

# Updating records in PowerSchool for Suspension and Expulsion Records Due to COVID-19 School Closure

Suspension or expulsions occurring before school closure should remain. Do not delete any incidents.

(Note: All students should be receiving instruction online or through learning packets)

Suspension- Any suspension days beyond March 13, 2020, should be updated as follows:

**Do not delete any incidents.**

1. Select the Incident.
2. Then select the pencil icon to edit the action of Out of School Suspensions (OSS).
3. Update the Action Date Range to the dates served before the school closure.
4. Update the Actual Duration Date to the actual day(s) served.
5. If you want to keep a record of the prior consequence, then update the Assigned Duration. (This will include the number of days assigned) and Actual Duration (This will include the actual day(s) served).
6. Update the Duration Notes-Waived due to COVID-19-School Closure.
7. Please double-check the student's attendance to make sure no OSS days are reflected during the school closure dates.

Updating a Suspension with no days served because of COVID-19

**Do not delete the incident.**

1. Select the Incident.
2. Then select the pencil icon to edit the action of Out of School Suspension (OSS).
3. Change action from Suspension OSS to Behavior Intervention
4. Update the Action Date Range to the dates the OSS date was assigned.
5. Select the Blank under Duration Code (No duration times or day should be selected).
6. Update the Action Change Reason "OSS waived due to COVID 19-School Closure".
7. Please double-check the student's attendance to make sure no OSS days are reflected during the school closure dates.

Updating Pending Expulsion with OSS days already served. If the student was suspended and awaiting an expulsion hearing that has not occurred or will not occur because instruction was provided through online learning or learning packets, then please update the incident as follows:

**Do not delete the incident.**

1. Select the Incident.
2. Then select the pencil icon to edit the action of Out of School Suspension (Pending Expulsion).
3. Change the Pending Expulsion to an Out of School Suspension for the days served.

4. If a district wants to document that a recommendation for expulsion occurred. Please use the Recommended for Expulsion (REX) code in Incident Management. (REX- is used when districts are tracking students recommended for expulsion regardless of the outcome).
5. Update the Action Date Range and Duration Code with the date(s) served as Out of School Suspension days.
6. Update Action Change Reason to "Pending Expulsion waived due to COVID 19-School Closure".
7. Please double-check the student's attendance to make sure no OSS days are reflected during the school closure dates.

Pending Expulsion for a gun and violent incidents will remain pending until a hearing is conducted. These incidents should not be removed from Incident Management.

# PowerSchool Screens

Fields that should be updated:

The screenshot shows the 'Incident Builder' interface. On the left, the 'Participants' section includes 'Reporters', 'Victims', and 'Offenders'. The 'Offenders' section lists 'Vanessa Ann Badger' and two incident elements: '[1] 789 Weapon (Specify Object)^\nSuspension^\n Pending Expulsion^\n' and '[1] Weapon^\n - 780 Other Weapons^\n'. On the right, the 'Incident Elements' table lists 'Behavior' and 'Object' types with their respective descriptions. A callout box with an arrow points to a pencil icon next to the first incident element in the 'Offenders' list.

Select the pencil icon to edit Suspension- Pending Expulsion or Expulsion

The 'Update Action' dialog box contains the following fields and sections:

- Action Code:** A dropdown menu.
- Action Date Range:** Includes 'Begin Date' and 'End Date' fields, both with MM/DD/YYYY format and calendar icons.
- Action Taken Detail:** A text input field.
- Actual Resolution Date:** A date field with MM/DD/YYYY format and a calendar icon.
- 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 status message: 'No codes have been configured.'
- Action Attributes:** A section containing a 'Zero\_Tolerance\_Policy^\n' dropdown menu.
- Metadata:** 'Created By Aveene Coleman (acoleman)' and 'Created On May 5, 2020 2:47:54 PM'; 'Last Modified By Aveene Coleman (acoleman)' and 'Last Modified On May 5, 2020 2:47:54 PM'.
- Buttons:** 'Cancel' and 'Update Action' (with a star icon).

Orange arrows point to the Action Code dropdown, the Begin Date and End Date fields, the Actual Resolution Date field, the Duration Code dropdown, the Assigned Duration field, the Actual Duration field, the Duration Notes field, and the Action Change Reason field.