

Directions:

To complete the referral process, please follow these steps:

1. Only *school administrators* should initiate the referral process. Please make a copy of the form provided below.
2. Document the incident in PowerSchool.
3. Review the referral with your learning community administrator.
4. Submit the referral to Dr. Delisa Fields, Alternative Education Manager, at delisan.fields@cms.k12.nc.us
5. Allow families at least 30 days to complete the program.
6. If you have any questions, please call Dr. Fields at 980-344-0401.

Student Discipline and Behavior Support Department



Administrative Referral to Discipline Intervention Programs

Date _____ School _____

Student's Name _____ ID# _____ Grade _____

Parent's/Guardian's Name _____ Phone # _____

Email _____

Program(s) to which the student is referred

- Violence Interventions Program (VIP)
- Sexual Harassment Interventions Program (SHIP)
Title IX Investigation completed. Reference Number _____
- Social Media Awareness Responsibility Training (SMART)

Indicate rule violation and provide a brief description of the incident (must align with PowerSchool entry): *tab for more space*

Deadline for student to complete program _____

Have you contacted your Learning Community Administrator for a case review? Yes ▾

Is this incident documented in PowerSchool? Yes ▾

Administrator's Signature _____

Date _____

Parents/guardians must attend the class for students to participate in the intervention program. The program lasts approximately three hours and is conducted at the Student Discipline and Behavior Support office at 1901 Herbert Spaug Lane, Charlotte, NC 28208. The classes are held on Saturdays from 9 a.m. - 12 p.m. Parents should contact the Student Discipline and Behavior Support Department at 980-343-3768 to schedule an appointment. Once students complete the program, their school administrator will receive a notice of completion. Thank you. - Dr. Fields