

STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(EXHIBIT)

See the following pages for sample notices regarding student removal from a classroom or school bus:

- Exhibit A: Notice of Removal by a Teacher
- Exhibit B: Notice of Removal by a Bus Driver
- Exhibit C: Teacher's Request for Removal
- Exhibit D: Notice of Placement Review Committee Decision to Teacher

DATE ISSUED: 12/11/23

FOA (EXHIBIT)

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EXHIBIT A

NOTICE OF REMOVAL BY A TEACHER

**[Note: When a student is placed in in-school suspension, out-of-school suspension, or a disciplinary alternative education program (DAEP), the campus behavior coordinator is required by law to promptly contact the parent or guardian by telephone or in person and make a good faith effort to provide written notice of the disciplinary action to the student, on the day that the action is taken, for delivery to the student's parent or guardian. See FO(LEGAL).]**

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

Dear parent or guardian:

\_\_\_\_\_ (student's name) has been removed from \_\_\_\_\_  
(teacher's name) class effective today \_\_\_\_\_ (date) for

**[Choose one or both of the following.]**

- 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:

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

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 excluded 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,

\_\_\_\_\_  
Principal or Campus Behavior Coordinator

DATE ISSUED: 12/11/23

FOA (EXHIBIT)

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EXHIBIT B

NOTICE OF REMOVAL BY A BUS DRIVER

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

Dear parent or guardian:

On \_\_\_\_\_ (date of incident), \_\_\_\_\_ (student's name) was removed from the school bus by the driver for interfering with the bus driver's ability to maintain effective discipline 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 appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges.

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**[Choose one of the following.]**

Please be advised that, in accordance with the District's Student Code of Conduct, should misbehavior on the school bus continue, your child will be suspended from District transportation, and you will be responsible for getting your child to and from school and school-related activities each day.

**OR**

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.

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If you have questions or would like to discuss this notification, please come by the school office during \_\_\_\_\_ (days/hours available) or call my office at \_\_\_\_\_ (phone number).

Sincerely,

\_\_\_\_\_  
Principal or Campus Behavior Coordinator

DATE ISSUED: 12/11/23

FOA (EXHIBIT)

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EXHIBIT C

TEACHER'S REQUEST FOR REMOVAL OF A STUDENT

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ ID: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher's Legal Representative (if any): \_\_\_\_\_

Teacher's Representative's Email & Phone: \_\_\_\_\_

I request that the above-named student be removed from my class because (check all that apply):

\_\_\_\_ I have documented that the student repeatedly interfered with my ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

\_\_\_\_ The student's behavior is so unruly, disruptive, or abusive that it seriously interferes with my ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

\_\_\_\_ The student committed assault, sexual assault, or attempted murder against me.

Summarize your reasons for this request, including documented disciplinary matters. Include all information and documentation you want the Placement Review Committee to consider. Additional pages may be attached.

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

Teacher Signature: \_\_\_\_\_

DATE ISSUED: 12/11/23

FOA (EXHIBIT)

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FOA  
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EXHIBIT D

NOTICE TO TEACHER OF PLACEMENT REVIEW COMMITTEE RECOMMENDATION

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

Dear \_\_\_\_\_ (Teacher Name):

The Placement Review Committee met on \_\_\_\_\_ (date) to consider your request for the removal of a student.

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**[Choose one of the following.]**

The committee recommended granting this request. This recommendation is subject to review of the student's ARD Committee, if applicable.

**OR**

The committee recommended denying this request. The student will return to your class on \_\_\_\_\_ (date).

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Please contact me if you have any questions.

Sincerely,

\_\_\_\_\_  
Principal