



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, LOE, MAE) 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, LOE, MAE) 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, LOE, MAE) Region 2 to Cathy Parken Region 3 to Kellee McManus | No Trespass Letter Templates |
| Harassment, Intimidation, & Bulling | | Dani Mundell | |