

Sample Instrument

DECREASED DISCIPLINARY ACTIONS

Education Focus Area

Outcome: Number of unduplicated students with no or decreased disciplinary referrals and suspensions over the course of the CNCS-supported program's involvement (ED7).

Sample Instrument

Student Tracking Log

The log tracks number of disciplinary referrals or suspensions, that is disciplinary actions, that occur for students over the course of their involvement with a CNCS-supported program (post data) and the number of disciplinary actions that occurred for each student during that same period during the prior year (pre data). The log does not collect details on the type of disciplinary actions or the level of seriousness of the disciplinary referrals or suspensions. Consider tracking this information for your program records.

Student Tracking Log

Instructions

| | |
|--|---|
| What is the purpose? | To determine how many students decreased their disciplinary actions (disciplinary referrals and suspensions) during their participation in the CNCS-supported program. |
| Who should complete this instrument? | Project director, designee, or other trained staff should complete the instrument. |
| When should we complete this instrument? | Enter data as students complete the CNCS-supported program. You will need both the start and completion dates for individual students to determine the time period for when they were involved with the program because disciplinary data will be collected for that time period. |
| What should we do to prepare? | <p>Add columns for additional student identifiers if necessary.</p> <p>Recommended: If you are tracking students for different CNCS-supported services, use separate "Student Tracking Logs." This allows you to compare results for each program more easily and make decisions about where improvement could occur.</p> <p>Consider tracking additional details on disciplinary actions (e.g. seriousness or reason for suspension, type of referrals), if available, to help your program better understand your students' situations and make decisions on where to allocate resources.</p> |
| What should we do afterwards? | <p>Keep a copy of the "Student Tracking Logs" in a safe place; these are your data. You will aggregate this data later to determine if you met your outcome targets.</p> <p>Optional: Calculate the percent increase or decrease in disciplinary referrals and suspensions for each student to gauge how much improvement has occurred.</p> |
| Can I use an alternative instrument? | Different forms can be developed/used to document unduplicated students. For example, you may want to add columns to track additional information, such as the student's school, activities the student was involved in at your program, and disciplinary action details. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome. |

Student Tracking Log

Education Program: _____ **School Year:** _____

Person completing this Log: _____

Instructions: List the students that completed your program and the dates they entered and exited the program. Compare the pre (prior school year) and post (same time period during the current program year) disciplinary actions for each student (disciplinary referrals, suspensions). If the post number is smaller than the pre number, then there is a “decrease”. Enter a “1” in the last column.

| Student | | Disciplinary Actions ¹ | | | | |
|------------------------|-------------|---|--|---|--|--|
| Last Name | First Name | Date of entry into program ² | Date of exit from program ³ | Pre ⁴ Number of Disciplinary Actions | Post ⁵ Number of Disciplinary Actions | Decrease (enter “1” if post number is smaller than pre number) |
| 1. <i>Example: Doe</i> | <i>John</i> | <i>10/2/11</i> | <i>5/20/12</i> | <i>4</i> | <i>2</i> | <i>1</i> |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. <i>Add rows</i> | | | | | | |

Outcome Total: Unduplicated students that have decreased disciplinary actions (disciplinary referrals, suspensions) during their time in CNCS-supported program: _____

¹ Disciplinary action includes all disciplinary referrals. Serious disciplinary actions may include referrals to the principal’s office, referrals to alternative schools or programs, referrals to the juvenile justice system, in-school or out-of-school suspensions, or expulsions and suspensions (all disciplinary actions that result in the student being excluded from class).

² Enter the date the student began participating in your CNCS-supported program.

³ Enter the date the student completed your CNCS supported program, or the end date of the contract year, whichever came first.

⁴ PRE-POST: Disciplinary actions tracked for the post data period (during the CNCS-supported program) should be compared to the previous year (pre-data) during the same time period (e.g. Oct. 2009-May 2010 pre-data will be compared to Oct. 2010-May 2011 post-data).

⁵ PRE-POST: Disciplinary actions tracked for the post data period (during the CNCS-supported program) should be compared to the previous year (pre-data) during the same time period (e.g. Oct. 2009-May 2010 pre-data will be compared to Oct. 2010-May 2011 post-data).