

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.

Professional Staff Member: _____

PLACEMENT REVIEW COMMITTEE COMPOSITION

Each school will establish a three-member committee of **professional** staff to recommend to the campus administration the return of a student when a teacher refuses the student back into the teacher's class. The committee will make recommendations to the District regarding readmission of expelled students.

COMPOSITION

Committee members will be selected 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*]
3. Teachers on the committee who have or have had the student on their academic roster must recuse themselves from the Placement Review Committee proceedings and will be replaced by an alternate member.

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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

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

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 Education Code 37.002 [choose one or both of the following, then join with the
continuation of the sentence]

documented 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 or with
the ability of the student's classmates to learn in the following manner:

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

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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:

Our Placement Review Committee has met. This letter is to inform you of the following; 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

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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~~ transporting 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