



Discipline Forms Routing Procedures

Type of discipline	Information needed	Send via email to	Reference
General Ed. students Long-term suspension (LTS) 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 Long-term suspension (LTS) Short-term suspension (STS) Emergency Removal (ER) In-school suspension (ISS)	Same as above	Linda York & Lorie Lambert	Student Discipline Procedures
Students on 504 Long-term suspension (LTS) 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. Link to fillable form.	Building Administration Region 1 to Cathy Parken Region 2 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 Cathy Parken Region 2 to Kellee McManus	Threat Assessment Procedures
No Trespass letters	Copy of fully executed letter	Christopher Ferreira Region 1 to Cathy Parken Region 2 to Kellee McManus	No Trespass Letter Templates
Harassment, Intimidation, & Bullying		Dani Mundell	Policy 3204 Procedure 3204P