**INSTRUCTIONS for the SWIS (data decision-making system) problem behavior definitions template.**

1. *School Climate Team should add specific examples and policies related to the definition that applies to your school, district, and/or board policy.*
2. *Adjust colors to match your school’s products, add branding or team mascot, and remove problem behaviors you do NOT want staff to use. Make sure staff are aware of the problem behavior NOT to use in SWIS when doing referral entry training.*
3. *Delete these instructions before digital sharing and/or printing.*

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| **Example School**  **Defining Perceived Motivations for SWIS**  **Responding to Behaviors** | |
| **Perceived 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 attention of adult(s). |
| 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 attention of peer(s). |
| 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. |

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| **Example School**  **Defining Actions Taken for SWIS**  **Responding to Problematic Behaviors** | |
| **Action Taken** | **Definition** |
| Action Pending  (Act Pen) | Consequence for referral is pending. Referral will be modified when “action taken” is determined. |
| Additional Attendance/ Saturday School  (Sat Sch) | Consequence for referral results in student attending classes on a Saturday. |
| Alternative Placement  (Alt Placement) | Consequence for referral results in student being placed in a different educational setting |
| Bus Suspension  (Bus susp) | Consequence for referral results in 1-3 day period when student not allowed on the bus. |
| Community Service  (Comm svc) | Consequence for referral results in involvement in community service activities or projects. |
| 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. |
| 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. |
| Individualized Instruction  (Intruct) | Consequence for referral results in student receiving individualized instruction specifically related to the student’s problem behaviors. |
| Loss of Privilege  (Loss priv) | Consequence for referral results in student being unable to participate in some type of privilege. |
| Other Action Taken  (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/Community Service  (Restitution) | Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services. |
| 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. |