



KAMEHAMEHA SCHOOLS

SMS User Guide

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# Student Behavior

**Overview:** This guide provides some easy and helpful steps on how to add a student behavior record.

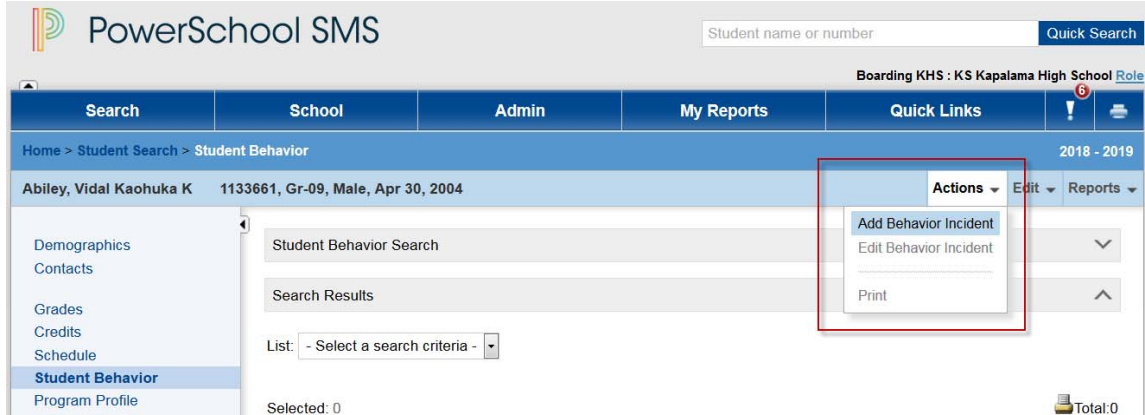
- 1- Search for student as you normally would do.
- 2- Go to the students Demographics page and click on the **“Student Behavior”** link located on the left side of the page.

The screenshot shows a student profile for Abiley, Vidal Kaohuka K (ID: 1133661, Gr-09, Male, Apr 30, 2004). The left sidebar contains a menu with the following items: Demographics, Contacts, Grades, Credits, Schedule, **Student Behavior** (highlighted with a red box), Program Profile, Test Results, Boarder Status, Detention Hours, Activities, and Std. Activities. The main content area has tabs for School Specific, \*Overview, Personal Info, Address/Phone, and Medical. Under the School Specific tab, there is a placeholder for a thumbnail photo with the text "No thumbnail photo is available." To the right of the photo are various fields: Preferred name (empty), Current age (14), Home school (KS Kapalama High Schoc), Current grade level (9), Current homeroom (Kau), Counselor (Lee, William L), Enrollment status (Enrolled in Multiple Schoc), Student promotion status (Pending), Academic plan (Kapalama Graduation - 2), and Placement classification (empty, with a range of 0-9). There are also checkboxes for "Home address is in a sc" and "Upload to parent portal". At the bottom of the main content area is a section for Contact Information.

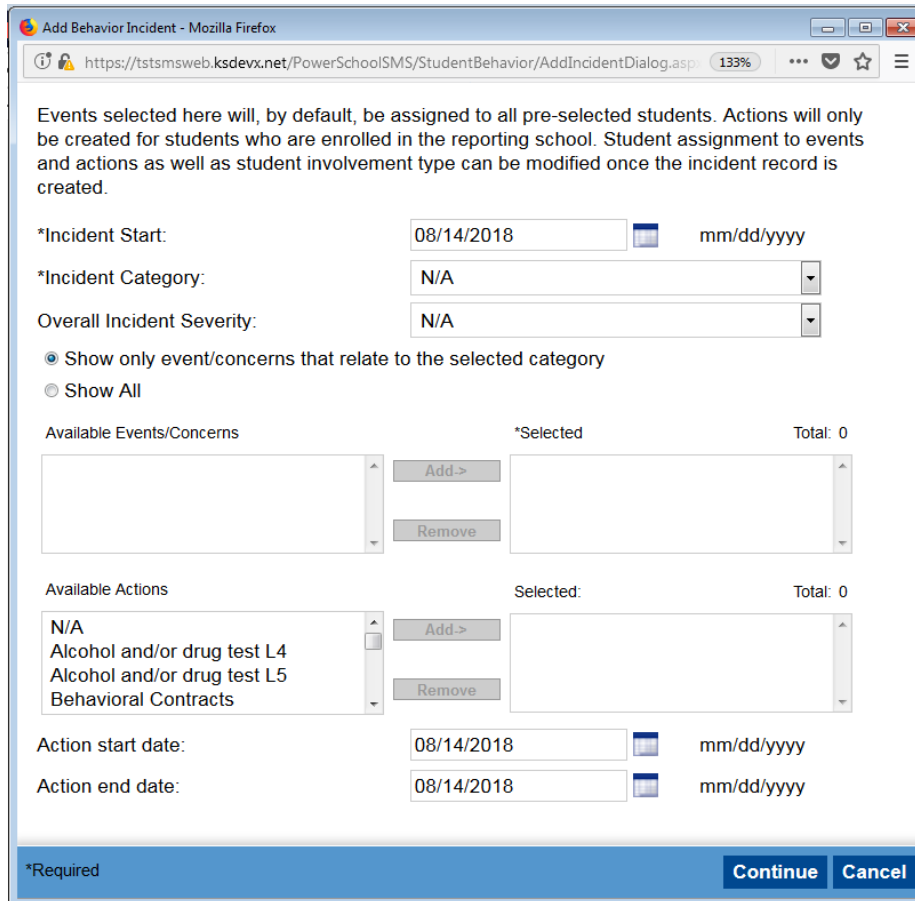
- 3- When the screen refreshes you will be in the student’s behavior page. If the student has any student behavior records they would show up here.

The screenshot shows the student behavior search results page for the same student. The left sidebar is the same as in the previous screenshot, but the "Student Behavior" link is now selected. The main content area has a "Student Behavior Search" dropdown menu and a "Search Results" section. Below the search results, there is a "List: - Select a search criteria -" dropdown. The "Selected: 0" and "Total: 0" indicators are shown. A table with the following columns is displayed: Incident Number, Incident Start Date, Incident Severity, Primary, Event or Concern, and Action. A yellow highlight is placed over the text "There are no records in this list." at the bottom of the table. A "TUP" button is visible at the bottom right of the table area.

- 4- To begin adding a behavior incident click on the Action tab on the top of the page then Add Behavior Incident.



- 5- A new window will open.



6- You will need to choose an Incident start date and an Incident category. When you choose an incident category, a list of concerns to choose will populate in the window below.

- Enter Incident Start date, Incident Category and Overall Incident Severity.
- Choose an event from the window and click on “Add” to move it to the right. If you want to remove it, highlight item and select “Remove”.
- Choose an available action like “detention” or “warning”. If you want to remove it, highlight item and select “Remove”.
- Choose an Action Start date (and Action End date, if applicable) to indicate when the incident will start and or end.
- Click Continue. The page will refresh.

Add Behavior Incident - Mozilla Firefox

https://tstsmsweb.ksdevx.net/PowerSchoolSMS/StudentBehavior/AddIncidentDialog.asp 133%

Events selected here will, by default, be assigned to all pre-selected students. Actions will only be created for students who are enrolled in the reporting school. Student assignment to events and actions as well as student involvement type can be modified once the incident record is created.

\*Incident Start: 08/14/2018 mm/dd/yyyy

\*Incident Category: Behavior Event

Overall Incident Severity: Level I

Show only event/concerns that relate to the selected category

Show All

Available Events/Concerns	*Selected	Total: 0
Vand/Destruct	Add->	
Violence		
Weapon/Replica	Remove	
Dress Code		

Available Actions	Selected:	Total: 0
Suspension L5	Add->	
Time-Out		
Written Reprimand	Remove	
Verbal Warning		

Action start date: 08/14/2018 mm/dd/yyyy

Action end date: 08/14/2018 mm/dd/yyyy

\*Required

Continue Cancel

Available Events/Concerns	*Selected	Total: 1
<input type="checkbox"/> Use of Drugs <input type="checkbox"/> Vand/Destruct <input type="checkbox"/> Violence <input type="checkbox"/> Weapon/Replica	<input type="button" value="Add-&gt;"/> <input type="button" value="Remove"/>	<input type="text" value="Dress Code"/>
Available Actions	Selected:	Total: 1
<input type="checkbox"/> Suspension L4 <input type="checkbox"/> Suspension L5 <input type="checkbox"/> Time-Out <input type="checkbox"/> Written Reprimand	<input type="button" value="Add-&gt;"/> <input type="button" value="Remove"/>	<input type="text" value="Verbal Warning"/>

7- You may enter more details for the incident in the following fields:

- Incident details:
  - Incident end** is used to add an end date if the incident took place over a period of time.
  - Referred by** is used to add a staff member that was involved in the incident.
  - Incident Description** is used to add more details to the incident.

Incident number and start date: 34590 - Aug 14, 2018 Actions Edit

Demographics

Contacts

Grades

Credits

Schedule

**Student Behavior**

Program Profile

Test Results

Boarder Status

Detention Hours

**Activities**

Std. Activities

Incident Details

\*Incident Category: Behavior Event

\*Incident start: 08/14/2018 mm/dd/yyyy Time: 12 : 00 AM hh.mm

**Incident end:**  mm/dd/yyyy Time: 12 : 00 AM hh.mm

Referred by school: KS Kapalama High School

**Referred by:** N/A

Referred by (other):

Overall incident severity: Level I

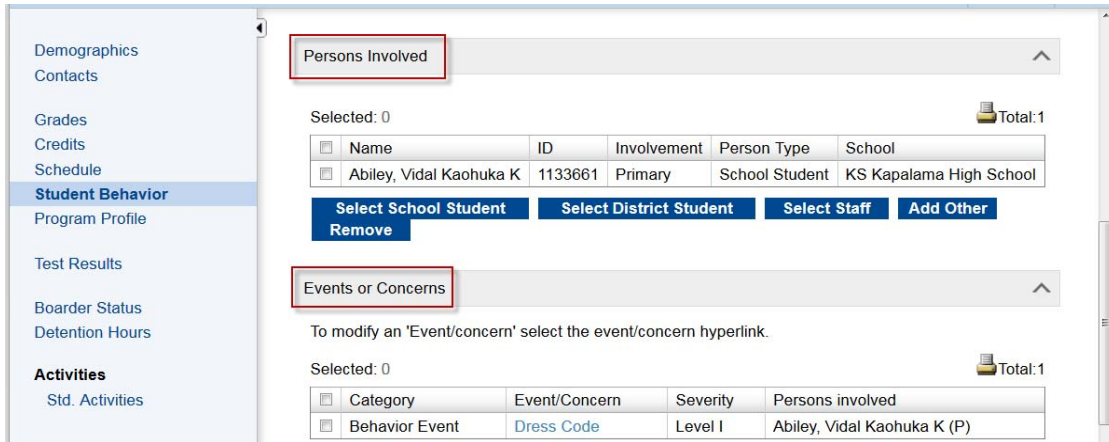
**Incident Description:**

Additional Incident Details

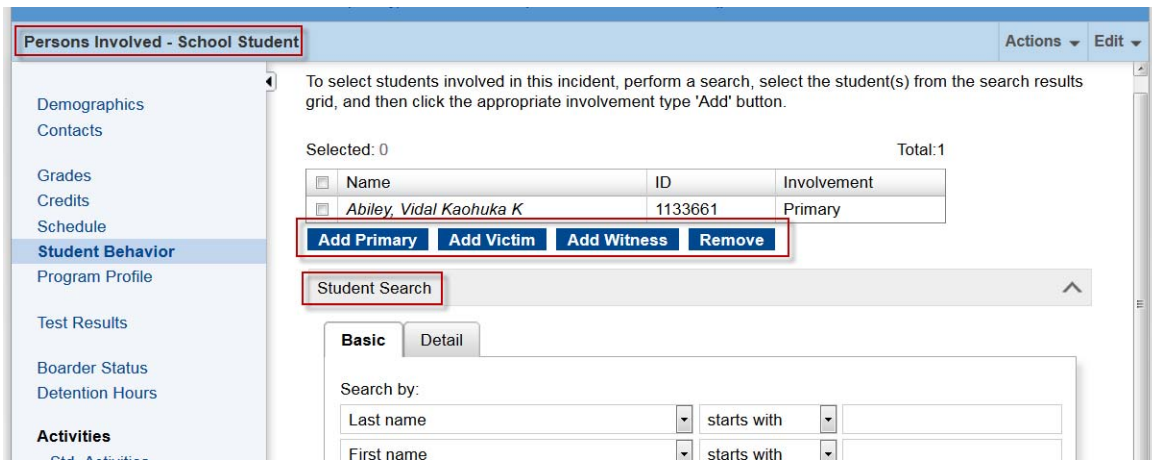
- 8- **Boarding Dept:** When you have completed entering the Incident – Select “Additional Incident Details” link. Check “Boarder Incident” box from Boarder Incident Information panel, then press OK.

The screenshot displays a software interface with two main sections. The top section is a form with a 'Severity' dropdown menu set to 'Level I' and an empty 'Location' text box. Below these is a blue button labeled 'Additional Incident Details'. The bottom section features a sidebar with a list of menu items: Enrollments, Historical Info, Permanent Record, Program Profile, Health Tracking, Test Results, Honor Rolls, Boarder Status, Counseling Mtgs, K Scholars, and K Scholars Data. The main area of this section contains 'Scheduling group: N/A', 'Period: N/A', and 'Class: N/A'. Below these are two buttons: 'Boarder Incident Information' and a checked checkbox labeled 'Boarder Incident'. At the bottom right of the interface are 'OK' and 'Cancel' buttons.

- **Persons Involved**
  - Select School Student** is used to add another student from the same school.
  - Select District Student** is used to add a student that is from another school but part of that same district.
  - Select Staff** is used to add a staff member.
  - Add other** is used to add another person that was involved in the incident. This person is somebody that is not part of the School or the District.
  - Remove** is used to remove any person that was added to the incident by mistake.



- When you click on **Select School Student** you have the option to:
  - Add Primary:** Used to add another primary person involved in this incident.
  - Add Victim:** Used to add a victim to the incident.
  - Add Witness:** Used to add a witness.
- In order to Add another student you first will have to search for the student then select the check box to the left of their name and then click on the appropriate option (same as above), then select OK.



- Events and Concerns:

- Actions:

To modify a specific **'Action'** select the action hyperlink. To define dates and times for **'Action steps'** select the action step(s) hyperlink.

\*Do not press OK until you have added an Action step.



## 9- Add Action step: Actions > Add Action Step

School Admin KHS : KS Kapalama High School [Role](#)

Search Class School Admin My Reports Quick Links ! Print

Home > Student Search > Student Behavior (Abiley, Vidal Kaohuka K) > Edit Behavior Incident (34590 - Aug 14, 2018) > Edit Action 2018 - 2019 Active Planning

Action Summary for Abiley, Vidal Kaohuka Keoki Kealiikoa Incident #34590-Reported on: Aug 14,2018 Actions

Responsible person: N/A

Responsible person (other):

\*Action category: All Levels

\*Action sub-category: Level I

\*Action: Verbal Warning

Action type: N/A

Action severity: Level I

Demographics  
Contacts  
Family  
Attendance  
Grades  
Credits  
Schedule  
Academic Plan

Add Action Step...  
Delete Action Step...  
Print Events and Concerns...  
Print Action Steps...

Once the Page refreshes, you will be able to Add an Action Step and Detention hours. Adding Action step data to the incident.

**Action step category:** Always choose one

**Action step:** KS Policy

**Description:** is used to add a description of what kind of work will the student do to serve the assigned detention hours.

For example they will serve lunch duty in the dining hall.

**Action step status:** This step is not necessary. It is used to let another person who might read this file to contact the person who created this incident in order to get a status update.

**Action Step Date Ranges:** Add date and time that the action or detention will take place.

**Select OK.**

090 - Aug 14, 2018    Reported on: Aug 14, 2018 9:57 AM

Action Step for Abiley, Vidal Kaohuka K

\*Action step category: N/A  
 \*Action step: N/A  
 Description:  Maximum 1000 characters  
 Action step status: N/A

**Action Step Date Ranges**

Selected: 0    Total: 1

<input type="checkbox"/>	* Start Date mm/dd/yyyy	* End Date mm/dd/yyyy	Start Time hh:mm	End Time hh:mm
<input type="checkbox"/>	08/14/2018	08/14/2018	12:00 AM	12:00 AM

**Detention Hours Assigned**

Detention Hours:

**Detention Hours Served**

Hours Served

Selected: 0    Add Edit Delete

<input type="checkbox"/>	*Date	*Hours Served	*Responsible Person	Cor
No records match the search criteria.				

**Detention Hours:** add hours  
**Detention Hours Served:** To add hours served select ADD (page refreshes).  
 Enter the information in fields: Date, Hours served, Responsible person,

**Detention Hours Served**

\*Date: 8/14/2018 m/d/yyyy

\*Hours Served:

\*Responsible Person:

Comments:

**10- Click OK** to save the behavior incident.  
 When the screen refreshes you will see your new saved behaviors incident. You can go back to the record by clicking on the **Student Behavior** in the left hand column on the main homepage or the student's record.

Incident details  
Persons Involved  
Events and Concerns  
Actions/ Detention Hours

Student Behavior Search

Search Results

List: - Select a search criteria -

Selected: 0 Total: 1

<input type="checkbox"/>	<u>Incident Number</u>	<u>Incident Start Date</u>	<u>Incident Severity</u>	Primary	Event or Concern	Action
<input type="checkbox"/>	34590	Aug 14, 2018	Level I	Abiley, Vidal Kaohuka K	Dress Code	Verbal Warning

TOP

**List of Events/Concerns**

<p>Academic Dishonesty          Appear Code          Arson          Assault          Bomb Threat          Burglary          Card Playing and/or Trading          Cheating          Conduct Off Cmp          dest/ damage studnt wk          Det Canceled          Det Hrs Compl          Det. No Show          Dishonesty          Disobey Auth.          Distribution/dealing Alcohol          Distribution/dealing of drugs          Dress Code          Excessive Tardy          Extortion          Fighting          Fire/Safety          Forgery          Gambling          Harass/Hazing          Horse Play          Inappropriate Lang/ gestures          Inappropriate PDA          Inappropriate Use technology          Incomplete Work          Insubrd/Defiant          Intermediate Theft          Major Theft          Minor Theft          Misuse of School Property          N/A N/A          Negligence/ Prop Dam          Off Limits</p>	<p>PDA          Physical Contact          Plagiarism          Poor Manners          Posession drug paraphernalia          Posession of Drugs          Possession dangerous weapon          Possession of Alchohol          Presence of Alcohol          Presence of Drugs          Refusal to Present Student ID          Refuse Drug/Alcohol testing          Rules          Serious or terroristic threat          Severe Insubord or phys aslt          Sexual Misconduct          Sexual Offenses          Tampering fr alarm/sfty equip          Tobacco Product          Unath use/possession sch prop          Unexcused Abs          Unfit Conduct          Unmod L1          Unmod L1 or L2          Unmod L2 or L3          Use of Alcohol          Use of Drugs          Vand/Destruct          Violence          Weapon/Replica</p>
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**List of Actions**

Alcohol and/or drug test L4	Loss of part pgrm L3
Alcohol and/or drug test L5	Loss of part pgrm L4
Behavioral Contracts	Loss of part pgrm L5
Community service L3	N/A N/A
Community service L4	On campus work assignment
Community service L5	Outside counseling L2
Conduct Probation L2	Outside counseling L3
Conduct probation L3	Outside Counseling L4
Cont of Level 1 options	Outside Counseling L5
Cont of Level 1 or 2 options	Release from School L3
Cont of Level 1, 2, 3 options	Release from School L4
Cont of Level 1,2,3,4 options	Release from School L5
Detention L1	Release Sch or Prgm L3
Detention L2	Repair/replacement
Detention L3	Request of school leave L4
Financial restitution L3	Restitution
Financial restitution L4	School Counseling L1
Financial restitution L5	School counseling L2
Impact on grade	School counseling L3
In school restriction L1	School Counseling L4
In school restriction L2	School Counseling L5
In school restriction L3	Susp Suspended
Loss of part co -cur L1	Suspension L2
Loss of part co -cur L2	Suspension L3
Loss of part co -cur L3	Suspension L4
Loss of part co -cur L4	Suspension L5
Loss of part co -cur L5	Time-out
Loss of part pgrm L1	Verbal Warning
Loss of part pgrm L2	Written Reprimand