



## Assertive Discipline

A Guide for Creating Discipline Records in Aeries

An Assertive Discipline record can be created by going to Student Data/Guidance/Assertive Discipline.

- STUDENT FLAGS
- Home
- MY FAVORITES (6)
  - Medical History
  - Print Daily Attendance Summary
  - Print Enrollment By Teacher
  - Print Student Counts (CBEDs)
  - Secondary Stu Data
  - Student Placement
  - Edit My Favorites
- STUDENT DATA
  - Profile
  - Demographics
  - Supplemental
  - District Supplemental
  - Contacts
  - Attendance
  - Attendance Enrollment
  - Enrollment History
  - Attendance History
  - Grades
  - Guidance
    - Assertive Discipline**
    - Discipline
    - Counseling
    - Behavioral Emergency
    - Violation
    - Retentions
    - Victims
    - Witnesses
    - Discipline Incidents
    - Discipline Dashboard
  - Interventions
  - Test Scores
  - Medical
  - Scheduling

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Location
						G	1	Live Oak
						F		
								Primary

Counselor: Markowska, JoAnne  
Parent/Guardian: [Redacted]  
Primary Phone: [Redacted]

Additional Info Expulsions Victims Witnesses

Date: 09/13/2016 Time: Exact: [ ] Apprx: [ ] School: Live Oak High School

Incident ID: 19014 Referrer: Abels, Gemma Substitute?: [ ] Location: Cafeteria/MPR

Violations: Agitating and/or Provoking

Pre-Referral Interventions: [ ]

Possible Motivation: [ ] Weapon Type: [ ] Demerits: 0.00 Initials: [ ] Tag: [ ] Instructional Support: Not Appl

Student is 504.

Removal to Interim Alt Setting: [ ]

Description of Incident: [ ]

Save Cancel

Note: If you turn on the "Highlight State Reporting Fields" under the Settings, it provides a guideline as to which fields are required by CALPADS. This will minimize the Certica errors you will receive and the clean-up required for state reporting.

Welcome Veronica Hoyle-Kent

Highlight State Reporting Fields

Change School

Change Password

Account Settings

Log Out

**DATA TO COMPLETE**

**The system will provide:**

1. Date
2. Incident ID
3. School

**You will need to add:**

4. Approx Time (Optional, but recommended)
5. Referrer: this pertains to who is making the referral (teacher, supervisor, etc.)
6. Location
7. Violation Code- remember 48900K needs to be used only when appropriate\*
8. If the violation involves a weapon, the Weapon Type code is required
9. Initials (Applies to the person completing the discipline record)
10. Instructional Support (Will be No except for rare occasions. Guidelines to be provided to administrators by Special Education and/or Student Services.)
11. Removal to Interim Alt Setting only occurs when student is pending expulsion, so choose "No Removal" for Special Education students unless otherwise instructed. For all others, the field can be blank.
12. Add a description of the incident. (Use student perm IDs in place of names.)

The screenshot shows a web-based form for creating a discipline record. On the left is a sidebar menu with categories like 'STUDENT CLASS', 'MY FAVORITES (6)', 'STUDENT DATA', and 'Assessive Discipline'. A white arrow points from the 'Assessive Discipline' menu item to the 'Assessive Discipline' field in the form. The form itself contains the following fields and callouts:

- 1**: Date (09/13/2016)
- 2**: Incident ID (19914)
- 3**: School (Live Oak High School)
- 4**: Approximate Time (dropdown menu)
- 5**: Referrer (Abels, Gemma)
- 6**: Location (Calesteria/HPP)
- 7**: Violation Code (Agitating and/or Provoking)
- 8**: Weapon Type (dropdown menu)
- 9**: Demerits Initials (0.00)
- 10**: Instructional Support (10 rep)
- 11**: Removal to Interim Alt Setting (dropdown menu)
- 12**: Description of Incident (text area)

At the bottom of the form are 'Save' and 'Cancel' buttons.

When you click on "Save," the incident is created and you will move onto the 2<sup>nd</sup> part of the process: Disposition. To add the Disposition record, click on "Add New Administrative Action."

In this screen you will need to add:

1. Administrative Action (Click in the box and a drop down list will appear.)
2. Days for Suspensions (**Do not use hours.** You can use a decimal in the days field such as .5 if the student was given half a day of in-house suspension.) If a class suspension applies for multiple days, it should still be represented as a decimal. Adding a number greater than or equal to 1 in the days column will cause errors in CALPADS.
3. Start Date (This field is required for ALL suspensions or expulsion recommendations, even In-Class or In-School suspensions.)
4. End Date and Return Date (Should be added by the system based on Start Date and "Days" value.)
5. Authority (Always choose code 10 – School or District Personnel. All other codes will be used by the Hearing Officer or Student Services Staff.)

Administrative Decision Data from DSP Table						
Administrative Action						
Suspension 1						
Days	Hours	Start Date	End Date	Return Date	Rtn Status	
2	2	09/14/2016	09/15/2016	09/16/2016		
Rtn Loc		Authority	Plcmnt	Result	SusTg	
		School or District Personnel		Not Applicable	Not Applicable	
		10 School or District Personnel				
		20 Court Order				
		30 Hearing Officer				
		40 Local Governing Board				

Once the record is complete. You will click on "Letter" to generate the suspension letter.

**General** Additional Info Expulsions Victims Witnesses

Date: 9/14/2016 Time: After School School of Incident: 31 - Live Oak HS

Incident ID: 19050 Referrer: V. Hoyle-Kent Location: Bus/Bus Stop

Violations Pre-Referral Interventions

03 - Brandishing a Knife

Possible Motivation	Weapon Type	Demerits	Initials	Tag	Instructional Support
	Switchblade	0.00	vhk -		No

Description of Incident

Not a valid suspension. Test

Add New Discipline Record Change Delete Copy Print Letter



Administrative Decisions (Dispositions)

	<b>Suspension</b>	09/15/2016 - 09/16/2016 (2 Days) Returning 09/19/2016 Action Authority: School or District Personnel
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Add New Administrative Action

Total Demerits

This Year	Cumulative
0	0

The system will ask, "Would you like to use the suspension form to print letters/reports? Choose "Yes."

Letter Codes  
Suspension1  
Suspension1 Spanish

**Suspension Letter Edit and Print**

Suspension1 Correspondence Language Association. (Leave blank to indicate default)

Letter:

Dear [PG]:

We have found it necessary to suspend [FN] for violating these Education Code sections:

Text for the Bottom portion of the letter

Statement of Rights: In accordance with the 48900 series of the Education Code, the following rights are guaranteed: (1) the pupil or parent may require a meeting with the Superintendent or the Superintendent's designee; 2) the parent of a minor under 18 may have access to the pupil's records or an 18 year old student may have access

Add Letter Change Letter Print Exit Footer

If multiple students are involved be sure to copy the information (this way they have the same incident number and are not counting double in your data).

General	Additional Info	Expulsions	Victims	Witnesses
Date:	8/20/2018	Time:	School of Incident: 8 – Nordstrom Elem	
Incident ID:	27526	Referrer:	Location: Not Applicable	
Violations	Pre-Referral Interventions			
Possible Motivation	Weapon Type	Demerits	Initials	Tag
		0.00	-	
Description of Incident				

Add New Discipline Record Change Delete Copy Print Letter

Administrative Decisions (Dispositions)

+ Add New Administrative Action

Total Demerits	
This Year	Cumulative
0	0



Select Students to Copy

Copy the corresponding DSP records if any.

Copy the corresponding EXP records if any.

Use the same Incident ID#. If not, then the next available Incident ID number will be assigned to each selected student.

Show all Students (includes inactive students)

Loading Students...

Total: 0 Select All Students Clear All

\* Loading content ... please wait!

Copy Cancel

**STEPS to copying an incident:**

1. Click on "copy the corresponding DSP records if any."
2. Where it says "loading students" choose the students you want to copy the discipline incident to.
3. Click copy- note you have to exit the discipline record and look of the new student to see the

If you choose a code which is not a suspendable offense, the system will display the Discipline Letter instead of the Suspension Letter. The verbiage for the Suspension Letter has been provided by the Student Services Department and should not be modified without review of changes by Student Services staff. If a school chooses to use discipline letters for lesser offenses, the text can be revised by going to School Info/Letter Texts/Discipline Letter Text Editor.

Letter ID Discipline1 Discipline Letter Text Editor

Correspondence Language Association. (Leave blank to indicate default)

Letter:

Dear Parent:

The purpose of this letter is to inform you of an incident involving your son/daughter. You are urged to cooperate with the action taken by the teacher, counselor, or administrator. Your support is greatly

(Violations appear in the center of the letter)

Text for the Bottom portion of the letter

Mr. Lloyd Webb  
Principal

Add Change Delete

Aeries Web Version 7.16.9.3

To view suspendable offense codes, go to School Info/Configurations/Update Suspendable Offense Codes.

Code	Description	PC Code Section	Exclusion	Crime Report	Notes	Update Date	Severity
02 - Aided or Assisted Physical Injury	A pupil who aids or assists, as defined in Section 211 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to a suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, in an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subsection (a).	46100 (1)	X	Check PC Section 211		Y	1.0
03 - Brandishing a Knife	(a) Brandishing a knife at another person.	46105 (1)(1)	X			Y	3.0
04 - Bullying		46900 (c)	X			Y	1.0
05 - Caused Physical Injury	Causing certain physical injury to another person, except in self defense.	46915 (a)(1)	X			Y	2.0
06 - Caused, Attempted, or Threatened Physical Injury	Caused, attempted to cause or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self defense.	46900 (a)(1)	X			Y	1.0
09 - Committed an Act of Hate Violence	In addition to the reasons set forth in Sections 42250 and 42252, a pupil in any grade 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the pupil or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, or participated in an act of hate violence, as defined in subdivision (a) of section 233.1, PC 233.1(a) as found in this section, "hate violence" means an act punishable under Section 422.6, 422.7, or 626.32 of the Penal Code.	46900.3; 233 (a)	X	X	Check PC Section 422.6, 422.7, or 422.75	Y	1.0
10 - Committed Assault or Battery on a School Employee	Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.	46915 (a)(1)(E)	X	X	Check PC 240 and 242	Y	2.0
11 - Disruption, Defiance	(1) Disrupts school activities or off campus activities during the school workday of appearance, including administrative, school activities, or other school personnel involved in the performance of their duties. (2) Except as provided in Section 46916, a pupil engaged in behavior causing an interruption in the educational environment.	46900 (b)(1)				N	1.0
13 - Harassment or Intimidation (Hostile Environment)	A pupil engaged in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has engaged in harassment, threats, or intimidation directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonable effect of materially disrupting classroom, creating substantial disruption, and interfering with the rights of that pupil or group of pupils to receive an education in the educational environment.	46900.4	X			N	1.0
14 - Harassment, Intimidation of a Witness	Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a civil or disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.	46900 (g)	X	X	PC 245.6	N	1.0
15 - Hazing	Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school sanctioned events.	46900.7	X			N	3.0
16 - Made Terrorist Threats	(a) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school sanctioned events.	46900.7	X			N	3.0
17 - Obscene Acts, Profanity, and Vulgarity	Committed an obscene act or engaged in habits of profanity or vulgarity.	46900 (f)	X			N	1.0
18 - Offering, Arranging, or Negotiating Sale of Controlled Substance	Offered, arranged, or negotiated to sell a controlled substance as defined in Chapter 2, commencing with Section 112111 of Division 12 of the Health and Safety Code, an alcoholic beverage, or an item that is prohibited, delivered, or transported, as defined in a person, another liquid, substance, or material and accompanied the liquid, substance, or material as a controlled substance, shipment, delivery, or transport.	46900 (d)	X	X		N	1.0
19 - Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	Offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.	46900 (e)	X			N	1.0