

**Student Removal from Class**

A teacher may remove a student from the classroom for the following reasons:

1. Dangerous, disruptive, disrespectful, or unruly behavior or behavior that interferes with the ability of the teacher to teach and for other students to learn is unacceptable. This type of behavior includes, but is not limited to, the following:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
  - Possession or use of drugs, alcohol or controlled substances.
  - Possession or use of tobacco products.
  - Behavior that interferes with a person's work or school performance or creates an intimidating, harassing, hostile or offensive classroom environment.
  - Fighting/Bullying.
  - Taunting, baiting, inciting and/or encouraging a fight or disruption.
  - Disruption and intimidation caused by gang or group symbols or gesture, gang or group posturing to provoke altercations or confrontations.
  - Pushing or striking a student or adult.
  - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
  - Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
  - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
  - Restricting another person's freedom to properly utilize classroom facilities or equipment.
  - Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
  - Throwing objects in the classroom.
  - Repeated disruption or violation of classroom rules.
  - Excessive or disruptive talking.
  - Behavior that causes the teacher or other students to fear physical or psychological harm.
  - Physical confrontations or verbal/physical threats.
  
2. Other behavior as outlined below:
  - Willful damage to school property.
  - Defiance of authority (willful refusal to follow directions or orders given by the teacher).
  - Repeatedly reporting to class without bringing necessary materials to participate in class activities.
  - Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
  - Use of profanity.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations or IEP.

When a student is removed from class and sent to the office for disciplinary reasons, the teacher will place the student's name, time/date, and the teacher's name on a disciplinary referral and send the referral form to the office with the student. The teacher shall notify the parent(s)/guardian(s) by telephone within 24 hours of removing the student from a class. This notification shall include the reasons for the student's removal as well as recommended strategies for remediating the problem.

Teachers are encouraged to utilize creative "time-out" options with colleagues in the event that a student needs a few minutes to rethink his/her actions. The "Love and Logic" model and culturally responsible practices should be utilized when considering students for time-outs or removal from class. Under no conditions shall students be placed in in unsupervised areas for disciplinary reasons.

The administrator shall review allegations, insure that minimal due process has been implemented, and decide on a course of action.

### **Placement Procedures**

1. The Principal/designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
  - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the administrator or designee determines that readmission to the class is the best or only alternative.
  - An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
  - Another class in the school or another appropriate place in the school.
  - Another instructional setting.
2. When making placement decisions, the Principal/designee shall consider various factors. Factors to consider include, but are not limited, to:
  - The reason the student was removed from class (severity of the offense)
  - The type of placement options available for student(s) in that particular school and any limitations on such placements (costs, space availability, location)
  - The estimated length of time of placement
  - The student's individual needs and interests
  - Whether the student has been removed from a teacher's class before (repeat offender)
  - The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?)

The Principal/designee may consult with other appropriate school personnel as the Administrator deems necessary when making or evaluating placement decisions. A student's parent(s)/guardian(s) may also be consulted regarding student placement decisions when determined by the administrator to be in the best interests of the persons involved or required by law.

3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

4. The parent(s)/guardian(s) shall be notified of the student's placement in an alternative educational setting as outlined below.

**Parent(s)/guardian(s) Notification Procedures**

1. The teacher shall notify the parent(s)/guardian(s) of a minor student by telephone within 24 hours after removing a student from a class for disciplinary reasons. This notification shall include the reasons for the student's removal from class and strategies for remediating the unacceptable behavior.
2. The Principal/designee shall notify the parent(s)/guardian(s) by telephone or in writing when a teacher has removed a student from a class and resulting in disciplinary action. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and the placement determination.
3. If the removal from class and change in educational placement involves a student with a disability, the parent(s)/guardian(s) notification shall be made consistent with state and federal laws and regulations or IEP.
4. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent(s)/guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.