

Entering Incidents

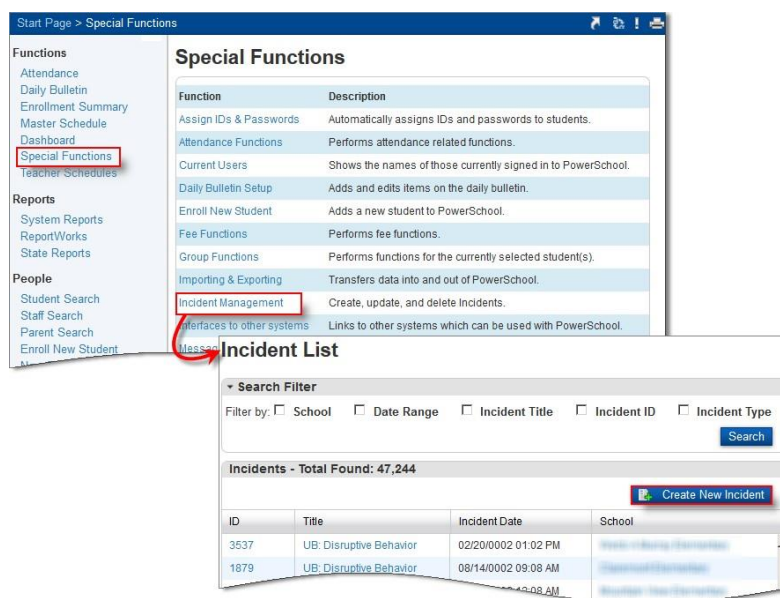
This document details the method to enter and run reports on disciplinary incidents, participants, and offenses into PowerSchool.

Important: For information on State reporting requirements and Discipline Data reporting instructions, refer to the [North Carolina Discipline Data Reporting Procedures Manual](http://www.ncpublicschools.org/docs/research/discipline/collection/discipline-reporting-procedures.pdf) at (<http://www.ncpublicschools.org/docs/research/discipline/collection/discipline-reporting-procedures.pdf>).

Adding the incident

To create a new incident:

Navigation: Start Page > Special Functions > Incident Management



1. Click **Create New Incident**.
2. Under the **Incident Description** section, enter the following details:
 - a. **School** = **REQUIRED** – Select school where the incident occurred.
 - b. **Incident Type** = **REQUIRED** – Select **Discipline** from the drop-down.
 - c. **Incident Date** = **REQUIRED** – Enter the date the incident occurred using either calendar feature or typing in the date in the mm/dd/yyyy format.

Important: Per North Carolina State Board Policy, incidents should be entered within 5 days of the incident's occurrence.

- d. **Incident Time** = Enter the time the incident occurred. (**Recommended**)
- e. **Time Frame** = Select **Time Types**, then the appropriate timeframe when the incident occurred, for e.g.: **03 Summer School**. (**Recommended**)

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f. Title = REQUIRED – Enter a title for the incident.

Note: This title appears in the search Results section on the **Incident List** page when searching for an incident.

g. Description = Enter a brief description of the incident. **(Recommended)**

Note: Descriptions must comply with **NC General Statute § 115C-402.5(c)**.

Restricting on Student Data Collection. The following information about a student or a student's family shall not be collected in nor reported as part of the student data system:

- (1) Biometric information.
- (2) Political affiliation.
- (3) Religion.
- (4) Voting history.

(For example: *The description can reference the fact that a student was bullied "because of" a religious affiliation; however, it cannot state the student was bullied because they are of a specific religion/faith.***)**

h. Location = Select the code from the drop-down that best describes where the incident occurred. **(Recommended)**

i. Location Comment = This field is available based on the **Location** selected. If available, this area can be used to record additional comments regarding the location of the incident. **(Optional)**

j. Location Description = Enter additional description of the site where the incident occurred. **(Optional)**

k. Prepared by = Enter the name of the user entering the incident into PowerSchool. **(Optional)**

l. Financial Impact (\$) = Used to record cost of damage/repairs if necessary. **(Optional)**

The screenshot shows the 'Incident Detail' form. At the top, it says 'Incident ID: 50004' and has a 'View Change History' button. Below this are several fields: 'School' (a dropdown menu), 'Incident Type' (a dropdown menu with 'Discipline' selected), 'Incident Date' (a date picker set to '06/24/2014') and 'Time' (a time picker set to '02:38 PM'). There is also a 'Time Frame' dropdown set to '01 During Regular School Ac'. The 'Title' field contains the text 'Disrespectful'. The 'Description' field contains the text 'continues to call another student names. He has been corrected and redirected two times and continues to call her chubby.' Below this is the 'Location' dropdown set to 'Classroom'. There is a 'Location Comment' field and a 'Location Description' field, both with character counts. At the bottom, there are fields for 'Prepared by', 'Created By', 'Last Modified By', 'Financial Impact (\$)', 'Created On', and 'Last Modified On'. The 'Created On' and 'Last Modified On' fields both show the date and time '06/24/2014 02:38:44'.

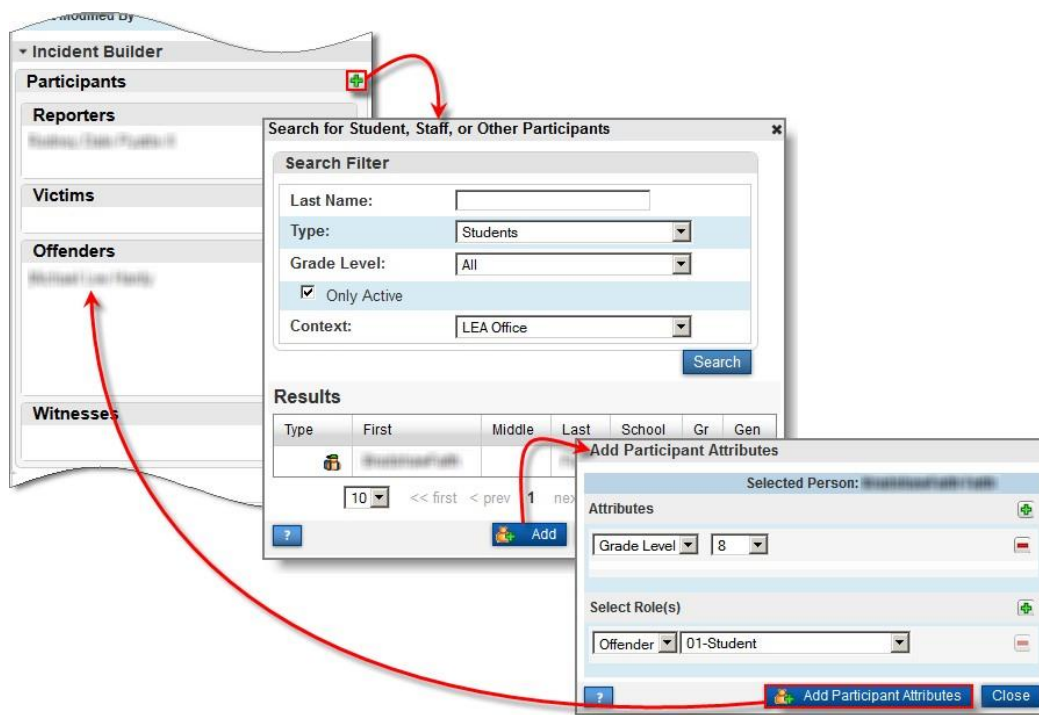
After entering the Incident details, add participants to the incident as detailed in the [Adding participants](#) section on page 3.

Adding participants

Offender

Each Incident MUST have at least ONE Offender.

1. Click the green plus **+** to the right of **Participants**.
2. In the **Search Filter**, enter the desired search criteria:
 - a. **Last Name** = enter the last name of the desired individual (leave blank to search for all students or staff).
 - b. **Type** = Select one of the following types:
 - i. **Students**
 - ii. **Staff**
 - iii. **Others**
 - c. **Grade Level** = select the desired grade level to search or select **ALL** to search all grade levels.
 - i. **Only Active** = check to display only active students or leave blank to include both active and inactive students.
 - d. **Context** = select the desired school from the drop-down.
 - e. Click **Search**.
3. Search results are displayed in the **Results** area. Click on the desired individual then click **Add**.



4. At the **Add Participant Attributes** screen, select the applicable **Attributes** and **Roles** from the drop-down fields.
5. Click **Add Participant Attributes**.

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The participant is displayed in the section of the **Participants** screen based on the Role selected.

Important: All incidents must have at least one [Offender](#), one [Behavior](#) and one [Action](#) in order to save the Incident record. To add reporter(s), victim(s), and unknown offender(s) to an incident, follow the steps below.

Reporter(s)

Add Reporter(s) involved in this incident using the same steps detailed under the [Offender](#) section on page 3, except select 'Reporter' from the **Select Role(s)** drop-down menu at [Step 4](#).

Victim(s)

Add Victim(s) involved in this incident using the same steps detailed under the [Offender](#) section on page 3, except select 'Victim' from the **Select Role(s)** drop-down menu at [Step 4](#).

Unknown Offender

Under the **Incident Builder** section, add an Unknown Offender as follows:

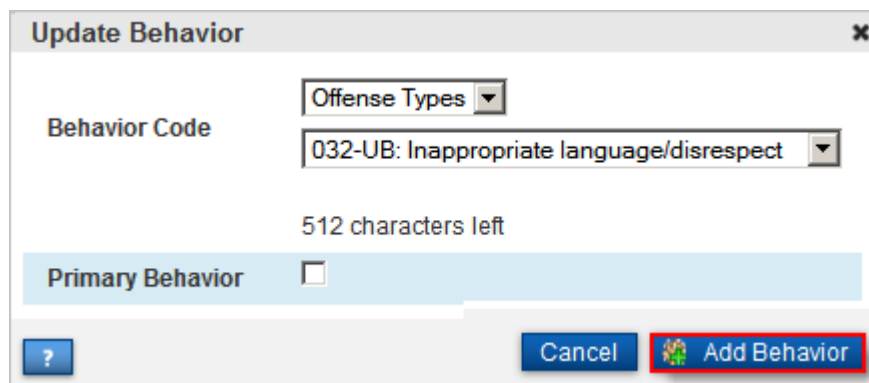
1. Click the green plus **+** to the right of **Participants**.
2. Click **Create Other** on the **Search Filter**.
3. Check **Mark Person as Unknown**.
4. Click **Add**.
5. Select 'Offender' then **Unidentified offender** from the **Select Role(s)** drop-down menu.
6. Click **Add Participant Attributes**. **No Name** is displayed in the **Offenders** area.

The screenshot illustrates the process of adding an Unknown Offender in the Incident Builder. The main window shows the 'Participants' section with 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. The 'Offenders' section currently shows 'No Name'. A red arrow points from the green plus icon next to 'Participants' to the 'Search for Student, Staff, or Other Participants' dialog box. This dialog box has a 'Search Filter' section with fields for 'Last Name', 'Type' (set to 'Students'), 'Grade Level' (set to 'All'), 'Only Active' (checked), and 'Context' (set to 'LEA Office'). A red arrow points from the 'Create Other' button in this dialog to the 'Add Other Participant' dialog box. This second dialog box has a 'Mark Person as Unknown' checkbox (checked), fields for 'First, Middle, Last', 'Position', and 'Gender' (set to 'Male'). A red arrow points from the 'Add' button in this dialog to the 'Add Participant Attributes' dialog box. This third dialog box shows the 'Selected Person' as 'Unidentified offender' and the 'Select Role(s)' dropdown set to 'Offender'. A red arrow points from the 'Add Participant Attributes' button in this dialog back to the 'Offenders' section in the main window, where the 'No Name' label is highlighted.

Adding Behaviors

Use the steps below to add the offense(s) or behaviors associated to the incident. At least one offense must be entered. Each **offender** must have at least one **offense** attached to him/her.

1. After clicking the green plus **+** in the **Incident Elements** area, click **Add Behavior**.
2. Select the appropriate **Offense Type** from the drop-down menu.
3. Click **Add Behavior**. The **Behavior** has now been added to the Incident, but has not been added to the **Offender**.



The 'Update Behavior' dialog box contains the following elements:

- Behavior Code**: A text field.
- Offense Types**: A dropdown menu.
- 512 characters left**: A character count indicator.
- Primary Behavior**: A checkbox.
- Buttons**: A question mark icon, a 'Cancel' button, and an 'Add Behavior' button (highlighted with a red box).

Assigning Behavior to the offender(s)

4. Click on the **Behavior** in the **Incident Elements** area and drag and drop on the appropriate **Offender**.



5. Repeat Steps 1-4 to add additional **Behaviors** related to this incident.

After entering the Behavior details, add actions taken as detailed in the [Adding Actions](#) section on page 6.

Adding Actions

Use the steps below to add the appropriate Actions (consequences) associated to the Offender(s) in this incident. Each **offender** must have at least one **Action** attached to him/her.

1. Click the green plus **+** in the **Incident Elements** area then click **Add Action**.
2. In the **Add Action** window enter the following information:
 - a. **Action Code** = **REQUIRED** – select **Action Types** or **Victim Types** from the drop-down.
 - i. **Action Types** = enter consequences of offenses. Proceed to [Step 2b](#).
 - ii. **Victim Types** = enter actions pertaining to victims of violent crimes. Proceed to [Victim Actions](#) on page 11.
 - b. **Action Code** = **REQUIRED** – Using the drop-down, select the applicable action assigned.
 - c. **Action Date Range** = **REQUIRED**
 - i. **Begin Date** = enter the date of the first day of the assigned action.
 - ii. **End Date** = will auto-populate based on the **Begin Date**, **Assigned Duration** and the school calendar.

Note: Only enter date in **Action Date Range** field for the following incidents:

- In-School Suspension (ISS),
- Out-of-School Suspension (OSS),
- Long Term Suspension (OSS) for Remainder of Year, and
- Long Term Suspension (OSS) 365 Days.

- d. **Assigned Duration** = **REQUIRED** – enter the assigned duration of the assigned action.
- e. **Action Taken Detail** = use to enter additional information if needed.
- f. **Actual Resolution Date** = Optional
- g. **Duration Code** = will auto-populate to Short Term or Long Term based on number of days of suspension.
- h. **Duration Notes** = Optional
- i. **Action Change Reason** = free-form field used to enter reason for a change in action.
- j. **Action Assigned By** = Optional
- k. **By Whom** = Optional
- l. **Hearing Date** = enter the date of the Hearing, if applicable.
- m. **Hearing Time** = enter the time of the Hearing, if applicable.
- n. **Parent Contacted Date** = enter the date the parent was contacted.
- o. **Parent/Guardian Name** = enter the name of the parent contacted.
- p. **Parent Contacted How** = using the drop-down select how the parent was contacted.
- q. **Parent Contacted How Comment** = Optional

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3. Click Add Action.

Add Action

Action Types

Action Code 512 characters left

Action Date Range (MM/DD/YYYY)

Assigned Duration Actual Duration

Action Taken Detail

Actual Resolution Date (MM/DD/YYYY)

Duration Code 512 characters left

Duration Notes

Action Change Reason

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

Action Attributes

Action Assigned By 512 characters left

By Whom 512 characters left

Hearing Date 512 characters left

Hearing Time 512 characters left

Parent Contacted Date 512 characters left

Parent/Guardian Name 512 characters left

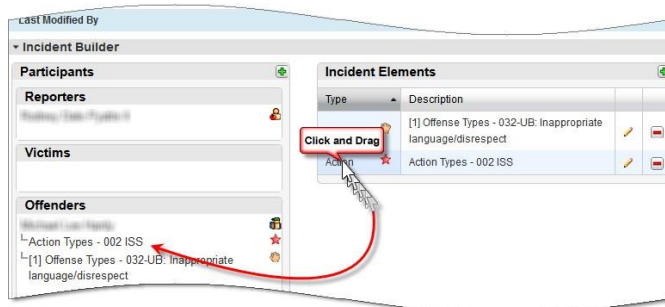
Parent Contacted How 512 characters left

Created By Created On Sep 5, 2014 12:54:20 PM

Last Modified By Last Modified On Sep 5, 2014 12:54:20 PM

Assigning Action to the offender(s)

4. Add the action to an **Offender** by dragging from the **Incident Elements** area and dropping on the **Offender**.



5. Repeat Steps 1-5 to add additional **Action Types** for each offender involved in this incident.
6. Click **Submit Incident** to save the record.

Attendance Related Actions

Name	Action	Begin Date	End Date	Duration Code	Assigned Duration	Actual Duration	Attendance
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Entering Incidents

Assigning Victim Actions (if necessary)

Use the steps below to add the appropriate Actions (consequences) associated with the Victim(s) in this incident.

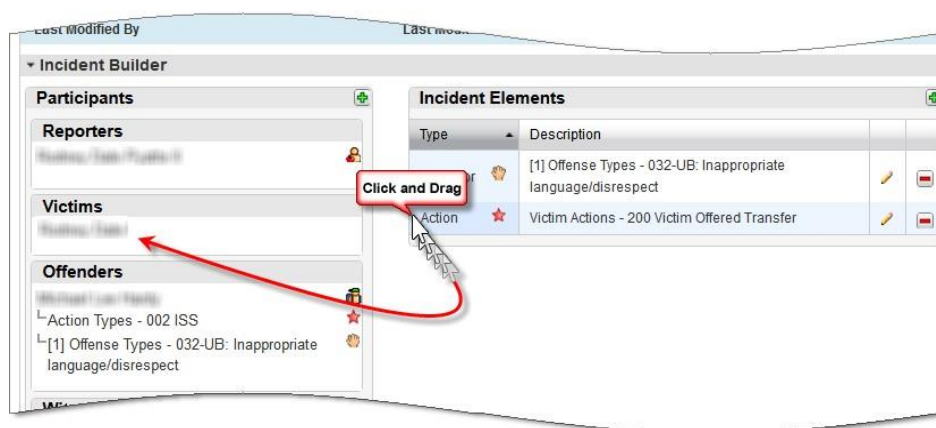
Note: When adding victims you must also add **Victim Actions** for victims of one of the nine (9) violent crimes. Refer to page 4 of the [North Carolina Discipline Data Reporting Procedures Manual](#) for a list of these crimes.

1. Click the green plus **+** in the **Incident Elements** area then click **Add Action**.
2. In the **Add Action** window enter the following information:
 - a. **Action Code** = **REQUIRED** – select **Victim Types** from the drop-down.
 - b. **Action Code** = **REQUIRED** – Using the drop-down, select the applicable action assigned.
3. Click **Add Action**.

Add Action	
Action Code	<div>Victim Actions</div> <div>202 Victim Accepted Transfer Offer</div> <div>512 characters left</div>
Action Date Range	<div>Begin Date</div> <div>End Date</div>
Assigned Duration	<div>Actual Duration</div>
Action Taken Detail	<div></div>
Actual Resolution Date	<div></div> <div>(MM/DD/YYYY)</div>
Duration Code	<div></div> <div>512 characters left</div>
Duration Notes	<div></div>
Action Change Reason	<div></div>
Action Change Code	<div>No codes have been configured.</div> <div>512 characters left</div>
Action Attributes	
Action Assigned By	<div></div> <div>512 characters left</div>
By Whom	<div></div> <div>512 characters left</div>
Hearing Date	<div></div> <div>512 characters left</div>
Hearing Time	<div></div> <div>512 characters left</div>
Parent Contacted Date	<div></div> <div>512 characters left</div>
Parent/Guardian Name	<div></div> <div>512 characters left</div>
Parent Contacted How	<div></div> <div>512 characters left</div>
<div>?</div> <div>Cancel</div> <div>Add Action</div>	

Entering Incidents

4. Add the action to a Victim by dragging from the **Incident Elements** area and dropping on the Victim.



5. Repeat Steps 1-4 to add additional **Victim Actions** involved in this incident.
6. Click **Submit Incident** to save the record.

Attendance Related Actions

Name	Action	Begin Date	End Date	Duration Code	Assigned Duration	Actual Duration	Attendance
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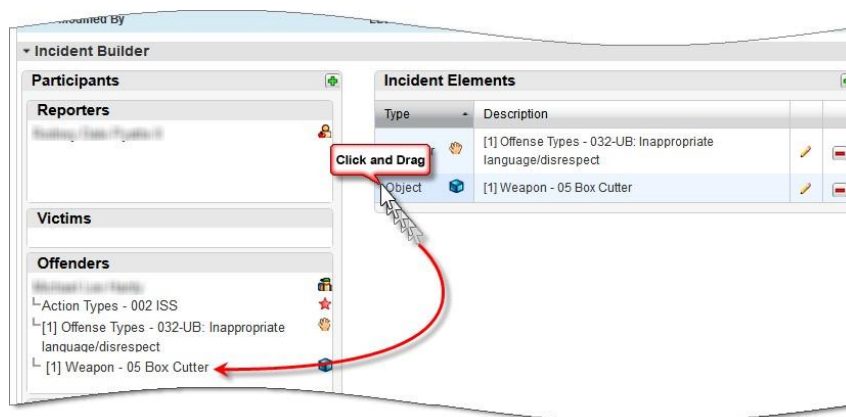
Cancel Delete **Submit Incident**

Adding Objects

If a weapon was used in this incident, use the steps below to add the appropriate weapon(s).

1. Click the green plus **+** in the **Incident Elements** area then click **Add Object**.
2. In the **Add Object** window enter the following information:
 - a. **Object Code** = **REQUIRED** –select the applicable weapon from the dropdown list.
 - b. **Description** = Enter a description if necessary if desired.
 - c. **Quantity** = Enter the quantity if desired.
3. Click **Add Object**.

4. Attach the weapon to the **offender** by dragging and dropping from the **Incident Elements** area to the appropriate **Offender**.



5. Repeat Steps 1-4 to add additional **objects** related to this incident and **offender**.
6. Click **Submit Incident** to save the record.

State Reports

To access Discipline Incident reports in PowerSchool:

Navigation: Select School > Start Page > **State Reports** > **State Reporting Dashboard** tab > **Current School-Level collections** section

The screenshot displays the 'Reports' section of the PowerSchool interface. The 'State Reporting Dashboard' tab is selected. Under the 'Current School-Level Collections' section, the 'Discipline Report' is highlighted with a red box. A red arrow points from this box to the 'Discipline Report' modal window.

Discipline Report

Select area to review: **Data View**

Data Views

Choose data view: **Reportable Crimes Summary View**

Filters

Results

(0 total records)

Results per page: **25**

Export

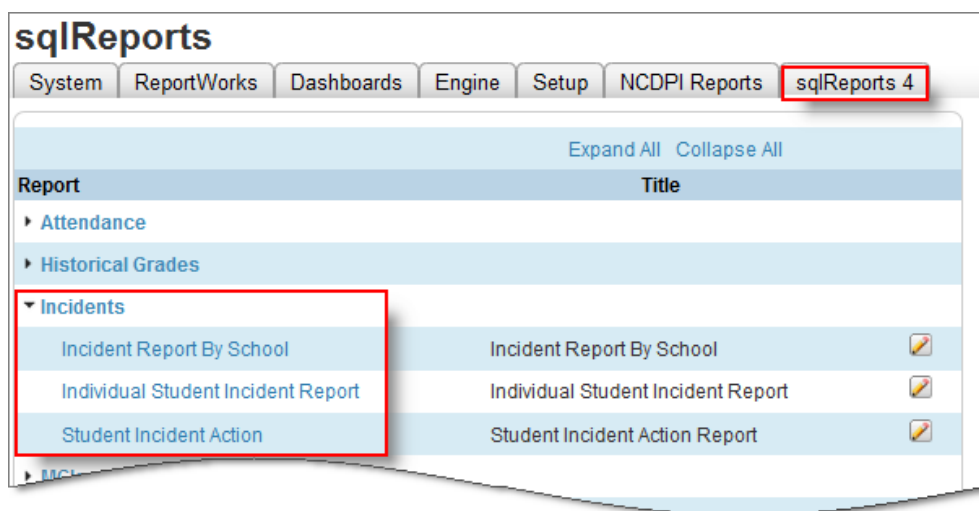
Back

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SQL Reports

To access Discipline Incident reports in PowerSchool:

Navigation: Select School > Start Page > **System Reports** > **sqlReports 4** tab > **Incidents** section



Incident Report By School

Incident Report By School											
Parameters -											
<div>Copy CSV Tab Print PDF</div> <div>School Number Student Name Student Number Grade Gender Ethnicity Incident ID Behavior Code/Description</div> <div>Incident Date Action Code/Description Action Duration Action Duration Actual Search:</div>											
School Number	Student Name	Student Number	Grade	Gender	Ethnicity	Incident ID	Behavior Code/Description	Incident Date	Action Code/Description	Action Duration	Action Duration Actual
180000	180000	180000	1	F	M	49882	032-UB: Inappropriate language/disrespect	03/13/2014	031 Administrative Conference with Student		
180000	180000	180000	3	F	H	48068	040-UB: Inappropriate items on school property	04/08/2014	003 OSS	3	3
180000	180000	180000					043-UB: Disruptive behavior	03/05/2014	031 Administrative Conference with Student		

Individual Student Incident Report

Individual Student Incident Report											
Parameters - Student Id: 29655											
Change Reason											
Student Name	Student Number	School Number	Grade	DOB	Gender	Ethnicity	Incident Date	Primary Behavior Type	Incident ID	Time Frame	Incident Title
180000	180000	180000	3	10/29/2013	F	W	10/29/2013	Yes	43602	01 During Regular School Activity	Theft

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Student Incident Action

Student Incident Action Report

Parameters - Enter Enrollment Status: 0,1,2

<div>Copy CSV Tab Print PDF</div>											
SCHOOL	STUDENT_NUMBER	LAST_NAME	FIRST_NAME	INCIDENT_ID	INCIDENT_DATE	INCIDENT_TYPE	ROLE_CODE	DESCRIPTION	ACTION_CODE	DAYS_ASSIGNED	REPORTED_BY
000000	000000	000000	000000	35489	11/17/2011	UB: Aggressive Behavior	Offender	Stabbed another student in the leg with her pencil	Time Out		000000
000000	000000	000000	000000	43602	10/29/2013	Theft	Offender	000000 stole an iPad from the teacher's classroom. It was found in her book bag by 000000.	ISS	1	000000
000000	000000	000000	000000	31882	02/07/2008	UB: Fighting	Offender	Fighting at recess.	ISS		000000
000000	000000	000000	000000	27240	02/22/2008	UB: Disruptive Behavior	Offender	000000 would not follow directions, repeatedly out of his seat. Hands on other students.	ISS		000000
000000	000000	000000	000000	27238	01/18/2007	UB: Insubordination	Offender	Will not follow directions Very disrespectful to teachers. No field trip on 1/19	Administrative Conference with Student		000000
								Not following directions, disrespectful to teacher			

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References

Sample - Incident Detail record

Incident Detail

▼ Incident Description

Incident ID: 50004 [View Change History](#)

School

Incident Type

Incident Date

Time Frame

Title

Description

Location

Location Description

Prepared by

Created By

Last Modified By

Financial Impact (\$)

Created On

Last Modified On

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Witnesses

Incident Elements

Type	Description		
Behavior	[1] Offense Types - 032-UB: Inappropriate language/disrespect		

▼ Change Reason (Written to Audit Logs)

Use this field to record rationale for the changes being made.

Approximately 2048 characters left

▼ Attendance Related Actions

Name	Action	Begin Date	End Date	Duration Code	Assigned Duration	Actual Duration	Attendance
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[Cancel](#) [Delete](#) [Submit Incident](#)

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