Discipline Data Training

Defining Interventions in Student

Description

You define interventions for a student using the Intervention block. This block is also available in Class.

Note: Currently two categories of interventions are available in Mojave: Academic and Behavioral. A third category for Withdrawal is in development.

Before You Begin

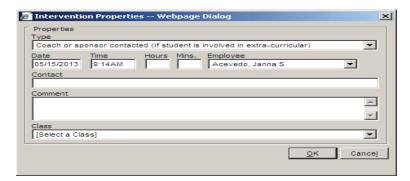
You must be working in the Student window and you must <u>select a student</u>. Make sure you have selected the correct class year. Your school must give you permission to use this function.

Steps to Take

1. In the Block field, select Intervention. The student's Intervention details appear in this block.



2. To create a new record, click the cicon. To edit an existing record, click the cicon. The Intervention Properties dialog box appears.



3. In the Type field, select the desired type.

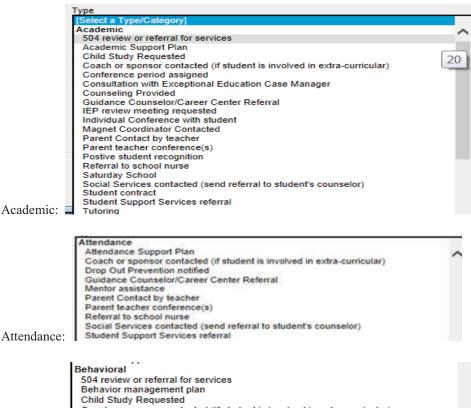
Note: This is a required field. You must select a type or you won't be able to save the record.

- 4. The Date and Time fields will default to the most current values, but you can modify them.
- 5. In the Hours and Mins fields, you can enter the duration of the intervention.
- 6. In the Employee field, select the desired employee.

Note: This is a required field. You must select an employee or you won't be able to save the record.

- 7. In the Contact field, enter the contact for the intervention.
- 8. In the Comment field, type any comments.
- 9. In the Class field, select the desired class.
- 10. Click OK.
- 11. To delete a record, click the **l**icon.

Intervention Types:



Coach or sponsor contacted (if student is involved in extra-curricular) Consultation with Exceptional Education Case Manager Counseling Provided Guidance Counselor Referral IEP review meeting requested Individual Conference with student Magnet Coordinator Contacted Mentor assistance Parent Contact by teacher Parent teacher conference(s) Peer Mediation Postive student recognition Referral to school nurse Restorative Circle Restorative Conference Restorative Response Social Services contacted (send referral to student's counselor)

Behavioral:

Intervention Reports:

Mojave – Report – My Reports – Create a report......

Interventions in Class

Description

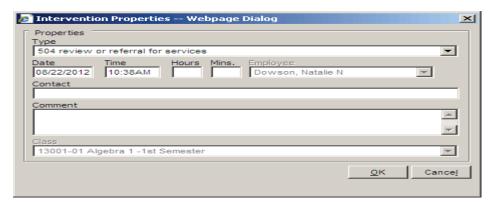
You define interventions for a student using the Intervention block. This block is also available in Student.

Steps to Take

1. In the Block field, select Intervention. A list of students in the class appears. Click the \$\display\$ icon on the left of a student's matric to view interventions.



2. To create a new record, click the cicon. To edit an existing record, click the cicon. The Intervention Properties dialog box appears.



3. In the Type field, select the desired type.

Note: This is a required field. You must select a type or you won't be able to save the record.

- 4. The Date and Time fields will default to the most current values, but you can modify them.
- 5. In the Hours and Mins fields, you can enter the duration of the intervention.
- 6. The Employee field will default to the class teacher. The field is greyed out and can't be modified.

 Note: This field can be modified if you access the record through the Intervention block in Student.
- 7. In the Contact field, enter the contact for the intervention.
- 8. In the Comment field, type any comments.
- 9. The Class field will default to the selected class. The field is greyed out and can't be modified. **Note:** This field can be modified if you access the record through the Intervention block in Student.
- 10. Click OK.
- 11. To delete a record, click the bicon.

Using the Intervention Block to record counselors' work with students

Description

You define interventions for a student using the Intervention block.

Note: Currently two categories of interventions are available in Mojave: Academic and Behavioral.

Before You Begin

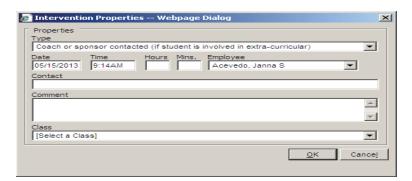
You must be working in the Student window and you must <u>select a student</u>. Make sure you have selected the correct school year. Your school must give you permission to use this function. (see office manager)

Steps to Take

1. In the Block field, select Intervention. The student's Intervention details appear in this block.



2. To create a new record, click the cicon. To edit an existing record, click the cicon. The Intervention Properties dialog box appears.



3. In the Type field, select the desired type.

Note: This is a required field. You must select a type or you won't be able to save the record.

- 4. The Date and Time fields will default to the most current values, but you can modify them.
- 5. In the Hours and Mins (minutes) fields, you can enter the duration of the intervention.
- 6. In the Employee field, select the desired employee.

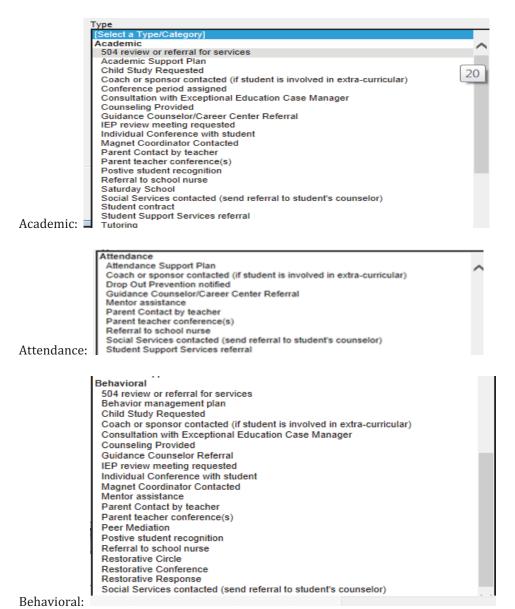
Note: This is a required field. You must select an employee or you won't be able to save the record.

- 7. In the Contact field, enter the contact for the intervention. (counselor name)
- 8. In the Comment field, type any comments.

Make your comments clear and concise without including assumptions and opinions. Other students' names are not written in a student's record. Remember your ethical responsibility of confidentiality regarding student disclosures. Record the intervention provided.

- 9. In the Class field, select the desired class.
- 10. Click OK.
- 11. To delete a record, click the $\overline{\blacksquare}$ icon.

Intervention Types:



Intervention Reports:

Mojave - Report - My Reports - Create a report......

Creating an Intervention Report

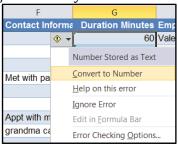
- 1. In the Report window, select the My Reports view from the dropdown
- 2. Next to Generator click Create. The Report Definition Properties dialog box opens.
- 3. In the Data Set field, scroll down to Student Intervention select it
- 4. Add the desired fields
 - 1. Fields can be checked in the order you wish them to appears OR
 - 2. Add all fields and use sort field (and/or remove any field you wish) OR
 - 3. Edit/remove fields once in Excel
- 5. Add a sort if you desire
- 6. Click Save. You will be prompted to create a name for the report
- 7. In the field, type the report's name, and then click OK. The report will be available in the My Reports view.
- 8. You can run the report to an Excel file

Using the Mojave – Report – My Reports - Intervention

- 1) Open Report and select My Report
- 2) Select the Student Intervention data set for your report
- 3) Change to desired dates
- 4) Leave default (Excel) and click on the Execute button
- 5) Excel will open (check taskbar) report will be visible
- 6) Sort report as needed

Sorting in Excel

- 1) Once open in Excel you can double click between the columns A and B for instance and widen all columns
- 2) From the Home tab select Sort and Filter from the Editing group (I like to use Custom sort)
- 3) Sort by desired field(s)
- 4) To add a formula to the Duration Minutes column
 - a. In the Duration Minutes column, select the first number
 - b. Now hold the Ctrl + Shift + down arrow keys this will select the minutes in the minute column only
 - c. Now using the scroll bar scroll to the top of the column
 - d. Right mouse click the which may appear to the left or right of the column (depending on where you have the column) then left mouse click/select Convert



to Number

e. Now you may go to a blank cell and add a formula to add the minutes – use Excel help for the F1 key to add a formula if you need assistance or call the helpdesk at 225-6333

Cheat-Sheet for the Data Dashboard for Discipline

Definitions

- **KPI: Key Performance Indicator (USP)** uses the **district level** percent of White student discipline incidents as the basis of comparison to each ethnic group in a school.
 - This view creates a baseline from the White students' percent of incidents so that each school level (elementary, middle, K8, high school) uses the same data as a comparison.
 - When the percentage of White student incidents at a school are compared to the percentage of white student incidents from the district level, they will show a ratio (green, yellow, red) just like the other ethnic groups.
 - The KPI view is useful in place of the School Risk Ratio (SRR) view if a school has very few White students and/or White students without discipline documentation.
- **SRR: School Risk Ratio (DOI)** uses the **school level** percent of White student incidences as the point of comparison to each ethnic group in the school.
 - o This view is useful to examine if disparities exist among ethnic groups within a school.
 - The percent of White student incidents at a school serves as the baseline and is compared to the other ethnic groups at the school level. When the school level SSR is compared to the percentage of White student incidents, the resulting index value is always one.
 - Please note: If the percent of White student incidents is none or 0 at the school, then there is no baseline to compare all other ethnicities against. The result is that all ethnicities will be coded in green regardless of the actual incidences.

How to read the Data Dashboard

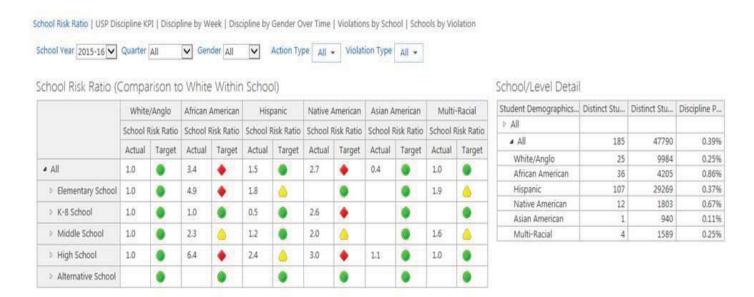
What do the colors mean?

The colors represent various ratio levels. A ratio is a comparison between two amounts and shows the number of times one value is contained within the other. E.g., 'the ratio of men's jobs to women's is 8 to 1'.

- \circ Green means 'in balance' and indicates that the ratio between White students and another ethnicity is proportionate. (Green circle: a ratio of ≤ 1.5)
- Yellow means 'warning' and indicates that the ratio between White students and another ethnicity is only somewhat proportionate. (Yellow triangle: a ratio of > 1.5 and <2.5)
- \circ Red means 'danger' and indicates that the ratio between White students and another ethnicity is disproportionate. (Red diamond: a ratio of \geq 2.5)
- What do the numbers mean? For example, on the School Risk Ratio page below, how is the 3.4 ratio for all African Americans calculated?

The ratio is derived by dividing the Discipline Percent of two Populations (Last column) in the School/Level Detail box on the right-hand side. For example, African American discipline incidents make up 0.86% (or less than 1%) of the percent of their Population and Whites make up 0.25% of their population. (0.86 divided by 0.25 = 3.4). This data tells us that the discipline rates of African Americans are disproportionately greater than the discipline rates of Whites by a ratio of 3.4 to 1.0.

Cheat-Sheet for the Data Dashboard for Discipline



• What does it mean if the African American population at my school is coded green with the KPI, but coded red with the SRR?

Mansfeld is a good example of this scenario from the 1st quarter of 2014-15:

- **District Level** White student comparison or *Key Performance Indicator (KPI):* The African American ratio was green (with a value of 1.2)
- **School Level** White Student comparison or *School Risk Ratio (SRR):* The African American ratio was red (with a value of 6.3)

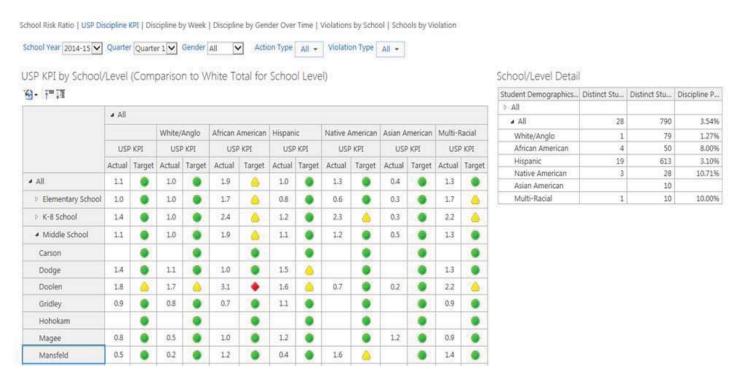
The reason for the different colors for the two reports is that Mansfeld's African American students did not get in as much trouble as White middle school students at the **District level**. The KPI ratio was in balance and showed as a green circle. However, African American students got in more trouble than the White students at the **School level**. The SSR ratio was out of balance and showed as a red diamond.

In other words, when compared to the **District level** middle school kids, Mansfeld kids don't get into as much trouble. Comparing Mansfeld's African American students to the **District level** makes them look in balance. Yet, at the **School level**, ethnic disparities within the school became apparent. This specific case was used by the Department of Justice (DOJ) to justify why they prefer to use the School Risk Ratio.

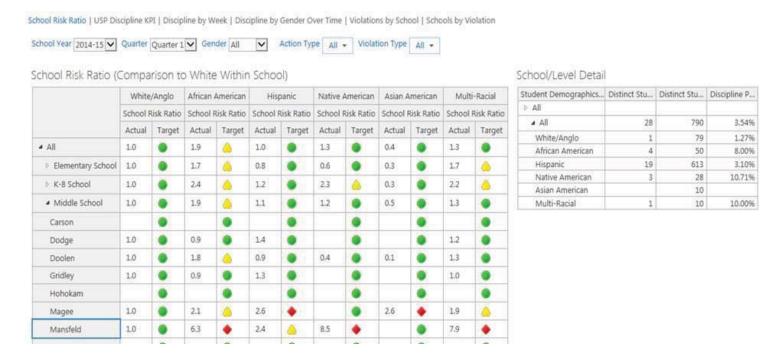
Formulas that resulted in this contrast at Mansfeld:

- **USP KPI = 8.00%** of the school's African American students (see: School/Level Detail box to the right) were involved in one or more disciplinary incident(s) in comparison to **6.90%** of the White students at the *District middle school level* (8.00%/6.90%=1.2 or a green circle).
- African American students at Mansfeld were 1.2 times as likely to get into trouble as White middle school students.

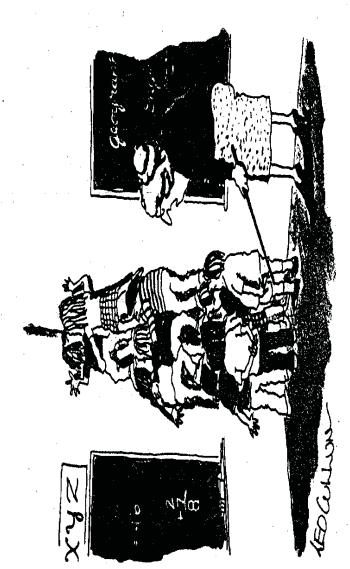
Cheat-Sheet for the Data Dashboard for Discipline



- **School Risk Ratio** = **8.00%** of the school's African American students (see: School/Level Detail box to the right) were involved in one or more disciplinary incident(s) in comparison to only **1.27%** of *Mansfeld's* White students. (8.00%/1.27%=6.3 or a red diamond)
- African American students at Mansfeld were 6.3 times as likely to get into trouble as White students at Mansfeld.



If we continue to do the same things we've been doing, we will continue to get the same results



This is the worst class I've ever had."

NOVEMBER 1985

Purpose of a Flow Chart

· A common purpose and approach to discipline.

Procedures for on-going monitoring and evaluation

of the situation

*	*	* * * * * *	Step 1: Redirect the student Action Taken: Please mark off
	Lawrence Intermediate	ermediate	O Remind student of expectation O Make eve contact with the student
	Minor Behavior Report	ior Report	o Use proximity
Student Information	ormation	Behavior	
		c Name calling/bullying	o Point to matrix O Create a signal as a reminder
		c Rafusal to cooperate	
			o Have student say/write expectation
	1	lsnguage	Step 2: Student/Teacher Conference
		c Racia slurs	·_
	Ť		
			o Ask for their input, what is causing mispenavior Solicit ideas from the student that will help him/her re-focus
reation	Motivators	tradii u	o Create a plan you both agree on
Classroom	Attention from	What happened before, during, and after?	Step 3: Removal from class
Cafeteria	o Adults		4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
Playground	o Peers		(teacher)
Hallway Bathroom	Avoidance of		
Bus			o student returned at
Other:	o Peers		(time)
	Avoidance of		Step 4: Parent/Guardian contact. Inform the parent of the situation
	work		and have the student talk to him/her.
	Ottain ng an		Name of parent Parent wasn't available letter sent home with student
	item		
	Unknown		Step 5: Office Visit Action Taken:
Jarent will be	e notified when st	Jarent will be notfried when student has received 3 MBI's.	Behavior Plan Loss of privilege

0 0 0 0 0

0 0

Location

Teacher:_

Date:_

Time:

Name:

AzSafe

MBI's do not generally include behaviors from AzSafe

AzSafe information can be added to excel file for easier sorting

Data Collection

Provides a more coordinated focus

Whole Group

Targeted Groups

Individual Students

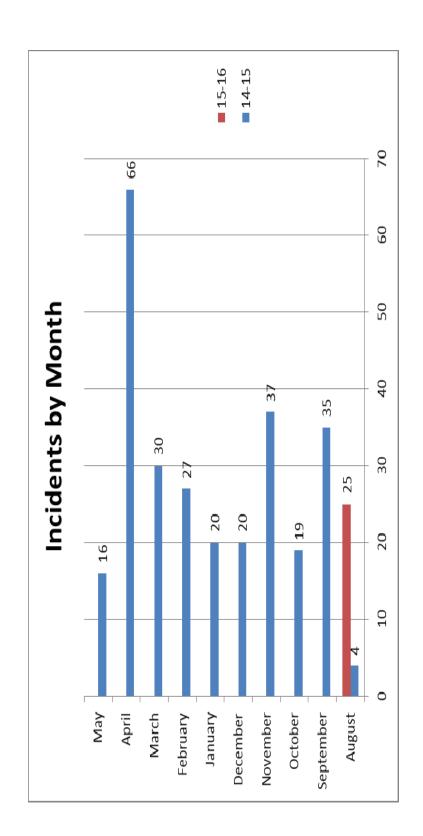
Notes	Shooting at others with toy gun.	Refused to get in line when the whistle blew.	tion This was an all day offense.		Disruptive	Disruptive	Jumping on another student, pulling him to the ground	Writing inappropriate language on bus seat	Called another student a "fat a"	Fighting. Scratched another student's face (See pic in my phone)	Hitting another student	Choking another student	Being disrespectful to TA and other students	Hitting other students	Disruptive behavior in line and bathroom	Shouting out, drumming hands. Asked to stop 3 times.	Profanity at driver, throwing things at window, kicking door	Tagged "NERD" on bathroom walls	Talking back to driver	Hit another student	Disrespectful/inappropriate language	Brought razor blade and cut seat on bus	Inappropriate language/sexual jesters	Throwing things at another student during art.	Inappropriate language/playing violin.	Ran away from teacher when he was trying to get him to sit down in bus line	Throwing raisins/calling it poop	Fighting with another student. Driver had to pull over to stop the fighting	Fighting with another student. Driver had to pull over to stop the fighting.	Refusal to cooperate. Innapropriate language towards driver. Suspended from bus 3 days.	Threw another student to the ground in order to get the soccer ball
Offense	disruptive behavior	cooperation	innappropriate language/cooperation	cooperation	cooperation	cooperation	physical violence	vandalism	innapropriate language	physical violence	physical violence	physical violence	cooperation	physical violence	cooperation	disruptive behavior	disruptive behavior	vandalism	disruptive behavior	disruptive behavior	disruptive behavior	vandalism	disruptive behavior	disruptive behavior	disruptive behavior	cooperation	disruptive behavior	disruptive behavior	disruptive behavior	disruptive behavior	physical violence
Location	snq	playground	classroom	classroom	classroom	classroom	playground	snq	playground	playground	playground	playground	playground	playground	playground	classroom	snq	bathroom	snq	classroom	snq	snq	snq	classroom	snq	snq	snq	snq	snq	snq	playground
Reported By	Driver	Swinger	Riddlen	Riddlen	Riddlen	Riddlen	Swinger	Driver	Swinger	Swinger	Swinger	Swinger	Swinger	Swinger	Swinger	Fiddler	Driver	Loo	Driver	Messer	Driver	Driver	Driver	La Vista	Driver	Messer	Driver	Driver	Driver	Driver	Swinger
Time	4:00	9:15	10:30	12:15	12:30	12:30	12:45	4:00	1:25	2:00	9:10	11:40	9:00	12:50	12:50	9:45	3:55	12:15	3:55	11:30	3:55	8:45	3:50	9:52	3:55	4:00	3:50	3:50	3:50	8:45	1:28
Date	8/11/2013	8/11/2013	8/18/2013	8/18/2013	8/18/2013	8/18/2013	8/18/2013	8/19/2013	8/25/2013	8/30/2013	8/31/2013	9/2/2013	9/8/2013	9/8/2013	9/9/2013	9/16/2013	9/20/2013	9/21/2013	10/12/2013	10/13/2013	10/17/2013	10/20/2013	10/24/2013	10/25/2013	10/26/2013	10/28/2013	10/31/2013	11/2/2013	11/2/2013	11/3/2013	11/4/2013
Ethncity	≯	*	I	I	I	I	I	₹	Α	I	AA	AA	>	AA	∢	4	∢	>	₹	A	∢	≯	∢	>	A	>	AA	I	I	Ą	₹
F/M	Σ	Щ	Σ	Σ	Σ	Σ	Σ	Σ	ш	Σ	Σ	ш	Σ	ш	Σ	Σ	Σ	Σ	ш	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ	Σ
Gr	Ŋ	က	9	9	9	9	9	4	4	9	7	2	က	2	7	2	5	7	∞	œ	2	7	2	7	S	7	00	80	æ	2	7
Teacher	Nameless	Fable	Riddlen	Riddlen	Riddlen	Riddlen	Riddlen	Quick	Weary	Riddlen	Drowning	Stinger	Loo	Shoose	Coffee	Fiddler	Fiddler	La Vista	Lampler	Messer	Fiddler	Carpeta	Fiddler	La Vista	Fiddler	La Vista	Toizman	Horseman	Paisano	Fiddler	Coffee
Name	Joe Blow	Rita Book	Justin Case	Justin Case	Justin Case	Justin Case	Justin Case	Jack Rabbit	Anita Break	Justin Case	Dwayne D. Tubb	Mo Squito	John B. Flushing	Penny Loafer	Duncan Donuts	Rich Mann	Rich Mann	Will C. Ya	Shanda Leer	Scott Handtowel	Rich Mann	Stanley Steamer	Rich Mann	Will C. Ya	Rich Mann	Will C. Ya	Link N. Logs	Buck N. Bronco	Peter Piper	Rich Mann	Duncan Donuts

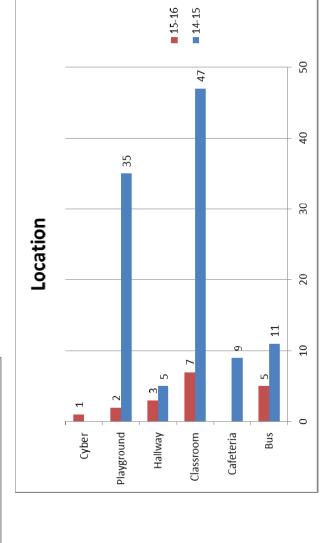
Data Analysis

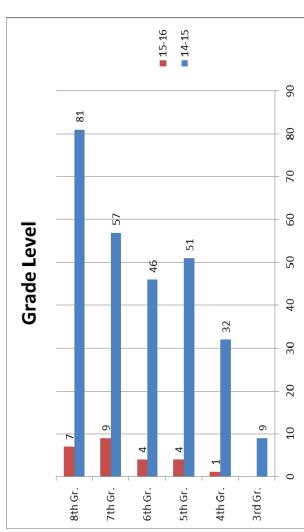
- classes with a high mobility of substitute teachers throughout the year To put this into perspective, most of the leadership team, and many of the staff, were new at Lawrence last year. Not to minimize our responsibility, there were several staffing issues that left several that left students with a trust issue, and resulted in numerous behavior issues.
- This year, we currently have a stable staff of teachers. Couple that skewed. There were more incidents than what was actually recorded being unavailable at the beginning of this year, we have continued to use Minor Behavior Incident reports and AzSafe to compile data. with summer work from various staff members to create a more solid September to last year should show a more accurate assessment of PBIS system, and we have been afforded the opportunity to "hit the ground running" from day one. As a result, August data is a bit significantly higher. As well, due to the district-wide referral system last year in August, but because we did not have a system for reporting those behaviors on day one, this years incidents appear With the implementation of the district-wide referral, comparing

Data Graphs

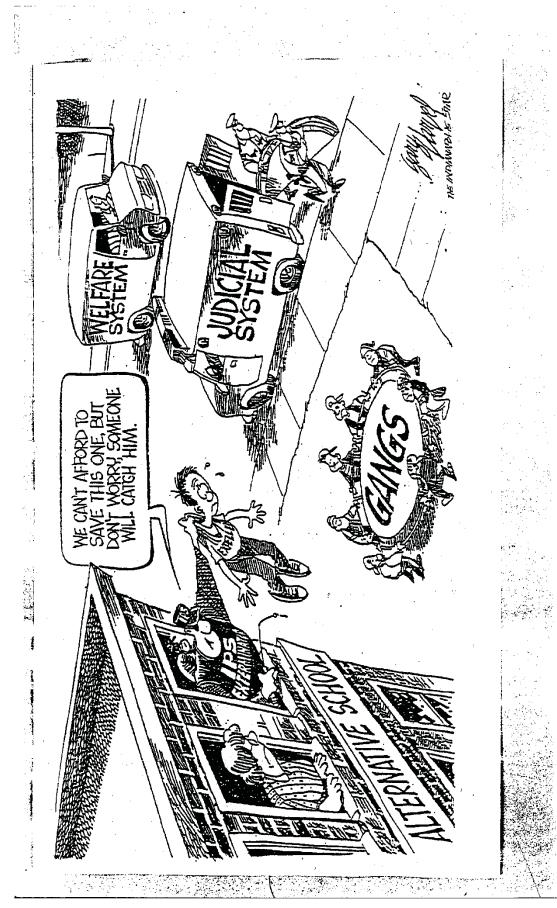
Creating graphs is made easy using the information from the excel file.











PBIS Meeting #3

Bring data

Analyze

Use excel sheet

Hands on creation of graphs/charts

Email: carol.thomas@tusd1.org