

La Joya Independent School District

Office Discipline Referral

Incident # _____

Last Name	First Name	Middle Initial	Student ID	Grade Level
School	Staff Name	Offense Date/Time	Student's Phone Number	

Location of _____ Classroom _____ Cafeteria _____ Play Area _____ ISS Room _____ Gym _____ Hallway _____ Parking Lot _____ Restroom

Offense (check one): _____ Office Area _____ Bus _____ Off Campus _____ School Event _____ Other

Behavior Location Code: On -Campus (01), Off-Campus within 300 feet (02), Off -Campus School Event (03), Off-Campus (04), Other School District (05)

Level of Misconduct _____ II _____ III _____ IV _____ V

Description of Offense _____

Was Student Restrained? Yes _____ No _____ If yes, was it mechanical _____ physical _____ **Staff Signature** _____

Measures taken before referral for discipline _____

(Attach Taking Charge Form)

Student's Response _____

Student Signature _____ **Parent/Guardian Notified via** _____ **Date/Time** _____

FOR OFFICE USE ONLY: Offense Code _____ **Behavior Location Code:** _____

REASON CODES

Chemical Offenses

- 04 Possession/Influence drugs
- 05 Possession/Influence alcohol
- 06 Abuse of volatile chemical
- 33 Possession Tobacco Product
- 36 Felony controlled substance
- 37 Felony alcohol violation

Weapon Offenses

- 12 Possession of Knife more than 5.5 inches
- 50 Possession of Knife less than 5.5 inches
- 11 Possession of Firearm
- 14 Possession of Prohibited Weapon
- LWO Weapon, Other

Physical Offenses

- 41 Fighting/Mutual Combat
- 27 Assault against District employee
- 28 Assault against Non-District employee
- 29 Aggravated Assault against District employee
- 30 Aggr. Assault against Non-District employee
- 31 Sexual Assault against District employee
- 32 Sexual Assault against Non-District employee
- 08 Retaliation against school personnel
- 34 School Related Gang Violence

Conduct Offenses

- 21 Student Code of Conduct Violation
- 01 Permanent Removal by Teacher from class
- 02 Conduct Punishable as a felony
- 09 Off-campus felony—Title 5
- 10 Off-campus felony—Not Title 5
- 26 Terroristic Threat
- 35 False Alarm/False Report
- 58 Breach of Computer Security
- 59 Serious Misbehavior while at CAEP/HOPE
- 61 Bullying

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| <ul style="list-style-type: none"> LLA Absences LBD Bullying, Disability LBE Bullying, Ethnicity LBS Bullying, Sex/Ethnicity LBY Bullying, Other LBR Bus Referral/Citation LCH Cheating/Forgery LDA Display of Affection LDS Disruptive in Class LDC Dress Code Violation LED Electronic Device LFW Fireworks LIN Insubordination | <ul style="list-style-type: none"> LLC Left Class w/o pass LLE Leaving campus LMD Missed Detention LNS Not suiting out LPS Problem w/other student LPR Profanity/Bad Lang LSC Skipping Class LLT Tardies LTH Theft LTR Trespassing LUN Unprepared w/no work LUB Unruly Behavior LVN Vandalism/Graffiti |
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Serious Criminal Offenses

- 16 Arson
- 17 Murder, Capital Murder, Attempted Murder
- 18 Indecency with a child
- 19 Kidnapping
- 22 Criminal Mischief
- 23 Emergency Placement/Expulsion
- 46 Aggravated robbery
- 47 Manslaughter
- 48 Criminally negligent homicide
- 49 Engaged in deadly conduct
- 60 Harassment against a district employee

Sex Related Offenses

- 07 Public Lewdness/Indecent exposure
- 55 Sex Offender, under Court Supervision
- 56 Sex Offender, not under Court Supervision
- 57 Continuous Sexual Abuse of a Young Child

**Action(s)
Taken:**

Action Code	Ordered Date	Days to Serve	Comments

ACTION CODES

- 02 Expulsion to JJAEP
- 05 Out-of-school suspension
- 06 In-School suspension
- 07 Placement to DAEP due to conference
- 08 Continue other district's DAEP placement
- 10 Continue DAEP Placement
- 12 Continue JJAEP Expulsion
- 13 Placement to JJAEP by Court Order
- 14 Placement to DAEP by Court Order
- 15 Continue other district's JJAEP expulsion

- 25 Partial day out-of-school suspension
- 26 Partial day in-school suspension
- 27 ARD Committee Manifestation Determination
- 28 Mandatory Disciplinary Action Not Taken

Local Action Codes

- LAT Action Taken on Prior Referral
- LBS Bus Suspension
- LDA Detention after school
- LLD Lunch Detention
- LNT No Action Taken on this referral
- LPC Parent Conference

- LPS Parent Shadow
- LSC Student Conference
- LWL Failure to attend—warning letter
- LRC Referred to Counselor
- LBI Behavioral Intervention Plan
- LDI Discussion with student
- LLP Loss of Privilege
- LTC Teacher Conference
- LWA Warning
- LRA Referral to Agency (specify) _____
- LRL Referred to Law Enforcement
- LRT Referral to Truancy Off

Authorized by (name)	Title	Date	Data Entry Date	Data Entered by
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