

**I. Philosophy**

The School District of Phillips recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to help create classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Conduct and discipline will be based on the following philosophical tenets:

- A. Discipline is an important part of the social curriculum and mistakes are a part of the learning process.
- B. As children mature, an inverse distinction exists between "childish irresponsibility" and "willful disobedience." This distinction should guide disciplinary actions.
- C. Disciplinary incidents should be viewed as an opportunity for social instruction. The purpose of discipline is to correct behavior – not merely to punish.
- D. In most cases, the most effective discipline happens at the level of occurrence and at the time of infraction.
- E. Parent knowledge and cooperation is essential to successful discipline.
- F. Teachers have a responsibility to exercise professional judgement in disciplinary actions.
- G. In most cases, the invasive level of discipline should be progressive. However, under extreme circumstances the initial response may require severe action.
- H. All students enjoy the right to an education. However, the rights of one individual are not so expansive that they might significantly compromise the educational opportunities of others.

- II.** Beginning August 1, 1999, a teacher employed by the District may temporarily remove a student from the teacher's class if the student violates the terms of this Code of Student Conduct. In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

**III. DEFINITIONS**

For the purpose of this Code, "student" means any student enrolled in the District, as well as an exchange student, or student visitor to the District's schools.

A "class" is any class, meeting, or activity where students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or

outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A “teacher” is any certified instructor, counselor, nurse, or administrator in the employ of the District.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class. This definition includes, without limitation, an assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District superintendent.

#### **IV. STUDENTS IDENTIFIED UNDER THE IDEA OR SECTION 504**

Students identified as requiring special education services under the IDEA or Section 504 may be temporarily removed from class under the same terms and conditions as non-disabled students subject to modifications within the IEP. Placement for these students is a decision of the student’s IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or administrators. No change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten- (10) day limit applies to out-of-school suspensions as well as days of removal.

#### **V. ORGANIZATION OF CODE OF STUDENT CONDUCT POLICY**

Due to the different developmental stages of students, this Code of Student Conduct Policy is divided into the following areas and building levels:

- Reasons a teacher may remove a student from class,
- Placement procedures, and
- Parent/guardian notification procedures.
- Levels:           Elementary  
                  Middle  
                  High School

##### **A. ELEMENTARY:**

1. DEFINITION: “Removal from the Classroom” shall be understood to reflect a serious behavioral violation has occurred, and not be confused with an office or guidance “conference” requested for lesser infractions. Parent contacts in “conference” situations will be at the discretion of the teacher and principal.

2. REASONS A TEACHER MAY REMOVE A STUDENT FROM CLASS

A student may be removed from the classroom for the following reasons:

- a) The child poses a threat to the safety of self or others.
- b) The behavior is so persistently or significantly disruptive that the learning of others is substantially obstructed.
- c) For blatant and flagrant defiance or disrespect directed toward a teacher/teacher's aide.
- d) Being "under the influence" or in the possession of drugs or alcohol.
- e) Repeated incidents of significantly disruptive behavior subsequent to appropriate warning and corrections.
- f) Willful damage to school property or the possessions of others.
- g) A persistent pattern of harassment directed toward another student.

When a student is sent to the office on a "classroom removal," such intent shall be clearly and immediately communicated to the principal or designee.

### 3. PLACEMENT PROCEDURES

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- a) An alternative education as defined by law. Another class in the school or another appropriate place in the school.
- b) An alternate instructional setting.
- c) The class from which the student was removed, if after weighing the interests of the removed student, the other students in the class, and the teacher, the principal or designee determines that readmission to the class is the best alternative.
- d) Home.

When making a placement decision, the building principal or designee shall consider the following factors:

- The reasons for removal.
- Past behavior.
- The best educational interests of the student and the class at large.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

### 4. PARENT/GUARDIAN NOTIFICATION PROCEDURES

The teacher who has removed the student from class shall notify the parent/guardian by phone or in writing. This notification shall include the reasons for the student's removal. The notice shall be given as soon as practicable but within one working day after the student's removal from a class.

If the student removed from a class is also subject to disciplinary action for the particular conduct, the student's parent/guardian shall also be notified by the principal or designee of the disciplinary action.

## **B. MIDDLE SCHOOL AND HIGH SCHOOL:**

### **1. REASONS A TEACHER MAY REMOVE A STUDENT FROM CLASS**

A student may be removed from class for conduct or behavior which:

- a) violates the District's policies regarding suspension or expulsion;
- b) violates the behavioral rules and expectations set forth in the Student Handbook;
- c) is disruptive, dangerous, or unruly which otherwise interferes with the ability of the teacher to teach effectively; or
- d) is incompatible with effective teaching and learning in the class.

When a student is sent to the office on a "classroom removal," such intent shall be clearly and immediately communicated to the principal or designee.

### **2. PLACEMENT PROCEDURES**

The principal or designee shall place a student who has been removed from a class by a teacher in one of the following:

- a) The principal's office, or main office, until the classroom problem has been resolved or until a different placement has been arranged.
- b) The classroom from which the student has been removed if the problem has been resolved and the principal or designee determines in consultation with the teacher that readmission to the class is the best alternative.
- c) Another class in the school as determined by the principal or designee.
- d) An alternative educational program as defined by law.
- e) Home.

### **3. PARENT/GUARDIAN NOTIFICATION PROCEDURES**

- a) Responsibility
  - 1) The classroom teacher is responsible to notify the parent/guardian of a student's removal from class for the first referral.
  - 2) The principal will notify the parent/guardian of a student's removal from class for the second and subsequent referrals.
- b) Method /Timeline
  - 1) The teacher or principal will notify the parent/guardian by telephone, prior to the beginning of the next school day. If the parent/guardian does not have a

telephone, written notification will be mailed no later than one day following the removal of a student from a classroom.

- 2) Written notification including an explanation for the removal of the student from the classroom will be mailed to the parent/guardian no later than one day following the removal of the student from the classroom.

*Approved 05-17-99*