

TEACHER REMOVAL OF STUDENTS FROM CLASS

I. Alexandria City Public Schools is committed to implementation of Positive Behavior Intervention Supports (PBIS) as part of promoting safe and supportive learning environments. Efforts will be undertaken to utilize effective strategies to de-escalate behaviors that interfere with student learning in the classroom. ACPS encourages alternatives to removing a student from class whenever possible, and utilizes a Multi-Tiered System of Supports (MTSS) for such interventions, including the use of restorative practices.. However, ~~in~~ the event that these strategies are not effective and behavior disruptive to the learning of others cannot be otherwise managed, teachers ~~shall~~ have the initial authority to remove students from class ~~due to~~ for disruptive behavior.

II. Definitions

Disruptive behavior: is defined by Va. Code § 22.1-276.01 as a violation of School Board policies or regulations governing student conduct that interrupts or obstructs the learning environment.

For students with disabilities, staff members will work with the student in accordance with the terms of their IEP if the disruptive behavior is a manifestation of the student's disability.

I.III. Criteria for Removal

In order for a teacher to remove a student from class ~~under this policy~~ for disruptive behavior, the following criteria must be met:

- ~~• The student's behavior is disruptive as defined above.~~
- Removal of the student from the class ~~is~~ must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior;
- Teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior; ~~and~~
- Notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents/guardians in their preferred communication language as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class. ~~teacher removal of a student from class shall be deemed appropriate.~~

Comment [1]: Reads as though notice must be provided prior to every removal. VSBA has been contacted for clarification.

II.IV. Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior as defined in this policy. The report should identify the MTSS interventions employed by the teacher prior to the student's removal, and will be filed with the school administration and provided to the student's parents/guardians within 24 hours of the incident. The parents/guardians must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the

behavior continues. The teacher will document, in writing, the attempts to request and encourage the parents/guardians to meet with the teacher or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents/guardians concerning two prior incidents of disruptive behavior. Upon removal, the teacher will file a "Student Removal Form" (attached to this policy) with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

~~No removal under this policy shall occur unless two prior written incident reports have been filed with school administrators. Upon removal, the teacher shall file a Student Removal Form (attached) with school administrators and any other documentation to support the removal including, but not limited to the previous two incident reports.~~

III.V. **Procedures for Written Notification to Student and Parents/Guardians**

The teacher shall provide copies of any each incident report and Student Removal Form to the student and ~~his or her~~ the student's parents/guardians and notify them, in the parent's/guardian's preferred communication language, of the opportunity to meet with the teacher and/or school administrators to discuss the student's behavior and the possible consequences if the behavior continues. Such notice shall be provided within twenty-four hours of each incident. The teacher shall document, in writing, ~~his or her~~ the attempts to request and encourage the parents/guardians to meet with school administrators and/or the teacher.

Such notice and documentation shall be required for each incident report and student removal.

IV.VI. **Guidelines for Alternative Assignment and Instruction of Removed Students**

The principal shall determine the appropriate placement of ~~the any~~ student removed from class by a teacher. The principal has several options regarding the placement of a removed student including, but not limited to:

- Assigning the student to an alternative program;-
- Assigning the student to another class;-
- Sending the student to the principal's office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student;-
- Suspending or recommending the student for expulsion ~~expelling the student~~. If the principal chooses this option, alternative instruction and assignment, including the provision of academic and support services, if any, shall be provided according to School Board Policy JGD/JGE: Student Suspension/Expulsion, and in the case of students with disabilities, in accordance with federal law.
- Returning the student to class (~~see in accordance with the~~ procedures below).

V.VII. **Procedures for the Student's Return to Class**

The principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. The following procedure applies ~~shall apply~~ if the teacher disagrees with the principal's decision to return a student to the class:

- The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- The teacher, after meeting with the principal, may appeal the principal's decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher receiving their written comments, the decision of the Superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal ~~shall will~~ determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal shall develop a specific PBIS plan ~~to for the student that address~~ includes how any future disruptive behavior will be addressed. Parents/guardians shall be invited to participate in the development of the behavior plan and requested to sign the finalized plan.

VIII. Other Provisions

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board ~~policy~~ policies and regulations regarding students with disabilities.

This policy does not limit or restrict the ability of school division employees to apply other policies, regulations or laws for maintaining order in the classroom.

IX. Review and Reporting

Principals will meet with relevant Central Office staff members at least annually to review the student removal data from their schools to identify and address potential trends, including:

- Whether the same conduct is over-identified as "disruptive" when attributed to traditionally marginalized student populations, therefore prompting disproportionate removals from class based on e.g., race, ethnicity, gender, ability or first language;
- individual students with multiple removals who may require specific interventions or additional social, emotional and academic learning (SEAL) supports; and/or
- excessive removal of students by particular staff members.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN: *Evaluation of Licensed Staff*. In accordance with Va. Code § 22.1-276.2, any teacher whose evaluation indicates deficiencies in the management of

student conduct may be required to attend professional development activities designed to improve classroom management and disciplinary skills.

Adopted: June 18, 1988
Amended: July 1, 2005
Amended: June 15, 2006
Amended: January 8, 2015
Amended:

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2

Cross Refs: GCN _____ Evaluation of Licensed Staff
JFC _____ Student Conduct
JFC-R _____ Standards of Student Conduct
JGDA _____ Disciplining Students with Disabilities
JGDB _____ Discipline of Students with Disabilities for
_____ Infliction of Serious Bodily Injury
JGD/JGE _____ Student Suspension/Expulsion
JGD-R/JGE-R _____ Student Suspension/Expulsion Regulations

DRAFT

STUDENT REMOVAL FORM

SCHOOL NAME: _____

STUDENT: _____

TEACHER: _____

CLASS: _____

DATE: _____

DESCRIPTION OF BEHAVIOR:

ADMINISTRATIVE AND/OR TEACHER INTERVENTIONS ATTEMPTED PRIOR TO REMOVAL AND RESULTS:

DATE OF PRIOR INCIDENT REPORTS:
(NOTE: PRIOR INCIDENT REPORTS MUST BE ATTACHED.)

SIGNATURE OF TEACHER