and drop initial Action for incident on top of Behavior.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

[1] 789 Weapon (Specify Object)^

Suspension^ - Out of School (No Services Provided)^

Witnesses

Incident Elements

Type	Description		
Action	Referred to Alternative Program^		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1]Weapon^ - 786 Knife Blade less than 2 inches^		

Cancel

Delete

Submit Incident

Drag and drop the final Action of Referral to Alternative Program on top of Behavior also.

The screenshot shows the 'Incident Builder' interface. On the left, under 'Participants', the 'Offenders' section is circled in red. It lists 'Tasha Kale' and three items: '[1] 789 Weapon (Specify Object)*', 'Referred to Alternative Program*', and 'Suspension* - Out of School (No Services Provided)*'. Each item has a red star icon to its right. On the right, the 'Incident Elements' table is visible, showing two rows: 'Behavior' with description '[1] 789 Weapon (Specify Object)*' and 'Object' with description '[1]Weapon* - 786 Knife Blade less than 2 inches*'. At the bottom right are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)*		
Object	[1]Weapon* - 786 Knife Blade less than 2 inches*		

Drag and drop Object on top of Behavior. Note the object will display under Incident Elements.

This screenshot shows the same 'Incident Builder' interface, but the 'Object' item '[1]Weapon* - 786 Knife Blade less than 2 inches*' has been moved to the top of the 'Offenders' list, above the other three items. The 'Incident Elements' table remains the same. The 'Submit Incident' button at the bottom right now has a mouse cursor hovering over it.

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)*		
Object	[1]Weapon* - 786 Knife Blade less than 2 inches*		

IMPORTANT: Click Submit Incident to save incident. If you do not click Submit Incident and leave page incident will not save.

Incident Builder

Participants

Reporters

Victims

Offenders

Tasha Kale

- [1] Weapon^ - 786 Knife Blade less than 2 inches^
- [1] 789 Weapon (Specify Object)^
 - Suspension^ - Out of School (No Services Provided)^
 - Referred to Alternative Program^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 789 Weapon (Specify Object)^		
Object	[1] Weapon^ - 786 Knife Blade less than 2 inches^		

Cancel Delete **Submit Incident**

Scenario 4: Two students involved in a fight at one high school, but one student attends another high school in the district. The incident occurred at Test High School 1 during a football game, so the incident should be coded where the incident occurred. (Note: This incident should be coded as one incident of fighting with 2 list as offenders on the incident)

The incident List page is the home page of Incident Management. To create a Discipline, click the *Create New Incident* button located on the right side of the Incident List page.

PowerSchool

Welcome, Zenobia Ealy | Help | Sign Out

School: Test High School 1 Term: 16-17 Year

Start Page > Special Functions > Incident Management

Incident Management

Incident Counts by Behavior Date Range: Current School Year 8/15/2016 to 10/11/2016

Count	Behavior	Count	Behavior
1	002 Other Offenses (Minor)^	2	007 Disrupting Class^
1	016 Inappropriate Language^	1	020 Major Disruption^
1	028 Throwing Objects^	3	160 Cutting Class^
1	200 Off Limits^	1	270 Refusal to Obey/Defiant^
3	330 Phone Violation^	1	789 Weapon (Specify Object)^

Filter (0)

ID =

Clear Apply

1-10 of 11 Incidents

ID	Title	Incident Type	Incident Date	Incident Location	School
42907	test incident	Discipline^	9/21/2016 01:58 PM	Gym^	Test High School 1

Create New Incident

Select Discipline as the incident type. Add the Time Frame, add Title, add Description and add Location.

PowerSchool

Welcome, Zenobia Ealy | Help | Sign Out

School: Test High School 1 Term: 16-17 Yr

Start Page > Special Functions > Incident List > Incident Detail

Incident Detail

Incident ID: 42986 [View Change History](#)

Incident Description

School: Test High School 1

Incident Type: Discipline

Incident Date: 09/23/2016 Time: 08:30 PM

Time Frame: Outside School Hours OSA-School Sponsored Act

Time Frame Comment: 512 characters left

Title: 009 Fighting

Description: Add a more detail description of the incident here.

Location: School Function

Location Comment: 512 characters left

Location Description: 512 characters left

Prepared by: Financial Impact (\$):

Adding Participant

To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.

Location Comment: 512 characters left

Location Description: 512 characters left

Prepared by: Financial Impact (\$):

Incident Builder

Participants

Reporters

Victims

Offenders

Witnesses

Incident Elements

Type	Description
No records found.	

[Cancel](#) [Submit Incident](#)

After you click the green plus sign search for Student in the window that opens. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.

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
	Merle		Dixon	Test High School 1	9	M

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

? Create Other Close

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

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
	Merle		Dixon	Test High School 1	9	M

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

? Add Create Other Close

You must select the Role of the participant attribute. Then Click Add Participant Attributes.

Add Participant Attributes

Selected Person: Merle Dixon

Attributes

Student^

Test High School 1^

Attributes Code Comment

Select Role(s)

Offender No Comment^

Add Participant Attributes Close

The participant should show up in the Offenders Box on the Incident Screen.

Incident Builder

Participants

Reporters

Victims

Offenders

Merle Dixon

Witnesses

Incident Elements

Type	Description
No records found.	

Cancel Delete Submit Incident

To add another participant from another school to the incident, click the green plus located at the top right of the Participants section.

The screenshot shows the 'Incident Builder' interface. At the top, there are fields for 'Location Comment' (with a 512 character limit), 'Location Description', 'Prepared by', and 'Financial Impact (\$)'. Below these is the 'Incident Builder' section, which is divided into two panes. The left pane is titled 'Participants' and contains sub-sections for 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. The right pane is titled 'Incident Elements' and shows a table with columns 'Type' and 'Description', currently displaying 'No records found.' A green plus icon is circled in red at the top right of the 'Participants' pane. At the bottom right of the interface are 'Cancel' and 'Submit Incident' buttons.

After you click the green plus sign search for the Student at the other school by clicking on the Context drop-down menu and select the school.

The screenshot shows a dialog box titled 'Search for Student, Staff, or Other Participants'. It contains a 'Search Filter' section with fields for 'Last Name:', 'Type:' (set to 'Students'), 'Grade Level:' (set to 'All'), and a checked 'Only Active' checkbox. The 'Context:' dropdown menu is open, showing a list of schools: 'Test High School 1', 'District Office', 'Test High School 2' (highlighted), 'Test High School 1', 'Test High School 3', 'Test Elementary School 1', 'Test Elementary School 2', 'Test Elementary School 5', 'Test Elementary School 3', 'Test Elementary School 7', 'Test Elementary School 4', 'Test Middle School 1', 'Test Middle School 2', 'Test Elementary School 8', 'Test Elementary School 6', and 'Graduated Students'. A 'Search' button is located to the right of the dropdown. Below the search filter is a 'Results' section with a table that currently shows 'No records found.' and a '10' dropdown. At the bottom right are 'Other' and 'Close' buttons.

After you have selected the other school, search for that Student in the window that opens. You may search by Last Name, Type, and Grade Level. Enter criteria and click Search.

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
	Shawn		Walsh	Test High School 2	10	M

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

? Create Other Close

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

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
	Shawn		Walsh	Test High School 2	10	M

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

? Add Create Other Close

Click the green plus sign in the upper right corner so the Attributes drop down will display. Select the Participant Attribute (Person and School Name).

Financial Impact (\$)

Add Participant Attributes

Selected Person: Shawn Walsh

Attributes

Student^

Test High School 2^

Attributes Code Comment

Select Role(s)

Reporter No Comment^

? Add Participant Attributes Close

You must select the Role of the participant attribute. Then Click Add Participant Attributes.

Financial Impact (\$)

Add Participant Attributes

Selected Person: Shawn Walsh

Attributes

Student^

Test High School 2^

Attributes Code Comment

Select Role(s)

Offender No Comment^

? Add Participant Attributes Close

Now both students are listed as offenders on the incident.

The screenshot shows the 'Incident Builder' interface. On the left, under the 'Participants' section, there are four sub-sections: 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. The 'Offenders' section is circled in red and contains two names: 'Merle Dixon' and 'Shawn Walsh'. On the right, the 'Incident Elements' section has a table with columns 'Type' and 'Description'. The table is currently empty with the text 'No records found.' below it. At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Submit Incident'.

Adding Incident Elements

Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.

This screenshot shows the same 'Incident Builder' interface as the previous one, but with the 'Incident Elements' section expanded. A dropdown menu is open, showing four options: 'Add Action' (with a star icon), 'Add Object' (with a cube icon), 'Add Behavior' (with a lightning bolt icon and highlighted in blue), and 'Add Attribute' (with a magnifying glass icon). The 'Offenders' section in the participants list now shows 'Shawn Walsh' and 'Merle Dixon' in reverse order. The 'Incident Elements' table remains empty with 'No records found.' at the bottom. The 'Cancel', 'Delete', and 'Submit Incident' buttons are still present at the bottom right.

Select behavior associated with incident from the drop down menu.

Add Behavior

Behavior Code: 001 Aiding Others^, 002 Other Offenses (Minor)^, 003 Bite/Pinch/Spit^, 004 Contraband^, 005 Detention Violation^, 006 Dishonesty^, 007 Disrupting Class^, 008 DO NOT USE Drug Violation^, **009 Fighting^**, 010 Fireworks^, 011 Forgery^, 012 Harassment^, 013 Sexual Harassment^, 014 Hit/Kick/Push^, 015 Inappropriate Affection^, 016 Inappropriate Language^, 017 Inappropriate Behavior^, 018 Inappropriate Materials^, 019 Indecent Exposure^

Primary Behavior: ☐

Add Behavior

Adding Behavior Code Comment - optional

Check Primary Behavior box for an incident with multiple behaviors.

Click Add Behavior

Add Behavior

Behavior Code: 009 Fighting^

Behavior Code Comment: School can provide more details pertaining to the behavior in the incident.
437 characters left

Primary Behavior: ☐

Add Behavior

View of Behavior added to Incident Elements.

Incident Builder

Participants

Reporters

Victims

Offenders
Shawn Walsh
Merle Dixon

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 009 Fighting^		

Cancel Delete Submit Incident

Click on the green plus sign on the right to add an Action Code to the incident.

Incident Builder

Participants

Reporters

Victims

Offenders

Shawn Walsh
Merle Dixon

Witnesses

Incident Elements

Type	Description
Behavior	[1] 009 Fighting^

Cancel Delete Submit Incident

Select the Action Code Suspension and its sub code. Enter the Action Date Range (Begin Date & End Date). Select Duration Code because the action is a Suspension. Click Add Action.

Add Action

Action Code: Suspension^
Out of School (No Services Provided)^

Action Code Comment: School can provide more details if needed to incident action.
451 characters left

Action Date Range: Begin Date: 9/26/2016, End Date: 9/28/2016

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code: 3 Days^

Duration Code Comment: 512 characters left

Assigned Duration: Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.
512 characters left

Action Attributes:

Zero Tolerance Policy:

Cancel Add Action

View of Suspension action Added to Incident Elements.

Incident Builder

Participants

Reporters

Victims

Offenders

Shawn Walsh
Merle Dixon

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 009 Fighting ^a		
Action	Suspension ^a - Out of School (No Services Provided) ^a		

Cancel

Delete

Submit Incident

After a Behavior has been assigned to an incident, drag and drop the behavior on top of the offender's name to report that behavior for that individual.

Incident Builder

Participants

Reporters

Victims

Offenders

Shawn Walsh
[1] 009 Fighting^a
Merle Dixon

Witnesses

Incident Elements

Type	Description		
Action	Suspension ^a - Out of School (No Services Provided) ^a		
Behavior	[1] 009 Fighting ^a		

Cancel

Delete

Submit Incident

Drag and drop the Action on the participants Behavior.

The screenshot shows the 'Incident Builder' window. On the left, under the 'Participants' tab, the 'Offenders' section is highlighted with a red oval. It lists two offenders: Shawn Walsh and Merle Dixon. Each offender has a dropdown menu showing '[1] 009 Fighting^' and a secondary action 'Suspension^ - Out of School (No Services Provided)^'. On the right, the 'Incident Elements' table has one row: Behavior (Type) with Description '[1] 009 Fighting^'. At the bottom right are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

The steps listed above for dragging and dropping the behavior and action must be repeated for all Offenders (including a participant at another school in the district) listed in the incident.

This screenshot shows the 'Incident Builder' window after the second offender has been processed. The 'Offenders' list now includes both Shawn Walsh and Merle Dixon, each with their respective actions. The 'Incident Elements' table on the right now has two rows: Behavior (Type) with Description '[1] 009 Fighting^' and Behavior (Type) with Description '[2] 009 Fighting^'. The 'Submit Incident' button remains at the bottom right.

IMPORTANT: Click Submit Incident to save incident. If you do not click Submit Incident and leave page incident will not save.



Please note that a PowerSchool automatically reorders the incidents if you use Internet Explorer as the browser once the incidents are submitted, but the information is coded correctly.

This incident is coded using the Chrome browser.

Incident Management Contacts:

Student Intervention Services

Aveene Coleman, Education Associate, 803-734-3057 or
acoleman@ed.sc.gov

Kim Smith, Education Associate, 803-734-8113 or
kwsmith@ed.sc.gov

Technology Services

LEA IT Support Staff may submit an IT Support Request
<https://eservices.ed.sc.gov>

Special Education Services

Fred Edora, Education Associate, 803-734-0388 or
fedora@ed.sc.gov