

## Office Discipline Referral (ODR) Protocol

### ***When to Complete an ODR***

#### **Complete a written ODR if:**

- Behavior doesn't improve
- Repeat offense
- Safety concern with student in the classroom
- Severity of the behavior warrants documentation

### ***How to Complete an ODR***

#### **-See ODR Info Sheet for details on completing each section**

- Write clearly and firmly with pen
- Teacher MUST keep the top copy of ODR (White page)
- Submit remaining pages to Administration
- Administration completes bottom section, keeps top copy (yellow)
- ODR (remaining pink and gold copies) get placed in ODR basket in Ms. Rivera's office (to be picked up by coaches weekly for SWIS input)
- CORE committee inputs in SWIS and scans a copy to send to Advisor
- Pink copies will be filed alphabetically in the appropriate binder located in the main office
- Coaches return referring teacher's copy (gold) for TEACHER'S FILE within 24 hours of administrative action



***Student is NOT Sent to Office***

- Teacher handles incident in class or removes student from the classroom, but does not need to send to office
- Document on an ODR, note any consequences given (called home, spoke with student, had student complete reflection) in the note section

***Student is Sent to Office***

- Teacher must complete ODR immediately
- Teacher calls main office and asks for security escort
- Security retrieves student from class with completed ODR from teacher
- Security brings student to administration if they are available. If not, student stays with security until administration available

***Suspected Bullying/Harrassment***

- Teacher documents allegations on an ODR within 24 hours of the incident or report
- Make sure to check off the bullying category
- Submit to Administration in writing and follow up verbally
- Administration investigates following state process and completes required state forms