Minor violations of the law are handled through school-site Administrative Interventions or a Diversion Referral as a graduated response.

**STEP 1: Evaluate the situation**
If the situation is resolved at any point, the student shall be referred to the school administrator prior to issuing a Diversion Referral.

- Does the incident fall within the Discipline Foundation Policy?
- Are there restorative practices on campus that could resolve the incident?
- Is the student 12 years or younger?
- Is the minor violation an administrative handle incident in the Matrix?

**STEP 2: Communicate with student**
Can the incident be resolved by issuing a warning or providing an opportunity for the student to cool off?

- Refer to school administrator

**STEP 3: Identify Graduated Response**
Are there underlying circumstances better addressed by administration?
- Can the incident be resolved by involving the student’s parents?
- Is the incident better suited for a restorative justice harm circle than diversion?
- Is it a first time incident?

- Refer to school administrator

**STEP 4: Issuing a Diversion Referral**
Have the above options been exhausted without resolution?
- Is there property damage that cannot be resolved through the above options?
- Is this a second or subsequent incident that cannot be resolved through the above options?
- Is the minor violation a Diversion Referral incident in the Matrix?

- Issue a Diversion Referral

**STEP 1: Evaluate the situation**
If the situation is resolved at any point, officers should follow non-arrest, non-citation model.

- Does the incident require mandatory law enforcement notification?
- Considering all the circumstances, does the incident pose a serious and immediate threat to school safety?

- Issue a Diversion Referral

- Refer to school administrator

Is the incident listed on the LASPD Matrix?

**YES**

- Refer to school administrator

**NO**

- Issue a Diversion Referral

For additional information, refer to the LASPD Notice 14-002 and Attachment entitled Roles and Responsibilities for: Enforcement, Arrest and Citation Protocols on School Campus and Safe Passage (August 2014).