

Office Discipline Referral (ODR)

3 Incidents = MINOR REFERRAL

**Incident Log Form**
Lyle S Briggs Fundamental Elementary


INCIDENT LOG #1 & #2

Teacher - Parent
Communication and
Dialogue

Staff

**Incident Log Form**
Lyle S Briggs Fundamental Elementary

Staff

**Incident Log Form**
Lyle S Briggs Fundamental Elementary

Staff	Time/Date	Minor Problem Behaviors	Redirections	Possible Motivations	Locations

Parent/Guardian Signature: _____ Date: _____

INCIDENT LOG #3

Teacher - Parent
Communication
and Dialogue

&

Minor Referral
Administrative -
Parent
communication,
dialogue, and
documentation in
Aeries.

Office Discipline Referral (ODR)

3 Incidents = MINOR REFERRAL

INCIDENT LOG #3

Teacher - Parent
Communication
and Dialogue
&
Minor Referral
Administrative -
Parent
communication,
dialogue, and
documentation in
Aeries.

Check each
incident and hit
“submit selected”
to write a MINOR
REFERRAL.

Incident Log Form

Incident Log Form

Incident Log Form

Lyle S Briggs Fundamental Elementary



Staff	Time/Date	Minor Problem Behaviors	Redirections	Possible Motivations	Locations
			•	•	

Incident Log

SUBMIT SELECTED

PRINT SELECTED

+ NEW

ARCHIVED

Select	Minor Problem Behaviors	Staff	Date	Edit
<input checked="" type="checkbox"/>	Academic Dishonesty		10/27/2023 12:30 pm	
<input checked="" type="checkbox"/>	Phone / Unapproved Electronic Use		10/12/2023 12:32 pm	
<input checked="" type="checkbox"/>	Not on Task		10/06/2023 01:30 pm	

Office Discipline Referral (ODR)

3 Incidents = MINOR REFERRAL & MAJOR Offense

Part 2 – Filled out by Referral Admin

Referral Admin:

Nicholas Frescas

*Administrative Action/Response:

- | | | |
|--|---|---|
| <input type="checkbox"/> Act of Apology | <input type="checkbox"/> Parent Phone Call | <input type="checkbox"/> Out-of-School Suspension |
| <input type="checkbox"/> Behavior Contract | <input type="checkbox"/> Time in Office | <input type="checkbox"/> Other |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Wellness Room | |
| <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> In School Suspension | |

*Administrative Comments:

Student Response/Comments :

Note to Parent/Guardian:

Private Information: This will only be viewable to the Referral Administrators

The administrator will counsel, document, dialogue with parent, enter the referral in Aeries, and take further action as needed.