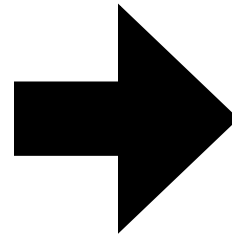


# “Panther Pride” Office Referral Procedure

## Step 1

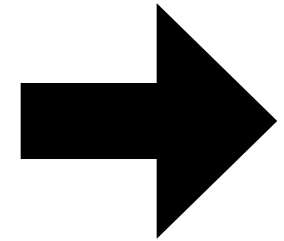
Staff redirects student who is not following behavioral expectations. (Move to step 2.)

- **If student commits a major offense they may be removed immediately!** (Staff completes referral form and skip to step 3)



## Step 2

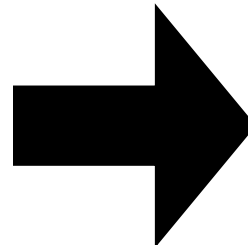
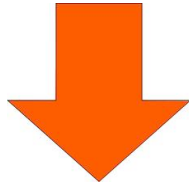
If behavioral expectations are still disregarded, teacher reminds student of expected “Panther Pride” behavior and completes the office referral form. (Move to step 3)



## Step 3

Problem behavior continues and **student is removed** from class. Administrator makes contact with parents.

- If student was NOT REMOVED staff allows 24 hours for the return of the signed office referral form. (Move to step 4)

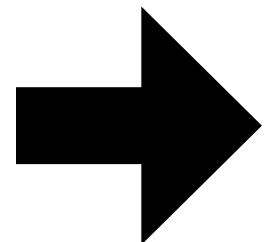


## Step 4

Staff makes contact with parent via telephone, e-mail, meeting, or letter as needed.

AND

If student continues to struggle with following school wide expected behaviors move to step 5.



## Step 5

Staff refers students with 3 or more referrals to the PBIS Team for further action.

## Reminders:

- Avoid sarcasm.
- Use a respectful tone.
- Redirect in a positive manner.