



Nova Scotia Public Education System

Incident Tracking – Administrators

User Guide

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All incidents are to be tracked and monitored as Unacceptable Behaviours. Previously, schools tracked Disruptive Behaviours and Severely Disruptive Behaviours. Disruptive Behaviours are no longer tracked in PowerSchool and Severely Disruptive Behaviours entered prior to June 30, 2015 are searchable and read only. **[Note: Records more than seven years old will not be visible to school staff].**

1 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 a web form titled "Discipline Alert". It contains a large text area labeled "Discipline Alert Text" with a blue border. Below this text area is a date field labeled "Alert Expires (date)" with the value "0/0/0" and a calendar icon. To the right of the date field is a link that says "(0/0/0 to never expire)". A blue "Submit" button is located in the bottom right corner of the form.

2 ADDING A NEW UNACCEPTABLE BEHAVIOUR

- Do a search for and select the student.
- Under the **Incidents and Log Entries** menu, click on **Incident Tracking**.
- Click on **Incident Referrals for Unacceptable Behaviours**.

If the student has previous incidents, the **Unacceptable Behaviour Incidents** screen will list these incidents, how to edit a previously entered incident will be addressed in section 5.

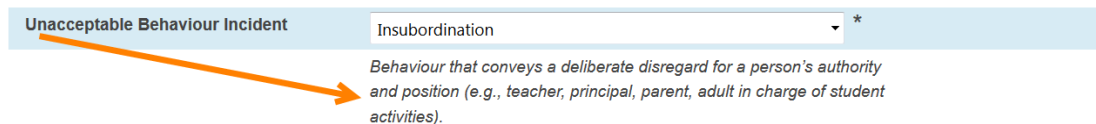
- Click **Add New Unacceptable Behaviour Incident**.
- Enter the required data in the **Unacceptable Behaviour – New Incident Referral** screen.
 - **Student:** The student receiving the referral.
 - **School:** Defaults to the school you are logged into.
 - **Student receiving behavioural support through the Program Planning Process:** If the student has a TIENET record indicating s/he has Behavioural AIOs or if s/he is receiving

Behaviour Intervention, teacher support or Behaviour Consult/Support Services select YES. Otherwise select No.

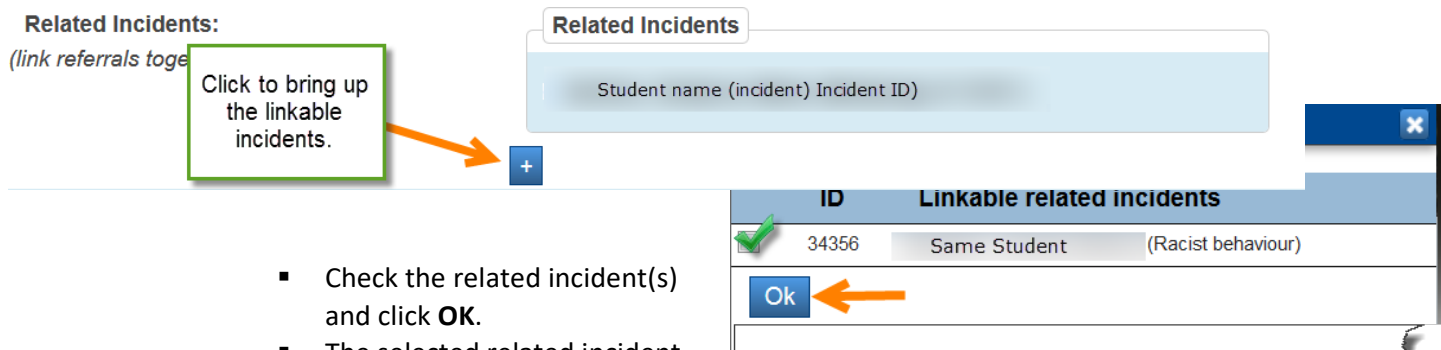
- **Date of Incident:** Click on the calendar icon to select the date the incident occurred. If the date you select for the incident coincides with a possible linkable incident, (that is an incident that occurred on the same date as the incident you are entering), a plus + sign will appear next to the label **Related Incidents**.



- **Approximate Time of Incident:** From the drop-down menu, select the time of day the incident occurred.
- **Location:** Select one or more locations where the incident took place, e.g. if a fight happened in the classroom and during the interview, then it is discovered the student was reacting to a Facebook post about him/her. In this case you would select both **Internet/Technology Media** and **Classroom**.
- **Did you witness the event:** Indicate if you, as the person reporting the incident, witnessed the event
- **Unacceptable Behaviour Incident:** From the drop-down list select the type of Unacceptable behaviour being reported. **NOTE:** when you select an unacceptable behaviour, there is a brief description of the selected behaviour under the box.



- **Description:** Describe the incident. The description is available for review by the appropriate school and board staff and parents.
- **Related Incidents:** 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 at the same time in the same school.



- Check the related incident(s) and click **OK**.
- The selected related incident is added to the related Incidents box, if you have made a mistake you can click

on the student's name and the recently selected incident will disappear. Once you select submit, click on the related incident you wish to remove and it will be crossed out, click submit to complete the deletion.

- **Contributing Factors:** From the drop-down list, select one or more contributing factors (only if appropriate) related to the incident being recorded.
- **Prohibited Article:** Select from the drop-down list, otherwise leave this set to (none).
- **Incident Target:** Select the incident target from the drop-down list.
- **Administrators Comments:** Administrators may add comments about the incident, up to two thousand characters are allowed.
- **Source of Submission:** An Unacceptable Behaviour Incident referral can be reported from one of three sources.
 - i. **Online Reporting Form for support staff:** As an administrator, you will enter and manage the incident into PowerSchool based on the email notification you received for an entry by a support staff such as a bus driver or cafeteria worker.
 - ii. **Online Reporting Form for students-parents:** As an administrator, you will enter and manage the incident into PowerSchool based on the emailed notification you received for an entry by a student or parent.
 - iii. **Other source:** This would be any unacceptable behaviour incident submitted by a staff member directly into PowerSchool.
- **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.
- **Click Submit.**
 - To add additional Actions/Consequences, open the record by clicking on the pencil icon and then click on **Add New Action/Consequence**.

3 NOTES ON ACTIONS/CONSEQUENCES

- 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.

4 SEARCH FOR UNACCEPTABLE BEHAVIOUR INCIDENTS

- From the Start Page menu, select **People**, then click on **Incident Tracking**.
- Administrators can search [**Note: Records more than seven years old will not be visible to school staff**]:
 - all unacceptable behaviours by selecting **Search Unacceptable Behaviour Incidents**.
 - severely disruptive behaviour incidents they had submitted prior to June 30, 2015 by clicking on **My Severely Disruptive Behaviour Incidents (Office Referrals)**.
 - all severely disruption behaviour incidents prior to June 30, 2015 entered for the school by clicking on **Search Severely Disruptive Behaviour Incidents**.
- Click **Search Unacceptable Behaviour Incidents** to access the search screen.
- By default, you will see the entire list of submitted incidents. To narrow your search you may select search parameters:
 - one or more grade levels
 - gender
 - the staff member that submitted the incident.
- Click **Submit**.

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 to open a specific incident for review.

5 EDIT AN UNACCEPTABLE BEHAVIOUR INCIDENT

- Do a search for and select the incident to edit.
- Click on the pencil icon to open the incident.
- In addition to the fields available when creating a new incident, there is one more option in this screen.

- **Related incidents:** if the incident you are editing has a direct link to another incident, click on the + icon to select a related incident. The incident displayed are those incidents that occurred at the same time in the same school.

- Check the related incident(s) and click **OK**.
- The selected incident is added to the related Incidents box, if you have made a mistake you can click on the student's name and the recently selected incident will disappear. Once you select Submit, click on the related incident you wish to remove and it will be crossed out, click submit to complete the deletion.

5.1 ADDING ADDITIONAL ACTION/CONSEQUENCES

- Do a search for and select the incident.
- Click on **Add New Action/Consequence** found at the bottom of the page, next to the Submit button.
- Add the new Action/Consequence and **Submit** your changes.

6 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

- insubordination
- misuse of network or online resources
- physical violence
- racist behaviour
- repeated use of tobacco or e-cigarettes
- sexual assault
- sexual harassment
- sexual misconduct
- significant disruption to school operations
- use or possession of
 - alcohol
 - drug-related paraphernalia
 - illegal drugs
 - weapons
- vandalism
- verbal abuse

A principal may recommend to the school board 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.

6.1 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.

6.2 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.

7 SUSPENSION LETTERS

7.1 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.

7.2 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.

7.3 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**.

8 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.