



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** ISIS Discipline Module Required Usage

**NUMBER:** BUL- 5808.1

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**PURPOSE:** Historically the District has used a variety of systems to manage student discipline. To ensure consistency and compliance with state and federal mandates, the LAUSD MAX Discipline module of the Integrated Student Information System (**ISIS**) replaces the legacy SIS discipline functions and any other discipline referral systems as of August 2012. The District is carrying out a phased replacement of the Elementary Student Information System (ESIS) and the Secondary Student Information System (SSIS) with the ISIS K-12 application, LAUSD MAX. School staff is required to utilize the ISIS-LAUD MAX Discipline module to record and track discipline events authorized under the Education Code (E.C.) to include individuals involved in the discipline event, and any actions and interventions taken to address student behavior.

The ISIS-LAUD MAX discipline data will continue to be linked to MyData so that users can continue using existing discipline reports, such as the Suspension Reports. For secondary students, ISIS-LAUD MAX discipline suspension data will also be linked to SSIS so that E.C. 49079 mandated reporting events are printed on the Pupil Accounting Report (PAR) when the student leaves the District. In addition, for students who are receiving special education services and are suspended, a suspension IEP will continue to be created through Welligent.

ESIS historical suspension data is available in ISIS-LAUD MAX. The SSIS suspension data and all kindergarten through twelfth grade Office Discipline Referral (ODR) data will be converted by July 2013.

The Discipline module makes information available to all authorized staff (e.g., administrators, deans, and office staff) to effectively monitor student behavior, provide data-driven interventions, and develop solutions and strategies to create a safe and caring learning environment. The ISIS-LAUD MAX Discipline module allows authorized school staff to record all relevant details of a discipline incident, while saving time on filing paperwork. It also allows for easy search and updating of discipline files. The system will also make the discipline information available to a new school when a student transfers to another LAUSD school.

**ROUTING**  
All Employees  
All Locations



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This bulletin provides guidance on using the Discipline module in accordance with discipline policies. Employees are to use the descriptions and/or definitions of terms and processes that appear in this document as these are the most updated and specific to the LAUSD. It is important to note that the discipline-related descriptions and definitions in ISIS-LAUDSMAX online help **are not** specific to LAUSD policy and are to be disregarded.

## **MAJOR CHANGES:**

This bulletin replaces the BUL-5808.0 of the same name, dated August 13, 2012. It addresses the attendance surrounding the different types of suspension and provides guidelines of recording the suspension and attendance.

## **GUIDELINES:**

The following guidelines apply.

### I. OBTAINING ACCESS FOR APPROPRIATE STAFF

The principal has the responsibility to designate staff for the user roles of “School Office – Discipline”, “Discipline – Administrator/Designee” (responder). Due to the sensitivity and confidentiality of student information involved, principals must take precaution in approving these user roles. An additional “Discipline Read Only” user role will be available to school-site and ESC/Central staff to allow viewing access to discipline record information. User role descriptions are provided in the Guide to [LAUSDMAX User Roles](#) available on the ISIS Website. Designated school staff is to apply directly for access through EZ Access <http://ezaccess.lausd.net>. The ESC/Central staff is to apply by submitting the ISIS User ID Authorization form available at: <http://isis.lausd.net>.

### II. REQUIREMENTS FOR DOCUMENTING DISCIPLINE REFERRALS AND DISCIPLINE-RELATED INCIDENTS

#### A. Key Terms and Concepts

A Discipline Referral is an online page completed by school staff or a paper form, later inputted by designated school staff, when a discipline incident has occurred. Principals may choose one or both of these options for their school(s). (See Attachment A). A discipline record contains five major parts: incident, event code, participants, responses, and notes. When you are creating a record, you need to add each of these parts in that order.

1. **Incident:** An incident is something that has occurred, which according to the Education Code, could result in disciplinary action. Creating a record of an incident is the first step in creating a discipline record. An incident may involve several event codes, participants, and responses. A small number of fields are required to create a discipline record. Other fields on the incident page may be used to add applicable information as it becomes available.



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2. Event Codes: Event Codes are labels which describe events for which the State authorizes disciplinary action. On the incident page, the codes are organized from the least to the most severe offenses. This list is mandated by the State and **may not** be modified. See Attachment B for a list of event codes and their descriptions. If multiple event codes are involved, users are to input all that apply.
3. Participant: A participant may be a student, staff member, or other individual (e.g., a community member or 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 three roles:

- Offender – committed an offense
- Victim – was on the receiving end of an offense
- Witness – saw an offense being committed

You may need to add a participant to a discipline record that you have previously created. For example, the school may have been vandalized and the offenders are not known until after an investigation. In such an instance, you would create the discipline record, add the event code, and add the participants later. Multiple students, staff or other participants can also be added to the record.

All discipline records must be logged at the student’s school of enrollment regardless of whether the incident occurred on or off campus. If staff is aware of an incident involving a student who is not enrolled at their school, they must contact the school of enrollment to notify them of the student’s involvement; and the school of enrollment must then enter and take appropriate disciplinary action.

If multiple students are involved in one single event, multiple students can be selected at the same time.

4. Response: A response is an action that the administrator/designee takes with an individual regarding an incident that has occurred. Responses have been organized in a continuum, where suspension, opportunity transfer, and recommendation for expulsion are used as a last resort. In order to add a response, participant(s) must first be selected; multiple responses can be added to each participant.
5. Notes: In addition to the response(s), participant notes are used to document more detailed information and to assist with tracking. They are displayed in ISIS-LAUDMAX discipline reports and are considered pupil records. Multiple notes can be added to each participant.



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## B. Procedures for Creating a Discipline Referral

When using the ISIS-LAUDMAX Discipline Referral, principals have two options for collecting data from teachers and office staff: online or paper copies of the referral form. If paper forms are chosen, the principal still needs to designate personnel to enter the referrals into ISIS-LAUDMAX. The person completing the paper form must complete sections I, II, and III for the discipline referral to be properly entered into ISIS-LAUDMAX. (See Attachment A for a sample Discipline Referral.)

## C. Procedures for Submitting a Discipline Referral

### 1. Procedures For Creating a Discipline Referral Through the Teacher Portal

Teachers are to accurately complete applicable information for each student selected in the “Create Discipline Incident” page. The date and time automatically defaults to the present and is to be updated as needed to match when the incident occurred. The “Comments” field must be used to describe the incident that took place. The description of the behaviors and/or actions must be based on facts, not subjective information. After submitting the Discipline Referral online, a copy may be printed for the student to take to the responder or Attachment C may be used as a hall pass.

### 2. Procedures For Submitting a Discipline Referral Through the Administrative Portal

The principal has administrative access and the responsibility to designate staff members to enter paper referrals into ISIS-LAUDMAX. There are two user roles with access to input Discipline Referrals: “School Office-Discipline” and “Discipline – Administrator/Designee.”

### 3. Procedures for Adding a Response

The principal has the responsibility to designate staff members to respond to discipline referrals by giving them the user role of “Discipline – Administrator /Designee.” A responder is responsible for disciplinary action and follow-up under the supervision of the principal. To identify referrals that require a response, the responder must click on the “Search for Response” link, leaving the date blank.

The ISIS-LAUDMAX allows one or more responses to be assigned to each participant. Responses may be added to one participant at a time or to multiple participants at once. If an incident involves a single event code, with multiple offenders, the same response can be added to all participants.



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If there is more than one event code and more than one offender involved in an incident, their separate responses must match and be entered for each offender. The “Participant Event Code” must be selected in order to accurately identify the relationship between the offender and the event code. This is required for state reporting purposes.

If the response is a class suspension, in-school suspension, or school suspension, the “Assigned Days” and “Actual Days” fields must match and be entered on the same day that the response is issued. This is a required field in order to accurately track and report suspensions in ISIS-LAUDMAX and District reports. If the response is **not** a suspension, a “0” must be entered in the “Actual Days” field.

If a suspension from school is appealed to the Administrator of Operations/Designee and the assigned suspension days are reduced or the suspension is revoked, the “Actual Days” must be changed accordingly. Once this is done, the revoked fields must be completed by the Operations/Designee in order to save the changes.

#### 4. Procedures for Adding Notes

The following note categories are provided:

- Discipline Interventions – support or referrals made within the school to specific support staff/programs or to outside agencies/programs
- Discipline Follow-Up – actions needed to complete the discipline process such as gathering more information or contacting parents
- Discipline Resolution – monitoring the status of discipline referrals by entering “open,” “pending,” or “closed” in the “Keywords” field. Consistently using these key terms is strongly recommended to identify status of referrals by generating the Student Discipline Report in Excel and sorting or filtering using these terms.

By default, notes can be edited. Users have the option of preventing future editing by changing the default to “no” on the “Editable” button. It is important that any recorded data or comments be appropriate in content and form, i.e., the description of the behaviors and/or actions must be based on facts, not subjective information. When notes are requested by a parent or adult student, any other student’s information should be blacked out before copying, so that student information cannot be detected under light.

For more detailed instructions, refer to the web-based learning (WBL) videos and the quick guides listed below under Related Resources.



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## D. Special Circumstances

1. Incident System Tracking Accountability Report (ISTAR) - Users are required to continue reporting certain student incidents in ISTAR. See BUL-5269.1.
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.
4. Responding to 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-3349.0.

## III. 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 Directly from the ISIS-LAUDMAX with real-time data

1. Student Discipline Report – This comprehensive 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's 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. Teachers have access to this report via the teacher portal, but only for students on their rosters.
2. Social Adjustment Report – This report generates a comprehensive list of a student's discipline referrals indicating the date, specific incidents, and



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behavioral intervention(s) received for each referral. The report includes referrals for the current school of enrollment as well as prior District schools of enrollment.

3. Parent Notification of Student Suspension - This report must be utilized to comply with the legal mandate of notifying the student's parent/guardian of a student suspension (class, in-school, school). It generates the Suspension Letter which includes suspension details and information regarding the scheduled parent/guardian conference. If the student's home correspondence language is selected, the letter will print in the home primary language. In addition, staff must print the letter in English. The effective date of the suspension must match the date of the notice of suspension letter and must be filed in the student's yellow discipline folder. Please note that a Pupil Accounting Report (PAR) is no longer required.

## B. Reports Indirectly 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

- Problem Behaviors Summary – tallies of discipline event codes in order to identify which are most frequently the basis of referrals
- Problem Behaviors By Time Summary – tallies of discipline event codes for each hour of the day
- Discipline Referrals by Location Summary – tallies number of referrals by incident location category
- Discipline Referrals by Referring Staff – tallies referrals to provide comparison among staff

### 2. Out-of-School 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



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- Suspension Rates by Location – percentage summaries of suspension broken down by school location
- Three-Year Suspension Comparison – annual statistics in order to track trends in volume of suspensions
- Counts the 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

## IV. RECORDING SUSPENSION AND ATTENDANCE

### A. Partial-Day School Suspension

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. Mark “present” for the portion of the day that class or classes were attended.
2. Use Reason Code “4” (school suspension) for the portion of the day that class or classes were missed due to the 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.



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**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**RELATED RESOURCES:** Discipline Web-Based Learning Videos and Quick Guides are available at:  
<http://isis.lausd.net> > Tools & Resources > Training & Resources > Quick Guides.

BUL-1347.2, Child Abuse and Neglect Reporting Requirements, issued July 1, 2011  
BUL-2047.0, Responding to and Reporting Hate-Motivated Incidents and Crimes,  
issued October 10, 2005

BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Education Rights,  
issued April 24, 2006

BUL-3349.0, Sexual Harassment Policy (Student-To-Student, Adult-To-Student, and  
Student-To-Adult), issued November 29, 2006

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

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

BUL-4478.0, Opportunity Transfers (OTs) Policy, issued December 15, 2008

BUL-4655.1, Expulsion of Students - Policy and Procedures, issued August 22, 2011

BUL-4926.1, Attendance Manual: Policy and Procedures for Elementary, Secondary  
and Option Schools, issued August 23, 2012

BUL-5212.1, Bullying and Hazing Policy (Student-to-Student and Student-to-Adult),  
issued September 17, 2012

BUL-5269.1, Incident System Tracking Accountability Report, issued August 13, 2012

BUL-5655.0, Guidelines for Student Suspension, issued December 6, 2011

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

**ASSISTANCE:** For ISIS-LAUDMAX questions, call ITD Helpdesk at (213) 241-5200 or submit an  
online request through the Customer Self-Service (CSS) system.

For assistance or information, contact:

- Educational Service Center (ESC) Operations Coordinators
- Student Discipline and Expulsion Support Unit (213) 202-7555
- Elementary SIS (213) 241-4617
- Secondary SIS (213) 241-4850