

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy JDA
Responsible Office: DIVISION OF STUDENT SERVICES

STUDENT OFFICE DISCIPLINE REFERRAL

A. PURPOSE

To establish procedures which define the responsibilities of Anne Arundel County Public Schools (AACPS) staff members and administrators in the processing of the Discipline Referral Form (DRF).

B. BACKGROUND

Upon consideration by the General Assembly, it was determined that students and staff members alike would benefit from establishing, in writing, a consistent set of procedures governing the administration of student office discipline referrals.

C. PROCEDURES

1. Definitions

- a. The School Discipline Referral Process is the step-by-step protocol for the processing of the DRF.
- b. A DRF is the four-part form that is completed by a teacher, administrator, counselor, or other AACPS staff member when a student commits an infraction of the Code of Student Conduct.

2. School Discipline Referral Process

- a. A DRF shall be completed, citing the specific reason(s) for the referral, by an administrator, teacher, or other staff member who has witnessed or been made aware of an infraction of the Code of Student Conduct that warrants a DRF, the fourth copy of which shall be retained by the originator;
- b. Upon receipt of a DRF, the school administrator shall:
 - (1) review the DRF;
 - (2) make a reasonable attempt to process the DRF within 48 hours;

- (3) discuss questions or recommendations with the originator, including whether the referral is appropriate in the event more information or clarification is needed beyond what is included in the DRF;
 - (4) address the student involved and determine the appropriate consequences and/or interventions; and
 - (5) instruct the administrative secretary to input the information in the student's electronic record, if discipline or intervention occurs.
 - c. Upon processing of the completed DRF, one copy shall be retained in the student's file and one copy shall be maintained by the school. Once a disposition is noted thereof, the yellow originator copy shall be returned to the originator notifying of such.
 - d. Once entered into the student's electronic record by the school's administrative secretary, compiling of disaggregate data can be done by the school.
3. In accordance with the Code of Student Conduct Levels of Interventions/Consequences, parents/guardians shall be contacted by:
 - a. the DRF originator if the offense committed falls within the classroom-level intervention/consequence range (Level 1); or
 - b. the administrator if the offense committed surpasses the Level 1 range of consequences.

Regulation history: *Developed by Superintendent 12/1/10*
 Reviewed by Board of Education 3/2/11
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Note previous regulation history: None