



Documentation Project

Referral Form Definitions

Version 4.1

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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.

BEATTIE ELEMENTARY ADJUSTMENTS

SWIS™ Office Referral Definitions

*Three minor offenses in the same category within five school days will equate to a Major Problem Behavior

Minor Problem Behavior *	Definition
Inappropriate Language Inapp Lang	Student engages in low intensity instance of inappropriate language as defined by age-appropriate expectations
Physical Contact/Physical Aggression PhyCon	Student engages in non-serious, but inappropriate physical contact, including low intensity roughhousing
Defiance/ disrespect/ non-compliance Def/Disrep	Student engages in brief or low-intensity failure to respond to adult requests, including non-verbal disrespect, willful nonparticipation, and/or failure to complete homework
Disruption Disrup	Student engages in low-intensity, but inappropriate disruption to his/her learning, classmates' learning, and/or teacher's ability to lead instruction
Dress Code Violation DressCoVio	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district (see Major)
Forgery/ Theft Forg/theft	On a low intensity level , student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Inappropriate Location/ Out of Bounds Area OutofBounds	On a low intensity level , student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating Cheat	On a low intensity level , student delivers message that is untrue and/or deliberately cheats
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 willfully delays his/her transition to next class setting
Other Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Problem Behavior	Definition

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.
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 and has been cited two times previously in the school year
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 person's 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.

Major Problem Behavior	Definition
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.
Property Damage/Vandalism Propdam	Student participates in an activity that results in destruction of 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 habitual in willfully delaying his/her arrival to school or in transitioning to next class setting
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.