

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:**

<input type="checkbox"/> Warnings to Student _____	Date(s): _____	<input type="checkbox"/> Classroom Measures _____	Date(s): _____
<input type="checkbox"/> Student Conference _____		<input type="checkbox"/> Parent Contact _____	
<input type="checkbox"/> Guidance Referral _____		<input type="checkbox"/> 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: _____

*No. of days of removal: _____	*Set aside (circle one):	yes	no
Date: _____			
Principal's Name: _____			
Principal's Signature: _____			
Comments: _____			

*The information designated with an asterisk is required for ATS entry.

06/01

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