

CREATING A DISCIPLINE INCIDENT TO DOCUMENT INTERVENTIONS & PRINTING THE REPORT

The application allows teachers to create student disciplinary incidents in order to track interventions for which Administrator/Designee action may or may not be required to create a Response for. It is recommended that the user navigate through LAUSD MAX while following the instructions below, as not all screen shots are included. [\[BUL-5808.2\] LAUSD MAX Discipline Module Required Usage](#)

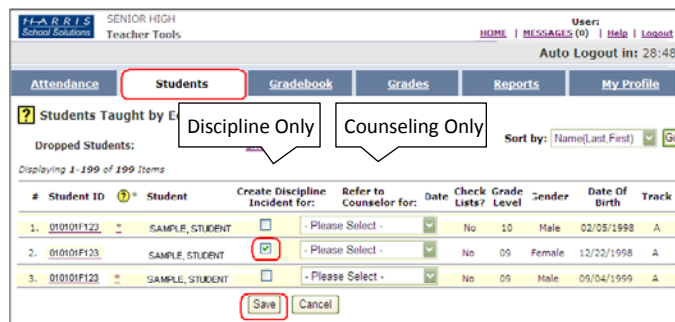
CREATING A DISCIPLINARY INCIDENT

CREATE THE DISCIPLINE INCIDENT

1. Click the **Students** tab at the top of the Teacher Portal page to view a list of all your students.
2. Click the **Edit** button at the bottom of the **Students Taught by Educator** page.

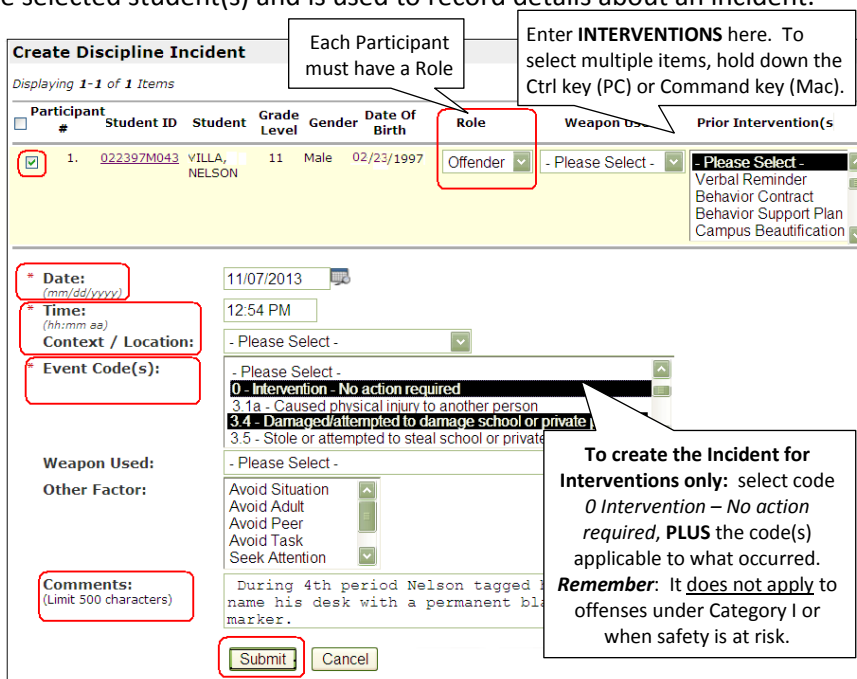
The screen is now in edit mode, with options to select student(s) that you are referring.

3. Click a **checkbox** in the **Create Discipline Incident for:** column for each student you want to add to the incident.
4. Click the **Save** button at the bottom of the screen.



The **Create Discipline Incident** page displays with the selected student(s) and is used to record details about an incident.

5. Click a **checkbox** for the student involved.
6. **Select the Role** for each Participant.
7. If applicable, select the **Weapon Used**, and/or **Controlled Substances** when applicable, otherwise leave it blank.
8. **A. If the Incident is to document Interventions**, then enter **Prior Interventions** to document interventions for this incident.
B. If the Incident is for Administrative Response, and Prior Interventions have already been utilized for this same behavior, then no additional interventions are needed and formal discipline can be considered.
9. Update the **Date and Time** to reflect the Date and Time of the incident.
10. Select the **Context/Location** where the incident occurred.
11. Select the **Event Code(s)**. See A or B.



A. For Intervention(s) only: Select **0 - Intervention-No Action Required**, then **hold down the Ctrl key (PC) or Command key (Mac)** while you scroll to **select the other Event Code(s)** that describe the education code violations that occurred.

- ♦ **0 - Intervention-No Action Required:** This event code is used for staff to document student misconducts that are responded with interventions only. The Intervention – No Action Required code must be selected IN CONJUNCTION with the Event Code(s) that describe the education code violations occurred during the incident. When the LAUSD MAX Discipline Referral is complete, no administrative action is required by the Administrator/Designated Responder. The Intervention-No Action Required option DOES NOT apply to offenses under Category I of the Matrix for Student Suspension and Expulsion Recommendation, or when safety is at risk.
- ♦ Select intervention measure(s) that is age appropriate and specific to address and correct the misconduct.
- ♦ Only after Discipline Incidents of the same offense have been submitted in LAUSD MAX with documented prior intervention(s), may suspension be considered.

B. For Administrative Response: Select the **Event Code(s)** that describe the education code violations that occurred (do not use Event Code 0). To select multiple codes, hold down the Ctrl key (PC) or Command key (Mac) while you scroll to select the other.

CREATING A DISCIPLINARY INCIDENT, CONTINUED

- Weapon Used** - Select only if applicable to the incident.
- Other Factors** - Refers to Possible Motivation why the student was involved in the incident.
- Add **Comments** - Provide an objective description of the incident.
- Click the **Submit** button to save and transmit the referral electronically.

The screen will update and notify you that it was submitted successfully. This page can be printed to send the student to the designated admin/designee.

- Click the **Return to Student Page**.
- To view the completed submission, see the next section.

Discipline Event was Submitted Successfully.

Displaying 1 of 1 Items

Participant #	Student ID	Student	Grade Level	Gender	Date Of Birth	Role	Weapon Used	Prior Intervention(s)
1.	010194F123	Addams, Breana	12	Female	01/01/1994	Offender		Verbal Reminder

Date: 11/05/2013
Time: 12:00 PM
Context / Location: Classroom
Event Code(s): 0 - Intervention - No action required. 3.1b - Attempted to cause physical injury to another person
Weapon Used:
Other Factor: Seek Attention
Comments: Breana threw a book at John but missed

[Return to Student Page](#)

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, Attachment A. The information on the form matches the Create Discipline Incident page options. All paper Discipline Referrals must be entered into LAUSD MAX.

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

To view mandatory reporting **Discipline Events** (E.C. 49079) for a student:

- Click on the **Students** tab.
- From the Students Taught by Educator page, click on the **Student ID** link associated with the student.
- The **Special Concerns** window opens.
- Yes** appears next to the Discipline label if the student's discipline record includes an **E.C. 49079** violation.

Attendance	Students	Gradebook	Special Concerns																				
<p>Students Taught by Educator</p> <p>Dropped Students: Show</p> <p>Displaying 1-173 of 173 Items</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student ID</th> <th>Student</th> <th>Create Discipline Incident for:</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>040698M095</td> <td>AGURS, BONNIE</td> <td>No</td> </tr> <tr> <td>2.</td> <td>041798M017</td> <td>AMANTE, LALO</td> <td>No</td> </tr> <tr> <td>3.</td> <td>072500F046</td> <td>ANTONAKOS, SANTO</td> <td>No</td> </tr> <tr> <td>4.</td> <td>061995F123</td> <td>ARENDASH, HALE</td> <td>No</td> </tr> </tbody> </table>			#	Student ID	Student	Create Discipline Incident for:	1.	040698M095	AGURS, BONNIE	No	2.	041798M017	AMANTE, LALO	No	3.	072500F046	ANTONAKOS, SANTO	No	4.	061995F123	ARENDASH, HALE	No	<p>Health Concern: No</p> <p>ADA/504: No</p> <p>Discipline: Yes</p> <p>Released from Juvenile Detention Center: No</p> <p>Limited English Proficient (LEP): No</p> <p>Emergency Evacuation Plan: No</p> <p>Title I Eligibility: Yes</p> <p>Notes: No</p>
#	Student ID	Student	Create Discipline Incident for:																				
1.	040698M095	AGURS, BONNIE	No																				
2.	041798M017	AMANTE, LALO	No																				
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4.	061995F123	ARENDASH, HALE	No																				

VIEWING DISCIPLINE INCIDENTS SUBMITTED AND RESPONSES

To view a list of Discipline Incidents submitted and the Response/Administrative Action(s) issued, generate the **Student Discipline Report**. This report displays a list of students for a specified date range during which incidents occurred and discipline records are created. The report also includes each student's 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, if there are any.

To access the **Student Discipline Report**:

- Click **Reports Tab**.
- Click **Discipline** link.
- Click **Student Discipline Report** link.
- Select the report Parameters.
- Click **Generate Report** button.

Role: Each participant should have a role. If it is blank, the Admin/Designee must edit the Participant to add a role.

Interventions, Event Code 0, will not have a Response

Response: response to this incident by Discipline Admin

Sus Days: number of days suspended for this incident.

Follow-Up: from Discipline Admin note category.

Resolution: from Discipline Admin note category.

Student ID	Student Name	DOB	Grade	Ethnicity	IEP	Incident #	Role	Event Date	Matrix	Event Name	Referred By	Intervention	Response	Sus Days	YTD Sus School	YTD Sus District	Follow-Up	Resolution
1010196M13	STUDENT 1	08/14/1999	12	White	No	1133		10/04/2013 02:24 pm	0	Intervention - No action required	EM CHAVEZ	Verbal Reminder						
040296M104	STUDENT 2	08/14/1999	10	White	Yes	1249	O	10/28/2013 12:00 pm	3.12c	Harassed/threatened pupil based on other factors (gr. 4-12)	ROB MIKE		Other Conference with Student	1	1	1		
010196M133	STUDENT 3	08/14/1999	09	White	Yes	1097	O	09/25/2013 08:15 am	3.12c	Harassed/threatened pupil based on other factors (gr. 4-12)	ED WALLIS	Behavior Support Plan						