

Office Discipline Referral (ODR) Form- South Salem Elementary

Student _____ Grade _____ Date _____

Referred by _____ Time _____

Others involved: ☐ Peer ☐ Staff ☐ Teacher ☐ Guest Teacher ☐ None

Location: ☐ Playground ☐ Cafeteria ☐ Hallway ☐ Classroom ☐

Encore: _____

☐ Bathroom ☐ Special Event/Field Trip ☐ Other _____

Setting: ☐ Whole group ☐ Small Group ☐ Independent Work ☐ Transition

☐ Other _____

Problem Behavior	Possible Motivators	Action Taken
<p>Minor: Kept w/ teacher</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disrespect <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Physical Contact <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other <p>Major: Requires immediate administrative attention</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disrespect <input type="checkbox"/> Defiance/Non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Abusive Language <input type="checkbox"/> Property Damage <input type="checkbox"/> Technology Violation <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain item or activity <input type="checkbox"/> Avoid peer <input type="checkbox"/> Avoid adult <input type="checkbox"/> Avoid task/ activity <input type="checkbox"/> Other <input type="checkbox"/> Unknown 	<p>Teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alternative placement <input type="checkbox"/> Time out in the classroom <input type="checkbox"/> Conference with student <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Parent contact <input type="checkbox"/> Individualized Instruction (reteach behavior) <input type="checkbox"/> Consultation with counselor <input type="checkbox"/> Silent lunch <input type="checkbox"/> Referral to administration <input type="checkbox"/> Act of apology <input type="checkbox"/> Other <p>Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference with student <input type="checkbox"/> Time in office <input type="checkbox"/> In-school suspension <input type="checkbox"/> Out of school suspension <input type="checkbox"/> Parent contact <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Lunch detention <input type="checkbox"/> Other

Description of Event (include relevant information and steps taken):

Administrator Signature: _____ **Date:** _____

Office Referral Form Definitions and Examples

Minor Problem Behaviors:

Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students. <ul style="list-style-type: none"> Rolling eyes; inappropriate noises Interrupting
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back. <ul style="list-style-type: none"> Refusal to do work Refusal to follow directions
Disruption	Student engages in low-intensity, but inappropriate disruption. <ul style="list-style-type: none"> Excessive talking or blurting out Out of seat/roaming the classroom
Physical Contact	Student engages in non-serious, but inappropriate contact. <ul style="list-style-type: none"> Accidental touching Touching (not forceful or inappropriate)
Inappropriate Language	Student engages in low-intensity instance of inappropriate language. <ul style="list-style-type: none"> Unintentional use of bad language Name calling
Property Misuse	Student engages in low-intensity misuse of property. <ul style="list-style-type: none"> Misusing classroom supplies; breaking pencils/crayons Scribbling on desk
Technology Violation	Student engages in non-serious, but inappropriate use of cell phone, computer, chromebook, camera, etc. <ul style="list-style-type: none"> On device at inappropriate time/place Browsing sites that are not part of a lesson/instruction

Major Problem Behaviors:

Disrespect	Student delivers socially rude or dismissive messages to adults or students. <ul style="list-style-type: none"> Frequent confrontational attitude Threatening authority
Defiance/ Non-compliance	Student engages in refusal to follow directions or talks back. <ul style="list-style-type: none"> Continual extreme defiance Becomes disruptive/harmful to others
Disruption	Student engages in behavior causing an interruption in a class or activity. <ul style="list-style-type: none"> Sustained out-of-seat behavior Aggressive out-of-control behavior
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. <ul style="list-style-type: none"> Hitting, kicking, fighting, spitting, scratching, biting, etc. Throwing items or objects
Abusive Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. <ul style="list-style-type: none"> Threats made to a student or adult Statements made that are sexual in nature
Property Damage	Student participates in an activity that results in disfigurement or destruction of property.

	<ul style="list-style-type: none"> • Vandalizing restrooms or classrooms • Deliberate destruction of someone else's property
Technology Violation	<p>Student engages in inappropriate (as defined by school) use of cell phone, computer, chromebook, camera, etc.</p> <ul style="list-style-type: none"> • Searching/viewing/downloading sexual material • Cyber-bullying - threats, spreading rumors, name calling
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.