

RULES GOVERNING SHORT AND LONG TERM REMOVAL FROM CLASS

- I. Students shall be expected to abide by the code of classroom conduct adopted by the Board and any other appropriate classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may remove a student from class if the student exhibits:

- A. Behavior that violates the District's policies on suspension and expulsion
- B. Behavior that violates the behavioral rules and expectations in the Student Handbook.
- C. Behavior, which is disruptive, dangerous or unruly. Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching and grabbing.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.

Behavior that may constitute sexual or other harassment.

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.

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Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including inciting others to walk out.

Destroying the property of the school or another student.

Loud, obnoxious or outrageous behavior

- D. Behavior, which 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 non-compliance 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, a student may be removed for behavior, which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior

Open disrespect of the teacher, manifest in words, gestures or other overt behavior

Other behavior likely or intended to sabotage or undermine the instruction.

- E. Behavior, which is inconsistent with class decorum and the ability of others to learn.

Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or unwillingness to engage in class activities.

II. Procedures for short-term removal

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should:

- A. instruct the student to go to the office for the
- B. period of the removal. The teacher shall send a note with the student or notify the office and write documentation as soon as possible

-or-

- C. obtain coverage for the class and escort the student to the main office

-or-

- D. seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult shall accompany the student to the main office.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal.

As soon as practical, after notifying the administration, within twenty-four (24) hours of the written report on the removal, the classroom teacher shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Each building administrator shall designate a room or

other suitable place where students shall remain during any period of removal from the class (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator will take steps to ensure that the students are supervised while in the short-term removal area. In general, students will be asked to reflect upon behavior that led to their removal. (e.g. writing an apology or account of the situation).

In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/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 a 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 administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

III. Procedures for Long-Term Removal

Long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives, between the teacher(s) and the building principal or designee. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

When a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing.

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Upon receipt of such statement, the building administrator may, at his/her discretion, consult with the teacher and/or other district staff. In all cases, it is appropriate to inform and/or consult with the parents of the student, and the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- A. place the student in an alternative education program as defined by law;
- B. place the student in another class in the school, or in another appropriate place in the school;
- C. place the student in another instructional setting;
or
- D. return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision—However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. When possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

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For any reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

REFERENCE: West Salem Board Policy 443

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