

Recording Discipline in Incident Management

Note: Incident Management is the only reporting method for students who commit a behavior contained in Ed Code 48900 & 48915 (“suspendable” offense).

Federal reporting requirements have been modified to be based on “incidents”. Each incident may have multiple students involved, and each student may commit multiple offenses during a single incident.

To fulfill local, state, and federal reporting requirements, all incidents where a Special Education student commits a behavior contained in Ed Code 48900 & 48915 have to be entered into PowerSchool Incident Management regardless of the consequence or duration of the suspension. This includes incidents that result in Restorative Justice. Non-Special Education students who commit a behavior contained in Ed Code 48900 & 48915 only need to be entered into Incident Management if the consequence is a suspension. Incidents should be entered by school site staff within a week of the occurrence. The following are important guidelines:

1. Students in grades KG to 3 should not be suspended for:
 - a. Sexual Harassment (code 403)
 - b. Hate Violence (505)
 - c. Harassment or Intimidation (506)
 - d. Disruption, Defiance (code 511)
2. Any incident involving a firearm is to be reported regardless of the action.

Creating an Incident

I. Incident Description

1. Select the student and click on **Incident > Create New Incident**
2. Select **CA State Reporting** under **Incident Type**
3. Populate **Incident Date** based on when the incident occurred.
4. Populate the **Title** and enter a **Description**, which should be a summary of the incident
5. Populate **Prepared By** with the administrator who handled the incident
6. OPTIONAL: **Location, Location Description, and Financial Impact**

II. Incident Builder: Participants

1. Click the **Plus (+)** button next to Participants and add the Offender by entering the **Last Name** and click the **Search** button. For Behavior Codes 403, 506, and 513 add the Victim.
2. Select the student in the **Results** box, click the **Add** button, select the offender role from the **Select Roles** menu, and click the **Add Participants Attributes** button
3. Repeat steps 1 and 2 to add additional offenders and victims.
4. OPTIONAL: Add Reporter and Witness if applicable.

III. Incident Builder: Incident Elements

1. **Adding a Behavior**
 - A. Click the **Plus (+)** button next to Incident Elements
 - B. Choose **Add Behavior** and select the Behavior. If there is more than one behavior created, select the **Primary Behavior**¹ checkbox based on the suggested hierarchy of offenses (pg. 2-3).
 - C. Drag the Behavior to the appropriate offender and repeat steps A and B to define each behavior.
 - D. For Behavior Codes 506 and 513 (Harassment and Bullying):
 - a. Select one of the five Bullying or Harassment subcodes
 - b. If none of the five subcodes apply, then select “None of the Above”
2. **Adding an Action**
 - A. Click the **Plus (+)** button next to Incident Elements and choose **Add Action**
 - B. Populate **Action Date Range** (the first & last date of suspension), select “School Days” for the **Duration Code**, and populate the **Assigned Duration** and **Actual Duration** up to two decimal places (e.g. 1.5 or 2.75)
 - C. If the action is Expulsion, then choose the **Action Change Code**
 - D. For Special Education students, choose the **Action Authority Code**

- E. For Special Education students, choose the **Instructional Support Indicator** – refers to whether or not the student received instructional support during a discipline action
- F. For Special Education students, choose the **Removal to Interim Alternative Setting²** code
- G. Click and drag the action to the appropriate behavior or offender. The action will no longer appear under Incident Elements. Create an Action for every offender.

3. **Adding a Weapon** (required for Offense Codes 100, 101, 103, 104, and 105)
 - A. Click the **Plus (+)** button next to Incident Elements
 - B. Choose **Add Object** from the pop-up menu
 - C. Choose **Weapons** from the Object Code pop-up menu
 - D. Choose the appropriate weapon and click **Add Object**
 - E. Click and drag the object to the appropriate offender to associate the two elements
4. Click **Submit Incident** to save the changes

IV. Editing an Incident

1. Use the **Change Reason** text box to record the rationale for the changes being made and click on the **Submit Incident** button to save the edit.

Important Reminders

1. The Action and Behavior must be dragged to the Offender and appear under the Offender for the Action and Behavior to be associated with the Offender.
2. The “S” code for Suspensions and the “H” code for In-House Suspensions should be marked in Attendance.
3. A student who instigates an incident, but did not commit a behavior contained in Ed Code 48900 & 48915 should not be marked as an Offender.

For questions regarding Incident Management data entry, please log a case at helpdesk.wccusd.net.

¹ Below is the suggested hierarchy of offenses from CDE

Suggested Hierarchy of Federal Offenses	California Ed. Code that matches or closely relates	Ed. Code Description (abbreviated; refer to the CA Ed. Code for complete descriptions)	Relevant PS/CALPADS Student Offense Code	
			Coded Value	Name
1. Homicide**	48915 (a) (1)	Causing serious physical injury.	500	Caused Physical Injury
	48900 (a) (1)	Caused (or attempted) serious physical injury.	501	Caused, Attempted, or Threatened Physical Injury
2. Forcible Rape	48915 (c) (4)	Committing or attempting to commit a sexual assault or a battery as defined in Ed. Code 48900 (n).	401	Sexual Assault
	48900 (n) (partial)	Committed or attempted to commit: a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code.	401	Sexual Assault
3. Robbery/ Extortion	48915 (a) (4); 48900 (e)	Robbery or extortion; committed or attempted to commit robbery or extortion.	600	Robbery or Extortion
4. Assault with a Deadly Weapon	48915 (c) (2)	Brandishing a knife at another person.	103	Brandishing a knife
5. Battery	48915 (a) (5)	Assault or battery upon any school employee.	503	Committed Assault or Battery on a School Employee

	48900 (a) (2)	Willfully used force or violence on another.	504	Used Force or Violence
6. Possession of a Weapon	48915 (a) (2); 48915 (c) (1)	Possession of a knife or other dangerous object; possessing, selling or otherwise furnishing a firearm.	104	Possession of a Knife or Dangerous Object
	48900 (b) – except explosive	Possessed, sold or otherwise furnished a firearm, knife, or other dangerous object.	101	Possession, Sale, Furnishing a Firearm or Knife
7. Sexual offenses (other than forcible rape)	48915 (c) (4) – battery; 48900 (n) (partial)	Committing sexual battery as defined in Section 243.4 of the Penal Code.	400	Sexual Battery
8. Sale or furnishing of drugs	48915 (c) (3)	Unlawfully selling a controlled substance.	200	Sale of Controlled Substance
	48900 (d)	Unlawfully offered, arranged or negotiated to sell a controlled substance.	203	Offering, Arranging, or Negotiating Sale of Controlled Substances, Alcohol, Intoxicants
9. Possession of drugs for sale	48915 (a) (3)	Unlawful possession of any controlled substance.	201	Possession of Controlled Substance
10. Possession or sale of alcohol	48900 (c) – alcoholic beverage	Unlawfully possessed, used, sold or otherwise furnished—or had been under the influence of—an alcoholic beverage.	202	Possession, Use, Sale, or Furnishing a Controlled Substance, Alcohol, Intoxicant
11. Use of drugs/ alcohol	48900 (c) – controlled substance	Unlawfully possessed, used, sold or otherwise furnished—or had been under the influence of—a controlled substance.	202	Possession, Use, Sale, or Furnishing a Controlled Substance, Alcohol, Intoxicant
12. Possession of paraphernalia	48900 (j)	Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia.	204	Offering, Arranging, or Negotiating Sale of Drug Paraphernalia
13. Destructive or explosive device (bomb threat included)	48915 (c) (5)	Possession of an explosive.	105	Possession of an Explosive
	48900 (b) – explosive	Possessed, sold, or otherwise furnished an explosive.	101	Possession, Sale, Furnishing a Firearm or Knife

** There are no California Education Codes within “suspension or expulsions” (Sections 48900 and 48915 of the Ed. Code) that specifically state “homicide.” The CDE thus cites the Ed. Codes that most closely relate to homicide.

² A Removal to Interim Alternative Setting is extremely rare and has to be authorized by the Special Education Dept.