

# Santee's Discipline Forms



**2016-2017**

**1921 S Maple Ave  
Los Angeles, CA 90011  
(213) 763-1011**

(From the classroom Dial "8" then Dial "1011")

[www.santeefalcons.org](http://www.santeefalcons.org)

## Santee's Progressive Intervention Plan 2016-2017



Please use this procedure as a guide in dealing with discipline behavior. Use the "Student Referral Form" to document steps taken. When documenting, please include ALL steps taken and include the action taken, date, and times, because this will be critical to providing appropriate intervention.

- To dial out of your classroom, please dial "8" and then extension number.
- To call an office from your cell phone: the number is 213-763- extension.
- For immediate security assistance call 213.763.1011 or from your classroom dial "8" wait for dial tone, then dial "1011". If there is no answer, dial extension "1018". In addition, look outside your door for a radio carrying staff.
- For any immediate health issues please call Nurse at extension "1032".

### 1. Teacher In Class Progressive Discipline

Action taken by teacher prior to completing Student Referral should include at least 3 of the following:

- Warning given to student Date(s)
- Had conference with the student Date(s)
- Assigned detention after parent contact Date(s)
- Changed student seat Date(s)
- Sent notice of behavior home Date(s)
- Sent to Buddy Teacher classroom Date(s)

### 2. Parent- Call Parent/Parent Conference (all contact numbers must be attempted)

- Telephone conference with parents Date(s)
- Held a parent conference Date(s)
- Other Parental Contact Options
  - Parent Center in the Main Office; ext 1072
    - Complete "Home Contact Request" and give to appropriate Parent/Community Representative. You can drop off form at the Parent Center forms in the "Parent Center" inbox in the main office. The Representatives will make the call within a 48 hour period.
    - Ms. Bray (L-Z) 7:30-11:30 [lmb8914@lausd.net](mailto:lmb8914@lausd.net)
    - Ms. Bermudez (A-K) 11:30-3:30 [adb4109@lausd.net](mailto:adb4109@lausd.net)
  - Reach out to bilingual staff for phone call (Buddy Teacher, Teacher Assistant, City Year, Title 3 Coach-Ms. Cruz, Title One Coordinator-Mr. Henry, administrators)

### 3. Referral Reason: (A) Counseling OR (B) Disciplinary

*(A) If the issue is COUNSELING/ACADEMIC, please refer to the counselors (Please fill out on the MiSiS platform)*

**Counselor** Students should be sent to the counselors with a Referral Form or Online Referral using the drop down menu in MiSiS. Please refer for attendance, citizenship, academic, cooperation, work habits, and personal / social CONCERNS.

- Counseling Office C-103; ext 1019
  - Ms. Miranda (9<sup>th</sup> Grade) [cxm4245@lausd.net](mailto:cxm4245@lausd.net) X1010
  - Ms. Bolanos (10<sup>th</sup> Grade) [mxh84541@lausd.net](mailto:mxh84541@lausd.net) X1021
  - Ms. Rodriguez (11<sup>th</sup> Grade) [victoria.c.rodriguez@lausd.net](mailto:victoria.c.rodriguez@lausd.net) X1003
  - Ms. Torres (12<sup>th</sup> Grade) [Nadine.albarran@lausd.net](mailto:Nadine.albarran@lausd.net) X1006

*(B) If the issue is DISCIPLINE, please refer to the Deans (Please fill out on the MiSiS platform)*

### Dean's Office (Level 1, 2, 3, 4 Offenses/ Discipline Policy)

Students should be sent to the Dean with a Referral Form or Online Referral using the drop down menu in MiSiS. Students

- Dean's Office L-105; ext 1057
  - Mr. Lara (Santee 25) [jml9741@lausd.net](mailto:jml9741@lausd.net) ext 1057 Room: Dean's office in the L-Building  
-Mr. Lara will be supporting grades 10<sup>th</sup> & 11<sup>th</sup>
  - Ms. Johnson (Santee 23) [kmg6482@lausd.net](mailto:kmg6482@lausd.net) ext 1053 Room: Counseling Office  
-Ms. Johnson will be supporting 9<sup>th</sup> & 12<sup>th</sup> grade

***"Watch our Falcons SOAR at [www.santeefalcons.org](http://www.santeefalcons.org)." 08.22.16***

## Santee's Progressive Intervention Plan 2016-2017



### Administrator's Office (Level 1,2 Offenses)

Students should be sent with Student Referral Form or online referral should be completed.

- Ms. Martinez-9<sup>th</sup> Grade (Santee 7)-Main Office; ext 1030 [mam8628@lausd.net](mailto:mam8628@lausd.net)
- Ms. Grinner-10<sup>th</sup> Grade (Santee 8)-Counseling Office; ext 1082 [trg2859@lausd.net](mailto:trg2859@lausd.net)
- Ms. Ruiz-11<sup>th</sup> Grade (Santee 11)-Bilingual Office; ext 1077 [violeta.ruiz@lausd.net](mailto:violeta.ruiz@lausd.net)
- Mr. Mejia-12<sup>th</sup> Grade (Santee 10)-Main Office 1-118; ext 1024 [pablo.mejia@lausd.net](mailto:pablo.mejia@lausd.net)
- Dr. Gomez (Santee 4)- Main Office; ext 1081 [martin.o.gomez@lausd.net](mailto:martin.o.gomez@lausd.net)

### 6. School Police Office

- School Police Office C-141; ext 1045
  - Officer Galvez (Santee 1) [jgalvez@laspd.com](mailto:jgalvez@laspd.com)
  - Officer Perez (Santee 2) [jmperez@laspd.com](mailto:jmperez@laspd.com)



# Santee's Progressive Intervention Plan Flow Chart

## Teacher

- Warning given to student (In class)
- Date(s)
- Had conference with the student Date(s)
- Assigned detention after parent contact Date(s)
- Changed student seat Date(s)
- Sent notice of behavior home Date(s)
- Sent to Buddy Teacher classroom
- Call Parents
- Parent Conference

## Counseling

### COUNSELOR

- Ms. Miranda- 9<sup>th</sup> Grade X1010
- Ms. Bolanos- 10<sup>th</sup> Grade X1021
- Ms. Rodriguez- 11<sup>th</sup> Grade X1003
- Ms. Torres- 12<sup>th</sup> Grade X1006

### ADMINISTRATOR

- Ms. Martinez- 9<sup>th</sup> Grade X1030
- Ms. Grinner- 10<sup>th</sup> Grade X1082
- Ms. Ruiz- 11<sup>th</sup> Grade X1077
- M. Meza- 12<sup>th</sup> Grade X1024

### DEAN

- Johnson- 9<sup>th</sup> & 12<sup>th</sup> X1053
- Mr. Lara- 10<sup>th</sup> & 11<sup>th</sup> X1057

## Reminders

1. 15 minute rule vest/hall pass rule
2. Call for support instead of sending students out (Dial "8" then 1011)
3. Greet students at doorway
4. Follow Teacher Warning Check- list

### Counseling

- Does not complete assignments/tasks
- Grade average is going down
- In danger of failing/not meeting promotion standards
- Low scores
- Recommend for intervention Working below standards/exhibits little effort

### Discipline

- Knife or other dangerous object
- Engaged in an act of bullying
- Obscenity/profanity/vulgarity
- Stole/attempted to steal school or private property
- Willful use of force/violence not self-defense
- Substitute of a controlled substance
- Caused physical injury to another person

### School Police

X1045

Santee Main Office X1011

PLEASE POST THIS NEXT TO YOUR PHONE.

## Santee Counselors and Deans Reason for Referrals

Please review and use the following reasons when completing a student referral. Counselors and Deans will deal with student issues accordingly. Student actions can fall under two categories:

### 1. Counseling-This will go to the Grade Level Counselors

- a. 9<sup>th</sup> Grade- Miranda X 1010
- b. 10<sup>th</sup> Grade- Bolanos X 1021
- c. 11<sup>th</sup> Grade- Rodriguez X 1083
- d. 12<sup>th</sup> Grade- Torres X 1006

### 2. Discipline- This will go to the Grade Level Deans

- a. 9<sup>th</sup> grade and 12<sup>th</sup> Grade- Ms. Johnson X 1053
- b. 10<sup>th</sup> and 11<sup>th</sup> Grade- Mr. Lara X 1057

### 1. Counselors (Office X 1019)

#### Counseling:

- Academic
  - - Does not complete assignments/tasks
  - - Grade average is going down
  - - In danger of failing/not meeting promotion standards
  - - Low scores
  - - Recommend for intervention
  - - Working below standards/exhibits little effort
- Attendance
  - - Excessive absences are affecting class work
  - - Tardies are affecting class work
  - - Truancies are affecting class work
- Career Planning
- Citizenship
  - - Consistently violates classroom rules
  - - Does not respect others/equipment/materials in class
  - - Exhibits inconsiderate behavior
- College Planning
- Cooperation
  - - Does not pay attention in class
  - - Exhibits a negative attitude
  - - Needs to participate in class
- Health
  - - Health services
  - - Poor health habits/hygiene
- IGP (Individual Graduation Plan)
- Interest Inventory
- Other

## Santee Counselors and Deans Reason for Referrals

- - Will send note with student
- Personal/Social
  - - Domestic problems
  - - Needs support and guidance
  - - Problems with peer relationships
  - - Sad/crying in class
- Program Scheduling
- Work Habits
  - - Seldom is prepared for class
  - - Wastes time in class

### **2. Deans (Office X 1057 and X 1053)**

#### **Discipline:**

- 3.1a - CAUSED PHYSICAL INJURY
- 3.1b - ATTEMPTED TO CAUSE PHYSICAL INJURY
- 3.1c - THREATENED TO CAUSE PHYSICAL INJURY
  
- 3.2 - POSSESSION MARIJUANA 1ST OFFENSE < 1 OZ or ALCOHOL
  - - Alcohol
  - - Marijuana, Less Than One OZ
  
- 3.3 - SUBSTITUTE OF A CONTROLLED SUBSTANCE
  - - Alcohol
  - - Cocaine
  - - Crack
  - - Ecstasy
  - - Heroin
  - - LSD
  - - Ludes
  - - Marijuana One OZ or More
  - - Marijuana, Less Than One OZ
  - - Meth
  - - Other Drugs
  - - PCP
  - - Prescription Drugs
  
- 3.4 - DAMAGED/ATTEMPTED TO DAMAGE SCHOOL OR PRIVATE PROPERTY
- 3.5 - STOLE OR ATTEMPTED TO STEAL SCHOOL OR PRIVATE PROPERTY
- 3.6 - POSSESSED OR USED TOBACCO
- 3.7 - OBSCENITY/PROFANITY/VULGARITY
- 3.8 - DRUG PARAPHERNALIA
- 3.95 - DISRUPTED SCHOOL- WIDE ACTIVITIES (ISSUED BY AN ADMIN.) (GR. 4-12)
- 3.10 - RECEIVED STOLEN SCHOOL OR PRIVATE PROPERTY
- 3.11 - IMITATION FIREARM
- 3.12a - HARASSED/THREATENED PUPIL RACE/COLOR/NAT'L ORIGIN (GR. 4-12)
- 3.12b - HARASSED/THREATENED PUPIL DISABILITY (GR. 4-12)
- 3.12c - HARASSED/THREATENED PUPIL OTHER FACTORS (GR. 4-12)
- 3.12d - HARASSED/THREATENED SCHOOL DISTRICT PERSONNEL (GR. 4-12)
- 3.13 - SEXUAL HARASSMENT (GR. 4-12)

## Santee Counselors and Deans Reason for Referrals

- 3.14 - HATE VIOLENCE (GR. 4-12)
- 3.15 - TERRORIST THREAT (THREAT TO CAUSE DEATH, GREAT BODILY INJURY)
- 3.16 - WILLFUL USE OF FORCE/VIOLENCE NOT SELF-DEFENSE
- 3.17 - HARASSED/THREATENED/INTIMIDATED WITNESS
- 3.19 - SELLING OR ARRANGING TO SELL THE PRESCRIPTION DRUG SOMA
- 3.20 - HAZING
- 3.21a - BULLYING/CYBER A PUPIL BASED ON SEX
- 3.21b - BULLYING/CYBER A PUPIL BASED ON RACE/COLOR/NATIONAL ORIGIN
- 3.21c - BULLYING/CYBER A PUPIL BASED ON DISABILITY
- 3.21d - BULLYING/CYBER A PUPIL BASED ON OTHER FACTORS
- 3.21e - BULLYING/CYBER SCHOOL PERSONNEL
- 3.22 - AIDED OR ABETTED THE INFLECTION OF PHYSICAL INJURY
- 2.1 - SERIOUS PHYSICAL INJURY/NOT SELF-DEFENSE
  
- 2.2 - KNIFE OR OTHER DANGEROUS OBJECT
  - - Ammunition
  - - Antique Firearm or Replicas of Antique Firearm
  - - BB Guns
  - - Brass Knuckles
  - - Cap Guns
  - - Cleaver, Machete, Ax
  - - Club, Bat, Pipe, Stick
  - - Firearm Muffler or Firearm Silencer
  - - Fireworks
  - - Gun Clips
  - - Knife
  - - Mace, Pepper Spray
  - - Other Weapon
  - - Pellet Guns
  - - Screwdriver, Awl, Flie Scissors, Ice Pick, Stiletto
  - - Stun Guns, Taser
  
- 2.3 - CONTROLLED SUBS (EXCEPT 1ST MARIJ <1 OZ), COUNTER/PRESCRIBED MEDS
  - - Alcohol
  - - Cocaine
  - - Crack
  - - Ecstasy
  - - Heroin
  - - LSD
  - - Ludes
  - - Marijuana One OZ or More
  - - Marijuana, Less Than One OZ
  - - Meth
  - - Other Drugs
  - - PCP
  - - Prescription Drugs
  
- 2.4 - ROBBERY/EXTORTION
  
- 2.5 - ASSAULTED/BATTERED SCHOOL EMPLOYEE

Category 1 -- Student Offenses with No Principal Discretion must be recommended for expulsion.

Santee Education Complex  
Home Contact Request



If you are unable to contact a student's parents and would like to have the Parent Center Staff attempt to call or schedule a parent conference, please complete and return this form to Parent Center (ext 1072). Staff will contact the home within two business days (Dial "8" and then dial "1027").

Person Making Request: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**REQUEST:**

- \_\_\_\_\_ Call Home to Notify of Incident described below
- \_\_\_\_\_ Call to Inform Family about Student's Attendance/ Inquire about whereabouts
- \_\_\_\_\_ Set Up a Parent Conference on: \_\_\_\_\_ (date) at \_\_\_\_\_ (time)
- \_\_\_\_\_ Other: \_\_\_\_\_

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Class subject: \_\_\_\_\_

Teacher's Message:

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\*\*\*\*\*Staff Use Only\*\*\*\*\*

Call made Date \_\_\_\_\_ Time: \_\_\_\_\_ Caller: \_\_\_\_\_

Spoke with: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Response:

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