

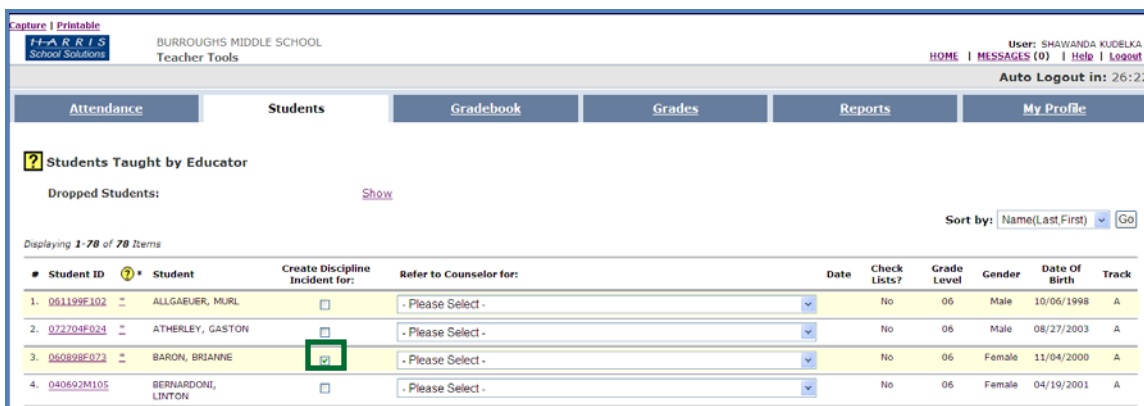
CREATING A DISCIPLINE INCIDENT

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The application allows teachers to create student incidents which according to Education Code, could result in disciplinary action. 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

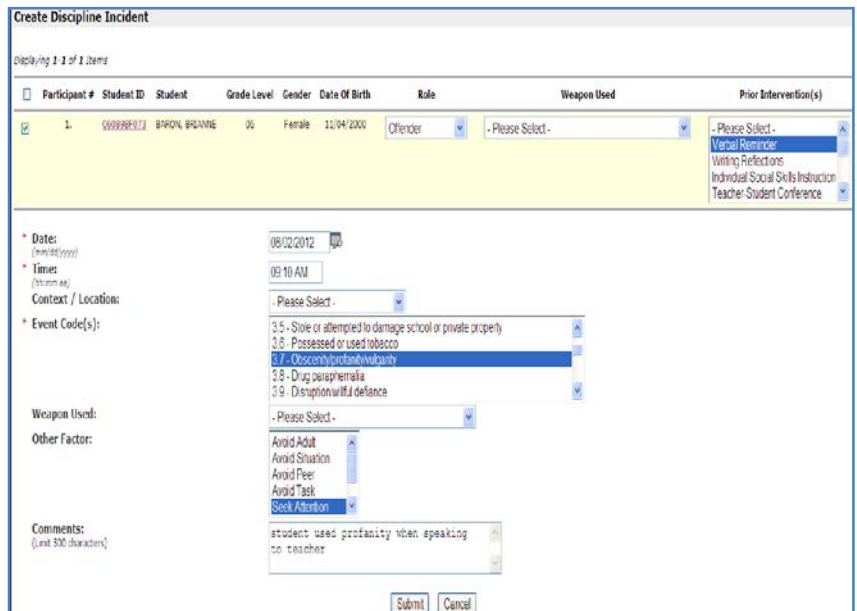
1. Click the **Students** tab at the top of the Teacher Portal page.
2. Click the **Edit** button displayed at the bottom of the **Students Taught by Educator** page.
3. The screen is now in edit mode, with options to select student(s) which you are referring. Click a checkbox in the **Create Discipline 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.	081199E102	ALLGARUER, MURL	<input type="checkbox"/>	- Please Select -		No	06	Male	10/06/1998	A
2.	072704F024	ATHERLEY, GASTON	<input type="checkbox"/>	- Please Select -		No	06	Male	08/27/2003	A
3.	060808E073	BARON, BRIANNE	<input checked="" type="checkbox"/>	- Please Select -		No	06	Female	11/04/2000	A
4.	040692M105	BERNARDONI, LINTON	<input type="checkbox"/>	- Please Select -		No	06	Female	04/19/2001	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 event. Select the appropriate value(s) from each drop-down menu as needed.

- Select the **Role** the student was involved in.
- More than one **Prior Intervention** and **Event Code** may be selected by simultaneously holding the control key (PC) or the command key (Mac).
- 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.

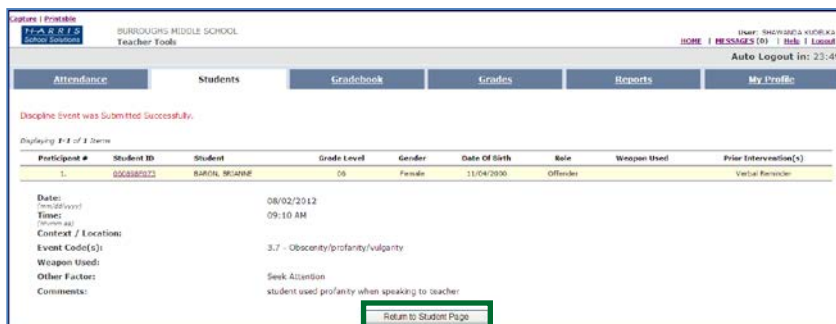


6. Enter **Comments**, objectively describe the incident that took place.

CREATING A NEW DISCIPLINARY INCIDENT, CONTINUED

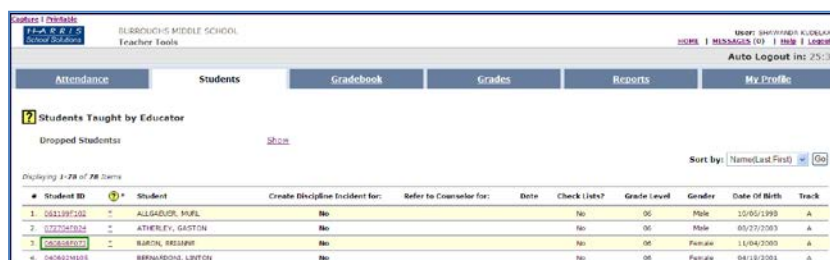
7. Click the **Submit** button to transmit the referral electronically.

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.



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 LAUSDMAX.

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