

## Frequently Asked Questions (FAQ) – Discipline

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### **Aeries Assertive Discipline**

**Q: What Disposition (Action Taken) should sites use when using the Discipline Code of 98 – Late to Class?**

**A:** All Discipline records must have a Disposition to accompany it; if the student is not receiving any type of consequence then the Disposition that should be used is **WRN – Warning**.

**Q: When two students are involved in the SAME incident but their number of days of Suspension are different, would it still be advantageous to use the Copy feature?**

**A:** Yes, the Copy feature can still be used in the same way; however, you will want to adjust the number of days of suspension manually.

**Q: Does all information copy when the Copy feature is utilized?**

**A:** Yes, all information copies over with the exception of the field that indicates whether the student is Special Education. If the **Copy** feature is used for numerous students, each student will still need this field populated manually.

**Q: Can the Aeries Discipline Code of 11 – Dangerous Object be used when a student is caught with a lighter or a laser?**

**A:** It depends on the way the lighter or laser was actually used. If a student was caught with a lighter or laser in their pocket or backpack and they did not use it in a weapon fashion, then **11 – Dangerous Object** should **NOT** be used.

If a student was using the lighter or the laser in a dangerous way then **YES**, the **11 – Dangerous Object** code **SHOULD** be used.

If sites have any questions regarding when to or when not to use the **11 – Dangerous Object**, the site should contact their CWA Manager.

**Q: What Weapon Type should be used for a BB gun or air soft gun?**

**A:** Per Pupil Services if the student is being disciplined due to the possession of a BB gun or air soft gun, the **Weapon Type** field should be populated with **Other Weapon (40)**.

**Q: If there are student(s) who instigated a fight, should they be linked with the same Incident ID number as the students who were physically in the fight?**

**A:** Yes, all students regardless whether they were involved in the fight physically or in an instigating manner **MUST** be linked with the same Incident ID number.

**Q: How would a school site know what codes update the SSA Date?**

**A:** Sites can refer to the document **RUSD Aeries Discipline Codes and CALPADS Student Offense Codes**.

**Q: Where can I input additional comments that I do not want printed on the Suspension form?**

**A:** All additional comments should be entered on the **Other Comments** tab (*AeriesCS*) **Additional Info** tab -**Comments** area (*Aeries.NET*).

### **EOY 3 - Discipline**

**Q: We expelled a student, and the student enrolled in Adult Education. Do we code them with the *expelled* codes, or the *transfer to Adult Education* code?**

**A:** Because the LEA is aware that the student enrolled in Adult Education, the *TransInAdult* Student Exit Category Code (T260) should be used. Student Exit Category Code E300 (*ExpelledNoKnownEnroll*) should only be used when the whereabouts of the student cannot be determined.

**Q: How should a district report suspended expulsions?**

**A:** LEAs should *initially* report the expulsion to CALPADS with the Expulsion Modification Category Code of 100 – “Enforcement Suspended.” If, before the close of the reporting window, the student re-offends, and the expulsion is enforced, then the Expulsion Modification Category Code should be removed from the original offense record.

**Q: Is there any guidance for administrators regarding the point at which expulsion of a student should be deemed mandatory?**

**A:** The CDE has created a matrix that should help: The [Administrator Recommendation of Expulsion Matrix](#) is designed to help administrators decide when the expulsion of a student should be deemed mandatory, should be expected, or should be at the administrator's discretion.

**Q: What weapon type should be reported when the Student Offense category is “Possession of an Imitation Firearm” (Student Offense Code 102)?**

**A:** None: The weapon category should be *blank* for that Student Offense.

**Q: If a fight breaks out at the middle school, and the fight involves students from another RUSD school, can I report this as a single incident?**

**A:** No. Please Read: The incident's local ID is tied to the academic year and the *school* of the given student(s)' enrollment. This means that the *middle school* will create a unique incident to report only the student or students enrolled at the *middle school* who were involved in the fight, and the *high school* will also create a unique incident to report only their students.

**Q: If I have a student that is suspended or expelled for less than one (1) full day, am I required to report the student?**

**A:** That depends: For *non-special education students*, suspensions and expulsions less than one full day should *not* be reported. If the student is in *special education*, then the suspension or expulsion *should be reported*, even if it is less than a full day.

**Q: If a student is marked *expelled*, but the *Expulsion Modification Category Code = 100 (Enforcement Suspended)*, is that expulsion included in the snapshot reports?**

**A:** Yes, these expulsions are counted in the snapshot reports.