



Documentation Project

Referral Form Definitions

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Intended Audience

Referral form definitions are for School Administrators, school teams and SWIS™ Facilitators to use as a guide for defining all categories on an office discipline referral form.

Description

The office referral categories that are available in SWIS™ are listed with specific definitions for problem behaviors, locations, possible motivation, others involved and administrative decisions. All categories listed in the referral form definitions are available for SWIS™ referral entries. School adopting SWIS™ must enter referral information in the categories provided. The category labels can not be changed within the SWIS™ program.

SWIS™ Office Referral Definitions

| Minor Problem Behavior | Definition |
|---|---|
| Inappropriate Language Inapp Lang | Student engages in low intensity instance of inappropriate language. |
| Physical Contact/Physical Aggression PhyCon | Student engages in non-serious, but inappropriate physical contact. |
| Defiance/ disrespect/ non-compliance Def/Disrep | Student engages in brief or low-intensity failure to respond to adult requests. |
| Disruption Disrup | Student engages in low-intensity, but inappropriate disruption. |
| Dress Code Violation DressCoVio | Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. |
| Property misuse Propmis | Student engages in low-intensity misuse of property. |
| Technology Violation Techvio | Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/ computer. |
| Tardy Tardy | Student arrives at class after the bell (or signal that class has started). |
| Other Other | Student engages in any other minor problem behaviors that do not fall within the above categories. |

| Major Problem Behavior | Definition |
|---|--|
| Abusive Language/ Inappropriate Language/ Profanity AbusiveLang | Verbal messages that include swearing, name calling or use of words in an inappropriate way. |
| Use/Possession of Alcohol Alcohol | Student is in possession of or is using alcohol. |
| Arson Arson | Student plans and/or participates in malicious burning of property. |
| Bomb Threat/ False Alarm BombThrt | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |

| Major Problem Behavior | Definition |
|---|--|
| Use/Possession of Combustibles Combust | Student is in possession of substances/objects readily capable of causing bodily harm and/ or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). |
| Defiance/Disrespect/ Insubordination/ Non-Compliance Def/Disrep | Refusal to follow directions, talking back and/or socially rude interactions. |
| Disruption Disrup | 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. |
| Dress Code Violation DressCoVio | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. |
| Fighting/ Physical Aggression Fightphyagg | Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Forgery/ Theft Forg/theft | Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a persons name without that person's permission. |
| Harassment/Bullying Harass/bully | Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Inappropriate Display of Affection InappDisAff | Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual. |
| Inappropriate Location/ Out of Bounds Area OutofBounds | Student is in an area that is outside of school boundaries (as defined by school). |
| Lying/Cheating Cheat | Student delivers message that is untrue and/or deliberately violates rules. |
| Other Behavior OtherBehav | Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed. |

| Major Problem Behavior | Definition |
|---|---|
| Property Damage/Vandalism Propdam | Student participates in an activity that results in destruction or disfigurement of property. |
| Skip class/ truancy Skip | Student leaves class/ school without permission or stays out of class/ school without permission. |
| Technology Violation TechVio | Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer. |
| Tardy Tardy | Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school). |
| Use/Possession of Drugs Drugs | Student is in possession of or is using illegal drugs/substances or imitations. |
| Use/Possession of Tobacco Tobac | Student is in possession of or is using tobacco. |
| Use/Possession of Weapons Weapon | Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. |
| Extra Info | Extra Info is a field that SWIS™ offers for schools to more clearly define categories within SWIS. Schools have three options available for Extra Info codes. <u>Examples are listed below.</u> |
| Extra Info 1: Harassment | Type of harassment observed: verbal, physical, racial, sexual, religious, gender |
| Extra Info. 2: # of Peers in Fight | Number of peers involved in a fight. |
| Extra Info. 3: Homeroom Teacher | Homeroom teacher or student advisor identified. |

| Locations | Definition |
|---|---|
| Bathroom/restroom Bathrm | Areas used by students for taking care of personal needs. |
| Bus Loading Zone | The area used for bus loading and unloading. |
| Cafeteria Cafe | The area used for breakfast and lunch. |
| Classroom Class | Classrooms used for instructional purposes. |
| Commons/common area Common | Areas shared by students and staff for specific activities. |
| Gym | Areas used for physical education activities. |
| Hallway/ breezeway Hall | Areas designated for passing from one activity/ class to another. |
| Library | The area designated for research and study. |
| Locker Room | The area used by students to prepare for and completing physical education classes and/or sporting events. |
| Office | The area used by school staff for primary school business and management |
| Bus | Inside the bus at anytime |
| Other Location | Location for referral occurs in a location that is not listed above. Staff using this area will specify the location for the problem. |
| Parking Lot Park Lot | Areas used for parking vehicles during school hours. |
| Playground Plygd | The outside area used for recess breaks. |
| Special event/assembly/ field trip Special evt | Infrequent activities that occur in and/or out of school. |
| Unknown Location Unknloc | Location is not known or undetermined. |

| Possible Motivation | Definition |
|---|---|
| Avoid adult (Avoid a) | Student engages in problem behavior(s) to get away from adult(s). |
| Avoid peer(s) (Avoid p) | Student engages in problem behavior(s) to get away from/ escape peer(s). |
| Avoid tasks/ activities (Avoid task) | Student engages in problem behaviors(s) to get away/escape from tasks and/or activities |
| Avoid Work | Student engages in problem behavior(s) to get away/escape from work. |
| Don't know (DK) | Student engages in problem behavior(s) for unclear reasons. |
| Obtain adult attention (Ob a attn) | Student engages in problem behavior(s) to gain adult(s) attention. |
| Obtain items/ activities (Ob itm) | Student engages in problem behavior(s) to gain items and/or activities. |
| Obtain peer attention (Ob p attn) | Student engages in problem behavior(s) to gain peer(s) attention. |
| Other Motivation | Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior. |
| Unknown Motivation | Motivation is not known or undetermined. |
| Others Involved | Definition |
| None | Student engaged in problem behavior incident alone. |
| Peers | Student engaged in problem behavior incident with peer(s). |
| Staff | Student engaged in problem behavior incident with staff. |
| Substitute | Student engaged in problem behavior incident with substitute. |
| Teacher | Student engaged in problem behavior incident with teacher. |
| Unknown | It is unclear if any others were involved in incident. |
| Other | Student engaged in problem behavior with person not listed above. |

| Administrative Decision | Definition |
|---|---|
| Bus Suspension | Consequence for referral results in 1-3 day period when student not allowed on the bus. |
| Conference with Student (Conf) | Consequence for referral results in student meeting with administrator, teacher, and/ or parent (in any combination). |
| Expulsion (Expul) | Consequence for referral results in student being dismissed from school for one or more days. |
| Individualized Instruction (Intruct) | Consequence for referral results in student receiving individualized instruction specifically related to the students problem behaviors. |
| In-School Suspension (In-sch susp) | Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day. |
| Loss of Privilege (Loss priv) | Consequence for referral results in student being unable to participate in some type of privilege. |
| Other Admin. Decision | Consequence for referral results in administrative decision that is not listed above. Staff using this area will specify the administrative action taken. |
| Out-of-School Suspension (Out-sch susp) | Consequence for referral results in a 1-3 day period when student is not allowed on campus. |
| Parent Contact (Parent) | Consequence for referral results in parent communication by phone, email, or person to person about the problem. |
| Restitution (Rest) | Consequence for referral results in apologizing or compensating for loss, damage, or injury. |
| Saturday School (Sat Sch) | Consequence for referral results in student attending classes on a Saturday. |
| Time in Office (Office) | Consequence for referral results in student spending time in the office away from scheduled activities/classes |
| Time Out/ Detention (Detent) | Consequence for referral results in student spending time in a specified area away from scheduled activities/classes. |
| Unknown Admin. Decision | Administrative decision is not known or undetermined. |