

Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *Office Referral Procedures*. It is strongly recommended that each item be thoughtfully reviewed and addressed. Once all relevant Action Items have been implemented, forward the completed *Unit Tracking Form* to district PBS Coaches.



Action Items: <i>Office Referral Procedures</i>	Pages	Person(s) Responsible	Date Completed
Action Item 1: Conduct first team meeting <ul style="list-style-type: none"> • Assign: <i>PBS Professional Reading (Team) — Using Discipline Referrals to Diagnose Schoolwide and Individual Student Needs</i> • Contact Youth Services for copies of the district discipline matrix: <i>Obtaining Copies of the Progressive Discipline Matrix (PDM)</i> • Schedule District PBS Coaches to meet with PBS Team: <i>PBS Department Contact Information</i> 	9 10 11		
Action Item 2: Meet with PBS Coaches <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Essential Unit Outcomes</i> <input type="checkbox"/> <i>Positive Behavior Support (PBS) Framework — Referral Procedures, Referral Information System, School-Wide Interventions & Consequences</i> <input type="checkbox"/> <i>SBCUSD Progressive Discipline Matrix</i> • Discuss: <i>PBS Professional Reading (Team) — Using Discipline Referrals to Diagnose Schoolwide and Individual Student Needs</i> 	1 15-17 9		Date of meeting with PBS Coaches:
Action Item 3: Review unit PowerPoints (PBS Team) <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Minor Offenses vs. Major Infractions</i> <input type="checkbox"/> <i>Interventions for Minors</i> <input type="checkbox"/> <i>Understanding Environmental & Functional Factors</i> <input type="checkbox"/> <i>Referral Form Boot Camp</i> 	21-26 27-33 34-39 40-45		
Action Item 4: Select/train staff to input Office Referral data into the district data base <ul style="list-style-type: none"> • Refer to: <i>Information Technology (IT) Department Contact Information</i> 	49		Training date:
Action Item 5: Select/train an administrator and team member to routinely generate referral reports <ul style="list-style-type: none"> • Refer to: <i>Information Technology (IT) Department Contact Information</i> 	53		Training date:

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Action Item 6: Introduce unit concepts to staff <ul style="list-style-type: none"> • Complete: <i>Implementing Office Referral Procedures: Questions to Consider</i> • Distribute: <ul style="list-style-type: none"> <input type="checkbox"/> <i>PBS Professional Reading (Staff) — Using Discipline Referrals to Diagnose Schoolwide and Individual Student Needs</i> <input type="checkbox"/> <i>Procedures for Correcting Behavior</i> 	57 58 59		Date of staff presentation:
Action Item 7: Present to staff — Distinguishing between minor offenses & major infractions <ul style="list-style-type: none"> • Activity: <i>Learning to Speak in Behaviorally Specific Terms</i> • Present PPT: <i>Minor Offenses vs. Major Infractions</i> • Distribute: <i>SBCUSD Progressive Discipline Matrix</i> • Post and/or distribute: <i>Making Distinctions Between Minor Offenses and Major Infractions</i> • Distribute: <i>Low Level & Office Referrals — What's the Difference?</i> 	63 64 65 66		Date of staff presentation:
Action Item 8: Present to staff — Addressing minor offenses <ul style="list-style-type: none"> • Present PPT: <i>Interventions for Minors</i> • Distribute: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Menu of Interventions for Minor Offenses</i> <input type="checkbox"/> <i>Corrective Strategies</i> <input type="checkbox"/> <i>SBCUSD Low Level Referral Form (LLRs)</i> <input type="checkbox"/> <i>Positive Behavior Support (PBS) — Low Level Referrals</i> <input type="checkbox"/> <i>Low Level Referral Flowchart — Minor Offenses</i> 	69 70 71 72 73 74		Date of staff presentation:
Action Item 9: Present to staff — Addressing major infractions <ul style="list-style-type: none"> • Present PPT: <i>Understanding Environmental & Functional Factors</i> • Distribute: <ul style="list-style-type: none"> <input type="checkbox"/> <i>SBCUSD Office Referral Form</i> <input type="checkbox"/> <i>The Teacher's Role in the Office Referral Process</i> <input type="checkbox"/> <i>Responding to Minor Offenses, Major Infractions, and Behavioral Emergencies</i> <input type="checkbox"/> <i>Office Referral Flowchart — Major Infractions</i> <input type="checkbox"/> <i>Identifying Functional & Environmental Factors</i> 	77 78 79 80 81 82		Date of staff presentation:
Action Item 10: Ensure all critical data fields are routinely completed on referral forms: <ul style="list-style-type: none"> • Conduct: <i>Audit Office Referral — Form Completion</i> • Report audit results to staff • Problem-solve any concerns • Continue to progress monitor referral form completion rates 	85		Audit date: Date of staff presentation:

Action Items: <i>Office Referral Procedures</i>	Pages	Person(s) Responsible	Date Completed
Action Item 11: Ensure >80% of Office Referrals for <i>chronic minor offenses</i> have classroom interventions documented on attached LLR's <ul style="list-style-type: none"> • Conduct: <i>Audit Office Referrals — Chronic Minor Offenses</i> • Report audit results to staff • Problem-solve any concerns • Continue to progress monitor utilization of LLR's 	89		Audit date: Date of staff presentation:
Action Item 12: Ensure administrative interventions are documented on the Office Referral and have been provided <ul style="list-style-type: none"> • Conduct: <i>Audit Office Referrals — Administratively Assigned Interventions</i> 	93		Audit date:
Action Item 13: Provide additional staff training, if deemed necessary by audit results <ul style="list-style-type: none"> • Present PPT: <i>Referral Form Boot Camp</i> 	95		Date of staff presentation:
Action Item 14: Review <i>PBS Framework</i> categories <ul style="list-style-type: none"> <input type="checkbox"/> <i>Referral Procedures</i> <input type="checkbox"/> <i>Referral Information System</i> <input type="checkbox"/> <i>School-Wide Interventions & Consequences</i> 	101-103		

On-Going Action Items: <i>Office Referral Procedures</i>	Pages	Person(s) Responsible	Date Completed
Throughout each academic year — Ensure office referral procedures are being consistently enforced by all administrators Ensure new staff are provided training regarding office referral procedures			
At the beginning of each academic year — Evaluate office referral procedures for relevance and effectiveness Provide staff training for office referral procedures			