# Pause and Reflect #2

Instructions: Take a moment to answer the questions regarding your school’s current system for collecting, storing, and reporting office discipline referral information (check all that apply).

1. Does your school have a standard office discipline referral that includes the following information?
   * Student name
   * Grade
   * Staff member writing the referral
   * Date of the infraction
   * Time of the infraction
   * Location of the infraction
   * Possible motivation
   * Other students involved (i.e., teacher, peer, substitute, other)
   * Administrator’s response or the consequence
2. How do you collect, store, and report out office discipline referral data?
   * We have an electronic system
   * We store paper copies, and sort and/or tally
3. If you have an electronic system, does your system include each of the following capabilities?
   * Easy to read graphic reports
   * Able to report all data by month
   * Able to report by frequency per day per month
   * Able to report by type of behavior
   * Able to report by location of incident
   * Able to report by time of incident
   * Able to report by number of infractions per student or groups of students
   * Able to drill down to look at what is happening by a specific type of behavior, what is occurring in a specific location, what is happening at a specific time of day, and what is going on with a specific student or group of students (i.e., grade level)

If your school does not currently use an electronic data management system, there are a number of free, low cost, or commercial electronic data management systems to choose from. These can range from a simple excel spreadsheet to sophisticated student information systems. You can get more information about no cost options by visiting the MO SW-PBS Website at <https://pbismissouri.org/>, and click on Tier 1 Data Tools.