

Assertive Discipline - Data Entry, Validation, and Correction Workshop

Department of Technology Services

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

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• 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

utf Last Name First Name Middle Name Perm ID No. Birthdate Sex Grd Prog Trk Status SSA Date 4842 Mouse Mickey 000444911 G/22/1998 M 10 3/26/2014 arent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension Calculate Days / Dates in DSP //M Mouse (951) 555-1245 Only show students who have ADS records General Additional Info Pre-Referral Interventions Other Comments Date [03/26/2014] Letter School of Incident Incident ID Test Poly High School 45639 Lookup Code 11 Dangerous object (EC 48900(b) Referral Sub Tchr 11 Dangerous object (EC 48900(b) Referral Sub Tchr SUS Add New Student brought hunting knife to school. Sus Ford New Start Date Bud New Sus Total Josposition Sus Sus Total 3.00 0.00 3/26/2014 YEAR	013-2014		Test	Poly High Sc	hool			3/26/20
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Aeries NET

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Use of the Incident ID Number

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- 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)

Old 3-2014 Test Poly High School 3/26/201 u# Last Name First Name Middle Name Perm ID No. Birthdate Sex Grd Prog Trk Status SSA Date Mickey 000444911 6/22/1998 Milot 3/26/2014 Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot 3/26/2014 Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot 3/26/2014 Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot 3/26/2014 Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot 3/26/2014 Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot Stu# Last Name First Name Mickey 000444911 6/22/1998 Milot Stu# Last Name First Name Mickey Miloters Work/Extension Miloters Work/Extension <t< th=""><th>Sex Grd Prog Trk Status SSA Date</th></t<>	Sex Grd Prog Trk Status SSA Date
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Multiple Assertive Discipline Records -Same Incident ID (Aeries NET)

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What it Should Look Like...

Aeries CS

Aeries NET

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Student with not offing in required indirection resulting in Calculation Detention. Student was a no show for Detention resulting in Saturday School.	SAT Saturday school assigned (SAT) DETL Days Hours Start Date End Date Return Date Rtn Status
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LOCATE View Dispositions from ADS UPDATE Print P Discipline	e record and not bring in required homework resulting in Lunch Detention. Student was a no Detention resulting in Saturday School.





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 <u>Delete</u> button at the bottom of the form



Blank Records in Aeries

Aeries CS

Aeries NET

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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

Aeries NET

2013-2014		Test Poly H	igh School		3/27/20
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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

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SERVICES

When The Students Are Linked...

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SERVICES

Before and After Linking...

Before

After

		7.1 - Disciplin	e Incidents - Co	ount by Most Sever	e Offense		7.1 - Discipline Incidents - Count by Most Severe Offense					
LEA: School Type:	Riverside Unifie ALL	ed	User ID: Created Date:	sfuentes.3367215 3/24/2014			LEA:	Riverside Ur	ified	User ID: Created Date:	sfuentes.3367215 3/25/2014	
School:		entary-6032668	Created bate.	3/24/2014			School Type: School:	ALL Jefferson El	ementary-6032668	Created Date:	3/23/2014	
chool Name			Most Sever	e Offense		Incident Count	hool Name			Incident Count		
		101-Possession Sale Furn	ishing a Firearm or	Knife		1			101-Possession Sale Furr	nishing a Firearm	or Knife	1
		102-Possession of an Imita	ation Firearm			1			102-Possession of an Imit	ation Firearm		1
		202-Possession Use Sale	or Furnishing a Cont	rolled Substance Alcoho	I Intoxicant	11 🔶			202-Possession Use Sale	or Furnishing a C	Controlled Substance Alcohol Intoxicant	2 ←
		204-Offering, Arranging, or	Negotiating Sale of	Drug Paraphernalia		1			204-Offering, Arranging, or	r Negotiating Sale	of Drug Paraphernalia	1
	1	501-Caused Attempted or	Threatened Physical	Injury		6			501-Caused Attempted or	Threatened Phys	ical Injury	6
		506-Harassment or Intimid	ation			2			506-Harassment or Intimic	dation		2
		510-Obscene Acts, Profan	ity, and Vulgarity			2			510-Obscene Acts, Profar	nity, and Vulgarity		2
		512-Property Damage				2			512-Property Damage			2
-		601-Property Theft				1			601-Property Theft			2
		TOTAL				27			TOTAL			19

Victims and Witnesses Form

SERVICES

- 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

TECHNOLOGY SERVICES

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

2013-2	2014		Test	Poly High Scl	nool			3/27/201
Parent/(Last Name 2 Mouse Guardian ouse	First Name Mickey Area/Telephone (951) 555-1245	Middle Name Fathers Work/Exte	Perm ID No. 000444911 ension Mothers Wo	Contract of the state of the st	M 10 ▼ (3/27/2014 es in DSP s who have ADS records
	e 03/27/2014	Contraction of the Contraction of the	Incident	Sub Tchr Initial	s Demerits		Select Record Date Disp 03/24/2014 03/23/2014 03/23/2014 SUS 03/11/2014 SAT 03/11/2014 SUS	ADS: 4 DSP: 4 Comment 65- Disruption (EC 489 26- Assault student (E 64- Defy authority (EC 11- Dangerous object < <new record=""></new>
Day 0.0 Rtn	00 0.00		Irn Date Rtn Statu ISTg Delete	•				00 ALL YEAR ADS 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

TECHNOLO SERVICES

- 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

TECHNOLO SERVICES

- 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

4/3/2014 2013-2014 **Test Poly High School** Sex Grd Prog Trk Status SSA Date Stu# Last Name **First Name Middle Name** Perm ID No. Birthdate 4842 Mouse Mickey 000444911 6/22/1998 M 10 3/23/2014 Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension Calculate Dave / Dates in DSD M/M Mouse (951) 555-1245 Only show students who have ADS records Select Record... ADS: 4 DSP: 4 General Additional Info Pre-Referral Interventions Other Comments Expulsions Disp Comment Date Date 04/03/2014 School of Incident Incident ID 03/24/2014 65- Disruption (EC 489 Letter Test Poly High School 456405 Lookup Code Description 03/23/2014 SUS 26-Assault student (Referral 64 Defy authority (EC 48900(k)) Sub Tchr itials 64- Defy authority (EC Demerit 03/11/2014 SAT Bagwell, G . Γ 0.00 11 Jangerous object (EC 48900(b) 03/11/2014 SUS 11- Dangerous object <lew Record>> .

Discipline Codes in Order of Severity

2013-2	2014			est Poly Hig	jii school						13/20
Stu#	Last Name	First Name	Middle Name	Perm	D No. Birt	hdate Sex	Grd Pr	og Trk Sta	tus S	SA Date	
4842	Mouse	Mickey		000	444911	6/22/1998 M	10			4/3/2014	
Parent/(Guardian	Area/Telephor	e Fathers Work	Extension Mot	hers Work/Ex	tension		alculate Day	s / Dat	es in DSP	
N/M M	ouse	(951) 555-124	5							s who have ADS i	ecore
Code	O4/03/2014 Description Dangerous object	Letter Test P	of Incident bly High School Il	Incident 456406 Sub Tchr	ID Lookup Initials	Tag Demerits		Date 03/24/2014 03/23/2014 03/11/2014		Comment 65- Disruption 26- Assault stu 64- Defy author	dent
64	Defy authority (EC	48900(k)) Bagwe	II, G	Γ	SF 💌	0.00		03/11/2014		11- Dangerous	000044
-	v									< <new record<="" td=""><td></td></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

TECHNOLO SERVICES

≻General Support

- <u>http://nisworks/</u>
- *(951)276-2002 (outside)
- *81099 (VoIP)
- DTS Support Training
 - <u>https://remote.rusd.k12.ca.us/TechnologyTraining/</u>
- ≻Aeries Account Request Information
 - <u>http://ts.rusd.edu/</u>

Aeries Student System Documentation
<u>http://ts.rusd.edu/</u>

Questions?

