

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

**443 - Rule**

**CODE OF CLASSROOM CONDUCT  
(Student Removal from Class)**

The District recognizes and accepts its responsibility to create, foster and maintain an orderly and safe class environment, conducive to teaching and the learning process. Staff members, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to each class ready and willing to learn.

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior as outlined in this code may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Removal from class under this code does not prohibit the District from pursuing or implementing disciplinary measures, including but not limited to detentions, suspensions or expulsions, for the conduct or behavior for which the student was removed based on Board policies and established procedures.

**A. DEFINITIONS**

The following definitions of terms shall apply for purposes of implementing this code:

“Class” includes regular classes, special classes, resource room sessions, labs, study halls, library time and school assemblies.

“Teacher of that class” includes the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

**B. REASONS FOR REMOVAL FROM CLASS**

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. It is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstances that would justify removal from class under this code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student from class. Except as otherwise provided, a student may be removed from class for the following types of conduct or behavior:

1. Disruptive, dangerous or unruly behavior: The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly.
  - 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 bullying.

- 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 the property of the school or another student.
  - h) Loud, obnoxious or outrageous behavior.
2. Conduct which otherwise interferes with the ability of the teacher to teach effectively:  
Students are required to cooperate with the teacher by listening attentively, obeying all instruction 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 this behavior includes:
- a) Open defiance of the teacher, manifest in words, gestures or other overt behavior.
  - b) Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
  - c) Other behavior likely or intended to sabotage or undermine classroom instruction.
3. Conduct which is incompatible with effective teaching and learning in the class.  
In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include for purposes of illustration and without limitation irreconcilable personality differences or issues between students in the class.

#### C. PROCEDURES FOR REMOVING A STUDENT FROM CLASS AND PARENT/GUARDIAN NOTIFICATION

Except where the misconduct is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the main school office. The teacher should send a note with the student stating the reason for the student's removal and call the appropriate building office.
2. 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.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation, if appropriate. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or designee should speak to the student as soon as practicable.

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.

As soon as practicable, the teacher, the building principal or designee shall notify the student's parent/guardian, if the student is a minor, in writing that the student was removed from class. The written notice shall specify the class from which the student was removed and the basis for the removal as stated by the teacher.

If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom conduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

#### D. PLACEMENT PROCEDURES

##### 1. Short-Term Placement

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

Following referral to the main office, a student who has been removed from class may be placed in the designated short-term removal area as determined appropriate by the teacher of the class the student was removed from. At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided the student is supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are required to do work of an academic nature. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event should a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which he/she 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 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 as outlined below.

##### 2. Long-Term Placement

Long-term placement in an alternative setting is an extremely serious step that should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term placement should not ordinarily be considered or implemented except after a thorough consideration of alternatives by the building principal or designee. The building principal or designee shall make all long-term placement decisions under this code.

If a classroom teacher believes that the best interests of the student and/or class require the student's long-term placement in an alternative setting, the teacher should so notify the building principal in writing. Such statement should set forth clearly and completely: (a) the basis for the removal request, (b) the alternatives, approaches and other steps considered or taken to avoid the need for the student's removal from class, (c) the impact, positive and negative, on the removed student, and (d) the impact, positive or negative, on the rest of the class.

Upon receipt of such statement, the building principal or designee, may at his/her discretion, consult with the teacher and/or other District staff. In all cases, the principal shall inform and consult with the student's parent/guardian and the student involved in the request for a long-term placement in an alternative setting.

Following consideration of the teacher's statement and any other information, the building principal or designee shall, at 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 area 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 the class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

The principal shall notify the parent/guardian of a decision to remove a student from class long-term and the alternative setting chosen. Notice shall be by a telephone call followed by a registered letter.

Long-term placement in an alternative setting is an administrative decision and is not subject to appeal. However, the student and/or the student's parent/guardian may meet with the building principal or designee and/or the teacher(s) who made the request for the student's long-term placement in an alternative setting. Where possible, this meeting shall take place within five (5) days of the request for a meeting. The building principal or designee has the authority to make a determination regarding the student's placement and implement the placement plan except as otherwise required by law.

E. REMOVAL AND PLACEMENT PROCEDURES FOR STUDENTS WITH DISABILITIES

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

F. CODE DISSEMINATION

Students, parents/guardians and teachers shall be informed of this code of classroom conduct annually. In addition, the code shall be published in student handbooks. Each student and parent/guardian of a minor student shall be provided the opportunity to sign and return the Code of Classroom Conduct agreement.

Approved: July 12, 1999

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