

**Code of Classroom Conduct**

The Tri-County Area School District acknowledges its responsibility to create, foster, and maintain orderly and safe class environments that are conducive to teaching and the learning process. Every member of the school community is expected to cooperate in this central mission. Staff must use their training, experience and authority to create environments where effective learning can occur.

**Student Removal from Class**

The District's teachers and administrators are authorized to temporarily remove a student from a class if the student violates the Code of Classroom Conduct (this "Code"). Long term removal of a student may be imposed if the Principal upholds a teacher's recommendation that a student be removed for a longer period of time. Removal from class under this Code does not preclude the District from pursuing or implementing other disciplinary measures.

A teacher may remove a student from class for the following reasons.

1. Violating the District's policies regarding suspension or expulsion.  
District policies regarding suspension and expulsion are set forth in Board Policy 447.03AR. Decisions regarding suspension and recommendations for expulsion are made by the District Administrator. Thus, a teacher's decision to remove a student from class for behavior that violated the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or referred to the Board for expulsion.
2. Violating the behavioral rules and expectations in the Student Handbook.  
The Student Handbook contains behavioral expectations for the District's students. These rules and expectations are generally explained and discussed with the parents/students near the beginning of each school year. Such discussions include an explanation of this Code, and the District's policy regarding removal.
3. Behaving in a manner which is disruptive, dangerous or unruly.  
Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes

of this Code the following behavior, by way of example and without limitation, may be determined to be unruly, disruptive, or dangerous so as to warrant removal from class:

- 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 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.
  - i. Misuse of technology.
4. Interfering with the ability of the teacher to teach effectively.  
Students are required to cooperate with the teacher by listening attentively, obeying all instructions 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, a student may be removed for behavior which constitutes:
- a. Open defiance and/or disrespect of the teacher, manifest in words, gestures or other overt behavior.
  - b. Behavior likely or intended to sabotage or undermine the instruction.
5. Behaving in a manner inconsistent with class decorum and interfering with the ability of others to learn.  
Behavior that is inconsistent with basic classroom decorum may be a basis for removal even though it is not necessarily a violation of provisions 1 through 4 above. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such

behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or unwillingness to engage in class activities.

6. Non-disciplinary reasons for removal from class.

In some cases, a teacher may believe that a student should be removed from the class for the best interests of the student and/or the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

**Teacher management of student behavior**

The classroom teacher shoulders the responsibility to manage student conduct in the classroom. When student conduct (by its persistence in spite of the teacher's corrective efforts or by its severity in contrast to minor misbehaviors) requires more than routine interventions, the Principal will consider options of student removal from class.

The Principal's role in student behavior control is to support the teacher as needed, handle the more difficult cases, and to coordinate efforts when a student's conduct problem extends into more than one classroom. Whenever applicable, a conference between the parent/student/teacher/Principal will be arranged and take place before the pupil reenters the class.

**Short-term removal**

Any removal of a student from a classroom for misconduct is a serious matter. It should not be taken lightly by either the teacher or the student. In most cases, a student shall remain out of the classroom for at least the duration of the class or activity. The teacher must immediately notify the Principal of the reason for the removal. Such a short-term removal will not affect more than five (5) consecutive days of the student's school schedule. Prior to allowing the student to resume his/her normal schedule, the Principal shall hold a conference with the student to determine whether the student is ready to return to his/her regular class schedule without a recurrence of the behavior for which the student was removed

If it is not appropriate to return the student to regular classes, the Principal may take steps to have the student sent home for the remainder of the school day. Within

twenty-four (24) hours of the removal, the teacher shall provide the Principal a written explanation of the basis for the removal. The parents/guardian of a student removed from the classroom shall be sent written notice of the removal. The written notice to the parent/guardian 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. The District Administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

### **Long-term removal**

Long-term removal is an extremely serious step. Such a step could have profound consequences on 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 removal is not ordinarily considered or implemented except after thorough consideration of alternatives. The final decision regarding long-term removal rests with the Principal. Long-term removal is defined as discipline-related changes in a student's normal school day, which affects more than five (5) consecutive days of the student's normal school schedule.

If a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher must notify the Principal in writing. Such a statement should specify the basis for the request, the alternatives, approaches and other steps considered or taken to avoid the need for the removal, the impacts (positive and negative) on the removed student, and the impacts (positive and negative) on the rest of the class.

Upon receipt of such statement, the Principal will consult with the teacher and/or other District staff. As appropriate, the Principal will inform and consult with the parents of the student, and/or the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the Principal will at his/her discretion, take one of the following steps:

1. Return or retain the student in the class from which she/he was removed.
2. Place the student in another instructional setting.
3. Place the student in another class in the school, or in another appropriate place in the school.
4. Place the student in an alternative education program as defined by law.

It is expected that the Principal and teachers will meet occasionally to discuss how the provisions of this Code should be interpreted and applied. However, this Code, and the procedures regarding the removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes.

Similarly, there are many differences in the needs and practices of each classroom based on grade level and other factors. Just as there are different behavioral expectations for elementary, middle school, and high school students, the standards for removal may differ from one grade or class to the next.

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