



Safe Relocation of Students (INS-P025)

Clarksville-Montgomery County School System

1.0 -SCOPE:

- 1.1 This procedure outlines the steps to be taken when a student's behavior requires them to be relocated to another location because their behavior may jeopardize their safety or the safety of others.

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

2.0 RESPONSIBILITY:

- 2.1 Principal

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Reasonable Force: The minimum physical force required, lasting for the shortest practicable time possible, to correct or restrain a student and reduce the risk of bodily harm or death to the student or to another person.
- 4.3 Concerned Employees: 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).

5.0 PROCEDURE:

- 5.1 Student exhibits behavior that:
 - 5.1.1 May jeopardize their safety or the safety of others, or
 - 5.1.2 Results in physical altercation between themselves and one or more students or between themselves and one or more LEA employees.
- 5.2 Employee attempts to relocate student.
 - 5.2.1 Student is successfully relocated without the use of reasonable force.
 - 5.2.2 Reasonable force is successfully used to physically relocate or intervene if a student is unwilling to cooperate.
 - 5.2.3 Reasonable force is attempted but does not resolve the matter.
 - 5.2.3.1 The student will be allowed to remain in place until local law enforcement or school resource officers can be summoned to relocate the student or take the student into custody.
 - 5.2.3.2 Student is relocated or taken into custody until a parent or guardian can retrieve the student.
 - 5.2.4 Employee fills out school disciplinary form and provides copy to the principal.



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5.2.4.1 Report includes brief description of the details of student relocation including whether reasonable force was necessary, final resolution (use of reasonable force, taken into custody by law enforcement/school resource officers, or released to parent/guardian).

5.2.4.2 The report is placed in the student's permanent record if the student's behavior violates the Board's zero tolerance policy.

5.2.4.3 If the students' behavior does not violate the Board's zero tolerance policy, the report is file in the student's discipline record.

5.3 Principal/Designee notifies employee involved in relocating the student of the actions taken to address the behavior of the student.

6.0 ASSOCIATED DOCUMENTS:

6.1 Safe Relocation of Students ([INS-A065](#))

6.2 Physical Intervention for Students Receiving Special Education Services ([INS-A051](#))

6.3 Restraint of Students Using Reasonable Force ([INS-A064](#))

6.4 Use of Reasonable Force in Restraint of Students ([INS-P024](#))

6.5 Physical Intervention Procedures ([INS-P006](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Discipline Forms	Students Permanent Record/ Discipline Record	While student enrolled in CMCSS plus three (3) years	Shred	Secured office, building

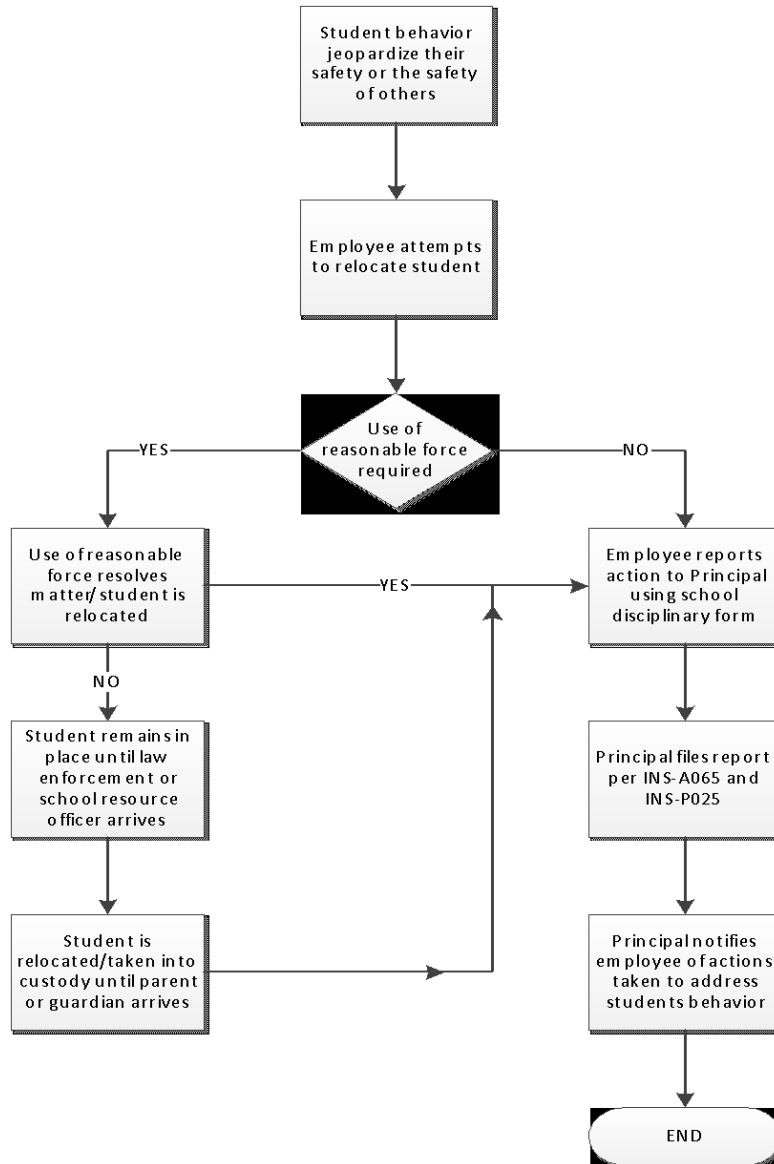
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/3/2012	IR	
7/1/13	A	Provides Greater Detail on Scope of Procedure & Flowchart INS-F100 Replaced with School Discipline Forms Updated Logo, Change Responsibility to CAO

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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End of Procedure