

# Incident Management Coding

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# Incident Management Coding

- ▶ All discipline and truancy data must be reported in Incident Management System for the 2020-21 school year.
- ▶ Data from Incident Management will be used to compile the state and federal reports listed above, it is critical that all data entered be reviewed and verified for accuracy.
- ▶ It is important that all discipline and truancy data are coded in Incident Management only.
- ▶ Use only Truancy^ or Discipline^
- ▶ Federal Reporting:
  - ▶ Gun-Free Schools Act
  - ▶ Persistently Dangerous Schools
  - ▶ UMIRS (Uniform Management Information Reporting System)
  - ▶ Every Student Succeed Act Discipline Data Reporting
  - ▶ Table 5 Reporting as required by the Office of Exceptional Children

# Incident Management Coding

## Table 5 Reporting Components:

- ▶ Unilateral Removals to an Interim Alternative Educational Setting by School Personnel by disability, race/ethnicity, Gender, ESL (Action: Removal Type = IAES + Removal subcode = Unilateral)
  - ▶ Number of Children
  - ▶ Number of Removals for Drugs (Behavior)
  - ▶ Number of Removals for Weapons (Behavior + Object)
  - ▶ Number of Removals for Serious Bodily Injury (Behavior)
- ▶ Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury by disability, race/ethnicity, Gender, ESL
  - ▶ Number of Children (Action: Removal Type = IAES + Removal Subcode = HRO)

# Incident Management Coding

- ▶ Out-of-School Suspensions or Expulsions by disability, race/ethnicity, Gender, ESL (Action: Removal Type + Removal Sub-Code)
  - ▶ Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less (DurationDayValue)
  - ▶ Number of Children with Out-of-School Suspension/Expulsions Totaling >10 Days (DurationDayValue)
- ▶ In-School Suspensions by disability, race/ethnicity, Gender, ESL (Action: Removal Type + Removal Sub-code)
  - ▶ Number of Children with In-School Suspensions Totaling 10 Days or Less (DurationDayValue)
  - ▶ Number of Children with In-School Suspensions Totaling >10 Days (DurationDayValue)

# Incident Management Coding

- ▶ Disciplinary Removals (Action: Removal Type + Removal Sub-Code)
  - ▶ Total Disciplinary Removals by disability, race/ethnicity, Gender, ESL (Student ID + Incident ID)
  - ▶ Number of Children with Disciplinary Removals Totaling 1 Day
  - ▶ Number of Children with Disciplinary Removals Totaling 2-10 days
  - ▶ Number of Children with Disciplinary Removals Totaling >10 Days  
(DurationDayValue)
- ▶ Children Subject to Expulsion by Children with Disabilities Ages 3-21 and Children without Disabilities, Grades K-12  
(Instructional Setting + Incident Date + Removal Type)
  - ▶ Received Educational Services During Expulsion
  - ▶ Did Not Receive Educational Services During Expulsion  
(Removal Sub-Code)

# Incident Management Coding

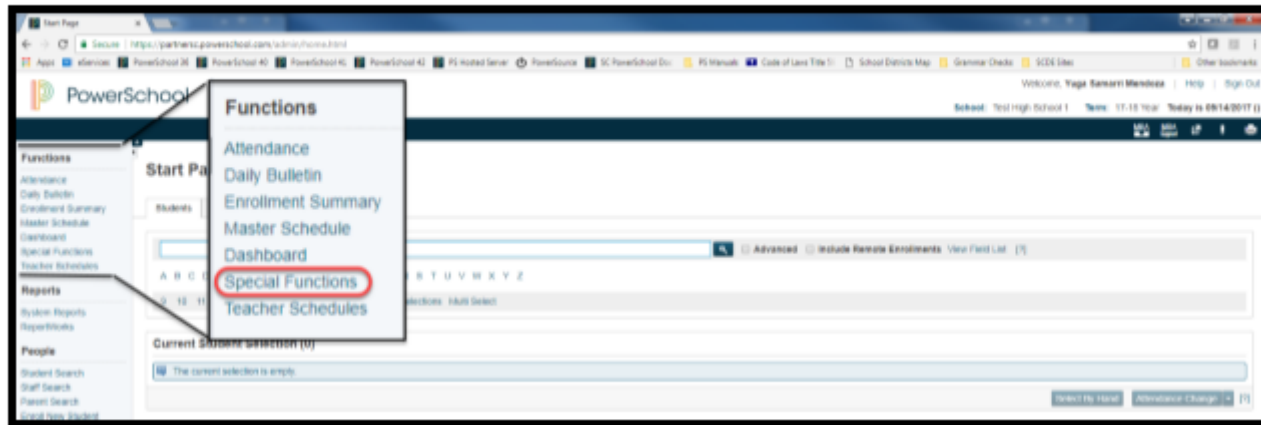
School grounds

School Events

School Transportation

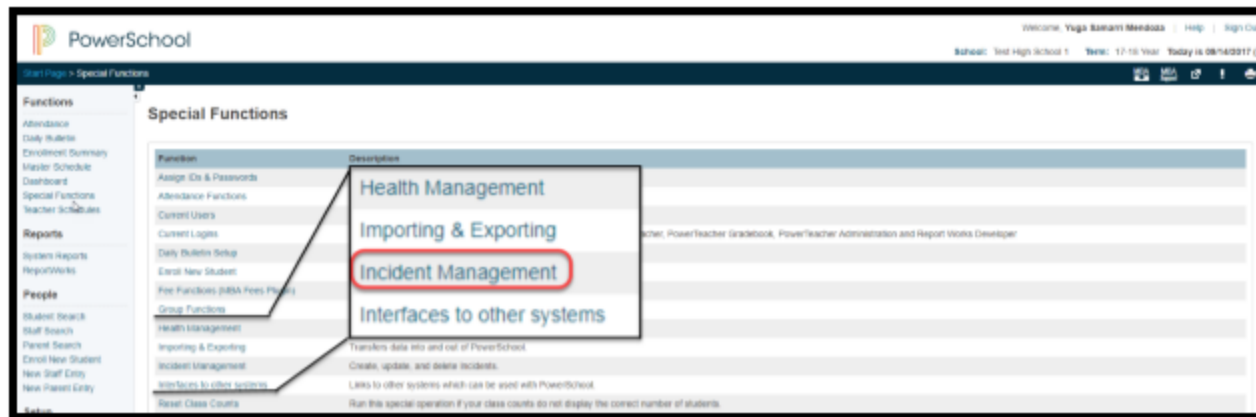
# Incident Management Coding

- To access Incident Management from the school level, select Special Functions located on the left-hand side of the Start page.



# Incident Management Coding

- On the Special Functions screen, select Incident Management from the main section of the page.





# Incident Management Coding

## Incident Management

Incident Counts by Behavior

Date RangeCurrent School Year8/24/2020 to 10/24/2020

Incident ElementBehavior

2

002 Other Offenses (Minor)^

2

007 Disrupting Class^

1

180 Tardy^

1

280 Dress Code Violation^

1

006 Dishonesty^

2

016 Inappropriate Language^

1

200 Off Limits^

3

330 Phone Violation^

Create Quick Incident

Use Current Selection

☐ 27 Students

+

ClearApply

1-10 of 12 Incidents

<input type="checkbox"/>	ID	Title	Incident Type	Incident Date	Incident Location	School
<input type="checkbox"/>	17758	Disruption(minor)_1st offense (A.Brown)	Discipline^	10/16/2020 02:53 PM	Classroom^	Calhoun Falls Charter School
<input type="checkbox"/>	17757	Language (level1)_1st offense(Riddle)	Discipline^	10/16/2020 01:15 PM	Classroom^	Calhoun Falls Charter School

# Incident Management Coding

## Incident Management

Incident Counts by Behavior

Date RangeCurrent School Year8/24/2020 to 10/24/2020

Incident ElementBehavior

2	002 Other Offenses (Minor)^	1	006 Dishonesty^
2	007 Disrupting Class^	2	016 Inappropriate Language^
1	180 Tardy^	1	200 Off Limits^
1	280 Dress Code Violation^	3	330 Phone Violation^

Create Quick Incident

Filter (1)

Behavior = 006 Dishonesty^

Use Current Selection ☐ 27 Students

ClearApply

1-1 of 1 Incidents

	ID	Title	Incident Type	Incident Date	Incident Location	School
<input type="checkbox"/>	17756	Dishonesty_1st offense(Riddle)	Discipline^	9/24/2020 02:37 PM	Classroom^	Calhoun Falls Charter School

Rows/Page10

# Incident Management Coding

- To access incidents by the individual incident go to the student pages select Incident.

IGP Success Viewer  
Standards  
Student Grade Scales  
Teacher Comments  
Term Grades  
Test Results  
Truancies  
**Administration**  
District Specific  
Fee Transactions  
**Incidents**  
Incidents Summary  
Log Entries  
Lunch  
Lunch Transactions  
Net Access  
SEOP Review  
**Enrollment**

## Incident List

0 StateID: Entry Date: 09/14/2020 DOB: 09/13/2014

**Search Filter**

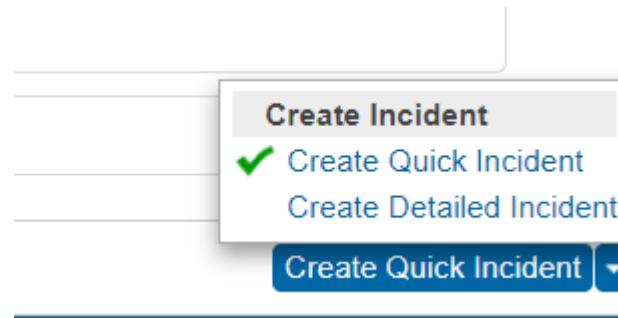
Filter by: ☐ School ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type ☐ Role [Search](#)

**Incidents - Total Found: 1** [Create Detailed Incident](#)

ID	Title	Roles	Incident Date	School
1	Offense / Fighting	Offender	10/22/2020 09:55 AM	

# Incident Management Coding

- ▶ Can create either “Create Quick Incident” or “Create Detailed Incident”



# Incident Management Coding

## Required Fields:

- ▶ Incident Type
- ▶ Date
- ▶ Time
- ▶ Time Frame
- ▶ Title
- ▶ Location
- ▶ Offender
- ▶ Victims- Bullying or Level Physical Injury
- ▶ Participant Attributes - Physical Injury
- ▶ Behavior Codes
- ▶ Action Codes
- ▶ Action Date Range
- ▶ Duration Code
- ▶ Object Codes
- ▶ Subcodes Dropdown

# Incident Management Coding

- ▶ All incidents coded must have an **offender** associated with the incident.
- ▶ All incidents coded must have a **behavior** associated with the offender.
- ▶ All incidents coded must have an **action** associated with the behavior.
- ▶ All removals must be coded with **removal type**, subcode if applicable, and **duration**.

# Incident Management Coding

How should I code incident for the following scenario?

- ▶ Two students involved in a fight at one high school, but one student attends another high school in the district.
  - ▶ Code as one incident at the high school in which the incident occurred
  - ▶ Code all participants under the one incident
  - ▶ Make sure you assign the role offender(s) and victim(s) for each participant
  - ▶ Make sure you code the behavior for each participant
  - ▶ Make sure you code the action taken by associating it to the behavior for each participant
  - ▶ Make sure in the attributes you code the school for each student.

# Incident Management Coding

How should I code incident for the following scenario.

## ▶ Three Students are involved in a fight at one high school.

- ▶ Code as one incident
- ▶ Code all Three participants under the one incident
- ▶ Make sure you assign the role offender(s) and/or victim(s) for each participant
- ▶ Make sure you code the behavior for each participant
- ▶ Make sure you code the action taken by associating it to the behavior for each participant



# Incident Management Coding

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Faizan Paul Bellows  
└[1] 009 Fighting^  
└└Suspension^ - Out of School (No Services Provided)^

Norwood Faith Borg  
└[1] 009 Fighting^  
└└Suspension^ - Pending Expulsion^  
└└Expulsion^ - Services Provided^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 009 Fighting^		

Any incidents involving more than one student, occurring at the same time and same location is coded as one incident. Examples-Fighting, Drug Distribution, Aggravated Assault  
All Pending Expulsion or Recommend For Expulsion must have a final action coded.

Cancel

Delete

Submit Incident

# Incident Management Coding

- ▶ All SUX-Pending Expulsion should be resolved before the 180<sup>th</sup> day reporting (Expulsion, Alternative School, OSS, Overturn Expulsion or other outcome).
- ▶ All SPC-Pending Parent Conference should be resolved and updated before the 180<sup>th</sup> day reporting.
- ▶ When coding 789 Weapons you must coded a sub code and action taken. (Subcodes 780,781, 782, 783, 784, 785, & 786)
- ▶ All weapons incidents must have a final action. All of the following are weapons incident:
  - ▶ 781-Handguns
  - ▶ 782-Rifles
  - ▶ 783-Other Firearms

Please note that a call to parent is not a final action for the incidents listed above.

# Incident Management Coding

- ▶ Do not use students' names in the title or Suns ID.
- ▶ Toy bullets, toy guns, toy cap guns, toy pellet guns should be coded as 789 Weapons-OBJ Misc. Objects. Do not code as 781,782, & 783.
- ▶ BB Guns should be coded as 789 as Other Weapons-sub code Other Weapon-sub code 780-Other Weapons.
- ▶ 783-Other Firearms - examples- devices designed to expel a projectile, grenade, explosive
- ▶ Fireworks should be coded as 010 Fireworks.(page 40 IM Guide)
- ▶ 780-Other Weapons- examples- razor blade, ice pick, Chinese star, chain, brass knuckle, billy club, stun gun, mace, tear gas, hatchet, Taser, pepper spray

# Incident Management Coding

- ▶ No student should have 12 incidents in one day coded.
- ▶ Incidents must be coded with participant attributes for each student.
- ▶ Tardies are not considered Truancy. The tardy code of 180 should be used for excessive tardies.
- ▶ Truancy should be coded as an incident for the individual student. (not a group)
- ▶ A call to parent cannot not be used as an action for Truant, even on the first incident. An Action must begin with “TRU1-Intervention Plan”.

# Incident Management Coding

- ▶ Truancy must reflect the following definitions;
  - ▶ A “truant” is a child, ages 6 to 17 years, who meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences (151-Truant)
  - ▶ A “habitual truant” is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. (152 - Habitual Truant)
  - ▶ A “chronic truant” is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a “habitual truant”, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. (153-Chronic Truant)

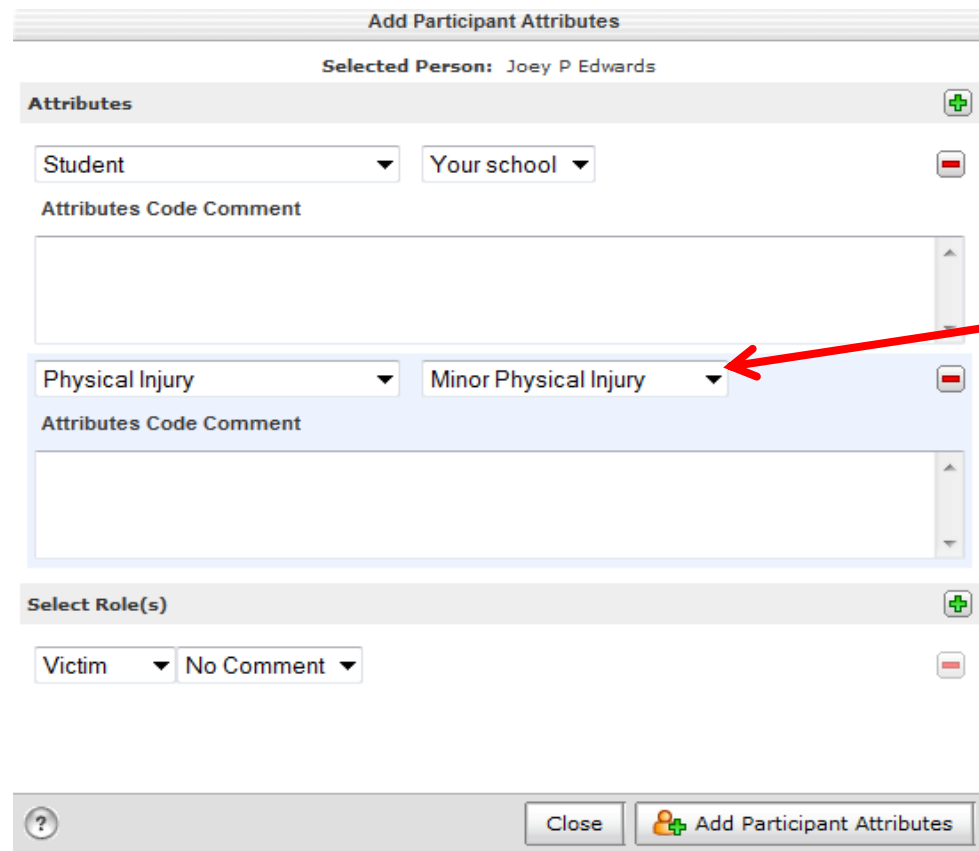
# Incident Management Coding

## ► Requirements:

- Incident Type-Truancy
- Date – Reflects the dates on which the student accumulated enough unexcused/unlawful absences to cause him/her to become truant.
- Truancy Duration – Time frame for which the intervention plan is in place
- Time Frame – During School Hours
- During School Hours – DCL During Class
- Title – Truancy
- Location – Classroom
- Offender – Name of student who is truant
- Behavior – (151 Truant, 152 Habitual Truant, 153 Chronic Truant)
- Action code – (TRU1-Intervention Plan, TRU2-Family Court Referral, TRU3-Violation of Court Order)

# Incident Management Coding

- An incident that is coded as an Aggravated Assault should have a physical injury coded.



The screenshot shows a web form titled "Add Participant Attributes". At the top, it says "Selected Person: Joey P Edwards". Below this is a section labeled "Attributes" with a green plus icon. It contains two dropdown menus: "Student" and "Your school". Below these is a text area labeled "Attributes Code Comment". The next section is highlighted in light blue and contains two dropdown menus: "Physical Injury" and "Minor Physical Injury". A red arrow points to the "Physical Injury" dropdown. Below this is another text area labeled "Attributes Code Comment". The bottom section is labeled "Select Role(s)" with a green plus icon. It contains two dropdown menus: "Victim" and "No Comment". At the bottom of the form are buttons for "?", "Close", and "Add Participant Attributes".

# Incident Management Coding

### Incident Builder

Participants

Reporters

Victims


Offenders

Coleman

Witnesses

### Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		
Action	Letter to Parent^		



If the incident does not have an element under the offender, the incident is improperly coded

Cancel
Submit Incident



# Incident Management Coding

- ▶ Reminder: Behavior Code must be dragged and dropped on the top of the participant's name. The Action Code must be dragged and dropped on the top of the behavior.
  - ▶ Offender Name
    - Behavior (must be dragged and dropped on Participants name)
    - Action (must be dragged and dropped on the behavior)
  - ▶ Additional Behavior (must be dragged and dropped on Participants name)
    - Action(must be dragged and dropped on the behavior.

Offender Name



Behavior (must be dragged and dropped on Participants name)



Action (must be dragged and dropped on the behavior)

The incident below was coded using Chrome.

# Incident Management Coding

Incident Builder

Participants

Reporters

Victims

Offenders

Dedra Cox  
└[2] 152 Habitual Truant^  
└Family Court Referral^  
└[3] 153 Chronic Truant^  
└Violation of Court Order^  
└[1] 151 Truant^  
└Intervention Plan^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		
Behavior	[3] 153 Chronic Truant^		

Cancel

Delete

Submit Incident



Actions must be associated with the Behavior for the removal and duration to generate on reports and the IM Query.

# Incident Management Coding

What's New for 2020-21?

Withdrawal Pending In-School Suspension

This code should be used if a student withdraws before serving the In-School Suspension for an incident.

**Add Action**

Action Code: Withdrawal Prior to Intervention^

Action Date Range: MM/DD/YYYY - MM/DD/YYYY

Action Taken Detail:

Actual Resolution Date: MM/DD/YYYY

Duration Code:

Assigned Duration: Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code: No codes have been configured.

Action Attributes: Zero\_Tolerance\_Policy^

? Cancel Add Action

# Incident Management Coding

## Action Codes

- BTA - Behavior Threat Assessment
- RPC - Restorative Practice Conference

## Action Subcode for WPI - Withdrawal Prior to Intervention

- WPS - Withdrawal Pending in School Suspension

## Action Subcodes for ATP - Alternative Placement

- HMP - Homebased Placement
- ODP - Out of District Placement

## Behavior Codes

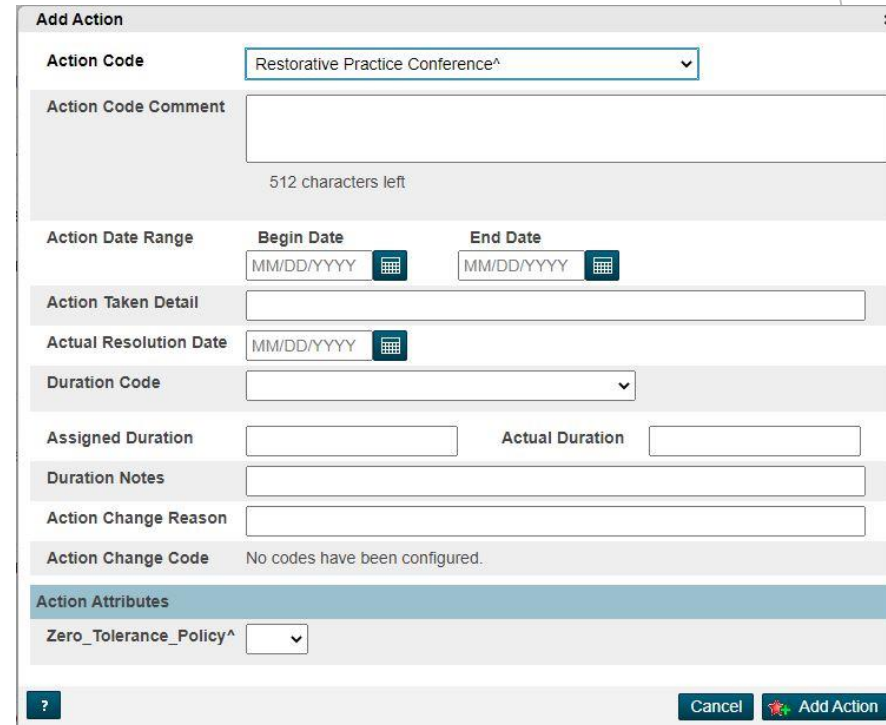
- 154 Truant Previous School/District
- Behavior Subcodes for 650 - Intimidation
  - WRT - Written
  - VRB - Verbal

# Incident Management Coding

## ► Action Code

### Restorative Practice Conference

\_restorative conference  
can be used in lieu of  
traditional disciplinary.



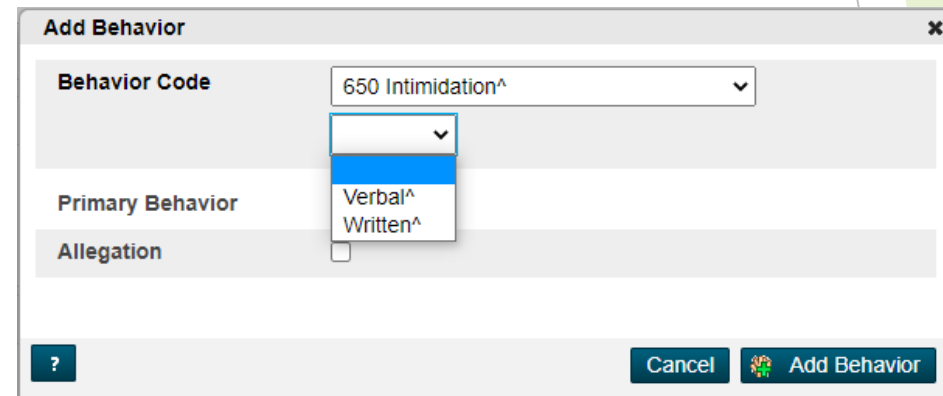
The screenshot shows a web-based form titled "Add Action". The form contains several fields and sections:

- Action Code:** A dropdown menu with "Restorative Practice Conference^" selected.
- Action Code Comment:** A text area with a "512 characters left" indicator.
- Action Date Range:** Includes "Begin Date" and "End Date" fields, both with "MM/DD/YYYY" format guides and calendar icons.
- Action Taken Detail:** A text field.
- Actual Resolution Date:** A date field with a "MM/DD/YYYY" format guide and a calendar icon.
- Duration Code:** A dropdown menu.
- Assigned Duration:** A text field.
- Actual Duration:** A text field.
- Duration Notes:** A text field.
- Action Change Reason:** A text field.
- Action Change Code:** A field displaying "No codes have been configured."
- Action Attributes:** A section header with a blue background.
- Zero\_Tolerance\_Policy^:** A dropdown menu.

At the bottom of the form, there is a blue button with a question mark icon, a "Cancel" button, and an "Add Action" button with a plus icon.

# Incident Management Coding

- ▶ What's New for 2020-21?
- ▶ Add Subcodes to 650 Intimidation
  - ▶ Verbal
  - ▶ Written



The screenshot shows a software window titled "Add Behavior" with a close button (X) in the top right corner. Inside the window, there are three main sections: "Behavior Code", "Primary Behavior", and "Allegation". The "Behavior Code" section has a dropdown menu currently displaying "650 Intimidation^". The "Primary Behavior" section has a dropdown menu that is open, showing two options: "Verbal^" and "Written^". The "Allegation" section has a checkbox that is currently unchecked. At the bottom of the window, there is a row of three buttons: a help button (question mark icon), a "Cancel" button, and an "Add Behavior" button with a colorful icon.

# Incident Management Coding

- ▶ What's New for 2020-21?
- ▶ Alternative Placement
- ▶ Subcode
  - ▶ Homebased Placement
  - ▶ Out of District Placement
- ▶ This code should be used if a student is placed on a homebased placement or placed in Out of District Placement.

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

- Action Code:** A dropdown menu is open, showing three options: 'Alternative Placement^', 'Homebase Placement^', and 'Out of District Placement^'. The 'Alternative Placement^' option is currently selected.
- Action Date Range:** Two date pickers are visible, both showing 'MM/DD/YYYY'.
- Action Taken Detail:** A text input field.
- Actual Resolution Date:** A date picker showing 'MM/DD/YYYY'.
- Duration Code:** A dropdown menu.
- Assigned Duration:** A text input field.
- Actual Duration:** A text input field.
- Duration Notes:** A text input field.
- Action Change Reason:** A text input field.
- Action Change Code:** A text input field with the value 'No codes have been configured.'
- Action Attributes:** A section with a dropdown menu showing 'Zero\_Tolerance\_Policy^'.

At the bottom of the form, there are buttons for '?', 'Cancel', and 'Add Action'.

# Create Detailed Incident

REQUIRED  
FIELDS

▼ Incident Description

Incident Type

Incident Date  Time:

Time Frame

Title

Description

Recommended - Enter description of incident

Location

REQUIRED

Location Description

Prepared By

Financial Impact (\$)

Recommended -  
Enter who  
prepared the  
incident




# Create Detailed Incident


▼ Incident Description

Incident Type

Discipline^ ▼

Incident Date

10/24/2020 

Time:  01:57 PM

Time Frame

During School Hours^ ▼

DCL-During Class^ ▼

Time Frame Comment

512 characters left

Title

Profanity

Description

Student used profanity at a student and teacher during class and was sent out of class.

Location

Classroom^ ▼

Location Comment

512 characters left

Location Description

Prepared By

Zeel

Financial Impact (\$)

# Create Detailed Incident

Click the + sign to add Participants

Incident Builder

Participants

Reporters

Victims

Required - mandatory for Bullying and Physical Injury

Offenders

REQUIRED

Witnesses

The screenshot shows a web form titled 'Incident Builder'. It has a section for 'Participants' which includes four sub-sections: 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. Each sub-section has a text input field. Annotations with red boxes and arrows highlight specific features: a '+' icon in the top right of the 'Participants' section is circled with a red circle and labeled 'Click the + sign to add Participants'; the 'Victims' label is boxed in red, with an arrow pointing to it from a larger red box containing the text 'Required - mandatory for Bullying and Physical Injury'; the 'Offenders' label is boxed in red, with an arrow pointing to it from another red box containing the word 'REQUIRED'.

# Create Detailed Incident

Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Students

Grade Level:

All



☒ Only Active

Context:

School Name

Search


Results


Type	First	Middle	Last	School	Gr	Gen
					6	M
					12	F

10

<< first < prev 1 next > last >>

After finding & selecting student click Add.

 Add

 Create Other

Close

# Create Detailed Incident

**Add Participant Attributes**

**Selected Person:** Jontavious Antonio Belcher

**Attributes**

Student^

^

Attributes Code Comment



**Select Role(s)**

Offender

No Comment^

**REQUIRED**

**REQUIRED**

 Add Participant Attributes  Close

# Create Detailed Incident

**Add Participant Attributes**

**Selected Person:** Mikiyah Arianna Belcher

**Attributes**

Student^

**Attributes Code Comment**

Physical Injury^

Minor Physical Injury^

**Attributes Code Comment**

After adding the Participant Attribute and Physical Injury is involved click the + sign again and Add Physical Injury and the Subcode

# Create Detailed Incident

Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Students

Grade Level:

All



☒ Only Active

Context:

School Name


Search


Results

Type	First	Middle	Last	School	Gr	Gen
					6	M
					12	F

10

<< first < prev 1 next > last >>

 Add

 Create Other

Close

Offender does not go to the school and cannot be found in the PS database

Create Other will allow you to create an Offender to add

# Create Detailed Incident

Add Other Participant

Mark Person as Unknown


☐

First, Middle, Last

Position

Age

Gender



Add

Cancel

# Create Detailed Incident

**Incident Elements**

Type	Description		
No records found.			

Click the + sign to add:

- Behavior
- Action
- Object



# Create Detailed Incident

**Incident Elements**

Type	Description
No records found.	

Add Action

Add Object

Add Behavior

Add Attribute

Recommended - Create Behavior first then drag and drop on student Offender name.

# Create Detailed Incident

**REQUIRED**

**Add Behavior**

**Behavior Code** 016 Inappropriate Language^

**Behavior Code Comment**

512 characters left

**Primary Behavior** ☒

**Allegation** ☐

Harassment or Bullying based on Religion & Sexual Orientation

Cancel Add Behavior

Required - One behavior must be identified as the Primary Behavior of incident

# Create Detailed Incident

▼ Incident Builder

Participants

Reporters



Victims

Offenders

Student Name

Witnesses

Incident Elements

Type	Description		
Behavior 🖐️	[1] 016 Inappropriate Language^		

Drag and drop behavior on the Offenders name

# Create Detailed Incident

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

[1] 016 Inappropriate Language^

Incident Elements

Type	Description		
Behavior 🖐	[1] 016 Inappropriate Language^		

Drag and dropped correctly

# Create Detailed Incident

**Incident Elements**

Type	Description
No records found.	

- Add Action
- Add Object
- Add Behavior
- Add Attribute

Recommended - Create Action second then drag and drop on incident Behavior.

# Create Detailed Incident

**REQUIRED**

Duration Code - is required upon a student removal from class  
(**detention, ISS, OSS, EXP**)

Add Action

Action Code

Action Date Range

Begin Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Action Taken Detail

Actual Resolution Date

MM/DD/YYYY

Duration Code

Assigned Duration

Actual Duration

Duration Notes

Action Change Reason

Action Change Code

No codes have been configured.

Action Attributes

Zero\_Tolerance\_Policy^

Cancel

Add Action

# Create Detailed Incident

Add Action

Action Code

Suspension^

In-School (Services Provided)^

Action Code Comment

512 characters left

Action Date Range

Begin Date

10/23/2020

End Date

10/23/2020

Action Taken Detail

Actual Resolution Date

MM/DD/YYYY

Duration Code

1 Day^

Duration Code Comment

512 characters left

Assigned Duration

Actual Duration

Duration Notes

Action Change Reason

Action Change Code

No codes have been configured.

Cancel

Add Action

# Create Detailed Incident

Action Attributes	
Zero_Tolerance_Policy^	Yes ▾

If the expulsion occurs because of a school district Zero Tolerance Policy. Select “Yes” under the Action Attributes



# Create Detailed Incident

▼ Incident Builder

Participants

Reporters

Victims







Offenders

Student Name

[1] 016 Inappropriate Language^

Witnesses

Incident Elements

Type	Description		
Behavior 	[1] 016 Inappropriate Language^		
Action 	Suspension^ - In-School (Services Provided)^		

Drag and drop Action on the Behavior

# Create Detailed Incident

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

[1] 016 Inappropriate Language^

Suspension^ - In-School (Services Provided)^

Incident Elements

Type	Description		
Behavior	[1] 016 Inappropriate Language^		

The Action was dragged and dropped correctly on the Behavior

# Create Quick Incident

▼ Search Filter

Filter by: ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type ☐ Role

Search

Incidents - Total Found: 0

ID	Title	Roles	Incident Date	School
No records found.				

Create Incident

✓ Create Quick Incident

Create Detailed Incident

Create Quick Incident ▼

# Create Quick Incident - Discipline

## Create Quick Incident

Incident Details

Student Name

### Incident Details

Incident Template

### Incident Description

Title

Profanity

Description

During class student used profanity toward the teacher and a student.

Approximately 4000 characters left

Incident Type

Discipline^

Incident Date

10/23/2020

Time

01:10 PM

Time Frame

During School Hours^

DCL-During Class^

Time Frame Comment

## Create Quick Incident

Incident Details

Student Name

Incident Date

10/23/2020

Time

01:10 PM

Time Frame

During School Hours^

DCL-During Class^

Time Frame Comment

512 characters left

Number of Participants

1

Prepared By

Zeel

Location

Location

Classroom^

Location Comment

512 characters left

Location Description

256 characters left

Previous

Cancel

Save

Next

# Create Quick Incident - Discipline

To add multiple participants (Another Offender, Victim, Witness, Reporter)

The screenshot displays a web-based form for creating a quick incident. On the left, a sidebar contains a navigation menu with a dark circle icon for 'Incident Details' and a white circle icon for 'Student Name', which is highlighted with a green background. The main form area includes the following fields:

- Title**: A text input field with an asterisk indicating it is required.
- Description**: A text area with a placeholder text 'Approximately 4000 characters left'.
- Incident Type**: A dropdown menu with an asterisk indicating it is required.
- Incident Date**: A date input field showing '10/24/2020' with a calendar icon and an asterisk.
- Time**: A time input field showing '04:14 PM' with a clock icon.
- Time Frame**: A dropdown menu.
- Number of Participants**: A dropdown menu with a list of numbers from 0 to 7. The number '1' is currently selected and highlighted in blue.
- Prepared By**: A text input field.
- Location Description**: A text input field.

# Create Quick Incident - Discipline

Create Quick Incident

Incident Details

Student Name

Participant Details

Participant

Type

Students

Name

Student Name

Role

Offender

No Comment^

Behaviors

Behavior

016 Inappropriate Language^

Behavior Comment

512 characters left

☒ Primary Behavior

☐ Allegation

Create Quick Incident

Incident Details

Student Name

Action

Suspension^

In-School (Services Provided)^

Action Comment

512 characters left

Begin Date

10/23/2020

End Date

10/23/2020

Action Taken Detail

256 characters left

Duration Code

1 Day^

Duration Code Comment

512 characters left

Assigned Duration

Actual Duration

Action Attributes

Zero Tolerance Policy^

Previous

Cancel

Save

Next

# Create Quick Incident - Discipline

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

[1] 016 Inappropriate Language^

Suspension^ - In-School (Services Provided)^

Incident Elements

Type	Description		
Behavior	[1] 016 Inappropriate Language^		

# Create Quick Incident - Discipline

Quick Lookup  
Print A Report  
Switch Student  
List (27)

Term Grades  
Test Results  
Truancies

Administration

District Specific  
Fee Transactions  
Incidents  
Incidents Summary  
Log Entries  
Lunch  
Lunch Transactions  
Net Access  
SEOP Review

Enrollment

Activities  
All Enrollments  
Functions  
Learning Preferences  
Special Programs  
Transfer Info

Reporters

Victims

Offenders

Student Name

[1] 016 Inappropriate Language^

Suspension^ - In-School (Services Provided)^

Witnesses

Type	Description
Behavior	[1] 016 Inappropriate Language^

Hover and click the pencil icon for the Offender name.

Name: Student Name  
School: School  
Grade: 6  
Gender: Male Type: Student

Cancel Delete Submit Incident



# Create Quick Incident - Discipline

**Add Participant Attributes**

**Selected Person:** Jontavious Antonio Belcher

**Attributes**

Student^

Attributes Code Comment



**Select Role(s)**

Offender

No Comment^

**REQUIRED**

**REQUIRED**

 Add Participant Attributes  Close

# Create Quick Incident -Truancy

Create Quick Incident

● Incident Details

○ Student Name

Title

Truancy\*

Description

A "truant" is a child, ages 6 to 17 years, who meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences (151-Truant)  
Approximately 4000 characters left

Incident Type

Truancy^\*

Incident Date

10/23/2020\*

Time

03:37 PM

Time Frame

During School Hours^

DCL-During Class^

Time Frame Comment

512 characters left

Number of Participants

1

Prepared By

Location

Classroom^

Location Comment

Previous

Cancel

Save

Next

# Create Quick Incident -Truancy

**Create Quick Incident**

✓ Incident Details

● Student Name

**Participant Details**

**Participant**

Type

Students

Name

Student Name

Role

Offender

No Comment^\*

**Behaviors**

Behavior

151 Truant^

Behavior Comment

512 characters left

☒ Primary Behavior

☐ Allegation

# Create Quick Incident - Truancy

Create Quick Incident

✓ Incident Details

Student Name

Actions

Action

Intervention Plan^

Original^

Action Comment

512 characters left

Begin Date

10/23/2020

End Date

6/8/2021

Action Taken Detail

256 characters left

Duration Code

^Truancy - Remainder of School Yt

Duration Code Comment

512 characters left

Assigned Duration

Actual Duration

Action Attributes

Previous

Cancel

Save

Next

# Create Quick Incident - Truancy

▼ Incident Description

Incident ID: 17953

School

Incident Type

Truancy^

Incident Date

10/23/2020

Time: 03:37 PM

Time Frame

During School Hours^

DCL-During Class^

Time Frame Comment

512 characters left

Title

Truancy

Description

A "truant" is a child, ages 6 to 17 years, who meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences (151-Truant)

Location

Classroom^

Location Comment

512 characters left

Location Description

Prepared By

Financial Impact (\$)

0

Created By

Zenobia Ealy (zealy)

Created On

10/24/2020 03:54:00 PM

Last Modified By

Zenobia Ealy (zealy)

Last Modified On

10/24/2020 03:54:00 PM

# Create Quick Incident - Truancy

▼ Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

↳ [1] 151 Truant^

↳ Intervention Plan^ - Original^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		

TRU1	Intervention Plan	The district plan for improving students' attendance must be in accordance with any applicable statute. Subcode: ORG-Original- Use when creating the original intervention plan AND-Addendum- Use when updating the original intervention COV-Court Ordered Violation- Use when a student violates the court order in place from prior year or current year
------	-------------------	---

Cancel

Delete

Submit Incident

# Create Quick Incident - Truancy

Incident Builder

Participants

Reporters

Victims

Offenders



Student Name

[1] 151 Truant<sup>^</sup>

Intervention Plan<sup>^</sup> - Original<sup>^</sup>

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant <sup>^</sup>		

Hover and click the pencil icon for the Offender name.

Name:

School:

Grade: 6

Gender: Male Type: Student

Cancel Delete Submit Incident

# Create Quick Incident - Discipline

**Add Participant Attributes**

**Selected Person:** Jontavious Antonio Belcher

**Attributes**

Student^

Attributes Code Comment



**Select Role(s)**

Offender

No Comment^

**REQUIRED**

**REQUIRED**

 Add Participant Attributes  Close



# Create Quick Incident - Truancy

If the student continues to be truant and reaches the level of Habitual Truant. **NOTE:** No student under the age of 12 should be coded as Habitual Truant.

Incident Builder

Participants

Reporters

Victims

Offenders

Student Name

[1] 151 Truant^  
Intervention Plan^ - Original^

[2] 152 Habitual Truant^  
Truancy Contract^

Witnesses

Incident Elements

Type	Description		
Behavior	[1] 151 Truant^		
Behavior	[2] 152 Habitual Truant^		

Truancy Contract - An additional intervention once an attendance intervention plan is already in place.

Cancel

Delete

Submit Incident

# Create Quick Incident - Truancy

WPI	Withdrawal Prior to Intervention	If a student leaves prior to development of the Intervention Plan. WPS-Withdrawal Pending In-School Suspension Other
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# Incident Management SDE Reports Tab

## Reports

System ReportWorks Engine Setup Custom Reports Enterprise Reporting SDE sqlReports State Reporting

Report	Scope	Description
<b>Discipline Reports</b>		
<a href="#">Discipline By Behavior</a>	Calhoun Falls Charter School	A list of discipline incidents by behavior.
<a href="#">Discipline By Ethnicity</a>	Calhoun Falls Charter School	A list of discipline incidents by ethnicity.
<a href="#">Discipline Frequency</a>	Calhoun Falls Charter School	A list of discipline incidents by frequency.
<a href="#">Discipline Frequency for ISS and OSS</a>	Calhoun Falls Charter School	A list of discipline incidents by frequency for ISS and OSS.
<b>Incident Management Reports</b>		
<a href="#">Staff Referral</a>	District	This report allows administrators to view a list of referrals by referring staff members.
<a href="#">Summary Report - All Incidents</a>	District	This report provides a count of incidents for each behavior reported. The districts may click the link to review the incident report by school.
<a href="#">Summary Report - Truancy Validation</a>	District	This provides a count of incidents for each truancy code reported (151, 152, 153).
<a href="#">Summary Report - Bullying Validation</a>	District	This provides a count of bullying incidents coded.
<a href="#">Summary Report - Persistently Dangerous Schools Validation (PDS)</a>	District	This provides a count of incidents reported to verify data used to complete the PDS report.

# Incident Management SDE Reports Tab






## Discipline By Behavior

Option	Value
Date	From: 08/24/2020 To: 06/08/2021
Behavior:	
Action:	
Run for Students	<input checked="" type="radio"/> All Students <input type="radio"/> Current Selection

Submit

# Incident Management SDE Reports Tab



## Discipline By Ethnicity

Option	Value
Minimum # of Entries	<input type="text" value="0"/>
Date	From: <input type="text" value="08/24/2020"/>  To: <input type="text" value="06/08/2021"/> 
	Hispanic: <input type="text" value="All"/> 
	Race 1: <input type="text" value="All"/> 
	Race 2: <input type="text" value="All"/> 
Run for Students	<input checked="" type="radio"/> All Students <input type="radio"/> Current Selection

Submit

# Incident Management SDE Reports Tab

## Discipline Frequency

Option	Value
Minimum # of Entries	<input type="text" value="0"/>
Maximum # of Entries	<input type="text" value="9999"/>
Date	From: <input type="text" value="08/24/2020"/>  To: <input type="text" value="06/08/2021"/> 
Run for Students	<input checked="" type="radio"/> All Students <input type="radio"/> Current Selection

Submit


# Incident Management SDE Reports Tab

## Discipline Frequency for ISS and OSS

Option	Value
Date	From: 08/24/2020 To: 06/08/2021
Run for Students	<input checked="" type="radio"/> All Students <input type="radio"/> Current Selection

Submit

# Incident Management SDE Reports Tab



PowerSchool

Start Page > Reports > SDE Reports > Staff Referral Report

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

District

System

Personalize

Applications

PowerLunch

PS Administrator

PT Administrator

ReportWorks Developer

Enhanced CPM

Enterprise Reporting

School Messenger

Staff Referral Report

Option

Value

Date

From: 08/18/2015

To: 06/02/2016

Reporter:

Reported By

Submit

Copy

CSV

Excel

PDF

Print

Show 10 entries

Search:

#	Referrer	Incident Count
1.	Coleman, A	7
2.	Cox, D	8
3.	Bell, S	1
4.		3
5.		65
6.		2
7.		21
8.		19
9.		8
10.		7

Showing 1 to 10 of 173 entries

PreviousNext

Welcome, Aveene Coleman

Help


Sign Out

School: District Office

Term: 15-16 Year



# Incident Management SDE Reports Tab

PowerSchool

Start Page > Reports > SDE Reports > Summary Reports

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

District

System

Personalize

Applications

PowerLunch

PS Administrator

PT Administrator

ReportWorks Developer

Enhanced CPM

Enterprise Reporting

SchoolMessenger

Level Data Apps

http://10.86.53.37/admin/home.html

Welcome, Aveene Coleman | Help | Sign Out

School: District Office Term: 15-16 Year

Share | Alert | Print

Discipline Summary Reports

Option

Value

Date

From: 08/18/2015

To: 06/02/2016

Report:

Discipline Summary - All Incidents

Submit

Copy CSV Excel PDF Print

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	001 Aiding Others	0	0	0	1	0	0	0	0	0	0	0
2.	002 Other Offenses (Minor)	0	3	7	11	3	3	0	0	0	0	0
3.	003 Bite/Pinch/Spit	0	0	0	0	1	0	0	0	0	0	0
4.	004 Contraband	0	0	3	0	0	1	0	0	0	0	0
5.	005 Detention Violation	0	5	3	5	8	1	0	0	0	0	0
6.	006 Dishonesty	0	3	0	2	2	1	0	0	0	0	0
7.	007 Disrupting Class	8	62	53	116	56	73	6	0	0	0	0
8.	008 DO NOT USE Drug Violation	0	0	0	0	0	0	0	0	0	0	0
9.	009 Fighting	4	10	34	19	11	11	0	0	0	0	0
10.	010 Fireworks	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 10 of 99 entries

PreviousNext

# Incident Management SDE Reports Tab

Welcome, Aveene Coleman | Help | Sign Out

School: District OfficeTerm: 15-16 Year

Start Page > Reports > SDE Reports > Summary Reports

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

District

System

Personalize

Applications

PowerLunch

PS Administrator

PT Administrator

ReportWorks Developer

Enhanced CPM

Enterprise Reporting

SchoolMessenger

Discipline Summary Reports

Option	Value
Date	From: 08/18/2015 To: 06/02/2016
Report:	Truancy

Submit

Copy CSV Excel PDF Print

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	151 Truant	1	5	0	0	0	0	0	0	0	0	0
2.	152 Habitual Truant	0	0	0	3	0	3	0	0	0	0	0
3.	153 Chronic Truant	0	1	0	3	0	0	0	0	0	0	0

Showing 1 to 3 of 3 entries

PreviousNext

Legend

Icons - Date Entry

# Incident Management SDE Reports Tab

PowerSchool

Start Page > Reports > SDE Reports > Summary Reports

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- District
- System
- Personalize

Applications

- PowerLunch
- PS Administrator
- PT Administrator
- ReportWorks Developer
- Enhanced CPM
- Enterprise Reporting
- SchoolMessenger

Level Data Apps

Welcome, Aveene Coleman | Help | Sign Out

School: District Office Term: 15-16 Year

Discipline Summary Reports

Option

Value

Date

16

Report:

Discipline Summary - All Incidents

Persistently Dangerous Schools (PDS)

Bullying

Truancy

Submit

Copy CSV Excel PDF Print

Show 10 entries

Search:

#	Offense	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.	510 Assault, Aggravated	0	0	0	0	0	0	0	0	0	0	0
2.	570 Drug Distribution	0	1	1	0	0	1	0	0	0	0	0
3.	610 Forced Sex Offense	0	0	0	0	0	0	0	0	0	0	0
4.	640 Homicide	0	0	0	0	0	0	0	0	0	0	0
5.	660 Kidnapping/Abduction	0	0	0	0	0	0	0	0	0	0	0
6.	730 Robbery	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 6 of 6 entries

PreviousNext

Legend

Icons - Date Entry

# Level Data State Validation

Miscellaneous	Demographics	Precode	Incident Management	Reports/Lists	Courses	Staff	CERDEP	Enrollment	LEP	Setup	Historical Grades
EFA/EIA	Enrich Special Ed										
Page 1 of 3    << 1 2 3 >>											
Validation Rule				Error Count				Action			
Habitual/Chronic Truancy Behavior/Age Mismatch				0				✓			
Invalid Pending Parent Conference				0				✓			
Listing of Students, Ages 12 to 16, with 10 or More Unexcused Absences								Run ⓘ			
Missing Habitual Truant Behavior Code								Run ⓘ			
Missing Object Code Comment for Misc Object				0				✓			
Missing/Invalid Incident Location				0				✓			
SC-ISS Attendance Dates/Incident Management ISS Dates Mismatch				0				✓			
SC-OSS Attendance Dates/Incident Management OSS Dates Mismatch				0				✓			
Missing Incident Behavior Code (1010)				0				✓			
Missing Incident Action Code (1050)				0				✓			

# Level Data State Validation

Miscellaneous	Demographics	Precode	Incident Management	Reports/Lists	Courses	Staff	CERDEP	Enrollment	LEP	Setup	Historical Grades
EFA/EIA	Enrich Special Ed										

Page 2 of 3    << 1 2 3 >>

Validation Rule	Error Count	Action
Missing/Misplaced Action Code	0	✓
Missing Object Code Comment for Weapon	0	✓
Missing Incident Offender	0	✓
Missing Required Duration Code (1000)	0	✓
Invalid Truancy Incident (1020)	0	✓
Missing Physical Injury Code (1030)	0	✓
Invalid Pending Expulsion (1040)	0	✓
Invalid Weapon Type (1060)	0	✓
Warning Incident Type (1070)	0	✓
Missing/Invalid Intervention Action Code for Truant Behavior	0	✓

Page 2 of 3    << 1 2 3 >>

# Level Data State Validation

Miscellaneous	Demographics	Precode	Incident Management	Reports/Lists	Courses	Staff	CERDEP	Enrollment	LEP	Setup	Historical Grades
EFA/EIA	Enrich Special Ed										

Page 3 of 3 1 2 3

Validation Rule	Error Count	Action
Missing/Misplaced Action Code for Truant Behavior	0	✓
Invalid Incident Type for Truant Behavior	0	✓
Missing Weapon Type	0	✓
Consecutive Days Unexcused Absences >= 3		Run ⓘ
Non-Consecutive Days of Unexcused Absences >= 5		Run ⓘ

Page 3 of 3 1 2 3

Questions???