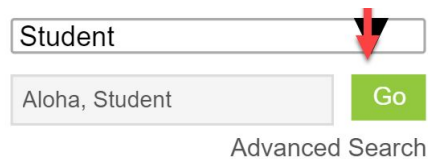


**The purpose of this guide is to provide instructions on how to modify student discipline records that are impacted by the Hawaii State Department of Education's decision to adjust out-of-school suspension days.**

For assistance in identifying students with out-of-school suspension records affected, run the following Ad Hoc Report:

*Path: Ad Hoc Reporting > Data Export > \$Behavior Write folder OR \*Elementary Principal/VP folder OR \*Secondary Principal/VP folder > student Chapter 19 School Closure Report.*

1. Search for student



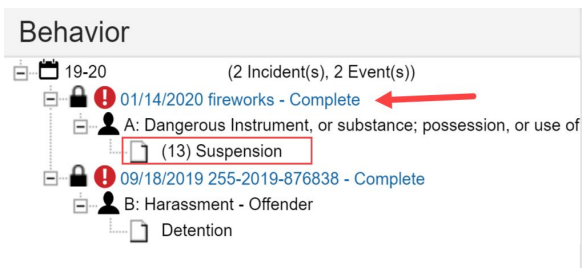
Student

Aloha, Student

Go

Advanced Search

2. Go to the student's **Behavior** tab.
3. Click on Incident that contains the disciplinary resolution to be modified (link in blue)



Behavior

19-20 (2 Incident(s), 2 Event(s))

01/14/2020 fireworks - Complete

A: Dangerous Instrument, or substance; possession, or use of

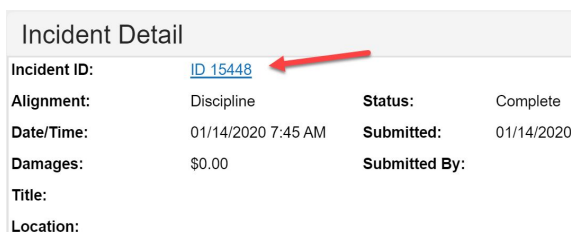
(13) Suspension

09/18/2019 255-2019-876838 - Complete

B: Harassment - Offender

Detention

4. Click on Incident ID on Incident Details window that will appear on the right side of the screen.



Incident Detail

Incident ID: ID 15448

Alignment: Discipline Status: Complete

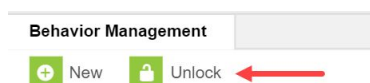
Date/Time: 01/14/2020 7:45 AM Submitted: 01/14/2020

Damages: \$0.00 Submitted By:

Title:

Location:

5. You will be directed to behavior management with the selected incident highlighted.
6. If the incident is locked, click unlock



Behavior Management

New Unlock

7. Click on the resolution that needs to be modified.

**Events and Participants**  
This section will store event and participant information. Event Data behavior tab.

A: Dangerous Instrument, or substance; possession, or use of

Aloha, Student

(13) Suspension

Add Event/Participant Add Resolution Add Behavior Respo

8. Resolution Details:

\*\* Steps for modifying a resolution when **Suspension days were served prior to 3/13/2020**

- Change Resolution End Date to 3/13/20
- Remove Attendance code if previously selected
- **Note change in “Duration in School Days”**

**Resolution Details**

\*Resolution Type: (13) Suspension

Resolution ID:

State Code: AEA: Alternate Educational Activities

\*Resolution Assign Date: 01/14/2020 \*Resolution Start Date: 01/14/2020 Resolution Start Time: \*Resolution End Date: 03/13/2020

\*Duration in School Days: 40

Attendance Code

Behavior Admin Staff Name

\*\* Steps for modifying a resolution when **no days were served**.

- Change Resolution to Other
- Change “Duration in School Days” to zero
- Change Resolution End Date to the same date as Resolution Start Date

**Resolution Details**

\*Resolution Type: (16) Other

Resolution ID: 1

\*Resolution Assign Date: 03/13/2020 Resolution Start Date: 03/23/2020 Resolution Start Time: 03:30 PM Resolution End Date: 03/23/2020

Duration in School Days: 0

Behavior Admin Staff Name

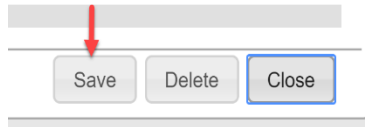
9. Document in the details field.

**Details:**

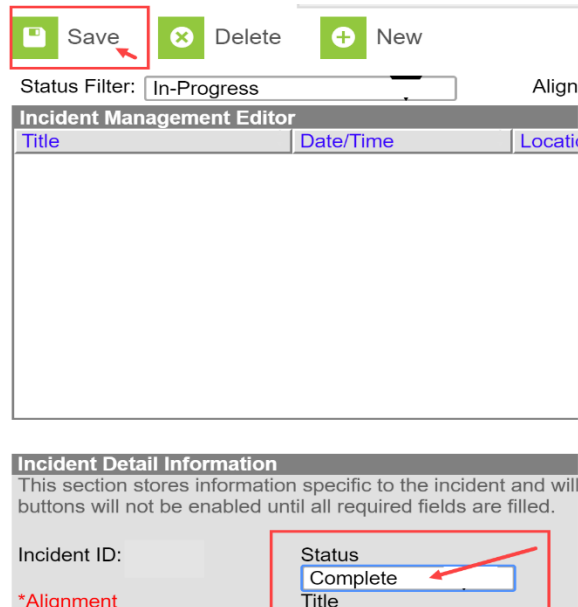
The Hawai'i Department of Education (HIDOE) has modified all out-of-school suspension days assigned to students during the COVID-19 school closures. Out-of-school suspension records that are impacted by this decision have been adjusted.

The original assignment of <#> days of suspension has been modified to <#> day(s) of suspension.

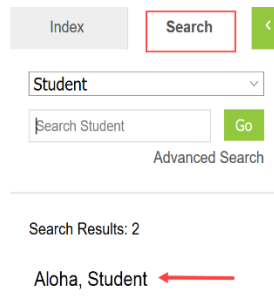
10. Click Save to keep your modifications to the Resolution.



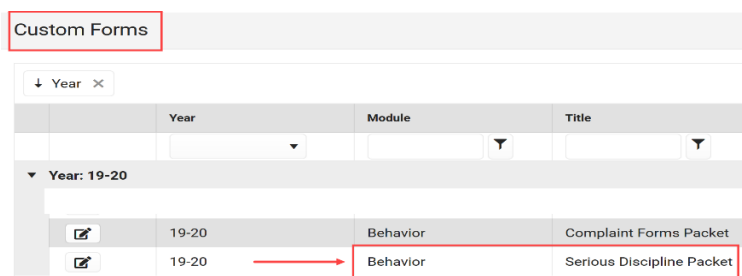
11. Change Incident Status to complete and Click save to lock record.



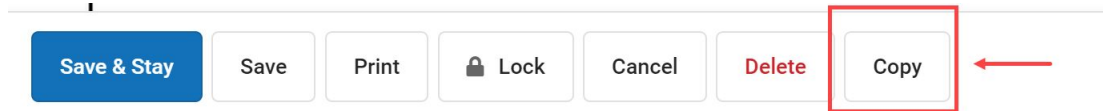
12. Click on Student Name on the left side panel



13. Click on Student's **Forms** tab. Select the correct form or packet that is associated with the modified student record.  
(If the original form was created in eCSSS, as in the case of a long-term suspension issued before January 6, click **New** to create a form in Campus – **you may skip step 14**)



14. Click on Copy



15. Select the “Copy” form on Custom Forms Screen. You will make changes to this “copy” version.

Disciplinary Action grid for **Suspension days partially served.**

- Change School Days to the modified amount reflected on the modified Resolution Screen in Behavior Management
- Change End Date: 03/13/2020
- Change Return to School: 8/4/2020
- Change the Total Semester and Total Year columns with updated numbers

6. Disciplinary Action:

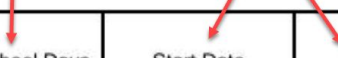


Recommended Disciplinary Action	School Days	Start Date	End Date	Return to School
(13) Suspension	16	02/20/2020	03/13/2020	

Disciplinary Action grid for **no Suspension days served** due to COVID-19 school closure and Resolution was changed to **Other** in Behavior Management

- Change School Days to zero
- Change End Date: to be the same as the assigned Start Date.
- Change Return to School: 8/4/2020
- Change the Total Semester and Total Year columns with updated numbers

6. Disciplinary Action:



Recommended Disciplinary Action	School Days	Start Date	End Date	Return to School
(13) Suspension	0	03/23/2020	03/23/2020	

Add to "7. Reasons for Disciplinary Action Determination:" field, as shown below.

**7. Reasons for Disciplinary Action Determination:** Based on the investigation findings, the reason(s) for determining the above disciplinary action is/are:

In determining disciplinary actions, the following were considered:

1. The intention of the offender;
2. The nature and severity of the offense;
3. The impact of the offense on others;
4. The age of the offender;
5. If the offender was a repeat offender.

The Hawai'i Department of Education (HIDOE) has modified all out-of-school suspension days assigned to students during the COVID-19 school closures. Out-of-school suspension records that are impacted by this decision have been adjusted.

The original assignment of <#> days of suspension has been modified to <#> day(s) of suspension.

## 16. Print and Save.



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

Date: \_\_\_\_\_

Dear Parent(s) and/or Legal Guardian(s),

The Hawai'i Department of Education (HIDOE) has modified all out-of-school suspension days assigned to students during the COVID-19 school closures. The out-of-school suspension days now reflect the actual number of days your child served prior to the school closure (March 13, 2020). If your child was assigned to serve his/her out-of-school suspension after spring break, the suspension day(s) has been reset to zero and the alternative discipline will consist of \_\_\_\_\_.

You are receiving this letter as your child was assigned an out-of-school suspension day(s) during the COVID -19 school closures. Attached is a modified copy of your child's Chapter 19 Confidential Notice of Investigation Findings and Discipline form.

Should you have any questions regarding this change to your child's suspension record, please feel to contact me at (808) \_\_\_\_ - \_\_\_\_ or via email at \_\_\_\_\_.

Respectfully yours,

\_\_\_\_\_  
School Principal