

Overbrook Attendance Center – Office Discipline Matrix of Consequences

Behavior	First Office Referral	Second Office Referral	Third Office Referral	Additional resources
Disrespectful to an adult Refusal to follow an adult request Non-compliance	Office Referral Form Face-to-Face supervised apology with adult Loss of one independent activity Parent contact	Office Referral Form Face-to-Face supervised apology with adult Time in office Parent contact	Office Referral Form Face-to-face apology with parent present Loss of one independent activity 1-2 after school detentions (10-20 minutes)	Counseling appointments SIT Referral Behavior Support Plan Depending on severity of the situation, student may be isolated in office or suspended.
Use of profanity	Office Referral Form Face-to-Face supervised apology Loss of one independent activity Parent contact	Office Referral Form Face-to-Face supervised apology Time in office Parent contact	Office Referral Form Face-to-face apology with parent present Loss of one independent activity 1-2 after school detentions (10-20 minutes)	Counseling appointments Social stories Depending on severity of the situation, student may be isolated in office or suspended.
Cheating	Office Referral Form Redo assignment or retake assessment Loss of one independent activity Parent contact	Office Referral Form Redo assignment or retake assessment Time in office Parent contact	Office Referral Form Redo assignment or retake quiz Loss of two independent activities Lunch detention in isolation Parent contact	Counseling appointments Office setting for assessments Separate in class setting for individual work
Stealing or damaging others' possessions	Office Referral Form Face-to-Face supervised apology Student will replace the item stolen or damaged, or clean up the mess. Parent contact	Office Referral Form Face-to-Face supervised apology Student will replace the item stolen or damaged or clean up the mess. Parent contact	Office Referral Form Face-to-Face supervised apology with parent and SRO present Student will replace the item stolen or damaged or clean up the mess. 1-2 after school detentions (10-20 minutes)	Counseling appointments SRO monitoring Behavior Support Plan Student may be allowed to "work off" the debt by taking care of chores for teacher or school.

Rude-Mean Actions Disrespectful with no malicious intent	Office Referral Form Face-to-Face supervised apology Loss of one independent activity Parent contact	Office Referral Form Face-to-Face supervised apology Time in office Parent contact	Office Referral Form Face-to-Face supervised apology with parent 1-2 after school detentions (10-20 minutes)	Counseling appointments Behavior Support Plan Depending on severity of the situation, student may be isolated in office or suspended. Fi
Bullying Repeated and over time intentional actions meant to cause physical harm, mental harm, or reasonable fear Also cyberbullying No classroom intervention – report immediately.	Office Referral Form Face-to-Face supervised apology Time in office Parent contact	Office Referral Form Face-to-Face supervised apology with parent and SRO present. 2 after school detentions (20 minutes)	Office Referral Form Parent/student conference with principal and SRO 1-2 days OSS	Counseling appointments SRO monitoring Behavior Support Plan Possible report to law enforcement
Inappropriate, but not aggressive or unsafe actions like rough-housing and messing around	Office Referral Form Loss of one independent activity Parent contact	Office Referral Form Loss of two independent activities Parent contact	Office Referral Form Two days lunch detention in office Loss of two days recess Parent contact	Counseling appointments SRO visit Nurse records all marks/injuries.
Fighting Intentional actions toward another person (hitting, kicking, pushing/shoving, biting, spitting, choking, pulling hair...) No classroom intervention – report immediately.	Office Referral Form Face-to-Face supervised apology Time in office Parent contact	Office Referral Form Face-to-Face supervised apology with parent and SRO present. 2 after school detentions (20 minutes)	Office Referral Form Parent/student conference with principal and SRO 1-2 days OSS	Counseling appointments SRO monitoring Behavior Support Plan Possible report to law enforcement
Misuse of computer or violation of district technology policies or procedures	Office Referral Form Computer used for academic tasks If necessary – damages will be paid. Parent contact	Office Referral Form Computer only used for academic tasks If necessary – damages will be paid. Parent contact	Office Referral Form Loss of computer for 2-3 days If necessary – damages will be paid. Parent contact	Possible: SRO monitoring Report to law enforcement Loss of iPad/Chromebook