

POLICY: JFC-R

Approved: March, 2002

Reviewed:

Revised:

CLASSROOM CODE OF CONDUCT

The following code of conduct has been adopted and will be in effect in the schools, on school grounds, in classrooms, at school sponsored events or on contracted school transportation. Examples of behaviors that violate the code of conduct may include, but may not necessarily be limited to the following:

- Possession of or use of weapons or other items that might cause bodily harm to persons or that violate the District's "Weapons on School Premises" policy.
- Possession of or being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of the District's "Student Alcohol and Other Drug Use" policy.
- Obstruction of activities or other intentional action taken to attempt to prevent school personnel from exercising his/her assigned duties.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, creates classroom disorder, or violates the school's dress code.
- Disruption and intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
- Non-physical actions that interfere with the orderly operation of the school and classroom such as:
 - repeated classroom interruptions or disruptions, confronting school employees argumentatively, making loud noises, refusing to follow directions, excessive or disruptive talking
 - verbal threats, intimidating comments, profanity, racial slurs or degrading statements of any nature
 - behavior that causes the school personnel or other students fear of physical or psychological harm or that violates the School District's "Student Anti-Harassment" policy including sexual harassment;
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment;
 - threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means;
 - taunting, baiting, inciting and/or encouraging a fight or disruption.

- Physical actions that interfere with the orderly operation of the school and classroom such as:
 - pushing or striking a student or school employee; fighting or other physical confrontations
 - throwing objects

Administrative Procedures

Removal of students from classrooms who are identified as “disabled” under IDEA or Section 504 will be conducted under the guidelines and/or rules of those State and Federal programs.

How the Code of Conduct will be communicated to parents, guardians and students.

Notice of the code shall be given through the student/parent handbook.

Who may remove a student from a class?

Any student may be removed from a class under this Code by a teacher of that class.

For the purpose of this Policy, “student” means any student enrolled in the District or student visitor to the school.

For the purpose of this Policy, “class” is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the School District of Hartford Jt. #1. The term “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” for the purpose of this Policy is any certified instructor, counselor 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, any 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 Administrator.

Procedure to be followed in removing a student from class.

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a) instruct the student to go to the main office for the period of removal.— in such case, the teacher should send a note with the student and document the incident including date and time as soon as practicable in their plan book or grade book;
- b) obtain coverage for the class and escort the student to the main office;
- c) seek assistance from the main office or other available staff – when assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to a removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. It is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situations.

Within twenty-four (24) hours, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designees.

Notification of parent/guardian.

As soon as practical, but in any event within twenty four (24) hours of the removal, the building administrator shall inform the student’s parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice 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 building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Temporary placement of students removed from class.

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be

required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g., writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

Length of removals.

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a 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 building administrator or designee shall either retain the student in short-term removal or, where necessary, appropriate and practicable, shall take steps to have the student sent home or assigned disciplinary consequences.

Procedures for long-term placement in an alternative setting.

Long-term placement in an alternative setting should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee, and when appropriate a PACE (Programs to Assist Children's Education) committee. For the same reasons, long-term placement in an alternative setting should not ordinarily be considered on the basis of a single incident. **Unlike short-term removal from class, the ultimate decision regarding long-term educational placement rests with the building administrator.**

Where a teacher believes that the best interests of the student and/or the class require long-term placement in an alternative setting, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible: (a) the basis for the placement request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the placement; (3) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator, at his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term placement.

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

- a. call for a PACE meeting;
- b. place the student in an alternative education program as defined by law;
- c. place the student in another class in the school, or in another appropriate place in the school;

- d. place the student in another instructional setting; or
- e. return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term alternative placement must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term placement in an alternative setting is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the placement, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.