

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Responsible Office: **DIVISION OF STUDENT SERVICES**

### **STUDENT OFFICE DISCIPLINE REFERRAL**

#### **A. PURPOSE**

To establish policy and guidelines for the administration of student office discipline referrals.

#### **B. ISSUE**

Consistent discipline referral procedures throughout the school system are desired so as to maintain a safe and orderly learning environment for all students

#### **C. POSITION**

1. Students who commit infractions of the Code of Student Conduct that warrant a Discipline Referral Form (DRF) shall have one completed citing the nature of the infraction resulting in notification of the school administration.
2. Consistent procedures shall be established that ensure the fair issuing and processing of discipline referrals while acknowledging the ultimate role and authority of the administrator in determining appropriate student consequences or interventions.
3. Any procedure established shall ensure that the originator of the discipline referral shall be apprised of the ultimate disposition of the DRF.

#### **D. IMPLEMENTATION**

The Superintendent shall develop and publish regulations for the implementation of this policy.

*Policy history:* Adopted on 3/2/11.  
*Note previous history:* None.