SWIS Referral Definitions

# Staff-managed Behaviors

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| Behavior | Definition | Examples |
| Academic Dishonesty  (Acad Dis) | Non-serious use (as defined by the school/district) of another person’s work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices, or communication during an academic exercise. | * Using a calculator when instructions say “No calculators.” * Glancing at a peer’s answers during an exam. |
| Defiance /Insubordination/Non-compliance  (m-Defiance) | Brief or low-intensity failure to follow directions or talking back. | * Work refusal * Not transitioning * Not following rules |
| Disrespect  (m-Disrespect) | Low-intensity, rude or dismissive messages to adults or students. | * Name calling * Eye rolling |
| Disruption  (m-Disruption) | Low-intensity interruption of class or school activities. | * Talking over others * Making loud noises * Wandering around and distracting others |
| Dress Code Violation  (m-Dress) | Clothing that is near, but not within, the school/district dress code guidelines. | * *Consult the school/district dress code guidelines for examples.* |
| Gang Affiliation Display | Gesture, dress, and/or speech to show affiliation with a gang, and the behavior is managed by the referring staff member. |  |
| Inappropriate Display of Affection | Low-intensity, inappropriate (as defined by school/district), consensual verbal and/or physical gestures or contact of a sexual nature to another person. | * Hugging or touching a classmate |
| Inappropriate Language  (m-Inapp Lan) | Low-intensity harmful language. | * Saying “butt crack” at circle time * Swearing, but not directed at someone |
| Inappropriate Location | In an area outside of the classroom or activity boundaries (as defined by the school/staff), and the behavior is managed by the referring staff member. | * Not on the rug during circle time * Excessive time spent in the bathroom |
| Lying | Non-serious, untrue message which violates rules. | * Not answering truthfully about homework being complete * Not admitting to doing something inappropriate in class. |
| Other  (m-Other) | Any staff-managed behavior not otherwise listed. |  |
| Material/Property Misuse  (mPrprty Misuse) | Low-intensity incorrect use of materials or property. | * Firing staples out of a stapler * Coloring on a desk * Tearing up papers |
| Physical Contact/Physical Aggression  (m-Contact) | Non-serious, physical contact that violates school guidelines. | * Horseplay * Mutual play fighting * *Consult the school/district guidelines for contextually relevant examples.* |
| Skip Class | Leaving or missing class without permission and the behavior is managed by the referring staff member. |  |
| Tardy  (m-Tardy) | Arrival to class after the signal that class has started. | * In the room, but not at their desk * Arrival seconds after the bell rings |
| Technology Violation  (m-Tech) | Non-serious use of an electronic device that violates school guidelines. | * Cell phone is on a desk in a no-cell-phone space * Playing unapproved games on a school-issued tablet |
| Theft | In possession of, has passed on, or is responsible for non-serious removal of property that is not their own without permission. | * Taking another person’s materials, such as pencil or pen |
| Threatening Behavior | Low intensity behavior causing fear of injury or harm to people or property. | * Saying they want to fight someone * Saying “I’m not going to be your friend if you do that.” |

# Administrator-managed Behaviors

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| Behavior | Definition | Examples |
| Abusive Language/Inappropriate Language/Profanity  (Inapp Lan) | Harmful verbal messages. | * Name calling * Swearing at someone |
| Academic Dishonesty  (Acad Dis) | Intentionally using another person’s work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices or communication during an academic exercise. | * Cheating on a test * Plagiarism * Not citing sources * Unauthorized help |
| Arson  (Arson) | Plans to and/or participation in burning of property. | * Burning leaves on the playground * Playing with matches * Setting fire to property on purpose |
| Bomb Threat/False Alarm  (Bomb) | A message of impending explosive materials on campus or near campus. | * Social media post * Prank phone call * Swatting * Graffiti message in a bathroom stall |
| Bullying  (Bullying) | Repeated, unwanted interactions in which there is a power imbalance. | * On-going teasing * Repeated taunting * Repeated name calling * Leaving someone out on purpose * Rumors |
| Defiance/Insubordination/Non-compliance  (Defiance) | Refusal to follow directions or talking back. | * Shouting NO * Continued refusal to follow instruction after repeated attempts * Continued refusal after offers of support |
| Disrespect  (Disrespect) | Rude or dismissive messages to adults or students. | * Insults directed at others |
| Disruption  (Disruption) | An interruption in a class or school activity. | * Sustained loud talking * Yelling * Screaming * Noise with materials * Horseplay or roughhousing * Sustained out-of-seat behavior |
| Dress Code Violation  (Dress) | Clothing that does not fit within the school/district dress code guidelines. | * *Consult the school/district dress code guidelines for examples.* |
| Fighting  (Fight) | Mutual participation in physical violence. | * Two students punching each other * A group of students kicking each other |
| Gang Affiliation Display  (Gang Display) | Gesture, dress, and/or speech to show affiliation with a gang. | * Flashing a gang sign * Wearing prohibited colors to demonstrate gang affiliation |
| Harassment \*  (Harass) | Disrespectful messages in any format based on a protected class such as gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. *These subtypes are based on documentation from the U.S. Office of Civil Rights.* | * Making fun on someone’s accent * Racial slurs |
| Inappropriate Display of Affection  (Inapp Affection) | Inappropriate (as defined by school/district), consensual verbal and/or physical gestures or contact of a sexual nature to another person. | * Kissing in the hallway * Public display of affection (PDA) |
| Inappropriate Location/Out of Bounds Area  (Out Bounds) | In an area outside of the school or activity boundaries (as defined by school). | * Leaving school grounds during school hours * Wandering away during a field trip |
| Lying  (Lying) | An untrue message which violates rules. | * Forging a permission slip signature * Blaming another student for something they didn’t do |
| Other Behavior  (Other) | An administrator-managed behavior not otherwise listed. |  |
| Physical Aggression  (PAgg) | Physical contact where injury may occur | * Hitting * Punching * Hitting with an object * Kicking * Hair pulling * Scratching |
| Property Damage/Vandalism  (Prop Dam) | Destruction or disfigurement of property. | * Graffiti * Driving on the football field |
| Skip Class  (Skip) | Leaving or missing class without permission. | * Hanging out in the commons during class time |
| Tardy  (Tardy) | Late (as defined by the school) to class or the start of the school day, and Tardy is not considered a staff-managed behavior. | * Not in their seat when the bell rings * Arriving to class 15 minutes late without a permission slip |
| Technology Violation \*  (Tech) | Inappropriate (as defined by school) use of an electronic device. | * Texting in class * Using a school tablet to play non-school games during a lesson |
| Theft  (Theft) | In possession of, has passed on, or is responsible for removing property that is not their own without permission. | * Taking another student’s possessions * Taking school materials without permission |
| Threatening Behavior  (Threat) | Causing fear of injury or harm to people or property. | * Social media post about hurting another student * Message in the bathroom about fighting another student * Saying they’ll bring a weapon to school to hurt someone |
| Truancy  (Truancy) | An unexcused absence for ½ day or more. | * Leaving at lunch and not coming back * Repeatedly skipping class |
| Use/Possession of Alcohol  (Alcohol) | Possession or use of alcohol. | * Bringing beer to school * Showing up to a school dance drunk |
| Use/Possession of Combustibles  (Combust) | Possession or use of substances or objects capable of setting fire to or burning something | * Matches * Lighters * Firecrackers * Gasoline * Lighter fluid |
| Use/Possession of Restricted Substances  (Drugs) | Possession or use of drugs, medications, or other substances that are limited, controlled, or banned; misuse of allowed substances in an unapproved way. | * THC in a vape pen * Sharing anxiety medication * Huffing glue |
| Use/Possession of Tobacco/Nicotine  (Tobacco) | Possession or use of tobacco or nicotine products. | * Cigarettes * Vape pens * Chewing tobacco. |
| Use/Possession of Weapons \*  (Weapons) | Possession or use of knives, guns, or other objects readily capable of causing bodily harm. | * Bringing a toy gun to school pretending it’s real * Switchblade |

*\* Category subtypes are available to enable in SWIS School Settings*

# Locations

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| Location | Definition |
| Art Room  (Art) | Areas used for art classes and activities. |
| Athletic Field/Stadium  (Stadium) | Areas used for athletic events |
| Bathroom/Restroom  (Bathrm) | Areas used for taking care of personal needs. |
| Bus  (Bus) | On the bus. |
| Bus Loading Zone  (Bus zn) | Areas used for bus loading and unloading. |
| Cafeteria  (Café) | Areas used for breakfast and lunch. |
| Classroom  (Class) | Areas used for instructional purposes. |
| Commons/Common Area  (Common) | Areas shared by students and staff. |
| Computer Lab  (Comp) | Areas used for group computer classes and activities. |
| Distance Learning  (Distance) | Areas used for learning during school hours away from school grounds |
| Dormitory  (Dorm) | Designated living quarters for students. |
| Gym  (Gym) | Areas used for indoor physical education activities. |
| Hallway/Breezeway  (Hall) | Areas for passing from one activity or class to another. |
| Library  (Library) | Areas for research, studying, and media use. |
| Locker Room  (Locker rm) | Areas to prepare for physical education classes or sporting events. |
| Music Room  (Music rm) | Areas for music activities. |
| Off Campus  (Off-campus) | Areas beyond the property boundary of the school and not affiliated with a school activity. |
| Office  (Office) | Areas used by school staff for conducting school administration. |
| Other/Unknown Location  (Other) | Areas not known nor otherwise listed. |
| Parking Lot  (Park lot) | Areas used for parking vehicles. |
| Playground/Outdoor Area  (Plygd) | Outside areas on school grounds. |
| Special Event/Field Trip  (Special evt) | Areas for atypical school activities occurring in or out of school. |
| Vocational Room  (Voc rm) | Areas used for vocational classes and activities. |

# Perceived Motivation (Function of Behavior)

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| Motivation | Definition |
| Escape/Avoid Adult(s)  (Escape a) | Behavior(s) to get away from/escape adult(s). |
| Escape/Avoid Peer(s)  (Escape p) | Behavior(s) to get away from/escape peers. |
| Escape/Avoid Tasks/Activities/Sensory  (Escape task) | Behavior(s) to get away from/escape tasks, activities, and/or sensory stimulation. |
| Obtain Adult Attention  (Ob a attn) | Behavior(s) to gain attention of adult(s). |
| Obtain Items/Activities/Sensory  (Ob itm) | Behavior(s) to gain items, activities, and/or sensory stimulation. |
| Obtain Peer Attention  (Ob p attn) | Behavior(s) to gain attention of peer(s). |
| Unknown Motivation  (Unknown) | Behavior(s) happen for unclear reasons. |

# Others Involved

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| Others Involved | Definition |
| None  (None) | Behavior does not involve others. |
| Other  (Other) | Behavior involves a person not otherwise listed. |
| Peers  (Peers) | Behavior involves peers. |
| Staff  (Staff) | Behavior involves staff. |
| Substitute  (Substitute) | Behavior involves a substitute. |
| Teacher  (Teacher) | Behavior involves a teacher. |
| Unknown  (Unknown) | It is unclear if any others were involved. |

# Action Taken

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| Action Taken | Definition | Example |
| Action Pending  (Act Pen) | Awaiting a response. |  |
| Alternative Placement  (Alt Placement) | Placing the student in a different educational setting | * Buddy classroom * Problem solving room |
| Bus Suspension  (Bus Sus) | A 1-3 day period when a student is not allowed on the bus. |  |
| Parent/Caregiver/Guardian Contact  (Contact) | Communication to a student’s caregiver or guardian. |  |
| Classroom Exclusion/Time-Out  (Time-out) | Brief exclusion from scheduled activities or instruction. |  |
| Community Service  (Comm svc) | Community service activities or projects. | * Cleaning up the playground * Painting over graffiti * Lunchroom assistance |
| Conference with Student  (Conf) | Meeting with an administrator, teacher, and/or caregiver/guardian. |  |
| Detention  (Detent) | Time in a specified area away from non-instructional activities/classes. | * Lunch detention * Afterschool detention |
| Expulsion  (Expul) | Dismissal from school for one or more days. |  |
| In-School Suspension  (In-sch sus) | At least half the school day excluded from scheduled activities or instruction. |  |
| Individualized Instruction  (Intruct) | Individualized instruction specifically related to their behaviors. | * One-on-one skill building * Short-cycle social skills instruction * Reteach and practice routines |
| Loss of Privilege  (Loss priv) | Removal of a benefit. | * Holding back from recess * Non-participation in the school assembly * Loss of choice |
| Other Action Taken  (Other) | An action taken not otherwise listed*.* |  |
| Out-of-School Suspension  (Out-sch susp) | A 1-3 day period when the student is excluded from campus. |  |
| Request for Additional Support  (Support) | Referring the student to additional/external services and/or support. | * Drug/alcohol treatment * Counseling * Tier 2/3 intervention * Referral to student support team |
| Restitution  (Restitution) | Compensating for loss, damage, or injury | * Paying for damages * Repairing damages |
| Restorative Practice \*  (Restorative) | Completion of an activity to repair harm to personal relationships | * Apology * Restorative circle * Restorative chat * Restorative conference |

*\* Category subtypes are available to enable in SWIS School Settings*

# Seclusion/Restraint

Definitions based on documentation from the U.S. Department of Education on Restraint and Seclusion.

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| Restraint/Seclusion | Definition |
| None | No restraint or seclusion was used. |
| Seclusion | The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. |
| Restraint | Any measure or condition used to immobilize or reduce the ability of a student to move freely. |
| Seclusion & Restraint | The use of both seclusion and restraint. |