

For the purpose of this Code, a “class” is any class offered as part of the normal schedule of instruction or any extension of such class (i.e. field trip). This excludes co-curricular activities and other school activities that are not typically defined as classes.

A “teacher” is any certified instructor, intern, student teacher, counselor, nurse, administrator, or designee in the employ of the District. A “teacher of a class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class.

This Classroom Code of Conduct applies to all students in grades K-12.

### 1. Student Removal from Class

A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, or unruly behavior, behavior that violates expectations set forth in Board of Education Policies and Student Handbooks, behavior that interferes with the ability of the teacher to teach effectively or interferes with the ability of others to learn, and behavior which is inconsistent with class decorum.

When a student is removed from class, s/he will be sent or escorted to the building administrator or designee. The teacher removing the student will notify the building administrator or designee and inform him/her of the reason(s) for the student’s removal. A written explanation of the reason(s) shall be given to the administrator or designee within 24 hours of the student’s removal from class.

### 2. Placement Procedures

This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short term or temporary removal, and long-term removal. The building administrator or designee shall decide whether a student who has been removed from a class for violating the Classroom Code of Conduct is to be placed in either a long term or short term placement. When making placement decisions, the building administrator or designee shall consider the following factors: the interests of the other students in the class and the teacher, the reason(s) the student was removed from class, the type of placement options available to students in the district, the estimated length and time of placement, the student’s individual needs, whether the student has been removed from a class previously and the relationship of the placement to any disciplinary action. The administrator or designee may consult with other appropriate school personnel, as s/he deems necessary when making or evaluating placement decisions. A student’s parents/guardians may also be consulted regarding student placement decisions when determined by the administrator or designee to be in the best interest of the student involved or when required by law.

All placement decisions shall be made consistent with established Board of Education Policies and in accordance with state/federal laws and regulations.

a) Short Term Placement Procedures

In the majority of cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which s/he was removed. The building administrator or designee shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present his/her version of the situation. The building administrator or designee shall then, after weighing the interest of the removed student, the other students in the class, and the teacher, determine if readmission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practical, shall take steps to have the student sent home.

b) Long Term Placement Procedures

A student warrants long term removal from class when his/her actions have been severe and serious and/or there have been repeated violations of the Classroom Code of Conduct.

Students who are removed long term from a class will be placed in an alternative educational setting. This setting may include, but is not limited to, the following:

1. Another instructional setting.
2. Another class or another appropriate place in the school.
3. An alternative education program approved by the Board of Education. State law defines an alternative education program as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs, or offered in place of regularly scheduled curricula programs.

In any long-term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which s/he 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/guardians of the student, and/or the student, may have the right to meet with the building administrator or designee. When possible, such a meeting shall take place within three (3) school days of the request. At the meeting, the building administrator or designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered and the basis for the decision. Nothing in this Code shall prevent the building administrator or designee from implementing a removal to another class, placement or setting, prior to any meeting, over the objection of the parents/guardians or student.

### 3. Parent/Guardian Notification Procedures

- a. The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher shall keep written logs or records regarding all attempts to contact the parents/guardians of the removed student and provide these to the building administrator or designee within 24 hours of the student's removal from class.
- b. The building administrator or designee shall notify the parents/guardians of the student in writing via the building Disciplinary Referral Form, when a teacher has removed a student from class. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made.
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with the District CWD (Children With Disabilities) Handbook, and state/federal laws and regulations.
- d. If the student removed from a class is also subject to disciplinary action (ex: detention, suspension, expulsion) for the particular classroom conduct, the student's parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal requirements.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Cross Ref.: 447-Rule, Management of Aggressive Student Behavior  
447.1, Corporal Punishment /Use of Force  
447.2, Student Detention  
447.3, Student Suspension  
447.4, Student Expulsion  
447.5, Discipline of Students with Disabilities  
Special Education Handbook

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# Classroom Code Of Conduct

Waunakee Community School District

**Policy #443**  
**Rule**

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