



TECHNOLOGY
SERVICES

Assertive Discipline - Data Entry, Validation, and Correction Workshop

Department of Technology Services



Basic Webinar Training Guidelines



- Put phone on mute to eliminate outside noises
- Do not put the call on hold
- One conversation at a time – please allow each participant to speak
- Un-mute the phone temporarily to ask a question
- Please avoid multi-tasking, *if possible*



Agenda

- General:
 - Updating Aeries which Updates CALPADS
 - Discipline Data Submission
 - Best Practices
- No, No's...
 - Manual Entry
 - Modification of Incident ID#s
- Use of the Incident ID number
- Blank Records
- Blank Disposition(s)
- Linking multiple Students involved in the **SAME** incident
- Linking of perpetrator to Victims and/or Witnesses form
- Use of the Victims and/or Witnesses form
- SSA Date Alert
- Use of the Weapon Type field



Updating Aeries which Updates CALPADS

- Update Aeries with Assertive Discipline data throughout the Academic Year (AY)
- July 1, 2013 – June 30, 2014

Update CALPADS with EOY records throughout the Academic Year (AY)

July 1, 2013 – June 30, 2014

Any student enrolled during the Academic Year will be counted



Discipline Data Submission

- When?
 - School Districts MUST report at the end of the school year, any and all students in the following categories:
- Who?
 - All non Special Education K-12 students who were suspended (in or out of school for at least one entire school day) or expelled due to the commission of a student offense (per Ed Code sections 48900 & 48915) at any time during the reporting period
 - All Special Ed students who committed a student offense regardless of the action taken (Disposition)
 - All students who committed a firearm offense (Aeries Codes 1, 5, 8, 9, 11, 38,39, 40, 41, 42, and 79), regardless of the action taken (Disposition)



Best Practices

- These data should be maintained in Aeries throughout the year as the incidents occur
- The data will be monitored for maintenance and corrections
- Schools are responsible for the entry of student discipline data into Aeries
- Schools are responsible for correcting student discipline data in Aeries
- Schools are responsible for reviewing and approving CALPADS reports prior to EOY 3 – Discipline data certification



No, No's...

- Manual Entry of Incident ID numbers
- Modifications of Incident ID numbers
 - Incident ID Numbers are auto-assigned in Aeries
 - Incident ID Numbers are 6 digit numbers
 - Incident ID Numbers are unique to each school site
 - 5 digit Incident ID numbers are manual errors
- Entry into the Old Disposition in ADS
- How to Correct 5 digit Incident ID numbers:
 - Delete the 5 digits from the field
 - Enter a zero
 - Press the **Tab** key
 - Next available number will be auto-assigned



Manual Entry/Modification of the Incident ID Number

Aeries CS

Assertive Discipline (ADS) | 2013-2014 | Test Poly High School | 3/26/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/26/2014

Parent/Guardian: M/M Mouse | Area/Telephone: (951) 555-1245

Calculate Days / Dates in DSP: Only show students who have ADS records:

General | Additional Info | Pre-Referral Interventions | Other Comments | Expulsions

Date: 03/26/2014 | School of Incident: Test Poly High School | Incident ID: 45639 | Tag: Letter

Code	Description	Referral	Sub Tchr	Initials	Demerits
11	Dangerous object (EC 48900(b))	Aniol, G		SF	0.00

Student brought hunting knife to school.

SUS: Add New... | Disposition: SUS | Suspended

Days	Hours	Start Date	End Date	Return Date	Rtn Status
3.00	0.00	3/26/2014	3/28/2014	4/07/2014	

Rtn Loc: 10 | Authority: | Placement: | Result: | SusTg: | Delete

Demerits: 0.00 | ALL YEAR | Highlight CALPADS Required Fields:

LOCATE | View Dispositions from ADS | UPDATE | Print Preview | Print Details | OTHER

Aeries NET

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Gr
	4842	Mouse	Mickey		444911	M	10

Parent/Guardian: M/M Mouse | Home Phone: (951) 555-1245 | Primary Contact:

General | Additional Info | Expulsions

Date: 3/26/2014

Code/Description: 11 - Dangerous object (EC 48900(b))

Dispositions (DSP):

SUS | Suspended (SUS)

Days	Hours	Start Date	End Date	Return Date	Rtn Status
3	0	03/26/2014	03/28/2014	04/07/2014	

Rtn Loc Authority: | Plcmnt Result SusTg: | School or District Personnel (10): | Add DSP | Change DSP | Delete DSP

OLD Disposition(s) Data in ADS Table

Demerits	Referral	Initials	School of Incident	Incident ID	Tag
0.00	Aniol, G	SF -	94 - Test Poly High School	45639	

Comments: Student brought hunting knife to school.



Use of the Incident ID Number

- Incident ID Numbers **CAN** have more than 1 disposition
 - **Scenario:** Student is assigned Detention but does not show up. The next Disposition (action taken) since the student was a no show for detention, is Saturday School.
 - **Solution:** Add a **New Disposition** to the existing Discipline record. **DO NOT CREATE** a new Discipline record.
- Creating a brand new Discipline record will generate an error
- How to Correct the Incidents:
 - Find the original (first) entry in the **Assertive Discipline** table
 - Add the additional Discipline Code
 - Select the **Add New** tab and input the new **Disposition**
 - Add additional comments if necessary
 - **Delete** the duplicate Discipline record



Multiple Assertive Discipline Records - Same Incident ID (Aeries CS)

2013-2014 Test Poly High School 3/26/20

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/26/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records

Date	Code	Description	Letter	School of Incident	Incident ID	Tag
03/11/2014	64	Defy authority (EC 48900(K))		Test Poly High School	456396	

Sub Tchr Initials Demerits
Barnes, G SF 0.00

Student did not bring in required homework.

Disposition	Days	Hours	Start Date	End Date	Return Date	Rtn Status
DETL	1.00	0.00	3/12/2014	3/12/2014	3/13/2014	

Rtn Loc Authority Placement Result SusTg
10

LOCATE View Dispositions from ADS UPDATE

2013-2014 Test Poly High School 3/26/20

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/26/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records

Date	Code	Description	Letter	School of Incident	Incident ID	Tag
03/13/2014	85	No show detention		Test Poly High School	456396	

Sub Tchr Initials Demerits
Barnes, G SF 0.00

Student was a no show for lunch detention.

Disposition	Days	Hours	Start Date	End Date	Return Date	Rtn Status
SAT	1.00	0.00	3/15/2014			

Rtn Loc Authority Placement Result SusTg
10

LOCATE View Dispositions from ADS UPDATE Print Preview Print Details OTHER

Notice how both Discipline records display the same exact Incident ID number



Multiple Assertive Discipline Records - Same Incident ID (Aeries NET)

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Gr
🚩	4842	Mouse	Mickey		444911	M	10
Parent/Guardian		Home Phone			Primary Contact		
M/M Mouse		(951) 555-1245					
general	Additional Info - Expulsions						
Date:		3/11/2014					
		Code/Description					
54 - Defy authority (EC 48900(k))							
		Dispositions (DSP)					
DETL	Lunch Detention (DETL)						
Days	Hours	Start Date	End Date	Return Date	Rtn Status		
1	0	03/12/2014	03/12/2014	03/13/2014			
Rtn Loc Authority		Plcmnt Result			SusTg		
School or District Personnel (10)							
Add DSP		Change DSP		Delete DSP			
+		OLD Disposition(s) Data in ADS Table					
Demerits	Referral	Initials	School of Incident	Incident ID Tag			
0.00	Barnes, G	SF -	94 - Test Poly High School	456396			
		Comments					
Student did not bring in required homework.							
Print	Add	Change	Delete	Copy	Print		

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Gr
🚩	4842	Mouse	Mickey		444911	M	10
Parent/Guardian		Home Phone			Primary Contact		
M/M Mouse		(951) 555-1245					
general	Additional Info - Expulsions						
Date:		3/13/2014					
		Code/Description					
35 - No show detention							
		Dispositions (DSP)					
SAT	Saturday school assigned (SAT)						
Days	Hours	Start Date	End Date	Return Date	Rtn Status		
1	0	03/15/2014					
Rtn Loc Authority		Plcmnt Result			SusTg		
School or District Personnel (10)							
Add DSP		Change DSP		Delete DSP			
+		OLD Disposition(s) Data in ADS Table					
Demerits	Referral	Initials	School of Incident	Incident ID Tag			
			94 - Test Poly High School	456396			
		Comments					
lunch detention.							
Delete	Copy	Print					

Notice how both Discipline records display the same exact Incident ID number



What it Should Look Like...

Aeries CS

Aeries NET

2013-2014 Test Poly High School 3/26/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		00044911	6/22/1998	M	10				3/26/2014

Parent/Guardian: M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP Only show students who have ADS records

General Additional Info Pre-Referral Interventions Other Comments Expulsions

Date: 03/11/2014 School of Incident: Test Poly High School Incident ID: 456396 Tag: []

Code	Description	Referral	Sub Tchr	Initials	Demerits
64	Defy authority (EC 48900(k))	Barnes, G		SF	0.00
85	No show detention				

Student did not bring in required homework resulting in Lunch Detention. Student was a no show for Detention resulting in Saturday School.

SAT DETL Add New...

Disposition: SAT Saturday school assigned

Days	Hours	Start Date	End Date	Return Date	Rtn Status
1.00	0.00	3/15/2014			

Rtn Loc: 10 Authority: [] Placement: [] Result: [] SusTg: []

Red Flag

LOCATE View Dispositions from ADS UPDATE Print P

Backward Get Forward Add Copy Change Delete

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track
	4842	Mouse	Mickey		444911	M	10	15		

Parent/Guardian: M/M Mouse Home Phone: (951) 555-1245 Primary Contact 1:

General Additional Info Expulsions

Date: 3/11/2014

Code/Description
64 - Defy authority (EC 48900(k))
85 - No show detention

Dispositions (DSP)

Saturday school assigned (SAT)

Days	Hours	Start Date	End Date	Return Date	Rtn Status
1	0	03/15/2014			

Rtn Loc: [] Authority: [] Plcmnt: [] Result: [] SusTg: []

School or District Personnel (10)

Add DSP Change DSP Delete DSP

OLD Disposition(s) Data in ADS Table

Referral	Initials	School of Incident	Incident ID	Tag
Barnes, G	SF -	94 - Test Poly High School	456396	

Comments

Student did not bring in required homework resulting in Lunch Detention. Student was a no show for Detention resulting in Saturday School.

All Discipline Codes and Dispositions have been combined into 1 Discipline record



Blank Records

- Blank records can be deleted via Aeries CS or Aeries.NET
- Blank records can only be created through Aeries.NET
- Blank records generate errors
- Blank records must be deleted
 - Select the blank record in the **Assertive Discipline** table
 - Click the **Delete** button at the bottom of the form



Blank Records in Aeries

Aeries CS

2013-2014 Test Poly High School 3/27/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/26/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
 M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records

General Additional Info Pre-Referral Interventions Other Comments Expulsions

Date: 03/27/2014 Letter School of Incident: Test Poly High School Incident ID: 0 Tag: 0

Code	Description	Referral	Sub Tchr	Initials	Demerits
					0.00

Add New... Disposition: [dropdown] Days: 0.00 Hours: 0.00 Start Date: [dropdown] End Date: [dropdown] Return Date: [dropdown] Rtn Status: [dropdown]

Rtn Loc: [dropdown] Authority: [dropdown] Placement: [dropdown] Result: [dropdown] SusTg: [dropdown] Delete

Demerits: 0.00 ALL YEAR Highlight CALPADS Required Fields

LOCATE View Dispositions from ADS UPDATE Print Preview Print Details OTHER

Aeries NET

Assertive Discipline

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu	S
	4842	Mouse	Mickey		444911	M	10	15							To be Determined

Parent/Guardian Home Phone Primary Contact 1: Primary Contact 2: SSA Date
 M/M Mouse (951) 555-1245 03/26/2014

General Additional Info Expulsions

Date: 3/27/2014 Violation: 3/27/2014 - 3/26/2014 11- Dangerous object (EC 48900) 3/11/2014 64- Defy authority (EC 48900(k))

Code/Description

Dispositions (DSP)

Add DSP

OLD Disposition(s) Data in ADS Table

Demerits	Referral	Initials	School of Incident	Incident ID Tag
0.00	-		94 - Test Poly High School	0

Comments

Letter Add Change Delete Copy Print



Blank Dispositions

- Each Assertive Discipline record **MUST** have 1 or more Dispositions to accompany the record
- Blank Dispositions generate errors
- To locate Assertive Discipline records with missing Disposition(s)
(be sure to include Inactive Students)

```
LIST STU ADS DSP STU.ID STU.LN STU.FN STU.GR ADS.DT  
ADS.CD DSP.DS DSP.DD IF DSP.DS = " " AND ADS.DT >  
06/30/2013
```

- To fix the error in Aeries CS:
 - Select the Assertive Discipline record
 - Add Disposition on the **Add New** tab at the bottom of the form, populate all mandatory fields
- To fix the error in Aeries.NET:
 - Select the Assertive Discipline record
 - Click on **Add DSP**
 - Add Disposition and populate all mandatory fields



Blank Dispositions in Aeries

Aeries CS

2013-2014 Test Poly High School 3/27/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/26/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
 M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records.

Date	Code	Description	Letter	School of Incident	Incident ID	Tag
03/27/2014	65	Disruption (EC 48900(k))		Test Poly High School	456400	
				Avila, L		

Sub Tchr Initials Demerits
SF 0.00

Add New...
 Disposition: [Blank] Days: 0.00 Hours: 0.00 Start Date: End Date: Return Date: Rtn Status: [Blank]

Rtn Loc Authority Placement Result SusTg [Blank] [Blank] [Blank] [Blank] [Blank] [Blank] Delete

Demerits: 0.00 ALL YEAR
 Highlight CALPADS Required Fields

Red Flag

Aeries NET

Assertive Discipline

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng	LangFlu
	4842	Mouse	Mickey		444911	M	10	15						To be Determined

Parent/Guardian Home Phone Primary Contact 1: Primary Contact 2: SSA Date
 M/M Mouse (951) 555-1245 03/26/2014

Date	Violation
3/27/2014	65 - Disruption (EC 48900(k))
3/26/2014	11 - Dangerous object (EC 48900(k))
3/11/2014	64 - Defy authority (EC 48900(k))

Code/Description
 65 - Disruption (EC 48900(k))

Dispositions (DSP)
 Add DSP

OLD Disposition(s) Data in ADS Table

Demerits	Referral	Initials	School of Incident	Incident ID Tag
0.00	Avila, L	SF	94 - Test Poly High School	456400

Comments

Letter Add Change Delete Copy Print



Multiple Students Involved in the Same Incident

- Two or more students that are involved in the **SAME** incident **MUST** have the same Incident ID number
- Scenario A:
 - Two students involved in a mutual fight should be linked with the same Incident ID number
- Scenario B:
 - A group of 10 students who were caught smoking should all share the same Incident ID number



The Effects of Not Linking Incident ID Numbers

Discipline Incidents

Limit by: Dates Start Date End Date Incident ID Incident ID

Start Date: 01/09/2014 End Date: 01/09/2014

Incident ID	Date	Stu#	Last Name	First Name	Code	Description	Comments
446074	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that he bro
446083	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that anothe
446089	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that anothe
446113	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that anothe
446117	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another st
446119	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another stu
446120	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another stud
446123	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another stud
446130	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another stud
446131	1/9/2014				54	Used other drug (EC 48900)	Student admitted to smoking a hookah pen at recess that another stud

Aeries CS - Discipline Incidents are not linked with the same Incident ID number

Incident ID	Incident Information						Personals				
	School Name	Incident ID	Incident Occurrence Date	Offense Code	Most Severe in Incident	Disciplinary Action	SSID	Student Name	Local ID	Gender	Ethnicity/Rac
446074	Person Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
446120	Person Elementary	446120	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
446131	Person Elementary	446131	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
446083	Person Elementary	446083	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
452618	Person Elementary	452618	02/21/2014	Possession	Y	100-Suspension				M	Hispanic
446089	Person Elementary	446089	01/09/2014	Possession	Y	100-Suspension				F	Hispanic
446113	Person Elementary	446113	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
446123	Jefferson Elementary	446123	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446117	01/09/2014	Possession	Y	100-Suspension				M	Black/African Am
6032668	Jefferson Elementary	446119	01/09/2014	Possession	Y	100-Suspension				M	White
6032668	Jefferson Elementary	446130	01/09/2014	Possession	Y	100-Suspension				M	Hispanic

What it looks like in the CALPADS 7.2 - Discipline Incidents - Student List



When The Students Are Linked...

Discipline Incidents

Limit by: Dates Start Date End Date Incident ID Incident ID

446074

Incident ID	Date	Stu#	Last Name	First Name	Code	Description	Comments
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that he brought t
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc
446074	1/9/2014				54	Used other drug (EC 48900(c	Student admitted to smoking a hookah pen at recess that another stuc

Incident Information							Personals				
School Cod	School Name	Incident ID	Incident Occurrence Date	Offense Code	Most Severe in Incident	Disciplinary Action	SSID	Student Name	Local ID	Gender	Ethnicity/Rac
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	452618	02/21/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				F	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Black/African Am
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	White
6032668	Jefferson Elementary	446074	01/09/2014	Possession	Y	100-Suspension				M	Hispanic



Before and After Linking...

Before

After

7.1 - Discipline Incidents - Count by Most Severe Offense

LEA:	Riverside Unified	User ID:	sfuentes.3367215
School Type:	ALL	Created Date:	3/24/2014
School:	Jefferson Elementary-6032668		

School Name	Most Severe Offense	Incident Count
	101-Possession Sale Furnishing a Firearm or Knife	1
	102-Possession of an Imitation Firearm	1
	202-Possession Use Sale or Furnishing a Controlled Substance Alcohol Intoxicant	11
	204-Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	1
	501-Caused Attempted or Threatened Physical Injury	6
	506-Harassment or Intimidation	2
	510-Obscene Acts, Profanity, and Vulgarity	2
	512-Property Damage	2
	601-Property Theft	1
	TOTAL	27

7.1 - Discipline Incidents - Count by Most Severe Offense

LEA:	Riverside Unified	User ID:	sfuentes.3367215
School Type:	ALL	Created Date:	3/25/2014
School:	Jefferson Elementary-6032668		

School Name	Most Severe Offense	Incident Count
	101-Possession Sale Furnishing a Firearm or Knife	1
	102-Possession of an Imitation Firearm	1
	202-Possession Use Sale or Furnishing a Controlled Substance Alcohol Intoxicant	2
	204-Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	1
	501-Caused Attempted or Threatened Physical Injury	6
	506-Harassment or Intimidation	2
	510-Obscene Acts, Profanity, and Vulgarity	2
	512-Property Damage	2
	601-Property Theft	2
	TOTAL	19





Victims and Witnesses Form

- All schools **MUST** use the Victims and/or Witnesses form in Aeries
- This data is required for the Civil Right Data Collection – Federal reporting
- The Victims and/or Witnesses form is used to document students who were the **Victim of** or a **Witness to** an incident
- If a student is a **Victim** or a **Witness** to an incident documented in the Assertive Discipline table, then the Victims and/or Witnesses form **MUST** be linked with the perpetrators Assertive Discipline record using the same Incident ID number
- The Victims and/or Witnesses form can be found under **View All Forms**



The Importance of the SSA Date

- The **SSA Date** is automatically updated as soon as a Discipline Code is entered that falls under the 48900 Ed Code (excluding subdivision h or Section 48900.2, 48900.3, 48900.4 or 48900.7)
- Discipline Codes that are entered/selected in error and later corrected, the **SSA Date** does not automatically revert to the previously populated date
- Accuracy is of the utmost importance when entering Discipline Information



The Update of the **SSA Date**

2013-2014 Test Poly High School 3/27/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/27/2014

Parent/Guardian: M/M Mouse, Area/Telephone: (951) 555-1245

Calculate Days / Dates in DSP
Only show students who have ADS records

Select Record... ADS: 4 DSP: 4

Date	Disp	Comment
03/24/2014		65- Disruption (EC 489
03/23/2014	SUS	26- Assault student (E
03/11/2014	SAT	64- Defy authority (EC
03/11/2014	SUS	11- Dangerous object

Code: 11 Description: Dangerous object (EC 48900(b)) School of Incident: Test Poly High School Incident ID: 456404 Tag: Letter

Referral Sub Tchr Initials Demerits: 0.00

Add New... Disposition: Days: 0.00 Hours: 0.00 Start Date: End Date: Return Date: Rtn Status: Rtn Loc: Authority: Placement: Result: SusTg: Delete

Demerits: 0.00 ALL YEAR

Highlight CALPADS Required Fields

- Selecting a **Discipline Code** of **11 – Dangerous Object** automatically updates the **SSA Date** to the date of the incident that is being entered
- Removing or changing the **Discipline Code** does not update/change the **SSA Date**
- If the **Discipline Code** was entered in error and the new Code is NOT a suspendable offense, then the **SSA Date** must be modified to the previous status
- It is the **schools responsibility** to review the students Discipline History and repopulate the **SSA Date** with the correct date based on prior incident codes



Discipline Codes and the **SSA Date**

- Discipline Codes **MUST** be entered by severity level
- The SSA Date is updated based on the **FIRST** Discipline Code that is entered
- For severity levels, refer to the RUSD Suspendable Offense Codes document
- For further questions contact your sites CWA Manager
- To locate students with 2 or more Discipline Codes
(be sure to include inactive students)

```
LIST STU ADS DSP STU.NM STU.GR STU.ID ADS.IID ADS.CD  
ADS.CD2 ADS.DT DSP.DS IF ADS.CD > " " AND ADS.CD2 > " "  
AND ADS.DT >= "07/01/2013" AND ( DSP.DS = SUS OR  
DSP.DS = SUS-R OR DSP.DS = SSR )
```


Discipline Codes and the SSA Date

Discipline Codes NOT in Order of Severity

Discipline Codes in Order of Severity

2013-2014 Test Poly High School 4/3/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				3/23/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
 M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records

General Additional Info Pre-Referral Interventions Other Comments Expulsions

Select Record... ADS: 4 DSP: 4

Date	Disp	Comment
03/24/2014	65- Disruption (EC 489	
03/23/2014	SUS	26- Assault student (f
03/11/2014	SAT	64- Defy authority (EC
03/11/2014	SUS	11- Dangerous object

Date: 04/03/2014 Letter: School of Incident: Test Poly High School Incident ID: 456405 Tag: Lookup

Code	Description	Referral	Sub Tchr	Initials	Demerits
64	Defy authority (EC 48900(k))				
11	Dangerous object (EC 48900(b))	Bagwell, G		SF	0.00

Add New

2013-2014 Test Poly High School 4/3/2014

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grd	Prog	Trk	Status	SSA Date
4842	Mouse	Mickey		000444911	6/22/1998	M	10				4/3/2014

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension
 M/M Mouse (951) 555-1245

Calculate Days / Dates in DSP
 Only show students who have ADS records

General Additional Info Pre-Referral Interventions Other Comments Expulsions

Select Record... ADS: 4 DSP: 4

Date	Disp	Comment
03/24/2014	65- Disruption (EC 489	
03/23/2014	SUS	26- Assault student (f
03/11/2014	SAT	64- Defy authority (EC
03/11/2014	SUS	11- Dangerous object

Date: 04/03/2014 Letter: School of Incident: Test Poly High School Incident ID: 456406 Tag: Lookup

Code	Description	Referral	Sub Tchr	Initials	Demerits
11	Dangerous object (EC 48900(b))				
64	Defy authority (EC 48900(k))	Bagwell, G		SF	0.00

Add New



Weapon Type

- When a student is disciplined for a Weapons related incident, the **Weapon Type** field **MUST** also be updated
- The **Weapon Type** field is located in the **Assertive Discipline** table, under the **Additional Info** tab
- Weapon related incidents include the following codes: 1, 5, 7, 8, 9, 11, 38, 39, 40, 41, 42, and 79



Department of Technology Services Help Desk Support & Training

➤ General Support

- ❖ <http://nisworks/>

- ❖ (951)276-2002 (outside)

- ❖ 81099 (VoIP)

➤ DTS Support Training

- ❖ <https://remote.rusd.k12.ca.us/TechnologyTraining/>

➤ Aeries Account Request Information

- ❖ <http://ts.rusd.edu/>

➤ Aeries Student System Documentation

- ❖ <http://ts.rusd.edu/>

Questions?

