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## GRANT WOOD AEA's BEHAVIOR MANAGEMENT SYSTEM

**Purpose:** Administration – Instructions on setup and use of the Grant Wood AEA Behavior Management System. This program is designed to collect a variety of discipline and behavior related information, while utilizing PowerSchool as its student information source, thus allowing for what we believe to be a more comprehensive discipline module without creating a stand alone system where dual data entry would be involved.

This document, will take you through the basics of using the Behavior Management System.

### Who Can Access Behavior Management?

There are three security levels of access for Behavior Management.

- ⚙ Complete      ⚙ View Only      ⚙ None

### Schools can determine by User – the level of access they wish to assign

For the time being, this will be managed by Grant Wood AEA. Schools simply provide us with a list of users they want to access Behavior Management and the level of access they wish to assign them.

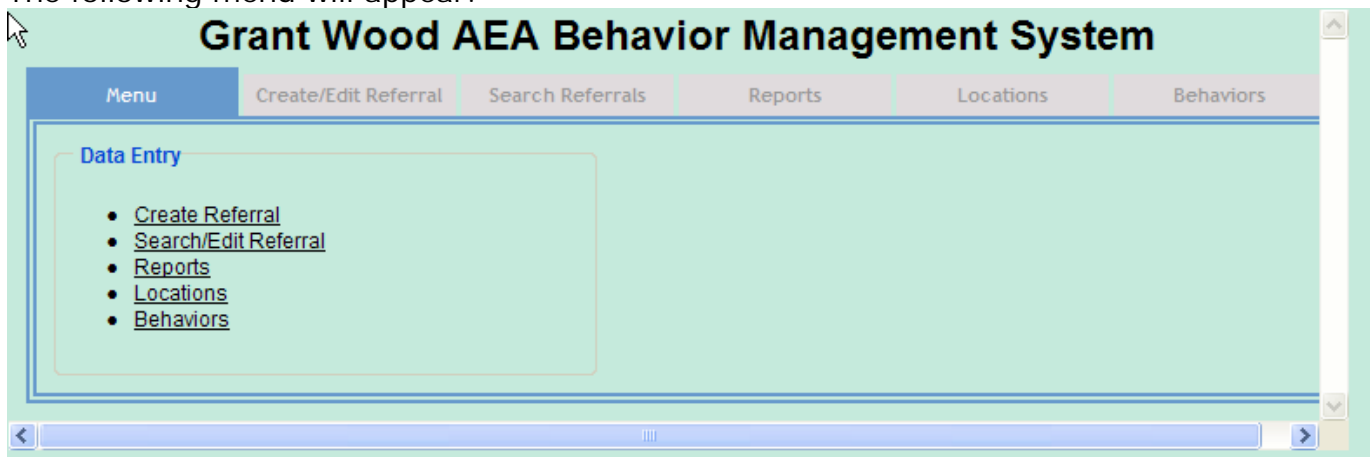
Access to this part of Behavior Management is only through the administrative side of PowerSchool. (Not PowerTeacher)

### Using Behavior Management

Once setup on your site – Behavior Management will appear as a link on the left side menu of your School Start Page.

Click on that link:

The following menu will appear:





## Creating a Referral

1. Click on **Create Referral** or the tab **Create/Edit Referral**

The following will appear

### Grant Wood AEA Behavior Management System

Menu
Create/Edit Referral
Search Referrals
Reports
Locations
Dictionary

**Add Referral**

**Student \*\***

Grade:  IEP:  504:

**Referring Staff \*\***

**Date \*\***

**Time \*\***

**Motivation \*\***

**Problem Behavior \*\***

**Office Intervention Req'd?** No:  Yes:

**Admin Decision \*\***

**Days Suspended/Expelled**  half day increments (0.5; 3; 6.5; etc)

**Points Assigned**

**Other Information**

**Additional Admin Decision**

Hearing Report needed  Charges Filed  TAP (Temporary Alternative Placement)

**Parental Contact**

None  Email  Letter home  Phone call  Meeting/conference  Contact Date

Report to State:

**Administrator \*\***

**Location \*\***

**Others Involved \*\***

**Create Duplicate Record For**

Adair, Brandon (9999999999)

Babb, Judy (1111111111)

Christensen, Lacy (2222222222)

Dansie, Amanda (3333333333)

Eastman, Morgan (4444444444)

Easton, Ikram (5555555555)

Falk, Chelsea (6666666666)

Jackman, Kayci (7777777777)

Tanner, Bengt (8888888888)

1. Enter the **student name** this record is being recorded for by beginning to enter their last name. Pick name from dropdown menu.

**Student** – Students are extracted out of PowerSchool on a nightly basis for Behavior Management and are available by drop down (**Student ID is the State Student Number**). **When you enter a student, data from PowerSchool will automatically fill the data field with parent information**




### Ability to Create a Duplicate Record of the Incident for additional Students.

Often times an incident may involve several students. The software is designed to allow you to select one or more additional students on the right hand side.

To select 1 Additional Student – simply select the Student

To select more than 1 Additional Student – Click on the 1<sup>st</sup> Additional Student name, then hold your Control Key down to select the rest of the Additional Students.



**When you click Save – an identical Record will be generated for each of the selected students.**

**Grade** - Automatically populated from PowerSchool based upon your Student selection – for Additional Students this information will also be stored as part of the record, it simpl

**IEP** – Automatically populated from PowerSchool based upon your Student selection

**504** – Automatically populated from PowerSchool based upon your Student selection

**NOTE: For additional students, Grade, IEP and 504 will be stored as part of the record, however they will not be displayed.**

**Referring Staff** – Drop down populated through PowerSchool (refreshed nightly)

**Administrator** - Drop down populated through PowerSchool (refreshed nightly)



**Date** – Defaults to current system date (calendar icon available)

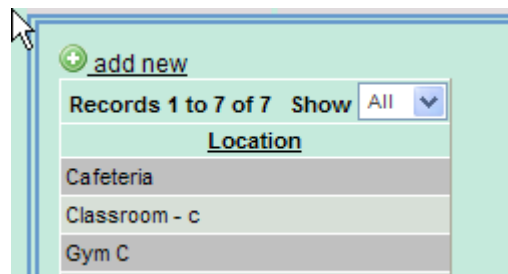
**Time** - Time is set up in 15 minute increments

**Location** - The Location drop down can be created – edited by each individual building. This allows Schools to better track where potential problem areas are, that may be unique to their building.

### To Setup A New Location

1. Click on the Locations Tab
2. Click the Add New link (upper left hand corner)
3. Enter in the Location Description – Click **SAVE**

Your screen will look similar this:



**Incident Severity** – Options are Teacher Intervention or Office Intervention. The default value is set to Office Intervention. While we anticipate most entries will require, Office Intervention, there may be times you wish to track less severe incidents that occur in the class room.

**Problem Behavior** - A canned list of problem behaviors will come with the software. While this list is set, schools will have the ability to go in and de-select Problem Behaviors so they do not appear on their drop down. For example, High Schools do not need Playground problems to appear on their drop down.

(The process for setting this up will be described later)

**Motivation** – Drop down provided as part of the software.

**Others Involved** – Drop down provided as part of the software

**Admin Decisions** – A drop down will be provided. **More about this later**

**Days Suspended / Expelled** – Enter in Half Day Increments

**Points Assigned** – This is a simple text field. Schools can enter either a whole or negative number. For example, 3 or -5,etc. No half points should be entered.

**Other Information** - Note area for additional information



**Additional Admin Decision** – Area to describe additional Administrative follow-up that may need to be done, etc.

The next 3 fields are check boxes that the school can check if the specific incident warrants.

Hearing Report needed  Charges Filed  TAP (Temporary Alternative Placement)

**Parental Contact:** The following fields allow you to document the type of Parental Contact the School has made regarding this incident. A Contact Date field is also provided.

**Parental Contact**

None  Email  Letter home  Phone call  Meeting/conference  Contact Date  mm/dd/yy

**State Reporting fields** – For those incidents that need to be reported to the State at the end of the year, check the Report to State box.

A future enhancement will be to port this information into the State Reporting software in PowerSchool, so that the PowerSchool extract will include them and submit them to the State.

**SAVE** – to record the incident

## SEARCHING REFERRALS

Clicking on the Search Referrals Tab allows you to search by several fields. Below is a screen shot of the Basic Search fields that are available to you.

**Grant Wood AEA Behavior Management System**

Menu   Create/Edit Referral   **Search Referrals**   Reports   Locations   Dictionary

Student

Grade

Advanced Search

Enter a student's name or grade to search. Results will bring up all meeting your query.



Clicking on Advanced Search box will open up the following additional search options

**Advanced Search**

Referring Staff

Administrator

Date  MM/DD/YYYY

Time

Location

Problem Behavior

**IMPORTANT NOTE:** When more than one of the above fields is selected to be included in the query, these fields take on an **AND Relationship**. If a referral does not contain ALL of the Selected Field Values, it will be bypassed by the Query.

With some queries you may want very specific type information, such as a specific Referring Staff Member, while others are more general in nature, such as a specific Problem Behavior, regardless of when it happened, where it happened and the referring Staff. Try to include only necessary fields when setting up your query.

Leaving the query search selections BLANK will result in ALL Referrals being included in the results.

### Query Results

Once you have made your selection criteria and clicked the Submit Query button, you should see results appear on your screen.

Records 1 to 9 of 9 Show <input type="button" value="All"/>								
Term	Time	Student ID	Student Name	Grade	Refer Staff	Admin	Location	Behavior
Semester 1	1245	1111111111	Judy Babb	12	Steve Kook	Lynn Grogan	Gymnasium-old	Arson
Semester 1	0730	1111111111	Judy Babb	12	Michael Abram	Scott Benson	Classroom - c	Abusive / inappropriate language - profanity
Semester 1	0800	2222222222	Lacy Christensen	10	Steve Accatino	Glenn Birch	Cafeteria	Bomb Threat / False Alarm
Semester 1	1400	2222222222	Lacy Christensen	10	Lynn Grogan	Mark Hartung	Cafeteria	Use / Possession of Combustibles
Semester 1	1400	2222222222	Lacy Christensen	10	Lynn Grogan	Jacquelyn Hastings	Cafeteria	Weapon
Semester 1	0715	3333333333	Amanda Dansie	9	Steve Accatino	Sheldon Bowe	Gymnasium-old	Inappropriate display of affection

The number of records selected will appear at the top.

**You may re-sort the Query Results by a specific column by simply clicking on the Column heading. This allows for quick analysis of a specific area of the results!**

## SETUP OF PROBLEM BEHAVIORS & ADMINISTRATIVE DECISIONS

A canned list of Problem Behaviors and Administrative Decisions comes with the software. As mentioned above, each school can determine which selections from these canned lists actually appear on their drop down selections.

To enable these selections to appear on your drop down:

Click on the Dictionary Tab here is a sample of the setup screen for these fields:

To include an item on your drop down – simply check the box to the right of the item.

When the box is checked, the software will save the selection automatically (there is no separate save button) and the selection should appear on the drop down.

Problem Behaviors		Admin Decisions	
Not Applicable	<input type="checkbox"/>	Academic Alert	<input type="checkbox"/>
Abusive / inappropriate language - profanity	<input checked="" type="checkbox"/>	Detention	<input checked="" type="checkbox"/>
Arson	<input checked="" type="checkbox"/>	Eligibility	<input checked="" type="checkbox"/>
Bomb Threat / False Alarm	<input type="checkbox"/>	Expulsion Following Suspension	<input type="checkbox"/>
Defiance / Disrespect / Insubordination	<input type="checkbox"/>	IEP Meeting	<input type="checkbox"/>
Disruption	<input type="checkbox"/>	In School Suspension	<input type="checkbox"/>
Dress code violation	<input type="checkbox"/>	Informational	<input checked="" type="checkbox"/>
Fighting / Physical aggression	<input type="checkbox"/>	Intervention	<input type="checkbox"/>
Forgery / Theft	<input type="checkbox"/>	Legal	<input type="checkbox"/>
Gang affiliation display	<input type="checkbox"/>	Letter Sent	<input type="checkbox"/>
Harassment / Bullying	<input type="checkbox"/>	Loss of Privilege	<input type="checkbox"/>
Inappropriate display of affection	<input type="checkbox"/>	None	<input type="checkbox"/>
Inappropriate location / Out of bounds area	<input type="checkbox"/>	Out of School Suspension	<input type="checkbox"/>
Lying / Cheating	<input type="checkbox"/>	Parent Conference	<input type="checkbox"/>
Other Behavior	<input type="checkbox"/>	Restitution	<input type="checkbox"/>
Property damage / Vandalism	<input type="checkbox"/>	Restrictions	<input type="checkbox"/>
Skip class / Truancy	<input type="checkbox"/>	Saturday Success Lab	<input type="checkbox"/>
Tardy	<input type="checkbox"/>	Student Conference	<input type="checkbox"/>

## Reports

A series of detailed reports are available with the Behavior Management program. Refer to document PS-0909-29-DATA Behavior Management Reports.