



Nova Scotia Public Education System

Administrator's Guide to Behavioural Incident Management in PowerSchool

User Guide

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1 OVERVIEW

The [Provincial School Code of Conduct Policy](#) directs all staff to immediately report any incidents of unacceptable behaviour.

Staff responsible for documenting incidents must do so in either **PowerSchool (PS) Admin** or **PowerTeacher**:

- **PowerSchool Admin** provides access to select any student enrolled in the school, and is used by most staff, for example:
 - administrators (principals/vice-principals) and administrative assistants
 - classroom and specialist teachers, school counsellors
 - student support workers
 - teacher assistants
 - early childhood educators
- **PowerTeacher** is *only* used by classroom teachers to select students in their class(es).

Among their key responsibilities, administrators are expected to report, investigate, and document incidents of unacceptable behaviour, and to monitor incidents of unacceptable behaviour/school violence at their school to identify areas requiring strategic response.

Notification: Both PS Admin and PowerTeacher automatically notify administration that an incident has been reported. An email notification will be sent to the person submitting an incident once an action/consequence has been entered by administration.

[Note: Records more than seven years old will not be visible to school staff].

2 ADDING A DISCIPLINE ALERT

- Do a search for and select the student.
- Under the **Incidents and Log Entries** menu, click on **Incident Tracking**.
- Click on **Edit Discipline Alert**.
- Enter information into the alert box: enter only that information on the alert that all staff should be made aware. For example, Student is not permitted within certain areas of school property (cafeteria, computer lab school grounds, etc.).
- Enter an expiry date, or leave the date set to 0/0/0 for *Never Expires*.
- Click **Submit**.

The screenshot shows the 'Discipline Alert' form. It has a title bar 'Discipline Alert'. Below it, there is a section 'Discipline Alert Text' with a large text area. To the right of the text area is a calendar icon. Below the text area, there is a label 'Alert Expires (date)' followed by a date input field showing '0/0/0' and a link '(0/0/0 to never expire)'. A 'Submit' button is located at the bottom right of the form.


3 RECORDING AN INCIDENT IN POWERSCHOOL ADMIN

1. Log into **PowerSchool Admin** using your login credentials.
2. Search to find and select a student
(see [Searching for Students in PowerSchool](#) for additional information).
3. Under the **Incidents and Log Entries** menu, click on "Incident Tracking."
4. To add a new incident, click on **Incident Referral for Unacceptable Behaviours**, then select "Add New Unacceptable Behaviour Incident."

The first screenshot shows the 'PowerSchool SIS Administrator Sign In' page. It has a header 'PowerSchool SIS' and a title 'Administrator Sign In'. There are input fields for 'Username' and 'Password', and a 'Sign In' button. Below the sign-in fields, it shows the date and time '05/07/2025 11:08 AM 24.3.0' and a link 'Click here to access PowerTeacher'.

The second screenshot shows the 'Student Search' page. It has a header 'Student Search' and a title 'Student Search'. It displays student information: 'Adkins, Maxine (1/236)', 'Student Number: 3500002443', 'Grade: 12', and 'HMRM:'. Below this, there is a menu with 'Incidents and Log Entries' and 'Incident Tracking' highlighted. The 'Incident Tracking' option is highlighted with a red box.

5. Add the required data into the **Incident Referral Form for Unacceptable Behaviour**.

Student	Adelson, Braylen (3500002328)		
School	Rocky Shore School		
Is Student on a Behaviour Intervention Support Plan*?	<input type="radio"/> Yes - Revisit Plan and respond accordingly as per Code of Conduct 5.14 <input checked="" type="radio"/> No * (?)		
Date of Incident	MM/DD/YYYY		
Approximate Time of Incident	(Please select)	▼	*
Location:	(Please select)	▼	*
Did you witness the event?	<input type="radio"/> Yes <input checked="" type="radio"/> No *		
Primary Unacceptable Behaviour Incident	(Please select)	▼	*
Secondary Unacceptable Behaviour Incident (if applicable)	(Please select)	▼	
Description	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		*
Approximately 2000 characters left			
Person(s) Impacted	(Please select)	▼	*
Incident Seriousness Level (refer to Incident Decision-Making Matrix)	Please Select	▼	*
Administrators Comments	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		*
Approximately 2000 characters left			

- **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
- **Is Student on a Behaviour Intervention Support Plan?:** If the student has a TIENET record indicating a Behaviour Intervention Support Plan, select YES. Otherwise select No. Click the question mark icon (?) for more details on this section.
- **Approximate Time of Incident:** From the dropdown list, select the time of day the incident occurred.
- **Location:** Select the location where the incident took place. When choosing "Classroom", "Gym", or "Lab" as the location, an additional required field appears asking if an evacuation of the location was required.

- **Did you witness the event?:** Indicate if you, as the person reporting the incident, witnessed the event.
- **Primary Unacceptable Behaviour Incident:** From the dropdown list select the type of Primary Unacceptable Behaviour being reported. Only one incident can be selected as the primary incident.
 - Note: When you select an unacceptable behaviour, there is a brief description of the selected behaviour under the box:

Primary Unacceptable Behaviour Incident

Insubordination *

Behaviour that disregards directives or established expectations in the class or school environment or disregards direct instructions provided by staff.

- Some incidents, when selected, will display a required **Primary Sub-Incident Type** dropdown list. For example, if selecting “Bullying” as the primary incident, the following dropdown list appears:

Primary Sub-Incident Type

(Please select) *

(Please select)

Physical

Verbal

Cyber

- **Secondary Unacceptable Behaviour Incident:** If applicable, select the type of Secondary Unacceptable Behaviour being reported. Only one incident can be selected as the secondary incident. Depending on the incident selected, you may be required to provide a **Secondary Sub-Incident Type**.
- **Description:** Describe the incident, providing factual information only.
- **Related Incidents (if applicable):** If the incident you are entering has a direct link to another incident, click on the **+ icon**, a list of possible related incidents will pop up. The incidents displayed are those incidents that occurred in the same day in the same school.

Related Incidents:
(link referrals together)

Related Incidents

+

Check the related incident(s) and click **OK**.

ID	Linkable related incidents
<input checked="" type="checkbox"/> 304148	Patrick, Darnell (Bullying/Cyberbullying)

Ok

The selected related incident is added to the related Incidents box.

Related Incidents

☒ Patrick, Darnell (Bullying/Cyberbullying) (# 304148)

+

If you have made a mistake you can click on the student's name and the recently selected incident will disappear.

- Person(s) Impacted:** Select the incident target from the dropdown list.
 When selecting "Student" as the incident target, an "Add" button will appear allowing you to add any impacted students.
 - Note: Only add students who are directly impacted.

Person(s) Impacted

Student

Select Student Name(s)

- Incident Seriousness Level:** Refer to [Incident Decision-Making Matrix](#) to determine the severity of the incident by entering a value between 1 and 5.
- Administrators Comments:** Administrators may add comments about the incident, up to two thousand characters are allowed.
- Action/Consequences:** the administrator will select an action and or consequence appropriate to the incident. Please refer to the **Provincial School Code of Conduct** for guidelines on appropriate responses to unacceptable behaviours also see the notes section on Actions/Consequences.

- **Description:** The administrator will add a description to accompany the action/consequence selected.
- **Add New Action/Consequence:** To add additional Actions/Consequences, open the record by clicking on the pencil icon and then click on **Add New Action/Consequence**.
- Click **Submit**.

4 NOTES ON ACTIONS/CONSEQUENCES

- An automated notification will be sent to the person who submitted the incident to inform them that an action has been taken.
- Administrator(s) will receive an email reminder if an incident record is not addressed within a week.
- If choosing **Debrief** as the action, the administrator must indicate when the debrief is completed. Administrator(s) will receive an email reminder if the debrief not completed within a week.
- Actions/Consequences should be related to the behaviour and the student's stage of development, reasonable in proportion and intensity to the behaviour, respectfully stated and carried out, and reliably enforced. The individual student and his/her circumstances should be considered to ensure that actions/consequences are equitable.
- Actions/Consequences are aligned with the range of possible actions/consequences, as outlined in the Provincial School Code of Conduct.
- Cultural proficiency is an important component of the work we do in supporting students and should always be considered when implementing any action/consequence.

5 SEARCH FOR UNACCEPTABLE BEHAVIOUR INCIDENTS

- From the Start Page menu, select **People**, then click on **Incident Tracking**.
- Click **Search Unacceptable Behaviour Incidents** to access the search screen.
- To narrow your search results, you may select search parameters:
 - Date range
 - one or more grade levels
 - gender
 - the staff member that submitted the incident.
- Click **Search**.

OR

- From the Start Page do a search for and select a specific student.
- Under the **Incidents and Log Entries** menu, select **Incident Tracking**.
- Select **Incident Referrals for Unacceptable Behaviours**.

Both of these paths will open the list of incidents. Click on the pencil icon or Record ID to open a specific incident for review.

6 EDIT AN UNACCEPTABLE BEHAVIOUR INCIDENT

- Do a search for and select the incident to edit.
- Click on the pencil icon to open the incident.
- Make the necessary edits to the incident record. To add additional actions, click on **Add New Action/Consequence** found at the bottom of the page, next to the Submit button.
- To remove a Related Incident that was associated in error, click on the **+ icon**. Uncheck the box next to the student's name and click **OK**. The student name will appear in red text with a strikethrough (and will be removed after clicking Submit).

Related Incidents

☐ Patrick, Darnell (Bullying/Cyberbullying) (# 304148)

+

- Once done submitting your edits, click **Submit**.

7 SUSPENSIONS

A principal may consider suspending a student for up to 10 school days, if the principal believes a student has engaged in any of the following activities while on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, at a school bus stop or on a school bus, or off school grounds, if any of these behaviours (listed alphabetically below) disrupt the learning climate of the school:

- Bullying/cyberbullying
- Discriminatory behaviour
- Illegal activity
- Inappropriate language
- Insubordination
- Interruption of the learning environment
- Misuse of networks or online resources
- Physical aggression
- Physical violence
- Racist behaviour
- Repeated use of tobacco or electronic cigarettes
- Sexual assault
- Sexual harassment
- Sexual misconduct
- Threatening behaviour
- Unapproved mobile device use
- Use or possession of alcohol, cannabis, drug-related paraphernalia, illegal drugs, or weapons
- Vandalism
- Verbal abuse

A principal may recommend to the Regional Centre for Education that a suspension be extended for a period greater than 10 days. Decisions regarding extended suspensions will be made following the protocol outlined in section 124 of the Education Act.

7.1 OUT OF SCHOOL SUSPENSION

When an Unacceptable Behaviour incident results in an out of school suspension, the following fields are available in the **Action/Consequences** section:

- **Length of Suspension:** Select the length of the suspension, from .5 days to 10 days.
- **Suspension Dates:** From the calendar picker, select the suspension dates based on the length as selected above.
- **Student Return Date:** Select the date the student is expected to return to school.
- **Meeting Requested:** Indicate if a parent/guardian meeting is required prior to the student being permitted re-entry to school.

- **Parent/Guardian Contacted by Phone:** Select either **Yes**, **Attempted** or **Attempted, left message**.
- **Date of Contact:** Indicate the date phone contact was made.
- **Time of Contact:** To enter the time of contact start typing the number to input a time and adjust the minutes and AM or PM.
- **Suspension Letter(s):** Select the suspension letter you need to generate and follow the instructions on the template. **Note:** For suspension letter links to appear, you first need to submit the incident referral. When you return to view the record after submitting it, the suspension letter links will appear so that you can generate the suspension letters.

If a suspension of 10 days is selected there are four extra fields provided:

- **Request Extension:** Select No if you are not requesting an extension beyond 10 days.
- **Extension Dates:** If Yes is selected, indicate the extension dates and a reason for the extension request.
- **Extension Reason:** Enter a reason for the extension request.
- **Extension Request Approved:** Select either **Yes** or **No**.

Don't forget to **Submit** any changes made to the Unacceptable Behaviour Incident Referral screen.

7.2 IN-SCHOOL SUSPENSION

When an Unacceptable Behaviour incident results in an in-school suspension, the following fields are available in the **Action/Consequences** section:

- **Length of Suspension:** Select the length of the suspension, from .5 days to 10 days.
- **Suspension Dates:** From the calendar picker, select the suspension dates based on the length as selected above.
- **Student Return Date:** Select the date the student is expected to return to school.
- **Meeting Requested:** Indicate if a parent/guardian meeting is required prior to the student being permitted re-entry to school.
- **Parent/Guardian Contacted by Phone:** Select either **Yes**, **Attempted** or **Attempted, left message**.
- **Date of Contact:** Indicate the date phone contact was made.
- **Time of Contact:** To enter the time of contact start typing the number to input a time and adjust the minutes and AM or PM.
- **Suspension Letter(s):** Select the **Notice of In-school Suspension** letter and follow the instructions on the template. **Note:** For suspension letter links to appear, you first need to submit the incident referral. When you return to view the record after submitting it, the suspension letter links will appear so that you can generate the suspension letters.
- **In-School Suspension Contact/Location:** Enter the name of the teacher responsible for the suspended student and enter the location where the suspension will be served.

- **In-School Suspension Instructions:** Enter any instructions regarding the student, the location and activities during the in-school suspension.

If a suspension of 10 days is selected there are four extra fields provided:

- **Request Extension:** Select No if you are not requesting an extension beyond 10 days.
- **Extension Dates:** If Yes is selected, indicate the extension dates and a reason for the extension request.
- **Extension Reason:** Enter a reason for the extension request.
- **Extension Request Approved:** Select either **Yes** or **No**.

Don't forget to **Submit** any changes made to the Unacceptable Behaviour Incident Referral screen.

8 SUSPENSION LETTERS

8.1 OUT OF SCHOOL SUSPENSION 10 DAYS OR LESS

- Do a search for and select the incident.
- Under the **Action/Consequence** section, **Suspension Letter(s)**, you have a choice of two letters:
 - Notice of Student Suspension – Ten Days or Less.
 - Student Suspension Review Decision – Ten Days or Less.
- Select the appropriate letter and follow the instructions on the print template.

8.2 REQUEST FOR A SUSPENSION BEYOND TEN DAYS

If you had requested an extension for suspension beyond ten days, you will see 3 additional letters:

- Recommendation for Student Suspension Beyond Ten Days.
- Notice of Principal's Recommendation for Student Suspension Beyond Ten Days.
- Decision on Student Suspension Beyond Ten Days.

8.3 IN-SCHOOL SUSPENSION

- Do a search for and select the incident.
- Under the **Action/Consequence** section, **Suspension Letter(s)**, select and print the **Notice of In-School Suspension**.

9 REPORTS

There are several reports that will give you summary data on incidents, their related action/consequences, discipline alerts, and suspensions entered for your school.

- From the Start Page menu, select **Data and Reporting**.
- Select **Custom Reports**.
- Click on **Behavioural Incidents** to expand that section to view the reports.
- Select the report you want to run and set your report filters.
- Click **Submit** to generate your report.
- Once the report is generated you have several option:
 - Copy the report to the clipboard and past it in a program of your choice.
 - Save the file as a CSV file and open it in a program of your choice.
 - Save the file as an Excel file.
 - Save the file as a PDF.
 - Or Print the file, follow the instructions to ensure your browser is set correctly.