


RUSD – Discipline Program


 **IMPORTANT:** The Discipline Program allows schools the ability to create and/or view the following: Notice of Suspensions, Principal's Recommendation for Expulsion, Opportunity/COPE School, and etc. Before attempting to use this application, please enter the appropriate student discipline data into Aeries.

The Menu:

[Home](#) » [Student Incidents](#) » [Incident Records](#)

- **Home** – will take you to the Application Opening Page.

[Home](#)

Select a student: 

Enter a studentID or the first few letters of a student's last name in the box below:

- **Student Incidents** – will take you to the page where you can create a new incident record or work on an existing Discipline incident record.

[Home](#)

Assertive Discipline PERC Records for Smith, Brandon Michael #123456

- [Create a New PERC Record for Brandon Smith](#)
- [Review or Edit an Existing PERC Record for Brandon Smith](#)

- **Incident Records** – will take you to forms page where you can create a form or edit or print an existing form.

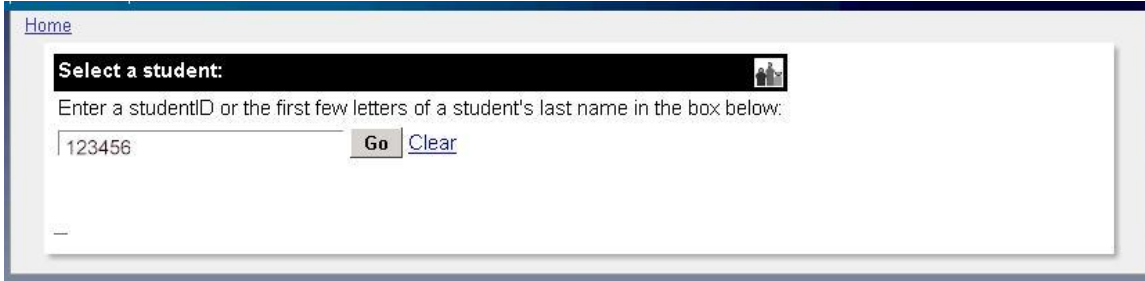
[Home](#) » [Student Incidents](#)

Assertive Discipline Records for Smith, Brandon Michael #123456
Incident ID: 325318 Incident Date: 10/26/2011


Notice of Suspension		Create					
Principal's Recommendation for Expulsion		Create					
Summary of Superintendent's Designee Meeting		Create					
Agreement to Stipulated Expulsion Option	✓	View/Edit	Print	Doc	PrintSpn	DocSpn	Delete
Opportunity/COPE School		Create					
Community School Referral		Create					
Notice of Extended Suspension		Create					

Opening Page:

1. Select a student
2. Enter either the student's student ID or the first few letters of the student's last name.
3. Press the **Go** button.



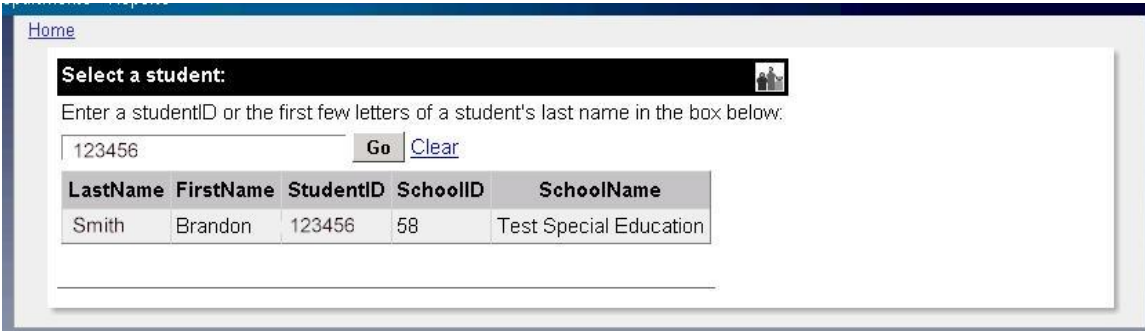
Home

Select a student: 


Enter a studentID or the first few letters of a student's last name in the box below:

123456 [Clear](#)

- Select the student by clicking on the student's name in the list provided.



Home

Select a student: 

Enter a studentID or the first few letters of a student's last name in the box below:

123456 [Clear](#)

LastName	FirstName	StudentID	SchoolID	SchoolName
Smith	Brandon	123456	58	Test Special Education

Discipline Records Page:

- A Discipline record within the Discipline Program consists of a set of fill-in and printable forms for a specific incident. A student may have multiple records, but only one record per incident.
- To create a New Discipline Record for a student, click on **Create a New Discipline Record**



Home

Assertive Discipline Records for Smith, Brandon Michael #123456

- [Create a New Discipline Record for Brandon Smith](#)
- [Review or Edit an Existing Discipline Record for Brandon Smith](#)



- A new Discipline record for this student will be created by selecting the incident and the Ed Code violations from the scrolling boxes provided.
- Use the scroll box on the upper left portion of the screen to locate the incident. Once the incident is located, click on it. The incident text will be transferred to the box on the right. **Note: Only SUS and SUS-R incidents for the current school year will be displayed in the scroll box.**
- In the box on the lower right, select the Educational Code violation(s). To select multiple violations, hold down the control (ctrl) key while you click.
- Click the **Create the Record** button to create the record.

Home

Assertive Discipline Records for Smith, Brandon Michael #123456

• [Create a New Discipline Record for Brandon Smith](#)

Please select an incident below:

Date	ID	incident
02/24/2012	349660	Brandon was in possession of a lighter. He took it and lit the toilet roll and dispenser in the boy's 700 wire restroom on fire. Flames and smoke ensued and the entire school was evacuated. The fire department (including an arson investigator), district maintenance and operations and police attended the school. The restroom was damaged and Brandon will be required to make restitution. His grandmother and mother were contacted by phone. The assistant principal then conferenced with his mother Ronda Shepard. Brandon was suspended for 5 days pending a PERC meeting. A manifest

Specific Education Code 48900 Violations:
(Hold down the CTRL key to make multiple selections)

EC 48900(a)(1)
EC 48900(a)(2)
EC 48900(b)
EC 48900(c)
EC 48900(d)
EC 48900(e)
EC 48900(f)
EC 48900(g)
EC 48900(h)
EC 48900(i)

Create the Record



- Once the record is created, click on **Review or Edit an existing Discipline record** to display all of the records for the student. Select the record you would like to edit by clicking on the record. Hint: **Hovering your mouse over the Incident ID will display the Incident Description.**

[Home](#)

Assertive Discipline Records for Smith, Brandon Michael #123456

- [Create a New Discipline Record for Brandon Smith](#)
- [Review or Edit an Existing Discipline Record for Brandon Smith](#)

	Entry Date	Incident Date	Student ID	Last Name	First Name	Middle Name	Incident ID
1	08/05/2012	10/26/2011	423146	Stewart	Brandon	Michael	325318
2	08/05/2012	10/18/2011	423146	Stewart	Brandon	Michael	322780