



# SWIS Referral Definitions

## Staff-managed Behaviors

Behavior	Definition	Examples
Defiance /Insubordination/Non-compliance (m-Defiance)	Brief or low-intensity failure to follow directions or talking back.	<ul style="list-style-type: none"> <li>▶ Work refusal</li> <li>▶ Not transitioning</li> <li>▶ Not following rules</li> </ul>
Disrespect (m-Disrespect)	Low-intensity, rude or dismissive messages to adults or students.	<ul style="list-style-type: none"> <li>▶ Name calling</li> <li>▶ Eye rolling</li> </ul>
Disruption (m-Disruption)	Low-intensity interruption of class or school activities.	<ul style="list-style-type: none"> <li>▶ Talking over others</li> <li>▶ Making loud noises</li> <li>▶ Wandering around and distracting others</li> </ul>
Dress Code Violation (m-Dress)	Clothing that is near, but not within, the school/district dress code guidelines.	<ul style="list-style-type: none"> <li>▶ <i>Consult the school/district dress code guidelines for examples.</i></li> </ul>
Inappropriate Language (m-Inapp Lan)	Low-intensity harmful language.	<ul style="list-style-type: none"> <li>▶ Saying “butt crack” at circle time</li> <li>▶ Swearing, but not directed at someone</li> </ul>
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"> <li>▶ Firing staples out of a stapler</li> <li>▶ Coloring on a desk</li> <li>▶ Tearing up papers</li> </ul>
Physical Contact/Physical Aggression (m-Contact)	Non-serious, physical contact that violates school guidelines.	<ul style="list-style-type: none"> <li>▶ Horseplay</li> <li>▶ Mutual play fighting</li> <li>▶ <i>Consult the school/district guidelines for contextually relevant examples.</i></li> </ul>



Behavior	Definition	Examples
Tardy (m-Tardy)	Arrival to class after the signal that class has started.	<ul style="list-style-type: none"> <li>▶ In the room, but not at their desk</li> <li>▶ Arrival seconds after the bell rings</li> </ul>
Technology Violation (m-Tech)	Non-serious use of an electronic device that violates school guidelines.	<ul style="list-style-type: none"> <li>▶ Cell phone is on a desk in a no-cell-phone space</li> <li>▶ Playing unapproved games on a school-issued tablet</li> </ul>

## Administrator-managed Behaviors

Behavior	Definition	Examples
Abusive Language/Inappropriate Language/Profanity (Inapp Lan)	Harmful verbal messages.	<ul style="list-style-type: none"> <li>▶ Name calling</li> <li>▶ Swearing at someone</li> </ul>
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.	<ul style="list-style-type: none"> <li>▶ Cheating on a test</li> <li>▶ Plagiarism</li> <li>▶ Not citing sources</li> <li>▶ Unauthorized help</li> </ul>
Arson (Arson)	Plans to and/or participation in burning of property.	<ul style="list-style-type: none"> <li>▶ Burning leaves on the playground</li> <li>▶ Playing with matches</li> <li>▶ Setting fire to property on purpose</li> </ul>
Bomb Threat/False Alarm (Bomb)	A message of impending explosive materials on campus or near campus.	<ul style="list-style-type: none"> <li>▶ Social media post</li> <li>▶ Prank phone call</li> <li>▶ Swatting</li> <li>▶ Graffiti message in a bathroom stall</li> </ul>



Behavior	Definition	Examples
Bullying (Bullying)	Repeated, unwanted interactions in which there is a power imbalance.	<ul style="list-style-type: none"> <li>▶ On-going teasing</li> <li>▶ Repeated taunting</li> <li>▶ Repeated name calling</li> <li>▶ Leaving someone out on purpose</li> <li>▶ Rumors</li> </ul>
Defiance/Insubordination/Non-compliance (Defiance)	Refusal to follow directions or talking back.	<ul style="list-style-type: none"> <li>▶ Shouting NO</li> <li>▶ Continued refusal to follow instruction after repeated attempts</li> <li>▶ Continued refusal after offers of support</li> </ul>
Disrespect (Disrespect)	Rude or dismissive messages to adults or students.	<ul style="list-style-type: none"> <li>▶ Insults directed at others</li> </ul>
Disruption (Disruption)	An interruption in a class or school activity.	<ul style="list-style-type: none"> <li>▶ Sustained loud talking</li> <li>▶ Yelling</li> <li>▶ Screaming</li> <li>▶ Noise with materials</li> <li>▶ Horseplay or roughhousing</li> <li>▶ Sustained out-of-seat behavior</li> </ul>
Dress Code Violation (Dress)	Clothing that does not fit within the school/district dress code guidelines.	<ul style="list-style-type: none"> <li>▶ <i>Consult the school/district dress code guidelines for examples.</i></li> </ul>
Fighting (Fight)	Mutual participation in physical violence.	<ul style="list-style-type: none"> <li>▶ Two students punching each other</li> <li>▶ A group of students kicking each other</li> </ul>
Gang Affiliation Display (Gang Display)	Gesture, dress, and/or speech to show affiliation with a gang.	<ul style="list-style-type: none"> <li>▶ Flashing a gang sign</li> <li>▶ Wearing prohibited colors to demonstrate gang affiliation</li> </ul>



Behavior	Definition	Examples
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"> <li>▶ Making fun on someone's accent</li> <li>▶ Racial slurs</li> </ul>
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"> <li>▶ Kissing in the hallway</li> <li>▶ Public display of affection (PDA)</li> </ul>
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"> <li>▶ Leaving school grounds during school hours</li> <li>▶ Wandering away during a field trip</li> </ul>
Lying (Lying)	An untrue message which violates rules.	<ul style="list-style-type: none"> <li>▶ Forging a permission slip signature</li> <li>▶ Blaming another student for something they didn't do</li> </ul>
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"> <li>▶ Hitting</li> <li>▶ Punching</li> <li>▶ Hitting with an object</li> <li>▶ Kicking</li> <li>▶ Hair pulling</li> <li>▶ Scratching</li> </ul>



Behavior	Definition	Examples
Property Damage/Vandalism (Prop Dam)	Destruction or disfigurement of property.	<ul style="list-style-type: none"> <li>▶ Graffiti</li> <li>▶ Driving on the football field</li> </ul>
Skip Class (Skip)	Leaving or missing class without permission.	<ul style="list-style-type: none"> <li>▶ Hanging out in the commons during class time</li> </ul>
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"> <li>▶ Not in their seat when the bell rings</li> <li>▶ Arriving to class 15 minutes late without a permission slip</li> </ul>
Technology Violation * (Tech)	Inappropriate (as defined by school) use of an electronic device.	<ul style="list-style-type: none"> <li>▶ Texting in class</li> <li>▶ Using a school tablet to play non-school games during a lesson</li> </ul>
Theft (Theft)	In possession of, has passed on, or is responsible for removing property that is not their own without permission.	<ul style="list-style-type: none"> <li>▶ Taking another student's possessions</li> <li>▶ Taking school materials without permission</li> </ul>
Threatening Behavior (Threat)	Causing fear of injury or harm to people or property.	<ul style="list-style-type: none"> <li>▶ Social media post about hurting another student</li> <li>▶ Message in the bathroom about fighting another student</li> <li>▶ Saying they'll bring a weapon to school to hurt someone</li> </ul>
Truancy (Truancy)	An unexcused absence for ½ day or more.	<ul style="list-style-type: none"> <li>▶ Leaving at lunch and not coming back</li> <li>▶ Repeatedly skipping class</li> </ul>



Behavior	Definition	Examples
Use/Possession of Alcohol (Alcohol)	Possession or use of alcohol.	<ul style="list-style-type: none"> <li>▶ Bringing beer to school</li> <li>▶ Showing up to a school dance drunk</li> </ul>
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"> <li>▶ Matches</li> <li>▶ Lighters</li> <li>▶ Firecrackers</li> <li>▶ Gasoline</li> <li>▶ Lighter fluid</li> </ul>
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"> <li>▶ THC in a vape pen</li> <li>▶ Sharing anxiety medication</li> <li>▶ Huffing glue</li> </ul>
Use/Possession of Tobacco/Nicotine (Tobacco)	Possession or use of tobacco or nicotine products.	<ul style="list-style-type: none"> <li>▶ Cigarettes</li> <li>▶ Vape pens</li> <li>▶ Chewing tobacco.</li> </ul>
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"> <li>▶ Bringing a toy gun to school pretending it's real</li> <li>▶ Switchblade</li> </ul>

\* 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.



Location	Definition
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.



Location	Definition
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 Location (Other)	Areas not 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.
Unknown Location (Unknown)	Areas not known or undetermined.
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).





Motivation	Definition
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.
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.	
Additional Attendance/Saturday School (Sat Sch)	Attending classes on a Saturday.	
Alternative Placement (Alt Placement)	Placing the student in a different educational setting	<ul style="list-style-type: none"> <li>▶ Buddy classroom</li> <li>▶ Problem solving room</li> </ul>
Bus Suspension (Bus Sus)	A 1-3 day period when a student is not allowed on the bus.	
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"> <li>▶ Cleaning up the playground</li> <li>▶ Painting over graffiti</li> <li>▶ Lunchroom assistance</li> </ul>
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"> <li>▶ Lunch detention</li> <li>▶ Afterschool detention</li> </ul>
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"> <li>▶ One-on-one skill building</li> <li>▶ Short-cycle social skills instruction</li> <li>▶ Reteach and practice routines</li> </ul>
Loss of Privilege (Loss priv)	Removal of a benefit.	<ul style="list-style-type: none"> <li>▶ Holding back from recess</li> <li>▶ Non-participation in the school assembly</li> <li>▶ Loss of choice</li> </ul>
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"> <li>▶ Drug/alcohol treatment</li> <li>▶ Counseling</li> <li>▶ Tier 2/3 intervention</li> <li>▶ Referral to student support team</li> </ul>
Restitution (Restitution)	Compensating for loss, damage, or injury	<ul style="list-style-type: none"> <li>▶ Paying for damages</li> <li>▶ Repairing damages</li> </ul>
Restorative Practice * (Restorative)	Completion of an activity to repair harm to personal relationships	<ul style="list-style-type: none"> <li>▶ Apology</li> <li>▶ Restorative circle</li> <li>▶ Restorative chat</li> <li>▶ Restorative conference</li> </ul>

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## Seclusion/Restraint

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

Restraint/Seclusion	Definition
None	No restraint or seclusion was used.



Restraint/Seclusion	Definition
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.