

District Proposal #2
August 2, 2023

- 7.3 Teachers may send disruptive students to the office to maintain effective discipline in the classroom. Prior to sending disruptive students to the office, the teacher will endeavor to achieve correction of student misbehavior. Teachers sending students to the office will either notify office staff by phone or ensure the student is supervised on his/her way to the office. ~~The teacher shall not be responsible for maintaining records of student discipline referrals.~~ **In order to ensure maximum student safety, appropriate disciplinary consequences, appropriate student supports and timely dispositions, teachers must:**
- A. **Complete the office referral in the District's online student database within 30 minutes of sending the student to the office/requesting his or her removal.**
 - B. **Document previous intervention attempts, strategies, resources and parent contacts related to an ongoing disciplinary concern within the District's online student database student documentation tab.**

Deleted language is identified with a ~~strikethrough~~.
New language is identified in **boldface and is underlined**.