

Discipline Forms Routing Procedures

Type of discipline	Information needed	Send via email to	Reference
General Ed. students Short term suspension (STS) Emergency Expulsion (EE) In school suspension (ISS)	Notice of... letter, please have parent & student signature or stamped/handwritten reason why they could not sign. No need to mail certified. Parent contact via email and/or mail.	Lorie Lambert	Student Discipline Procedures
Sped Ed. students Short term suspension (STS) Emergency Expulsion (EE) In school suspension (ISS)	Same as above	Patti McClinchy & Lorie Lambert	Student Discipline Procedures
Students on 504 Short term suspension (STS) Emergency Expulsion (EE) In school suspension (ISS)	Same as above	Lindsey de Carteret & Lorie Lambert	Student Discipline Procedures
Restraints & Isolations	R&I incident report: please make sure the school's name and student ID is listed on each form. We are seeing forms without either.	Building Administration Region 1 to Cathy Parken Region 2 to Kellee Newcomb Sped Ed to Patti McClinchy 504 to Lindsey de Carteret	Restraint & Isolation Procedures
Threat Assessment	Student Threat Assessment Building Level Screening form Parent Questionnaire – Student Threat Assessment Witness (s) statement (s) if applicable Staff/Admin	Building Administration Region 1 to Cathy Parken Region 2 to Kellee Newcomb EVA to Sue Butterfield	Threat Assessment Procedures
No Trespass letters	Copy of fully executed letter	Region 1 to Cathy Parken Region 2 to Kellee Newcomb	No Trespass Letter Templates
Harassment, Intimidation, & Bullying (HIB)		Dani Mundell	