

BEHAVIORAL STANDARDS:



Kirkwood School District - Office Referral Form

Student Name: _____ Referred by: _____ Date: _____ Time Sent: _____

Front Page Completed by Staff and Sent To Office

LOCATION Check all that apply	POSSIBLE FUNCTION Check all that apply	PERCEIVED TRIGGER Check all that apply	PRIOR ACTIONS TAKEN Check all that apply
☐ Bus	☐ Escape Adult	☐ Adult Request	☐ Call or Conference with Parent
☐ Cafeteria	☐ Escape Peer	☐ Frustration with Task	☐ Change in Student's Setting
☐ Classroom	☐ Escape Task or Demand	☐ Need for Attention	☐ Conference with Student
☐ Community	☐ Obtain Adult Attention	☐ Prior Agitation	☐ Consultation with ASSIST Team
☐ Hallway	☐ Obtain Object	☐ Redirection	☐ ICEL Checklist
☐ Locker Room	☐ Obtain Peer Attention	☐ Transition	☐ Referral to Counselor - ESC
☐ Playground	☐ Sensory	☐ Unstructured Setting	☐ Restorative Discussion with Student
☐ Restroom	☐ Unclear	☐ Other	☐ Restorative Reflection with Student
			☐ Removal of Privilege or Detention
			☐ Severe – Immediate Referral
			☐ Student Conference with Team

Describe the specific events and observed behaviors as they occurred (remain objective – facts only):

Kirkwood School District - Office Referral Form (Continued)

Check all that apply	DISCIPLINE STANDARD ATTACHED TO INFRACTION	Infraction Level <i>Circle One</i>
	1. Causing disruption of school or any school function	Minor : Major
	2. Engaging in academic dishonesty	Minor : Major
	3. Damaging school property or property of others	Minor : Major
	4. Stealing and or possessing property of the district or others without authorization	Minor : Major
	5. Making inappropriate physical contact, inciting a fight, fighting, or assaulting others	Minor : Major
	6. Harassing, bullying, hazing, or intimidation of others	Minor : Major
	7. Committing sexual harassment or other sexual misconduct	Minor : Major
	8. Possessing, using, distributing, selling, or being under the influence of drugs and or alcohol	Minor : Major
	9. Engaging in verbal aggression	Minor : Major
	10. Displaying insubordination	Minor : Major
	11. Possessing firearms and weapons	Minor : Major
	12. Posing a threat of harm to others at school	Minor : Major
	13. Possessing a bomb or other dangerous substances	Minor : Major
	14. Making false alarms or false bomb reports	Minor : Major
	15. Setting fires	Minor : Major
	16. Misuse of network access, internet access, or electronic equipment	Minor : Major
	17. Engaging in other misconduct	Minor : Major
	18. Excessive tardies, skipping class, or skipping school	Minor : Major
	19. Use or display of electronic personal communication device	Minor : Major

Check all that apply	RESTORATIVE MEASURE TAKEN BY ADMINISTRATOR
	Restorative Reflection: using affective questions, conducted with student
	Restorative Discussion: conducted with student and those harmed
	Restorative Action: assigned to student – please describe below:
	Restorative Circle: indicate type of circle:
	Formal Restorative Conference: conducted with students involved and their families: Indicate date:

Check all that apply	OTHER ACTION TAKEN (if applicable)
	1. Bullying Form
	2. Bus Suspension: Date or Dates Assigned:
	3. Consult with Counselor-SEL Coach
	4. Detention: Date or Dates Assigned:
	5. Formal Apology
	6. In-School Suspension: Date or Dates Assigned: Hours from: To:
	7. Loss of Privilege-Timeout
	8. Out-of-School Suspension: Date or Dates Assigned:
	9. Parent Contact (phone or email): Date:
	10. Student Conference
	11. Threat Assessment
	12. Referral to Law Enforcement
	13. Referral to Outside Agency:

Investigative Notes: _____

Administrator Signature: _____ Date: _____