**SWISTM Office Referral Definitions**

**Referral Form Definitions**

Version 4.1

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**Anne W. Todd, Rob H. Horner, & Tary Tobin**

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| **Minor Problem**  **Behavior** | **Definition** |
| Defiance/Disrespect/  Non-compliance  (M-Disrespt) | Student engages in brief or low-intensity failure to respond to adult  requests. |
| Disruption  (M-Disruption) | Student engages in low-intensity, but inappropriate disruption. |
| Dress Code  Violation  (M-Dress) | Student wears clothing that is near, but not within, the dress code  guidelines defined by the school/district. |
| Inappropriate Language  (M-Inapp Lan) | Student engages in low-intensity instance of inappropriate  language. |
| Other  (M-Other) | Student engages in any other minor problem behaviors that do not  fall within the above categories. |
| Physical  Contact/Physical  Aggression  (M-Contact) | Student engages in non-serious, but inappropriate physical contact. |
| Property Misuse  (M-Prpty Misuse) | Student engages in low-intensity misuse of property. |
| Tardy  (M-Tardy) | Student arrives at class after the bell (or signal that class has  started). |
| Technology Violation  (M-Tech) | Student engages in non-serious but inappropriate (as defined by  school) use of cell phone, pager, music/video players, camera, and/or computer. |
| Unknown  (M-Unknown) | Student engages in problem behavior that is unknown. |

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| **Major Problem**  **Behavior** | **Definition** |
| Abusive Language/  Inappropriate Language/ Profanity  (Inapp Lan) | Student delivers verbal messages that include swearing, name  calling or use of words in an inappropriate way. |
| Arson  (Arson) | Student plans and/or participates in malicious burning of property. |
| Bomb Threat/  False Alarm  (Bomb) | Student delivers a message of possible explosive materials being  on-campus, near campus, and/or pending explosion. |
| Defiance/Disrespect/  Insubordination/ Non-Compliance (Disrespt) | Student engages in refusal to follow directions, talks back and/or  delivers socially rude interactions. |
| Disruption  (Disruption) | Student engages in 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  (Dress) | Student wears clothing that does not fit within the dress code  guidelines practiced by the school/district. |
| Fighting/ Physical  Aggression  (Agg/Fight) | Student engages in actions involving serious physical contact where  injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Forgery/ Theft  (Forge/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. |
| Gang Affiliation Display  (Gang Display) | Student uses gesture, dress, and/or speech to display affiliation with  a gang. |
| Harassment/Bullying  (Harass) | 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  (Inapp 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. |

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| **Major Problem**  **Behavior** | **Definition** |
| Inappropriate Location/  Out of Bounds Area  (Out Bounds) | Student is in an area that is outside of school boundaries (as defined  by school). |
| Lying/Cheating  (Lying) | Student delivers message that is untrue and/or deliberately violates  rules. |
| Other Behavior  (Other) | Student engages in problem behavior not listed. |
| Property  Damage/Vandalism  (Prop dam) | Student participates in an activity that results in destruction or  disfigurement of property. |
| Skip class/ truancy  (Skip) | Student leaves class/school without permission or stays out of  class/school without permission. |
| Tardy  (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). |
| Technology Violation  (Tech) | Student engages in inappropriate (as defined by school) use of cell  phone, pager, music/video players, camera, and/or computer. |
| Unknown  (Unknown) | Student engages in problem behavior that is unknown. |
| Use/Possession of  Alcohol  (Alcohol) | Student is in possession of or is using alcohol. |
| 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). |
| Use/Possession of Drugs  (Drugs) | Student is in possession of or is using illegal drugs/substances or  imitations. |
| Use/Possession of  Tobacco  (Tobacco) | Student is in possession of or is using tobacco. |
| Use/Possession of  Weapons  (Weapons) | Student is in possession of knives or guns (real or look alike), or  other objects readily capable of causing bodily harm. |

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| **Locations** | **Definition** |
| Bathroom/Restroom  (Bathrm) | Areas used by students for taking care of personal needs. |
| Bus  (Bus) | The area inside the bus. |
| Bus Loading Zone  (Bus zn) | The area used for bus loading and unloading. |
| Cafeteria  (Café) | The area used for breakfast and lunch. |
| Classroom  (Class) | Areas used for instructional purposes. |
| Commons/Common area  (Common) | Areas shared by students and staff for specific activities. |
| Gym  (Gym) | Areas used for physical education activities. |
| Hallway/Breezeway  (Hall) | Areas designated for passing from one activity/class to another. |
| Library  (Library) | The area designated for research and study. |
| Locker Room  (Locker rm) | The area used by students to prepare for and completing physical  education classes and/or sporting events. |
| Off-Campus | An area beyond the property boundary of the school and not  affiliated with a school activity. |
| Office  (Office) | The area used by school staff for primary school business and  management. |
| Other Location  (Other) | The location for problem behavior event occurs in a location that is  not listed |
| 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) | Areas used for infrequent activities that occur in and/or out of  school. |
| Stadium | Area used for athletic/special events. |
| Unknown Location  (Unknown) | The location of problem behavior event is not known or  undetermined. |

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| **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. |
| 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  (Other) | Possible motivation for referral is not listed above. Staff using this  area will specify the possible motivation for this student’s problem behavior. |
| Unknown Motivation  (Unknown) | Student engages in problem behavior(s) for unclear reasons. |
| **Others Involved** | **Definition** |
| None  (None) | Student engages in problem behavior incident alone. |
| Other  (Other) | Student engages in problem behavior with person not listed above. |
| Peers  (Peers) | Student engages in problem behavior incident with peer(s). |
| Staff  (Staff) | Student engages in problem behavior incident with staff. |
| Substitute  **(**Substitute**)** | Student engages in problem behavior incident with substitute. |
| Teacher  (Teacher) | Student engages in problem behavior incident with teacher. |
| Unknown  (Unknown) | It is unclear if any others were involved in incident. |

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| **Administrative**  **Decision** | **Definition** |
| Bus Suspension  (Bus susp) | Consequence for referral results in 1-3 day period when student not  allowed on the bus. |
| 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 student’s 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 Admin. Decision  (Other) | Consequence for referral results in administrative decision that is  not listed. 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. |
| Restitution  (Restitution) | Consequence for referral results in apologizing or compensating for  loss, damage, or injury. |
| 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. |
| Unknown Admin.  Decision  (Unknown) | Consequence is not known or undetermined. |

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