Essential Skyward Discipline Reports for School-Wide Problem Solving

Discipline Graphs

Office \rightarrow Discipline \rightarrow Reports \rightarrow Discipline Graphs

Most Office Discipline Referral reports used by school-wide teams can be found in Discipline Graphs. Under GRAPH OPTIONS, select *Offense Rate Graphs* for all data year-to-date. Below are the graphs most often used by school-wide teams. The first line is a suggested title (template description). The italics below each report indicate the *Offense Rate Graph Type* to select. See the next page for directions on how to create each report.

Each report type can be created to include all offense levels or selected levels, such as majors or minors. Many teams choose to print graphs for all offense levels (left column) and for majors only (right column).

Check "All Offense Levels"	Use Offense Levels to Select Majors Only				
All per Day by Month	Majors per Day by Month*				
Average Offenses Per Day By Month	Average Offenses Per Day By Month				
All by Behavior	Majors by Behavior*				
Offenses By Offense Code	Offenses By Offense Code				
All by Location	Majors by Location*				
Offenses By Location	Offenses By Location				
All by Possible Motivation	Majors by Possible Motivation*				
Offenses By Motivation	Offenses By Motivation				
All by Race	Majors by Race				
Offense Race Rate (Fed. Race)	• Offense Race Rate (Fed. Race)				
All by Name or All by ID	Majors by Name or Majors by ID				
Total Offenses By Student	Total Offenses By Student				
Display By Student Name or Other ID	Display By Student Name or Other ID				
 Set Total Number of Offenses: 	Set Total Number of Offenses:				
 Low: 1; High: 999 for anyone with 	 Low: 1; High: 999 for anyone with 				
one or more offense	one or more offense				
 Select other options as desired, such 	 Select other options as desired, such 				
as creating a "High Flyer" list	as creating a "High Flyer" list				
All by Time of Day	Majors by Time of Day				
Offenses By Time	Offenses By Time				
All by Grade	Majors by Grade				
Offense Rate By Grade	Offense Rate By Grade				
• Select grade level(s) if desired, or use default	• Select grade level(s) if desired, or use default				
for entire entity	for entire entity				
Graph will include breakdowns by gender	Graph will include breakdowns by gender				

Reports with asterisks (*) should be printed by MiBLSi schools for majors only, in order to collect data to be entered into MIDATA. See page 7 for more information.

From Web Student Management, go to Office \rightarrow Discipline \rightarrow Reports, and select Discipline Graphs. Click ADD to create a new report. In the TEMPLATE DESCRIPTION box, write an appropriate title. Select your options as described below, then SAVE or SAVE AND PRINT. Reports must be created within each entity.

- 1. Under **Graph Options**, choose to GRAPH BY *Offense Rate Graphs* for year-to date graphs. For monthly reports, see the Digging Deeper section of this document.
- 2. Under **Record Type**, select *Offenses Only* for incidents that have been reviewed by the discipline officer, or *Offenses and Referrals* to include all referrals.
- 3. Use **Offense Rate Graph Type** to select the desired report (see table previous page).
- 4. Set the school year range. School years are named by the calendar year in which they end. For example, the 2016-2017 school year would be 2017.
- 5. If desired, use **Offense Levels** to select majors only or all offenses.

Add Report Ranges - Entity 300 - WS\OF\DI\RE\OT\GR - 11593 - 05.17.02.00.05 - Google Chrome	
Secure https://skyhost1.hisd.k12.mi.us/scripts/wsisa.dll/WService=wsSkyTraining/	sdisredit005.w?isPopu
Add Report Ranges	1 📾 🛍 🖶 ?
Template Settings * Template Description: Share with other users in entity 300 Print Greenbar	Save Save and Print Back
Graph Options Graph By: Offense Rate Graphs Record Type: Offenses and Referrals	
Offense Rate Graphs Offense Rate Graph Type: Offense Rate By Grade 3 Enrollment as of: Today • 03/21/2017 Grade Level: 2022 06 2016 12 4 School Year: 2016 2016 4	

Multiple Discipline Graphs

Office \rightarrow Discipline \rightarrow Reports \rightarrow Multiple Discipline Graphs

Multiple Discipline Graphs allow schools to preselect up to five frequently used discipline graphs to be printed with one click. From Office Discipline Reports, select Multiple Discipline Graphs, and ADD. Name the report, and select up to five previously created discipline graphs. Consider these Multiple Discipline Graphs:

- Big 5 All or Big 5 Majors Per Day by Month; By Behavior; By Location; By Motivation; By Race
- All by Name, Time, Grade or Majors by Name, Time, Grade By Student; By Time; By Grade
- **Digging Deeper** By Behavior; By Location; By Motivation; By Time; By Day of Week
 - See "Digging Deeper by Student" on page 4 for more information

Digging Deeper

When problem solving with behavior data, it may be helpful to dig deeper by grade level, by gender, or by individual student. Teams may also wish to track data from month to month.

Digging Deeper by Grade Level or Gender

Any discipline graph can be filtered by grade level or gender. It may be helpful to look at data such as problem behavior, motivation, or location for a single grade or gender.

- 1. Start with an Offense Rate by Grade report (see pages 1-2). The graph will break down the number of offenses by grade and by gender. Use this data to identify any problem area(s) by grade and/or gender (i.e., grade 8 both genders; males grades 9-10; or girls K-5).
- 2. ADD or CLONE a Discipline Graph report. GRAPH BY Offense Rate Graphs. Select the graph type (offense, motivation, etc.). Write a meaningful Template Description, and click the RANGES button.

Template Description: All by Location - Grades 9-11	
Share with other users in entity 300	
🗆 Print Greenbar	
Graph Options	
Graph By: Offense Rate Graphs 🔻 Generate: Graph	•
Record Type: Offenses and Referrals 🔻	
By Range By Individua Ranges	
All Offense Levels	
Graph Title: 300 - Entity (300) Grades 6 to 12	
Graph Sub-Title: Offenses By Location	
Offense Rate Graphs	
Offense Rate Graph Type: Offenses By Location	
Low High	
School Year: 2013 2016	

3. Select the desired graduation year(s) and/or gender. Change Status to Active, and CY Member to Yes. **SAVE.**

Ranges		
	Low	High
Student Key		77777777777
Grad Yr/Gade: 201	7 11	2019 09
Scholt		7777
Calendar:		ZZZZ
Student Type:		ZZZ
Entity Category Type:		ZZZ
Entity Category Code:		ZZZ
Homeroom:		ZZZZZ
Advisor Key:		ZZZZZZZZZZZ
Head of Household:		ZZZZZZZZZZZ
Zip Code:		2722222
Carrier:		777777
Local Race:		777
Feeder School District:		7777777
INTERACE TO IA		12 3172999
Gender: Bot	h V	Status: Active
		CV Marshare Vac

4. Make any additional selections for the report, then SAVE or SAVE AND PRINT. Repeat for additional grades/genders or additional report types if desired.

Digging Deeper by Student

It may be helpful to look at data such as problem behavior, motivation, or location for individual students. This can be done for a list of students or for a single student.

Identifying a List of Students

Discipline Graphs can be used to create a list of students with a specified number of referrals (i.e., six or more). Use total referrals <u>or</u> majors only:

- From Discipline Reports, ADD a Discipline Graph. Select *Offense Rate Graphs*, and *Total Offenses By Student*. Display by *Student Name*.
- Set the Total Number of Offenses. For example:
 - Low: 6
 - o High: 999
- If desired, use Offense Levels to select majors only.

To create Multiple Discipline Graphs for a list of students:

- From Discipline Reports, ADD a multiple discipline graphs report. Write a meaningful Template Description (i.e., Digging Deeper Grade 8 Tier 3; Big 5 Majors K-5 High-Flyers).
- Select up to five previously created Discipline Graphs.
- Under "Individual Student Selection," check "Process Multiple Discipline Graphs for Individual Students.
- Click the "Individuals" button, then the blue "Students" link. Check each student, then click Select.
- Click OK. SAVE or SAVE AND PRINT.

To print a report for a single student:

- From the Students tab, select Student Profile.
- In the Student box, start typing the student's last name; select the student.
- On the left, click the drop-down arrow next to Discipline, then choose Offenses.
- On the right, choose Quick Print. Click "Multiple Discipline Graphs," then select the template (i.e., Big 5 Majors).
- It may be helpful to create a "Digging Deeper" multiple discipline graph that does NOT process for individual students. That report could then be printed for any single student from the student profile.

Tracking Reports from Month to Month

From Discipline Graphs, ADD, EDIT, or CLONE to create a graph. Under **Graph Options**, choose to GRAPH BY Offense (instead of Offense Rate). Offense Graphs can be printed for a specified data range or for the previous 4 weeks. Offense Graphs can be broken down by Offense Type; Location; Time; Month; Grade; Gender; or Race.

Enrollment by Race (Race Code Distribution)

This report shows how many students of each race are enrolled in a school, by grade.

- Under the Students tab, choose Student Reports.
- Select Race Code Distribution RC
- Reference the table on the screen, or click the "Race Code Distribution Report" button for a printable PDF. Scroll to the bottom of the PDF for a race code legend.

Discipline Counts by Race/Grade

Web Student Management \rightarrow Office \rightarrow Discipline \rightarrow Reports \rightarrow Discipline Counts Report

This report shows the number of individual students **by race and by grade** who had one or more discipline referrals. The report can be run for all offense levels or for majors only. MiBLSi schools will enter data for majors only into MIDATA.

- 1. Go to Web Student Management \rightarrow Office \rightarrow Discipline \rightarrow Reports \rightarrow Discipline Counts Report.
- 2. Add a report for active students. Make the Code: CYSA for "Current Year Status Active," and set the Current Year Status to Active. SAVE.

Secure https://skyhost1.hisd.k12.mi.us/scrip	vts/wsisa.dll/WService=wsSkyTraining/sdiscedit015.w?isPopup=true
dd Discipline Report Master	
Demost Max	Save
Report Mas of Options	Back
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Discipline R bot Master Information	status active
School Year: 2015-16	
School Fear	J
Student Ranges	
Low	High
Entity: 300	300
Student Key:	ZZZZZZZZZZZ
Grad Yr/Grade: 0000	9999
Current Year Status: Active 🔻	Include All Schools Schools
Next Year Status: Both	Toclude All Calendars
Next rear status.	Constants
Federal Race/Ethnicity Fields	
Hispanic/Latino Ethnicity?: Both	▼
1-American Indian or Alaskan Native: Both	▼
2-Asian: Both	▼
3-Black or African American: Both	T
4-Native Hawaiian or Other Pacific Islander: Both	T
	•
5-White: Both	

3. Click the drop-down arrow to the left of the report and click Add Group.

	◄ ☑ ▶ Discipline Counts Report			•	<u>/</u>	7	1	Favorites	• 1	New	Windo	
	Views: Main ▼ Filters: *Skyward Default ▼									T		1
Description R			Description	Report Information								
	▼ CYA Current Year Active		Current Year Active									
	All Collapse All View Printable Details			Details								
	Discipline Reporting Groups Add Group		pline Reporting Groups Add Grou	ip								
	Coue		Coue	Description		Stat	tus		Count			
	Clone Edit Delete MajOffRace1st Ma		e Edit Delete MajOffRace1st	Major offenses by race. Count first incident only.		Activ	/e		Offenses			
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4. Under Reporting Group Details and Reporting Group Options:

- a. Create a code and description.
- b. Breakdown counts by Federal Race.
- c. Count 1st Incident Only.
- d. Print Federal Race Legend.
- 5. Click the + to expand Offense Options:
 - a. Change Record Type to Offenses Only.
 - b. Uncheck "Select All Offense Levels," then click LEVELS to select majors only.

E	lit Discipline Report Master					
Ξ	Departing Croup Detaile					
	* Group Code: MajOffRace1st Group Status: Active * Group Description: Major offenses by race. Count first incident only.					
Ξ	Reporting Group Options					
	Calculate Counts Using Breakdown Counts By: Incidents To Count					
	Offense Records Grade Cocal Race LEP Status Status					
	Print Details from the Offense Records Print Number of Victims Print Total Cost of Incidents Print Federal Race Legend					
Ξ	Offense Options					
	Low High					
	Discipline Entity: 300 300					
	Offense Date: 01/01/1900 Wonday 12/31/9999 Friday					
	Referred By: ZZZZZZZZZZ					
	Severity: 0 99					
	Reco d Type: Offenses Only					
	Select All Offenses					
	Select All Motivations Motivations					
	Select All Offense Levels					

6. SAVE the group. Then, PRINT the report.

Major offenses	by race.	Count	first	incident	t only.	
Grade	03	04	05	06	07	Total
Total:	0	1	10	19	18	48
Fed. Race	<u>03</u>	04	05	06	07	Total
5:	0	1	10	16	18	45
3:	0	0	0	2	0	2
1:	0	0	0	1	0	1

Federal Race Legend

Code	Description
1	American Indian or Alaskan Native
2	Asian
3	Black or African American
4	Native Hawaiian or Other Pacific Islander
5	White

ODR Reports for MIDATA Entry (MiBLSi Schools)

For all data entered into MIDATA, use MAJORS ONLY. Schools may also wish to look at all office discipline referrals during data review.

Average Discipline Referrals per Day per Month

Monthly Rates

From Discipline Graphs, use Offense Rate Graphs to create "Majors per Day by Month" (see the "Discipline Graphs" section of this document). It is NOT necessary to find the average per 100 students for monthly rates.

End of Year Referrals per 100 Students per Day

- Use the Race Code Distribution Report (page 5) to determine total student enrollment.
- From Discipline Graphs, use Offense Rate Graphs, and select Total Offenses by School.
- Select MAJOR offenses only.
- Run the report <u>after the end of the school year</u>, then apply this formula:

 $\frac{number \ of \ referrals}{number \ of \ days \ in \ school \ year} \times \frac{100}{number \ of \ students \ in \ school}$

Discipline Referrals by Problem, Location, Motivation, Ethnicity

Top 3 Problem Behaviors, Locations, and Motivating Factors

From Discipline Graphs, use Offense Rate Graphs (see the "Discipline Graphs" section of this document). Select <u>majors only</u> for data entered into MIDATA.

Race/Ethnicity

Use **Enrollment by Race** and **Discipline Counts by Race/Grade** (pages 5-6). For Discipline Counts by Race/Grade, use Offense Levels to select majors only.