



Discipline Forms Routing Procedures

Type of discipline	Information needed	Send via email to	Reference
General Ed. students Short term suspension (STS) Emergency Removal (ER) 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 Removal (ER) In school suspension (ISS)	Same as above	Linda York & Lorie Lambert	Student Discipline Procedures
Students on 504 Short term suspension (STS) Emergency Removal (ER) 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 Kellee McManus (EME, HAE JAE) Cathy Parken (GAR, MAE, LOE) Region 2 to Cathy Parken Region 3 to Kellee McManus Sped Ed to Linda York 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 Christopher Ferreira Region 1 to Kellee McManus (EME, HAE JAE) Cathy Parken (GAR, MAE, LOE) Region 2 to Cathy Parken Region 3 to Kellee McManus	Threat Assessment Procedures
No Trespass letters	Copy of fully executed letter	Region 1 to Kellee McManus (EME, HAE JAE) Cathy Parken (GAR, MAE, LOE) Region 2 to Cathy Parken Region 3 to Kellee McManus	No Trespass Letter Templates
Harassment, Intimidation, & Bullying		Dani Mundell	