

UFT STUDENT REMOVAL TEMPLATE

At the request of our borough, district, and special representatives, chapter leaders, teachers and parents, we are providing questions that we hope will guide you in creating a useful, focused Student Removal plan. The UFT Safety and Health Department developed this template taking into consideration both best practices from within our boroughs and the Chancellor's Regulation cited below.

Pursuant to *Chancellor's Regulations A-443*, removed students shall be directed to an appropriate site for continued educational services for the period of removal in accordance with established *school* policies and procedures. Students may not be penalized academically during the removal period. Students must be permitted to take any Citywide or State examinations that are administered during the period of their removals for which no make-up examination is permitted by the testing authority, as well as to make up school examinations, such as midterms or finals, which may affect their academic records. During the period of their removal, students must be provided with alternative instruction, which includes, but is not limited to, class work and homework assignments. The instruction must provide the student with an opportunity to continue to earn academic credit and must be appropriate to the individual needs of the student. Alternative instruction for a student who is removed from class should be provided in the SAVE room.

After meeting with your school's safety committee (e.g., Principal, Assistant Principal, Head Dean, Attendance Coordinator, Guidance Counselor, IEP Teacher, Chapter Leader, PA/PTA Representative, In-House School Safety Agent Level 3/Designee, Parent Coordinator, Representative of the Student Body, and Any other person or persons deemed essential by the committee), please address the questions below regarding the process for removal of a student from a classroom when the student is interfering *significantly* with the educational process. It is recommended that you use the attached signature page to verify that a meeting was held with all constituents. The UFT Safety and Health Department can be contacted at 212-598-9287, should you need further assistance.

Thank you in advance for your attention to this matter.

1a. Is/are there an IEP(s) for the removed student(s)?

_____ yes _____ no

1b. How will mandated related services be provided to the student (s) when in the alternate learning environment?

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2a. Where are students sent when they are (1) removed by a teacher by the principal?

2b. How is information regarding this incident (as it pertains to student removals) be communicated to the teacher who will be receiving the student(s)? and to the parents of the student?

3. Name of **licensed pedagogue(s)** supervising the continued instruction of the removed students:

4. Name of **licensed coverage pedagogue(s)** supervising the continued instruction of the removed students during the regularly assigned teacher's lunch/prep period:

5a. How will students' assignments be delivered to the alternate learning environment? (Please check one)

- School Aide Dean Other
 Subject Area Teacher Guidance Counselor

5b. How will students' assignments be returned to their subject teachers?

- School Aide Dean Other
 Placed in Subject Teacher's mailbox Guidance Counselor

