



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Online Office Discipline Referral

NUMBER: REF-5338.0

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 Student Health and Human Services

DATE: December 13, 2010

ROUTING
All Locations
Local District:
Superintendents
Administrators of Instruction
Directors
Principal Leaders
Principals
Assistant Principals
Coordinators
Deans
Counselors
School Psychologists
Teachers

PURPOSE: The purpose of this Reference Guide is to inform all employees of the District’s Online Office Discipline Referral (ODR). This is a web-based system for entering and summarizing office discipline referrals. This Reference Guide is intended to provide direction on how to input data as well as access reports to make decisions regarding school-wide, classroom and individual student issues. This data will allow the staff to make decisions to develop safe and effective educational environments for all students.

MAJOR CHANGES: This is a new Reference Guide. Historically, the only data collected by the District in the area of behavior was suspension, opportunity transfers and expulsion. Office discipline referrals are used by school personnel to analyze the effectiveness of their behavioral systems. With the use of the Online Office Discipline Referral system, data are available for school teams to problem-solve and make decisions about school improvement by analyzing the three levels of behavior: school-wide, classroom and individual students.

BACKGROUND: In 2007, the District adopted BUL-3628.0, *Discipline Foundation Policy: School-Wide Positive Behavior Support*. The School-Wide Positive Behavior Support (SWPBS) policy mandates the development, implementation and maintenance of a school-wide positive behavior support and discipline plan. An essential component of the Discipline Foundation Policy requires school administrators to ensure that a method for recording, collecting and analyzing behavior/discipline data is in place. Such data are used for decision-making and problem-solving.

In response to the requirements set forth in BUL-3638.0 and in alignment with the Response to Instruction and Intervention (RtI²) framework and the District’s *Core Strategy 1: Using Data to Drive Standards Based Instruction*, the Online Office Discipline Referral (ODR) has been developed. Data-based decision making applies to behavior in the same way it applies to academics and attendance data.

The Online ODR is available to school sites and is intended to be utilized as a tool



for inputting, collecting and analyzing ODR data. It allows school staff to electronically complete and submit an ODR to the appropriate administrator or designee (i.e., Positive Behavior Support (PBS) coach, dean, counselor, etc.). This system is linked to MyData. The information entered into the Online ODR system is used to create reports to assist employees in monitoring such things as problem behaviors and the location of incidents in the MyData system. Schools are encouraged to use this online tool as a part of their School-Wide Positive Behavior Support (SWPBS) system. Ensuring that all of the Eight Key Features of SWPBS are in place on the school campus will enhance the effective use of the ODR data.

PROCEDURES: **Setting Up the Office Discipline Referral System**

It is essential that all schools have procedures in place for:

- Identifying what is and what is not appropriate for an ODR.
- Systematically managing office discipline referrals, i.e., where the student is to report, etc.
- Analyzing ODR data for efficiency and equity.

The principal is responsible for the logistics of the office discipline referral system. When using the Online Office Discipline Referral, principals have two options for collecting ODR data, electronically or using paper copies of the referral form. If paper copies of the referral are chosen, the principal will need to designate personnel to enter the referrals into the system. If electronic submission of referrals is chosen, procedures must be determined to outline certain considerations/circumstances (i.e. web inaccessibility, out-of-classroom staff referrals – PE teachers/Supervision Aides, substitute teachers, etc.). Principals may want to collaborate with a problem-solving team such as RtI² team, COST, Discipline Review Team in determining options and procedures.

The principal has administrative access for the school site and has the responsibility to designate staff to be responders. A responder is an administrator or designee(s) who is responsible for disciplinary action and follow up under the supervision of the principal. Designated responders will be alerted via electronic mail when new referrals are submitted and will have the responsibility to make disciplinary decisions under the supervision of the principal. Only the principal has the capacity to amend a referral.

Procedures for Designating Responders

Principals are the only school personnel who can designate the Responders.

1. Type <https://odr.lausd.net> into the URL.
2. Press “Enter” or “Return.”
3. Login to MyData-Office Discipline Referral using your LAUSD Single Sign-On username and password.
4. Click on “Login.”
5. On the main page, select the tab “Responder Management.”
6. Select and highlight staff members.



7. Click on the arrow pointing to the right to import names.
8. Click "Submit."
9. Responders names can be removed by:
 - a. Selecting and highlighting staff names in the box on the right
 - b. Clicking on the arrow pointing to the left
 - c. Clicking "Submit"
10. When finished using the ODR system, log out by clicking on the lock icon located on the top right of the screen.

Administrators at Multiple Sites


1. Type <https://odr.lausd.net> into the URL.
2. Login to MyData-Office Discipline Referral using your Single Sign-On username and password.
3. The schools that you are assigned to will appear on the screen.
4. Select the appropriate school from the drop down menu.
5. To change locations, click on the pencil icon located on the top right of the screen. A search window will appear, choose another location from the drop down menu.
6. When finished using the ODR system, log out by clicking on the lock icon located on the top right of the screen.

Procedures for Creating a Referral

An office discipline referral can be created by a teacher, dean, counselor, yard supervisor, campus aide or other school personnel assigned to the school site.

1. Type <https://odr.lausd.net> into the URL.
2. Press "Enter" or "Return."
3. Login to MyData-Office Discipline Referral using your LAUSD Single Sign-On username and password.
4. Click on "Login."
5. Click on "Create New Referral."
6. *Step 1 of the referral:* Search for the student's name by clicking on "Search by Student Name/Student ID" link. A search window will appear. Type in the student's first or last name in the appropriate field and click on "Find."
7. From the list that is generated, select the correct student by clicking on the "Student Name" or "Student ID" links. (Multiple students with the same name may be generated therefore ensure that the correct student is selected by verifying the date of birth.) Once the correct student is selected, the student and staff information will populate on the top of the screen.
8. If any fields of the referral need to be modified:
 - a. Click on the calendar to modify the date.
 - b. Click on the clock to modify the time.
 - c. Click on the magnifying glass to enter a different staff member.
9. *Step 2 of the referral:* Complete all of the required fields. For some fields in this section ("Problem Behavior," "Other Directly Involved"



and “Interventions Prior to Office Discipline Referral”), you can choose more than one option in the drop down menus by simultaneously pressing the control key (ctl or ctrl for PC users) or the command key (on some Apple keyboards, this key may have an apple or  symbol) and clicking on the options that pertain to the referral. If “Other” or “Don’t Know” is entered as an answer in any of the fields, be sure to elaborate in the “Other Comments” section.

- a. Location: Scroll through the drop down menu and click on the option that indicates where the problem behavior occurred.
 - b. Problem Behavior: Scroll through the drop down menu and click on the option(s) that indicates what problem behavior occurred.
 - i. Click on the “Click here for definitions” link for a list of problem behavior definition.
 - c. Others Directly Involved: Scroll through the drop down menu and click on the option(s) that indicates others who were involved with the problem behavior (i.e., other participants, witnesses, etc.).
 - d. Possible Motivation: Scroll through the drop down menu and click on the option that indicates what might be the possible motivation for the problem behavior.
 - e. Interventions Prior to Office Discipline Referral: Scroll down the drop down menu and click on the option(s) that describe the interventions that are in or have taken place to support the student.
 - f. Other Comments: This field can be used to elaborate on the referral information. Type information that is based on facts and describe the behaviors and/or actions. Refrain from entering subjective information.
 - g. Review the referral to ensure that it is complete and accurate. It is important to ensure the information is accurate. Once the information is submitted it can only be amended by the principal.
10. *Step 3 of the referral:* Click “Submit” to complete the referral or “Reset” to clear all of the fields.
 11. Completed referrals will be submitted to the “Referral Queue” for an administrative decision to be designated.
 12. When finished using the ODR system, log out by clicking on the lock icon located on the top right of the screen.

Upon submission, an electronic mail message is generated to school site staff that have been designated to respond. These staff members are responsible for taking action on the referral. Once action is taken and the follow-up information is submitted, the information is available in the MyData system. Teachers will only be able to access information for students on their rosters.

Accessing Office Discipline Referral Reports from MyData

1. Type <https://mydata.lausd.net>.



2. Click on the “MyData Click to Log In” icon located in the center of the MyData homepage.
3. Login using your Single Sign-On username and password.
4. Locate the “Office Discipline Referrals” tab near the top of the screen.
5. Click on the “Office Discipline Referrals” tab. Then click on the “Office Discipline Referrals” link.
6. A table will generate. The table provides the following information:
 - a. Identifying Student Information
 - b. Current Demographics
 - c. Office Referral
 - i. Office Referral ID
 - ii. Incident Location Name
 - iii. Referring Staff
 - iv. Date Referral Created
 - v. Problem Behavior
 - vi. Date and Time of Incident
 - vii. Admin Decision
7. When finished using the MyData system, log out by clicking on the log out link on the top right of the screen.

Accessing Blank Hard Copies of the Referral

If a blank hard copy of the office discipline referral is needed, follow the steps below:

1. Type <https://odr.lausdnet> into the URL.
2. Press “Enter” or “Return.”
3. Login to MyData-Office Discipline Referral using your LAUSD Single Sign-On username and password.
4. Click on the “Download Referral Template” link
2. Print the blank form.
3. Fill out the form.
4. Submit completed referral form to the designated person(s) at the school site. The administrator will designate personnel to input the hard copies of referrals into the Online Office Discipline Referral System.

Procedures for Responders

A responder is an administrator or designee(s) who is responsible for disciplinary action and follow up, under the supervision of the principal. The principal is responsible for assigning designees.

1. Type <https://odr.lausd.net> into the URL.
2. Login to MyData-Office Discipline Referral using your Single Sign-On username and password.
3. Click on the “Referral Queue.” [The referral queue lists students who are awaiting follow up action by a responder and allows responders to review pending referrals that are awaiting disciplinary action. The responder amends the referral by designating an administrative decision(s) and follow up action(s).]



4. Review the list of names and locate the student for whom you will be making an administrative decision.
5. Locate the appropriate student from the list of names.
6. Click on the person icon in the “Action” column to amend the referral by completing the administrative decision section. The student information populates to the administrative page.
 - a. Fill in the “Administrative Decision” field by making a selection from the drop down menu.
 - b. If applicable, enter a length of consequence as denoted by the asterisk from the menu.
 - c. Click on "Add Administrative Decision."
 - d. To enter additional “Administrative Decisions,” repeat steps a-c from above for each additional item.
 - e. If the student has had multiple referrals, complete the box on the right by clicking on one or more of the choices.
 - f. Complete the information in the “Summarize Student Debrief/Recommendation” field.
 - g. Review the referral to ensure that it is complete and accurate. It is important to ensure the information is accurate. Once the information is submitted it cannot be modified.
 - h. Scroll down and click “Submit.”
7. Upon submission, the referral is removed from the “Referral Queue.”
8. Click on the “Return to Main Menu” link.
9. From the Main Menu, click on the “Search Referrals” link.
10. Locate the referral that was completed and click on the PDF icon associated with this referral.
11. Print a hard copy of the completed referral and provide the copy to the referring staff member.
12. When finished using the ODR system, log out by clicking on the lock icon located on the top right of the screen.

Search Referrals

The principal and responder designee(s) may search for students using the “Search Referrals” tab on the main menu. “Search Referrals” can be utilized to search and view past referrals of students; download completed referrals in PDF format; or quickly respond to pending referrals.

1. On the main menu, click on “Search Referrals.”
2. Scroll to find the student’s name.
3. Find the appropriate student.
4. Click on the corresponding icon for actions:
 - a. Magnifying glass to view referral.
 - b. PDF image to download referral.
 - c. Person icon to respond to referral.



Management of the Office Discipline Referral System

The problem-solving team at the school, under the supervision of the principal, is to analyze reports that will support improving behavior.

Accessing Office Discipline Referral Reports

8. Type <https://mydata.lausd.net>.
9. Click on the “MyData Click to Log In” icon located in the center of the MyData homepage.
10. Login using your Single Sign-On username and password.
11. Locate the “School” tab at the top right of the screen.
12. Click on the “School” tab to view the drop down menu options.
13. Click on “Office Discipline Referrals” option.
14. There are five data report summary tabs to choose from:
 - a. Problem Behaviors Summary
 - b. Problem Behaviors by Time Summary
 - c. Office Referrals by Location Summary
 - d. Office Referrals by Referring Staff
 - e. Students by Number of Referrals
 - f. Referrals by Month
15. By clicking on any report, a summary will appear.
16. When finished using the MyData system, log out by clicking on the log out link on the top right of the screen.

ASSISTANCE: Contact the Behavior Support Office for additional information and/or training and support at (213) 241-8051. For training tools and resources, refer to the Online ODR homepage at <http://odrhome.lausd.net>.

RELATED RESOURCES: BUL-3638.0, *Discipline Foundation Policy: School-Wide Positive Behavior Support*, issued March 27, 2007

BUL-4827.1, *Multi-Tiered Framework for Instruction, Intervention, and Support*, issued September 2, 2009

REF-4984.1, *Implementing a Multi-Tiered Framework for Instruction, Intervention, and Support*, issued March 25, 2010

Websites:

<https://odrhome.lausd.net>

<https://disciplinepolicy.lausd.net>