APPENDIX VI – 61

Site-Based Discipline Monthly Report

School: _____   **Date**: _____

Month Reported: _____

Members Present (by name): _____

Please use the following **data sources** to complete this report:

1. TUSD Data Dashboard: http://tusddashboard/
2. Incident (AzSafe) Student Detail Report in Mojave
3. LSC Incident Tracking Form (Excel)
4. Mojave Intervention Block

This report must be filled out electronically and submitted to the **LSC SharePoint page** in your designated School Folder. Go to the folder labeled: LSC Documentation and drill down to your school:
http://gateway/dept/CIPDA/lsc/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx.
SharePoint is a controlled internal website. If you receive an error message, simply click out of the message and then the LSC page will appear.

This report is due to your Director by the 10th of every month. The data in this report is from the previous month. E.g. *Submit the September analysis by October 10th.*

Data Dashboard information will be used for Tables 1 – 3. To get to the Discipline Data Dashboard:
- Open the webpage for the Data Dashboard -- http://tusddashboard/
- Click on the Student Data box.
- Click on the USP box

Instructions to fill out the Table 1:
- Double click on the School Risk Ratio View at the top of the page.
- Click on the small arrow left of the school level for a drop down menu of schools.
- Click once on your school so that a blue box appears around the school name.
- Record the Number Ratio and the corresponding color in the first two columns below.
- If you do not see a number ratio, it means that you either do not have any White students and/or none of your White students have gotten into trouble yet. You will then need to use the USP Discipline KPI link at the top of the same page instead of the Risk Ratio View.
- On the right-hand box labeled 'School/Level Detail', you will find information to complete the last 3 columns.

Table1: Referrals Summary of Students by Ethnicity					
Check View used: ☒ School Risk Ratio			☒ USP Discipline KPI		
Ethnicity	*Number Ratio*	*Color (Green, Yellow, or Red)*	*# of Distinct Student Incidences*	*# of Distinct Student Enrollment*	*Discipline % of population*
White					
African American					
Hispanic					
Native American					
Asian/PI					
Multi-Racial					

Analysis: What are the positive highlights or troublesome hot spots?

Instructions to fill out the Table 2:

- At the top of the same page, click on the arrow in the box labeled, 'Action Type'
- Uncheck the box next to 'All' and check the box labeled, 'Suspensions'. Click 'OK'
- Go to the Student/Level Detail box on the right

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- Under the column 'Distinct Student Incidence', you will see the number of suspensions by ethnicity. Right click on one of the numbers. Next, click on 'Show Details'
- Copy and paste student information for each ethnicity for this month only

Table 2: Suspension Summary of Students by Name and Ethnicity	
Ethnicity	*Types of Violations that resulted in Suspensions with Names and Ethnicity*
White	
African American	
Hispanic	
Native American	
Asian/PI	
Multi-Racial	

Analysis: What can you infer from this data? Pay particular attention to the violation type.   Go to AZ Safe and/or the   Mojave Intervention Block, as needed, for supplemental student information.

Instructions to fill out Table 3:
- Click on 'Discipline by Week' at the top of the same page
- Be sure to check that you are looking at your specific school data. Uncheck 'All' and then click on the arrow to the left of the School level for a drop down menu of schools. Check your school and click 'OK'
- Fill out this table entirely based on the number of Discipline infractions from the Data Dashboard

Table 3: Total Number of Discipline by Week						
	White	African Am.	Hispanic	Native Am.	Asian/PI	Multi-Racial
Total (All)						
Week 1						
Week 2						
Week 3						
Week 4						

Analysis: According to the data in Table 3, is your PBIS approach working? Please explain:

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Instructions to fill out Table 4: The data reported is <u>school-based</u> and is not available on the Data Dashboard. Use the following data sources to complete this table:

- Incident (AzSafe) Student Detail Report in Mojave
- Mojave Intervention Block
- Your Internal Referral Form
- LSC Incident Tracking Form (Excel)

Table 4. Monthly Data Report: Teacher Referrals				
Category	*Teacher Name*	*# of Referrals*	*Most Common Type of Incidence*	*Actions Taken*
List the top 10% of Teachers who referred students this month				

Analysis: Do you see any patterns when reviewing all of the teacher referrals this month? Please explain:

Instructions to fill out Table 5: Please fill out this Rubric and add comments for each question.

Table 5. School Culture and Climate				
This month, our	*Strongly Agree*	*Agree*	*Disagree*	*Strongly Disagree*
a. school culture and climate overall was positive	☐	☐	☐	☐
Comment:				
b. students fight or show aggression against one another in specific locations at our school	☐	☐	☐	☐
Comment:				
c. discipline reporting did not include students with repeated offenses	☐	☐	☐	☐
Comment:				
d. PD on discipline, PBIS, restorative circles, or MTSS was provided	☐	☐	☐	☐
Comment:				
e. staff showed sufficient cultural competency to meet the needs of our diverse students	☐	☐	☐	☐
Comment:				

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6. **Cite evidence of programs that successfully supported individual students or small groups by school support personnel (LSC, Equity staff, counselor, etc.) Be specific.**
   E.g. on 8/21/15, LSC presented bullying prevention tips to all 6th grade classrooms.

   a.

   b.

   c.

7. **Provide action steps with an emphasis on the hot spot areas and/or celebrations:**
   E.g. Increase PD on PBIS, put Teacher A on a Targeted Support Plan, Students X and Y are repeat offenders who will receive Z-type of intervention, etc.

Continuing Action Steps: (carried over from previous months)

   a.

   b.

New Action Steps: (new to this month)

   a.

   b.

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