

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SAFE RELOCATION OF STUDENTS

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties (including, but not limited to teachers, administrators, school support staff, bus drivers, cafeteria workers, and school resource officers) may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others. Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. In these situations, reasonable force may be used to physically relocate or intervene if a student is unwilling to cooperate (See INS-A064, Restraint of Students Using Reasonable Force.)

If an employee is unable to resolve the matter with the use of reasonable force, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the building principal detailing the situation that required the relocation of the student. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal or the principal's designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.

This policy shall be in effect on school property, including a CMCSS school bus, as well as at official school functions, including, but not limited to sporting events and approved field trips, taking place away from the local school property.

The policy shall comply with state and federal laws regarding the placement of students. Each building principal shall fully support the authority of every employee directly responsible for a student's education or who otherwise interact within the scope of their assigned duties to relocate a student under this policy and shall implement the policy and procedures of the System.

The Director of Schools shall create procedures to implement this policy consistent with State law.

References:

T.C.A. § 49-6-4008

T. C. A. § 39-11-603, 609-614, 621-622

Implementing Procedures:

[INS-P025](#)

[INS-P024](#)

Safe Relocation of Students

Use of Reasonable Force in Restraint of Students

Associated Documents:

[INS-A064](#)

Restraint of Students Using Reasonable Force

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/3/2012	IR	
7/1/13	A	Removed Associated Document INS-F100 Removed the term 'in a conflict' regarding use of reasonable force Added including, but not limited to sporting events and approved field trips, pertaining to official school functions Updated logo
9/17/18	B	Updated T.C.A. references and hyperlinks to associated documents.

***** End of Policy *****