

Incident Management

Student discipline incidents that are outlined in Ed code sections 48900 and 48915 are required to be reported regardless of outcome. Behavioral incidents outlined in section 49005.1 must be reported as well. Use Incident Management to report all incidents that fall within these specifications, ***whether or not*** the student(s) are removed from their normal educational environment, alternative means of correction are utilized, they serve an on- or off-campus suspension or are expelled. Enter only one incident report per event, no matter how many students were involved. (Two students fighting = one Incident report with the elements for both student's contained within.)

For each incident, the following data must be provided for submission to CALPADS:

- All students involved in the incident
 - ◇ For each student involved in an incident which resulted in the behavioral restraint or seclusion of the student:
 - Whether physical restraint, mechanical restraint or seclusion was used
 - Date and time the incident occurred.
 - ◇ For each student involved in an incident:
 - Statutory offense(s) committed. (Codes need to be those provided in CALPADS documentation, not locally created.)
 - Date and time the incident occurred (this is not necessarily the date in which the incident result or disciplinary action occurred).
 - Incident result (out-of-school suspension, in-school suspension, expulsion, other means of correction, no action, school-related arrest, law enforcement referral).
 - Whether instructional support was provided during the incident result.
 - Length of time, in school days, that an incident result for a specific incident lasted.
 - Whether the incident result was modified (e.g. shortening the term of the suspension or expulsion).
 - Whether the incident involved weapons. If so, the weapon designation as provided in CALPADS documentation.
 - Authority that gave the incident result (disciplinary action). (**The person filling out the form may not be the person who determined the disciplinary action to be taken.)

- ◇ For students with disabilities (SWD), in addition to the data required for incidents in which a statutory offense was committed:
 - Whether the SWD was removed to an interim alternative educational setting.
 - Agency which authorized the incident result for the student.

For accurate reporting, and to meet CWA guidelines, it is important that incidents be entered into Incident Management within five days of the actual occurrence. As attendance reports are run weekly, please make sure all disciplinary attendance days are brought to the attention of the school Office Manager or Clerk when they occur.

Use the Incident Details investigation form (also available on Innovation & Instructional Support's "*Tutorials & How Tos*" page under PowerSchool > Admin) when investigating each incident. This form contains areas for all information required to enter an Incident report in PowerSchool.

(Sample of form on the following page)

INCIDENT DETAILS

School: _____ **Incident #** _____ (from PowerSchool)

Incident Date: _____ **Incident Time:** _____ **Financial Impact:** _____

Incident Location: _____

Reported to (person documenting this event): _____

Reporter(s): _____

Witness(es): _____

Victim(s): _____

Offender(s): _____

Name of any Offenders with Active IEP at time of Incident: _____

Name of any Offenders removed to an interim alternative educational setting: _____

Weapon(s)/Object(s) Involved: _____

Incident Details: _____

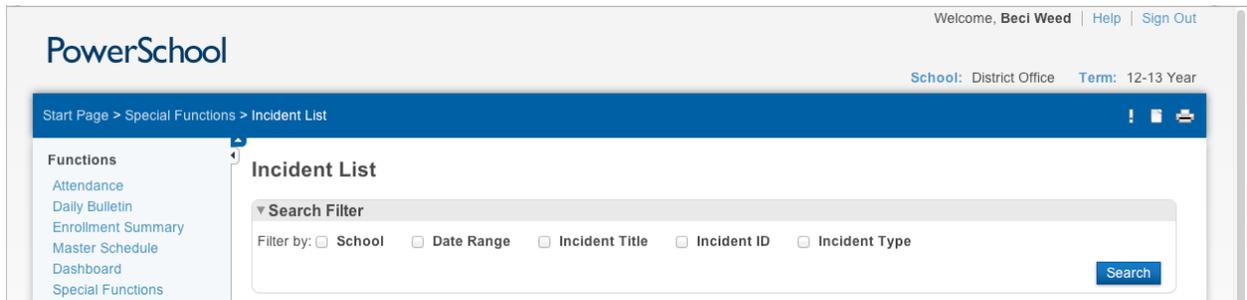
Primary Behavior: _____

Additional Behavior(s): _____

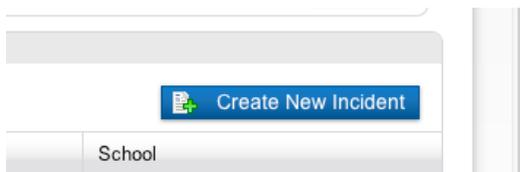
Disciplinary Action(s) - include beginning & ending dates: _____

Investigation Notes: _____

To enter an Incident, start at the main PowerSchool page, select **Special Functions > Incident Management**



Click on **Create New Incident**



Make sure the **Incident Type** is *CA State Reporting*, the **Incident Date** and **Time** reflect when the incident took place (defaults to current date and time), the **Title** contains the offender(s) name(s) and a brief description, the **Description** is objective and contains incident specific details, and your name is in the **Prepared by** field. **Time Frame** and **Location** are optional reporting tools. Complete **Financial Impact** if applicable. (When there is stolen or damaged property, etc.)

Incident Type	CA State Reporting^
Incident Date	02/05/2013 (MM/DD/YYYY) Time: 12:28 PM
Time Frame	Local Use Only Lunch
Time Frame Comment	
Title	Appleseed, Johnny - Disrespectful to supervision, threw rocks at other students
Description	Johnny was very disrespectful to Mary Lincoln (noon duty supervision) and threw rocks at Tom Thumb and Sally Jones, hitting Sally in the forehead.
Location	Local Use Only Playground
Location Description	
Prepared by	Beci Weed
Financial Impact (\$)	

To add participants, go to the **Incident Builder** and click on the green plus sign to the right of **Participants**. Uncheck the **Only Active** if you need to add students who attend other FSD schools, or who have since transferred out of your school. Type in part of the student's last name and click **Search** to find them.

Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Grade Level:

Only Active

Context:

Search

Click on the correct student in the resulting list.

Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Grade Level:

Only Active

Context:

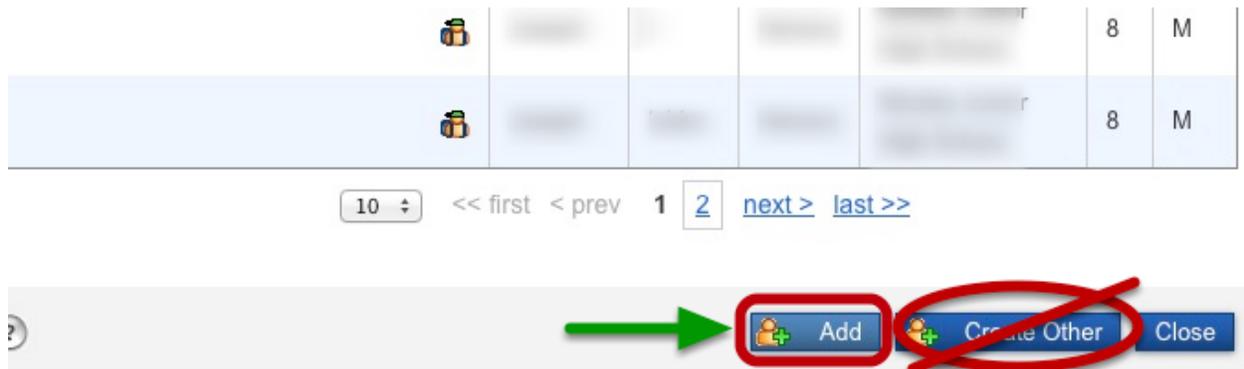
Search

Results

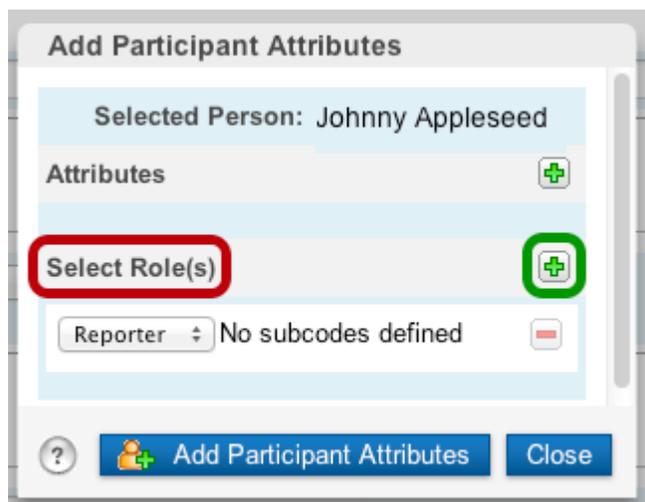
Type	First	Middle	Last	School	Gr	Gen
	Johnny		Appleseed			

***It is very important that student participants be selected from the PowerSchool student database, *not* created using **Create Other**. If you cannot locate a student in the database, make sure to try your search using only a partial last name, and unchecking the **Only Active** box. If you still cannot locate the student, please call Beci Weed at x31497 for assistance. **Create Other** is only used for offenders who are not/were not Fullerton School District students at the time of the incident.

After selecting the correct student, scroll down to the bottom of the list window and click **Add**.



Once you select the participant, select the role(s) they played in the incident. Participants can have more than one role assigned to them. When needed, add additional roles by clicking on the green plus sign to the right of **Select Role(s)**. This allows you to assign multiple roles (Offender and Victim for instance) to a participant. Click on **Add Participant Attributes** when you are finished assigning roles to the participant.



When finished adding all participants, click on the green plus sign to the right of **Incident Elements** to add elements such as **Behavior**, **Action**, and **Objects**. (We do not use element Attributes at this time.)

****Important to Note:** If an Offender has more than one Behavior, make sure to mark the most severe behavior by checking the **Primary Behavior** box. If there is only one behavior, you do not need to check the box.

Update Behavior [X]

Behavior Code: (501) Caused/Attempted/Threatened Physical Injury^

Primary Behavior

If there is more than one Behavior for an Offender, make sure the most severe is marked as Primary by checking the box.

Cancel Update Behavior

Incident Builder

Participants

Reporters

Mary Lincoln

Victims

Mary Lincoln
Tom Thumb
Sally Jones

Offenders

Johnny Appleseed

Witnesses

Peter Pan

Incident Elements

Type	Description		
Behavior	[1] (511) Disruption, Defiance^		
Behavior	[2] (500) Caused Physical Injury^		
Object	[1] Other Object		

Cancel Submit Incident

Once you have created the **Behavior**, *drag and drop* it over the offender's name in the **Offenders** box. Create an Object (if applicable) and *drag and drop* it over the offender's name. Note that Behaviors and Objects remain accessible under Incident Elements as they can be assigned to multiple offenders (if applicable) in the same Incident. It is important to remember that *all offenders must have at least one Behavior and at least one Action* assigned to them individually.

When creating an **Action**, select the appropriate **Action Code**, **Action Date Range** (first day and last day *serving* the disciplinary action), the **Actual Resolution Date** (first school day that student is eligible to return to school, even if they do not return), the **Duration Code**, **Assigned & Actual Duration** (how many school days/partial days the disciplinary action was in affect and how many were served), the **Action Authority Code**, the **Instructional Support Indicator**, the **Removal to Interim Alternative Setting**, and **Discipline Status (CASEMIS.)**

The screenshot shows the 'Add Action' form with the following fields and annotations:

- Action Code:** Red Star indicates required field. Value: Disciplinary Action Taken.
- Action Date Range:**
 - Begin Date:** Red Star indicates required field. Value: 10/18/2018. Callout: "First day or partial day suspension is served".
 - End Date:** Red Star indicates required field. Value: 10/19/2018. Callout: "Last day of suspension".
- Action Taken Detail:** Empty text field.
- Actual Resolution Date:** Red Star indicates required field. Value: 10/22/2018. Callout: "First school day student is eligible to return to school, even if they don't".
- Duration Code:** Red Star indicates required field. Value: School Days^.
- Assigned Duration:** Red Star indicates required field. Value: 1.5.
- Actual Duration:** Red Star indicates required field. Value: 1.5. Callout: "Number of school days assigned and number actually served, including partial days if applicable".
- Duration Notes:** Red Star indicates required field. Value: Served 1/2 day on 10/18/2018. Callout: "Explanation of time served IF it includes a partial day".
- Action Change Reason:** Empty text field.
- Action Change Code:** Empty dropdown menu.
- Action Attributes:**
 - Action Authority Code^:** Red Star indicates required field. Value: (10) School or District Personnel^.
 - Instructional Support Indicator^:** Red Star indicates required field. Callout: "(Y) Yes^ = Student had active IEP at time of event/incident (N) No^ = Student did not have active IEP at time of event/incident".
 - Removal to Interim Alternative Setting:** Red Star indicates required field. Callout: "Select the answers that best fit the individual student Offender".
 - Discipline Status (CASEMIS)^:** Red Star indicates required field.

Buttons at the bottom: ? (help), Cancel, Add Action.

For the **Removal to Interim Alternative Setting** field, the best option will *usually* be **(3) No Removal**. As **Removal** pertains to formal, long-term removals, options 1 and 2 will only be used under guidance from Child Welfare and Attendance and/or Student Support Services. Option 3 should be used for situations where a student is temporarily removed from their scheduled class(es) to serve their disciplinary time in the office or another supervised school room/area.

Once the **Action** has been created, *drag and drop* it over the offender's name. Note that the **Action** is no longer available under **Incident Elements**. Actions are created for each offender individually, whether or not multiple offenders had the same disciplinary action taken against them. Remember, no matter how many offenders are in an incident, each one must have *at least one Behavior* and *at least one Action* assigned to them.

Incident Builder

Participants

Reporters
Mary Lincoln

Victims
Mary Lincoln
Tom Thumb
Sally Jones

Offenders
Johnny Appleseed
 ↳ [1] (511) Disruption, Defiance^
 ↳ [2] (500) Caused Physical Injury^
 ↳ (100) Suspension^
 ↳ [1] Other Object

Witnesses
Peter Pan

Incident Elements

Type	Description		
Behavior	[1] (511) Disruption, Defiance^		
Behavior	[2] (500) Caused Physical Injury^		
Object	[1] Other Object		

*****Every Offender must have at least one Behavior and on Action assigned to them.**

It's very Important to remember to drag and drop the Behavior, Actions, and Objects (if there are any) to the Offender. If the elements are not assigned to the Offender, the Incident report will not be valid.

Cancel Submit Incident

Shown below is an example of when there are multiple offenders in one incident. Each offender is assigned an **Action** specific to the severity of their offense or **Behavior**.

The screenshot displays the 'Incident Builder' interface. On the left, the 'Participants' section is divided into four categories: Reporters (Mary Lincoln), Victims (Mary Lincoln, Tom Thumb, Sally Jones), Offenders (Johnny Appleseed and Captain Cook), and Witnesses (Peter Pan). Each offender has a list of associated actions: Johnny Appleseed has '[1] (511) Disruption, Defiance^' and '[2] (500) Caused Physical Injury^' (with a sub-action '(100) Suspension^'), while Captain Cook has '[1] (511) Disruption, Defiance^' and '(110) In-School Suspension^'. On the right, the 'Incident Elements' table lists these actions:

Type	Description		
Behavior	[1] (511) Disruption, Defiance^		
Behavior	[2] (500) Caused Physical Injury^		
Object	[1] Other Object		

Example of a multiple Offender incident - Notice that the different Offenders have different Actions assigned based on their individual Behaviors.

Cancel Submit Incident

Before you click **Submit Incident**, highlight and copy the text in the **Description** box. Then click the **Submit Incident** button, and you will return to the **Incident List**.

Incident Type	CA State Reporting^
Incident Date	02/05/2013 (MM/DD/YYYY) Time: 12:28 PM
Time Frame	Local Use Only Lunch
Time Frame Comment	
Title	Appleseed, Johnny - Disrespectful to supervision, threw rocks at other students
Description	Johnny was very disrespectful to Mary Lincoln (noon duty supervision) and threw rocks at Tom Thumb and Sally Jones, hitting Sally in the forehead.
Location	Local Use Only Playground
Location Description	
Prepared by	Beci Weed
Financial Impact (\$)	

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**.

ID	Title	Incident Date	School
1440	Appleseed, Johnny - Disrespectful to supervision, threw rocks at other students	09/02/2010 08:58 AM	Gladys Notmyschool

On the PowerSchool Start Page, search for the offender(s) and go to the individual student page(s). In the left menu bar, under Administration, click on **Log Entries**. Click on **New** to enter a new log entry for this event.

Start Page

Search

Students
Staff
Parents

[View Field List](#)
[How to Search](#)

Make the **Log Type** *Discipline*, select the appropriate **Consequence**, the **Title** should be "Incident #####" (##### representing the Incident number) - paste the copied text (from the Incident) into the **Log Entry Text** box. To protect student privacy, it is very important to change any other student names listed in the description to their student number. (Only the name of the student you're entering a log for can be named in the Log Entry.) Once you're finished, scroll down and click Submit. Repeat the Log Entry process for all offenders involved in this Incident.

Start Page > Student Selection > Log Entry

New Log Entry

Appleseed, Johnny 3 919121 Gladys Notyourschool

Date & Time	02/06/2013 12:27 PM
Author	Weed, Beci
Log Type	Discipline
Subtype (optional for discipline)	
Consequence (optional for discipline)	D - Suspended
Title	Incident #1440
Log Entry Text	Johnny was very disrespectful to Mary Lincoln (noon duty supervision and threw rocks at student 919123 and 919124, hitting 919124 in the forehead.
Incident Type	
Incident Type Category	
Category	

Very Important: Communicate with your office staff to make sure each student's **Attendance** has been correctly marked. **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.

Questions on Incident Management or Log Entries can be directed to Beci Weed in Innovation & Instructional Support. Questions pertaining to cause for suspension/expulsion or appropriate discipline actions should be directed to Helene Morris in Child Welfare & Attendance. Questions pertaining to attendance reporting should be directed to Vicky Vasquez or Damian Ibarra in the Business Office.