

Classroom Management

Removal of Students from Your Classroom

The decision to tell a student to “leave the room” must be the result of a serious disciplinary issue to be implemented only as a last resort.

Please consider carefully the issue of liability when leaving a student who may be angry or upset, out in the hall, in an adjacent classroom or in the resource room, unsupervised. We are legally responsible for the direct supervision of all students assigned to our classes.

Please do not assume unnecessary liability, or put yourself in the position of having to explain why a student was hurt, got into a fight, left school, got into a car accident or got arrested because he/she was told to leave your classroom.

If you need to ask a student to leave your classroom because the disciplinary issue is serious enough that you feel it is in the best interest of “the student,” the class or another individual student, be sure to follow these steps:

1. You must walk the student to the nearest resource room and inform the resource room supervisor/teacher to make sure that the student is under his/her supervision.
2. Call the student’s parent(s)/guardian and inform him/her about the student’s behavior and the reason(s) why it became necessary to remove the student from class. Speak directly to the parent/guardian. Document date and time of conversation with parent/guardian. Documentation will always come in handy in case this issue becomes a problem in the future.
3. Write a discipline referral with specific details and quotes. Do not write an editorial, suggest/indicate consequences, or paraphrase. Write just the facts.
4. Give the referral to your division head who will review and forward to the dean of students.

If you have any questions, please contact your division head or one of the deans.