

P6-06-007 Teacher Removal of Students from Class

In addition to other Henrico County School Board policies, regulations and the *Code of Student Conduct*, teachers shall have the initial authority to **temporarily** remove students from class for disruptive behavior. **Teacher removal from class is not considered in-school suspension or suspension from school.** ~~The length of time of the removal shall be determined by the school administration.~~ Disruptive behavior is defined as a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

A. Criteria for Removal

Prior to the removal of a student from class ~~under this policy~~, the following criteria must be met:

1. The student's behavior is disruptive.
2. Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior.
- ~~3. Teacher and administrative interventions have been attempted and failed to end the student's disruptive behavior.~~
- ~~4. Notice of the student's disruptive behavior with the teacher and and the opportunity to meet with have been provided to the student's parents below.~~

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

B. Procedures for ~~Written~~ Notification of Student and Parents/**Legal Guardians**

Following a removal from class, the teacher will notify the parents/legal guardians student's disruptive behavior and provide an invitation to meet with the teacher and/or the administrators

The teacher shall provide copies of any incident report and referrals to the student and his or her parents/**legal guardians** and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within ~~24 twenty-four~~ hours of each incident. The teacher shall document, in writing, his or her attempts to request and encourage the parents/**legal guardians** to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

C. Guidelines for **In-School** Alternative Assignment and Instruction of Removed Students

Building administrators or a designee ~~The principal~~ shall determine the appropriate **in-school** placement of the student according to School Board policy and regulations, and in the case of students with disabilities, in accordance with state and federal law and regulations. **The principal shall, unless a student who has been removed from class is suspended or expelled from school attendance, ensure that such student continues to receive an education.** The principal has several options regarding the placement of a removed student including, but not limited to:

1. Assigning the student to a **short-term** ~~an~~ alternative program.
2. ~~Assigning~~ **Sending** the student to another class **for a brief period of time.**
3. 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.

~~4. **Short-term suspension or recommendation of long-term suspension and/or expulsion**~~

~~Recommendation of suspension or expulsion of the student. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with state and federal law and regulations.~~

~~54. Returning the student to class.~~

D. Procedure 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 shall apply if the teacher disagrees with the principal's decision to return a student to class:

1. 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. **A re-entry conference between teacher and student is encouraged as needed.**

2. The teacher, after meeting with the principal, may appeal the principal's decision to the **Level Director Superintendent or designee** within one school day. The incident reports and referral must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the Superintendent or designee shall be final. The decision shall be made within ~~48~~ **forty-eight** hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, **a re-entry conference between teacher and student is encouraged, as needed.** The teacher and principal shall develop a plan to address future disruptive behavior.

Code of Virginia, 1950, as amended, § 22.1-276.2.

Last Revised November 2020, August 2001