PowerSchool | Customer Education

PowerSchool SIS: Managing Student Behavior and Discipline

Use the Incident Management tool or create log entries in PowerSchool SIS to record disciplinary or behavioral events involving students.

With the Incident Management tool, create a quick or detailed incident. Learn how to create quick incidents for new incidents and how to set up quick incident templates. Use the quick incident templates to ensure required fields are accurately reported. Edit all incidents using the detailed incident page.

Run the Discipline Log report to view records of events that were submitted as log entries. Run the Incident Management District Summary report to view all Incident Management events by school.

Use the Data Import or Export Manager to bring incident management data into PowerSchool SIS or to export it to a spreadsheet where you will have additional formatting options.

Data Visualization Feature

When you click **Special Functions** and then **Incident Management**, you will see a visual representation of incident counts by action, behavior, incident type, or by a customized setting. Use the Incident Element menu to see a certain category of incidents. The "incident element" is added when the incident record is created. Examples of incident elements are Behavior and Action (or consequence).

Use the Filter section below the tiles to find certain incidents, or to sort them by title, incident type, incident date, location, or school.

Incident Management

Use the Incident Management tool when documenting reportable events. Record all the details, along with the interactions between witnesses, offenders, reporters, and victims. Create a detailed incident using all of the components. Or use the quick incident feature to enter incident details in a quicker manner.

Creating a Detailed Incident

1. In the main menu, click **Incident Management**
2. To record a new incident, click the Create Incident arrow and then select **Create Detailed Incident**
3. Choose an incident type, such as **Discipline** or **Bullying**
4. Change the Incident Date and Time fields, if needed
5. Choose a time frame for when the incident occurred
6. Enter a title and description
7. Choose a location and enter a location description
8. Use the "Prepared by" field to record the name of the person who filed the report
9. Enter a financial impact dollar amount, if any
10. To add a participant, click the **+** sign
11. Enter a last name and click **Search**

    To search for a student, select the filter type **Student**. For a faculty or staff member, change the filter type to **Staff**. To add any other participants not directly related to the school, click **Create Other**.
12. Select the name and click **Add**
13. To add participant attributes, click the **+** sign and make a selection

14. Select the role of the participant and click **Add Participant Attributes**
15. Click the **+** sign to the right of Incident Elements and select an option from the menu to add any resulting actions (or consequences), objects used in the incident, behaviors, or other attributes

    For example, click **Add Action**.
16. In the Add Action window, from the Action Code menu, select **In School Suspension**

    The Action reflects the consequence the student will face from this incident.
17. From the secondary menu, select the number of days the suspension will last, such as **1 Day**
18. Enter the beginning and ending date for the action
19. To save this information, click **Add Action**
20. In the Incident Element section, click **In School Suspension** and drag it over to the student's name

    Continue to add and save additional incident elements. Associate them with the appropriate participant by clicking and dragging the item to the student's name.
21. Once finished adding incident elements, save the record by clicking **Submit Incident**

Creating a Quick Incident

Use quick incidents to create incident records faster than the detailed incident report. After creating new incident reports, you can then edit or modify them on the Incident Detail page.

At a minimum when creating a quick incident, you must include an incident title, an incident type, and at least one participant. Begin by searching for one of the student offenders in PowerSchool SIS.

1. On the Start Page, search for and select the student involved in the incident
2. In the student pages menu under Administration, click **Incidents**
3. From the Create Incident menu, select **Create Quick Incident**
4. If your district leaders set up incident templates, choose a template from the first menu
5. Enter a title and a description of the incident
6. Select an incident type, such as **Fighting**
7. Change the incident date and time if needed
8. From the Time Frame menu, select **During School Hours**
9. From the "Number of Participants" menu, select **2**
10. In the Prepared By field, enter your name or the name of the person who filed the report
11. From the Location menu, select your school
12. From the secondary location menu, select where the incident occurred on campus, such as **Lunch Room**
13. In the Location Description field, add any other pertinent information about the location
14. From the list of attributes, check all that apply

15. Then click **Next**

    At any time during the process of creating the quick incident, click **Save** to save the incident. Then navigate back to the incident by clicking **Incidents** in the student pages menu or by clicking **Special Functions** > **Incident Management** and then clicking the title of the incident to modify it.

In the Participant Details window:

1. Use the default values for the Type, Name, and Role menus, which are Students, the selected student's name, and the role of Offender, respectively
2. From the Behavior menu, select the applicable behaviors, such as **Fighting**
3. If you are still investigating the incident, check **Allegation**
4. From the Action menu, select the applicable consequence, such as **Out of School Suspension**
5. Enter the beginning date and ending date of the action
6. In the Action Taken Detail field, add any additional notes
7. From the Duration Code menu, select the length of the action taken
8. In the Action Attributes area, for Action Authority Code, select the authority responsible for issuing the consequence
9. Click **Next** to add another participant or click **Save** to save the incident

   After you click **Save**, you can make any additional modifications in the Incident Detail window. Notice that the additional incident details are already associated with the participant.

Quick Incident Setup and Templates

Associate action codes, the consequences assigned to an incident, to the behavior or participant depending on your district policies or your regional regulatory compliance guidelines. Use quick incident templates to create one or more quick incident forms to be used when reporting the wide variety of incidents within a district.

Associating Action Codes

With quick incidents, action codes are associated with the participants or the behavior. If the action is associated with the behavior, the cause and effect relationship between the behavior and the action will be clear. For example, the student received out-of-school suspension for fighting.

However, if the action is associated with the participant, the relationship may not be as clear. For example, suppose a student was caught cheating and was also in a fight. He received the consequences of in-school suspension and out-of-school suspension for these two things, but because the actions are associated with the student and not the behavior, it's not clear which action was a result of which behavior.

By default with quick incidents, the actions are associated with the participant. However, the actions can be associated with the behavior if district or regional regulatory compliance guidelines require it.

To change the action association with the behavior:

1. From the District Office Start Page, click **District**
2. On the District Setup page, click **Incident Management**
3. On the Incident Management Setup page, click **Action Association Setup**

4. From the Quick Incident Action Association menu, select **Behavior**
5. To save the changes, click **Submit**

Creating Quick Incident Templates

Set up quick incident templates to help provide staff members with a consistent form to use to record incidents that occur within the district. Create one template for all quick incidents or design a variety of templates for specific types of incidents, such as ones involving weapons.

At any time during the process of creating a quick incident template, click **Save** to save the template. Then to modify the template later on the Quick Incident Template page, click **District** > **Incident Management** > **Incident Templates**. Then click the name of the template to open and edit it.

To create a quick incident template:

1. From the District Office Start Page, click **District**
2. On the District Setup page, click **Incident Management**
3. On the Incident Management Setup page, click **Incident Templates**
4. On the Incident Templates page, click **Create**
5. Leave the Enable Template check box clear until you finalize the template and are ready to publish it for users
6. Enter a template name
7. Enter a description of the template
8. To continue adding more details, click **Next**

To edit the Incident Description area:

1. Click the Edit icon
2. To include the Description, Time Frame, Prepared By, and/or Financial Impact ($) fields in the template, select **Include**
3. To require staff members who record incidents to complete the Description, Time Frame, Prepared By, and/or Financial Impact ($) fields, select **Required**
4. To save the changes, click **Submit**
5. Enter a title that will appear on every incident created using this template
6. In the Description field, enter a template for the information to include in every incident description
7. From the Incident Type menu, select the appropriate type to be the default value for the template
8. Leave the Time Frame, "Number of Participants," and Prepared By fields at their default values

To edit the Location area:

1. Click the Edit icon
2. To include the Location and Location Description fields in the template, select **Include**
3. To require staff members who record incidents to complete the Location and Location Description fields, select **Required**
4. To save the changes, click **Submit**
5. When staff members use this template, the Location menu will be set to their current schools by default
6. In the Location Description field, enter a template for the information to include in every location description

To edit the attributes listed in the template:

1. Click the Edit icon

2. Clear the check boxes next to any attributes that you don't want to include in the template
3. To save the changes, click **Submit**
4. To select an attribute to appear on every incident created with this template, check the box next to the attribute
5. To continue adding more details, click **Next**

To edit the participant details and add participant attributes to the template:

1. Click the Edit icon
2. Check **Include** next to each participant attribute that you want to include in the template
3. To save the changes, click **Submit**
4. From the Role menu, select **Offender**

   This selection creates a default value for the role of the participant for this incident template. If you do not define the default role in the template, it will still default to Offender when creating a quick incident from the student's page but not from the main Incident Management page.

To edit the Behaviors area:

1. Click the Edit icon
2. Choose to include and/or require the Behavior Code/Subcode option by checking **Include** and **Required**
3. To include a check box for Primary Behavior and Allegation, check **Include** for both
4. To save the changes, click **Submit**

To edit the Actions area:

1. Click the Edit icon
2. In the Edit Actions window, choose to include or require the Actions items, such as the Action Code/Subcode, by checking **Include** and **Required** respectively
3. For the Action Attributes, decide whether or not to include and require each item listed by checking **Include** and **Required** respectively
4. To save the changes, click **Submit**

To edit the Objects area:

1. Click the Edit icon
2. In the Edit Objects window, choose to include or require Object items, such as the Object Code/Subcode by checking **Include** and **Required** respectively

   If you don't choose to include any objects, then the Objects area will not appear on the quick incident template.
3. To save the changes, click **Submit**
4. To save the quick incident template, click **Save**

To enable the quick incident template:

1. Navigate to the Incident Template page and click the title of the template
2. On the Basic Information page, in the Template Details area, check **Enable Template**
3. To save the changes, click **Save**

Log Entries

Use log entries to record a student's actions that do not have to be reported to the state or province.

1. From the Start Page, search for and select a student

2. Under the Administration section of the student pages menu, click **Log Entries**
3. Click **New**
4. Change the Date & Time and Author fields, if needed
5. Choose a log type, such as **Conference** or **Discipline**
6. Choose an applicable subtype, such as **Parent & Teacher** or **Parking**
7. Choose a consequence, if appropriate
8. Enter a title that describes the log entry
9. Enter a description of the event in the Log Entry Text field
10. If disciplinary action was taken, record the date and the action taken
11. Save the log entry by clicking **Submit**

Discipline Log Report

To generate a list of students with log entries by date and incident subtype, run the Discipline Log report.

1. In the Reports section of the main menu, click **System Reports**
2. In the Discipline section, click **Discipline Log**
3. Include all students on the report
4. Set the date range that the report will cover
5. To view the report immediately, change the Processing Options selection to **ASAP**
6. To see all log entries, include all discipline incident subtypes
7. To run the report, click **Submit**
8. If the status of the report is Running, click **Refresh**
9. To open the Discipline Log report, click **View**
10. To print the report, use your browser's Print function

Incident Management Report

To view a report that includes all of the incidents at your school, run the Incident Management District Summary report. This report is published to PowerSchool SIS by the ReportWorks developer.

1. In the Reports section of the main menu, click **ReportWorks**
2. In the Incident Management section, click **Incident Management District Summary**
3. Set the date range that the report will cover, if appropriate
4. To include all incident types in the report, do not select any options from the Selection of Incident Type field
5. To run the report, click **Submit**
6. Refresh the report queue and click **Completed** to download a PDF of the report

Importing and Exporting Incident Data

Use the Data Manager tools in PowerSchool SIS to import and export files that contain incident management data. From the Start Page, access the Data Manager tools by clicking **Importing & Exporting**.

Importing Incident Management Data

Prepare the import file as an ASCII text file that is tab delimited. To find a spreadsheet prepared as a template, navigate to PowerSchool Community and search for PowerSchool Incident Import Examples.

Then, create the spreadsheet to be imported using the data elements in the template. Elements of data in Incident Management are categorized as parent, sibling, or child. Parent and sibling elements can be listed in any order. Child elements must be listed after a parent element for the fields to be valid.

1. On the Importing & Exporting page, select **Data Import Manager**
2. Select a source file
3. Select the text file that you want to import
4. From the Import Into menu, select **Incident** and click **Next**
5. Verify that the columns in the import file map to the correct fields in PowerSchool SIS, then click **Save Template**
6. In the Save Import Template window, enter a name for the template and add a description to help describe this template
7. To save the template so it can be used again, click **Save as New** and then click **Next**
8. Click **Import**

   Should the import process take a long time, you can click the down arrow to set the time when you want to see the progress updated. You can navigate away from the page and check on the import later by navigating back to the Importing & Exporting page. Click **Data Import Queue** to view a list of the imports and their current statuses.

Exporting Incident Management Data

When you export data from Incident Management using Data Manager, you choose the fields that hold the data that you want exported. The data will then be exported to a text file that you can open in a spreadsheet application, such as Excel.

1. On the Importing & Exporting page, select **Data Export Manager**
2. From the Category menu, select **PowerSchool Data Sets**
3. From the Export From menu, select **Incident**
4. On the left, check the fields that you want to export, or check a header row for a quick export of selected incident information
5. Use the up and down arrows to sort the selected fields; then the exported data will be in the order that you want
6. Enter a new label for the fields to change the name of the column headers
7. Click the Remove icon to delete a field
8. Click **Next**
9. Select a school to limit the Incident Management data that is exported, or leave all schools unselected to export records from all schools
10. Click **Next** and then click **Export**

    You can also save the template by clicking Save Template before you export. You will give the template a name and a description, and then reuse it as needed.

