



SWIS Referral Definitions

Staff-managed Behaviors

| Behavior | Definition | Examples |
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| 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Work refusal ▶ Not transitioning ▶ Not following rules |
| Disrespect (m-Disrespect) | Low-intensity, rude or dismissive messages to adults or students. | <ul style="list-style-type: none"> ▶ Name calling ▶ Eye rolling |
| Disruption (m-Disruption) | Low-intensity interruption of class or school activities. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ <i>Consult the school/district dress code guidelines for examples.</i> |
| Gang Affiliation Display | Gesture, dress, and/or speech to show affiliation with a gang, and the behavior is managed by the referring staff member. | <ul style="list-style-type: none"> ▶ |
| 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 | <ul style="list-style-type: none"> ▶ Hugging or touching a classmate |



| Behavior | Definition | Examples |
|---|---|--|
| | person. | |
| Inappropriate Language (m-Inapp Lan) | Low-intensity harmful language. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Not on the rug during circle time ▶ Excessive time spent in the bathroom |
| Lying | Non-serious, untrue message which violates rules. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Horseplay ▶ Mutual play fighting ▶ <i>Consult the school/district guidelines for contextually relevant examples.</i> |



| Behavior | Definition | 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Saying they want to fight someone ▶ Saying "I'm not going to be your friend if you do that." |

Administrator-managed Behaviors

| Behavior | Definition | Examples |
|--|---|---|
| Abusive Language/Inappropriate Language/Profanity (Inapp Lan) | Harmful verbal messages. | <ul style="list-style-type: none"> ▶ 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 | <ul style="list-style-type: none"> ▶ Cheating on a test ▶ Plagiarism ▶ Not citing sources ▶ Unauthorized help |



| Behavior | Definition | Examples |
|---|--|---|
| | communication during an academic exercise. | |
| Arson (Arson) | Plans to and/or participation in burning of property. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Insults directed at others |
| Disruption (Disruption) | An interruption in a class or school activity. | <ul style="list-style-type: none"> ▶ Sustained loud talking ▶ Yelling ▶ Screaming ▶ Noise with materials ▶ Horseplay or roughhousing ▶ Sustained out-of-seat behavior |



| Behavior | Definition | Examples |
|---|---|---|
| Dress Code Violation (Dress) | Clothing that does not fit within the school/district dress code guidelines. | <ul style="list-style-type: none"> ▶ Consult the school/district dress code guidelines for examples. |
| Fighting (Fight) | Mutual participation in physical violence. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights.</i> | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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). | <ul style="list-style-type: none"> ▶ Leaving school grounds during school hours ▶ Wandering away during a field trip |



| Behavior | Definition | Examples |
|---|--|--|
| Lying (Lying) | An untrue message which violates rules. | <ul style="list-style-type: none"> ▶ 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 | <ul style="list-style-type: none"> ▶ Hitting ▶ Punching ▶ Hitting with an object ▶ Kicking ▶ Hair pulling ▶ Scratching |
| Property Damage/Vandalism (Prop Dam) | Destruction or disfigurement of property. | <ul style="list-style-type: none"> ▶ Graffiti ▶ Driving on the football field |
| Skip Class (Skip) | Leaving or missing class without permission. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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 | <ul style="list-style-type: none"> ▶ Taking another student's possessions ▶ Taking school materials without permission |



| Behavior | Definition | Examples |
|--|--|--|
| | permission. | |
| Threatening Behavior (Threat) | Causing fear of injury or harm to people or property. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Leaving at lunch and not coming back ▶ Repeatedly skipping class |
| Use/Possession of Alcohol (Alcohol) | Possession or use of alcohol. | <ul style="list-style-type: none"> ▶ 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 | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ THC in a vape pen ▶ Sharing anxiety medication ▶ Huffing glue |
| Use/Possession of Tobacco/Nicotine (Tobacco) | Possession or use of tobacco or nicotine products. | <ul style="list-style-type: none"> ▶ Cigarettes ▶ Vape pens ▶ Chewing tobacco. |



| Behavior | Definition | Examples |
|--|---|--|
| Use/Possession of Weapons * (Weapons) | Possession or use of knives, guns, or other objects readily capable of causing bodily harm. | <ul style="list-style-type: none"> ▶ Bringing a toy gun to school pretending it's real ▶ Switchblade |

* Category subtypes are available to enable in SWIS School Settings

Locations

| 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 |



| Location | Definition |
|---|---|
| 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)

| 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

| Others Involved | Definition |
|------------------|--|
| None (None) | Behavior does not involve others. |
| Other (Other) | Behavior involves a person not otherwise listed. |
| Peers (Peers) | Behavior involves peers. |



| Others Involved | Definition |
|----------------------------|--|
| 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

| Action Taken | Definition | Example |
|--|---|--|
| Action Pending (Act Pen) | Awaiting a response. | |
| Alternative Placement (Alt Placement) | Placing the student in a different educational setting | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ 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. | |



| Action Taken | Definition | Example |
|--|---|---|
| Individualized Instruction (Instruct) | Individualized instruction specifically related to their behaviors. | <ul style="list-style-type: none"> ▶ One-on-one skill building ▶ Short-cycle social skills instruction ▶ Reteach and practice routines |
| Loss of Privilege (Loss priv) | Removal of a benefit. | <ul style="list-style-type: none"> ▶ 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. | <ul style="list-style-type: none"> ▶ Drug/alcohol treatment ▶ Counseling ▶ Tier 2/3 intervention ▶ Referral to student support team |
| Restitution (Restitution) | Compensating for loss, damage, or injury | <ul style="list-style-type: none"> ▶ Paying for damages ▶ Repairing damages |
| Restorative Practice * (Restorative) | Completion of an activity to repair harm to personal relationships | <ul style="list-style-type: none"> ▶ 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.

| Restraint/Seclusion | Definition |
|---------------------|------------|
|---------------------|------------|



| 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. |