



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 verbal language	Student engages in low intensity instance of inappropriate language
Physical contact/ aggression	Student engages in non-serious, but inappropriate physical contact
Defiance/ disrespect/ non-compliance	Student engages in brief or low-intensity failure to respond to adult requests
Disruption	Student engages in low-intensity, but inappropriate disruption
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Information and Other Electronics Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/ computer.
Property misuse	Student engages in low-intensity misuse of property
Tardy	Student arrives at class after the bell (or signal that class has started)..
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	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Alcohol	Student is in possession of or is using alcohol.
Arson	Student plans and/or participates in malicious burning of property.

Major Problem Behavior	Definition
Bomb threat/ False alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Combustibles	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	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	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	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Fighting/ physical aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Forgery/ 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	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	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.
Information and Other Electronics Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.

Major Problem Behavior	Definition
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Out of Bounds/ Off School Location	Student is in an area that is outside of school boundaries (as defined by school)
Property Damage	Student deliberately impairs the usefulness of property.
Skip class/ truancy	Student leaves class/ school without permission or stays out of class/ school without permission.
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).
Tobacco	Student is in possession of or is using tobacco.
Vandalism/Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapons	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 III TM offers for schools to define problem behaviors at a more specific level. Schools have three options available for Extra Info codes. Examples are listed below.
Extra Info 1: Harassment	Specify the type of harassment observed: h01= verbal; h02= physical; h03= racial; h04= sexual
Extra Info. 2: Homeroom Teacher	Specify the homeroom teacher: HT01, HT02, HT03, HT04, HT05...

Locations	Definition
Bathroom/restroom (Bathrm)	Areas used by students for taking care of personal needs.
Bus area (Bus)	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
On Bus	Inside the bus at anytime
Other	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.

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
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	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.
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.

Administrative Decision	Definition
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	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.
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.