

SWIS Referral Definitions

Staff-managed Behavior (m-means minor)

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Behavior	Definition	Examples
Technology Violation (m-Tech)	Non-serious use of an electronic device that violates school guidelines.	Cell phone out when it should not be Playing unapproved games on a school tech
Defiance /Insub/Non-compliance (m-Defiance)	Brief or low-intensity failure to follow directions or talking back.	Work refusal, not transitioning Not following rules
Disrespect (m-Disrespect)	Low-intensity, rude or dismissive messages to adults or students.	Name-calling Eye rolling
Disruption (m-Disruption)	Low-intensity interruption of class or school activities.	Talking over others & Making loud Noises Wandering around and distracting others
Inappropriate Language (m-Inapp Lan)	Low-intensity harmful language.	Saying "butt crack" at circle time Swearing, but not directed at someone
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 information, notes, study aids, devices, or comm, during an academic exercise.	Using a calculator when instructions say "No calculators." Glancing at a peer's answers during an exam.
Dress Code Violation (m-Dress)	Clothing that is near, but not within, the school/district dress code guidelines.	<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.	
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.	Hugging or touching a classmate-unwanted or disruptive
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	In the lab, when supposed to be in classroom Excessive time spent in the bathroom
Lying	Non-serious, untrue message which violates rules.	Not answering truthfully about homework being complete
Other (m-Other)	Behavior not otherwise listed.	

Material/Property Misuse (mPrprty Misuse)	Low-intensity incorrect use of materials or property.	Firing staples out of a stapler Tearing up papers
Physical Contact/Physical Aggression (m-Contact)	Non-serious, physical contact that violates school guidelines.	Horseplay Mutual play fighting <i>Consult the school/district guidelines for contextually relevant examples.</i>
Skip Class	Leaving or missing class without permission	
Tardy (m-Tardy)	Arrival to class after the signal that class has started.	
Theft	In possession of, has passed on, or is responsible for non-serious removal of property that is not their own without permission.	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.	Saying they want to fight someone

Log all staff-managed discipline

Questions to help with student conferences on discipline:

- ☐ What happened just before this behavior occurred?
- ☐ Can you explain why you acted this way?"
- ☐ What is a better choice for next time?
- ☐ What support do you need to make better choices going forward?

If you need Administrator assistance-

Time- Sensitive- call main office

Not Time-Sensitive- log it & indicate Admin Assistance

Example of Staff-Managed Discipline Log:

Incident Date	02/06/2025	Time 01:15 PM
Log Type	Discipline	
Subtype	L1 Level 1 () ()	
Behavior	(25) Defiance/Insubordination/Non-compliance	
Log Entry	<input and="" out."="" shut="" type="text" up"="" value="Student refused to take part in a bell ringer activity, when asked to take part he quietly said " walked=""/>	
Incident Location	(1) Classroom	
Action Taken	(3) Conference with Student	
Action Date (MM/DD/YYYY)	02/06/2025	
Duration (Assigned)	.005	
Motivation	(4) Avoid Tasks/Activities	
Others Involved	(1) None	
Seclusion & Restraint	(1) No	