



# Drowning in Discipline?

Let SAM be your life-preserver



# Today Targets

- Reflect on the SAM process to *define, document, investigate, and debrief* a structure for ODRs (office discipline referrals)
- Develop a 3 point action plan for your school - *commit to... with support from your SAM coach*

# Connecting with Colleagues

- Briefly share your school setting, and SAM leadership team model.
- Briefly share feeling or emotion that describes your most recent discipline/behavior (incident) referral or concern
- Summarize your greatest frustration with your current state of discipline
- In what ways do you use TIME TRACK around discipline in your school





# Safety Tips

- Stay the course
- Define the roles within your leadership team
- Enforce, model, and follow a positive culture of expectations and discipline
- Effectively use descriptors to help collect data on ODRs
- Use your SAM coach to support and press

# Staying Afloat

## DEFINE & COMMIT

- create procedures driven by the school culture that defines levels of infractions and when an ODR is necessary

## DOCUMENT

- establish a way to document, create fidelity so data is relevant



# Creating Optional Descriptor for Office Discipline Referral (ODR)

Data relating to Optional Descriptors is found on the Dashboard, on the tab immediately beneath the charts on Dashboard

The screenshot shows the TimeTrack® software interface. The 'Settings' menu is open, displaying several options: General Options, Contact Days Setup, Monthly Goal % Setup, Individual/Group Setup, and Optional Descriptor Setup. The 'Optional Descriptor Setup' option is highlighted. The interface also shows a 'Data' menu, a 'Logout (Kent Schnurbusch)' button, and a small chart in the bottom left corner.

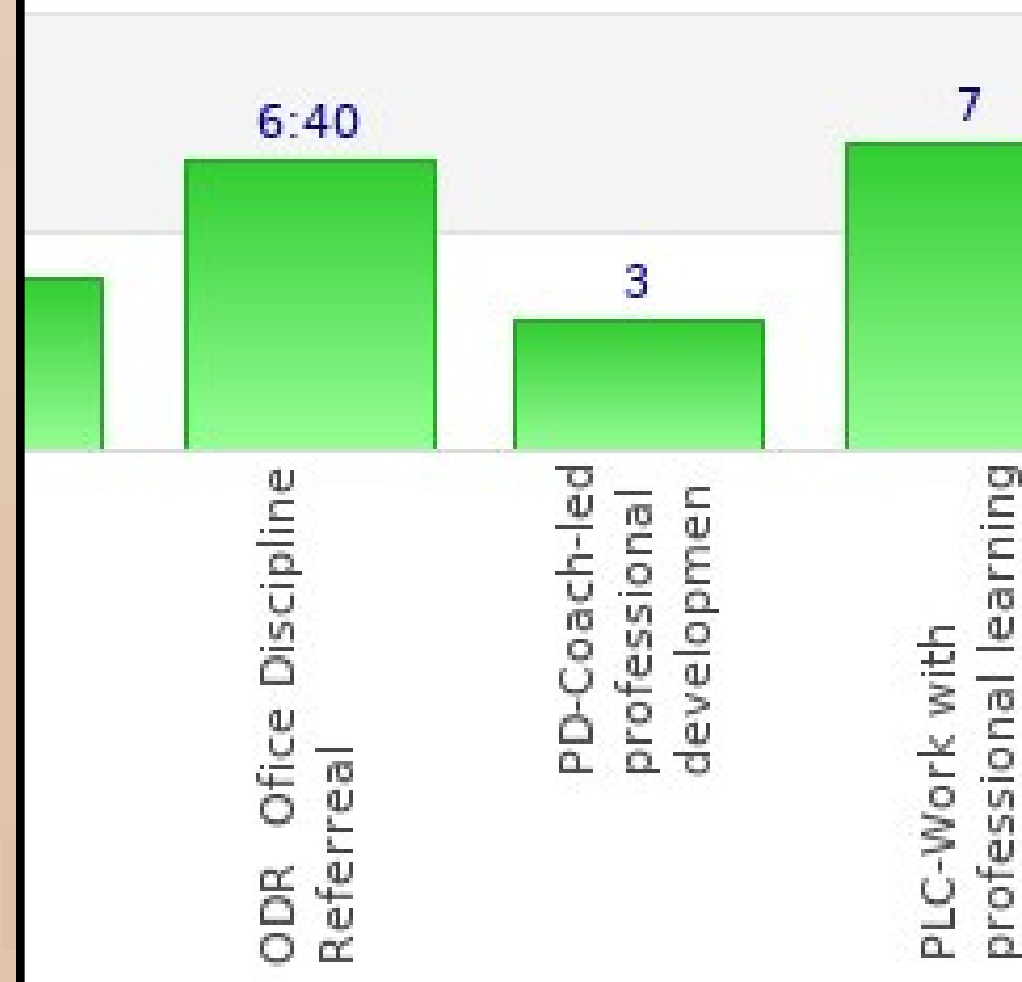
The screenshot shows the 'Top 5 Instructional Descriptors' bar chart for July, 2023 - Present. The chart displays the following data:

Descriptor	Percentage
Decision Making Groups and Committees	13.6%
District: Meetings, Supervisor, Others	10%
Planning, Curriculum, Assessment	8.8%
Student Supervision	8.1%
Professional Development	7.4%

A pie chart to the left shows a segment of 4.6% and another of 8.1%. The interface also shows a 'Target Expand' button and a tab labeled 'Optional'.

# Documenting ODR as an TT Event with Optional Descriptor

When Optional Descriptors are opened (Optional tab) the following data presents: When the green bar graph (ODR) is opened by clicking on the graph, the names of all teachers associated with ODR events displays.



Office Discipline Referral/2nd grade

Start Time: 10:30 AM  
End Time: 11:00 AM

Jan 2024						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**Quick Info**  
Duration: 30min  
Individuals: [1 \(email\)](#)  
Groups: 1

**Category**  
Instructional

**Descriptor**  
Work With Student(s)

**Optional Descriptor**  
ODR Office Discipline Referral

**Individuals/Groups**  
Individuals: [Jennifer Dawson](#)  
Groups: [2nd Grade Team](#)  
Set Associations

- Target Descriptors**
- Feedback: Non-Directive
  - Walkthrough
  - Planning, Curriculum, Assessment

**Options**

Make this event the primary  
 This event is tentative

January 20, 2024

☑ Contact

Saturday

Start - 7:45AM

**Clones are utilized to facilitate follow-up events related to the ODR, in this case parent follow-up, and teacher**

10:30am-11am - Office Discipline Referral/2nd grade (Jennifer Dawson) [2nd Grade Team]

10:30am-11am - ODR Parent Contact/2nd grade (Jennifer Dawson) [2nd Grade Team]

10:30am-11am - ODR/ Non Directive Feedback /2nd grade (Jennifer Dawson) [2nd Grade Team]

Open Times

7:45 AM - 10:30 AM

11:00 AM - 4:45 PM

**Opening clones and changing descriptor as well as event description box allows for SAM process to schedule event**

Event Description: ODR/ Non Directive Feedback /2nd grade

Start Time: 10:30 AM

End Time: 11:00 AM

Event Individuals/Groups Repeat

**Category**  
Instructional

**Descriptor**  
Feedback: Non-Directive

**Optional Descriptor**  
ODR Office Discipline Referral

**Individuals/Groups**  
Individuals: Jennifer Dawson  
Groups: 2nd Grade Team

Set Associations

Jan 2024



# STAYING AFLOAT...

## INVESTIGATE

- take the time to dysregulate behavior and investigate to allow for clarification, consideration, and clarity of disciplinary outcomes

## DEBRIEF

- provide feedback, connect with teacher, staff, family - reflect on the data, behavior, and team support



# Action Plan

**Develop a 3 POINT  
Site Specific  
Action Plan  
for your school and team**

**What 3 areas can you commit to  
establishing or defining**

**Connect with your SAM coach to  
share your action plan**



# References

- *Select TimeTrack Tab on face of TimeTrack (upper left hand corner)*
- *Click on Information, select "written and video tools for SAM Teams"*
- *“Troublemakers? The Role of Teacher Referrers in Expanding Racial Disciplinary Disproportionalities” by Jing Liu, Emily Penner, and Wenjing Gao in Educational Research, November 2023 (Vol. 52, #8, pp. 469-481);*
- *“Make Classrooms, Not Hallways, the Heart of Belonging” by Ronald James Jr. in ASCD online, January 9, 2024*

