

ARTICLE VII

Teacher Authority and Protection

- 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 and must verbally explain the issue precipitating the student's removal from class. The student will not be returned to class until the situation has been addressed, appropriate resources and strategies have been implemented and the student has been de-escalated. ~~The teacher shall not be responsible for maintaining records of student discipline referrals. In order to ensure maximum student safety, appropriate disciplinary consequences and resources, appropriate student supports, required parental notification/involvement and timely dispositions, teachers must:~~
- A. Complete the office referral in the District's online student database as soon as possible, without interrupting instruction, but before the end of the school day.
 - 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.