**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_