STAFF FILL OUT

******* *Attach Behavior Tracking Form*******

Date: _____ **Time**_____

Staff Name: _____

Student Name: _____**Grade:** K 1 2 3 4 5 6 7 8

Location: ☐ Art Room ☐ Bathroom ☐ Bus/van ☐ Classroom ☐Gym ☐Hallway ☐ Locker Room
☐ Music Room ☐Lunch ☐ Off Campus ☐ Office ☐ Parking Lot ☐ Playground/Recess
☐ Special Event/Assembly/Field Trip

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
☐ Defiance	☐ Abusive Language	☐ Avoid Adult
☐ Disrespect	☐ Bullying	☐ Avoid Peer
☐ Disruption	☐ Non-Compliance	☐ Avoid Tasks/Activities
☐ Dress Code Violation	☐ Fighting	☐ Obtain Adult Attention
☐ Inappropriate Language	☐ Forgery	☐ Obtain items/Activities
☐ Physical Contact	☐ Lying/Cheating	☐ Obtain Peer Attention
☐ Tardy	☐ Physical Aggression	
☐ Technology Violation	☐ Property Damage/Vandalism	
	☐ Skip Class	
	☐ Possession of banned or illegal items	

Additional individuals involved: ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute ☐ Unknown

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SCHOOL ADMINISTRATOR FILL OUT

☐ Action Pending	☐ Individualized Instruction
☐ Additional Attendance	☐ Loss of Privilege
☐ Alternative Placement	☐ Other Action Taken
☐ Community Service	☐ Out of school suspension (_____ days)
☐ Conference with Student	☐ Parent Contact
☐ Expulsion	☐ Restitution Community Service
☐ Fieldtrip suspension	☐ Time in Office
☐ In-school suspension (____hours/ days)	☐ Time Out/Detention

Other comments: _____

Flagstaff Junior Academy Office Discipline Referral

PARENT FILL OUT

Parent Signature: _____   **Date:** _____

Explanation of ODR Process

Have you:

- Followed the Behavior Flow Chart?

- If according to the Behavior Flow Chart the student has earned an ODR, teacher will complete the ODR <u>completely</u> and legibly.

- Attach copy of Behavior Tracking Form to ODR.

- Call the office to request an adult to come to classroom and retrieve student and ODR paperwork. Adult from office should make a copy of Behavior Tracking Form and return original to staff.

- Administrator follows the steps on the Behavior Flowcart.