**Long County High School**

 **SWIS Office Referral Form**

 Incident Type: \_\_\_\_Minor \_\_\_\_Major

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M / F Grade:\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time:\_\_\_\_\_\_:\_\_\_\_\_\_ Reported by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Incident Site** |
| \_\_\_Classroom | \_\_\_400 Hall | \_\_\_ Restroom | \_\_\_ Office | \_\_\_ Parking Lot |
| \_\_\_Commons Area | \_\_\_500 Hall | \_\_\_ Gym | \_\_\_ Bus Loading | \_\_\_Off Campus |
| \_\_\_ Learning Center | \_\_\_600 Hall | \_\_\_ Cafeteria | \_\_\_ On Bus | \_\_\_Other |

|  |  |  |
| --- | --- | --- |
| **Incident/Offense Type** | **Motivation** | **Previous Action by Staff** |
| Major | Minor |  | \_\_\_Avoid adults | \_\_\_ Verbal reprimand/warn. |
| \_\_\_  | \_\_\_  | Inappropriate Language | \_\_\_ Avoid peers | \_\_\_ Parent contact |
| \_\_\_  | \_\_\_ | Verbal Altercation | \_\_\_ Avoid task/activity | \_\_\_ Student conference |
| \_\_\_  | \_\_\_  | Disrespect/Non-compliance | \_\_\_ Obtain adult attn. | \_\_\_Parent Conference |
| \_\_\_  | \_\_\_ | Cheating | \_\_\_ Obtain peer attn. | \_\_\_ Detention |
| \_\_\_  | \_\_\_ | Harassment | \_\_\_ Obtain items/activities | \_\_\_Referral |
|   | \_\_\_  | Electronic Device/Tech Violation |  | \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_  | \_\_\_  | Disruption |  |  |
| \_\_\_  | \_\_\_  | Tardy/Attendance |  | **Members Involved** |
| \_\_\_  | \_\_\_  | Dress Code Violation |  | \_\_\_Staff | \_\_\_None |
| \_\_\_  | \_\_\_  | Inappropriate Behavior/PDA |  | \_\_\_Peers | \_\_\_Unknown |
| \_\_\_  |  | Fighting |  | \_\_\_Substitute Teacher |
| \_\_\_  |  | Theft |  |  |
| \_\_\_  |   | Tobacco |  |  |
| \_\_\_  |  | Alcohol |  |  |
| \_\_\_  |   | Drugs |  |  |
| \_\_\_  |   | Weapons |  |  |
| \_\_\_  |  | Vandalism |  |  |
| \_\_\_ |  | Bullying |  |  |
| **Incident Description:** |
|  |
|  |
| **Administrative Action** |
| \_\_\_ Time in office | \_\_\_ Restitution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_ Conference Student | \_\_\_ Apology Letter | \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_ Conference Parent | \_\_\_ Privilege Loss | \_\_\_ Discipline Tribunal |
| \_\_\_ Reteach Activity \_\_\_\_/\_\_\_\_/\_\_\_\_ Blue Tide Learning Center  Time: \_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_ In School Suspension  \_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_ Block Date: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_\_ | \_\_\_ Out of School Suspension \_\_\_\_\_ Days Start Date \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ End Date \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ |
| \*\_\_\_\_ Conference required return to school |
| Truancy filed: \_\_\_\_District \_\_\_\_\_County |
| Explanation of action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Date Action assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Assigned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parent contacted Y / N Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time:\_\_\_\_\_\_:\_\_\_\_\_\_ |

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_