

**Trenton Public Schools  
Office of School Support  
Discipline Reporting Procedures**

1. Each school will use the same approved Discipline Forms.
2. Incidents are to be properly logged into PowerSchool within 24 hours.
3. Electronic copies of the Discipline Form are to be emailed to Manger of Student Discipline/Attendance and Assistant Superintendent of School Support within 24 hours via the OneDrive function of Microsoft Outlook. Hard copies sent via interoffice mail during the same timeframe.
4. R-190 and VVR (Violence and Vandalism Report) Forms are to be emailed to the Superintendent, Assistance Superintendent of School Support and Manager of Student Discipline/Attendance via OneDrive and sent interoffice when an incident requires. This must occur within 24 hours of a required incident.
5. When an incident infraction requires a student to be suspended, the information must be logged into PowerSchool and parent notification must happen before the end of the school day.
6. Principals or their designee are required to email their OSS/ISS information on a Monthly basis to the Manager of Student Discipline/Attendance and copy the Assistant Superintendent of School Support and Supervisor of School Support.
7. Schools will be responsible for inputting EVVRS information into the Department of Education's data reporting website.
8. All forms are to be "shared" through the OneDrive function of Microsoft Outlook.