

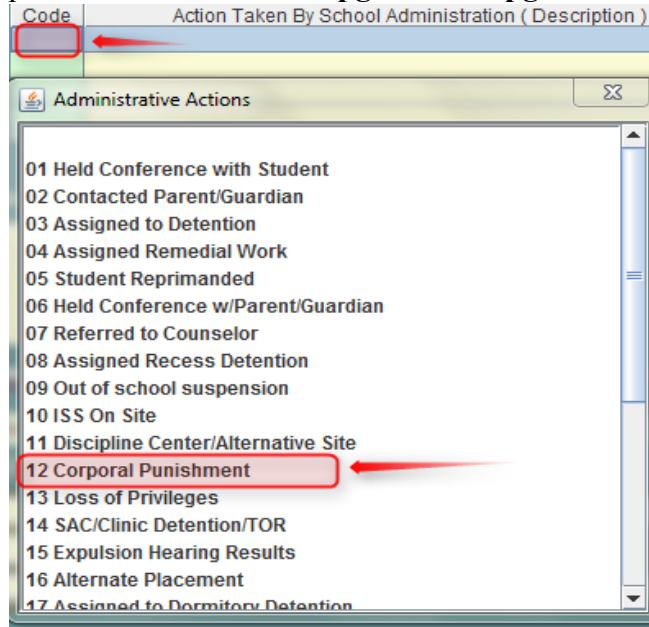


CORPORAL PUNISHMENT

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1. Start a discipline referral by entering the appropriate information on **Refpg 1** and **Refpg 2**.

2. On the **Admin** page, in the center area labeled **Action Taken By School Administration**, click in the first blank cell under **Code** to obtain a listing of Administrative Actions.



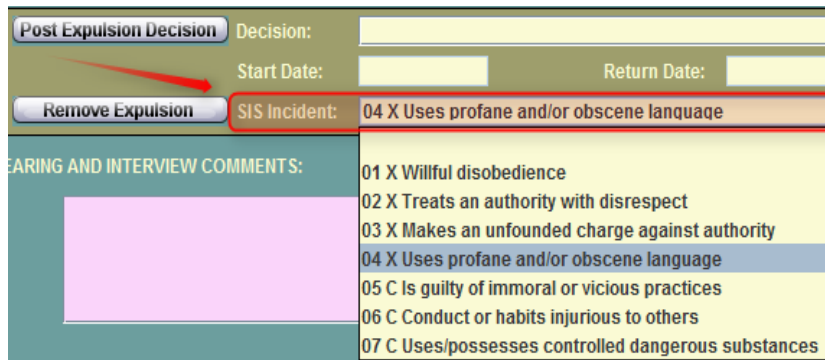
Click to select **12 Corporal Punishment (14 if bus referral)**.

3. If other actions were taken, such as **01 Contacted Parent/Guardian**, then select these as well.

4. In the Disciplinary field, click to obtain a listing of staff at the school.
Important: Select the staff member who administered the corporal punishment.



5. Move down to the **Post Expulsion Hearing Results** section (*This is not an expulsion, but this is currently the way to get the state incident code*). Locate the field labeled **SIS Incident**. Click to select a **SIS Incident** code.



6. Save the discipline referral by clicking the **Save** button at the lower portion of the screen.

7. To print a **Corporal Punishment Form**, click **Letters**, then click **Corporal Punishment Form**.

