

San Felipe Del Rio CISD  
233901  
STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(EXHIBIT)

See the following pages for sample notices regarding student removal from a classroom or school bus:

Exhibit A: Notice of Removal by a Teacher—1 page

Exhibit B: Notice of Removal by a Bus Driver—1 page

EXHIBIT A

NOTICE OF REMOVAL BY A TEACHER

***[When a student is placed in in-school suspension, out-of-school suspension, or a disciplinary alternative education program (DAEP), the campus behavior coordinator (Principal or Assistant Principal) is required by law to promptly contact the parent or guardian by telephone or in person and make a good faith effort to provide written notice of the disciplinary action to the student, on the day that the action is taken, for delivery to the student's parent or guardian. See FO(LEGAL).]***

\_\_\_\_\_ (date)

Dear parent or guardian:

\_\_\_\_\_ (student's name) has been removed from \_\_\_\_\_  
(teacher's name) class effective today \_\_\_\_\_ (date) for

***[Choose one or both of the following.]***

- repeated interference (and/or)
- behavior that is so unruly, disruptive, or abusive that it seriously interferes

with the teacher's ability to communicate effectively with the students in the class and with the ability of his or her classmates to learn, in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

I have scheduled a conference between the teacher, your child, you, and me for \_\_\_\_\_ (time) on \_\_\_\_\_ (date). Following the conference, I will make the decision whether to place your child in another classroom, in in-school suspension, or in a disciplinary alternative education program (DAEP). In addition, your child may be excluded from school-sponsored and school-related activities.

I will advise you and your child of my decision by letter after the conference.

Please respond regarding your availability to attend the conference at that time. If you have any questions, please call my office at \_\_\_\_\_ (telephone number).

Sincerely,

\_\_\_\_\_  
Principal or Assistant Principal

EXHIBIT B

NOTICE OF REMOVAL BY A BUS DRIVER

\_\_\_\_\_ (date)

Dear parent or guardian:

On \_\_\_\_\_ (date of incident), \_\_\_\_\_ (student's name) was removed from the school bus by the driver for interfering with the bus driver's ability to maintain effective discipline on the school bus in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

The District's primary responsibility in transporting students in District vehicles is to do so as safely as possible. The operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. When appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges.

---

In accordance with the District's Student Code of Conduct, your child has been suspended from District transportation for \_\_\_\_\_ (time frame). During the period of suspension, you will be responsible for getting your child to and from school and school-related activities each day.

If you have questions or would like to discuss this notification, please come by the school office during \_\_\_\_\_ (days/hours available) or call my office at \_\_\_\_\_ (phone number).

Sincerely,

\_\_\_\_\_  
Principal or Assistant Principal