

MISD Behavior Tracking System

Tamara Galloway
Management Technology Help Desk
586 228-3399
586 228-3391
tgalloway@mysd.net

Melissa DiPirro
Management Technology Help Desk
586 228-3399
586 228-3382
mdipirro@mysd.net

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Management Technology
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Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.

MISD BTS

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MISD Behavior Tracking System

DEMO

MISD Behavior Tracking System

This is just a quick overview of the Behavior program and what it can do. Keep in mind that the program can be customized to fit the needs of your District/Building.

Program Data Entry Tabs

This is the Student Data main screen. If the program is linked to SASIxp the student data is imported from SASI, by linking the student's PSR number.

These Totals Accumulate

Program Data Entry Tabs

This is the Student Data main screen. If the program is linked to SASIxp the student data is imported from SASI, by linking the student's PSR number.

These Totals Accumulate

You can find a student by highlighting and typing name / or by using the back and forth arrows.

Auto Calculates the SRSD Incidents and Days for the State Reporting.

MISDBTS - MISD Behavior Tracking System Version 2.17 Copyright 2003 MISD

File Reports About

Student Data Behavior Bus Reports Graph Truancy

Student Number: 5015 IEPT date: 11/27/2006

Last Name: ABBOT First Name: ART Initial: G

Parent: MR & MRS ABBOT Address: 18364 ASPEN

City: Macomb State: MI Zip Code: 48038 Phone: 586-555-5732

Birth Date: 10/26/1992 Grade: 08 Gender: M Ethnicity as reported in SRSD: White

Status:

Number of behavior records: 6

Out-of School Suspension days: 18.00

Number of bus reports: 0

Bus suspension days: 0.00

Total out-of-school suspension days plus bus suspension days not attended: 18.00

SRSD Totals

	Incidents	Days
Suspensions (In/Out):	4	8.50
Removals:	0	0

ABBOT, ART Find Inactive students are currently included

In use by: Supervisor School: 018 Rockwell Jr. High School Year: 2006/2007

Behavior Tab / Bus Reports:

When opening the Behavior Tab & Bus Reports it opens several other data entry tabs.

This is the Quick View Screen. This will show a quick view of the incident highlighted on the left of the screen.

To Add or Delete a new record

Add Delete Save Cancel

QuickView

Location	Comments	Police	Other	SE-SRSD
QuickView	Motivational	Behavior	Consequence	

Date: 01/20/06 12:45 pm

Behavior: INAPP LANGUAGE

Location: Gym

Consequence: PLACED ALT. LEARNING SITE

Comments: 2.0 HOURS ALTERNATE LEARNING SITE

Reporting School: 018 Rockwell Jr. High

Data entered by:

In use by: Superv... r. High School Year: 2005/2006

Inactive students are currently included

Allow Edit

To get to the next student's record, you can use the forward button.

This button allows you the option to include or exclude inactive students in your reports.

** Note

We have added an Expulsion tab to this screen

QuickView

QuickView	Motivational	Behavior	Consequence	Location
Comments	Police	Other	SE-SRSD	Expulsion

Expulsion Data

Date Expelled: 11/27/07

Days Expelled: 10

Incident Type: 07 Physical Assault

Location: 1 On school grounds

Time: 1 During school hours

Damage Cost:

Primary Victim:

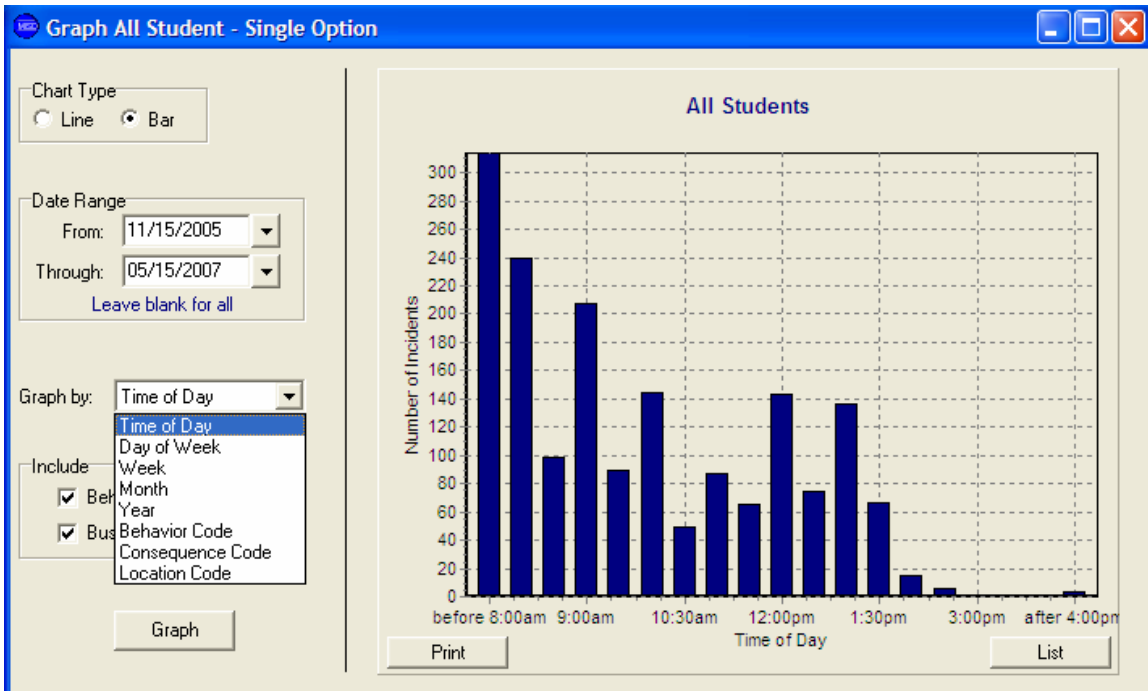
Follow-up:

Add Delete Save Cancel

In use by: GANNON, ELIAS Inactive students are currently included Allow Edit

Graph Tab:

From your Graph main screen you have the option of viewing your graph and also choosing the printable option from this screen.



- This is a quick view of the graph.
- You also have the option of using the print button, or previewing the graph list totals on the screen.

The screenshot shows a window titled "Graph Labels List" containing a table with two columns: "Nbr of incidents" and "Description". The data is as follows:

Nbr of incidents	Description
0	before 8:00am
0	8:00am
7	8:30am
8	9:00am
6	9:30am
3	10:00am
5	10:30am
2	11:00am
4	11:30am
4	12:00pm
4	12:30pm
7	1:00pm
3	1:30pm
7	2:00pm
3	2:30pm
2	3:00pm
1	3:30pm
0	4:00pm
1	after 4:00pm

Truancy Tab:

This screen holds all the students truancy data, including date letters were sent out/truancy filed and meetings held.

MISDPBS - MISD Positive Behavior Support System Version 2.08 Copyright 2003 MISD

File Reports About

Student Data Behavior Bus Reports Graph **Truancy**

Letters Sent

Letter 1: 10/06/2005 Letter 2: 12/09/2005 Letter 3: 03/09/2006

Truancy Meeting:

Date	Status	Parent/Guardian Attended
04/10/2006	Took Place	Yes

Truancy filed:

Print Truancy

Print

Include comments

Save Cancel

LONG, NEILSON Find Inactive students are currently included Allow Edit

In use by: Supervisor School: 018 Rockwell Jr. High School Year: 2005/2006

MISD Behavior Tracking System

Reports

Reports Menu

Behavior Report

- Gives you the option of choosing by Behavior Incidents / Bus Incidents or both.
- You can also choose an individual student or school wide.
- Date range
- Print Comments Option
- Print summary before or after report

Suspension Report

- You have the option of choosing an individual student or school wide, and by a specific date range.

Verification of Suspension Data Report

- This report gives you the option of printing out only special ed students / general ed or both.
- The report prints out Suspension/Expulsions of multiple suspension and single suspensions of 10 days or more. The reports prints by ethnicity

Truancy Detail Report

- This report will pull an individual students record. Will show the date the Truancy letter was sent / truancy filed / and meeting held and to include the comments. Can be pulled by a specific date range.

Truancy Summary Report

- This report is a school wide summary report, it will show number of letters sent out – truancy filed and meetings held per month. Can be pulled by a specific date range.

Behavior Summary Report

- This report shows all incident codes / totals reported / total number students cited / total number students enrolled.

You also have the option of checking a box to ONLY have codes with incident totals greater than zero to show up on your report.

Consequence Summary Report

- This report prints the same way as the Behavior report. You also have the option to ONLY have codes with incident totals greater than zero print on your report.

Location Summary Report

- This report prints out by a date range and shows all locations that an incident took place. Number of incidents Behavior and Bus that took place at that location and number of students sited.

Behavior Incident List Report

- This reports by date range and selected Behavior code. The report will list all students by name if they have the selected code in their Behavior or Bus incident

Consequence List Report

- This reports by date range and selected Consequence code. The report will list all students by name if they have the selected code in their Behavior or Bus incident

Consequence Follow-up Required Report

- This report will print out incidents that the **Follow up required**, check box has been checked. It is pulled per student and by date range.

Selected Consequence Totals By Student

- This report prints by date range and you have the option to choose up to 8 consequence codes and in what order you want the codes to print.

Summary of “Other Tab”

- This report was created to use along with PBS (Positive Behavior Support)

This report gives you the option to choose a date range / option to pull by Behavior / Bus / or both incidents. After choosing the option it will give you total Incident and Students Cited.

SRSD Fields Report

- This report was created to use for State Reporting.

This report will pull all data entered in the SRSD tab for state reporting.

Follow-up Required Report

- This report will print out incidents that the **Follow up required**, check box has been checked. It is pulled per student and incident.

Police Contact Report

- This report prints by date range / Student name / complaint number and Police involvement.

PBS Rewards Report

- This report was created to use along with PBS (Positive Behavior Support)
- This report gives you two options to pull the report by **Weekly or Monthly**. The report gives you teachers name / day of the week / totals / averages. Also gives you the Behavior & Bus Incident totals by days of week / totals / averages, so you can compare the positive to the negative behaviors.

Perfect Behavior Report

- Report prints by date range / option to have Teacher / Behavior incidents / Bus or both print.

Behavior / Bus Graphs

- Single Option Graph / Multiple Option Graph
- Option to choose **Line or Bar** graph / date range. Also the option to graph by Time of Day / Day of week / week / month / Year / Behavior Code / Consequence code / Location Code/ Behavior incident / Bus / or both.

PBS Rewards Graph

- This report was created to use along with PBS (Positive Behavior Support).

This graph gives you the option to choose a date range and Line or Bar. And compare the negative behaviors vs. the positive behaviors.

MISD Behavior Tracking System

PBS Awards

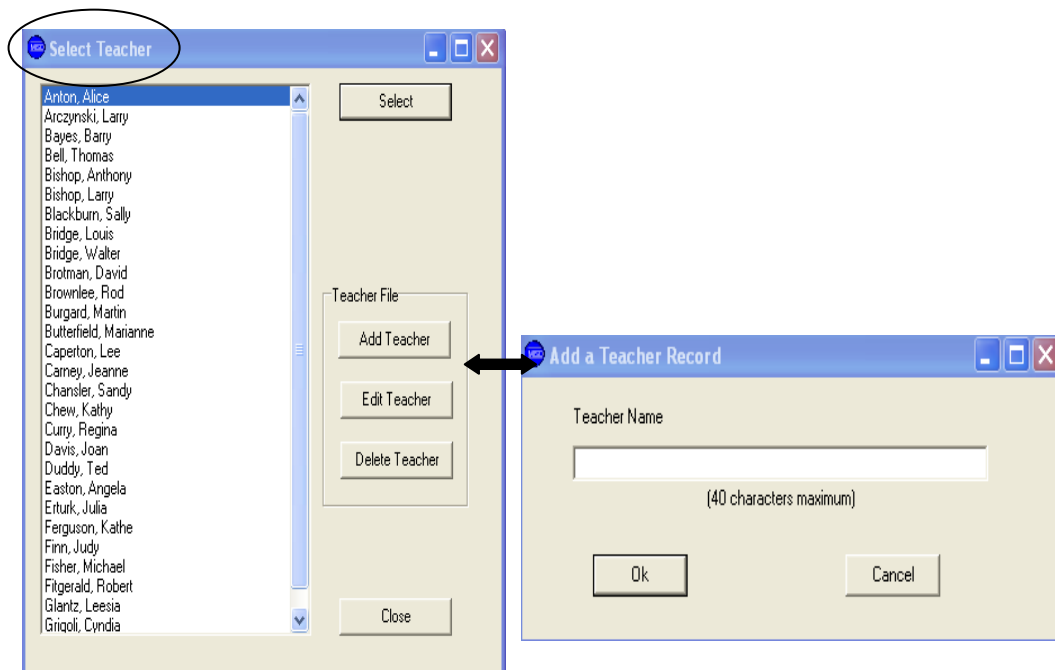
PBS Rewards

PBS Rewards

This part of the program gives you the option to record the positive behavior v.s. the negative behavior, for those Districts or Buildings involved in the PBS (Positive Behavior Support) Program.

To Add a Teacher:

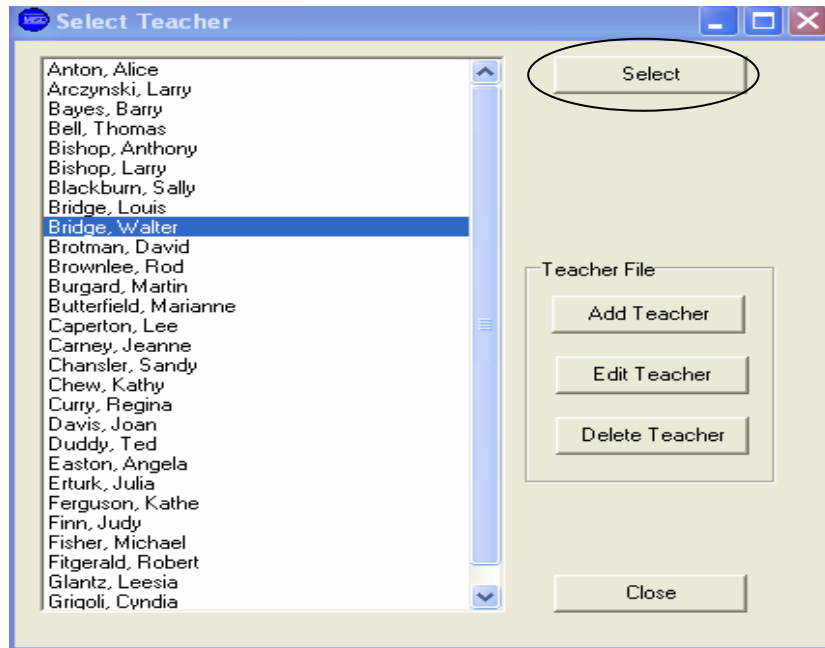
- File Menu
- Open PBS Rewards
- Once window is opened choose the **Add Teacher** option
- Fill in Teacher Name / OK



- You also have the option to Edit Teacher or Delete Teacher

- **Select Teacher**

Choose the teacher you want to work with, highlight the name and hit the **Select** button



Next this window will open and you can enter the number of PBS rewards that were passed out by a specific teacher, per day. This will give you a total and average. There is a report (PBS Rewards Report) that can be run weekly or monthly, that compares PBS Rewards totals and averages to the Discipline and Bus incident totals and averages.

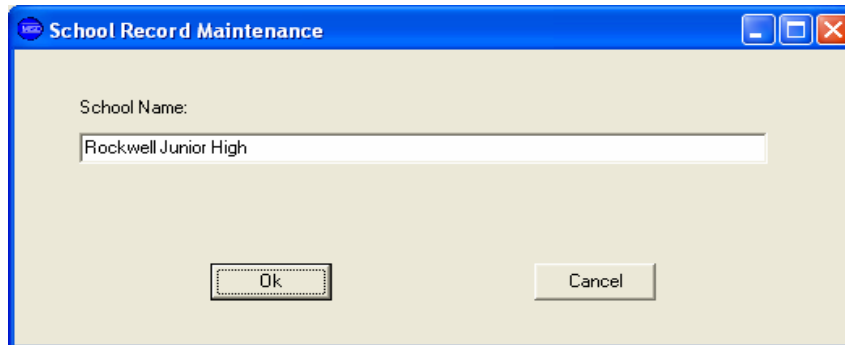
MISD Behavior Tracking System

Security

Security

School File / School Record Maintenance

Type in building name / ok

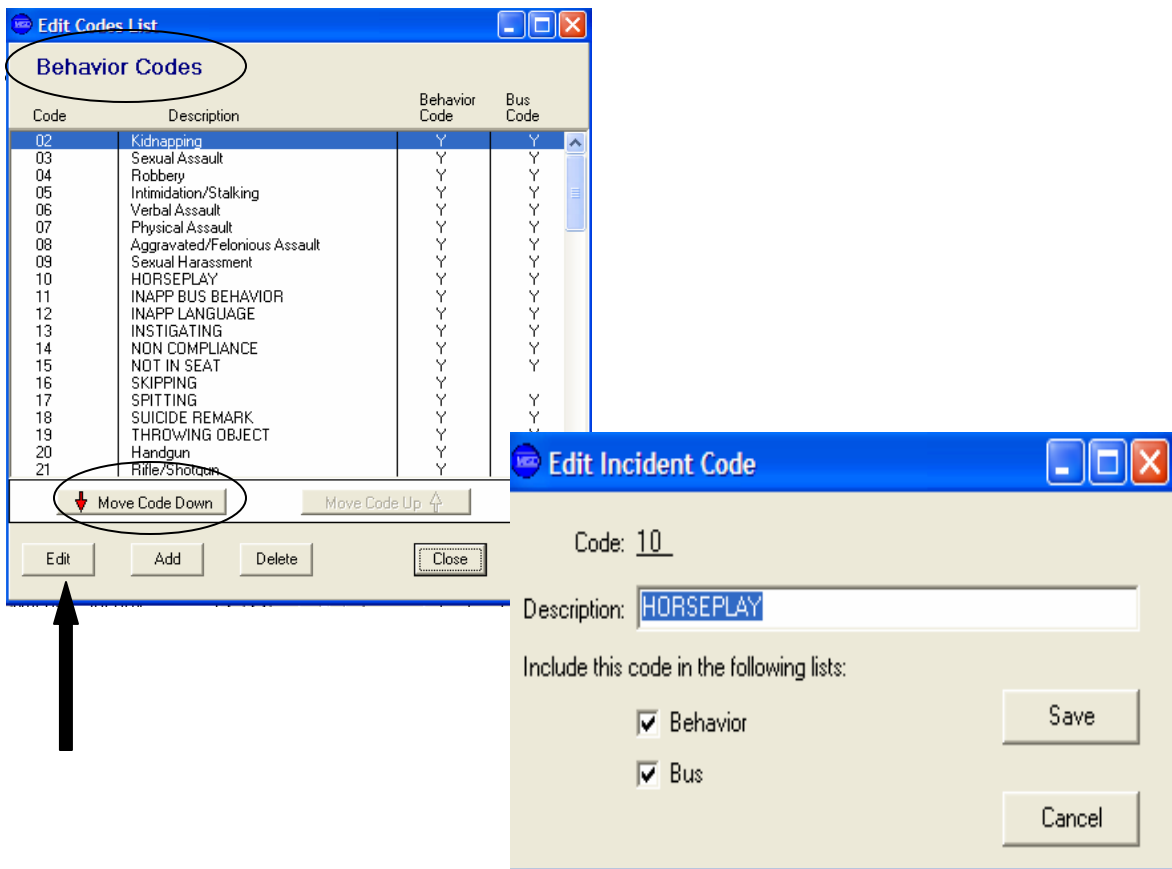


School Name:
Rockwell Junior High

Ok Cancel

Codes File / This is file where you maintain your codes for your district.

You have options to Edit / Add / Delete / Move the codes you use the most to the top of your list



Behavior Codes

Code	Description	Behavior Code	Bus Code
02	Kidnapping	Y	Y
03	Sexual Assault	Y	Y
04	Robbery	Y	Y
05	Intimidation/Stalking	Y	Y
06	Verbal Assault	Y	Y
07	Physical Assault	Y	Y
08	Aggravated/Felonious Assault	Y	Y
09	Sexual Harassment	Y	Y
10	HORSEPLAY	Y	Y
11	INAPP BUS BEHAVIOR	Y	Y
12	INAPP LANGUAGE	Y	Y
13	INSTIGATING	Y	Y
14	NON COMPLIANCE	Y	Y
15	NOT IN SEAT	Y	Y
16	SKIPPING	Y	Y
17	SPITTING	Y	Y
18	SUICIDE REMARK	Y	Y
19	THROWING OBJECT	Y	Y
20	Handgun	Y	Y
21	Rifle/Shotgun	Y	Y

Move Code Down Move Code Up

Edit Add Delete Close

Edit Incident Code

Code: 10

Description: HORSEPLAY

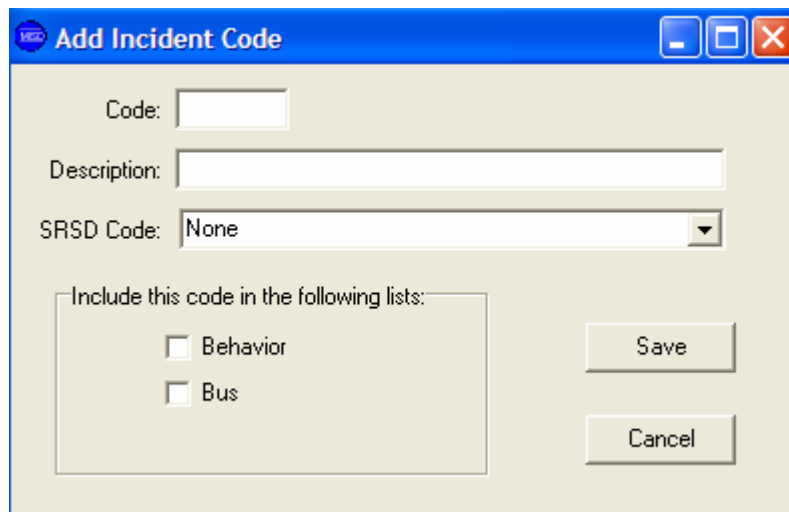
Include this code in the following lists:

Behavior Bus

Save Cancel

Behavior Codes

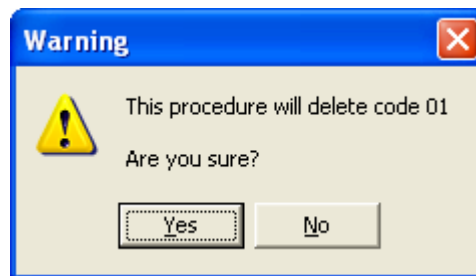
- Add option
- Type in Code / Description / SRSD Code / Include this code in the Discipline / Bus reports



The screenshot shows a dialog box titled "Add Incident Code" with a blue header bar. It contains the following fields and controls:

- Code:** A text input field.
- Description:** A larger text input field.
- SRSD Code:** A dropdown menu currently showing "None".
- Include this code in the following lists:** A group box containing two checkboxes:
 - Behavior
 - Bus
- Buttons:** "Save" and "Cancel" buttons are located on the right side of the dialog.

- **Save**
- **Delete Option** /be careful not to Delete a code if you have already been using the code.



Location Codes

- Move Code Down / Up to allow you to place the codes you use the most at the top of your list
- Options to Edit / Add / Delete
- Edit / gives you the option to edit location
- Add / to add a new location
- Delete / delete location

The screenshot shows a window titled 'Edit Codes List' with a sub-header 'Location Codes'. It contains a table with four columns: Code, Description, Behavior Code, and Bus Code. Below the table are buttons for 'Move Code Down', 'Move Code Up', 'Edit', 'Add', 'Delete', and 'Close'.

Code	Description	Behavior Code	Bus Code
ATH	Athletic Field	Y	Y
BUS	Bus	Y	Y
CAF	Cafeteria	Y	
CLM	Classroom	Y	
CONF	Conference Room	Y	Y
GYM	Gym	Y	
HALL	Hallway	Y	
MCTR	Media Center	Y	
OUT	Off School Grounds	Y	
PARK	Parking Lot	Y	Y
PAT	Alt. Learning Site	Y	
PLAY	Clinic	Y	
POOL	Main Office	Y	
PSYD	PSYCHOLOGIST OFFICE	Y	
QUAD	Quad common area	Y	
R.T.	TO Room	Y	
REST	Restrooms	Y	
SWOF	SOCIAL WORKERS OFFICE	Y	

Consequence Codes

The screenshot shows a window titled 'Edit Codes List' with a sub-header 'Consequence Codes'. It contains a table with five columns: Code, Description, Behavior Code, Bus Code, and Police Code. Below the table are buttons for 'Move Code Down', 'Move Code Up', 'Edit', 'Add', 'Delete', and 'Close'.

Code	Description	Behavior Code	Bus Code	Police Code
999	PARENT CON	Y	Y	Y
ALLS	PLACED ALT. LEARNING SITE	Y		
BOUT	BUS SUSPENSION		Y	
BSTM	BUS SUSP TILL MEETING		Y	
BUSS	BUS STAFFING		Y	
BWUP	BUS WRITE UP		Y	
COMP	COMPENSATION/RESTITUTION	Y		Y
DOC	DOCUMENTATION	Y	Y	
FBAP	FUNC BEH ASSESS PLAN	Y	Y	
FBIP	FUNC BEH INTERVEN PLAN	Y	Y	
IAES	INTERIM ALT ED SETTING	Y		
ISOL	ISOLATION	Y		
NS	no school		Y	
PARM	PARENT MEETING / CONF	Y	Y	Y
PCHG	POLICE CHARGES FILED	Y	Y	Y
PCON	POLICE CONTACTED - STU LEFT BLDG	Y		Y
PESC	POLICE ESCORTED STU OFF SCHL GR	Y		Y
POLI	POLICE CONTACT	Y	Y	Y
PONO	PROBATION OFFICER NOTIFIED	Y	Y	Y
PSTA	TAKEN TO POLICE STATION	Y		Y

- This screen gives you the option to change the description / Also to choose what reports you would like the code to be included in.
- The ONLY thing you can't edit in this window is the Code # that can only be done by deleting the code and re-entering the consequence code.
- Save

Code: ATH

Description: Athletic Field

SRSD Code: None

Include this code in the following lists:

Behavior

Bus

Save

Cancel

Motivational Codes

Code	Description	Behavior Code
AA	Adult Attention	Y
AVA	Avoid Adult	Y
AVP	Avoid Peer	Y
AVT	Avoidance of Activity or Task	Y
DK	Don't Know	Y
OIT	To Obtain Object	Y
OTH	Other	Y
PA	Peer Attention	Y

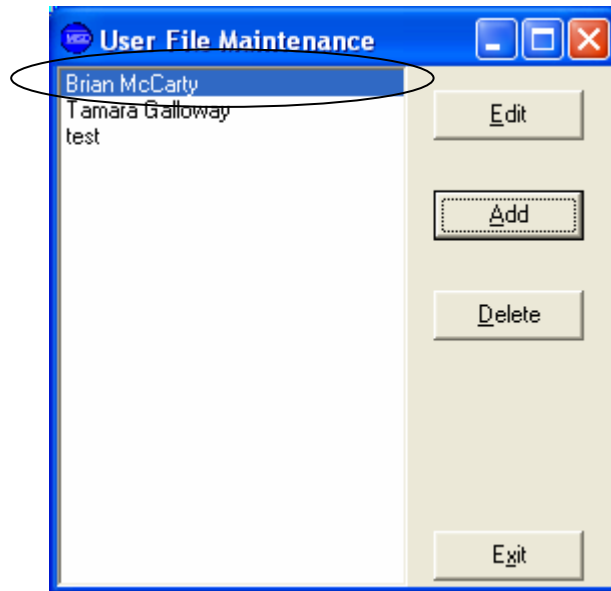
Move Code Down

Move Code Up

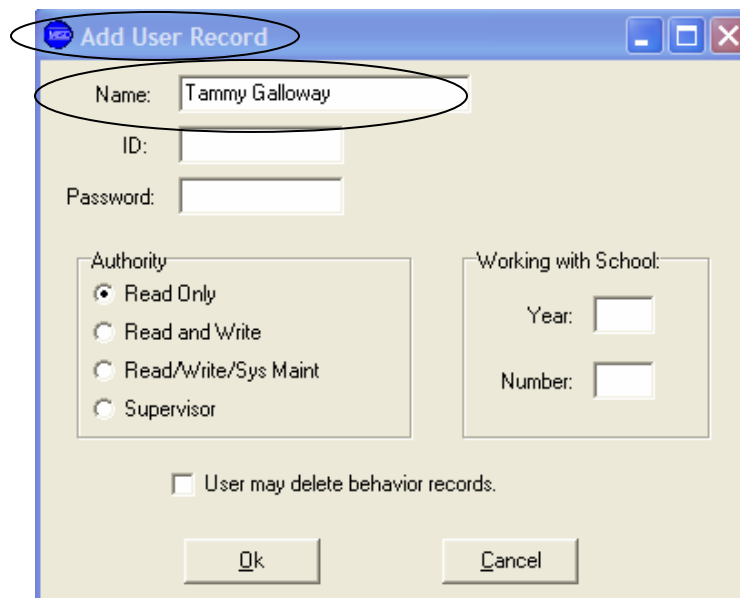
Edit Add Delete Close

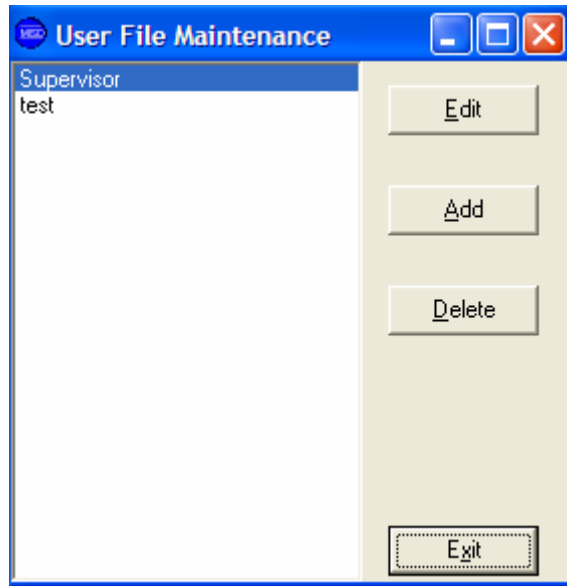
Security File

- User File Maintenance

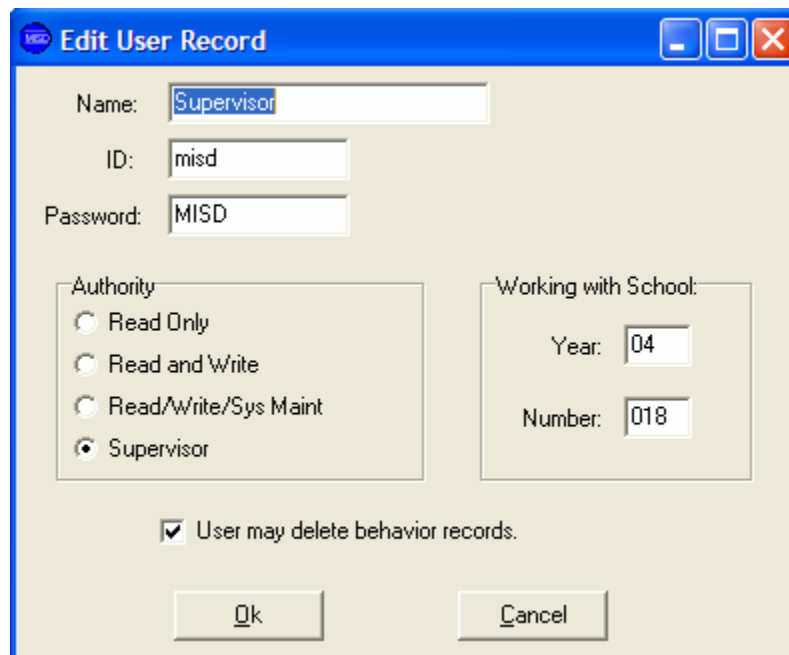


- In this window you have the option to Edit / Add / Delete a user
- EDIT / change name / ID / password / authority / delete record option
SAME WINDOW TO ADD OR DELETE USERS.





- In this window you have the option to Edit / Add / Delete a user
- EDIT / change name / ID / password / authority / delete behavior records



MISD Behavior Tracking System

New Year Rollover

MISD BTS New Year Rollover

- Open MISDBTS
- File / New Files

MISDPBS - MISD Positive Behavior Support System Version 2.01 Copyright 2003 MISD

File Reports About

Change Password
Change Year/School

School File
Codes File
SRSD Export

Security File
New Files
Backup/Restore
Program Options
Cool Awards

Exit

Smallville MI 12345

IEPT date: 9/24/2004

Number of behavior records: 2
Suspension days: 1.00

First Name: Betty Initial: []

Number of bus reports: 1
Bus suspension days: 0.00

Address: 45678 Figure Lane

Total out-of-school suspension days plus bus suspension days not attended: 1.00

Birth Date: 5/5/1995 Grade: 4 Gender: F

Status: []

Add Delete Save Cancel

BOOP, BETTY Find Inactive students included Allow Edit

In use by: Supervisor School: 125 TRISHA ELEMENTARY School Year: 2004/2005

- New Files window / input school year / school number / school name

New Files

Create new files for the following year/school:

School Year:
 2004/2005
 2005/2006
 2006/2007
 2007/2008

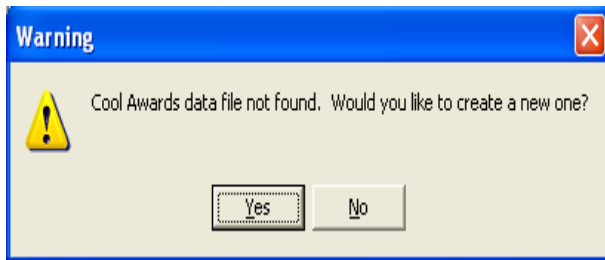
School Number:
125

School Name:
125 TRISHA ELEMENTARY

Ok Cancel

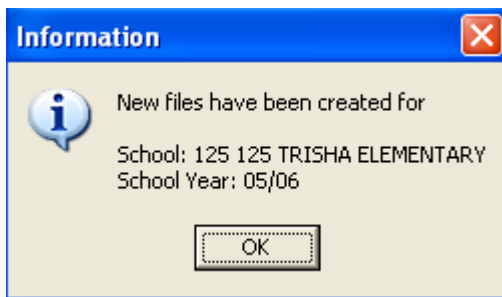
This step is creating new files for the New Year. You will still have the ability of going back to the previous school year data and viewing or pulling reports.

- PBS Awards / If you are planning on using the positive behavior awards portion of the program / click yes and this will create it for the New Year.



Please keep in mind that the PBS Awards can be customized to your building. Example: Cool Award / Knight Awards /etc. Also by using this portion of the program you can compare the positive behaviors to the negative behaviors

- When all files have been created you should see the following window.



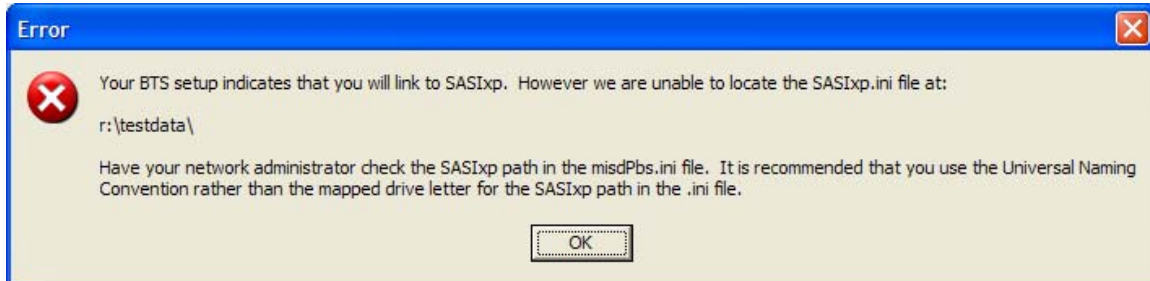
- At this point you are all set for the New School Year. As new students are enrolled in Sasixp they will be available to the BTS program.

MISD Behavior Tracking System

Release Notes

11/05/07 – Version 2.17

- A new procedure was added that will check for an invalid SASIxp link. Rather than default to stand-alone mode, the program will display a detailed message that will assist the supervisor or help desk in resolving the link problem.



- An option was added to the File/Program Options menu to allow the user to check the SASIxp link. This option will tell the user if the SASIxp link option is set, and if set which folder BTS is using for SASIxp data.
- Added a "Reorg Files" procedure. This procedure will rebuild the indexes of the BTS behavior, bus, truancy, rewards, and codes files. It can be found under the File menu.
- The installation procedure has been enhanced to convert driver letter mappings to the UNC path format. This will prevent problems that could occur on a network when clients are mapped to different drive letters.

09/13/07 – Version 2.15

- Modified the Special-Ed SRSD tab the SRSD fields report and the SRSD export to conform to the new SRSD specifications for Special Ed behavior reporting.

09/13/07 – Version 2.14

- Corrected a problem in the selected Consequences Totals by Student report. The report was not calculation totals for the first selected code.
- Added a date selection to Follow-up Required Report.

05/11/07 – Version 2.12:

- Changed all references to PBS in the program and on all reports to BTS.
- Added phone number and ethnic code display to the demographic tab.
- Added phone number and ethnic code fields to the stand-alone student database.
- Added "Verification of Suspension Data Report" with options to print for special ed, general ed or all students.

05/11/07 – Version 2.11:

- Added graph by "Year" to the single-option graphs. When this option is selected the program will produce a graph of all discipline and/or bus incidents by year for all year-qualified MISDPbs files for the current school that are in the same directory. This option can be accessed by clicking "Reports/Behavior/Bus Graphs/Single Option Graphs, then Graph by: Year.

01/2007- Version 2.09:

- Changed the Suspension Report to show number of days suspended as a two-place decimal value (ex. 3.50).

10/2006- Version 2.08:

- Changed the text of the inactive students' button on the Student Data tab to avoid confusion on whether inactive students are included or excluded.
- Changed the stand-alone model so that the user must have delete authority to be able to delete a student record.

06/2006- Version 2.07

- Changed the truancy summary report to include the total number of each truancy letter, 1 through 3, that were sent.
- Added a security option to the user file that will allow only selected users to delete behavior records.
- Added options to the perfect behavior report to print teacher from ASTU.advisor, ASTU.counselor or not at all. If print teacher is selected the user will have the option to sort by teacher or student. If the option to sort by teacher is selected the user will then have the option to page break by teacher. Teacher is only available if PBS is used in conjunction with SASlxp.
- Added a multiple option graph report. This report will produce a graph and summary totals list. It will allow the user to select a time option for the graph (time of day, day of week, month or week in school year). It will also allow the user to chose which specific behavior, location, or consequence codes to select for the graph.
- Added police contact report
- Added an option to the behavior report that will allow the user to print each student's summary either before or after the discipline detail.
- Added Selected Consequences Totals by Student Report.
- Added a field and checkbox for "Agenda" to the parent contact types on the "Other" tab for both behavior and bus reports.
- Ability for Schools to set the order that the Behavior Codes appear in the selection list

01/25/2006- Version b.02

- Improved the codes sort routine. It will first sort the numeric codes in number order then the alphanumeric codes in alphabetic order.
- Corrected the date range truncation on the summary by location code report.

12/09/2005- Version 2.04

- Added perfect behavior report.

11/15/2005- Version 2.03

- Added police complaint number to the behavior report.
- Added totals of codes other than primary in the Incident Summary by Behavior Report, Incident Summary by Consequence Report and the Incident Summary by Location Code Report.
- Added Consequence Follow-up Report.
- Added two more letters sent dates to the truancy tab. The additional letters sent dates, if entered, will print on truancy summary report.
- Added a security option to prevent selected users from deleting behavior and bus report records.

06/16/2005- Version 2.02

- Added 2 new reports: Behavior Incident List Report and Consequence List Report.

05/10/2005- Version 2.01

- Added comment printing options to behavior report. The user may print no comments, first three lines of comments, or complete comments.
- Corrected the printing of the date range on the incident summary by consequence and behavior codes.

09/15/2004- Version b0.4

- Added installation options setup procedure.