

**MELROSE-MINDORO SCHOOL DISTRICT
RULES GOVERNING SHORT-TERM, LONG-TERM, AND
PERMANENT REMOVAL FROM CLASS**

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 violated 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.
- D. Behavior which interferes with the ability of the teacher to teach effectively
- E. Behavior which is inconsistent with class decorum and the ability of others to learn.

1. 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 period of removal. In such cases the teacher should send a note with the student OR,
- B. Obtain coverage for the class and escort the student to the main office OR,
- C. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or another adult should 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 practicable, but in any event within twenty-four (24) hours of 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 postmarked within two business days of the removal. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Prior to initiation of the 1999-2000 school-year, 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 the short-term removal area for at least the duration of the class or activity 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 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.

2. Procedure 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. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident.

Where a teacher believes that the best interest of the students and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should be 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 the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his or 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, at his or 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.
- D. Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

3. Procedures for Permanent Removal

If the attempts at short-term and long-term removals do not change the student behavior, the student shall be removed from the class and given a letter grade of "Failing" for the semester. Before the permanent removal from class, the parents of the student may request a meeting with the student, teacher, guidance counselor, and building principal, to petition the student's re-enter into the class.