

## CHECKLIST FOR ASSERTIVE DISCIPLINE in .NET

- ❑ Go to Student Data → Guidance → Assertive Discipline

- ❑ Add **New Discipline Record** (if the student has previous violation, this button will be near the bottom of any records already displayed).
- ❑ **Enter the Date** (the date the incident occurred) and any other info about the time or location that you would like to document.
- ❑ If the student is Special Ed – this will appear in red on the screen and you will have a place to enter “Removal to Interim Alt Setting”. You must populate these additional fields for special ed students.

- ❑ Enter the Violations via the pull down menu. **If there is more than one violation, put the most severe violation first.** #1
- ❑ If the violation involves a weapon, you must enter the Weapon Type. #2
- ❑ **If the student is Special Ed, you must answer Y or N to whether you provided instructional support** if the student was suspended or expelled. #3
- ❑ Enter a description of the Incident. It is good practice to enter as much detail as possible. For example, if the incident involves bullying, provide details of who was bullied, etc. #4
- ❑ There are also tabs to enter information about victims and/or witnesses. These fields are optional.

- When you are finished with this section. Click on the **SAVE** button
- Next you need to enter the **Administrative Decisions**. If not already visible, this will appear after you have saved the first part of the record



- The screen below will appear.
- You first need to select the **Administration Action** from the pull down menu. **#5**

- If the Administrative Action is any type of SUS or EXP, you need to indicate the Days/Hours **#6**
- The last **REQUIRED** field is **Authority**. Usually this is 10 – School or District Personnel, however for an Expulsion it is the local governing board. **#7**
- When you are finished with this section. Click on the **SAVE** button

**PLEASE NOTE:**

- ***If a special ed student is expelled there are additional fields required.*** Please consult the discipline section of the CALPADS Data Guide for additional information.
- ***If there is more than one student involved in an incident, they must share the same incident ID.*** You can use the “COPY” button to copy the incident. In the new record, change the name of the student and any other pertinent details.
- ***Effective January 1, 2015, Assembly Bill 420 (California Education Code Section 48900(k)(2)) prohibits students enrolled in kindergarten or any grades one through three (K–3) from being suspended for “willful defiance” (student offense code 511 – disruption, defiance), and prohibits students enrolled in kindergarten or any grades one through twelve (K–12) from being recommended for expulsion for willful defiance.***