

# Office Discipline Referrals (ODRs)

## Redefining Minor vs. Major Behaviors



### MINOR BEHAVIORS

Minor Behaviors are defined as those behaviors that the classroom teacher or school employee should be able to handle without the need for administrator intervention. These behaviors should be regular classroom management scenarios. Of course, three of these behaviors within a seven, school day period indicate a larger problem, and would result in a behavior discipline referral. Formal definitions and examples of each minor behavior may be found on the attached minor behaviors document.

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### MAJOR BEHAVIORS

Major Behaviors are defined as those behaviors that require a teacher/staff member to request the assistance of the office or an administrator to deal with the behavior. These are sometimes also referred to as "office-managed" behaviors. A formal list of each major behavior may be found on the attached major behaviors document.

# Office Discipline Referrals

Steps for Entering an "ODR" into Synergy



## 01 IS THIS BEHAVIOR OFFICE MANAGED?

If Yes (MAJOR): Write an administrative referral or contact administrator immediately.

If No (MINOR): Redirect Behavior [Document each intervention in Synergy as Student Notes OR as an Intervention in Panorama.

1. Teach and reteach behavior expectations (intervention 1),
2. Teach and reteach behavior with verbal reflection (intervention 2),
3. Teach and reteach behavior with written reflection and teacher-parent contact (intervention 3),
4. After 3rd intervention if minor behavior reoccurs WRITE ODR (add into Synergy) and contact administrator for support.

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## 02 INTERVENTIONS START OVER EVERY WEEK

Movement through the interventions occur when the same minor behavior is exhibited in the same class.

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## 03 WHAT TO ENTER INTO SYNERGY?

When entering an Office Discipline Referral (ODR) into Synergy, it is important to ONLY CHOOSE 1 violation and then provide a DETAILED description of the event, while keeping in mind the confidentiality of other students (ex: use ID numbers instead of names to identify other students in a description).

# MINOR Behaviors

## "Classroom Managed"

Teachers: choose 1 violation and provide a detailed description.

Physical Contact	<p><u>Definition:</u> Student engages in disruptive physical play that is not intentionally harmful in nature. One student making unwanted, non-accidental (bumping, touching) physical contact with another.</p> <p><u>Example(s):</u> Climbing on each other, pretend fight, wrestling, roll around, chasing, kicking, boxing, pushing, etc. Student is pushing other student in the lunch line.</p>
Disruption	<p><u>Definition:</u> Student engages in repeated behavior that interferes with normal academic/social functions and/or low-intensity, inappropriate disruption (e.g., talking, being off-task, joking, whispering).</p> <p><u>Example(s):</u> Classroom: talking out of turn, interrupting the lesson, tapping fingers, making noises, passing notes, arguing, getting out of seat, making jokes, side conversation, etc.</p>
Defiance / Disrespect	<p><u>Definition:</u> A daring or bold resistance to authority or to any opposing force. Student engages in refusal to follow directions or talks back. Negative, oppositional, or disrespectful language that interrupts instruction.</p> <p><u>Example(s):</u> Teacher asks the student to complete an assignment, student bluntly refuses. Leaving campus/class without permission. Taking someone's pencil, taking classroom chargers, taking another person's food item without permission. Using obscene/vulgar language, being rude to others, teasing, using harassing words, personal and discriminatory attacks, inappropriate hand signals/gestures.</p>
REPEATED Dress Code Violation	<p><u>Definition:</u> Appropriate attire required for school. More than 3 days of dress code violation within a 1 week period.</p> <p><u>Example(s) of what is generally NOT Allowed:</u> Transparent/translucent clothing, open toe shoes, inappropriate images/words, midriff, low cut, oversized clothing, spaghetti strap or strapless tops, obscene prints, above mid-thigh shorts or skirts (<u>May vary by school site</u>).</p>
Technology / Property Misuse	<p><u>Definition:</u> Student engages in use of technology, personal or school, in an inappropriate, but minor way (e.g., not on approved website, cell phone interrupts class). Student engages in low-intensity abuse of personal or classroom property (e.g., pencil cases, dry erase markers, etc.).</p> <p><u>Example(s):</u> Visiting unapproved websites or apps, damaging chargers, breaking headphones, breaking crayons, writing on textbooks, graffiti on desks/tables/chairs/bathrooms, etc.</p>
Academic Dishonesty	<p><u>Definition:</u> Committing or contributing to dishonest academic acts.</p> <p><u>Example(s):</u> A student is repeatedly copying another student's work, their own work, using AI to write their papers, etc. (cheating, plagiarism, etc.)</p>
Breach of Contract	<p><u>Definition:</u> Breaking the terms set out in a contract.</p> <p><u>Example(s):</u> A student on a 'No-Contact Agreement' violates the agreement.</p>

# MAJOR Behaviors

## "Office Managed"

Teachers: choose 1 violation and provide a detailed description.

<p>Cause / Attempt / Threat Physical Injury (MAJOR)</p>	<p>EC48900(a)(1) Caused, Attmptd, Thrtnd Phys Injury EC48900(a)(2) Used Force/Violence Excpt Self Def ED48900(n) Commit/Attmtd Sexual Assult/Battery EC48900(t) Aided or Abetted Phys Injury EC48900.2 Committed Sexual Harassment EC48900.3 Commit an act of Hate Violence EC48900.7 Made Terrorist Threats EC48915[(a)(1)](A) Caused Phy Injur Excep Self Def EC48915[(a)(1)](E) Commit Assaul/Batter on Sch Emp EC48915(c)(4) Sexual Assault or Battery</p>
<p>Firearms(s) / Weapon(s) / Dangerous Object(s) (MAJOR)</p>	<p>ED48900(b) Poss, Sale, Furn a Firearm, Knife, Exp EC48900(m) Possessed an Immitation Firearm. EC48915[(a)(1)](B) Pos of a Knife or Dang Obj- EC48915(c)(1) Poss, Sold, or Furnished Firearm EC48915(c)(2) Brandishing a Knife EC48915(c)(5) Possession of an Explosive</p>
<p>Use /Possession of Tobacco, Alcohol, and/or Controlled Substance (MAJOR)</p>	<p>EC48900(c) Pos,Use,Sale,Neg Sale of Cntrld Sub EC48900(d) Off,Arrng,Neg Sale Cntrld Sub,Alc,Intx EC48900(h) Pos or Use of Tobacco Prod EC48900(j) Poss, Off,Arrng,Neg Sale of Drug Paraph EC48900(p) Off,Arrng,Neg Sale of Soma EC48915[(a)(1)](C) Pos of Controlled Subs EC48915(c)(3) Sale of Controlled Substance</p>
<p>Property Damage (MAJOR)</p>	<p>EC48900(f) Property Damage</p>
<p>Defiance /Disruption (MAJOR)</p>	<p>EC48900(i) Obscene Acts, Profanity and Vulgarity EC48900(k) Disruption, Defiance ED48900.5 Othr means fail to bring prop conduct EC48915(b)(1) Othr means fail/not feasible</p>
<p>Bullying / Habitual Harassment (MAJOR)</p>	<p>EC48900(o) Harass, Intimidation of Witness EC48900(q) Hazing EC48900(r) Engaged in an Act of Bullying. EC48900.4 Harassment or Intimidation</p>
<p>Theft (MAJOR)</p>	<p>EC48900(f) Property Damage EC48900(g) Stole/ Attempted to Steal EC48900(l) Received Stolen Property ED48915[(a)(1)](D) Robbery or Extortion</p>