

# DISCIPLINE REFERRAL CONTACTS 2021-2022

SCHOOL	EMAIL	PHONE	CELL
<b>Climax-Scotts High School</b>			
Brent Cole	<a href="mailto:bcole@cssschools.net">bcole@cssschools.net</a>	746-2301	
Tyler Langs	<a href="mailto:tyler.langs@cssschools.net">tyler.langs@cssschools.net</a>	746-2407	
<b>Comstock Compass High School</b>			
Jay Birchmeier	<a href="mailto:birchmeierj@comstockps.org">birchmeierj@comstockps.org</a>	250-8932	
<b>Comstock High School</b>			
Kevin Hamilton	<a href="mailto:hamiltonk@comstockps.org">hamiltonk@comstockps.org</a>	250-8700	
<b>Galesburg-Augusta High School</b>			
Brian Dolph	<a href="mailto:brian.dolph@garams.org">brian.dolph@garams.org</a>	484-2010	
<b>Gull Lake Gateway Academy</b>			
Lynette Walker	<a href="mailto:lwalker@gulllakecs.org">lwalker@gulllakecs.org</a>	269-548-3425	
<b>Gull Lake High School</b>			
Kris Simms	<a href="mailto:ksimms@gulllakecs.org">ksimms@gulllakecs.org</a>	269-548-3506	
<b>Hackett Catholic Prep</b>			
Brian Kosmerick	<a href="mailto:bkosmerick@hackettcp.org">bkosmerick@hackettcp.org</a>	381-2646, #103	
Shelly Germinder	<a href="mailto:sgerminder@hackettcp.org">sgerminder@hackettcp.org</a>	381-2646 #123	
<b>Heritage Christian Academy</b>			
Jason Minor	<a href="mailto:jminor@hcaeagles.org">jminor@hcaeagles.org</a>	372-1400	
Melanie Simpson	<a href="mailto:msimpson@hcaeagles.org">msimpson@hcaeagles.org</a>	372-1400	
<b>Kalamazoo Christian High School</b>			
Dirk Walhout	<a href="mailto:dwalhout@kcsa.org">dwalhout@kcsa.org</a>	381-2250	
Patty Landstra	<a href="mailto:plandstra@kcsa.org">plandstra@kcsa.org</a>	381-2250	
<b>KPS-Kalamazoo Central High School</b>			
Ajajian Gardner (Grades 10-12)	<a href="mailto:gardnerad@kalamazoopublicschools.net">gardnerad@kalamazoopublicschools.net</a>	598-9701	
<b>KPS-Loy Norrix High School</b>			
Alex Hill	<a href="mailto:hillas@kalamazoopublicschools.net">hillas@kalamazoopublicschools.net</a>	337-0200	
<b>KPS-Phoenix High School</b>			
Mark Hill	<a href="mailto:hillma@kalamazoopublicschools.net">hillma@kalamazoopublicschools.net</a>	337-0760	
<b>Parchment Innovation Center (formerly Barclay Hills)</b>			
Craig Thornton	<a href="mailto:craig.thornton@parchmentschools.org">craig.thornton@parchmentschools.org</a>	488-1475	
<b>Parchment High School</b>			
Sonja LeRoy	<a href="mailto:sleroy@parchmentschools.org">sleroy@parchmentschools.org</a>	488-1106	
<b>PPS-Portage Central High School</b>			
Jason Frink (Last Name A-K)	<a href="mailto:rjfrink@portageps.org">rjfrink@portageps.org</a>	323-5257	
Tama Salisbury (Last Name L-Z)	<a href="mailto:tsalisbury@portageps.org">tsalisbury@portageps.org</a>	323-5258	
<b>PPS-Portage Comm. High School</b>			
Clint Wagner	<a href="mailto:Cwagner1@portageps.org">Cwagner1@portageps.org</a>	323-6721	
<b>PPS-Portage Northern High School</b>			
Kelly Hinga (Grades 10 & 12)	<a href="mailto:kHINGA@portageps.org">kHINGA@portageps.org</a>	323-5458	
Nate Ledlow (Grades 9-11)	<a href="mailto:nledlow@portageps.org">nledlow@portageps.org</a>	323-5457	
<b>Schoolcraft High School</b>			
Matthew Dailey	<a href="mailto:daileym@schoolcraftcs.org">daileym@schoolcraftcs.org</a>	488-7360	
<b>Vicksburg High School</b>			
Matt Hawkins	<a href="mailto:mhawkins@vicksburgschools.org">mhawkins@vicksburgschools.org</a>	321-1161	
<b>Vicksburg Pathways High School</b>			
Rick Place	<a href="mailto:rplace@vicksburgschools.org">rplace@vicksburgschools.org</a>	321-1024	

## **General Directions:**

Fax a written summary of the incident to the assigned discipline referral contact person, following up with a phone call. Be sure to include on any forms or incident reports the following information:

1. Write "EFE Off-site class" on the form or incident report and list the name of your program.
2. The date(s) and time(s) of the incident.
3. A phone number where you can be reached for further information and follow-up.
4. A description of the incident or behavior including names of all students involved. If more than one student is involved and they attend different high schools, include the names of the high schools they attend.
5. Any corrective action you have taken.
6. If you have suggested corrective action that you want the school to consider (especially if the behavior impacted rules and regulations particular to your site or business), include this in your incident report. Corrective action will follow home district guidelines.
7. Your signature.

*In emergency situations, or if police were contacted, call the school immediately and report the emergency. If you get voice mail, call the building directly. Forward copies of all police reports to the school.*