

STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(EXHIBIT)

These forms regarding student discipline may be used by the District:

- Exhibit A: Placement Review Committee—1 page
- Exhibit B: Notice to Administrator of Removal from Class by a Teacher—1 page
- Exhibit C: Notice to Parent of Student Discipline Removal by a Teacher—1 page
- Exhibit D: Notice to Parent of Decision Regarding Student Discipline Removal by a Teacher—1 page
- Exhibit E: Notice of Removal by a Bus Driver—1 page



EXHIBIT A

PLACEMENT REVIEW COMMITTEE

By the end of September, each building principal will submit this form to the Department of Administration.

School year: \_\_\_\_\_

Campus: \_\_\_\_\_

Campus faculty will choose two teachers to serve as members and one teacher to serve as an alternate member:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (Alternate Member)

The principal will choose one member from the professional staff of the campus.

\_\_\_\_\_

PLACEMENT REVIEW COMMITTEE COMPOSITION

Each school will establish a three-member committee to determine the placement of a student when a teacher refuses the return of a student to the teacher's class. The committee will make recommendations to the District regarding readmission of expelled students.

COMPOSITION

Committee members will be appointed as follows:

1. Campus faculty will choose two teachers to serve as members and one teacher to serve as an alternate member.

2. The principal will choose one member from the professional staff of the campus.

The teacher refusing to re-admit the student may not serve on the committee.

[*Education Code 37.003*]

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EXHIBIT B

NOTICE TO ADMINISTRATOR OF REMOVAL FROM CLASS BY A TEACHER

\_\_\_\_\_ (date)

Dear Principal:

My student, \_\_\_\_\_ (student's name), has been removed from my class-  
room effective today, \_\_\_\_\_ (date), because of

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I have addressed the behavioral needs of this student through the RTI/SSC process. Inter-  
ventions tried and conferences are as follows:

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OR

(Check if appropriate)

\_\_\_\_\_ This is a mandatory removal by a teacher based on Education Code 37.002(b).

I can meet with you to begin the work of the Placement Review Committee on

\_\_\_\_\_ (date).

Sincerely,

\_\_\_\_\_ (classroom teacher)

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EXHIBIT C

NOTICE TO PARENT OF STUDENT DISCIPLINE REMOVAL BY A TEACHER

\_\_\_\_\_ (date)

Dear \_\_\_\_\_ (parent's name):

Your child, \_\_\_\_\_ (student's name), has been removed from  
\_\_\_\_\_ (teacher's name) class effective today, \_\_\_\_\_ (date),  
because of [choose one or both of the following, then join with the continuation of the sen-  
tence]

repeated interference (and/or)

behavior that is so unruly, disruptive, or abusive that it seriously interferes

with the teacher's ability to communicate effectively with the students in the class and with  
the ability of his or her classmates to learn, in the following manner:

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I have scheduled a conference between the teacher, your child, you, and me for  
\_\_\_\_\_ (time) on \_\_\_\_\_ (date). Following the conference, I will  
make the decision whether to place your child in another classroom, in in-school suspension,  
or in a disciplinary alternative education program (DAEP). In addition, your child may be ex-  
cluded from school-sponsored and school-related activities.

I will advise you and your child of my decision by letter after the conference.

Please respond regarding your availability to attend the conference at that time. If you have  
any questions, please call my office at \_\_\_\_\_ (telephone number).

Sincerely,

\_\_\_\_\_ (assistant principal)

CC: *Building Principal*  
*Classroom Teacher*

STUDENT DISCIPLINE  
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FOA  
(EXHIBIT)

EXHIBIT D

(School letterhead)

NOTICE TO PARENT OF DECISION REGARDING STUDENT DISCIPLINE REMOVAL  
BY A TEACHER

\_\_\_\_\_ (date)

Dear \_\_\_\_\_ (parent's name):

As previously shared, your child, \_\_\_\_\_ (student's name), was removed from \_\_\_\_\_ (teacher's name) class effective \_\_\_\_\_ (date) because of [choose one or both of the following, then join with the continuation of the sentence]

repeated interference (and/or)

behavior that is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class and with the ability of his or her classmates to learn, in the following manner:

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Our Placement Review Committee has met. This letter is to inform you of the following decision. Your child will be placed:

\_\_\_\_\_ in another classroom

\_\_\_\_\_ in in-school suspension

\_\_\_\_\_ in a disciplinary alternative education program (DAEP)

\_\_\_\_\_ again with your child's teacher

Sincerely,

\_\_\_\_\_ (assistant principal)

CC: Building Principal  
Classroom Teacher

STUDENT DISCIPLINE  
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FOA  
(EXHIBIT)

EXHIBIT E

NOTICE OF REMOVAL BY A BUS DRIVER

\_\_\_\_\_ (date)

Dear Parent:

Effective \_\_\_\_\_ (date), SBISD school bus riding privileges for your child, \_\_\_\_\_ (student's name), will be revoked. It has been reported and found that your child's behavior has interfered with the bus driver's ability to maintain effective discipline and safety on the school bus in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

The District's primary responsibility in transporting students in District vehicles is to do so as safely as possible. The operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. When a student does not respond to appropriate disciplinary management techniques or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges.

As a result of the above behavior and in accordance with the District's Student Code of Conduct, your child has been suspended from District transportation for \_\_\_\_\_ (time frame). During the period of suspension, you will be responsible for getting your child to and from school and school-related activities each day.

If you have questions or would like to discuss this notification of removal, please call the school office during \_\_\_\_\_ (days/hours) for an appointment or call \_\_\_\_\_ (phone number).

Sincerely,

\_\_\_\_\_  
Principal