

Elementary Office Referral Form

Name: _____ Grade: _____ Referring Staff: _____

Date: _____ Time: _____ Classroom Teacher: _____

Witnessed by staff _____ Reported by student _____

*Choose up to two behaviors, circle the focus behavior.

Location	Minor Problem Behavior	Major Problem Behavior
<ul style="list-style-type: none"> <input type="checkbox"/> Art Room <input type="checkbox"/> Bathroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Computer Lab <input type="checkbox"/> Gym <input type="checkbox"/> Hallway <input type="checkbox"/> Library <input type="checkbox"/> Music Room <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact/Aggression <input type="checkbox"/> Property Misuse <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other <p style="text-align: center;">_____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Abusive Language <input type="checkbox"/> Bullying* <input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Fighting <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Property Damage/Vandalism* <input type="checkbox"/> Other <p style="text-align: center;">_____</p> <p style="text-align: right; font-size: small;">* CAPS Reporting Required</p>
Possible Motivation	Others Involved	Action Taken Decision
<ul style="list-style-type: none"> <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Task/Activity <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Unknown Motivation <input type="checkbox"/> Other <p style="text-align: center;">_____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher <input type="checkbox"/> Other <p style="text-align: center;">_____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time in Office <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualize Instruction <input type="checkbox"/> In-School Suspension <li style="padding-left: 20px;">_____ days/hours <input type="checkbox"/> Out of School Suspension <li style="padding-left: 20px;">_____ days <input type="checkbox"/> Time Away Room <input type="checkbox"/> Lunch Detention(s) _____ <input type="checkbox"/> Other _____

Think Sheet Completed: Yes No

Comments: _____

Administrator: _____ Parent Contact: _____

See back for definitions of behaviors and school contact information.

Minor Problems		Major Problems	
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.	Abusive Language	Student delivers directed verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	Bullying	The repeated delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Disruption	Student engages in low-intensity, but inappropriate disruption.	Defiance	Student engages in refusal to follow directions or talks back.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact.	Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Property Misuse	Student engages in low-intensity misuse of property.	Fighting	Student is involved in mutual participation in an incident involving physical violence.
Lying/Cheating	Student engages in a lie or cheats and shows remorse (admits fault)	Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
		Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Definition of Low Intensity	Infractions that do not cause an extended disturbance to learning environment.	Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.

If you have questions or concerns about this referral, please call Kenwood Elementary at 231-876-5300.