



Nova Scotia Public Education System

Recording Behavioural Incidents in PowerTeacher

User Guide

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1 OVERVIEW

Teachers can create incident referrals for the students they teach in PowerTeacher and in PowerSchool (PS) 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.

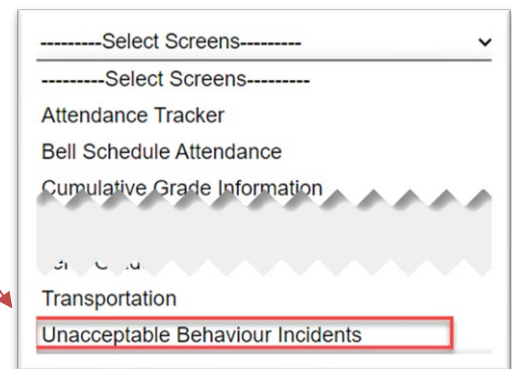
Teachers can only view incident referrals that they have created, and will not be able to view incident referrals submitted by other staff, teachers, and administrators.

PS Admin and PowerTeacher will automatically notify the school's administrator(s) after submitting an unacceptable student behaviour incident.

Additionally, an automated email notification will be sent to you once an action/consequence has been taken.

2 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERTEACHER

1. Log into PowerTeacher.
2. Click on the student information icon for the class in which the student is enrolled.
3. Click the last name of the student.
4. From the **Select Screens** option, select **Unacceptable Behaviour Incident**.
5. 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	

6. To add a new incident: select **New**.

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

Unacceptable Behaviour - New Incident Referral

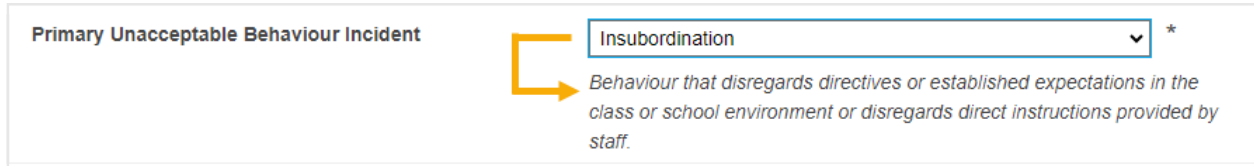
Incident Referral Form for Unacceptable Behaviour

Student	Acker, Laura (3500000785)
School	Rocky Shore School
Date of Incident	<input type="text" value="MM/DD/YYYY"/> 
Approximate Time of Incident	<input type="text" value="(Please select)"/> *
Location:	<input type="text" value="(Please select)"/> *
Did you witness the event?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Primary Unacceptable Behaviour Incident	<input type="text" value="(Please select)"/> *
Secondary Unacceptable Behaviour Incident (if applicable)	<input type="text" value="(Please select)"/>
Description	<div> <input type="text"/> </div> <div>Approximately 2000 characters left</div>
Person(s) Impacted	<input type="text" value="(Please select)"/> *

Submit

- **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
- **Approximate Time of Incident:** From the dropdown menu, 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.

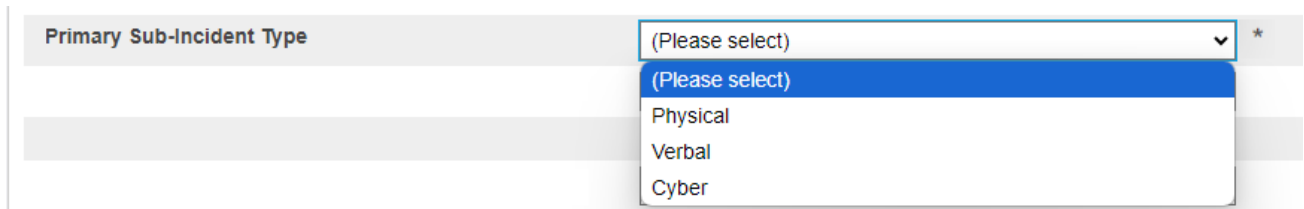


Primary Unacceptable Behaviour Incident

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. For example, if selecting **Bullying** as the primary incident, the following dropdown appears below the Bullying description.



Primary Sub-Incident Type

(Please select) *

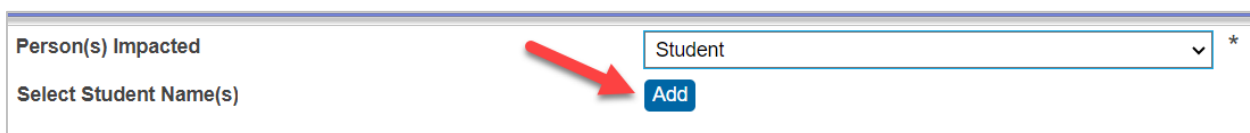
(Please select)

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 will need to complete the **Secondary Sub-Incident Type**.
- **Description:** Describe the incident, providing factual information only.
- **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)

Add

8. 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.

3 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERSCHOOL ADMIN

1. Log into PS Admin. Use the quick link on the PowerTeacher login page to easily switch to the PS Admin login page.

Note: If you do not have login credentials for PS Admin, see your school administrator. (PowerTeacher login credentials will not work for PS Admin).

2. Do a search for and select the student in PowerSchool.
3. Under the **Incidents and Log Entries** menu, click on **Incident Tracking**.
4. To view an existing incident: click on **Incident Referrals for Unacceptable Behaviours**, then click on the **pencil icon** or **Record ID** 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	

5. To add a new incident: click on **Incident Referrals for Unacceptable Behaviours**, then select **Add New Unacceptable Behaviour Incident**.
6. To add a new incident, follow steps 7 and 8 outlined in Section 2.

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.