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:

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

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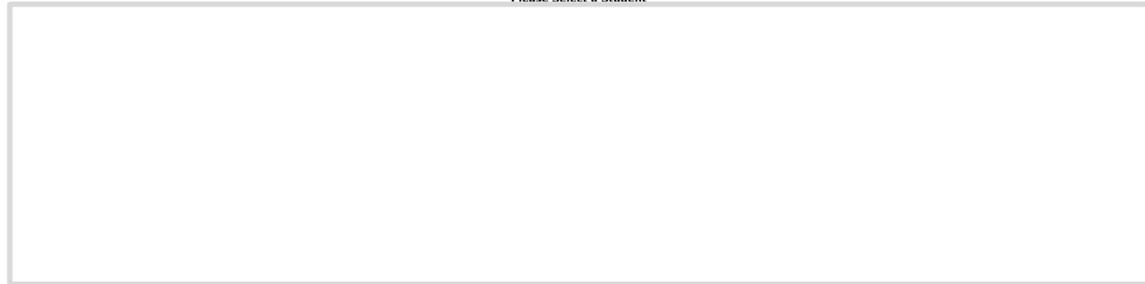
Click the Find button to search for your student based on several different search criteria:
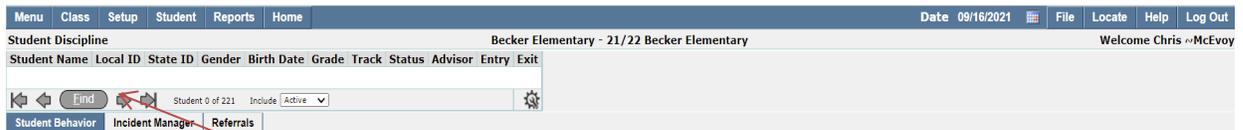

When the student is found, the default tab that opens is Student Behavior. You are able to Add/Edit/Delete behavior incidents for students you have access to. Notice the Behavior incident dated 6/14/2013 is highlighted. The Details on the right reference the highlighted item. Any student could have multiple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

The 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.

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.

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

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?:

Add Penalty

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.

Or, point to Menu, hover over Behavior, then single click on Reports
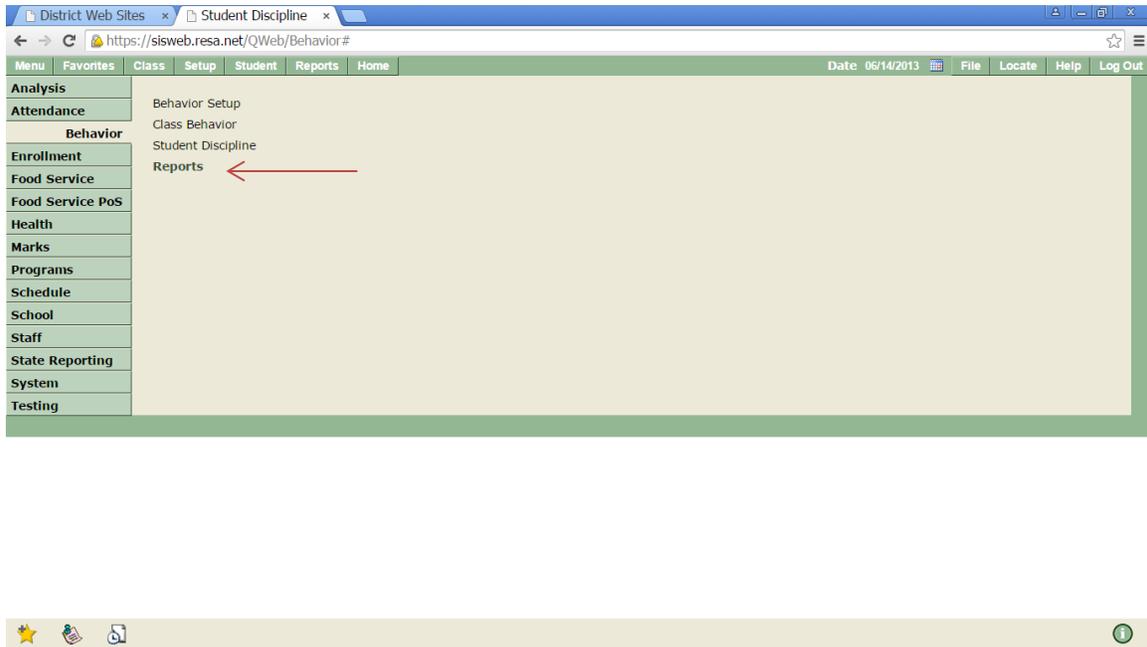
Depending on your Behavior permissions, you will have access to some or all of these reports. Each report has the same set of Options on the right to be able to create a report, export the data, and use Report Sets to save particular date and format settings.
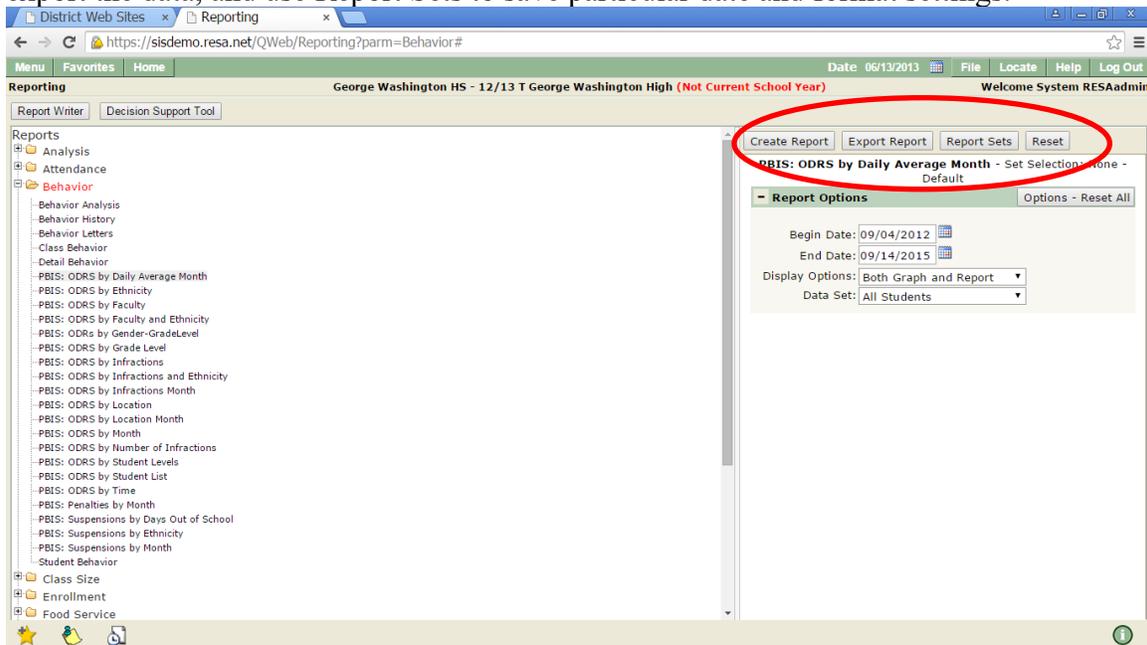
You can choose Both Graph and Report or Graph Only, Report Only
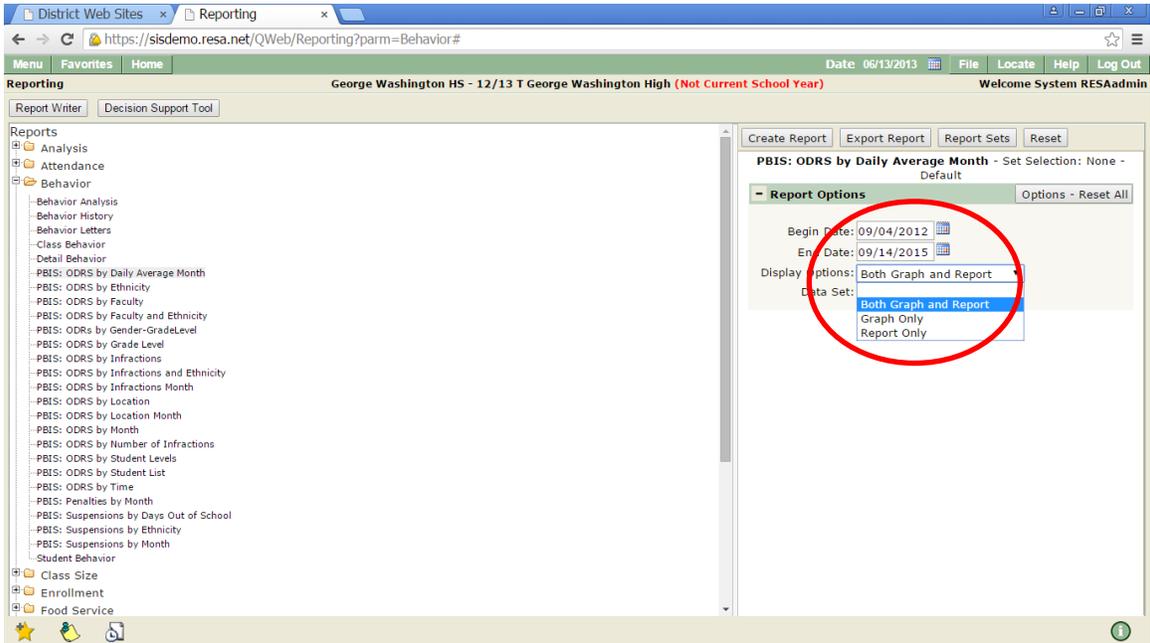
The data can include all students, General Education Only, or Special Education. You can also select an Ethnicity (see Ethnicity Reports section).
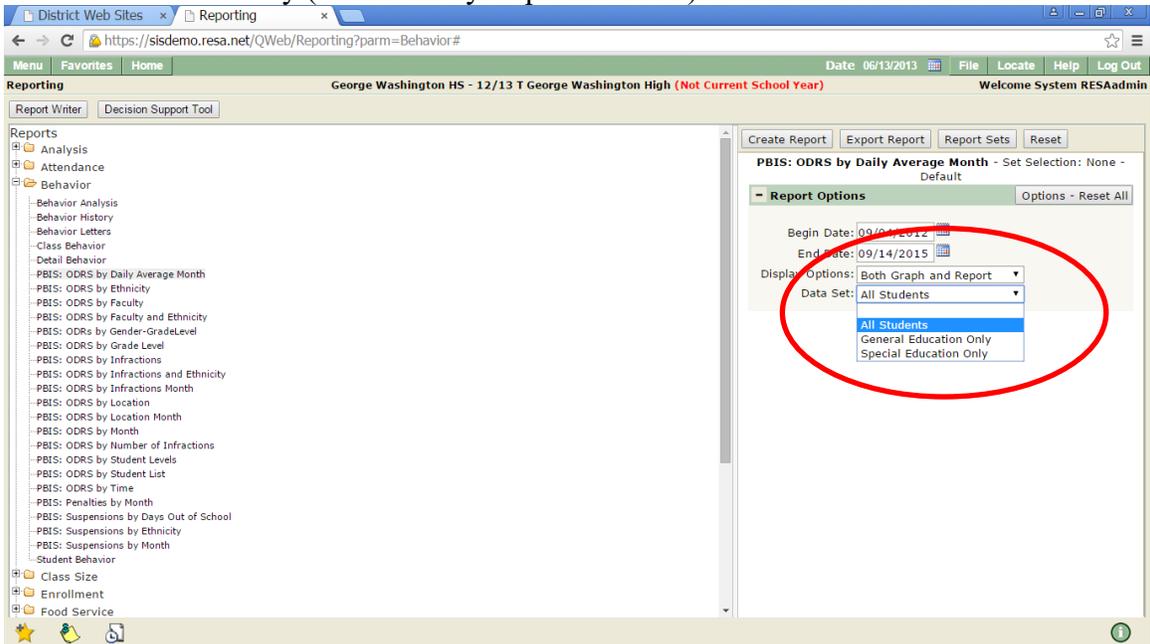
Example: "ODRS By Daily Average Month"
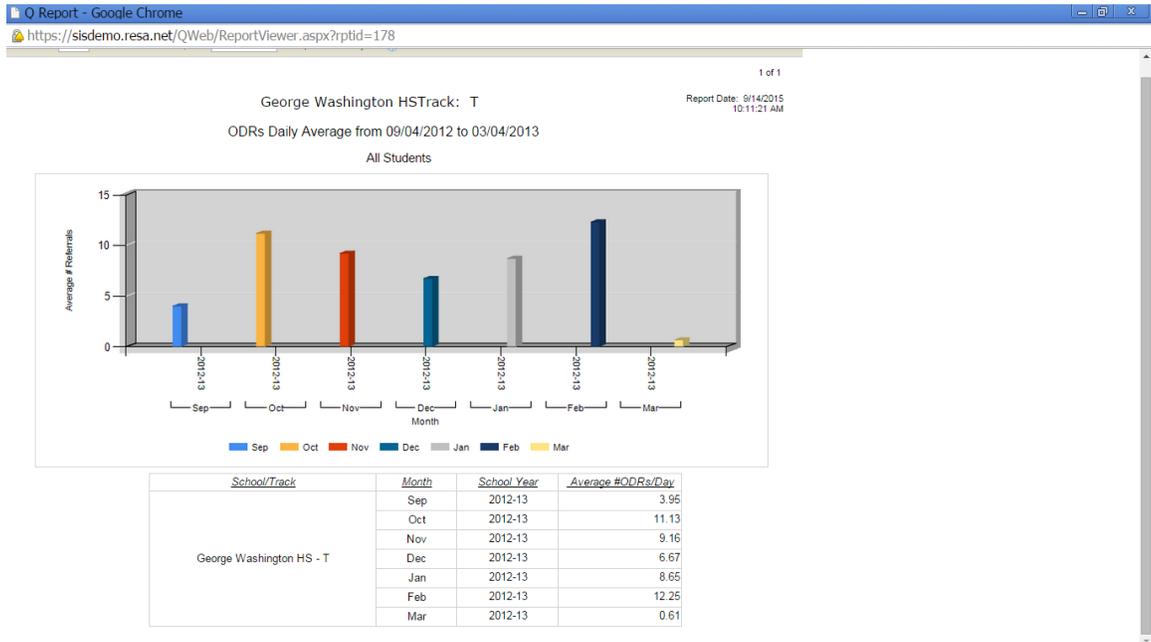
Some reports carry a Threshold (number of occurrences) and, those buildings that are made up of more than one track, the data can be combined.

Example of "ODRS by Infraction"

https://sisdemo.resa.net/QWeb/ReportViewer.aspx?rptid=167

| 1 | of 1 | | Find | Next | |

George Washington HS - Track: T

ODRs by Infraction from 09/04/2012 to 03/04/2013

All Students - # Occurrences >= 50

Report Date: 9/14/2015
10:22:13 AM

SchoolTrack	Infraction	School Year	# Referrals
	Disruptive Behavior	2012-13	121
	Excessive Tardiness	2012-13	295
George Washington HS - T	Failure to Follow School Rules	2012-13	73
	Insubordination/Defiance	2012-13	59
	Skipping Class	2012-13	51

Example: "ODRS by Faculty"

https://sisdemo.resa.net/QWeb/ReportViewer.aspx?rptid=165

| 1 | of 1 | | Find | Next | |

1 of 1

George Washington HS - Track: T

ODRs by Faculty from 09/04/2012 to 03/04/2013

All Students - # Occurrences >= 25

Report Date: 9/14/2015
10:30:41 AM

School/Track	Faculty	School Year	# Referrals
	Bouquenoy, Monica [20001334]	2012-13	48
	Hansen, John [20000012]	2012-13	30
George Washington HS - T	May, Bruce [20001354]	2012-13	50
	Meyer, Anne [20001336]	2012-13	196
	Shafer, Anne [20000066]	2012-13	34
	Vaughn, Monica [20000964]	2012-13	57

Example: "ODRS by Student Levels"
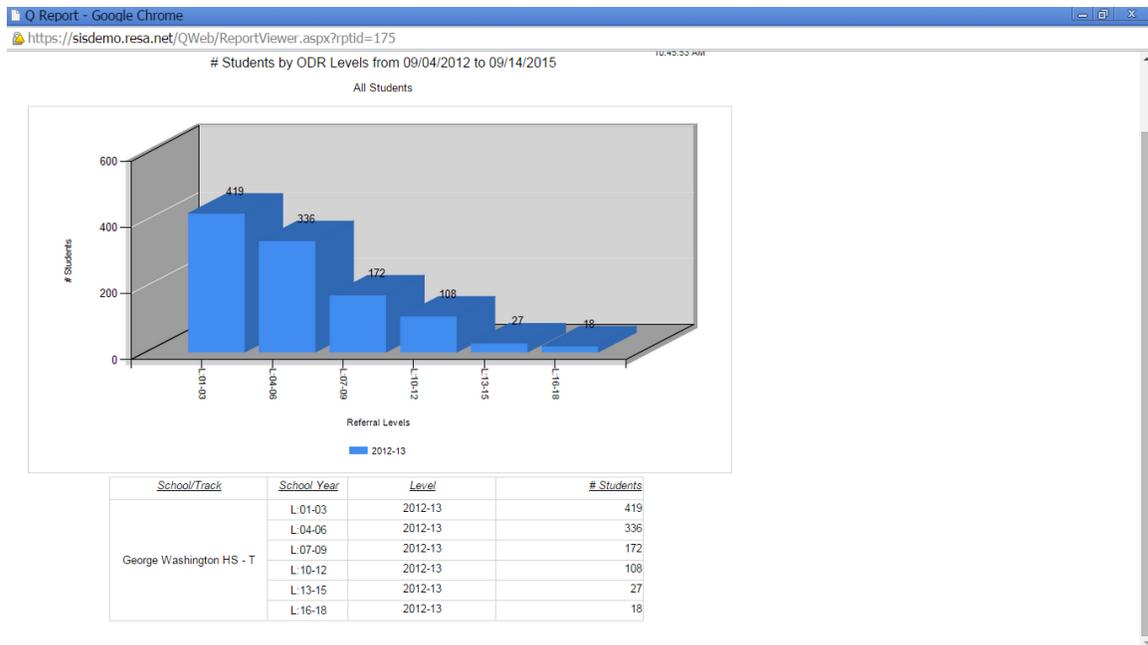
Example: "ODRS by Gender/Grade Level"
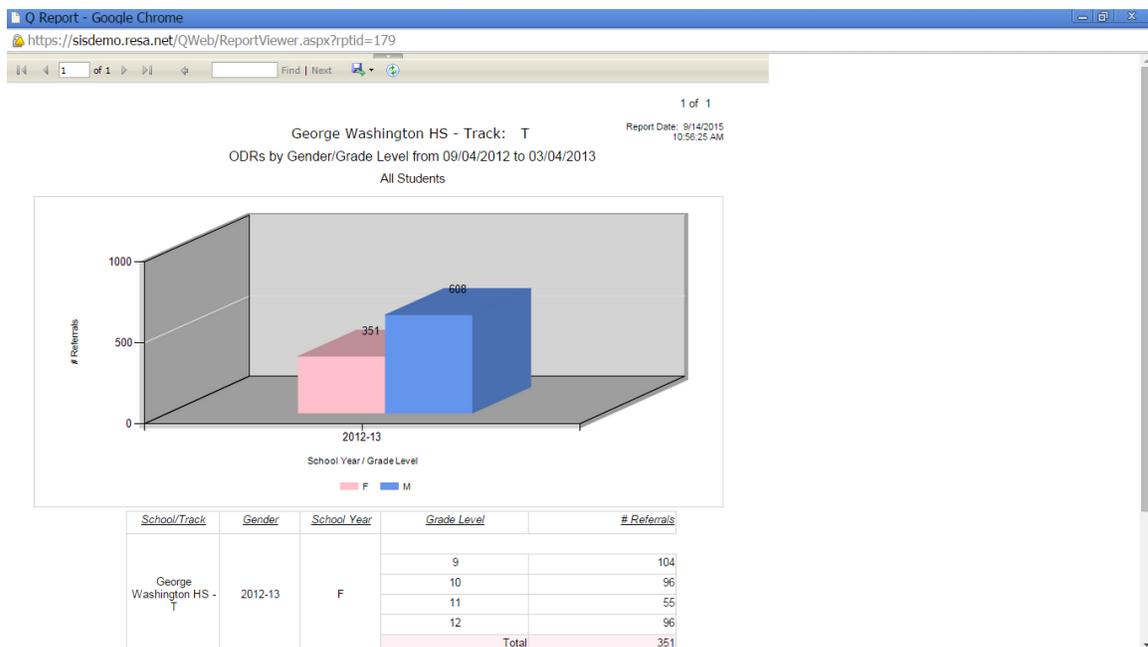
Example: "Penalties by Month" – Can choose specific penalties or include all
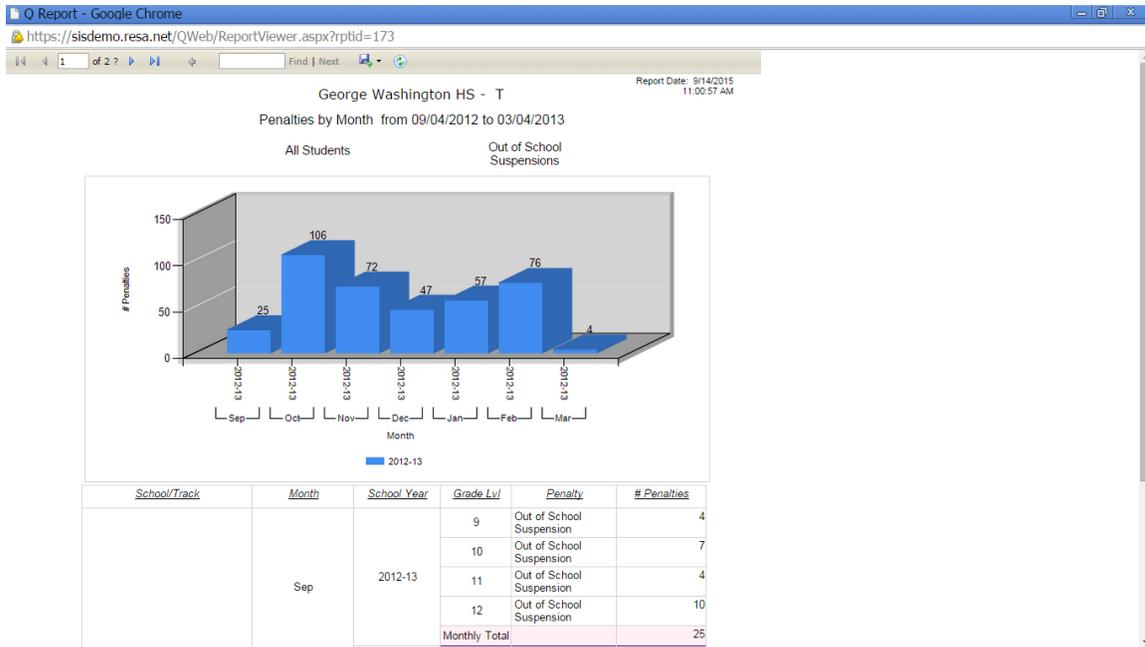
Example: "Suspensions by Month"
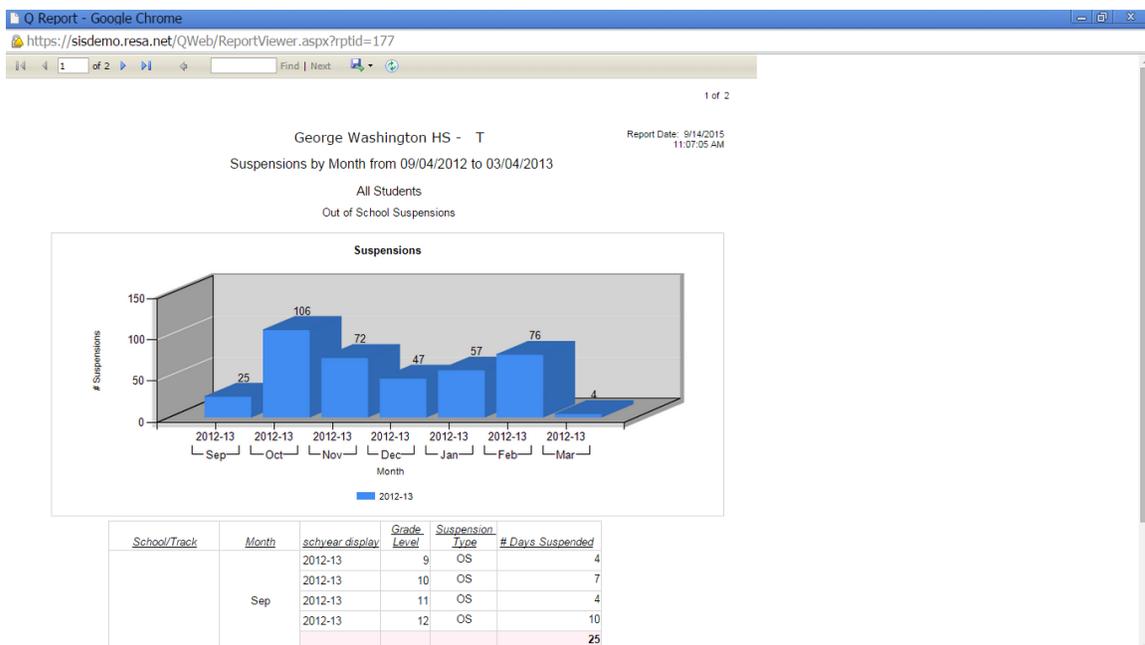
Ethnicity Reports

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

Example: Ethnicity Composition Reports

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

All Students

Ethnicity: All Ethnicity
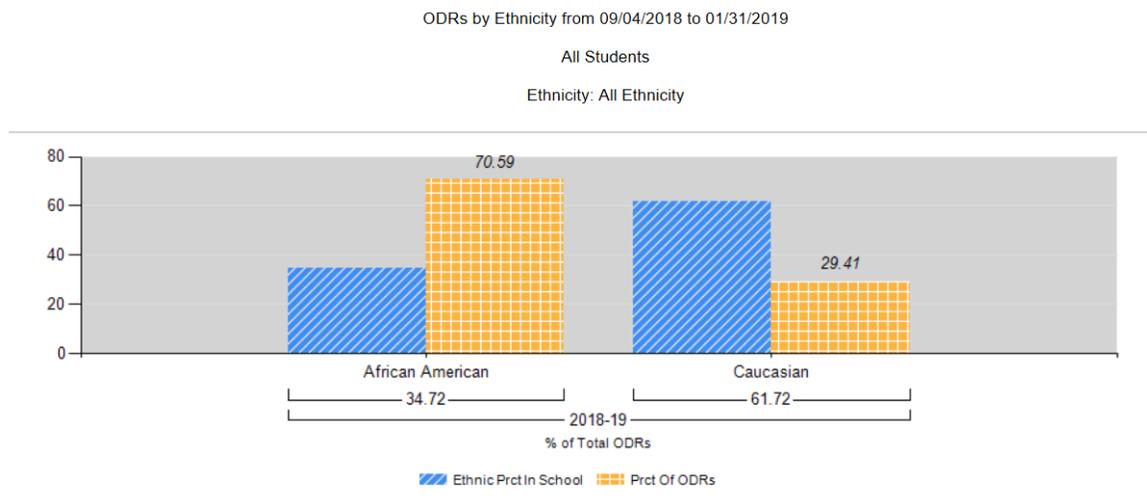
Example: Ethnicity Drill Down

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

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

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

Example: "Risk Ratio"

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

All Students
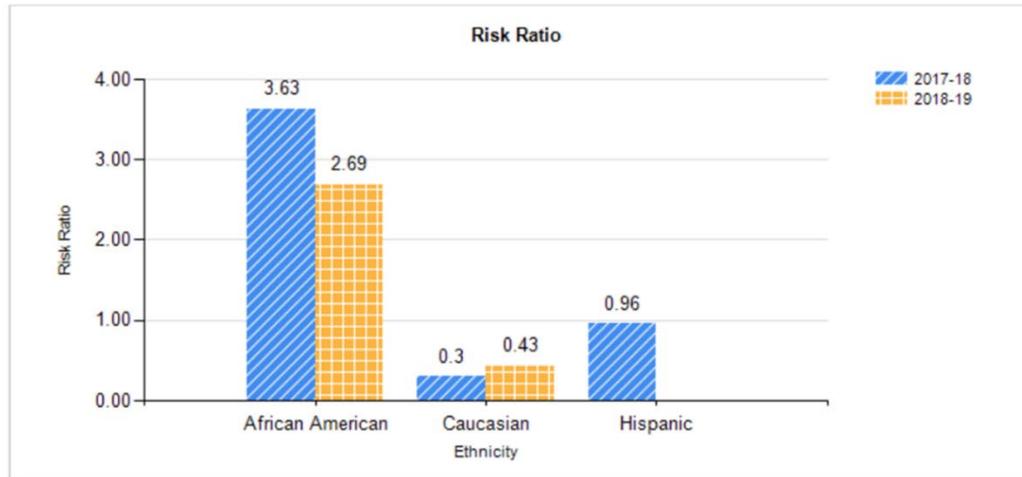
Classroom Module

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.
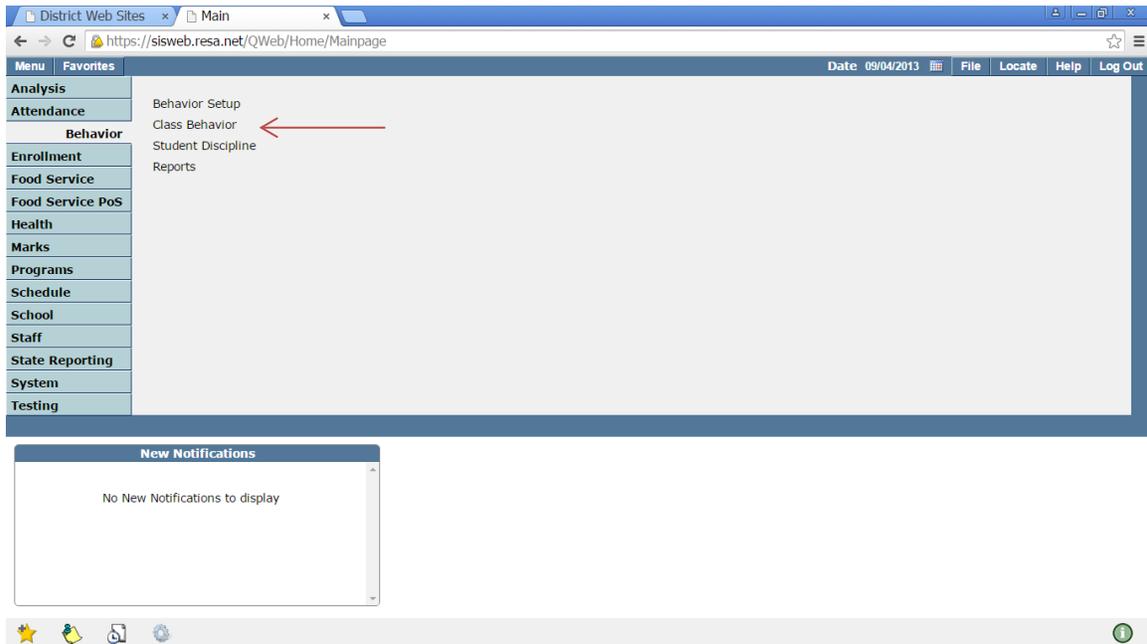
Class Behavior opens with the teacher's class sections displayed – select the course section to mark behavior in.
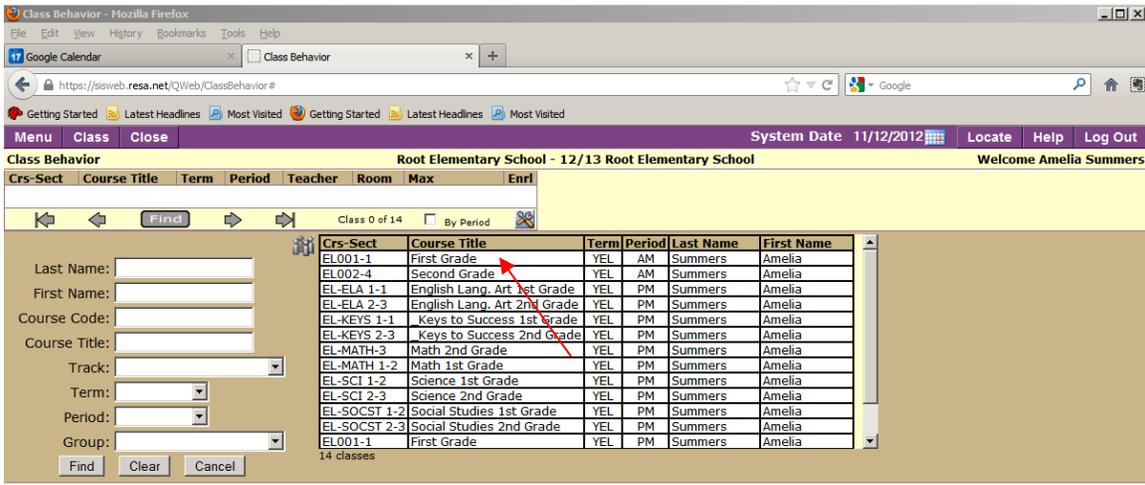
You will now see a class roster of that course section. To the left of the roster is the menu of Class Behavior Codes developed for all Elementary Schools in your district. Selecting the drop down in the "Behavior" column shows a menu of the same codes that you can assign to each student.
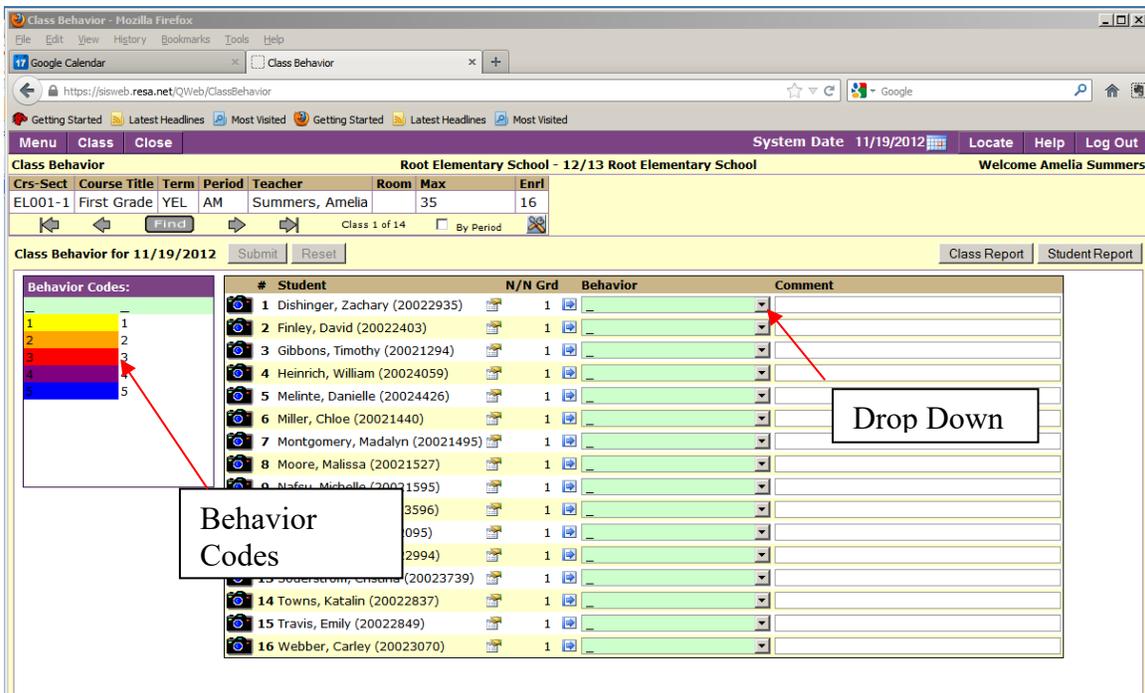
After marking the appropriate code to each student that needs one – select the "Submit" button (Note the "Updates Pending").
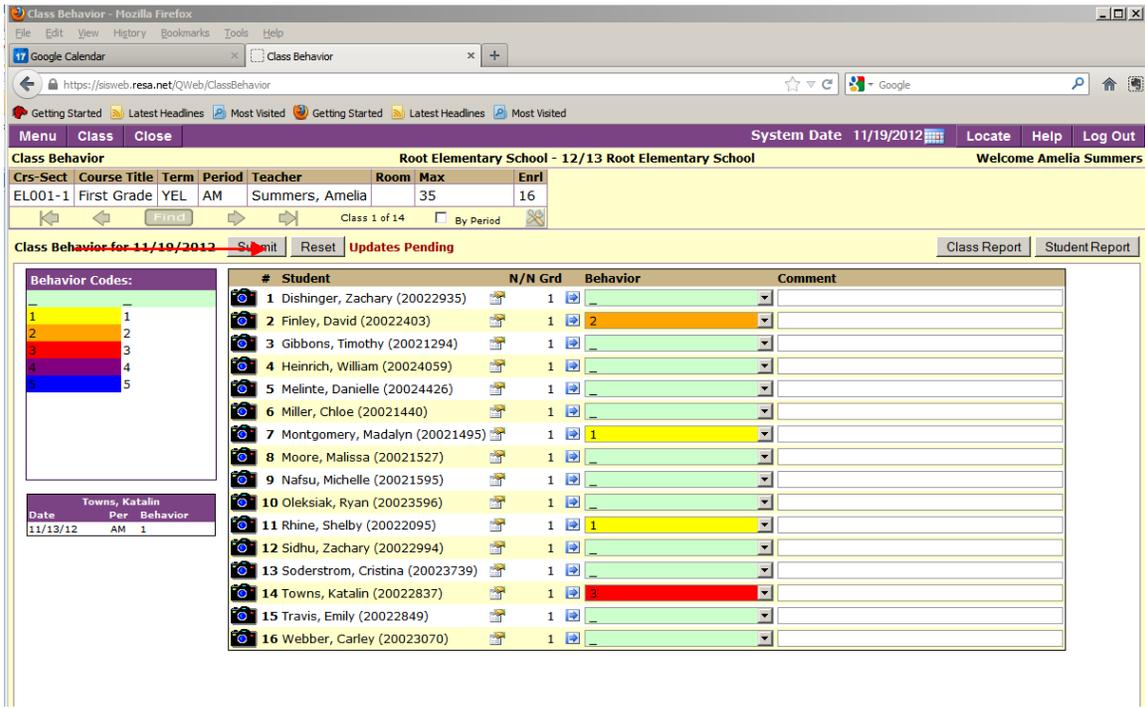
That is all that is needed to enter daily behavior data. To generate a report of the class over a period of days – Select "Class Report" near the top of the roster.
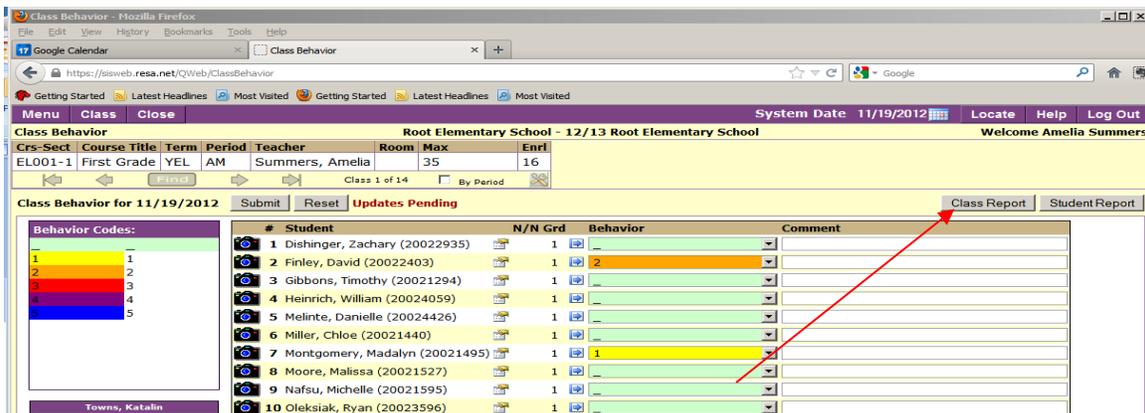
Select the date range of the report – or just accept the default.
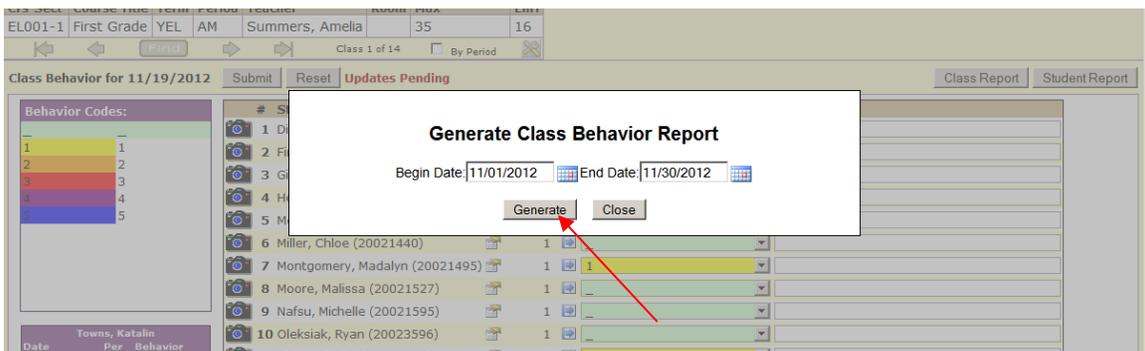
Select Generate to create the report.

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

Printed: 11/17/2012   **CLASS BEHAVIOR REPORT**   Page: 1

11/1/2012 -thru- 11/30/2012   **Summers, Amelia**   First Grade Per. 1 Term YEL

1 = 1, 2 = 2, 3 = 3, 4 = 4, 5 = 5

| 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 (20023596)																														
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: 09/01/2011   End Date: 09/30/2011

Student(s):
- Banks, Julian
- Biddle, Audrey
- Cheff, Alexandria
- Coleman, Natalie
- Conners, 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

[Generate]   [Close]

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.

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.