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MISTAR – Student Discipline And PBIS Reports

To facilitate the data analysis component of the School-Wide Positive Behavior - Support, Wayne RESA has developed a set of custom reports that collect data from the MISTAR Student Discipline module and produce specific graphs to aid in the analysis of student behavior. This set of reports look at the student data in different formats over a specified period of time.

Entering an ODR (Office Discipline Referral) into the Student Discipline module:

When you log into MISTAR-Q, here is an example of what your main menu may look like:

The screenshot shows the MISTAR-Q main menu for Becker Elementary. The dashboard is organized into several sections:

- Class Adds & Drops:** No Class Adds & Drops to display.
- My Widgets:** Displays the MSTAR logo.
- My Favorites:** Empty.
- Enrollment:** A table showing student counts by grade and gender.

Grade	Total	Male	Female
-1	1	0	1
K	36	21	15
1	31	18	13
2	25	14	11
3	34	17	17
4	35	17	18
5	46	20	26
Total	208	107	101
- IEP Marked Complete:** A table listing IEP completion records.

Student	School	Meeting Date	Type	Completed	Completed By	Eligible?
Shajira, Mohammad	< Becker Elementary >	04/20/2021	Initial	4/22/2021 4:06:04 PM	Raines, Monica	No
Tarraf, Amjad	< Becker Elementary >	12/04/2019	Initial	12/5/2019 10:13:59 AM	Raines, Monica	No
- Parent Reported Absences:** No Parent Reported Absences to display.
- Enrollment By Grade:** A bar chart showing enrollment counts for each grade level.
- Class Attendance:** No Class Attendance to display.
- Pre-enrolled Students:** A table listing pre-enrolled students.

Student	Grade	# Days	Started	Completed
Goodwin, George (good.leah.m@gmail.com)	-4	161	04/05/2021	04/05/2021
Kirby, Jacob (GSHAWKINGRBYO1@GMAIL.COM)	2	161	04/05/2021	04/05/2021
Black, Paige (aliphamlouche@icloud.com)	3	159	04/07/2021	04/07/2021
Hojeij, Yasmina (S_debouk@hotmail.com)	-5	159	03/12/2021	04/07/2021
Haithm, Alias (antarhaithm213@gmail.com)	9	158	04/08/2021	04/08/2021
Onichuk, Michaela	8	155	04/09/2021	04/11/2021

Point to Menu, hover over Behavior, then single click on Student Discipline.

The screenshot shows the MISTAR-Q menu navigation screen. The 'Behavior' menu item is highlighted, and a red arrow points to the 'Student Discipline' option within its sub-menu.

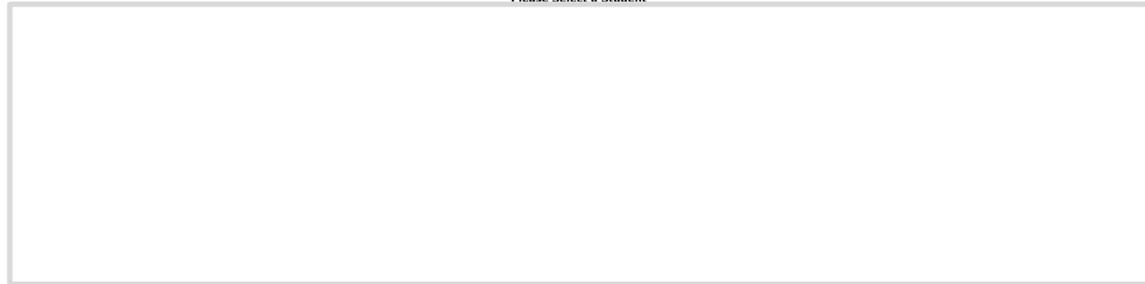
- Menu:** Analysis, Attendance, Behavior, Communications, Enrollment, Food Service, Food Service PoS, Health, Marks, Programs, SBA, Schedule, School, Staff, State Reporting, System, Testing.
- Behavior Sub-menu:** Behavior Setup, Class Behavior, Student Discipline (highlighted with a red arrow), Reports.

Q Student Discipline is broken into 3 tabs: Student Behavior, Incident Manager, and Referrals. Depending on your permissions, one or more of these tabs may be disabled.

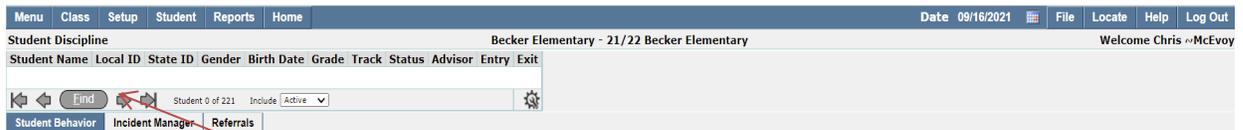


Student Discipline

Please Select a Student



Click the Find button to search for your student based on several different search criteria:



Student Discipline

Please Select a Student

When the student is found, the default tab that opens is Student Behavior. You are able to Add/Edit/Delete behavior incidents for students you have access to. Notice the Behavior incident dated 6/14/2013 is highlighted. The Details on the right reference the highlighted item. Any student could have multiple incidents which would appear in date order. Press Edit to view the data, Add to add a new, or Delete.

The screenshot shows the 'Student Discipline' system interface. At the top, there's a navigation menu with options like 'Menu', 'Favorites', 'Class', 'Setup', 'Student', 'Reports', and 'Home'. Below this is a student profile for 'John Adams High School - John Adams High School 2012/13'. The student's name is 'Cara Marie Adams', Local ID is '20127689', Gender is 'Female', Birth Date is '1/10/1996', Grade is '10', Entry Date is '5/1/2010', Age is '17', and Status is 'M'. Below the profile is a table of incidents. The first incident is dated '06/14/2013', Type is 'Assault', Involvement is 'Perpetrator', and Action is 'CALLED PARENTS'. To the right of the table is a 'Details' panel for the selected incident. It is divided into three sections: 'Incident Information' (Type: Assault, ID: 20000688, Date: 06/14/2013, Reported By: Ablett, Stephanie (20000211), Location: Cafeteria, Time: After School, Reference: 1212121, Notes: Test of notes field.), 'Involvement Information' (Student: Adams, Cara (20127689), Involvement: Perpetrator, Action: CALLED PARENTS, Notified: Called father, Notified When: 06/11/2013, Referred To: Barzyk, Joyce (20000059), Remarks: Test of remarks field involvement), and 'MSDS Involvement' (checkboxes for Serious Bodily Injury and Sexual Assault, Incident Type 1: 56-Other Behaviors, Incident Type 2: 22-Possess Firearm/Other, Incident Type 3: , Incident Location: 1-On School Grounds, Incident Time: 1-During School Hours, Primary Victim: 01-Another Student).

The top portion includes the Incident information, Involvement Information, along with MSDS Involvement which gets reported to the state. Any field in yellow is a required field except if you choose to use Policies.

PLEASE NOTE: “Action” is not a penalty. This field represents what action was taken immediately after the incident occurred (Called Parents as an example). If the action is an immediate suspension, you still must record the penalty in the penalty section farther down the input screen. **Actions do not connect to the PBIS data report.**

The screenshot shows the input form for recording an incident. At the top, there are 'Cancel', 'Reset', and 'Submit' buttons. Below is the 'Incident Information' section with fields for Incident Date (09/16/2021), Incident ID (New Incident), Type (03-108 Physical Assault), School (< Becker Elementary >), Location (Cafeteria), Time (11AM-12PM), Reported By, and Reference. Below this is the 'Involvement Information' section. It includes a Student field (20113367), Involvement (Perpetrator), Action (Parent/Guardian Contact/Meeting), Notified (Who, How, When), Referred To, Alert, and Remarks. A red circle highlights the 'Action' dropdown menu.

An area to enter Office of Civil Rights data, any Policies being maintained, and the Penalty data entry areas appear as you scroll down the page. Each penalty includes the

MSDS data entry fields that get reported to the state. **Penalties connect to the PBIS report.** As you add a new penalty, once the numbers of Days Assigned is entered, you can set the students attendance for the dates chosen. Press “Set Attendance” button.

The screenshot shows the MSDS data entry interface. At the top, there are tabs for "Student Behavior", "Incident Manager", and "Referrals". Below these are buttons for "Cancel", "Reset", and "Submit".

State & Federal Reporting
STATE REPORTING: Michigan Student Data System (MSDS)

MSDS Involvement
 Required for Suspensions for Active IEP Students and Expulsions for All Students

LEGACY MSDS Involvement
 (Historical Display Only)

Incident Type 1: 61-Phys Violence/No Injury
 Incident Type 2: [Dropdown]
 Incident Type 3: [Dropdown]
 Serious Bodily Injury:
 Sexual Assault:

Incident Location: [Dropdown]
 Primary Victim: [Dropdown]
 Incident Time: [Dropdown]
 Property Cost: [Text Field]

FEDERAL REPORTING: Office of Civil Rights Data Collection (CRDC)

Student Disciplined for Bullying/Harassment on the Basis of:

Race, Color or National Origin:
 Disability:
 Sex:
 Religion:
 Sexual Orientation:

Student Was Subjected To:

Mechanical Restraint:
 Physical Restraint:
 Seclusion:
 Law Enforcement Referral:
 Corporal Punishment:
 School Related Arrest:

Student Was Expelled:

Under a Zero Tolerance Policy:
 Received Educational Services:

Student Transferred for Disciplinary Reasons to:

Alternate School:
 Regular School:

Case #: [Text Field]

Policy and Penalties

Policies: Add Policy

Penalties: [X] Type: Out of School Suspension Attendance Code: Out of School Suspension

Assigned On: 09/16/2021 Assigned By: [Text Field]
 Scheduled Date: 09/16/2021 Days Assigned: 2 **Set Attendance**
 Periods: [Text Field]
 Serve Date: 09/16/2021 Days Served: 2
 Penalty Notes: [Text Area]

STATE REPORTING: Michigan Student Data System (MSDS)

Consequence Type: 2-Out of School Suspension
 Follow-up: 25-No education services provided
 Days Assigned: 2

Choose Set All Periods check box, or, click in specific cells then press Save Attendance.

The screenshot shows the MSDS data entry interface with a "Set Attendance" dialog box open. The dialog box contains the following information:

Student: (20113367)
 Date(s): 09/16/2021 to 09/17/2021
 Attendance: Out of School Suspension
 Note: [Text Area]
 Set All Periods: Save Attendance

A calendar grid is displayed in the dialog box, showing the dates 09/16 and 09/17. The grid is for 21/22 Becker Elementary. The grid shows the following attendance status:

	Per	Thu 9-16	Fri 9-17
AM	S	S	
PM	S	S	S

The background interface shows the "Policy and Penalties" section with the "Set Attendance" button highlighted in red. Below the dialog box, the "Consequence Type" is set to "2-Out of School Suspension", the "Follow-up" is "25-No education services provided", and "Days Assigned" is 2.

REQUIRED: Discipline Factors under Revised School Code (MCL 380.1310d)
 Were the required discipline factors considered prior to assigning suspension/expulsion discipline penalties for this student:
 The pupil's age: Yes

The module will also allow individuals to be identified with multiple penalties (suspension, detentions, etc.) and be able to enter multiple students (Victim, Perpetrator) for one incident. After completing the penalty information, go back to the top and press “Submit”. If the penalty is a suspension or expulsion, a consequence type must also be completed in order to report to MSDS.

Consequence Type: 2-Out of School Suspension
 Follow-up: 25-No education services provided
 Days Assigned: 2

When you select In-School Suspension, Out of School Suspension or Expulsion as a penalty, the system will prompt you to answer 7 questions with a Yes or No answer. These 7 questions are consistent with the 2017 “Rethink Discipline” Law in Michigan. **The law requires that all 7 questions be considered any time a suspension or expulsion is issued to a student.**

Required Suspension/Expulsion Questions

Was the pupil's age considered prior to assignment of suspension/expulsion?:

Was the pupil's disciplinary history considered prior to assignment of suspension/expulsion?:

Was the pupil's disability (If one exists) considered prior to assignment of suspension/expulsion?:

Was the seriousness of the violation or behavior considered prior to assignment of suspension/expulsion?:

Was the extent to which the violation threatened the safety of any pupil or staff member considered prior to assignment of suspension/expulsion?:

If there was a victim(s) of the offending student's behavior, has the victim(s) requested restorative practices?:

Was the extent to which a lesser intervention would properly address the violation or behavior considered prior to assignment of suspension/expulsion?:

Running a PBIS Report:

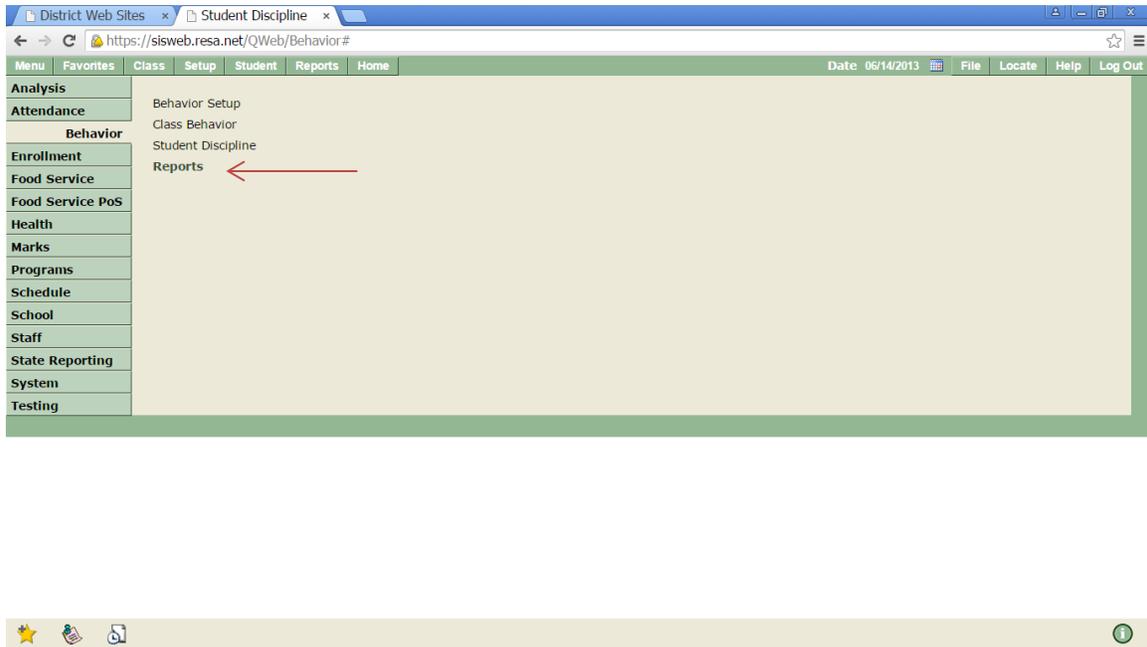
One way to get to your list of PBIS reports is using the Reports button in Student Discipline. Then choose any report from the list.

The screenshot shows a web browser window with the URL <https://sisweb.resa.net/QWeb/Behavior#>. The page title is "Student Discipline" and the user is logged in as "RESAAdmin". The "Reports" menu is open, displaying a list of reports including:

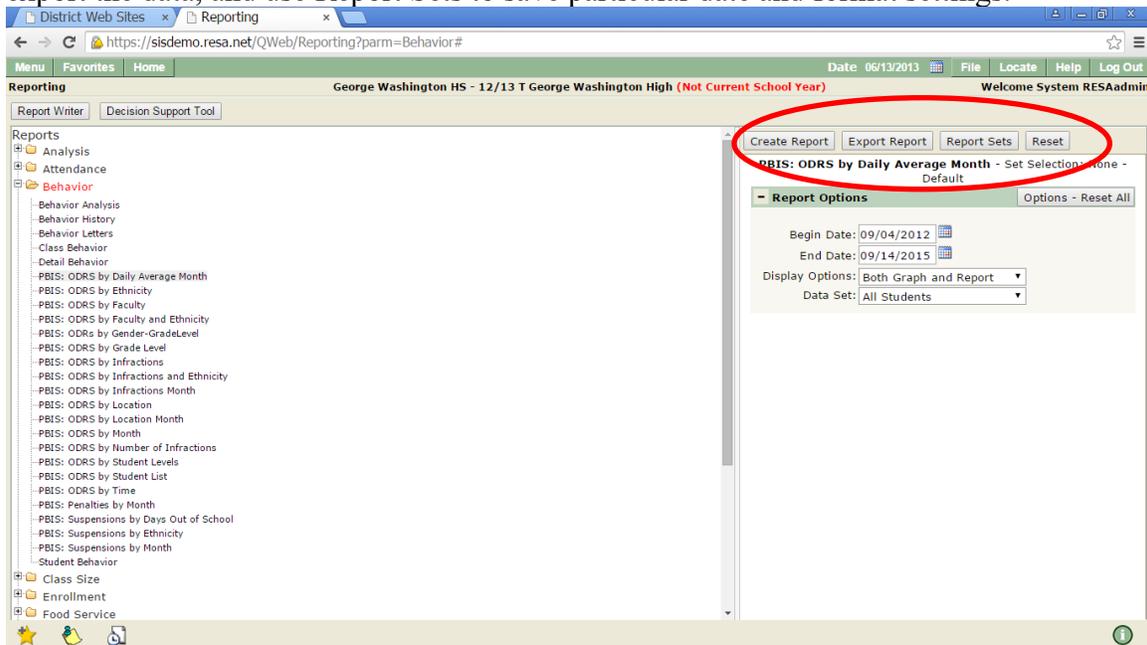
- Behavior Analysis
- Behavior History
- Behavior Letters
- Class Behavior
- Detail Behavior
- PBIS: ODRS by Daily Average Month
- PBIS: ODRS by Ethnicity
- PBIS: ODRS by Faculty
- PBIS: ODRS by Faculty and Ethnicity
- PBIS: ODRS by Gender-GradeLevel
- PBIS: ODRS by Grade Level
- PBIS: ODRS by Infractions
- PBIS: ODRS by Infractions and Ethnicity
- PBIS: ODRS by Infractions Month
- PBIS: ODRS by Location
- PBIS: ODRS by Location Month
- PBIS: ODRS by Month
- PBIS: ODRS by Number of Infractions
- PBIS: ODRS by Student Levels
- PBIS: ODRS by Student List
- PBIS: ODRS by Time
- PBIS: Penalties by Month
- PBIS: Suspensions by Days Out of School
- PBIS: Suspensions by Ethnicity
- PBIS: Suspensions by Month
- Student Behavior

The "Reports" button in the top navigation bar is highlighted with a red arrow. The "Student Discipline" menu is also highlighted with a red arrow. The "Reports" menu is open, and the "PBIS: ODRS by Grade Level" report is selected, indicated by a green circle and a line pointing to the "Select a Student" prompt.

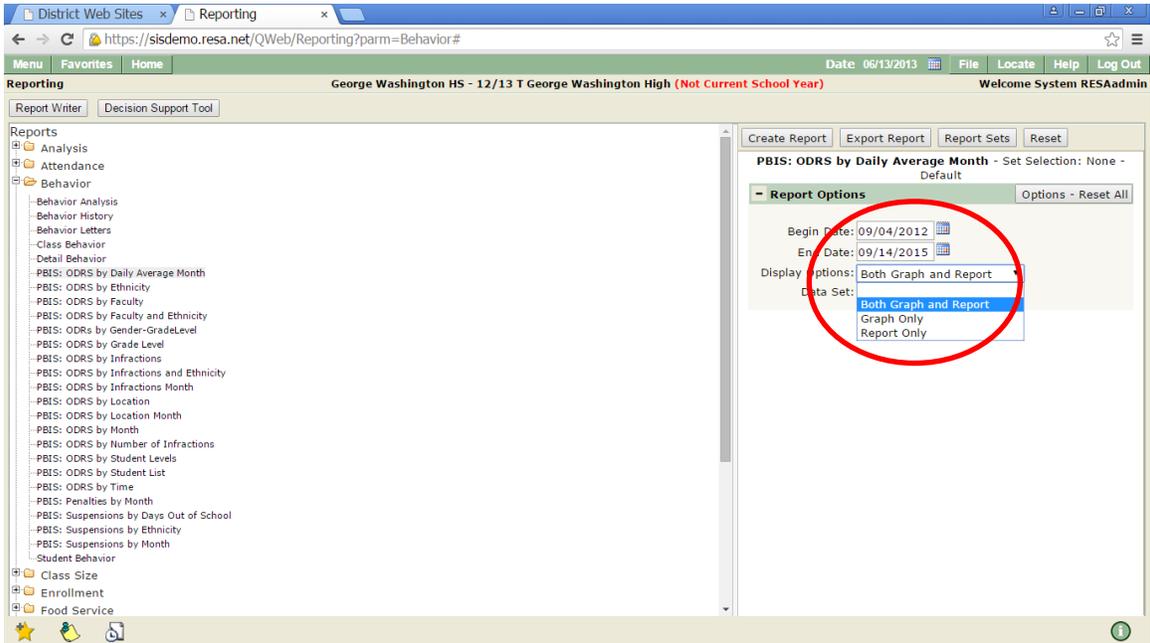
Or, point to Menu, hover over Behavior, then single click on Reports



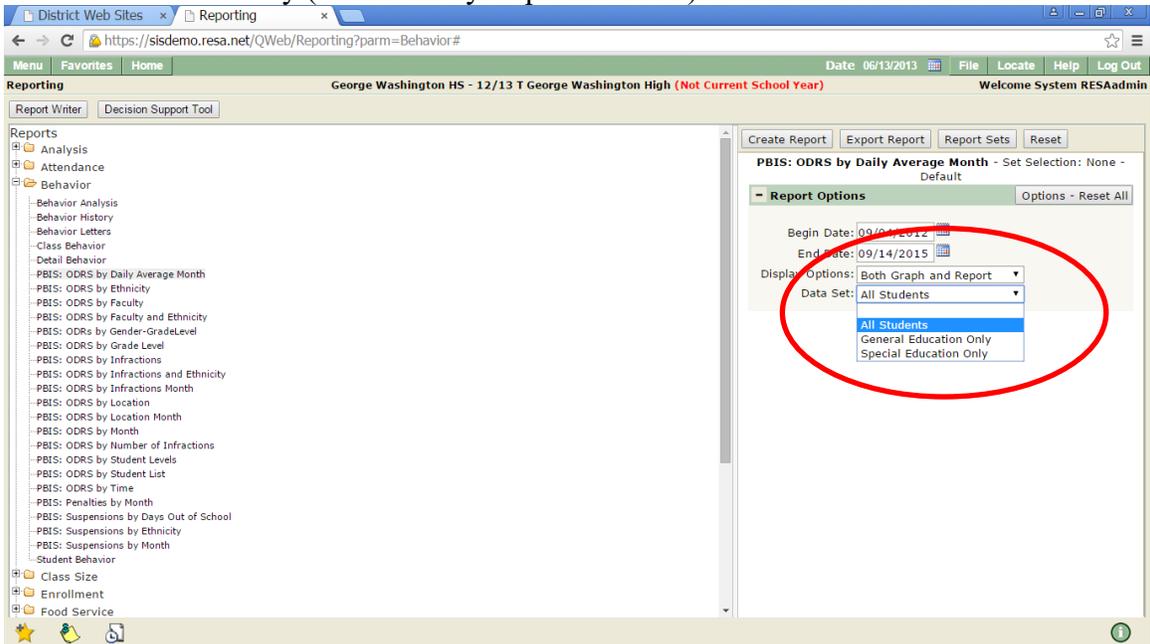
Depending on your Behavior permissions, you will have access to some or all of these reports. Each report has the same set of Options on the right to be able to create a report, export the data, and use Report Sets to save particular date and format settings.



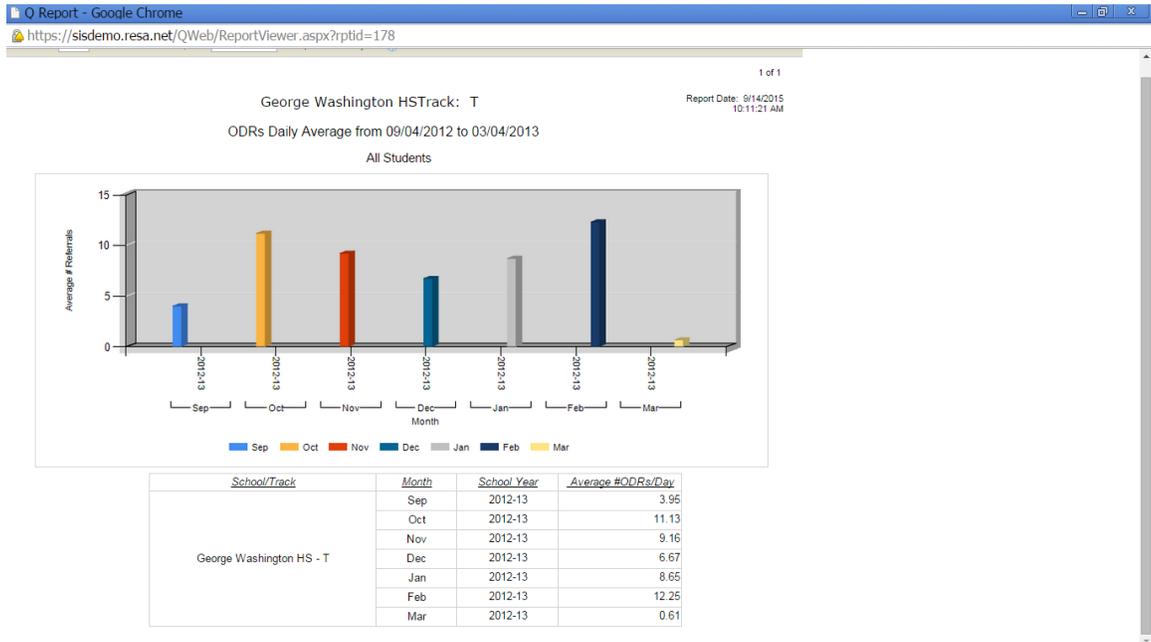
You can choose Both Graph and Report or Graph Only, Report Only



The data can include all students, General Education Only, or Special Education. You can also select an Ethnicity (see Ethnicity Reports section).



Example: "ODRS By Daily Average Month"



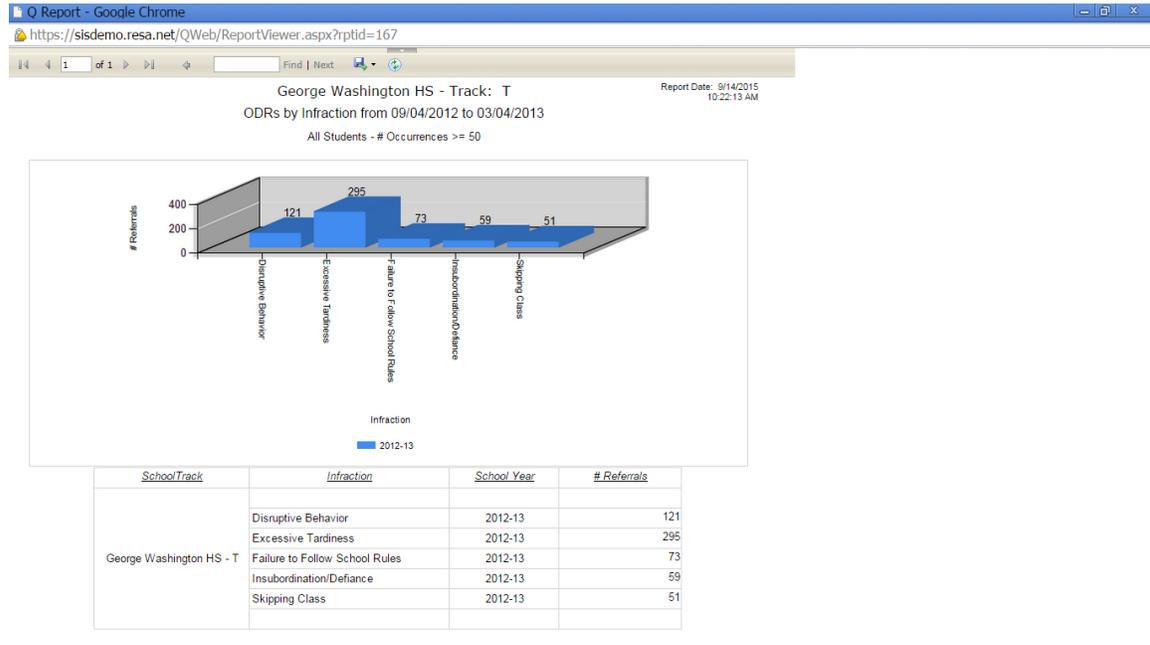
Some reports carry a Threshold (number of occurrences) and, those buildings that are made up of more than one track, the data can be combined.

Reporting George Washington HS - 12/13 T George Washington High (Not Current School Year) Welcome System RESAdmin

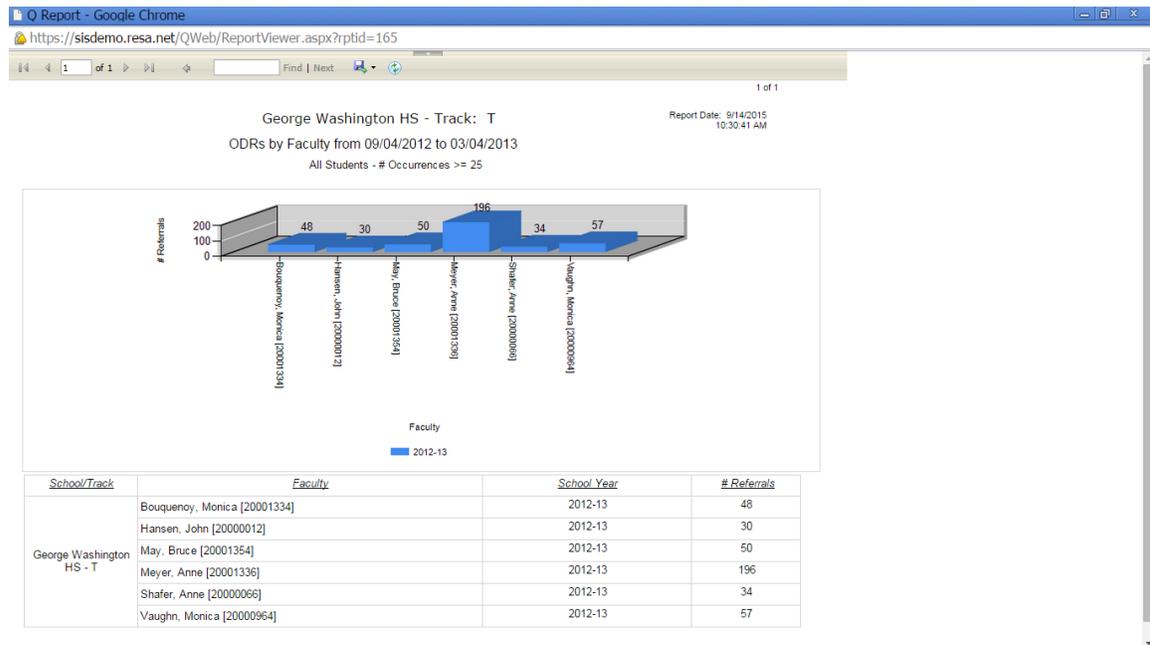
Report Options

Begin Date: 09/04/2012
End Date: 03/04/2013
Display Options: Both Graph and Report
Data Set: All Students
Threshold =>: 50
Combine Tracks (for multiple track schools): No

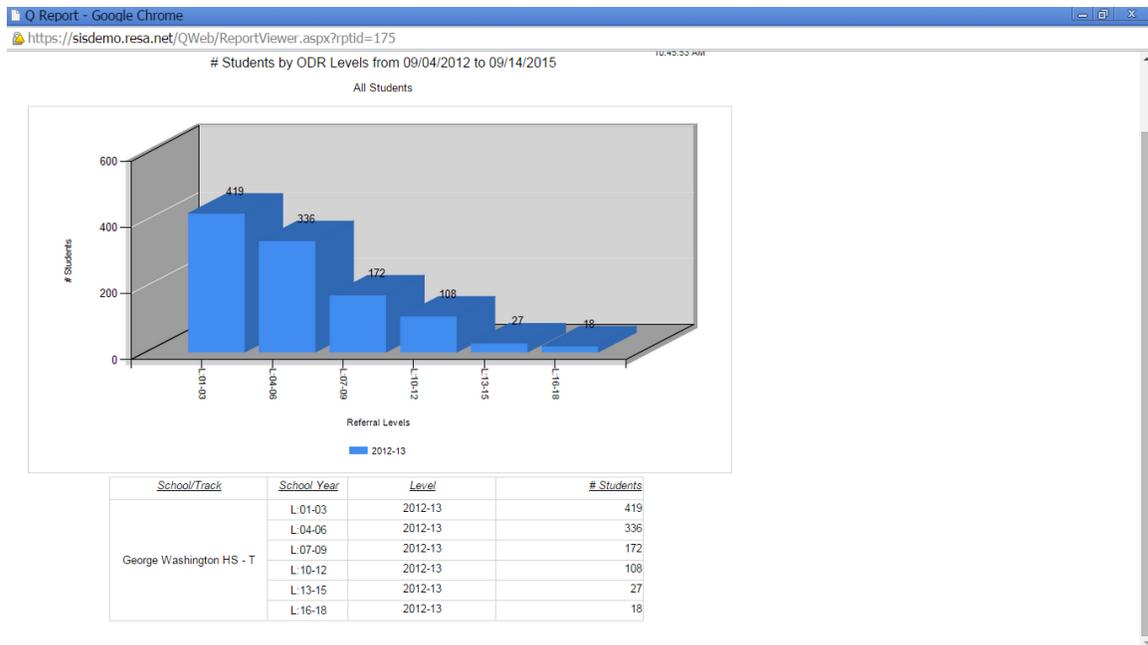
Example of “ODRS by Infraction”



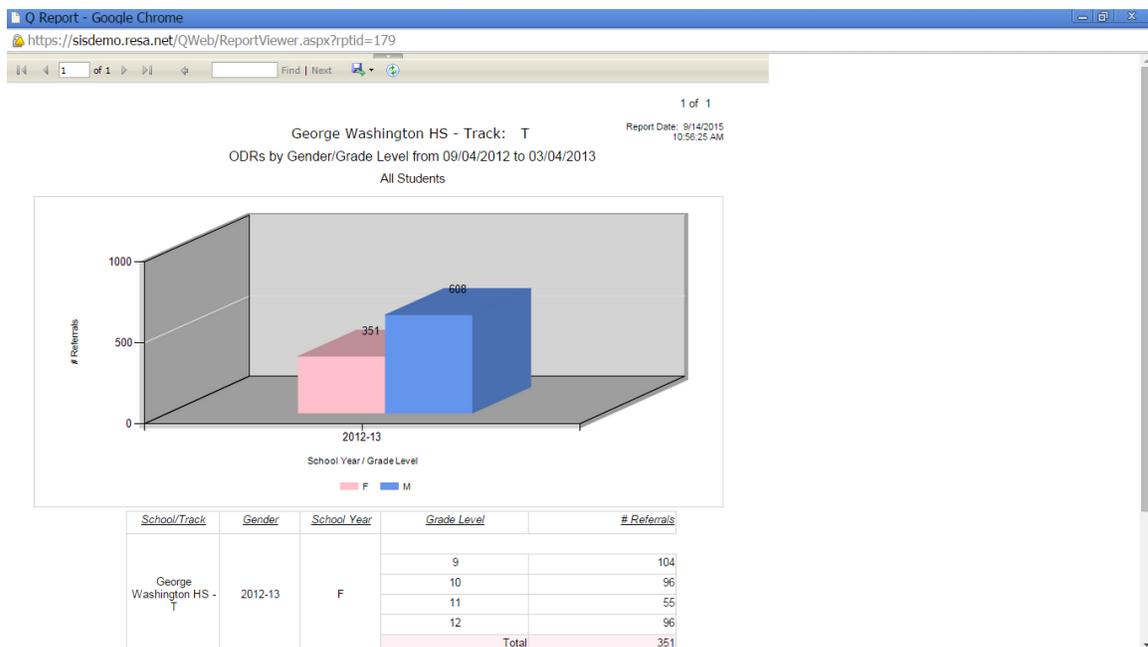
Example: “ODRS by Faculty”



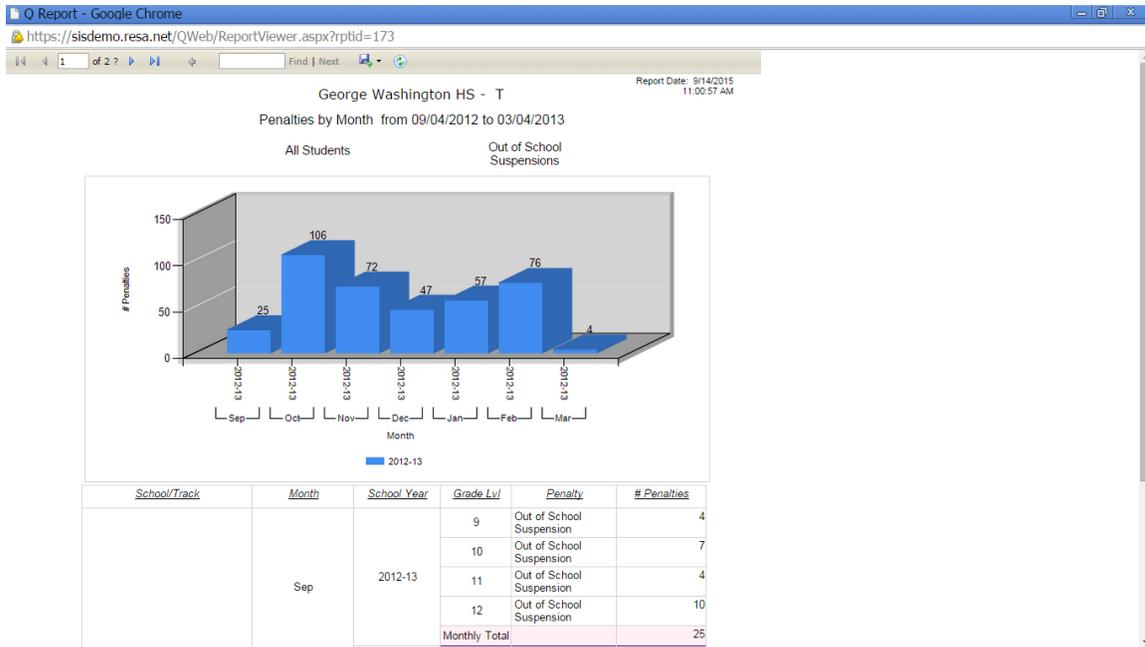
Example: "ODRS by Student Levels"



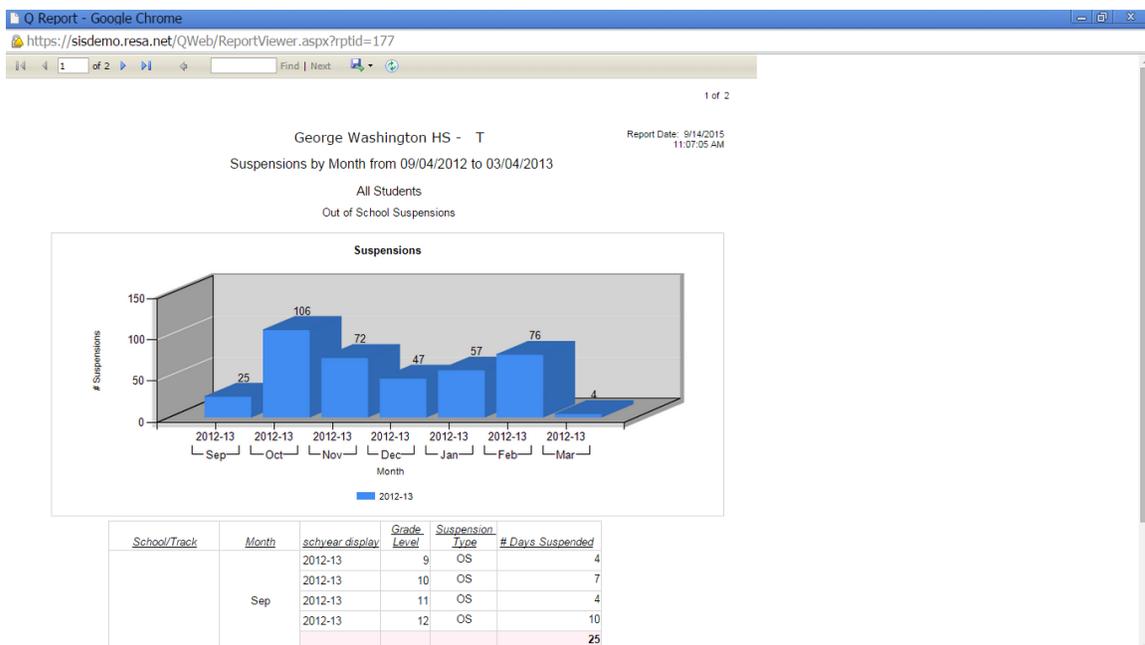
Example: "ODRS by Gender/Grade Level"



Example: "Penalties by Month" – Can choose specific penalties or include all



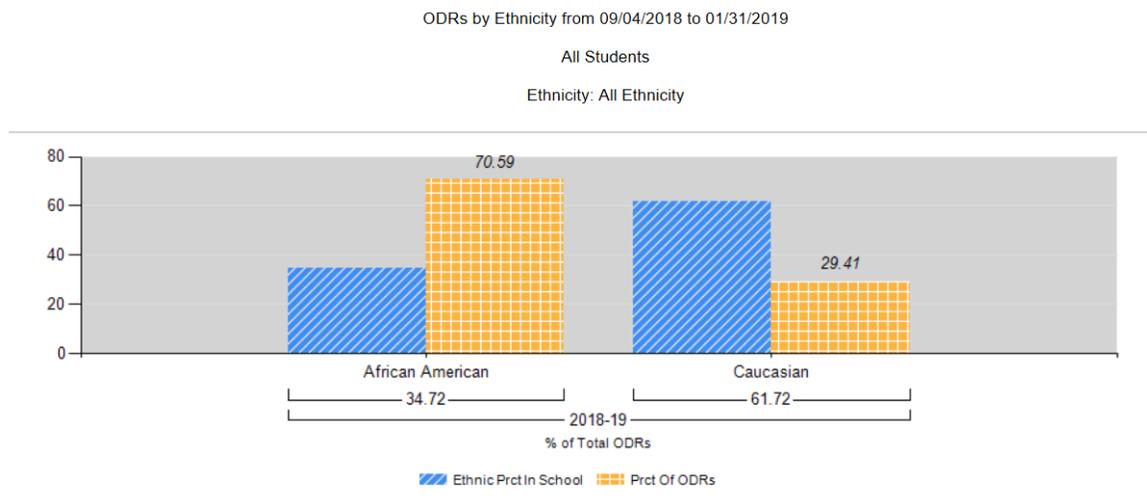
Example: "Suspensions by Month"



Ethnicity Reports

You can generate a PBIS data report by ethnicity. You can also conduct a data “drill down” by ethnicity.

Example: Ethnicity Composition Reports



Example: Ethnicity Drill Down

Choose the ethnicity you would like to represent in the data report from the Ethnicity drop down menu. **Ethnicity options are district specific.**

PBIS: ODRs by Infractions - Set Selection: None - Default

Report Options Options - Reset All

Begin Date: 09/04/2018

End Date: 01/31/2019

Display Options: Both Graph and Report

Data Set: All Students

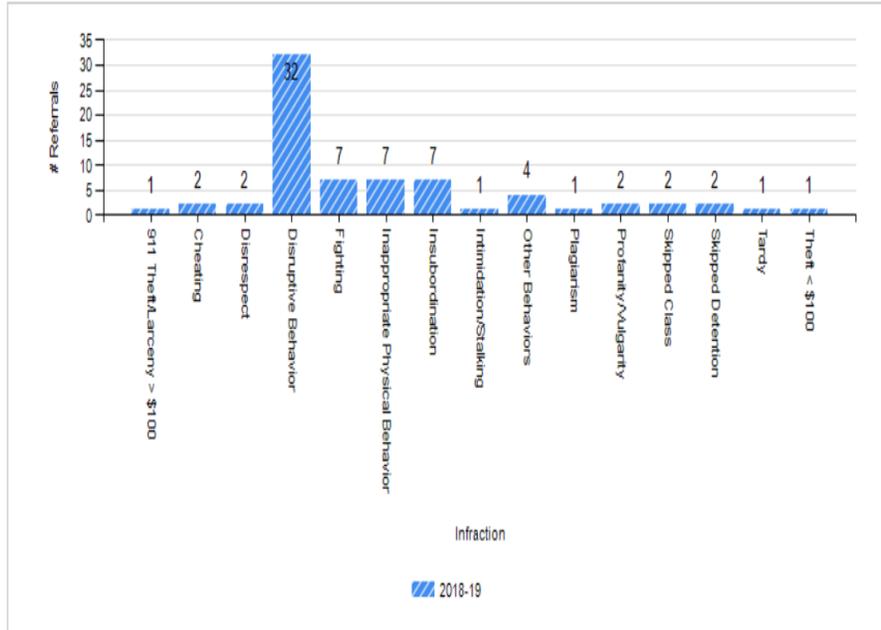
Threshold =>: 0

Combine Tracks (for multiple track schools): No

Ethnicity: African American 

ODRs by Infraction from 09/04/2018 to 01/31/2019

All Students - # Occurrences >= 0 **Ethnicity: African American**



Example: “Risk Ratio”

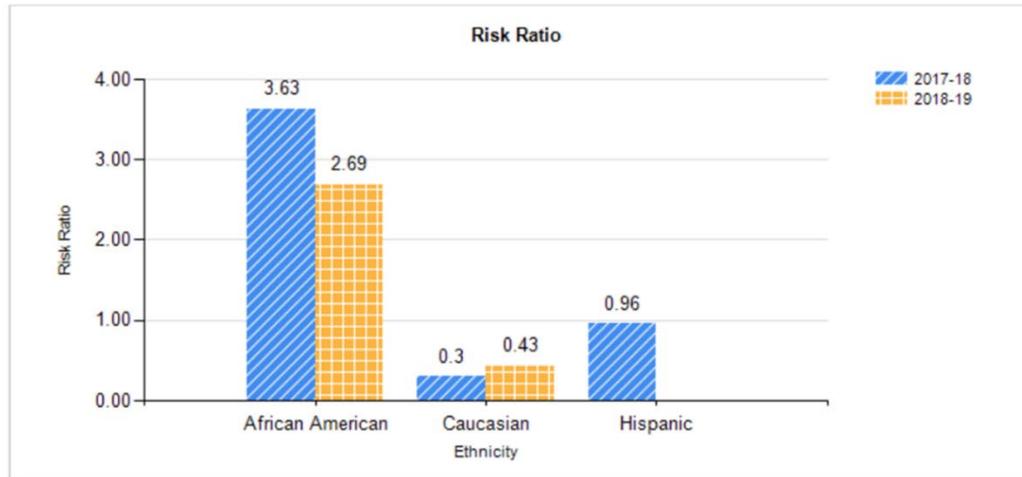
Menu Home

Reporting

- Behavior
 - After School Detention Report
 - Behavior Analysis
 - Behavior History
 - Class Behavior
 - Detail Behavior
 - PBIS: ODRS by Daily Average Month
 - PBIS: ODRS by Ethnicity
 - PBIS: ODRS by Faculty
 - PBIS: ODRS by Gender-GradeLevel
 - PBIS: ODRS by Grade Level
 - PBIS: ODRS by Infractions
 - PBIS: ODRS by Infractions Month
 - PBIS: ODRS by Location
 - PBIS: ODRS by Location Month
 - PBIS: ODRS by Month
 - PBIS: ODRS by Student Levels
 - PBIS: ODRS by Student List
 - PBIS: ODRS by Time
 - PBIS: Penalties by Month
 - PBIS: Suspensions by Days Out of School
 - PBIS: Suspensions by Ethnicity
 - PBIS: Suspensions by Month
 - PBIS: Risk Ratio**
 - Penalty Report
 - Student Behavior
- Enrollment

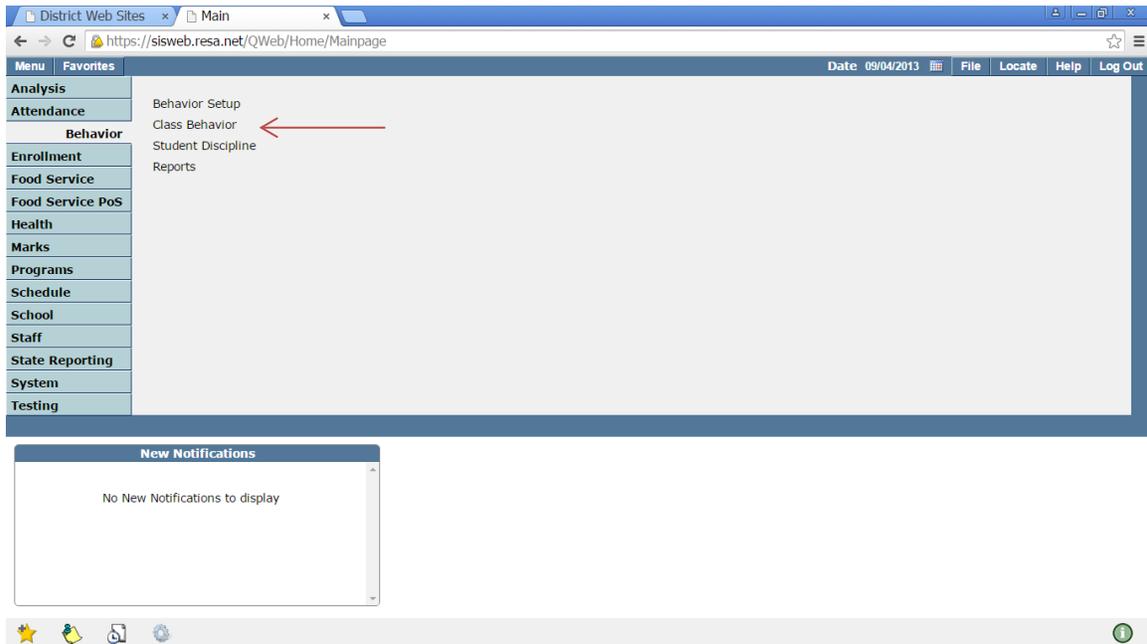
Suspensions by Ethnicity from 09/02/2017 to 01/31/2019

All Students

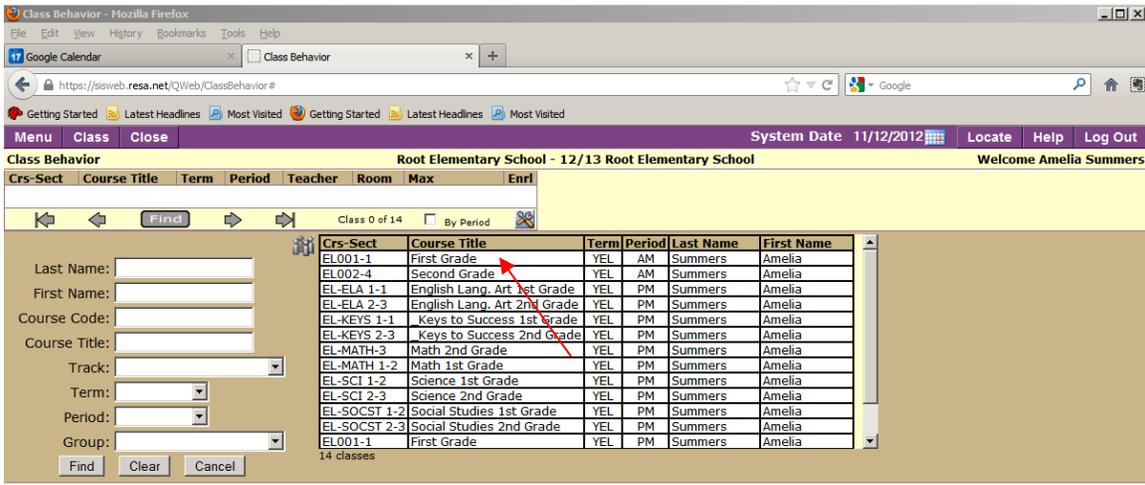


Classroom Module

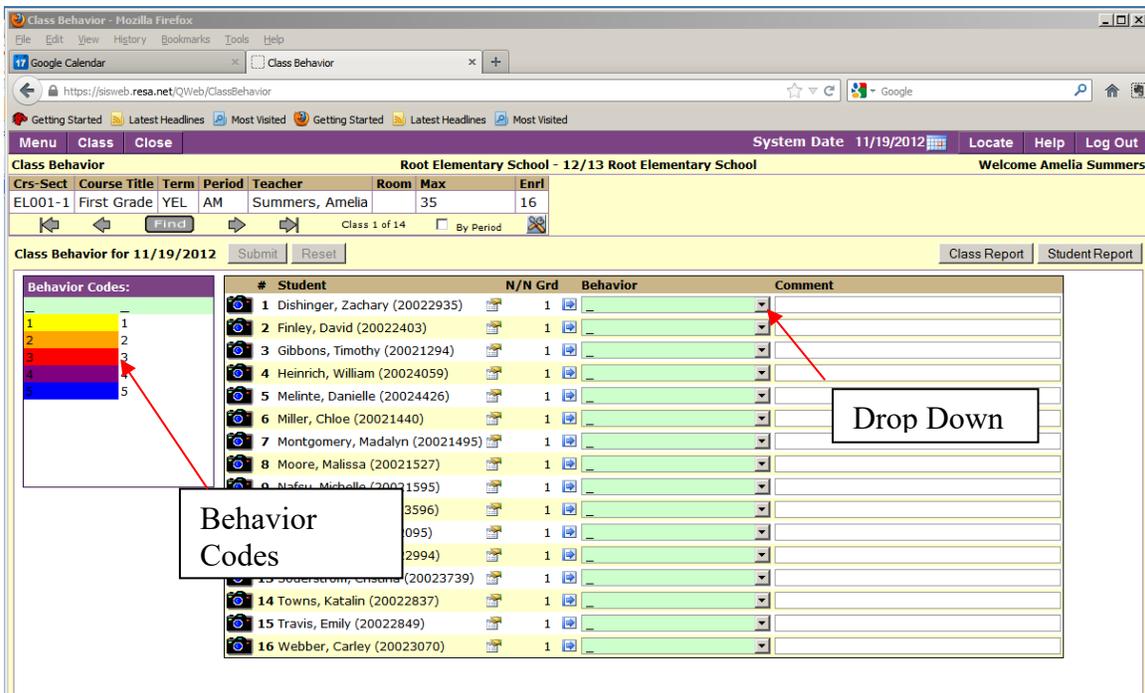
Class Behavior is an application that gives the teacher a place to keep track of classroom incidents that stay with the teacher. Anything entered here does not calculate into PBIS totals. Point to Menu, hover over Behavior, then single click on Class Behavior.



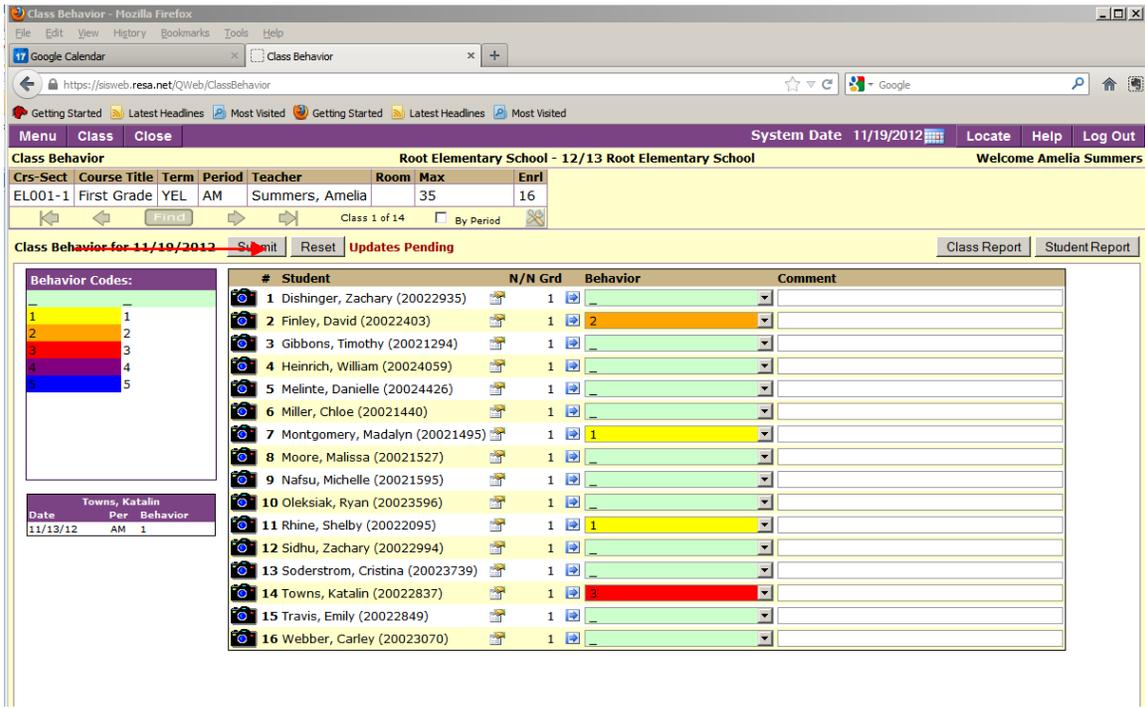
Class Behavior opens with the teacher's class sections displayed – select the course section to mark behavior in.



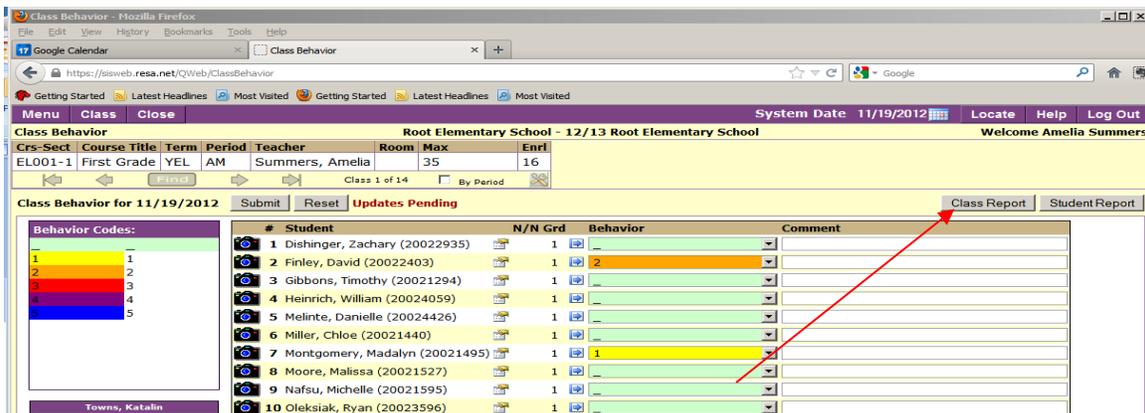
You will now see a class roster of that course section. To the left of the roster is the menu of Class Behavior Codes developed for all Elementary Schools in your district. Selecting the drop down in the “Behavior” column shows a menu of the same codes that you can assign to each student.



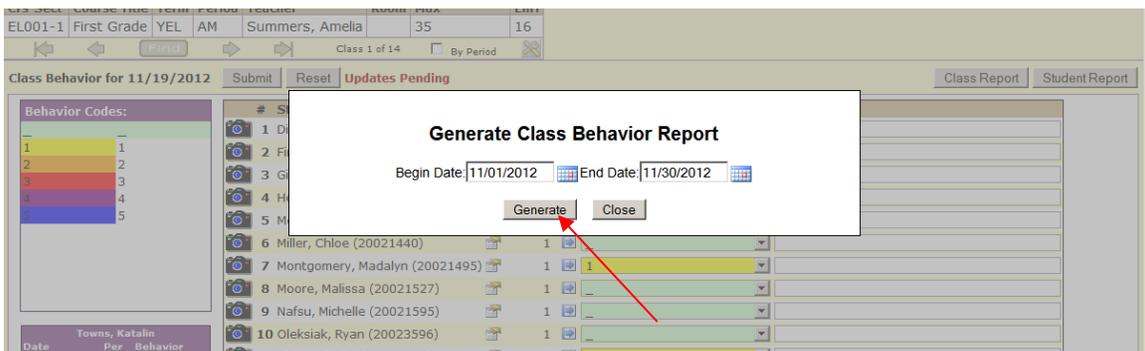
After marking the appropriate code to each student that needs one – select the “Submit” button (Note the “Updates Pending”).



That is all that is needed to enter daily behavior data. To generate a report of the class over a period of days – Select “Class Report” near the top of the roster.



Select the date range of the report – or just accept the default.



Select Generate to create the report.

Report for the month of November with data as of last entered on 11/14/12

ClassDetailReport;11-01-2012;11-30-2012 (application/pdf Object) - Mozilla Firefox
 https://sisweb.resa.net/QWeb/ClassBehavior/Main/BehaviorReport/ClassDetailReport;11-01-2012;11-30-2012

Printed: 11/17/2012
 11/1/2012 -thru- 11/30/2012
 1 = 1, 2 = 2, 3 = 3, 4 = 4, 5 = 5

CLASS BEHAVIOR REPORT
 Summers, Amelia
 First Grade Per. 1 Term YEL

November:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Dishinger, Zachary P (20022935)					1																									
Finley, David D (20022403)								1																						
Gibbons, Timothy D (20021294)													1																	
Heinrich, William D (20024059)																														
Melinte, Danielle L (20024426)					1			1					2																	
Miller, Chloe L (20021440)																														
Montgomery, Madalyn S (20021495)																														
Moore, Malissa S (20021527)																														
Nafsu, Michelle (20021595)					1							3																		
Oleksiak, Ryan L (20023598)																														
Rhine, Shelby J (20022095)																														
Sidhu, Zachary S (20022994)	1	2						1				1		1																
Soderstrom, Cristina C (20023739)									1																					
Towns, Katalin (20022837)	2	2			1			1	1				1																	
Travis, Emily A (20022849)	1							1																						
Waltower, Ashley J (20022993)																														
Webber, Carley (20023070)																														
Whorton, Laura K (20023175)																														

The second report “Student Report” can provide detail for 1 or more selected students. Click on the button and open the report dialog box.

Generate Student Behavior Report

Begin Date: End Date:

Student(s):

- Banks, Julian
- Biddle, Audrey
- Cheff, Alexandria
- Coleman, Natalie
- Connors, Sydney
- Crandell jr., Mitchell
- Davis iii, Joshua
- Delgado, Yeon
- Denard, Hannah
- Forman, Sabrina
- Gola, Derek
- Gregory, Michelle
- Hanson, Zhi hao
- Jarrett, Lee young
- Lang, Emma
- Lile, Junnas
- Mattox, Clarence

Notice that both AM and PM sections are displayed. A teacher could report behavior data twice a day. For PBIS purposes – once a day is sufficient.

StudentDetailReport (application/pdf Object) - Mozilla Firefox

resa.net https://sisweb.resa.net/QDev/ClassBehavior/Main/BehaviorReport/StudentDetailReport;09-01-2011;09-30-2011

Printed 9/20/2011 **STUDENT BEHAVIOR REPORT** Page: 1
 9/1/2011 -thru- 9/30/2011
 Lang, Emma C (20020965)
 1 = 1, 2 = 2, 3 = 3, 4 = 4, 5 = 5

Date:	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1: Sixth Grade																								
2: Sixth Grade	1	3				2	3	2	3	2			3	2										

In the upper right corner, point to Help, then click on Help. The Student Discipline section of the Qwiki Help opens with detailed instructions. Class Behavior is also well documented.

The Behavior Penalty Type codes table controls which codes count in the PBIS data. The description of “In School” – “Out of School” still apply, in addition other codes used can be mapped in the table as well.

QWiki Help - Google Chrome

https://qwiki.myaequitas.com/qwiki.aspx?id=ZD001&area=Student%20Discipline^%20&version=3.0

aequitas SOLUTIONS **QWiki Help** Search []

Date: 06/14/2013 File Locate Help Log Out
 Welcome S Help min
 Info
 About

Print Report Print Letter

3
 phanie (20000211)
 s High School

ol

es field.

ara (20127689)

RENTS
 er

3
 yce (20000059)

marks field involvement

MSDS Involvement
 Serious Bodily Injury
 Sexual Assault

Q Student Discipline

The Student Discipline app is used to track conduct violations, student involvement in behavior incidents, policies and penalties assigned to individuals, and to assign and process behavior referrals.

Tell Me More About:

- [Accessing Student Discipline](#)
- [Student Behavior](#)
 - [Add a new Incident](#)
 - [Add Penalty/Policy Information](#)
 - [Printing Reports](#)
- [Incident Manager](#)
 - [Add a new Incident](#)
- [Referrals](#)
 - [Add a new referral](#)
 - [Process/Dismissing a referral](#)
- [Print this Document \(PDF\)](#)

Step 1 – Accessing the Student Discipline Application

The Student Discipline application is located in the Behavior menu. To access the application, hover over the Behavior menu and single click the Student Discipline application.

Menu Favorites Class Student Home Date: 06/30/2015 File Locate Help L

Analysis
 Attendance Class Behavior
 Behavior Student Discipline