

## Minor Infraction Report

### When does a minor infraction become a major infraction?

- Same behavior (3 minors = 1 major)
- From one particular teacher
- Suggested time frame (3 minors within 4 weeks)

### Possible Motivation:

1. Avoid Adult
2. Avoid Peers
3. Avoid Task/Activities
4. Don't Know
5. Obtain Adult Attention
6. Obtain Items/Activities
7. Obtain Peer Attention
8. Other:

### Incident Type:

1. Not Prepared
2. Inappropriate Lang.
3. Disruption
4. Defiance/Disrespect
5. Lying/Cheating
6. Tardy
7. Electronic Device
8. Harassment/Tease/Bully
9. Property Damage
10. Forgery/Theft
11. Chewing Gum
12. Not Completing Homework
13. Dress Code
14. Cutting Class

### Intervention: (All that apply)

1. Student Conference
2. Seating Change
3. Letter to Parent
4. Student Contract
5. Parent Conference
6. Curricular Modification
7. Phone Parent
8. Sent to Dean
9. Time Out
10. Loss of Class Privilege
11. Refer to Student Services
12. Detention

### Major Infractions: (Automatic Referral)

- A. Profanity toward teacher
- B. Fighting
- C. Assault
- D. Harassment
- E. Blatant Defiance/Disrespect
- F. Possession of weapon
- G. Possession of Alcohol, Tobacco or Drugs
- H. Vandalism
- I. Theft
- J. Intoxication

K. 3<sup>rd</sup> Minor Infraction



## **LPS- Referral Procedure**

### **Consequence for Non-compliance (Discipline)**

1. Warning
2. Second Warning (Minor Infraction)
  - Moving student seat
  - Teacher/pupil conference during class, after class, after school
  - Time out (no more than five minutes)
  - Phone call home
3. Assign Detention
4. Referral to Dean (Major Infraction)

**Note: Even though student is sent to the Dean, please make sure to call parents.**

If student does not comply and becomes Major Infraction please do the following:  
(same for counseling referral)

1. Call Cecilia Mendoza to notify that student needs to be escorted to the office. Mr. Martinez or Dean will go pick up student and wait for referral.
2. Fill out LPS-Referral form, be short and concise, just facts.
3. Send Referral Form and with Mr. Martinez or Dean.
4. Teacher copy of Referral Form will be returned within 24 hrs into teacher's box.
5. Dean will input Log Entry and consequence into Powerschool, in addition will send you an email to update you.

**Note: Referrals should not just show up in Deans' boxes, please follow procedure.**

**9<sup>th</sup> grade will report to Mr. Smith**  
**10<sup>th</sup> grade will report to Ms. Rivers**  
**11<sup>th</sup> and 12<sup>th</sup> grade will report to Mr. Poo**

## **Detention Procedures**

### **How do I assign a detention?**

- 1. Document infraction on Minor Infraction report**
- 2. Please fill out detention form and give white copy to the student, keep teacher copy for your records.**
- 3. Go into Powerschool and mark student with a D for Detention**
- 4. Report will be pulled during at the end of 6<sup>th</sup> period, so auto dialer can make phone call home.**
- 5. Please stop by and check your student made it to detention (recommended).**

### **Detention Process:**

**Students must bring detention slip to LPS-4  
Student will be given Corrective action Form.  
Student will be required to work quietly on assignment.  
Assignment becomes ticket to leave.**

## Referral Process

Type of behavior	Specific Student behavior	Level 1 Teacher Intervene	Level 2 Admin Intervene	Level 3 Admin Intervene	Level 4 Admin Intervene
<b>Attendance</b>	Cutting class, leaving campus or activity without permission; being in unauthorized area	Detention	Referral (Admin Parent Notification)	Parent conference, ISS	Level 3 with Attendance Contract
	Unexcused tardy	Detention	Referral (Parent Notification)	Parent conference; ISS	Level 3 with Attendance Contract
<b>Academics</b>	Arriving to class unprepared	Detention 1 <sup>st</sup> 2 offenses	Referral (Parent Notification)	Parent conference; ISS	Level 3 plus SST
	Plagiarism/Cheating	Zero Credit; Parent notification	Level 1; Class Suspension	Level 2; plus OSS or ISS; Parent Conference	Level 3, plus SST
	Computer violation		Parent Notification	1 month no access	No access
<b>Minor Infractions</b>	Eating or drinking in class	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Chewing gum	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Violation of dress code	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Disrespect/ Profanity	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Insubordination/ Defiance	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Electronic Devices	Confiscation 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		
	Minor Property Damage	Detention	3 <sup>rd</sup> strike violation		
	Disruption	Detention 1 <sup>st</sup> two offenses	3 <sup>rd</sup> strike violation		

### 3<sup>rd</sup> Strike Violation:

- 1<sup>st</sup> offense: Admin/Student conference, Parents contacted, two days of detention
- 2<sup>nd</sup> offense: OSS, Admin/Parent/Student/Teacher Conference
- 3<sup>rd</sup> offense: 3 day OSS
- 4<sup>th</sup> offense: 5 day OSS, SST, BIP developed
- 5<sup>th</sup> offense: 5 day, Behavior Contract
- 6<sup>th</sup> offense: Expulsion Recommended

Type of behavior	Specific Student behavior	Level 1 Admin Intervene	Level 2 Admin Intervene	Level 3 Admin Intervene	Level 4 Admin Intervene
<b>Major Infraction</b>	Blatant Disrespect		Referral Parent meeting 2 day detention or OSS	Referral Parent meeting OSS	Referral Parent meeting, BIP, OSS
	Blatant Defiance		Referral Parent meeting 2 day detention or OSS	Referral Parent meeting OSS	Referral Parent meeting, BIP, OSS
	Harassment		Referral Parent meeting 2 day detention or OSS	Referral Parent meeting OSS	Referral Parent meeting, BIP, OSS
	Assault (Self-Defense)			OSS, Police Notification Possible expulsion	OSS, Police Notification Expulsion Recommended
	Fighting (Mutual Combat)		OSS, Police notification, Parent meeting	OSS, Police notification, BIP, Possible expulsion	OSS, Police Notification, Expulsion Recommended
	Intoxication		OSS, Parent Meeting,	OSS, Parent meeting, BIP	OSS, possible expulsion
	Tobacco		Confiscation, Parent notification Detention	OSS, BIP	OSS, possible expulsion
	Possession, Use, or Buying of Alcohol or Drugs		OSS, Police Notification	OSS, Police Notification, BIP	Possible expulsion
	Distributing Alcohol or Drugs			OSS, Police Notification Possible expulsion	Expulsion Recommended
	Knife or other dangerous object in school			OSS, Police Notification, Possible expulsion	OSS, Police Notification, Expulsion Recommended
	Possession of a firearm on school grounds				OSS, Expulsion and police notified
	Vandalism	Possible ISS, Parent Notification (Admin Discretion)	OSS, Police Notification	OSS, Police Notification, BIP	Expulsion recommended
Theft			OSS, Police Notification	OSS, Possible expulsion	