

Letter re: requirement of steps prior to submitting a discipline referral for violation of Student Code of Conduct

According to the SAISD Student Code of Conduct, “When a teacher believes that a student has committed a violation of this Student Code of Conduct, the teacher **is required** by Texas law to submit a written description of the student’s actions to the principal/administrator.”

Additionally, SAISD Administrative Procedure F-11 states, “Staff members **shall** document student violation of the SAISD Student Code of Conduct by filing a written report with the principal or other appropriate administrator not to exceed one page.” The procedure notes that the Discipline Referral (FORM F-11B) serves this purpose.

In order to comply with Texas law and SAISD Administrative Procedure F-11, I am submitting the attached discipline referral. [Use this language when you are sending the letter with the referral.]

OR

In order to comply with Texas law and SAISD Administrative Procedure F-11, I have submitted a discipline referral for _____ [student’s name]. [Use this language when you have sent the referral electronically or when you are submitting the letter after the referral.]

Alternate language to use if prior steps are required at your campus and you want to seek clarification before the need to send a discipline referral arises

According to the SAISD Student Code of Conduct, “When a teacher believes that a student has committed a violation of this Student Code of Conduct, the teacher **is required** by Texas law to submit a written description of the student’s actions to the principal/administrator.”

Additionally, SAISD Administrative Procedure F-11 states, “Staff members **shall** document student violation of the SAISD Student Code of Conduct by filing a written report with the principal or other appropriate administrator not to exceed one page.” The procedure notes that the Discipline Referral (FORM F-11B) serves this purpose.

However, it is my understanding that you have given us a directive not to submit a discipline referral unless we have first done the following: _____,
_____, [list whatever the required steps at your campus are].

If my understanding is not correct, please notify me within five working days. If my understanding is correct, please clarify for me whether I should follow state law and SAISD Administrative Procedure or your directive. Thank you.