

Essential Unit Outcomes

Administration and the PBS Team will:

- Establish office referral procedures
- Routinely generate a variety of office referral reports for the purpose of proactively building school-wide behavior supports
- Distribute office referral data during staff development time (monthly)
- Lead staff in the proactive use of referral data
- Review and modify office referral procedures as necessary

Staff will:

- Understand and be able to articulate the difference between a *minor offense* and *major infraction*
- Consistently apply appropriate consequences and interventions for *minor offenses* and *major infractions*
- Be able to explain how Environmental & Functional Factors contribute to student behavior (appropriate/inappropriate)
- Utilize and accurately complete district-approved Low Level and Office Referral forms
- Consistently follow the school-wide office referral procedures