

Discipline Forms Routing Procedures

Type of discipline	Information needed	Send via email to	Reference
STS, EE, ISS, etc (General Ed) students	Notice of... letter, please have parent & student signature or reason listed why they could not sign. No need to mail certified. Parent contact only.	Lorie Lambert	Student Discipline Procedures
STS, EE, ISS, etc (Sped. Ed, IEP) students	Same as above	Patti McClinchy & Lorie Lambert	Student Discipline Procedures
STS, EE, ISS, etc (504 students)	Same as above	Lindsey de Carteret & Lorie Lambert	Student Discipline Procedures
Restraints & Isolations	R&I incident report: please make sure the school 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 (if applicable) to Patti McClinchy 504 (if applicable) 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