

CREATING A DISCIPLINE INCIDENT TO DOCUMENT INTERVENTIONS

The application allows teachers to create student incidents in order to track interventions for which Administrator/Designee action will not be required. It is recommended that the user navigate through LAUSD MAX while following the instructions below, as not all screen shots are included.

CREATE THE DISCIPLINE INCIDENT

1. Click the **Students** tab at the top of the Teacher Portal page.
2. Click the **Edit** button displayed at the bottom of the **Students Taught by Educator** page.
3. The screen is now in edit mode, with options to select student(s), which you are referring. Click a checkbox in the **Create Discipline Incident for:** column for each selected student, as shown below.

#	Student ID	Student	Create Discipline Incident for:	Refer to Counselor for:	Date	Check Lists?	Grade Level	Gender	Date Of Birth	Track
1.	040698M095	AGURS, BONNIE	<input type="checkbox"/>	- Please Select -		No	07	Male	07/11/1990	A
2.	041798M017	AMANTE, LALO	<input type="checkbox"/>	- Please Select -		No	07	Male	08/11/2003	A
3.	072600F046	ANTONAKOS, SANTO	<input checked="" type="checkbox"/>	- Please Select -		No	06	Male	11/06/1999	A
4.	061995F123	ARENDASH, HALE	<input type="checkbox"/>	- Please Select -		No	07	Female	04/12/1999	A

4. Click the **Save** button.
5. The **Create Discipline Incident** page displays the student(s) selected and is used to record details about an incident. Select the appropriate value(s) from each drop-down menu as needed.
 - Select the **Role** the student was involved in.
 - Select **Event Code 0 Intervention - No action Required** along with the Event Codes that describe the education code violations that occurred during the incident.
 - Select intervention measure(s) that is age appropriate and specific to address and correct the misconduct.

Create Discipline Incident

Displaying 1-1 of 1 Items

Participant #	Student ID	Student	Grade Level	Gender	Date of Birth	Role	Weapon Used	Prior Intervention(s)
1.	060888E073	BARON, BRIANNE	06	Female	11/04/2000	Offender	- Please Select -	- Please Select - Verbal Reminder Writing Reflections Individual Social Skills Instruction Teacher-Student Conference

* Date: 09/12/2013
 * Time: 11:27 AM
 Context / Location: - Please Select -
 * Event Code(s):
 - Please Select -
 0 - Intervention - No action required
 3.1a - Caused physical injury to another person
 3.1b - Attempted to cause physical injury to another person
 3.1c - Threatened to cause physical injury to another person

Weapon Used: - Please Select -
 Other Factor:
 Avoid Situation
 Avoid Adult
 Avoid Peer
 Avoid Task
 Seek Attention

Comments: (Limit 500 characters)
 [Text Area]
 Submit Cancel

CREATING A DISCIPLINARY INCIDENT, CONTINUED

- Only after Discipline Incidents of the same offense have been submitted in LAUSD MAX with documented prior intervention(s), may the teacher consider suspension.
- The current date and time are populated by default, but can be changed as needed to reflect the time the incident took place
- **Other factors** Refers to **Possible Motivation** the student had to be involved in the incident.
- Multiple values may be selected in the dropdown menus by simultaneously holding the control key (PC) or the command key (Mac).

6. Enter **Comments**; objectively describe the incident that took place.

7. Click the **Submit** button to transmit the referral electronically.

8. View the completed submission, as shown below. Click the **Return to Student Page** button to access the **Students** tab.

VIEWING MANDATORY REPORTING DISCIPLINE EVENTS (E.C. 49079)

9. To view **Discipline Events** for a student from the Students Taught by Educator page, click on the **Student ID** link associated with the student.

#	Student ID	Student	Create Discipline Incident for:	Refer to Counselor for:	Date	Check Lists?
1.	040698M095	AGURS, BONNIE	No			No
2.	041798M017	AMANTE, LALO	No			No
3.	072600F046	ANTONAKOS, SANTO	No			No
4.	061995F123	ARENDASH, HALE	No			No

10. A new window opens to display the student data.

11. Under the **Special Concerns** section, a **Yes** appears next to the Discipline label if the student's discipline record includes an **E.C. 49079** violation.

Special Concerns	
Health Concern:	No
ADA/504:	No
Discipline:	Yes
Released from Juvenile Detention Center:	No
Limited English Proficient (LEP):	No
Emergency Evacuation Plan:	No
Title I Eligibility:	Yes
Notes:	No

NOTE: In the event a user's computer is not accessible or working, the Principal may choose to have teachers/staff submit paper Discipline Referrals. The information on the form matches the Create Discipline Incident page options. All paper Discipline Referrals must be entered into LAUSD MAX.

GENERATING THE STUDENT DISCIPLINE REPORT

To view a list of Discipline Incidents submitted and Responses - Administrative Action(s) issued, generate the Student Discipline Report.

1. Click **Reports Tab**
2. Click **Discipline** link
3. Click **Student Discipline Report** link
4. Select Parameters
5. Click **Generate Report** button

This report displays a list of students for a specified date range in which incidents and event codes are entered on the student's record. The report also includes each student's counselor name, demographic information, incident number, participant's role, response(s) issued by the school administrator/designee, year-to-date totals for class suspensions, in-school suspensions, and school suspensions. The bottom portion of the report displays summary totals for suspensions, opportunity transfers, and recommendations for expulsion.

Individual Student- Incident Information

Student ID	Student Name	Counselor	DOB	Grade	Ethnicity	IEP	Incident #	Role	Event Date	Matrix	Event Name
			12/05/1998	07	White	No	20386	O	04/13/2012 03:00 pm	3.14	Hate violence (gr 4-12)
			05/16/1998	08	White	No	20386	O	04/13/2012 03:00 pm	3.14	Hate violence (gr 4-12)

Individual Student- Suspension Information

Event Date	Matrix	Event Name	Referred By	Response	Sus Days	YTD Sus School	YTD Sus District	Follow-Up	Resolution
04/13/2012 03:00 pm	3.14	Hate violence (gr 4-12)							
04/13/2012 03:00 pm	3.14	Hate violence (gr 4-12)		School Suspension	1	1	1	Referred student to counselor	Case Closed

- 1 - Suspension Days:** specific to the incident suspension type response within the selected date range.
- 2 - Year to Date School:** suspensions at the school of enrollment for the current school year.

- 3 - Year to Date Suspensions:** suspensions at all schools in which the student was enrolled during the school year.
- 4 - Follow-Up:** Discipline Follow-Up note category.
- 5 - Resolution:** Discipline Resolution note category.