

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

**ADMINISTRATIVE PROCEDURE FOR TEACHER REMOVAL OF STUDENTS**

The teacher must complete a district-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal from that class for the period and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

1. Within 24-hours after the student's removal, the principal or another designated district administrator must notify the student's parents, in writing, that the student has been removed from that class for a period and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal (within 48 hours).
2. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.
3. The principal or designee may require the teacher who ordered the removal to attend the informal conference.
4. If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed from that class for the period, and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.
5. The principal/designee may overturn the removal of the student from that class for the period if that individual finds any one of the following:
  - a. The charges against the student are not supported by substantial evidence.
  - b. The student's removal is otherwise in violation of law, including the district's code of conduct.
  - c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.
6. The principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference.
7. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.
8. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal/designee must keep a log of all removals of students from class.
9. Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement Accordingly; no teacher may remove a student with a disability from his or her class until he or she has verified the appropriateness of the action with the Principal or designee.