

Incident Management Instructions for Admins

Create Incidents and Log Entries To Meet Reporting Requirements

OVERVIEW

An incident is defined as an event involving one or more students, committing one or more violations of *Education Code* sections 48900 or 48915, or resulting in a restraint or seclusion during school hours as defined in *Education Code* Section 49005.1.

Per CALPADS documentation, LEAs are expected to report:

- All incidents involving a violation of *Education Code* sections 48900 and 48915, **regardless whether the student was suspended or expelled.**
- All incidents resulting in restraint or seclusion during school hours whether or not the incident involved a violation of *Education Code* sections 48900 and 48915.
- All law enforcement referrals and school-based arrests associated with *Education Code* section 48900 and 48915 violations.

In addition, **allegations, reports of, or provable events where Harassment or Bullying is present must be reported** via Incident Management for CRDC (Civil Rights Data Collection) reporting. Incidents that are required to be reported through the CRDC are:

- **Allegations of Harassment or Bullying** based on sex, race, color, national origin, disability, sexual orientation, and/or religion.
 - An allegation is defined in CRDC as a claim or assertion that someone has done something wrong or harmful.
 - An allegation would be documented in incident management if, after investigation, there is no proof that the event happened. CRDC still requires the allegation be reported.
 - IMPORTANT: Use the Allegation checkbox for the alleged behavior in the Add Behavior window ONLY after the investigation results in no proof of the event.
- **Students Reported as Harassed or Bullied** based on sex (gender or gender identification), race, color, national origin, and/or disability.
 - Ensure that the victim is listed in the Victim area.
 - Ensure that an offender is listed in the Offender area.
 - Ensure that a behavior of Harassment or Bullying, with the applicable subcode(s), is attached to the offender in the Offender area.
 - Ensure that an action is included, even if it is (400) No Action.
- **Students Disciplined for Harassment or Bullying** based on sex (gender or gender identification), race, color, national origin, and/or disability.
 - Ensure that a behavior of Harassment or Bullying, with the applicable subcode(s), is attached to the offender in the Offender area.
 - Ensure that an action is included.

Use Incident Management to report all allegations, reports, or events that fall within the specifications listed above, whether or not any action is taken against Offender(s). These guidelines apply to all enrolled students, both General Ed and Special Ed.

Create only 1 (one) incident report per event, allegation, or report, no matter how many students were involved. (Two students fighting = one Incident report with Incident Elements for both students contained within.)

The following data should be provided in each incident:

- Incident Type
- Date and Time of occurrence
- Detailed description of the event, including names, locations, any items involved (weapon, controlled substance, etc.), if police were involved. More detail is better than vague descriptions.
- All participants - Offenders, Victims, Witnesses, Reporters
- Behavior (offense) for each offender (add to the offender in the Offenders section).
- Resulting Action (discipline) for each offender (add to the offender in the Offenders section).
- Duration of Action

The [Incident investigation Form](#) is a resource when investigating each incident. The form contains areas for all information required to accurately enter an Incident report in PowerSchool.

INSTRUCTIONS

Enter allegations, reports of, or disciplinary events in Incident Management **within five days of the occurrence**. Please bring any disciplinary attendance days to the attention of your attendance clerk as soon as they are known.

Create a New Detailed Incident

- Start at the main PowerSchool page. In the left navigation menu under **People**, select **Students** then under the Student Administration subheading select **All Incidents**.
- On the right side of the All Incidents window, below the Incident Counts, select the drop-down menu arrow and select **Create Detailed Incident**.

Incident Type - For all allegations, reports of, or disciplinary events, use **CA State Reporting^**

Incident Date - Enter the date and time of the incident being reported (May be estimated if reporting an allegation or report of harassment or bullying.)

Time Frame - This is optional but may be helpful to use for future event tracking

Title - Must include offender(s) last name(s) and first initial(s) along with the primary offense committed (See example below)

Description - Enter an accurate and complete description of the event, including the names of all participants and any pertinent details, including any weapons. Any police involvement must be included. (See example below)

Example:

Incident Type	CA State Reporting^	
Incident Date	5/24/2022	Time: 12:33 PM
Time Frame		
Title	[Last Name1, I] & [Last Name2, I] - Fighting	
Description	[First Name1] and [First Name2] were standing in the lunch line when [First Name1] shoved [First Name2] from behind, causing him to stumble and knock down [Victim Name] who was directly in front of him. [First Name2] then turned around and shoved [First Name1], who then punched [First Name2]. [Reporter Name] was nearby and stopped the fight at this point. Student who fell was sent to the Health Office for evaluation.	
Location	Local Use Only	
Location Description	Lunch Line	

Location and **Location Description** are both optional but may be helpful to use for future event tracking.

Prepared By will automatically populate based on your PowerSchool account user information

Financial Impact (\$) if applicable (stolen or damaged property, etc.) and can be an estimate

Participants

- Click the green plus sign to add all participants involved in the incident – offenders, witnesses, reporters, victims – you may not have any/all participant names for allegations.
- Uncheck **Only Active** if you need to add students who attend other FSD schools or who have graduated/transferred out. Type in part of the student's last name and click **Search**. To find staff members, enter their last name and change the dropdown Type menu to Staff or Others.
- Click on the correct individual in the resulting list, click **Add**, and then select the role(s) that applies to them from the **Select Role(s)** dropdown menu. (Participants can have multiple roles in an incident – select all that apply to each individual participant.)

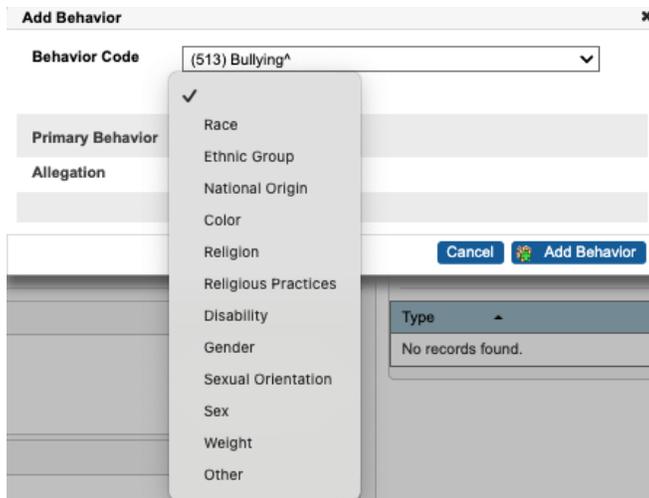
IMPORTANT: Do **not** create participants using **Create Other**. If you cannot locate a participant in the database via the search described, try the search using only a partial last name with the **Only Active** box unchecked. If you still cannot locate the participant, please contact the IIS Data Team for assistance. **Create Other** is only used for participants who are not in the PowerSchool database such as volunteers, some temporary staff, etc.

Incident Elements

Click the green plus sign to add the applicable **Behavior**, **Action**, and **Objects** elements (FSD does not use element Attributes at this time.) An Object element is only required if an object was part of the event, e.g., a knife was brought to school = Object element for the knife.

Behaviors

- For each Offender involved in an incident, select applicable Behavior Code(s) from the dropdown menu. Multiple behavior codes can be assigned to Offenders, and the codes can be assigned to more than one Offender within the same Incident.
 - Some behavior codes have subcodes. When a behavior code has subcodes, a second drop-down window will appear in the Add behavior window (see image below). Select the appropriate subcode. Repeat as appropriate. For example, an offender could bully based on both race and gender. In that instance, the behavior (513) Bullying would be added twice, and each applicable subcode added to one of the behavior instances.



- When assigning more than one behavior, make sure to mark the most severe behavior by checking the **Primary Behavior** box in that Behavior element.
- Once created, **drag and drop** the Behavior(s) over to the applicable offender's name in the **Offenders** box. The behavior should appear in both the right column and in the Offender box attached to the Offender.

Actions

- **Action(s)** must be created and assigned to each individual Offender, even if no action was taken.
 - Select from the list: Out-of-School Suspension, In-School Suspension, Expulsion, Other Means of Correction, No Action - create a separate Action element for each Offender
 - Assign an *additional* Action Code(s) *if* any of the following were used or apply to an individual Offender:
 - Physical Restraint
 - Mechanical Restraint
 - Seclusion
 - School-related Arrest
 - Law Enforcement Referral (no arrest)
 - In the Add Action window, provide these required details:
 - **Begin Date** - first day assigned Action (discipline) is served

- **End Date** - last day assigned Action (discipline) is served - can be the same as Begin Date if it's a 1-day action
- **Actual Resolution Date** (first *school day* they are allowed to return to school/class, whether they do or not)
- **Assigned Duration** – number of school or class days they will miss serving their assigned Action (do not include weekends or holidays)
- **Action Authority Code[^]** - select the most appropriate answer from the dropdown menu (most often this will be **(10) School or District Personnel**)
- **Instructional Support Indicator[^]** - If the Offender was under an active IEP at the time of the incident select **(Y) Yes[^]**, otherwise select **(N) No[^]**.
Please do not guess at this - if you're not sure, check the individual student's Program Eligibility page under **CA State Reporting (CALPADS)** in the left navigation menu when in the student's record.
 - **If Instructional Support Indicator[^] is No[^]**, click on the **Add Action** button in the lower right corner of the window, then drag and drop it over the appropriate Offender.
 - **If Instructional Support Indicator[^] is Yes[^]** (= student had an active IEP in place when the event happened) then two more steps are required:
 - **Removal to Interim Alternative Setting[^]** - Interim Alternative Setting is only set up by Special Ed Personnel (rarely happens) - the response is most often used is **(3) No Removal[^]** ****Removal to Interim Alternative Setting does not refer to site administrators or management temporarily removing the student from the classroom; it only applies to a formal removal which is put in place by Student Support Services personnel (IEP Team, school psychologist, etc.) Don't use any other answer without direction from Student Support Services personnel.**
 - **Discipline Status (CASEMIS)[^]** - This only pertains to *Offenders with an active IEP at the time of the incident* – select the most appropriate response from the dropdown menu. ****Don't use this for offenders without active IEPs at the time of the incident.**
- Click on the **Add Action** button in the lower right corner of the window, then drag and drop it over the appropriate Offender

Example 1 = Offender does not have an active IEP at the time of the event/incident:

Action Attributes	
Action Authority Code [^]	(10) School or District Personnel [^] ▾
Instructional Support Indicator [^]	(N) No [^] ▾
Removal to Interim Alternative Setting [^]	▾
Discipline Status (CASEMIS) [^]	▾

Example 2 = Offender *has an active IEP* at the time of the incident/event:

Instructional Support Indicator^	(Y) Yes^ v
Removal to Interim Alternative Setting^	(3) No Removal^ v
Discipline Status (CASEMIS)^	(11) Stayed in school w/ SPED instruct support^ v

REMEMBER:

- Each Offender must have at least one Behavior Code assigned
- Each Offender must have at least one Action Code assigned
- Action Codes are specific to individual Offenders, so create at least one Action code for each Offender.

Examples of incidents where behaviors and actions have been assigned correctly in the Offenders box in the left column of the incident builder:

Offenders	
Student1	
L[2] (513) Bullying^	
L(300) Other Means of Correction^	★
Student2	
L[3] (500) Caused Physical Injury^	
L(300) Other Means of Correction^	★
L[4] (513) Bullying^	
Student3	
L[1] (500) Caused Physical Injury^	
L(100) Out of School Suspension^	★

Offenders	
Student1	
L[1] (501) Caused/Attempted/Threatened Physical Injury^	
L(100) Out of School Suspension^	★
Student2	
L[1] (501) Caused/Attempted/Threatened Physical Injury^	
L(100) Out of School Suspension^	★
Student3	
L[1] (501) Caused/Attempted/Threatened Physical Injury^	
L(100) Out of School Suspension^	★

Before you click **Submit Incident**, double check you have met all the reporting requirements and then highlight and copy the text in the **Description** box. Click the **Submit Incident** button, and you will return to the **Incident List**.

IMPORTANT TO NOTE:

CALPADS reporting for behavior reflects the *current school year*, opening in May and due during the summer. Admins are generally not available when the final report is being compiled.

CRDC reporting is generally for the *previous school year*. Admins do leave the District.

If incidents are not built correctly, with key details and all behaviors and actions assigned properly, the reports will not reflect accurate data. Admins may not remember details or may be unavailable to resolve questions about or problems with an incident.

The examples on the following pages show incidents that need some adjustment. Descriptions should include as much detailed information as possible so that the incident is clearly understood, and the behaviors and actions should reflect what is in the description and what actions were taken for each student.

Example 1:

Description	Victim : parents brought in group chats done by ;Offender, Offender, Witness, Witness, in which students were threatening to beat ,Victim up and comments such as "she should be a slave because she is black"-both sides were reported to have made inappropriate racial comments.
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In this description, the students were just listed by name, but there was no clarification as to why two were considered offenders and two were considered witnesses. Note also that there was a threat mentioned in the description. Here is the incident builder resulting from this description:

Incident Builder

Participants Reporters	Incident Elements <table border="1"><thead><tr><th>Type</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>Behavior 🖐️</td><td>[1] (506) Harassment/Intimidation^ - Race</td><td></td><td></td></tr></tbody></table>	Type	Description			Behavior 🖐️	[1] (506) Harassment/Intimidation^ - Race		
Type	Description								
Behavior 🖐️	[1] (506) Harassment/Intimidation^ - Race								
Victims Victim									
Offenders Offender1 ↳ [1] (506) Harassment/Intimidation^ - Race 🖐️ Offender2 ↳ [1] (506) Harassment/Intimidation^ - Race 🖐️									
Witnesses Witness1 Witness2									

In the builder, two students were noted as offenders and two as witnesses. Again, nothing in the description indicated why the four students listed were determined to fall in those categories. Each offender has a behavior of Harassment/Intimidation - Race, BUT there is no behavior noted for (501) Caused/Attempted/Threatened Physical Injury. The description says “students were threatening to beat victim up,” which clearly fits this behavior. It should be added to one or both of the offenders, but here again the description does not give enough detail for us to know if one or both determined offenders threatened the victim.

Example 2:

Description	Student1 bullied a classmate by laughing at him on multiple occasions.
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In this description, the offender is named, but the victim is not (known to be a male, so likely the name is known, too). In addition, the details of the bullying behavior are not included, yet in the incident builder, the behavior chosen is (513) Bullying - Sex. The description should include details to support this applied behavior.

Incident Builder

Participants

Reporters

Victims

Offenders

Student1 

↳ [1] (513) Bullying^ - Sex 

↳ (300) Other Means of Correction^ 

Witnesses

Incident Elements

Type	Description		
Behavior 	[1] (513) Bullying^ - Sex		

In the builder, no victim is included, but the description uses “he” so it is likely that the victim’s name is known. The behavior and action are applied to the offender correctly, but because the description does not include enough details, there is no way to know if this is the correct behavior that has been applied.

Example 3:

Title	Bullying
Description	Student has repeatedly called a student Gay boy and has been bullying another student in his class. He has been warned that he will be suspended if it happens again. Student will miss lunch and recess on 10/27/23

In this description—and title—no students are named. Three students are part of the description, but they are all just called “student.” The phrase “and has been bullying another student in the class” does not give details on the type of bullying. Is this also for sexual orientation or of another type?

Incident Builder

Participants

Reporters

Victims

Student 2

Offenders

Student1

[1] (506) Harassment/Intimidation^ - Sexual Orientation

(300) Other Means of Correction^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] (506) Harassment/Intimidation^ - Sexual Orientation		

In the builder, only one victim is named but the description discusses two victims. The behavior applied is Harassment/Intimidation, but both the incident title and the description describe the offense as bullying. The behavior (513) Bullying should have been applied. In addition, if the second bullying mentioned in the description was a different type of bullying, that should appear as a second behavior, e.g., if it was by race then it would be (513) Bullying - Race, in addition to (513) Bullying - Sexual Orientation.

LOG ENTRIES

Make note of the newly created **Incident ID** number, then click on **PowerSchool** (upper left-hand corner of your screen) to go back to the **Start Page**.

- On the PowerSchool Start Page, search for the Offender(s) and go to the individual student page.
- In the left menu bar, under **Behavior**, click on **Log Entries**, and click on **New** to enter a new log entry for this event.
- Choose the **Log Type Discipline**, select the appropriate **Subtype** (optional but recommended), and **Consequence**.
- The **Title** should be "Incident #####" (##### representing the Incident number assigned when the report was submitted)
- Paste the copied description from the Incident into the **Log Entry Text** box. NOTE: To protect student privacy, only the name of the student you're entering a log for can be named in the Log Entry. Others can be referred to using student numbers.
- Scroll down and click Submit.
- **Repeat the Log Entry process for all offenders involved in this Incident.**

Important Reminder: Communicate with your office staff to make sure each student's **Attendance** will be correctly marked for the time they are out of class or out of school due to the Investigation period or on- or off-campus suspension. **Action** dates (dates the student served their disciplinary time) must match the dates marked for their attendance, or errors will result. Attendance that is incorrectly recorded can also cause the District to collect ADA it is not entitled to collect.

Questions or further assistance on entering Incidents (events, reports, or allegations) or Log Entries in PowerSchool should be directed to the IIS Data Team (datateam@myfsd.org).

Questions pertaining to cause for suspension/expulsion or appropriate disciplinary actions should be directed to [Helene Morris](#) in Child Welfare & Attendance. (714-447-7529 or 31529)