

**KiBe Elementary School**  
**Make Your Day**  
**"Social Responsibility Program"**

STEP 4/5 Conference Referral – Send to office with student being referred.

<b>Student:</b>	<b>Date:</b>
<b>Referred by:</b>	<b>Teacher:</b>
<b>Location Step 4 Chosen:</b>	
<b>Reason:</b>	
<input type="checkbox"/> <b>Escalating STEP 4 – Explanation:</b>  STEP 1: _____  STEP 2: _____  STEP 3: _____	
<input type="checkbox"/> <b>Automatic STEP 4: (Check all that apply):</b>  <input type="checkbox"/> Profanity Directed at Another Person <input type="checkbox"/> Physically Dangerous Behavior <input type="checkbox"/> Does Not Come to a Staff Member When Requested <input type="checkbox"/> Does Not or Falsely Identifies Self to Staff Member <input type="checkbox"/> Other: _____	
<b>This incident:</b>	
<input type="checkbox"/> Was witnessed by adult referring <input type="checkbox"/> Was admitted to by student	
<b>Buddy Room Location:</b> _____ <b>Parent/Guardian/Emergency Contact Made:</b> _____ <b>Time Called:</b> _____ <b>Time Coming:</b> _____ <b>Left Message:</b> _____	
<b>Conference Results:</b>	
Parent came in for conference at (Time/Date): _____ <input type="checkbox"/> Student returned to class <input type="checkbox"/> Parent chose to take child home	
<b>Administrative Action / Comments:</b>	
<input type="checkbox"/> <b>STEP 5 – Date Returning:</b> _____ <b>Comments:</b> _____	