

Removal-From-Class

Student's Name/Grade _____

Removing a student from class and sending him or her to the office should be a last-resort strategy, but it is sometimes necessary. To help ensure that issues are addressed effectively, this form is to be completed and turned in to the assistant principal's office the same day as the incident requiring removal from class.

Teacher: _____ Date: _____

Course: _____ Class average to date: _____

Reason student was sent out of class (continue on back if necessary):

Strategies attempted prior to removing the student from class. Check all that apply.

- Verbal redirection/conference with student in class
- Seat changed
- Temporary removal from class/activity
- Previous calls to parents (date of most recent: _____)
- Conference with student outside of class time
- Teacher detention: X Block After school (date of most recent: _____)
- Conference with guidance counselor regarding student's behavior
- Other (provide details): _____

Teacher steps following a removal of student from class (check all that apply):

- Immediate call to office when student was removed
- Call to parents within 24 hours of incident
- Conference with guidance counselor regarding student's behavior
- Conference with student
- Disciplinary consequence administered by teacher (provide details): _____
- Written referral to assistant principal (to be turned in the same day)
- Other (provide details): _____

Notes (provide any relevant information on the back of this sheet if necessary):