

## **ADMINISTRATIVE REFERRAL**

Although classroom discipline is ultimately the teachers' responsibility, there are times when administrative support is required. Teachers shall follow the progressive School Discipline Plan's procedures in their classroom before administrative referral becomes necessary. This plan will include:

- Warning
- Contact with the parent(s) or legal guardian(s)
- Teacher assigned detention
- Referral written and student sent to timeout room or office

Teachers will not send referrals to the office for students not being prepared for class (no paper, pencil, book, homework, etc.) unless it reflects a habitual problem and contact with the parent(s) or legal guardian(s) has been made by the teacher.