

CALPADS EOY 3 - Discipline

This tutorial will provide steps to create discipline incidents in PowerSchool for California's CALPADS End of Year (EOY) 3 Reporting.

Description

The End of Year (EOY) 3 Discipline Data Submission has this important function:

- Provide student expulsion and suspension information to satisfy NCLB requirements related to "persistently dangerous" schools and the Uniform Management Information Reporting System (UMIRS)
- To determine persistently dangerous schools
- Provide student suspension and expulsion counts and related information for special education students for federal Individuals with Disabilities Education Act (IDEA) reporting.

Student Data Included

- All non-Special Ed K-12 students who were suspended (in school or out of school for at least one entire school day) or expelled, due to the commission of a student offense (per Education Code Sections 48900 & 48915) at any time during the Report Period
- All special education students who committed a student offense regardless of the action taken
- All students who committed a firearm offense (Student offense codes 100-102) regardless of the action taken

Administration > Incidents



First, lookup the student you would like to add a discipline incident for. Then, click on "Incidents" under the "Administration" heading.

Creating a New Incident

Incident List


1 10083 AM

Search Filter

Filter by: Date Range Incident Title Incident ID Incident Type Search

Incidents - Total Found: 0

ID	Title	Incident Date	School
No records found.			

 [Create New Incident](#)

<< First < Previous Next > Last >> 25

Click on the "Create New Incident" button.

Setting Incident Description Parameters

Incident Description

Incident Type: CA State Reporting^

Incident Date: 02/21/2012 (MM/DD/YYYY) Time: 11:09 AM

Time Frame: [Dropdown]

Title: [Text Field]

Description: [Text Area]

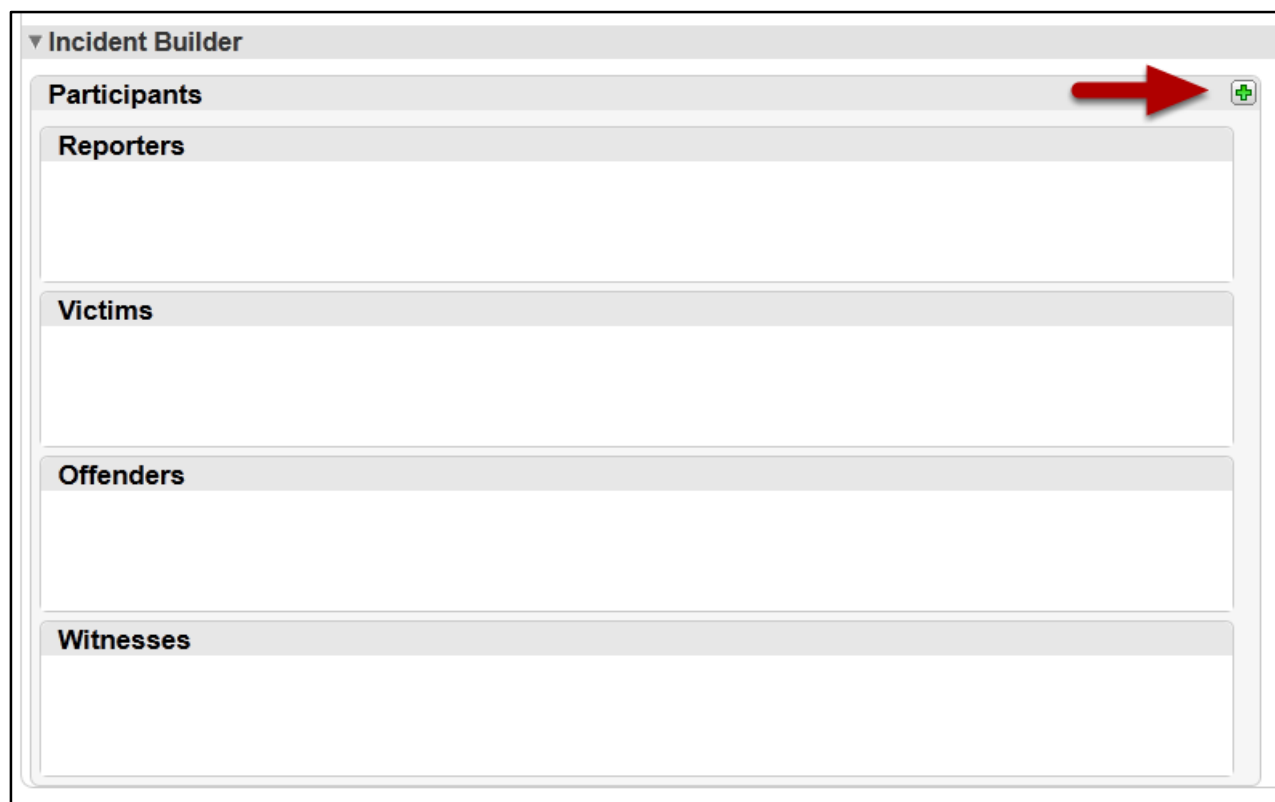
Location: [Dropdown]

Location Description: [Text Area]

Prepared by: [Text Field] Financial Impact (\$): [Text Field]

State reportable incidents must be associated with the Incident Type **CA State Reporting[^]**. Enter the date the incident occurred on. All other fields are not required for CALPADS but may still be populated for local use.

Use Incident Builder to Add Participants



The screenshot shows the 'Incident Builder' interface. At the top, there is a dropdown menu labeled 'Incident Builder'. Below it is a section titled 'Participants' which contains four sub-sections: 'Reporters', 'Victims', 'Offenders', and 'Witnesses'. Each sub-section is represented by a grey header bar and a white text area below it. A red arrow points to a small green plus sign (+) located in the top right corner of the 'Participants' section.

At least one student must be assigned the role of offender for each incident. If there is more than one offender in the incident, then the incident is reported once for each offender.

Reporters, victims, and witnesses are not reported in CALPADS Discipline incidents, but may be defined for local use. Behaviors and actions may be assigned to reporters, victims, and offenders, but are only reported for offenders.

To add an offender, click on the green + symbol on the upper right corner.

Adding an Offender

Search for Student, Staff, or Other Participants ✕

Search Filter

Last Name:

Type: Students ▼



Grade Level: All ▼

Only Active

Context: Academics/Behavior ▼

Search

Results

Type	First	Middle	Last	School	Gr	Gen
	[blurred]	[blurred]	[blurred]	[blurred]	1	M
	[blurred]	[blurred]	[blurred]	[blurred]	0	M

10 ▼
 << first < prev **1** next > last >>

?
➔
Add
Create Other
Close

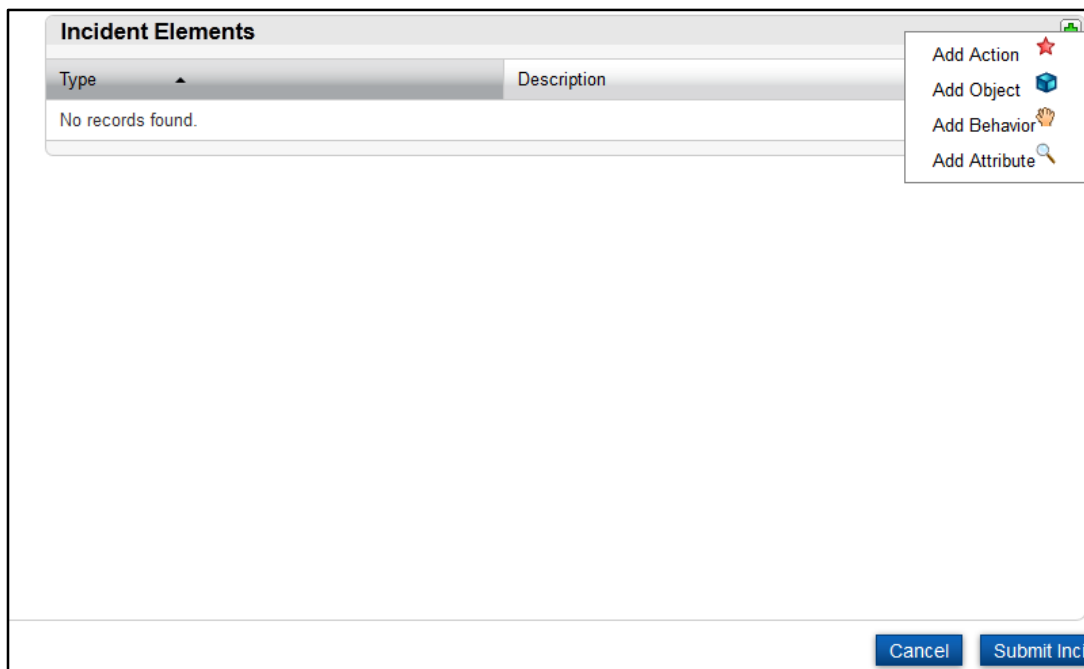
Use the search filters to locate the student you are adding as an offender. When you find the correct student, click on his/her name in the results portion and then click on "Add".

Adding Participant Attributes



Select the appropriate role(s) for the student. If multiple roles apply, click on the green + symbol on the "Select Role(s)" row to add another role.

Adding Incident Elements



Click on the green + symbol on the upper right corner of the Incident Elements table.

Actions (Required)

Objects (Only if Applies)

Behaviors (Required)

Attributes (Not Required)

Adding an Action

Add Action

Action Code 1 (100) Suspension^
512 characters left

Action Date Range

Begin Date 2 5/11/2016

End Date 5/11/2016

Action Taken Detail

Actual Resolution Date 3 5/12/2016

Duration Code 4 School Days^
512 characters left

Assigned Duration 5 1 **Actual Duration** 1

Duration Notes

Action Change Reason

Action Change Code

512 characters left

Action Attributes

Action Authority Code^ 6 (10) School or District Personnel^
512 characters left

Instructional Support Indicator^ 7 (N) No^
512 characters left

Removal to Interim Alternative Setting^ (3) No Removal^ 8
512 characters left

Discipline Status (CASEMIS)^

512 characters left

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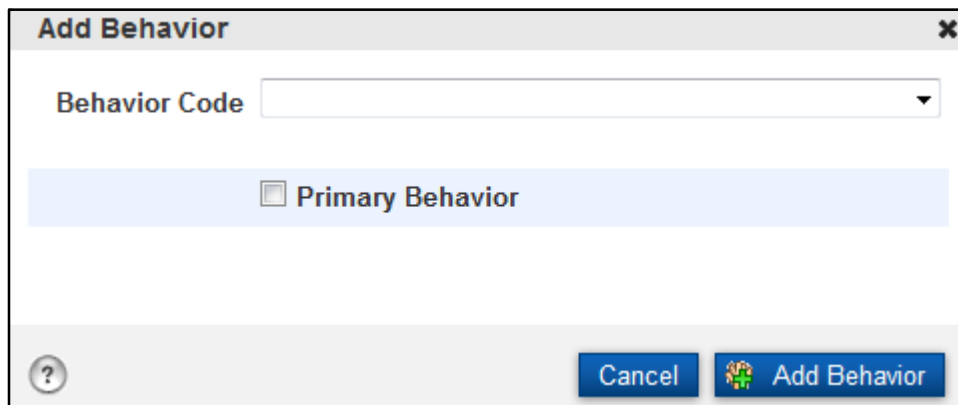
Cancel Add Action

Actions (Required)

The final action must be defined for each incident. To be reported, the final disciplinary action taken for the offender must be Suspension, In-School Suspension, or Expulsion, and may not be the action that was originally recommended. After you create an action, you must click and drag the action to either the offender or the behavior. After the action is associated with the offender or behavior, it no longer appears under Incident Elements. Additional action types may be defined for local use, but are not reported.

Set the Object Code to "Weapons^" and then select the appropriate secondary code, (10) Handgun^, (20) Shotgun or Rifle^, (30) Other Firearm^, or (40) Other Weapon^.

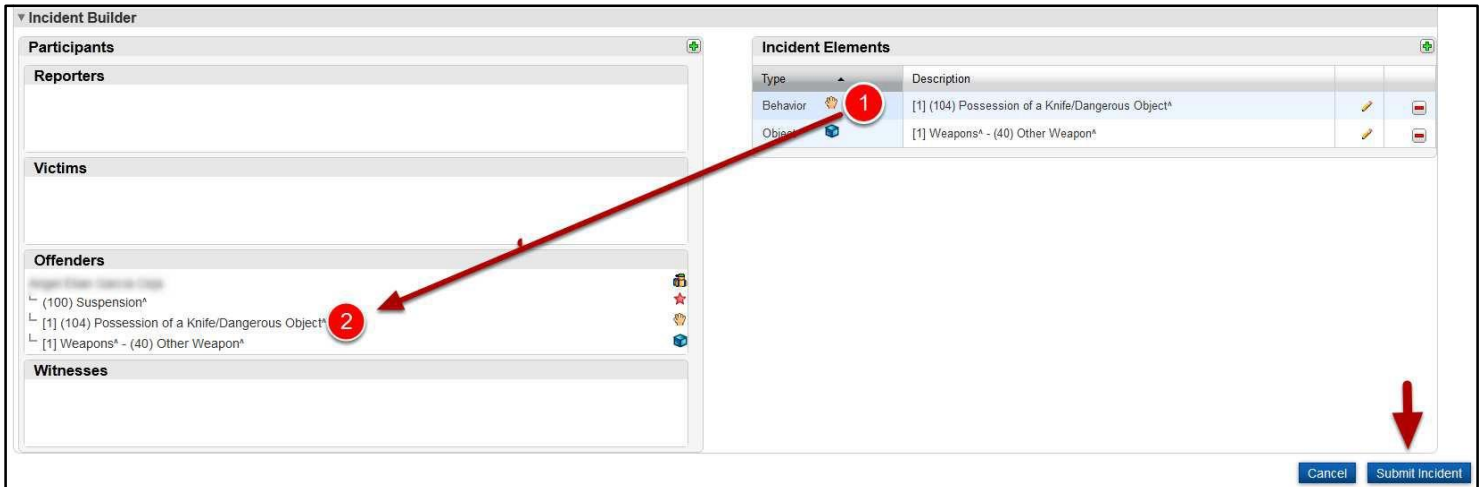
Adding a Behavior



Behaviors (Required)

At least one behavior must be defined for each incident. After you create a behavior, you must click and drag the behavior to the offender to associate the two elements. If there is more than one behavior in an incident, then you must select the Primary Behavior checkbox for one of the behaviors. The primary behavior is reported for each student offender in the incident as the "Incident Most Severe Offense Code." The primary behavior is also reported as the "Student Offense Code" for the student assigned the primary behavior. For student offenders whose behavior is not marked as primary, their non-primary behavior is reported as the "Student Offense Code." Additional behavior types may be defined for local use, but are not reported.

Linking Elements to Participants



The screenshot shows the 'Incident Builder' interface. On the left, there are sections for 'Participants' (Reporters, Victims, Offenders, Witnesses) and 'Incident Elements'. The 'Offenders' section contains a list of elements: '(100) Suspension*', '[1] (104) Possession of a Knife/Dangerous Object*', and '[1] Weapons* - (40) Other Weapon*'. The 'Incident Elements' table on the right has columns for 'Type', 'Description', and actions. A red circle labeled '1' highlights the 'Behavior' type in the table. A red arrow points from this circle to a red circle labeled '2' which highlights the '[1] (104) Possession of a Knife/Dangerous Object*' entry in the 'Offenders' list. Another red arrow points down to the 'Submit Incident' button at the bottom right.

Type	Description		
Behavior	[1] (104) Possession of a Knife/Dangerous Object*		
Object	[1] Weapons* - (40) Other Weapon*		

In this example, the student's name is being blurred out. You must click on the "Type" of Incident Element (#1) and drag it underneath the participant's name (#2), in this case, the offender.

When you are finished associating all elements to participants, be sure to click on the "Submit Incident" button on the bottom right of the page. After submitting, you maintain the ability to go back and edit the entry by clicking on the ID or Title link.