Administrative checklist (2021-2022):

1) Call CAAP staff (7695 or 7669) to check availability for the student. Target grades are 6-10 and 2-days minimal attendance.

2) Communicate with parents that students will be attending CAAP as an alternative to suspension.

3) Let the student know where they should wait for the CAAP van in the morning on the day they are assigned to attend.

4) When completing the entry in Skyward (under discipline) make sure to put in CAAP’s code as the Action and the referral and emails will automatically be sent to the appropriate staff.

5) IF assigning an out of school suspension and CAAP, assign CAAP first to generate the emails, then go back in and re-code the action as an out of school suspension.

Thank You!