ODR Paper Handling Procedures

Type School Name Here

This is our system for equitably holding all students accountable to our school-wide expectations. With this system, we will be able to use our discipline data to determine which students need more behavioral support. Without it, we will have dirty data and will not be able to help our students or our school succeed.

Question	Answer
Who will train staff on using ODR form (Office Discipline Referral) and Minor Behavior Tracking Form? When/where will training on the forms occur?	
Where does the ODR form go once it is written by a staff? Where does the student do once they receive an ODR by a staff?	
Who determines the official violation on the ODR form that get recorded in the database?	
Where does the ODR form go until it is entered into the database? When is the ODR form entered into the database? Who enters the ODR form into the database?	
Who analyzes and reports on the ODR data? When is ODR data from the database shared with staff? (Should be at least quarterly or more frequent.)	