

Recording Unacceptable Behaviour Incidents in PowerSchool - Support Staff Session

September 3, 2025



Goals for this Session

- 1 Review misbehaviours and unacceptable behaviors
- 2 Review unacceptable behavior categories
- 3 Learn how to use PowerSchool to report incidents
- 4 Practice entering incidents in PowerSchool

Some questions I may have...



- How do I access a device?
- Who do I contact when I have a technical issue?
- When will I report?

What are minor misbehaviours and unacceptable behaviours?

Minor Misbehaviour

Infrequent acts or behaviours that are undesirable but do not meet the definition or severity of unacceptable.

Unacceptable Misbehaviour

Defined in the Education Act (s. 3 (zg)) as “behaviour that endangers the well-being of others, damages property or significantly disrupts the learning of others.”

Unacceptable Behaviours are Categorized in the Education Act (s. 3 (zg) (i-xvi))

<ul style="list-style-type: none">• Bullying /cyberbullying• Discriminatory behaviour• Illegal activity• Insubordination• Misuse of networks or online resources	<ul style="list-style-type: none">• Physical violence• Racist behaviour• Repeated use of tobacco or electronic cigarettes• Sexual assault• Sexual harassment	<ul style="list-style-type: none">• Sexual misconduct• Use or possession of alcohol, cannabis, drug-related paraphernalia, illegal drugs or weapons• Vandalism• Verbal abuse	<i>New to the Policy:</i> <ul style="list-style-type: none">• Inappropriate language• Interruption of the learning environment• Physical aggression• Threatening behaviour• Unapproved mobile device use
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Policy Directive: Recording of Incidents



Section 5.12

All unacceptable behaviours must be accurately recorded in the student information system.

OHS Reporting continues to be required.



Demonstration Video: *Recording Behavioural incidents in Power School Requires GNSPES login Credentials*

Link: [Click Here](#)

Incident Tracking & Recording: Guidance for New Users of PowerSchool Incident Tracking



- Incident Reporting
- PowerSchool Incident Referrals

Nova Scotia Public Education System

Recording Behavioural Incidents in PowerSchool Admin User Guide

Revision Date:
August 19, 2025

Incident Tracking & Recording: Guidance for New Users of PowerSchool Incident Tracking



**Let's practice describing
and reporting incidents
and entering these
incidents in a PowerSchool
Simulation Activity**

Message to a Reporting Staff Member When a Report Has Been Reviewed and Action Has Been Recorded

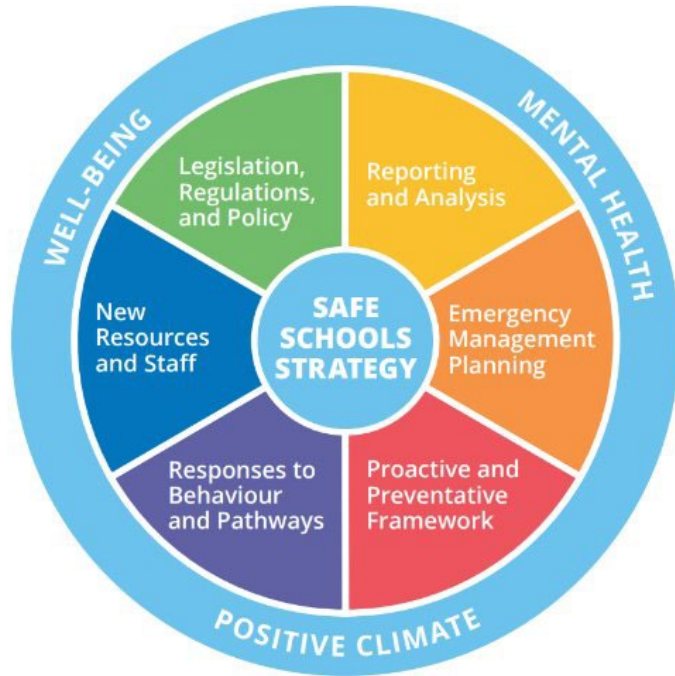


Message Subject: Incident Report – Action Taken

Message:

The Incident you reported regarding [STUDENT NAME] on [DATE SUBMITTED] has been reviewed by administration and responded to.
To review details of this referral and the response, you can log in to PowerSchool and refer to the incident report.
Thank you

New Provincial School Code of Conduct Policy



- **The Code of Conduct is founded on guiding principles that ensure a safe, supportive, and inclusive environment for all members of the school community to learn and work.**
- Commitment to update as part of Province's response to growing concerns about the number of behavioural incidents in schools
- Establishing and maintaining safe and inclusive learning and working environments in our school communities results in improved wellbeing and student achievement
- The Code of Conduct is one piece of the larger approach to safe schools

Thank You