**WALWORTH POLICY: 443**

**CODE OF CLASSROOM CONDUCT**

**STATEMENT OF PRINCIPLE**

Walworth Joint School District #1 recognizes and accepts its responsibility to create, foster and maintain an orderly and safe classroom environment, conducive to the teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administration and teachers, will use their training, experience, and authority to create a school and classes where effective learning is possible. Students are expected to come to school and to every class ready and willing to learn. Parents will be aware of their children’s activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address current and/or future problems.

The District has a legal and ethical duty to make its school as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District’s policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a whole, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, is equally destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (“short term removal” or “temporary removal”). Removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District’s strong commitment to an appropriate educational environment, and of allowing a “cooling off” period for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student’s conduct, or the best interests of the student and the other members of the class, may warrant long-term removal from the class. Long-term removal may, but need not always be before disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher’s class if the pupil violates the terms of the Code of Classroom Conduct. In addition, long-term removal of a student will be possible if the District Administrator and/or Principal upholds a teacher’s recommendation that a student be removed from the class for a longer period of time. Removal from class under this code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to, classroom/hallway timeouts, detentions, suspension or expulsion, for the conduct for which the student was removed.

**GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS**

A student may be removed from class for conduct or behavior which (a) violates the District’s policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Parent/Student Handbook; (c) is disruptive, dangerous or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

Removal from the class is a serious action 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 their terms 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 under this code. 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 or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In the majority of circumstances and in practical terms, a teacher’s decision to remove a student temporarily from class will stand and the student will return to the next class or class period at the approximately scheduled time, if appropriate. However, in rare circumstances the District Administrator and/or Principal may return the student to his or her regular schedule.

A. Behavior that violates the District’s policies on suspension and expulsion.

The District’s policies regarding suspension and expulsion are set forth in Board Policy 447.3. It should be noted that decisions regarding suspension are made by the District Administrator and/or Principal, and recommendations for expulsion are made by the District Administrator and/or Principal. Thus, a teacher’s decision to remove a student from class for behavior that violates the District’s policies regarding suspension and expulsion may, but does not necessarily mean that the student will be suspended or expelled.

B. Behavior that violates the behavioral rules and expectations in the Parent/Student

Handbook.

The Parent/Student Handbook contains behavioral expectations for the District. Copies of this handbook are made available to all families annually. These rules and expectations are explained and discussed with students at the beginning of each school year.

C. Behavior which is disruptive, dangerous or unruly.

Notwithstanding any inconsistent or contrary provisions in the District’s policies regarding suspension and expulsion, or in the Parent/Student Handbook, for the purposes of this code the following behavior, by way of example and without

limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

1. inappropriate physical contact intended or likely to hurt, distract or annoy

others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing;

2. inappropriate verbal conduct intended or likely to upset, distract or annoy

others, such as name calling, teasing or baiting;

3. behavior that may constitute sexual or other harassment;

4. repeated or extreme inappropriate verbal conduct likely to disrupt the

education environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time;

5. throwing any object, particularly one likely to cause harm or damage, such

as books, pencils, scissors, etc.;

6. inciting other students to act inappropriately, to disobey the teacher, or

violate school or class rules, including without limitation inciting others to walk out;

7. destroying the property of the school or another student; and/or

8. loud, offensive or outrageous behavior.

D. Behavior which interferes with the ability of the teacher to teach effectively.

Students are required to cooperate with the teacher by listening attentively, complying with all instructions 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, a student may be removed for behavior which constitutes:

1. open defiance of the teacher, manifest in words, gestures, or other behavior.

2. open disrespect of the teacher, manifest in words, gesture, or other overt

behavior.

3. other behavior likely or intended to sabotage or undermine the instruction.

E. Behavior which is inconsistent with class decorum and the ability of others to learn.

In addition, there may be grounds for removal for behavior which, though not necessarily violation of the provisions of (a) through (d) above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

**OTHER NONDISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS**

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need

not be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other student, or in rare circumstances, between the student and the teacher.

**PERSONS AUTHORIZED TO REMOVE A STUDENT FROM CLASS**

Any student may be temporarily removed from class under this code by a teacher. For the purpose of this code, “student” means any student enrolled in the District or student visitor to the District.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the District Administrator and/or Principal.

For the purpose of this code, a “class” is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A “teacher” is any certified instructor, counselor, nurse, administrator, or principal in the employment of the District.

A “teacher of the class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in, or oversee the class. This definition includes, without limitations, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his or her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

**PROCEDURES TO BE FOLLOWED IN REMOVING A STUDENT FROM CLASS**

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

A. Contact the main office to seek assistance. The teacher or main office assistant will

accompany the student to the main office.

B. Obtain coverage for the class and escort the student to the main office.

When the student arrives at the main office, the District Administrator and/or Principal will give the student an opportunity to explain the situation. If the District Administrator and/or Principal are not available immediately upon the student’s arrival, the student should be seated and remain in the main office.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the District Administrator and/or Principal a detailed yet concise written explanation of the basis for the removal. Such information will be submitted utilizing the District’s data warehouse.

As soon as practical, but in any event within twenty-four (24) hours of the removal, the District Administrator, Principal, or teacher will inform the student’s parent(s) or guardian(s) that the student was removed from class. Such notice may be by telephone or e-mail. The parent(s) or guardian(s) of the student shall be sent the teacher’s written explanation of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal.

**SHORT-TERM REMOVAL**

Removal is a serious matter and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the main office for at least the duration of the class or activity from which she or he was removed. However, depending on the severity of the offense, a student may be removed from multiple class periods, placed in in-school suspension, or out-of- school suspension, Prior to returning the student to class, the District Administrator or Principal shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In addition, the student will complete a self-reflection regarding his or her readiness to return to class. Also, the District Administrator or Principal will communicate with the classroom teacher to determine his or her readiness for the return of the removed student. In the event it is not deemed appropriate to return the student to regular classes, the District Administrative or Principal will retain the student in the main office, or where necessary, appropriate and practicable, will take steps to have the student sent home. The student, teacher, and District Administrator or Principal will meet and discuss the issue before the student returns to the class from which he or she was removed. In instances of repeated behavior resulting in multiple removals from class, a behavioral plan will be written and implemented.

**LONG- TERM REMOVAL**

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long term removal should not ordinarily be considered or implemented except after a thorough consideration of alternatives between the teacher(s) and the District Administrator and/or Principal. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident.

Where a teacher believes that the best interest of the student and/or the class requires long-term removal, the teacher should so notify the District Administrator and/or Principal in writing. Such

statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Following consideration of the teacher’s statement and any other information, the Principal shall, in his or her discretion, take on the following steps:

A. Place the student in an alternative education program as defined by law.

B. Place the student in another class in the school, or in another appropriate place in

the school.

C. Place the student in another instructional setting.

D. Return the student to, or retain the student in the class from which he or she was

removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he or she was removed. Such program need not be in the precise academic subject of the student’s former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the District Administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within five (5) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the District Administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

**DISCRETION OR FLEXIBILITY FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOL**

It is expected that the District Administrator, Principal, and teachers will meet prior to the implementation of this code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this code, and the procedures regarding removal, is intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, teachers may have somewhat different views and practices regarding removal of student from their classes, either long term or short term.

Similarly, there are many clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and middle school students, the standards for removal may well differ from one grade or class to the next.

**REMOVAL OF STUDENTS IDENTIFIED AS DISABLED UNDER IDEA-(Individuals with Disabilities Education Act) or Section 504 of the Rehabilitation Act**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision determined by the student’s IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, students covered by the IDEA may have a behavior plan, which will address:

A. Whether and to what extent the student should be expected to conform to the

behavioral requirements applicable to non-disabled students.

B. Alternative consequences or procedures for addressing behavioral issues.

All IEP teams must address these issues, and the code, on an annual basis, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, student identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) consecutive days may be made for a student with disabilities outside of the IEP process.

**PARENT AND STUDENT COMMUNICATION**

Each year, this code will be available to parents and guardians on the District website. In addition, this code shall be provided to students in the Student Handbook.

Walworth Jt. School District #1 shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, gender identification, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REFERENCES:** Wisconsin State Statute, 120.13, 115.28 (7)(e) 1

**CROSS REFERENCE:** 447.3 Student Suspension/Expulsion

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