

## STUDENT CONDUCT

Students in the Appleton Area School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show their consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations.

Students are expected to abide by the code of conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by building principals for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves. Utilizing positive disciplinary procedures is one way to ensure an educational environment that promotes quality teaching and learning. Promotion of such an environment should, in itself, reduce the need for the more reactionary and less effective disciplinary practices.

This policy shall be construed consistent with the state and federal laws and implementing regulations and directives governing students with disabilities.

### Student Nondiscrimination

*The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.*

**Cross References:** Student Nondiscrimination Complaint Procedures, 411.2-Rule  
Bullying and Harassment Policy, 443.71, 443.71-Rule

**Legal References:** Wisconsin State Statutes 118.13, 120.13 (1), 120.44, and Chapter 115, Subchapter V Children with Disabilities, Individuals with Disabilities Education Act (IDEA) 2004 and implementing regulations 2006, Wisconsin Administrative Code PI 9.03

**Adoption Date:** June 26, 1993

**Amended Date:** August 23, 2010

## CODE OF CLASSROOM CONDUCT: REMOVAL OF STUDENTS FROM CLASS

A teacher may remove a student from the teacher's class if the student violates the District's Code of Classroom Conduct, or is dangerous, unruly or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively. Specific standards and procedures for the removal of students by teachers and the placement options to be considered by administrators during removal are detailed in the Procedures section of this policy, consistent with the state and federal laws and implementing regulations and directives providing protections for students with disabilities.

The primary purpose of this policy is to establish and maintain a school environment that is conducive to teaching and learning. The policy is intended to supplement rather than replace effective classroom management and student disciplinary policies and practices that exist at each school.

Students and parents will be notified annually of this policy.

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**Cross Reference:** Patron Concerns and Complaints, 870

**Legal References:** Wisconsin State Statutes 118.164, 115.28(7)(e), 120.13, IDEA 2004 and implementing regulations 2006

**Adoption Date:** July 12, 1999

**Amended Date:** August 23, 2010

## CODE OF CLASSROOM CONDUCT

### Procedures

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and the learning process. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to each class ready and willing to learn.

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior as outlined in this code may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Removal from class under this code does not prohibit the District from pursuing or implementing disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct or behavior for which the student was removed.

For purposes of this code, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, and school assemblies. “Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by the school district requires that he/she hold that license or permit.

#### A. Reasons for Removal From Class

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code. It is also reasonable to assume that behavioral expectations of students may vary based on the student’s age and developmental level. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her judgment in deciding whether it is appropriate to remove a student from class or utilize an in-class intervention, but consistent with state and federal laws, guidance and directives related to students with disabilities.

Reasons for removal from class may include, but are not limited to the following conduct or behavior:

1. **Disruptive, dangerous, and unruly behavior.** The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:

## 443-Rule (2) (cont.)

- a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
  - b. Inappropriate verbal conduct or behavior that may constitute sexual or other harassment.
  - c. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
  - d. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
  - e. Intimidating or inciting other students to act inappropriately or to disobey the teacher, school or class rules, including, without limitation, inciting others to walk out.
  - f. Destroying the property of the school or another student.
  - g. A repeated pattern of loud, obnoxious, or outrageous behavior that interferes with the classroom learning environment.
  - h. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
2. **Conduct which otherwise interferes with the ability of the teacher to teach effectively.** Students are required to cooperate with the teacher by listening attentively, obeying all instruction promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:
- a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior.
  - b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
  - c. Other behavior likely or intended to sabotage or undermine classroom instruction.
3. **Conduct covered by the District's policies regarding suspension and expulsion.** Decisions regarding suspension or expulsion from schools are guided by Wisconsin State Statute 120.13. Thus, a teacher's decision to remove a student from class for behavior covered by this and other applicable policies may, but does not necessarily, mean that the student will also be suspended or expelled from school.

### B. Procedures to be Followed for Removing a Student From Class

#### 1. Teacher Procedures

Except where the behavior is extreme or chronic, a teacher should generally warn a student that continued misbehavior will lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

## 443-Rule (2) (cont.)

- a. Instruct the student to go to the school office. In such case, the teacher shall verbally inform the administration of the reason for the student's removal from class. This can be accomplished via a two-way communication device or by personally going to the office at the first opportunity.
- b. Obtain coverage for the class and escort the student to the school office. The teacher shall inform the building principal or his/her designee of the reason for the student's removal from class.
- c. Seek assistance from the school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or his/her designee shall be informed of the reason for the student's removal.
- d. Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or his/her designee a short and concise written explanation of the reason(s) for the student's removal from class. This written record shall be placed in the student's behavioral file.

### 2. Office Procedures

When the student arrives at the school office, the building principal or his/her designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or his/her designee shall speak to the student as soon as practicable.

- a. As soon as practicable, but in any event within 24 hours or one business day, whichever is longer, the building principal or his/her designee shall inform the student's parents/guardians that the student was removed from class. This notice may be made by telephone.
- b. The parents/guardians of the removed student shall also be sent a written notice of the removal of the student from class.
  1. Such written notice shall be postmarked within two business days of the student's removal from class.
  2. Such written notice of removal shall contain the following:
    - (a) Identification of the class from which the student was removed;
    - (b) Identification of the basis for the removal of the student from class;
    - (c) Identification of the expected duration of the student's removal from the class.
- c. In the event a long-term removal of the student is the contemplated decision by the building principal or his/her designee, the parents/guardians of the student may request a meeting with the building principal or his/her designee and teacher who made the request for removal of the student. The purpose of the meeting is to discuss the basis for the removal of the student, the alternatives considered for placement, and the basis for any decision regarding placement.
- d. If the principal or his/her designee makes a long-term placement, the parents shall be notified in writing.

**C. Placement Procedures**

1. Short-Term Removal from Class

Each building principal or his/her designee shall designate a room or other suitable place in or away from the school that will serve as the short-term removal area. Following a request for the student's removal from class, the building principal, or his/her designee in consultation with the teacher may place a student in the designated short-term removal area. The length of short-term removal time should be consistent with and not exceed school suspension parameters.

Students placed in the short-term removal area shall be supervised. During their time of placement, students will be required to complete instructional activities from or relating to the class(es) from which they were removed.

Prior to allowing the student to return to class, the building principal or his/her designee shall conference with the teacher and student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to the class(es), the building principal or his/her designee may continue the short-term placement or consider a different placement option as outlined below.

2. Long-Term Removal from Class

Long-term removal shall not ordinarily be considered or implemented except after thorough consideration of alternatives by the teacher, building principal, or his/her designee and parent/guardian whenever appropriate. The building principal or designee shall make all long-term placement decisions under this code.

Following consideration of available information, including the teacher's statement, the building principal, or his/her designee shall, at his/her discretion, take one of the following steps:

- a. Place the student in an alternative education program as defined by Wisconsin Statute 115.28 (7) (e) 1;
- b. Place the student in another appropriate place in the school;
- c. Place the student in another class in the same content area and/or at the same grade level;
- d. Return the student to the class from which the student was removed if the teacher and principal or his/her designee determines that readmission to the class is the best.

Long-term placement in any of the above is an administrative decision. The administrator shall provide the parents with written notification of the placement decision. Parent consent is not required and any complaints should be addressed through the District's Patron Concerns and Complaints Process.

## 443-Rule (2) (cont.)

### **D. Removal and Placement Procedures for Students with Special Needs**

A student with special needs may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by State law, the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations, and consistent with the Department of Public Instruction's directives on the appropriate use of seclusion and restraint.

### **E. Code Dissemination**

Students, parents/guardians, and teachers shall be informed of this Code of Classroom Conduct annually.

**Adoption Date: July 12, 1999**

**Amended Date: August 23, 2010**