Essential Skyward Discipline Reports for School-Wide Problem Solving

Discipline Graphs

Office → Discipline → Reports → 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 • *Average Offenses Per Day By Month*	Majors per Day by Month* • *Average Offenses Per Day By Month*
All by Behavior • *Offenses By Offense Code*	Majors by Behavior* • *Offenses By Offense Code*
All by Location • *Offenses By Location*	Majors by Location* • *Offenses By Location*
All by Possible Motivation • *Offenses By Motivation*	Majors by Possible Motivation* • *Offenses By Motivation*
All by Race • *Offense Race Rate (Fed. Race)*	Majors by Race • *Offense Race Rate (Fed. Race)*

All by Name or All by ID
• *Total Offenses By Student*
• Display By *Student Name* or *Other ID*
• Set Total Number of Offenses:
   o Low: 1; High: 999 for anyone with one or more offense
   o Select other options as desired, such as creating a "High Flyer" list
	Majors by Name or Majors by ID
	• *Total Offenses By Student*
	• Display By *Student Name* or *Other ID*
	• Set Total Number of Offenses:
	   o Low: 1; High: 999 for anyone with one or more offense
	   o Select other options as desired, such as creating a "High Flyer" list

All by Time of Day • *Offenses By Time*	Majors by Time of Day • *Offenses By Time*
All by Grade • *Offense Rate By Grade* • Select grade level(s) if desired, or use default for entire entity • Graph will include breakdowns by gender	Majors by Grade • *Offense Rate By Grade* • Select grade level(s) if desired, or use default for entire entity • 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 → Discipline → 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.

Multiple Discipline Graphs
Office → Discipline → Reports → 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.

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

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 or 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
  - 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 → Office → Discipline → Reports → 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 → Office → Discipline → Reports → 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.

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

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.

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

Major offenses by race. Count first incident only.

Grade	03	04	05	06	07	Total
Total:	0	1	10	19	18	48

Fed. Race	03	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 after the end of the school year, 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 majors only 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.