

Nova Scotia Public Education System

Recording Behavioural Incidents in PowerSchool Admin

User Guide

Revision Date: August 19, 2025

Recording Behavioural Incidents in PowerSchool Admin

User Guide August 19, 2025

| 1 | Overview | 3 |
|---|--|---|
| 2 | Recording an Incident in PowerSchool Admin | 3 |
| 3 | Accessing Incidents n PowerSchool Admin | 6 |



1 OVERVIEW

The <u>Provincial School Code of Conduct Policy</u> directs all staff to immediately report any incidents of unacceptable behaviour.

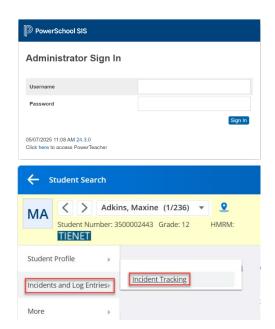
Staff responsible for documenting incidents must do so in either **PowerSchool Admin** or **PowerTeacher**:

- 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).

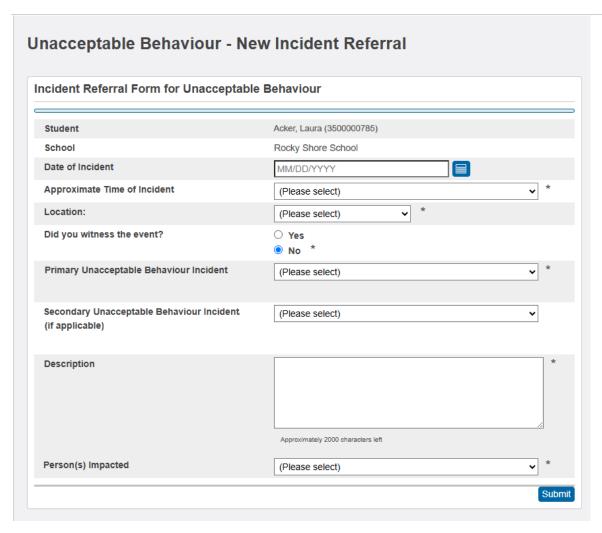
Notification: Both options automatically notify administration that an incident has been reported. An email notification will be sent to you once an action/consequence has been entered by administration.

2 RECORDING AN INCIDENT IN POWERSCHOOL ADMIN

- 1. Log into PowerSchool Admin using your login credentials.
- 2. Search to find and select a student (see <u>Searching for Students in PowerSchool</u> for additional information).
- Under the Incidents and Log Entries menu, click on "Incident Tracking."
- 4. To add a new incident, click on Incident Referral for Unaccepable Behaviours, then select "Add New Unacceptable Behaviour Incident".
- 5. 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 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.



Recording Behavioural Incidents in PowerSchool Admin

User Guide August 19, 2025

 Note: When you select an unacceptable behaviour, there is a brief description of the selected behaviour under the box:



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:



- 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.



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





Recording Behavioural Incidents in PowerSchool Admin

User Guide August 19, 2025

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.

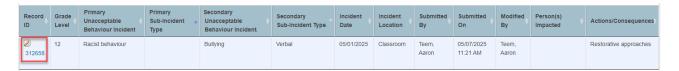
- Person(s) Impacted: Select the incident target from the dropdown list.
 When selecting "Student" as the incident target, an "Add" button will appear allowing you to add any impacted students.
 - Note: Only add students who are directly impacted.



6. Click Submit.

3 Accessing Incidents in PowerSchool Admin

To view an existing incident in **PowerSchool Admin**, click on **Incident Referrals for Unaccepable Behaviours**, then click on the **pencil icon** to open a specific incident for review.



Once the incident is submitted, you can view it but not edit it. If you need to edit the incident, you must see the school administrator.

