

CODE OF CLASSROOM CONDUCT

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. Every member of the school community is expected to cooperate in this central mission. Teachers are to establish a positive learning atmosphere for students in their classrooms and to maintain proper order. Students are expected to come to school ready and willing to learn.

Student behavior that is dangerous, disruptive, or that interferes with the teacher's ability to teach effectively shall not be tolerated. Any student engaging in such behavior may be subject to temporary or permanent removal from class. In addition, the student may be subject to other disciplinary action in accordance with established Board policies, school rules, state and federal laws, and municipal ordinances.

A. Student Behaviors Warranting Removal from Class

1. Criminal acts and/or behaviors which endanger the health, safety, or welfare of self or others including, but not limited to:
 - Possession or use of alcohol or drugs
 - Physical violence or inciting physical violence
 - Possession or use of a weapon
 - Damage to or destruction of property
 - Theft
2. Harassment, hazing and/or acts of intimidation including, but not limited to:
 - Malicious verbal attacks
 - Threats
 - Bullying
 - Sexual harassment
 - Stalking
3. Behavior that interferes with teaching/learning process including, but not limited to:
 - Repeated violation of rules
 - Continued disruptive behavior
 - Acts intended to sabotage an activity
 - Persistent argument
 - Gross insubordination (refusal to comply with an appropriate teacher directive)
4. Gross and/or inappropriate behavior including, but not limited to:
 - Inappropriate language
 - Profanity
 - Crude or indecent behavior
 - Obscene or inappropriate dress (as defined by district policy)

5. Other behaviors identified in individual building discipline plans:

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to removal from class. When a teacher removes a student from class the reason must be of a serious nature, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

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

Procedures

B. Student Removal Procedures

The classroom teacher who removes a student from the classroom is responsible for the safe passage of the student to the office of the principal or his/her designee. Factors to be considered when sending a student to the office include the age of the student, emotional demeanor of the student, degree to which the student can be trusted to follow directions, severity of the situation, and other relevant information.

A teacher should take one of the following courses of action:

1. Instruct the student to go to the main school office, delivering a note stating the reason for the student's removal. A phone call to the principal or designee may be used to explain the reason the student is sent to the office.
2. Obtain coverage for the class and escort the student to the main office. The teacher shall inform the principal or designee of the reason for the student's removal from class.
3. Seek assistance from the main 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 office, or as soon as possible after arrival, the principal or designee shall inform the student of the reason(s) for the removal from class. In all cases, the student shall be given the opportunity to briefly explain the situation and/or present his/her version.

Within 12 hours of the incident, the teacher shall submit to the principal or designee a written explanation of the basis for the student's removal from class.

C. Placement Determination

The principal or designee has the authority and responsibility to make a determination regarding the student's placement and to implement the placement plan.

1. Short-Term Placement

Each 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 short-term removal area as determined appropriate by the principal or designee. During their time of placement, a student should be completing class work or other study of an academic nature.

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 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 the regular schedule, the principal or designee may consider a long-term placement option, as described.

A student's removal from class will comply with state and federal laws related to seclusion and restraint.

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.

If a classroom teacher believes that the best interests of the student and/or the class require the student's long-term placement in an alternative setting, the teacher shall notify the principal in writing. Such statement should set forth as clearly and completely as possible

- a. the basis for the removal request,
- b. the alternatives, approaches and other steps considered or taken to avoid the need for removal,
- 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 principal or designee may at his/her discretion; consult with the teacher and/or other district staff. It is also appropriate to 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.

When making placement decisions the principal or designee shall consider the following factors:

- a. the reason the student was removed from class,
- b. the type of placement options available for the student in that particular school and any limitation on such placement.
- c. the estimated length of time of placement, the student's individual needs and interests,
- d. the frequency of rules violations,
- e. the relationship of the placement to any disciplinary action,
- f. severity of offense,
- g. likelihood of the student continuing to demonstrate prohibited behaviors.

Following consideration of the teacher's statement and any other information, the principal or designee shall, at his/her discretion, take one of the following steps:

- a. Place the student in an alternative education program;
- b. Place the student in another area in the school or in another appropriate place in the school
- c. Place the student in another instruction 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.

D. Parent/Guardian Notification

1. The principal or designee will attempt to notify the parent/guardian as soon as possible that the student has been removed from the classroom.
2. The principal or designee shall provide a written explanation of the reason(s) for removal to the parent or guardian within 48 hours of the removal. The written notice shall also include any relevant placement decision. If the student removed from class is also subject to disciplinary action for the conduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with established policy and legal requirements.

E. Code Dissemination of Rules & Procedures

1. Students, parents/guardians, and teachers shall be informed of this Code of Classroom Conduct annually.

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