SWIS Referral: Elementary Example

Who

|  |  |  |
| --- | --- | --- |
| Student | Referring Staff | Others Involved |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | None Peers Staff  Substitute Teacher Other \_\_\_\_\_\_ |

Context (when and where)

|  |  |
| --- | --- |
| Date | Location |
|  | Classroom Distance Learning Hall/Breezeway Cafeteria  Bathroom Playground/Outdoor Locker Room Gym  Art Room Library Music Room Computer Lab  Common Area Special Event/Field Trip Off Campus Office  Bus Bus Loading Zone Parking Lot Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time |
|  |

What Behavior

|  |  |
| --- | --- |
| Staff-managed Behavior | Administrator-Managed Behavior *(Circle most impactful to learning/climate)* |
| Inappropriate Language  Material/Property Misuse  Physical Contact/ Aggression  Dress Code Violation  Tech Violation  Tardy  Disrespect\*  Disruption\*  Defiance/ Non-compliance\*  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Abusive/Inappropriate Language Academic Dishonesty Lying  Dress Code Violation Skip Class Tardy Theft  Defiance/Non-compliance\* Disrespect\* Disruption\*  Fighting Bullying Physical Aggression  Harassment – *Identify Subtype*  *Gender* *Physical Characteristics* *Race* *Religion*  *Sexual*  *Disability/Exceptionality*  *Ethnicity* *Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Inappropriate Location Technology Violation  Threatening Behavior Property Damage/Vandalism  Bomb Threat/False Alarm Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Perceptions and Response

|  |  |
| --- | --- |
| Perceived Motivation | Actions Taken *(Circle most severe)* |
| Escape/Avoid  Adult(s) Peer(s)  Tasks/Activities/Sensory  Obtain  Adult Peer  Items/Activities/Sensory | Conference with Student Individualized Instruction  Caregiver/Guardian Contact Request for Additional Support  Restorative Practice – *Identify Subtype* *Chat* *Impromptu Circle* *Other\_\_\_\_\_\_\_\_\_\_*  Community Service Restitution Loss of Privilege  Additional Attendance Bus Suspension Alternative Placement  Classroom Exclusion/Time-Out Detention  In-School Suspension \_\_\_\_ *days*  Out-of-School Suspension \_\_\_\_ *days*  Expulsion Action Pending Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Seclusion/Restraint  *None* *Restraint*  *Seclusion* *Seclusion & Restraint* |

Notes

SWIS Referral: Staff-managed (minor) Only Example

Who

|  |  |  |
| --- | --- | --- |
| Student | Referring Staff | Others Involved |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | None Peers Staff  Substitute Teacher Other \_\_\_\_\_\_\_\_ |

Context

|  |  |
| --- | --- |
| Date | Location |
|  | Classroom Distance Learning Hall/Breezeway Cafeteria  Bathroom Playground/Outdoor Locker Room Gym  Art Room Library Music Room Computer Lab  Common Area Special Event/Field Trip Off Campus Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time |
|  |

What Behavior

|  |
| --- |
| Staff-managed Behavior |
| Inappropriate Language Material/Property Misuse Physical Contact/ Aggression  Dress Code Violation Tech Violation Tardy  Disrespect Disruption Defiance Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Perceptions and Response

|  |  |
| --- | --- |
| Perceived Motivation | Actions Taken *(Circle most severe)* |
| Esc Adult(s) Esc Peer(s)  Esc Tasks/Activ/Sensory  Obt Adult Attn  Obt Peer Attn  Obt Items/Activ/Sensory | Restorative Practice – *Identify Subtype* *Chat* *Impromptu Circle* *Conference*  Conference with Student Individualized Instruction Caregiver Contact  Request for Additional Support Community Service Restitution  Loss of Privilege Additional Attendance  Classroom Exclusion/Time-Out Action Pending Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

SWIS Referral: Staff-managed (minor) Only Example

Who

|  |  |  |
| --- | --- | --- |
| Student | Referring Staff | Others Involved |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | None Peers Staff  Substitute Teacher Other \_\_\_\_\_\_\_\_ |

Context

|  |  |
| --- | --- |
| Date | Location |
|  | Classroom Distance Learning Hall/Breezeway Cafeteria  Bathroom Playground/Outdoor Locker Room Gym  Art Room Library Music Room Computer Lab  Common Area Special Event/Field Trip Off Campus Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time |
|  |

What Behavior

|  |
| --- |
| Staff-managed Behavior |
| Inappropriate Language Material/Property Misuse Physical Contact/ Aggression  Dress Code Violation Tech Violation Tardy  Disrespect Disruption Defiance Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Perceptions and Response

|  |  |
| --- | --- |
| Perceived Motivation | Actions Taken *(Circle most severe)* |
| Esc Adult(s) Esc Peer(s)  Esc Tasks/Activ/Sensory  Obt Adult Attn  Obt Peer Attn  Obt Items/Activ/Sensory | Restorative Practice – *Identify Subtype* *Chat* *Impromptu Circle* *Conference*  Conference with Student Individualized Instruction Caregiver Contact  Request for Additional Support Community Service Restitution  Loss of Privilege Additional Attendance  Classroom Exclusion/Time-Out Action Pending Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

SWIS Referral: Middle or High Example

Who

|  |  |  |
| --- | --- | --- |
| Student | Referring Staff | Others Involved |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | None Peers Staff  Substitute Teacher Other \_\_\_\_\_\_ |

Context

|  |  |
| --- | --- |
| Date | Location |
|  | Classroom Cafeteria Hallway/Breezeway Distance Learning  Bathroom/Restroom Playground/Outdoor Locker Room  Art Room Library Music Room Vocational Room  Computer Lab Common Area Athletic Field/Stadium Gym  Special Event/Field Trip Office Bus Bus Loading Zone  Parking Lot Dormitory Off Campus Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time |
|  |

What Behavior

|  |  |
| --- | --- |
| Staff-managed Behavior | Administrator-managed Behavior *(Circle most impactful to learning/climate)* |
| Inappropriate Language  Material/Property Misuse  Physical Contact/ Aggression  Dress Code Violation  Tardy  Technology Violation  Defiance/ Non-compliance\*  Disrespect\*  Disruption\*  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \**Remember to use our shared school definitions* | Abusive/Inappr. Language/Profanity Disruption\*  Academic Dishonesty Lying Theft  Defiance/ Non-compliance\* Disrespect\* Inappr. Display of Affection  Technology Violation Dress Code Violation  *School-issued* *Personal*  Fighting Bullying Physical Aggression  Skip Class Tardy Truancy  Gang Affiliation Display Threatening Behavior  Property Dam/Vandalism Inappr. Location/Out of Bounds Area  Harassment – *Identify Subtype*  *Gender* *Physical Characteristics* *Race* *Religion*  *Sexual*  *Disability/Exceptionality*  *Ethnicity* *Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Use/Possession of  *Alcohol*  *Tobacco/Nicotine* *Restricted Substances*  Combustibles Weapons – *Identify Subtype:* *Gun* *Knife > 6 inches* *Knife < 6 inches*  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Perceptions and Response

|  |  |
| --- | --- |
| Perceived Motivation | Actions Taken *(Circle most severe)* |
| Escape/Avoid  Adult Attn  Peer Attn  Tasks/Activities/Sensory  Obtain  Adult Attn  Peer Attn  Items/Activities/Sensory | Conference with Student Individualized Instruction  Caregiver/Guardian Contact Request for Additional Support  Restorative Practice – *Identify Subtype* *Chat* *Impromptu Circle* *Conference*  Community Service Restitution Loss of Privilege  Additional Attendance Bus Suspension Detention  Exclusion/Time-Out Alternative Placement  In-School Suspension \_\_\_\_ *days* Out-of-School Suspension \_\_\_\_ *days*  Expulsion Action Pending Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seclusion/Restraint  *None* *Restraint*  *Seclusion* *Seclusion & Restraint* |

Notes

SWIS Referral: K-12 Example (with custom fields)

Please fill out all sections of the form. If information is unknown after follow-up, contact \_\_\_\_\_\_\_\_\_\_\_ for support.

Who

|  |  |  |
| --- | --- | --- |
| Student | Referring Staff | Others Involved |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supports IEP 504 BIP | Name | None Peers Staff  Substitute Teacher Other \_\_\_\_\_\_ |

Context (when and where)

|  |  |
| --- | --- |
| Date | Location |
|  | Classroom Distance Learning Hall/Breezeway Cafeteria  Bathroom Playground/Outdoor Locker Room Gym  Art Room Library Music Room Computer Lab  Common Area Special Event/Field Trip Off Campus Office  Bus Bus Loading Zone Parking Lot Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Time |
|  |
| Custom/Extra | Time out of Instruction <5 min 6-15 min 16-30 min 31-60 min >1hr  Hallway east west north south |

What Behavior

|  |  |
| --- | --- |
| Staff-managed Behavior | Administrator-managed Behavior *(Circle most impactful to learning/climate)* |
| Inappropriate Language  Material/Property Misuse  Physical Contact/ Aggression  Dress Code Violation  Tech Violation  Tardy  Disrespect  Disruption  Defiance/ Non-compliance  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Abusive/Inappropriate Language Academic Dishonesty Lying  Dress Code Violation Skip Class Tardy Theft  Defiance/Non-compliance Disrespect Disruption  Fighting Physical Aggression Bullying  Harassment Technology Violation  Threatening Behavior Property Damage/Vandalism  Inappropriate Location/Out of Bounds Area  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Staff Perceptions and Response

|  |  |
| --- | --- |
| Perceived Motivation | Actions Taken *(Circle most severe)* |
| Escape/Avoid  Adult Attn  Peer Attn  Tasks/Activities/Sensory  Obtain  Adult Attn  Peer Attn  Items/Activities/Sensory | Conference with Student Individualized Instruction  Caregiver/Guardian Contact Request for Additional Support  Restorative Practice Community Service  Restitution Loss of Privilege  Additional Attendance Bus Suspension  Classroom Exclusion/Time-Out Detention  In-School Suspension \_\_\_\_ *days* Out-of-School Suspension \_\_\_\_ *days*  Expulsion Action Pending Other Action Taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Notes