

Disciplinary Removal from Classroom

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Behavior that interferes with the classroom environment will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the classroom rules may be temporarily removed from class by a teacher.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a license issued by the state who is employed to instruct, direct or supervise an instructional program. “Classroom rules” means those rules adopted by a teacher, and reviewed and approved by the building principal, governing student conduct and behavior within that teacher’s class.

Informal removal from class or class participation

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student from the class or from class participation by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe “time out” environment either in or out of the classroom or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his or her classroom either the same day or the following day. The procedures set forth below do not apply to an informal removal from class.

Formal removal from class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. It should be noted that building administrators make decisions regarding suspension and the superintendent or designee makes decisions regarding expulsion. Thus, a teacher’s decision to remove a student from class for behavior which is also covered by Board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled from district schools.
2. Disruptive, dangerous, unruly or inappropriate behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, unruly or inappropriate:

- a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing;
 - b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting;
 - c. Behavior that may constitute sexual or other harassment, or ethnic intimidation;
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. Destroying or damaging the property of the school, the teacher or another student; or
 - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- a. Open defiance of the teacher, manifested in words, gestures, or other overt behavior;
 - b. Open disrespect of the teacher, manifested in words, gestures, or other overt behavior; or
 - c. Other behavior likely or intended to sabotage or undermine classroom instruction.

Procedures to be followed for formally removing a student from class

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to formal removal from class. When the teacher determines that formal removal is appropriate, the teacher should take one or more of the following courses of action as may be appropriate under the circumstances:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall immediately inform the office of the reason for the student's removal;
2. If the teacher deems it necessary, obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class;
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to parent/guardian

As soon as practical, but within 24 hours after the first formal removal from class, the teacher shall notify the student's parent/guardian by telephone or in writing that the student was removed, the duration of the removal, and the basis for the removal. The teacher shall provide an opportunity for the parent/guardian to attend a teacher-student-parent/guardian conference regarding the removal to be held as soon as practical. A conference need not be held prior to the student's return to class. If the student's removal from class is also subject to disciplinary actions (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

As soon as practical, but within 24 hours after the second formal removal, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal for the purpose of developing a disciplinary plan of action. A student shall not be returned to such class after a second formal removal unless such conference and plan has been developed. If the student's removal from class is also subject to disciplinary actions (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Placement procedures

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature including work provided by the teacher who removed the student from that class. Such work may also be related to the student's misconduct. In no event shall a student's time in the short-term removal area be non-academic, recreational or other free time. At the discretion of the building principal or designee, the student may be placed in another short-term removal area, including an appropriate class, program or educational setting, provided students are supervised in such alternative setting.

In most cases, a student shall remain in the short-term removal area or alternative setting for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior plan

The principal or designee and teacher, in consultation with the parent/guardian, shall develop a behavior plan for the student upon the student's second formal removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with applicable Board policy.

Removal for the remainder of term

Upon the third formal removal from class, and upon notice, a student shall be officially removed from the teacher's class for the remainder of that term in accordance with the behavior plan. The principal shall be responsible for determining the appropriate placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

A student removed from class for the remainder of the term shall be provided a reasonable opportunity to complete all class work and receive full credit for that class. However, once a student is officially removed from class, a loss of credit or partial credit could occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term, that such placement would not be practical due to other scheduling factors, or there is no practical means by which the student is able to make up the work.

Review of data and removal procedures by principal

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data and removal procedures with that school's teachers at least annually.

A student may be formally removed from a classroom by a teacher only in accordance with the requirements of this policy and the applicable provisions of state and federal law, specifically including the Individuals with Disabilities Education Act. All teacher actions under this policy shall be subject to supervision by the teacher's supervisor as provided in Board policies and procedures.

Due process

The principal or designee shall take such reasonable actions as deemed necessary under the circumstances to be satisfied that there is a reasonable probability that the student engaged in the behavior or conduct which lead to the second formal removal from class. In the event that the student denies the behavior or conduct forming the basis for the removal, the principal or designee shall afford an opportunity for the student to explain his or her behavior or conduct, and may conduct such other investigation as deemed appropriate, including, if necessary, interviewing other students who observed the behavior or conduct. This due process hearing may be held in conjunction with the parent/guardian conference.

Approved: September 13, 2000

Revised: May 14, 2008
Revised: June 24, 2015