



## Student Removal Protocol

### Students under 18

If a student needs to be removed due to behavior or for his or her safety the following steps should be followed:

If principal is not in the building give them a call to make them aware of the situation by phone.

1. If the teacher is told by the principal to remove the student, you will need to locate the students file and call home. The teacher will also need to let the Office Manager know about the situation so that if the parent calls information can be given.
2. Parent(s) need to be called and made aware of the situation. If no one is there the teacher must leave a message for the parent to call the teacher that is calling.
3. If the teacher does not receive an answer from the parent the teacher will need to call someone on the students emergency contact list.
4. This should all be done while the student is still in their seat as long as they are not causing a disruption.
5. Once the parent is reached, make sure that they are clear on the situation and that the student will not be allowed back in school until a conference is scheduled with the principal. Let the parent know that either the principal or office manager will call them to let them know the time for their conference.
6. Write-up the event on a Discipline Report.

### Students over 18

If a student is continually disrupting the learning environment the following steps need to be followed:

If principal is not in the building give them a call to make them aware of the situation by phone.

1. Student will be asked to leave the building.
2. Student will need to be told that they will not be allowed back in the building until they have a conference with the principal
3. Write-up the event on a Discipline Report.

### Things to remember:

- **These steps should only be taken after all other options have been used.**
- **This should not be the first phone call home.**
- **The goal is always to engage a student in school instead of removing them from school**

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**Road to Success Academy**  
3377 Cleveland Ave.  
Columbus, OH 43224



## **BEHAVIOR CONTRACT**

I **Timothy Brown** understand that my behavior has been disruptive and/or unacceptable in school. Since my actions affect the learning of those around me, I will be required to accept responsibility and improve my actions. If I fail to comply with this behavior contract, I understand that a meeting will be held to discuss other school options.

### **Behaviors to correct:**

- Excessive Talking
- Inappropriate comments/language
- Insubordination (talking back to teacher)
- Failure to follow directions (after to 2 prompts)
- Disruption of other students/horseplay

### **Correct Behaviors expected:**

- Complete at least 10 lessons a day
- Work with Mrs. Polk for at least an 1 hour (can be split up)
- Respect authority when give a direction
- Keep talking to a minimum in the lab or Resource Room

### **Consequences**

- Warning by staff (*giving student opportunity to self-correct*)
- Student may be asked to work in another classroom (*remove him from distractive behavior*)
- Call Grandmother (*keeping home in the loop*)
- School Referral for disciplinary actions/Conference

**Calm Down areas** (this should be used by the students if he feels himself about to be worked up about an issue. These options are not to be used to get out of working or to play around with other students.)

- Mrs. Polk's room
- Ms. Jones room
- Walk to the back by restrooms

I **Timothy Brown** understand these expectations and consequences.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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We are committed to keeping students engaged in learning and removal from the learning environment is the last resort. High standards, consistent expectations, and strong classroom management are proactive measures in maintaining a safe and respectful learning environment.

### **Code of Conduct**

*MJBA* is committed to educating students. We will not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself.

**\*Please see attached Code of Conduct**

### **Violations of the code of conduct will be handled using the following disciplinary policy:**

Level 1: Warning: Student is formally warned that such behavior is prohibited by the school's Code of Conduct

Level 2: Informal Talk: School official will talk to the student regarding the student's behavior.

Level 3: One Day Suspension/Student Conference: Student will not be allowed to return to school for one full school day. Before a student can return to school, a formal conference must be held between the student, one or more school officials and the student's parents or guardians.

Level 4: Three Day Suspension/Student Conference: Student will not be allowed to return to school for three full school days. Before a student can return to school, a formal conference must be held between the student, one or more school officials and the student's parents or guardians.

Level 5: Five Day Suspension/Student Conference: Student will not be allowed to return to school for five full school days. Before a student can return to school, a formal conference must be held between the student, one or more school officials and the student's parents or guardians.

Level 6: Ten Day Suspension/Student Conference: Student will not be allowed to return to school for ten full school days. Before a student can return to school, a formal conference must be held between the student, one or more school officials and the student's parents or guardians.

Level 7: Expulsion: Student will be permanently dismissed from the school program.