



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Disciplinary Removal from Classroom Procedures
Policy Number:	JKBA-TCA-R
Original Date:	8/1/2022
Last Reviewed:	8/1/2022
Category:	Students
Cabinet Level Owner:	Director of Academic Services

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher or a licensed staff member and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a licensed staff member. "Teacher" means a highly qualified staff member who holds a teaching position. "Licensed staff member" means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program.

Informal removal from class:

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher or licensed staff member may remove a student by using approved discipline management techniques such as a safe and supervised "time out environment" either in or out of the classroom or sending the student to the office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. In no event shall the student be placed in an unsupervised environment. The procedures set forth below do not apply to an informal removal from class.

Formal disciplinary removal from class:

A teacher or licensed staff member may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher or licensed staff member's decision to remove a student from class for behavior covered by District or TCA policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. 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;
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are learning (e.g., lecture by licensed staff member, 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 licensed staff member or school or class rules, including without limitation, inciting others to walk out;
- g. Destroying, defacing or damaging the property of the school, the licensed staff member, or another student; or
- h. Loud, obnoxious, or outrageous behavior.

3. Conduct that otherwise interferes with the ability of the teacher or licensed staff member to teach effectively. Students are required to cooperate with the teacher or licensed staff member by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may 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 or licensed staff member, manifested in words, gestures, or other overt behavior;
- b. Open disrespect of the teacher or licensed staff member, manifested in words, gestures, or other overt behavior;
- c. Other behavior likely or intended to disrupt or undermine classroom instruction.

Procedures to be followed for formally removing a student from class:

Unless the behavior is extreme as determined by the teacher or licensed staff member, the teacher or a licensed staff member shall warn a student that continued misbehavior may lead to removal from class and shall document that the warning was given by sending an email to the administrator. When the teacher or the licensed staff member determines that removal is appropriate, the teacher or licensed staff member should take one of the following courses of action:

1. Instruct the student to go to a designated office with an appropriate escort and notify the administrator that the student is on the way to the office. Unless prevented by the immediate circumstances, the teacher or licensed staff member shall notify administration of the reason for the student's removal.
2. Seek assistance from appropriate and available staff. When assistance arrives, the teacher or licensed staff member or other staff should accompany the student to the designated office and should inform the administrator of the reason for the student's removal.

Appropriate documentation of the circumstances causing the removal of the student shall be entered, in a timely manner, into the student information system by the administrator.

Due process:

As soon as practicable after the student arrives at the designated office, the administrator shall give the student an opportunity to explain what happened. If the administrator is not immediately available, the student shall be taken to an appropriate supervised area and the administrator shall speak to the student as soon as possible.

Notice to parent/guardian:

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, by phone or voice message, that the student was removed from class. The phone conversation or voice message 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 or licensed staff. The administrator shall offer an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If a voice message is left, a follow-up email will be sent to confirm communication with parent. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements. Removal from classroom will be noted on any suspension paperwork.

Placement procedures:

Each building principal shall designate an appropriate supervised area where students remain during the period of the removal from the classroom (the "short-term removal area").

Students placed in the short-term removal area shall be supervised. At the discretion of the administrator, the student may be placed in another appropriate class, program, or educational setting, provided students are also supervised in the alternative setting.

While removed from the classroom, students are expected to do work of an academic nature. If possible, such work shall be related to the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreational or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the administrator shall conference with 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 administrator may consider a different placement option.

Removal for remainder of term:

Upon the third formal removal from class, a student may be officially removed from the teacher or licensed staff member's class for the remainder of the term. The administrator shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The administrator's decision regarding placement is final.

- **Make-up work:** The licensed staff member initiating the disciplinary removal of a student from the classroom shall, unless excused by the administrator, provide the administrator with assignments and other coursework to be completed by the student as make-up work for the period of removal.
- **Loss of credit:** Once a student is officially removed from class (for the term), a loss of credit may occur if the administrator determines that it would be too disruptive to enroll the student in another class after the start of the term. If loss of credit is an option, the licensed staff member or administrator shall notify the student and the parent/guardian that it is being considered.

Review by principal:

A student may be formally removed from a classroom by a licensed staff member only in accordance with the requirements of this regulation and accompanying policy and the applicable

provisions of state and federal law. All licensed staff member actions under this regulation shall be subject to evaluation and supervision by the licensed staff member's supervisor as provided in school district policies and procedures, including the evaluation policy.

The administrator shall have the final responsibility and authority regarding the removal decision of a student by a licensed staff member if the administrator determines that (a) the due process required under this policy was not afforded the student or (b) the definition of disciplinary classroom removal was not met.

This TCA Policy replaces ASD20 Policy JKBA-R Disciplinary Removal from Classroom Procedures.

Legal References

C.R.S. §22-32-109.1(2)(a)(B)

Cross References

JKBA-TCA Disciplinary Removal from Classroom
JICDA-TCA Student Code of Conduct

Policy Revision History

Date	Revision Details	Revised By
8/1/2022	Creation of policy	Compliance Officer