



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

**TITLE:** My Integrated Student Information System (MiSiS)  
Student Support Module Required Usage

**NUMBER:** BUL-5808.3

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations

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**DATE:** March 23, 2015

**MAJOR CHANGES:** This Bulletin replaces BUL-5808.2, titled, LAUSD MAX Discipline Module Required Usage, issued September 27, 2013, and BUL-5842.0, titled, Documenting Student Counseling Contacts and Referrals in the LAUSD Integrated Student Information System (ISIS) Counseling Module, issued September 10, 2012. It provides a description of the My Integrated Student Information System (MiSiS) Student Support Module, which replaces the LAUSD MAX Discipline and Counseling Modules in recording counseling communications, student discipline as well as collecting student counseling, discipline and intervention data. The major features of the MiSiS Student Support Module include: combining discipline and counseling referrals and interventions under the “Support” menu, expanding email alert functionality, allowing administrators and teachers the same process path, granting access to view reports through the data entry screen, and blocking enrollment for expelled students.

**POLICY:** School staff is required to utilize the MiSiS Student Support Module to record and track student counseling services and discipline authorized by the California Education Code (E.C.) including any actions and prior interventions taken in response to student misconduct. In addition, schools are required to utilize the MiSiS Student Support to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. The policy and procedures described in this bulletin apply to all LAUSD schools including comprehensive schools and alternative programs of the Educational Options. Administrators and school principals are responsible for making sure that the school staff is provided with clear guidance and supported with mandatory trainings in order to appropriately utilize the system and accurately document and maintain student discipline records.

**GUIDELINES:** The function of MiSiS Student Support is to capture all student counseling services, misconduct, and all corresponding intervention(s) and/or disciplinary action taken. The system is student centered and all records are created by entering student information. MiSiS is linked to MyData. Users can monitor their referrals and suspensions by using the Discipline Referral and Suspension reports available in

**ROUTING**  
All Employees  
All Locations



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MyData (See Section V of this bulletin for more information regarding various reports). For students who are receiving special education services and are suspended, a suspension IEP will continue to be created through Welligent. The system also makes the counseling and discipline information available to the new school when a student transfers to another LAUSD school, and the E.C. 49079 mandated reporting incidents are printed on the Student Transfer Form.

### I. KEY CONCEPT AND DEFINITION OF TERMS

- A. All MiSiS interventions and referrals must be entered at the student's school of enrollment. If staff is aware of an incident involving a student who is not enrolled at their school, they must notify the student's school of enrollment of the student's involvement; the student's school of enrollment must then take appropriate action and record the action(s) taken in the MiSiS Student Support. A discipline intervention and referral shall only be created when school staff has completed investigation of the incident and has identified the student(s) involved in the incident for intervention and/or disciplinary action. For guidelines regarding reporting incidents on ISTAR, refer to BUL-5269.2, Incident System Tracking Accountability Report, issued July 16, 2013.

All discipline referrals should be completed online. A paper discipline referral form can be used when a student is not listed on the referring teacher's roster, or when staff experience difficulties with access to the MiSiS system. Completed paper referrals should be submitted to the designated school staff to enter in the MiSiS Student Support Module. (See Attachment A.)

MiSiS applications will allow authorized staff to set up an email disbursement hierarchy to be used with all Student Support Referrals. Users with the role(s) of Principal, Scheduling Administrator, Counselor, Summer School Counselor, and Office Manager will have access to this feature.

For a step-by-step guide, refer to Job Aid "Setup Referral Email" under the Teacher Portal or the Admin Portal at <http://achieve.lausd.net/Page/5831>.

- B. The following are MiSiS Support concepts and definitions of key terms.
  - 1. Incident: An incident is an occurrence that constitutes violation of education code(s) and could result in disciplinary action. An incident must contain date, time, location, and may involve several discipline referral reasons and participants.
  - 2. Referral Reason: To select Discipline Referral Reasons, refer to the Reason Code Values and Descriptions (Attachment B) which contains



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a list of all applicable discipline referral reasons and shall be used to determine the reason for a discipline referral. If none of the discipline reasons are applicable, select the most appropriate counseling referral reason. If none of the counseling and discipline Referral Reasons apply, select “other” in the counseling Referral Reasons.

Discipline Referral Reasons are labels that describe education code violations involved in an incident. If multiple reasons are involved, users are to check all that apply. On the incident page, the reasons codes are organized from the least to the most severe offenses. Sub-categories are included in the reason codes of harassment and bullying to comply with the requirements of the Office of Civil Rights. This list is mandated by the State and District policy and may not be modified.

3. Participant: Participants are individuals involved in an incident. A participant may be a student, a staff member, or other individual (e.g., a community member, or a student from another school). If individuals involved in the incident are neither students nor staff members, enter each of them as “Other.” Each participant must be assigned one of four roles:
  - Discipline Offender – Individual who committed an offense.
  - Discipline Victim – Individual who was on the receiving end of an offense.
  - Discipline Witness – Individual who saw an offense being committed.
  - Counseling – Other – Individual who was referred for counseling.

As the investigation develops, staff may need to add participant(s) to a discipline record that was previously created. Multiple students and/or additional participants can also be added to the referral.

4. Intervention: This option is for staff to document the interventions chosen to support students without requiring an administrative action. Staff can click on “Intervention” under Support tab and select from the drop-down list. When using the paper MiSiS Discipline Referral, staff may check the interventions listed in Section III to be entered into the system. Interventions entered in MiSiS Support may be linked to a referral and be listed as prior interventions in the student’s Social Adjustment Report. It is important to note that this option does not apply to offenses under Category I of the Matrix for Student Suspension and Expulsion Recommendation, or when safety is at risk.
5. Action Taken: This is a response that the administrator/designee takes



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when a student referral has been received. Multiple responses can be added to each participant.

### II. STAFF ACCESS TO THE MiSiS STUDENT SUPPORT

#### A. Principals

School principals are to apply for access to MiSiS through <http://achieve.lausd.net/Page/4144>. Once granted the access, principals can log in the MiSiS Student Support at <http://misis.lausd.net/start/Login.aspx> directly. Principals can also access this site through the Principal's Portal at <http://principalportal.lausd.net> by selecting the MiSiS link, then clicking on the MiSiS Admin/Teacher Login icon.

#### B. Teachers

All teachers are given access to MiSiS without having to apply. Teachers can access the MiSiS Student Support through the Teacher Portal and are able to:

1. Document intervention for incidents that have occurred, which do not warrant submitting a referral and do not need actions to be taken by an Administrator/Designee.
2. Create counseling or discipline referrals.
3. View students who have been involved in E.C. 49079 discipline incidents through the profile alert indicator "D." When the user hovers over the indicator D, "The student was involved in a discipline incident (E.C. 49079)" will display.
4. Generate the Referral Response Form which summarizes the referral information and may be used as a hall pass to send the student to the admin/designee, and also view Counseling Communications, Student Referral, and Student Suspension Report for students on their roster.

#### C. Non-Roster Carrying School Staff

For non-roster carrying school staff (such as assistant principal, coordinator, counselor, dean, or clerical staff), the principal has the responsibility to designate their user roles of either "Counselor" to enter counseling communications or "Discipline – Administrator/Designee" for entering and responding to discipline referrals. Designated school staff is to apply for access directly through EZ Access site <http://ezaccess.lausd.net/>. The principal will in turn authorize the request.



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## D. Educational Services Center (ESC) and Central Office Administrators

For ESC and Central office staff, the “District Admin” user role is available to allow viewing access to student interventions, referrals, and reports. The ESC/Central staff are to apply by submitting the MiSiS request Access For ESC and Central Office staff available at <http://achieve.lausd.net/Page/4144>. Once access has been granted, users can access the MiSiS Student Support by logging in directly at <http://misis.lausd.net/start/Login.aspx>.

## III. PROCEDURES FOR DOCUMENTING DISCIPLINE RECORDS

### A. Entering a Counseling Communication

Counselors and principals can enter a Counseling Communication when contact is made with a student(s) regarding a counseling issue. Individual Counseling Communications can be entered through the student profile or in mass using the Advanced Search > Action > Manage Counseling Communications.

For a step-by-step guide, refer to Job Aid “Entering a Counseling Communication” under the Admin Portal at <http://achieve.lausd.net/Page/5831>.

### B. Entering an Intervention

Teachers can enter intervention for students on their roster through the Teacher Portal. Principal’s designated staff (Administrator/Designee) can enter intervention for a referred student through Administrative Portal. Users are to accurately enter applicable information on the “Intervention” page under the Support tab for the selected student. The date and time automatically default to the present and is to be updated as needed to match when the incident occurred. The “Comments” field must be used to describe incident-related relevant information. The description of the behaviors and/or actions must be based on facts, not subjective information.

For a step-by-step guide, refer to Job Aid “Entering and Viewing Prior Interventions” under the Teacher Portal or the Admin Portal at <http://achieve.lausd.net/Page/5831>.

### C. Creating a Referral

Teachers can create a referral for students on their roster through the Teacher Portal. Administrator/Designee can create a referral for a student through the Administrative Portal. Users are to begin by selecting the identified student, enter the referral details including the referral reason. If



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multiple students are involved in one single incident, after saving the referral, multiple students can be added by using the Participant tab.

The following are two Administrative Portal user roles access and their functions:

1. “Counselor” – For administrators and support staff designated to enter counseling communications, counseling referrals, and actions taken, and generate Student Referral Report, Counseling Communications Report.
2. “Discipline – Administrator/Designee” – For administrators and support staff designated as responders. Users can create/enter a discipline referral, issue Action Taken and generate Student Referral Report, Student Suspension Report, Social Adjustment Report, and Pupil Suspension Notice. Again, only the principal and his/her administrative designee(s) are authorized to issue suspensions.

For a step-by-step guide, refer to the Job Aids “Enter, View, and Print a Referral” under the Teacher Portal or the Admin Portal at <http://achieve.lausd.net/Page/5831>.

### D. Creating a Paper Discipline Referral

To create a discipline referral as a teacher for students who are not on their roster, or when online access is not available at the time, school staff, can complete the MiSiS Discipline Referral form (Attachment A) and submit it to the designated office staff to enter into the MiSiS. The person completing the paper form must complete sections I, II, and III of the paper Discipline Referral in order to be properly entered into MiSiS.

### E. Entering and Tracking Actions Taken

Administrators and support staff designated by the principal as “responders” with the user role of “Counselor” or “Discipline – Administrator/Designee” are responsible for taking disciplinary actions and providing follow-up under the supervision of the principal. To identify referrals that require a response, go to Admin > Referral Search, select the desired filters, and click search. More than one Actions Taken may be issued to each participant. If there is more than one student offender involved in an incident, the user must enter separate Actions Taken for each offender.

If either a class suspension, in-school suspension, or school suspension is issued, enter the required fields in the suspension page in order to accurately track and report suspensions in MiSiS and District reports.



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### F. Recording Suspension and Opportunity Transfer (O.T.) Appeal

If a school suspension, in-school suspension, or O.T. is appealed, the Administrator of Operations/Designee must click the “appealed” radio button located at the bottom of the Suspension and O.T. tabs, and complete the appeal sections accordingly. The appeal of class suspension and outcome must also be recorded in MiSiS by the school principal.

### G. Modify Existing Referrals and Correct Erroneous Entries

To capture accurate factual information as the incident develops, designated school staff has the ability to modify the details in a referral that has already been created, such as participants, roles, discipline reasons, suspension dates, conference time, etc. To ensure accountability, MiSiS tracks who made the changes and when they were made.

When a discipline referral is created by mistake or in duplicate and needs to be removed, or a suspension is issued erroneously and needs to be corrected, the principal must fill out and sign the Request for Removal of Student Discipline Incident(s) from MiSiS form (Attachment C) and fax the request form to the MiSiS Manager who will make appropriate corrections.

In the case that an erroneous suspension is issued and the student has served, after the MiSiS Manager made the correction, the school needs to correct the student’s attendance record by changing from “4” (suspension) to “5” (prior principal approval).

The ESC Administrator of Operations (AOO) is responsible for recording the outcome of suspension appeals in MiSiS. If the appeal is overturned or modified, the AOO, in addition to documenting the outcome, also needs to instruct the school to correct the attendance record by changing from “4” (suspension) to “5” (prior principal approval).

Note: Request for Removal of Student Discipline Referral(s) from MiSiS form can be found in MiSiS > Resources and Job Aids > Forms located at <http://achieve.lausd.net/Page/6957>.

## IV. PUPIL SUSPENSION NOTICE AND APPEAL FORM

A. Pupil Suspension Notice – This letter is generated to comply with the legal





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mandate of notifying the student's parent/guardian of a student suspension (class, in-school, school). The Pupil Suspension Notice includes suspension details and information regarding the scheduled parent/guardian conference. The letter defaults to print in both English and the student's home correspondence language. A copy of the letter must be filed in the student's yellow discipline folder.

Note: Depending on the time of the school day the suspension is issued, the Issue Date and the Effective Date of the suspension may or may not be the same date and shall be reflected accordingly in the Pupil Suspension Notice. The effective date counts as day one of the suspension.

- B. Suspension Appeal Form – This form, along with an instructions page, is automatically printed with the Pupil Suspension Notice to notify the parents of their rights to appeal the suspension. It is to be provided to the parent with the Pupil Suspension Notice when a suspension is issued to the student.

### V. UTILIZING REPORTS

The designated team at the school, under the supervision of the principal, is to analyze reports that will support improving student behavior. The team is to analyze discipline data for equity and effectiveness in improving student behavior and make recommendations for targeted interventions as needed.

#### A. Reports from MiSiS with Real-Time Data

1. Referral Response Form – This report may be used as a hall pass to send the student to the admin/designee or to send the student back to class. It provides a summary of the Referral Details, along with the Actions Taken, Suspension, and OT, if issued.
2. Student Referral Report – This report displays a list of student referrals within a specified date range. The report also includes each student's demographic information, referral ID, participant role, and actions taken.
3. Student Suspension Report – This report displays a list of students who have been issued a suspension. Year-to-date totals for class suspensions, in-school suspensions, and school suspensions at the school of enrollment and District. The bottom portion of the report displays summary totals for suspensions, opportunity transfer, and recommendations for expulsion.
4. Social Adjustment Report – This report displays a comprehensive list of a student's referrals indicating the date, specific incident(s), and





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behavioral intervention(s) received for each referral. The report covers referrals of the student's current as well as previous schools of enrollment.

### B. Reports via MyData

MyData has a variety of Discipline Referral and Suspension reports available for reference and data analysis. Below is a list of the reports and the information they provide.

#### 1. Discipline Referrals

- Incidents by Discipline Event – A summary of all incidents by discipline event code (aka problem behavior)
- Incidents by Time of Day – A summary of all incidents for each hour of the day
- Incident Location Summary – A summary of all incidents by the locations where they occurred
- Incidents by Referring Staff – A summary of incidents by the individuals making the referrals
- Students by Number of Incidents – Displays how many students were referred 1, 2, 3, or more times
- Incidents by Month and Event – A summary of all incidents by discipline event code and month

#### 2. Suspension Reports

- Comparisons of Enrollment and Suspensions by Subgroup – aggregates suspensions by groups (e.g., ethnicity/race, gender, or grade level) in order to determine if some groups of students are suspended at more disproportionate rates than others
- Suspension Reasons – tallies reason codes indicated for suspensions in order to determine their levels of usage
- Suspension Rates by Location – percentage summaries of suspensions broken down by school location
- Three-Year Suspension Comparison – annual statistics in order to track trends in volume of suspensions
- Counts and Rates of Students Suspended One or More Times - identifies students who have been suspended for 6 or more days or 10 or more days
- Monthly Suspension Reports – summaries of suspension data to track trends on a month-to-month basis

## VI. RECORDING SUSPENSION AND ATTENDANCE

### A. Partial Day School Suspension



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If the student is suspended and leaves school before the end of the school day, that day is the effective date of the suspension and counted as day one. The suspension should be recorded as follows:

1. Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to LE: Left Early, enter the Time Out, and enter reason code "6" early leave - excused.
2. Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the office is to enter absence reason code "4" (school suspension).

**B. If the student is suspended from class or serving in-school suspension:**

1. The teacher(s) marks the attendance status as "absent."
2. Once the student arrives at the assigned suspension location, the corresponding absence reason code is entered by the designated staff member for the portion of the day the student missed due to suspension, using the following codes:

SC - Suspended Class

4I - In-School Suspension

Both reason codes count as "present" for ADA purposes and will not be counted in the absence totals of the student's report card.

### VII. SPECIAL CIRCUMSTANCES AND ADDITIONAL PROCEDURES

1. Incident System Tracking Accountability Report (ISTAR) – Users are required to continue reporting certain student incidents in ISTAR. See BUL-5269.2.
2. Bullying and Hazing – Administrator(s) are responsible for reporting and responding to all complaints of bullying or hazing. See BUL-5212.1.
3. Suspected Child Abuse/Neglect – All District employees shall report suspected child abuse or neglect by telephone, immediately or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report to the same child protective agency within 36 hours of receiving the information concerning the incident. See BUL-1347.2.



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4. Hate-Motivated Violence – For incidents or threats related to hate-motivated violence, follow guidelines as indicated in BUL-2047.0.
5. Sexual Harassment – While suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in kindergarten and grades 1-3, other disciplinary actions or interventions may be taken, as appropriate. See BUL-3349.1.

**ATTACHMENTS:** Attachment A - MiSiS Discipline Referral Form  
Attachment B - Reason Codes Values and Descriptions  
Attachment C - Request for Removal of Student discipline Incident(s) from MiSiS Form

**RELATED RESOURCES:** BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014

BUL-5269.2, Incident System Tracking Accountability Report, issued July 10, 2013

BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, issued March 1, 2013

BUL-2469.0, Pupil Records: Access, Confidentiality, and Notice of Education Rights, issued April 24, 2006

BUL-6362.0, Opportunity Transfer (O.T.) – Policy and Procedures, issued August 14, 2014

BUL-5655.2, Guidelines for Student Suspensions, issued August 19, 2013

BUL-6050.1, Expulsion of Students - Policy and Procedures, issued August 19, 2013

BUL-1347.2, Child Abuse and Neglect Reporting Requirements, issued July 1, 2011

BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010

BUL-2047.0, Responding to and Reporting Hate-Motivated Incidents and Crimes, issued October 10, 2005

BUL-3349.1, Sexual Harassment Policy (Student-To-Student, Adult-To-Student, and Student-To-Adult), issued August 6, 20014



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BUL-5212.2, Bullying and Hazing Policy (Student-to-Student and Student-to-Adult), issued November 26, 2014

BUL-3277.1, Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, Tobacco, and Other Intoxicants, issued January 22, 2009

View training resources such as video simulations and step-by-step guides (job aids) at the MiSiS Website: <http://misis.lausd.net/start/Login.aspx>.

Request for assistance and report issues, contact the IT HelpDesk through: <http://helpdesk@lausd.net>

### **ASSISTANCE:**

Contact the IT HelpDesk about technical issues such as Single Sign-On, Hardware/Software, Network, etc.

- Website: <http://achieve.lausd.net/helpdesk>
- Call (213) 241-5200, Option 5
- Create an Online Service Ticket: [helpdesk.lausd.net](http://helpdesk.lausd.net).
- Chat with a live service technician:  
<http://achieve.lausd.net/site/DePageID=1094>.
- Frequently asked questions: <http://achieve.lausd.net/Page/285>.

# MiSiS DISCIPLINE REFERRAL

I. GENERAL STUDENT INFORMATION			
Last Name:		First:	
Grade:		Student ID:	
Incident Date:		Incident Time:	
Date of Referral:			
Location/Context:	<input type="checkbox"/> Classroom <input type="checkbox"/> Non-Classroom <input type="checkbox"/> Going to or coming from school <input type="checkbox"/> During lunch <input type="checkbox"/> School-sponsored activity <input type="checkbox"/> At another school <input type="checkbox"/> Other _____		
II. REASON FOR REFERRAL			
<input type="checkbox"/>	3.1a Caused physical injury to another person	<input type="checkbox"/>	3.17 Harassed/threatened/intimidated witness
<input type="checkbox"/>	3.1b Attempted to cause physical injury to another person	<input type="checkbox"/>	3.19 Selling or arranging to sell the prescription drug Soma
<input type="checkbox"/>	3.1c Threatened to cause physical injury to another person	<input type="checkbox"/>	3.20 Hazing
<input type="checkbox"/>	3.2 Marijuana possession for 1 <sup>st</sup> offense of less than 1 oz, or alcohol	<input type="checkbox"/>	3.21a Bullying/cyber toward a pupil based on sex
<input type="checkbox"/>	3.3 Substitute of a controlled substance	<input type="checkbox"/>	3.21b Bullying/cyber toward a pupil based on race/color/national
<input type="checkbox"/>	3.4 Damaged/attempt to damage school or private property	<input type="checkbox"/>	3.21c Bullying/cyber toward a pupil based on disability
<input type="checkbox"/>	3.5 Stole or attempted to steal school or private property	<input type="checkbox"/>	3.21d Bullying/cyber toward a pupil based on other factors
<input type="checkbox"/>	3.6 Possessed or used tobacco	<input type="checkbox"/>	3.21e Bullying/cyber toward school personnel
<input type="checkbox"/>	3.7 Obscenity/profanity/vulgarity	<input type="checkbox"/>	3.22 Aided or abetted the infliction of physical injury to another
<input type="checkbox"/>	3.8 Drug paraphernalia	<input type="checkbox"/>	2.1 Serious physical injury/not self-defense
<input type="checkbox"/>	3.9 Disrupted school-wide activities (issued by an admin.) (gr. 4-12)	<input type="checkbox"/>	2.2 Knife or other dangerous object
<input type="checkbox"/>	3.10 Received stolen school or private property	<input type="checkbox"/>	2.3 Controlled substance (except marijuana 1 <sup>st</sup> offense less than 1 oz) or counter/prescribed meds
<input type="checkbox"/>	3.11 Imitation Firearm	<input type="checkbox"/>	2.4 Robbery/extortion
<input type="checkbox"/>	3.12a Harassed/threatened pupil based on race/color/national origin (gr. 4-12)	<input type="checkbox"/>	2.5 Assaulted/battered school employee
<input type="checkbox"/>	3.12b Harassed/threatened pupil based on disability (gr. 4-12)	<input type="checkbox"/>	1.1 Firearm*
<input type="checkbox"/>	3.12c Harassed/threatened pupil based on other factors (gr. 4-12)	<input type="checkbox"/>	1.2 Brandished knife at another person*
<input type="checkbox"/>	3.12d Harassed/threatened a school District personnel (gr. 4-12)	<input type="checkbox"/>	1.3 Sold controlled substance*
<input type="checkbox"/>	3.13 Sexual harassment (gr. 4-12)	<input type="checkbox"/>	1.4a Sexual assault*
<input type="checkbox"/>	3.14 Hate violence (gr. 4-12)	<input type="checkbox"/>	1.4b Sexual battery*
<input type="checkbox"/>	3.15 Terroristic threat (threat to cause death, great bodily injury)	<input type="checkbox"/>	1.5 Explosive*
<input type="checkbox"/>	3.16 Willful use of force/violence not self-defense	*	Requires Recommendation for Expulsion as the Administrative Action
Possible Motivation: <input type="checkbox"/> Avoid Situation <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid Peer <input type="checkbox"/> Avoid Task <input type="checkbox"/> Seek Attention <input type="checkbox"/> Obtain Activity/Item <input type="checkbox"/> Unknown			
<b>Comments (Description of Incident):</b>			

# MiSiS DISCIPLINE REFERRAL

III. INTERVENTION(S) (CHECK ALL THAT APPLY)		
<input type="checkbox"/>	Verbal Reminder	<input type="checkbox"/>
<input type="checkbox"/>	Review/Re-teach Expectations	<input type="checkbox"/>
<input type="checkbox"/>	Individual Social Skills Instruction	<input type="checkbox"/>
<input type="checkbox"/>	Writing Reflections	<input type="checkbox"/>
<input type="checkbox"/>	Seat Change	<input type="checkbox"/>
<input type="checkbox"/>	Classroom Change	<input type="checkbox"/>
<input type="checkbox"/>	Behavior Contract	<input type="checkbox"/>
<input type="checkbox"/>	Behavior Support Plan	<input type="checkbox"/>
<input type="checkbox"/>	Daily Behavior Monitoring	<input type="checkbox"/>
<input type="checkbox"/>	Loss of Privileges	<input type="checkbox"/>
<input type="checkbox"/>	Restitution	<input type="checkbox"/>
<input type="checkbox"/>	Campus Beautification	<input type="checkbox"/>
<input type="checkbox"/>	Community Service	<input type="checkbox"/>
<input type="checkbox"/>	Counseling by Support Staff _____	<input type="checkbox"/>
<input type="checkbox"/>	Conference with Student	<input type="checkbox"/>
<input type="checkbox"/>	Parent Contact	<input type="checkbox"/>
<input type="checkbox"/>	Conference with Parent	<input type="checkbox"/>
<input type="checkbox"/>	Conflict Resolution	<input type="checkbox"/>
<input type="checkbox"/>	Peer Mediation	<input type="checkbox"/>
<input type="checkbox"/>	Restorative Justice Program	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Coordination of Services Team (COST)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Discipline Review Team (DRT)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Student Success Team (SST)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Group Counseling	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Individual Counseling	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Gang Reduction	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Parent Education	<input type="checkbox"/>
<input type="checkbox"/>	Referral - School Program/Service	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Community Agency	<input type="checkbox"/>
<input type="checkbox"/>	Detention	<input type="checkbox"/>
<input type="checkbox"/>	Suspension-Class (with admin. approval)	<input type="checkbox"/>
<input type="checkbox"/>	Teacher-Required Parent Class Visit	<input type="checkbox"/>
<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Referred by:		Position:
Signature:		
IV. ADMINISTRATIVE ACTION (TO BE COMPLETED BY RESPONDER) <i>response code</i>		
<input type="checkbox"/>	Conference with Student	<input type="checkbox"/>
<input type="checkbox"/>	Parent Contact	<input type="checkbox"/>
<input type="checkbox"/>	Conference with Parent	<input type="checkbox"/>
<input type="checkbox"/>	Behavior Contract	<input type="checkbox"/>
<input type="checkbox"/>	Daily Behavior Monitoring	<input type="checkbox"/>
<input type="checkbox"/>	Behavior Support Plan	<input type="checkbox"/>
<input type="checkbox"/>	Campus Beautification	<input type="checkbox"/>
<input type="checkbox"/>	Community Service	<input type="checkbox"/>
<input type="checkbox"/>	Conflict Resolution	<input type="checkbox"/>
<input type="checkbox"/>	Peer Mediation	<input type="checkbox"/>
<input type="checkbox"/>	Classroom Change	<input type="checkbox"/>
<input type="checkbox"/>	Restitution	<input type="checkbox"/>
<input type="checkbox"/>	Counseling by Support Staff _____	<input type="checkbox"/>
<input type="checkbox"/>	Restorative Justice Program	<input type="checkbox"/>
<input type="checkbox"/>	Law Enforcement Notification	<input type="checkbox"/>
<input type="checkbox"/>	Probation Notification	<input type="checkbox"/>
<input type="checkbox"/>	Crisis/Threat Assessment Date(s) _____	<input type="checkbox"/>
<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Coordination of services Team (COST)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Discipline Review Team (DRT)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Student Success Team (SST)	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Support Personnel _____	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Counseling Group	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Counseling Individual	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Gang Reduction	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Parent Education	<input type="checkbox"/>
<input type="checkbox"/>	Referral - School Program/Service _____	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	Referral - Community Agency _____	<input type="checkbox"/>
<input type="checkbox"/>	LASPD Diversion Referral	<input type="checkbox"/>
<input type="checkbox"/>	Detention	<input type="checkbox"/>
<input type="checkbox"/>	Suspension-Class	<input type="checkbox"/>
<input type="checkbox"/>	Suspension-In-School	<input type="checkbox"/>
<input type="checkbox"/>	Suspension-School	<input type="checkbox"/>
<input type="checkbox"/>	Opportunity Transfer	<input type="checkbox"/>
<input type="checkbox"/>	Recommended for Expulsion	<input type="checkbox"/>
Responder:		Position:
Signature:		
Administrator/Designee Notes:		

## REASON CODES VALUES AND DESCRIPTIONS

Reason Code	Description
3.1a Caused physical injury to another person	<b>Cause</b> – Something that brings about an effect or result. <b>Physical injury</b> – A bodily injury that requires professional medical treatment (including the school nurse).
3.1b Attempted to cause physical injury to another person	<b>Attempt</b> – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission. <b>Physical injury</b> – A bodily injury that requires professional medical treatment (including the school nurse).
3.1c Threatened to cause physical injury to another person	<b>Threat</b> – An expression of an intention to injure another. <b>Threaten</b> – To declare an intention or determination to inflict harm or injure another person by a wrongful act. <b>Physical injury</b> – A bodily injury that requires professional medical treatment (including the school nurse).
3.2 Poss. of marijuana for 1 <sup>st</sup> offense of <1 oz. or alcohol	First offense of <u>marijuana</u> possession and of <u>less than 1 oz.</u> or alcohol.
3.3 Substitute of a controlled substance	<b>Substitute of controlled substance</b> – Any liquid, substance, or material that is presented as a controlled substance, alcoholic beverage, or intoxicant. <b>Intoxicant</b> – A drug other than alcohol; substance which when taken into a body by one mean or another produces a condition of diminished mental and physical ability, hyper-excitability, or stupefaction. <b>Note:</b> <i>Intoxicants include, but are not limited to, a broad range of hydrocarbons used in propellants, solvents, and adhesives, as well as commercial grade nitrous oxide (i.e., air freshener, computer cleaner, aerosol deodorant, spray paint, paint thinners, etc.).</i>
3.4 Damaged/ attempted to damage school or private property	Engage in behavior that results in disfigurement or destruction of property belonging to student, staff, or school. <b>Property</b> – Includes both “Real Property” (land and buildings) and “Personal property” (money and goods). <b>Attempt</b> – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
3.5 Stole or attempted to steal school or private property	Taking of school or private property without the school’s or the owner’s permission or knowledge. <b>Property</b> – Includes both “Real Property” (land and buildings) and “Personal property” (money and goods). <b>Attempt</b> – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
3.6 Possessed or used tobacco	<b>Tobacco</b> – Any product containing tobacco or nicotine products, including cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. <b>Electronic Cigarette</b> – A mechanism (which may resemble a traditional cigarette) that heats up liquid nicotine, which turns into a vapor that smokers inhale and exhale.
3.7 Obscenity/ profanity/ vulgarity	<b>Obscenity</b> – Extremely or deeply offensive according to contemporary community standards of morality or decency. Miller v. California [USSC, 1973] If an expression meets these three criteria, then it’s obscene: 1. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; 2. The work depicts/describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law; 3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value. <b>Profanity</b> – Language that denotes personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually heard it as to amount to a nuisance. <b>Vulgarity</b> – Offensive to the senses.



## REASON CODES VALUES AND DESCRIPTIONS

Reason Code		Description
3.8	Drug paraphernalia	Drug paraphernalia – Includes, but is not limited to, rolling papers, lighters, and pipes.
3.9	Disrupted school-wide activities (gr. 4-12)	To cause school-wide interruption or interference. (The student may be subjected to suspension issued by an administrator, but not expulsion.)
3.10	Received stolen school or private property	Accepting school or private property that is knowingly stolen. <b>Property</b> – Includes both “Real Property” (land and buildings) and “Personal Property” (money and goods).
3.11	Imitation firearm	A replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
3.12a	Harassed/ threatened pupil based on race/color/national origin (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory to a person’s race, color, or national origin.
3.12b	Harassed/ threatened pupil based on disability (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory to a person’s disability.
3.12c	Harassed/ threatened pupil based on other factors (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule a student, group of students. This may include the spreading of rumors about another student and threats to fight with or harm another student. It also includes the use of terms derogatory regarding other factors.
3.12d	Harassed/ threatened a school District personnel (gr. 4-12)	Behaviors that threaten, intimidate, demean, embarrass, or ridicule District personnel. This may include the spreading of rumors about and threats to fight with or harm District personnel. It also includes the use of terms derogatory to the District personnel.
3.13	Sexual harassment (gr. 4-12)	Unwelcomed sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
3.14	Hate violence (gr. 4-12)	An act or an attempted act against the person or property of another individual or institution which in any way constitutes an expression of hostility toward the victim because of his/her actual or perceived race, ethnicity, religion, disability, gender, nationality, or sexual orientation. Includes, but is not limited to, threatening telephone calls, bigoted insults/taunts/slurs, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols, and fire bombings.
3.15	Terroristic threat (threat to cause death, great bodily injury)	An act which will result in death or great bodily injury to another person, with specific intent that the statement, oral or written, is to be taken as a threat, even if there is no intent of actually carrying it out. The threat is immediate and specific as to convey to the person threatened that the threat will be executed very soon, and thereby causes that person to be sustained in fear for his or her own safety or for his or her immediate family’s safety.

## REASON CODES VALUES AND DESCRIPTIONS

Reason Code	Description
3.16 Willful use of force/violence not self-defense	An intentional and deliberate use of force or violence upon another person's body. <b>Willful</b> – Referring to acts which are intentional, conscious, and directed toward achieving a purpose. Some willful conduct which has wrongful or unfortunate results is considered “hardheaded,” “stubborn,” and even “malicious.” Done deliberately. <b>Force</b> – A cause of motion, activity, or charge; active power; violence, compulsion, or constraint exerted upon or against a person or thing. <b>Violence</b> – A substantial risk that force will be used against a person or property; exertion of physical force so as to injure or abuse. <b>Self-defense</b> – Use of reasonable force necessary to protect himself or herself because of a reasonable belief that the other party intended to inflict physical injury.
3.17 Harassed/ threatened/ intimidated witness	Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing the student from being a witness or retaliating against that student for being a witness, or both.
3.19 Selling or arranging to sell the prescription drug Soma	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
3.20 Hazing	<b>Hazing</b> is a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.
3.21a Bullying/Cyber toward a pupil based on sex	<b>Bullying</b> is any severe or pervasive physical or verbal act(s) or conduct, including electronic communications committed by a pupil(s) towards a student based on sex that has, or can be reasonably predicted to have, the effect of one or more of the following: <ol style="list-style-type: none"> <li>1. Reasonable fear of harm to person or property.</li> <li>2. Substantially detrimental effect on physical or mental health.</li> <li>3. Substantial interference with academic performance.</li> <li>4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.</li> </ol> <b>Cyber bullying</b> is bullying by electronic act, which includes transmission of a communication by text, sound, image, video, message, website post, social network activity, or other form of communication sent by an electronic device. (See impact criteria under Bullying definition)
3.21b Bullying/Cyber toward a pupil based on race/color/ national origin	
3.21c Bullying/Cyber toward a pupil based on disability	
3.21d Bullying/Cyber toward a pupil based on other factors	
3.21e Bullying/Cyber toward school personnel	
3.22 Aided or abetted the infliction of physical injury to another	A student who aids or abets the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion. <b>Aid</b> – Assist <b>Abet</b> – To assist, encourage, instigate, or support.
2.1 Serious physical injury/not self-defense	<b>Serious physical injury</b> – An injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of function of a bodily member, organ, or mental faculty. <b>Serious impairment of physical conditions</b> – Includes, but is not limited to, loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; wound requiring extensive suturing; serious disfigurement. <b>Self-defense</b> – Use of reasonable force necessary to protect himself or herself because of a reasonable belief that the other party intended to inflict physical injury.

## REASON CODES VALUES AND DESCRIPTIONS

Reason Code	Description
2.2 Knife or other dangerous object	<b>Dangerous object</b> – Includes, but is not limited to, knife, BB guns, pellet guns, imitation guns, taser guns, gun clips, ammunition, common fireworks, brass knuckles, etc. <b>Note:</b> Any object used to cause or attempt to cause bodily harm can be defined as a dangerous object.
2.3 Controlled substance (except marijuana 1 <sup>st</sup> offense <1 oz) or counter/prescribed meds	Possession of any controlled substance, including repeated offense of marijuana possession and first offense of marijuana possession for more than 1 oz. <b>Unlawful</b> – Not authorized or justified by law. <b>Controlled substance</b> – Includes narcotics and prescription medications that are not prescribed to the student in possession. Examples of controlled substance include, but are not limited to, marijuana, cocaine, ecstasy, Ritalin, Xanax, etc.
2.4 Robbery/Extortion	<b>Robbery</b> – Take the personal property of another while it is in the other person's possession by force or threat of force. <b>Extortion</b> – To obtain by coercive means, such as threat or intimidation.
2.5 Assaulted/Battered school employee	<b>Assault</b> – An unlawful attempt, coupled with a present ability to commit a violent injury on a school employee. <b>Battery</b> – Any willful and unlawful use of force or violence upon a school employee.
1.1* Firearm	Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Examples of firearms are handguns, shotguns, rifles, pistols, and revolvers. Note: BB guns, pellet guns, imitation guns, paint ball guns, taser guns, cap guns, antiques or replicas of antique firearms, gun clips, and ammunition are NOT firearms.
1.2* Brandished knife at another person	Engage in a verbal or nonverbal threat with a knife. <b>Knife</b> – A weapon with a blade longer than 3½ inches, a folding knife with locking blade, an unguarded razor blade, dirk or dagger, or any weapon with a blade fitted primarily for stabbing.
1.3* Sold controlled substance	Completed money and drug exchange. <b>Unlawful</b> – Not authorized or justified by law. <b>Controlled substance</b> – Includes narcotics and prescription drugs (pharmaceuticals) that are not prescribed to the student in possession. Examples of controlled substances include, but are not limited to, marijuana, cocaine, ecstasy, Ritalin, Xanax, etc.
1.4a* Sexual Assault	<b>Sexual Assault</b> – Includes rape, sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, or lascivious acts upon a child less than 14 years of age. <b>Attempt</b> – A specific intent to commit the misconduct and a direct but ineffectual act done towards its commission.
1.4b* Sexual Battery	<b>Sexual Battery</b> – Touching another person's intimate parts, directly or through clothing, against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual abuse.
1.5* Explosive	Destructive device that contains at least 12 oz. of explosive mixture. Examples of illegal explosives include: M-80, M-100, M-250, M-1000. <b>Note:</b> Common fireworks are NOT explosives.

\* Requires recommendation for expulsion as the Administrative Action



## Request for Removal of Student Discipline Referral from MiSiS

This form is to be completed and faxed to the **ESC Administrator of Operations** when a Discipline Referral or suspension has been created by mistake or in duplicate and the principal is requesting to have the record removed from MiSiS.

**SCHOOL:** \_\_\_\_\_ **LOCATION CODE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Student Name</b> (Last Name, First Name)		<b>10 Digit/District ID#</b>	
<b>Incident #</b>			
<b>State the specific reason why this record needs to be deleted:</b>			

<b>Student Name</b> (Last Name, First Name)		<b>10 Digit/District ID#</b>	
<b>Incident #</b>			
<b>State the specific reason why this record needs to be deleted:</b>			

<b>Student Name</b> (Last Name, First Name)		<b>10 Digit/District ID#</b>	
<b>Incident #</b>			
<b>State the specific reason why this record needs to be deleted:</b>			

\_\_\_\_\_  
Contact's Printed Name

\_\_\_\_\_  
Contact's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Printed Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

*\* If additional lines are needed, copy this form and number the pages prior to faxing. No cover sheet is required.*

Page \_\_\_\_ of \_\_\_\_