

Summary of Student Removal Process/ Chancellor's Regulations (A-443)

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