

Discipline Quick Entry

PowerSchool



Importance of Discipline Entry

- The collection of discipline data is required by state and federal law.
- While the two discipline collections take place in the spring, schools should be entering discipline events into their SIS *throughout* the year to ensure accuracy.
 - School Discipline: May-June
 - SPED Discipline: May-August

Uses for Discipline Data

- Student Screener
- State – Published on SchoolView
- Federal – Published on CRDC



Reporting of Disciplines

- Historically, CSI has seen Discipline data being under-reported at schools resulting in an inaccurate picture of disciplines.
- Ensuring that all disciplines that occur are entered accurately and are State reportable is necessary to reflect situation at schools and avoid under-counting.

Strategies for Addressing Accuracy

Determining behavior and consequence

Entering behavior and consequence

Reviewing behavior and consequence

Comparing across systems for overall accuracy

Comparing across collections for special education accuracy

Questions to Keep in Mind

1. Who are the main staff members responsible for discipline at your school?
2. Who enters the discipline information into your student information system?
3. How is your school classifying behavior that is being tracked? (Example: What is disruptive behavior?)



Data Entry Process





Steps of the Discipline Process

Once a behavior occurs at your school, navigate to PowerSchool and complete these steps:

Navigate to Incident Management

- Log in to PowerSchool
- Click on Special Functions
- Click on Incident Management

Add an Offender and Create a Behavior

- Create an Offender
- Create the Incident
- Drag Incident onto the Offender

Add a Resulting Action

- Create Resulting Action
- Drag onto the Incident
- Ensure both the Incident and Action are State Reportable or not (must match)



Access Incident Management

The screenshot shows the PowerSchool SIS interface. The left sidebar contains a 'Functions' menu with 'Incident Management' highlighted in red. A red arrow points from this menu item to the 'Incident Management' option in the 'Special Functions' list on the right. Below this, a detailed view of the 'Incident Management' page is shown, featuring a 'Student Incidents' counter at 18 and a 'Create Detailed Incident' button.

PowerSchool SIS Start Page > Special Functions District Office 20-21 Year

Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	
Fee Functions	
Group Functions	
Health Management	
Importing & Exporting	
Incident Management	
Interfaces to other systems	

Incident Management

Incident Counts by Behavior Date Range: Current Calendar Year 1/1/2020 to 8/7/2020

Incident Element: Behavior

18 Student Incidents^

Create Detailed Incident

ID =

Clear Apply



Quick Incident vs. Detailed Incident

Create Quick Incident

Incident Details

Participant 1

Incident Details

Incident Template

Incident Description

Title *

Description

Approximately 4000 characters left

Incident Type *

Previous Cancel Save Next

Incident Detail

Incident Description

School: District Office

Incident Type

Incident Date: 08/07/2020 Time: 10:30 AM

Time Frame

Title

Description

Location

Location Description

Prepared By

Financial Impact (\$)

Incident Builder

Participants

Reporters

Incident Elements

Type	Description
No records found	



Add Incident Details and Assign Offender/Victim

- Complete all details of the incident at the top of the screen
- Ensure that you mark as State Reportable or not, but must match resulting action
- Once details are added, click on the + button to assign offender and victims (if applicable)
- Search for students and add as offender. Add victims if necessary

The screenshot shows the 'Incident Detail' form and a search modal. The form includes fields for School, Incident type, Incident Date, Time Frame, Title, Description, Location, Location Description, Prepared By, and Financial Impact (\$). A red callout box points to the 'Incident type' field with the text: 'Ensure that the Incident Type and Resulting Action match in this field. Must be State Reportable or not for both.' The search modal, titled 'Search for Student, Staff, or Other Participants', has a 'Search Filter' section with fields for Last Name, Type (Students), Grade Level (All), Only Active (checked), and Context (District Office). The 'Results' section shows a table with columns Type, First, Middle, Last, School, Gr, and Gen, and a message 'No records found.' Below the table are pagination controls and a '10' dropdown. At the bottom of the modal are 'Create Other' and 'Close' buttons.



Create Behavior

Incident Builder

Participants

Reporters

Victims

Offenders

Witnesses

Incident Elements

Type	Description
No records found.	

Click the “+” sign and Add Behavior

chool.com/admin/incidents/editIncident.action?id=-1#

Add Behavior

Behavior Code: Student Incidents^

Primary Behavior

Allegation

Cancel Add Behavior

Add Behavior

Behavior Code: Student Incidents^

Primary Behavior

Allegation

- Drug Violation (Not Marijuana)^
- Alcohol Violation^
- Tobacco Violation^
- 1st, 2nd Degree or Vehicular Assault^
- Dangerous Weapon^
- Robbery^
- Other Felony^
- Disobedient/Defiant or Repeated Interference^
- Bullying/Harassment^
- Detrimental Behavior^**
- Destruction of Schd Property^
- Threat of Physical Attack^
- Other Violations of Code of Conduct^
- 3rd Degree Assault/Disorderly Conduct^
- Marijuana Violation^
- Sexual Violence/Battery (other than Rape)^
- Rape or Attempted Rape^
- Retired - Habitually Disruptive Student^

Select the most applicable Behavior Code. The ^ symbol indicates State Reportable. Click **Add Behavior**

Select either Student Incident^ or GFSA Incident^. GFSA is for incidents involving weapons



Drag Behavior onto Offender

Incident Builder

Participants

Reporters

Victims

Offenders

Bill Test

Witnesses

Incident Elements

Type	Description		
Behavior	[1] Student Incidents* - Detrimental Behavior*		

Cancel Submit Incident



Incident Builder

Participants

Reporters

Victims

Offenders

Bill Test

[1] Student Incidents* - Detrimental Behavior*

Witnesses

Incident Elements

Type	Description		
Behavior	[1] Student Incidents* - Detrimental Behavior*		

Cancel Submit Incident



Create Resulting Action

- Click the “+” sign and the **Add Action**
- A new popup will appear where you select Student Actions^ or GFSA Actions^
- Select the resulting disciplinary action (i.e. In-School/Out of School Suspension, Expulsion, Other, etc.)
- Complete the rest of the Action Details

The screenshot shows the 'Add Action' popup form overlaid on the 'Incident Builder' interface. The background interface includes sections for Participants, Reporters, Victims, Offenders (with a list item: 'Bill Test [1] Student Incidents^ - Detrimental Behavior^'), and Witnesses. The 'Add Action' form contains the following fields and options:

- Action Code:** A dropdown menu currently set to 'Student Actions^'. A list of options is displayed, with 'In School Suspension^' selected. Other options include Classroom Suspension/Teacher Removal^, Out of School Suspension^, Expulsion^, Unilateral Removal^, Other^, Referred to Law Enforcement^, and School Related Arrest^.
- Action Date Range:** A date range selector.
- Action Taken Detail:** A section for additional details.
- Actual Resolution Date:** A date field.
- Duration Code:** A dropdown menu.
- Assigned Duration:** A text input field.
- Actual Duration:** A text input field.
- Duration Notes:** A text area.
- Action Change Reason:** A text area.
- Action Change Code:** A text area with the message 'No codes have been configured.'
- Action Attributes:** A section with several dropdown menus:
 - Type of Removal^:** A dropdown menu.
 - Removal Reason^:** A dropdown menu.
 - Expulsion With/Without Services^:** A dropdown menu.
 - Transferred to Alt School (for disc reasons)^:** A dropdown menu.

At the bottom of the popup, there are 'Cancel' and 'Add Action' buttons. In the background interface, there are also 'Cancel' and 'Submit Incident' buttons.



Additional Action Details

Add Action

Action Code: Student Actions^
In School Suspension^

Action Date Range: Begin Date: 8/17/2020, End Date: 8/18/2020

Action Taken Detail: ISS for 1 Day

Actual Resolution Date: 8/18/2020

Duration Code: 1 Day

Assigned Duration: 1, Actual Duration: 1

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.

Action Attributes

Type of Removal^

Removal Reason^

Expulsion With/Without Services^

Transferred to Alt School (for disc reasons)^

Cancel Add Action

Student Actions^ or GFSA^ for weapons violation

ISS, OSS, Expulsion, Other, Etc.

Be sure to add Action and Resolution Dates

A Duration Code must be added for the SPED Discipline Collection. Codes must be set up in System Admin if not available

Populate both the Assigned and Actual Durations when using for SPED Discipline

Fields must be completed if it is a Unilateral Removal

If Expulsion, must provide details on with or without Services

Must be input if result was transfer to alternative school



Drag Action onto Behavior

Incident Builder

Participants

Reporters

Victims

Offenders

Bill Test

[1] Student Incidents* - Detrimental Behavior*

Witnesses

Incident Elements

Type	Description		
Behavior 🍌	[1] Student Incidents* - Detrimental Behavior*	✎	🗑️
Action ☆	Student Actions* - In School Suspension*	✎	🗑️

Cancel Submit Incident



Incident Builder

Participants

Reporters

Victims

Offenders

Bill Test

[1] Student Incidents* - Detrimental Behavior*

Student Actions* - In School Suspension* ☆

Witnesses

Incident Elements

Type	Description		
Behavior 🍌	[1] Student Incidents* - Detrimental Behavior*	✎	🗑️

Cancel Submit Incident



Final Result and Submit!

Offenders

Bill Test

- [1] Student Incidents^ - Detrimental Behavior^
 - Student Actions^ - In School Suspension^

- If correctly entered, it should look like this.
- The incident and resulting action are both State Reportable
- The Action is indented from the Incident

Offenders

Bill Test

- Student Actions^ - In School Suspension^
- [1] Student Incidents^ - Detrimental Behavior^

- If resulting action is dragged prior to the incident, it is incorrect and will not report

Offenders

Bill Test

- [1] Student Incidents^ - Detrimental Behavior^
- Student Actions^ - In School Suspension^

- If action is dragged onto the offender, it will not report correctly
- The action must be indented.

Don't Forget to Submit!



Cancel Submit Incident



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

