STUDENT REMOVAL FORM

*Event Date: _______ / _______ / _______ (mm/dd/yy)  *Student-ID (SID) #:  _____ _____ _____  
*Student’s Last Name: __________________________ *First Name: ______________________ 
*Official or Subject Class: _______________________ *Grade: ______________________

Special Education Classification and IEP; BIP; or 504 Accommodation Plan:

*Teacher Measures Previously Taken:

- Warnings to Student __________________ Date(s): __________________
- Student Conference __________________ Date(s): __________________
- Guidance Referral __________________ Date(s): __________________
- Classroom Measures __________________ Parent Contact __________________
- Prior Removal(s) __________________

Description of event: Time: ____________ Location: ___________________________

(Give factual account and indicate how the student’s behavior substantially disrupted the class or substantially interfered with the teacher’s authority.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Teacher’s educational plan for student during period of removal (class work, homework, etc.):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Teacher’s Name: _____________________________
Signature: _____________________________ Date: ___________________________
<table>
<thead>
<tr>
<th>*No. of days of removal:_________</th>
<th>*Set aside (circle one):</th>
<th>yes</th>
<th>no</th>
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</thead>
<tbody>
<tr>
<td>Date: _________________________</td>
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<tr>
<td>Principal's Name: ____________________________</td>
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<td>Principal's Signature: ___________________________</td>
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<td>Comments: ___________________________________________________________________________</td>
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*The information designated with an asterisk is required for ATS entry.

06/01
A-443 – Student Disciplinary Procedures

**Student Removal by Teachers (General Education)**

The process:
- Teacher notifies student and explain reason(s) for removal;
- Student informally presents his/her version;
- Teacher informs principal and completes a “Student Removal Form”
- Principal consults with teacher
- Student removed for 1 to 4 days by principal (in consultation with teacher) for “single period or entire day”

**Principal consideration (For Special Education students):**
- Educational services during the removal
- Whether a “Function Behavioral Assessment” must be conducted
- Whether a “Behavior Intervention Plan” should be developed/reviewed
- Whether an “Manifestation Determination Review” must be conducted.

**Parental Notification:**
Principal/Designee must:
- notify parent within 24 hours;
- state reason(s) for removal;
- the length of removal (1 to 4 days)
- their right to request an informal conference regarding the removal (within 2 days of removal)

**Note:** Written Summaries of conferences must be maintained with recommendations; and made available to parents

**Principal cannot set aside a removal unless:**
- fact do not support
- removal violates the law
- suspension is warranted instead

**Principal shall (If removal is set aside):**
- advise teacher and parent of reason(s)
- return student back to class

**Appeal Process by teacher (length of removal or set aside) to the Chancellor:**
- Completed Removal Appeal Form
- must be filed within 3 days (can be filed by fax)

Chancellor will decide within 4 days of receipt