# 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.