



Nova Scotia Public Education System

# Incident Tracking - Teachers

User Guide

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1	Overview .....	3
2	Accessing Incidents and Adding a New Referral In PowerSchool Admin.....	3
3	Accessing Incidents And Adding A New Referral In PowerTeacher.....	4

# 1 OVERVIEW

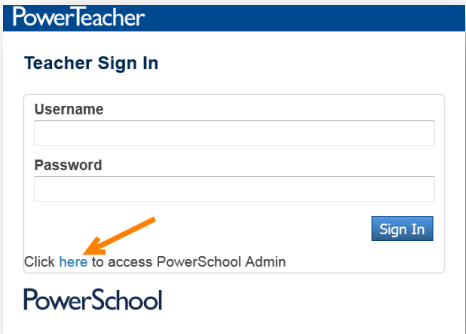
Teachers can create incident referrals for the students they teach in PowerTeacher and in PowerSchool Admin; and to create a referral for students they do not teach, they can access these students in PowerSchool Admin. The process to create a new referral is the same, how you get to the screen though is different.


Teachers can only view incident referrals that they have created, and will not be able to view incident referrals submitted by other staff, teachers, and administrators.

**Important Update for September 2024:** PowerTeacher will automatically notify the school’s administrator(s) when a teacher submits an unacceptable student behaviour incident in PowerTeacher. Teachers no longer need an alternative method to notify their administrator(s) of reported incidents. If submitting incidents from PowerSchool Administrator, these reported incidents will still notify the administration.

# 2 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERSCHOOL ADMIN

- Log out of PowerTeacher and into PowerSchool Admin.
- Do a search for and select the student in PowerSchool.
- Under the **Incidents and Log Entries** menu, click on **Incident Tracking**.
- To view an existing incident: click on **Incident Referrals for Unacceptable Behaviours**, then click on the **pencil icon** to open a specific incident for review.



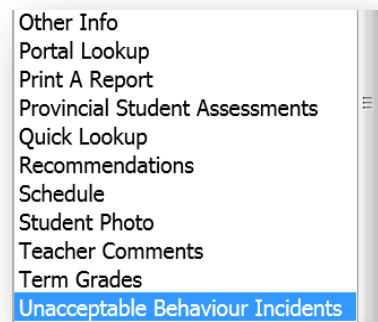
Record ID	Grade Level	Unacceptable Behaviour Incident	Incident Date	Incident Location	Submitted By	Submitted On	Modified By	Actions/Consequences
 778104	9	Bullying	06/05/2024	Cafeteria	Teem, Aaron	06/25/2024 11:18 AM	Teem, Aaron	

- To add a new incident: click on **Incident Referrals for Unacceptable Behaviours**, then select **Add New Unacceptable Behaviour Incident**.

- Add the required data into the **Incident Referral Form for Unacceptable Behaviour**.
  - **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
  - **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, it is discovered that 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.
  - **Description:** Describe the incident. The description is available for review by the appropriate school and board staff and parents.  
**Contributing Factors:** From the drop down list, select one or more contributing factors (only if appropriate) related to the incident being recorded.
  - **Prohibited Article:** Make a selection from the drop down list, otherwise leave this set to (none)
  - **Incident Target:** Select the incident target from the drop-down list.
- Click **Submit**.

### 3 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERTEACHER

- Log into PowerTeacher.
- Click on the student information icon for the class in which the student is enrolled.
- Click the last name of the student.
- From the **Select Screens** option, select **Unacceptable Behaviour Incident**.
- To view an existing incident: click on the **Record ID** to open a specific incident for review.



Record ID	Student	Incident Date	Unacceptable Behaviour Incident	DESCRIPTION	Actions/Consequences
778104	Baker, William	06/05/2024	Bullying	Description	

- To add a new incident: select **New**.
- Enter the required fields into the **Incident Referral Form for Unacceptable Behaviour**.
  - **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
  - **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, it is discovered that 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.
  - **Description:** Describe the incident. The description is available for review by the appropriate school and board staff and parents.  
**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.
- Click **Submit**.

Once the incident has been submitted, it is viewable but not editable by the teacher. If the teacher wishes to edit the incident, s/he must see the school administrator.