



REQUEST FOR STUDENT PLACEMENT CHANGE PROCEDURE (INS-P045)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process by which a teacher may request a new classroom placement for a student based on repeated incidents of disruptive behavior that have not been resolved through the processes outlined in the Student Code of Conduct.

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

2.0 RESPONSIBILITY:

- 2.1 Principals
- 2.2 Level Directors

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Teacher's Discipline Act: The state law that initiated the creation of this procedure
- 4.2 Disruptive behavior: conduct that repeatedly and substantially interferes with the teacher's ability to communicate effectively with the class or with the ability of the student's classmates to learn and is in violation of the Student Code of Conduct.
- 4.3 Documentation includes the following: notes/logs with details of actions taken by teacher or consequences provided by teacher and corresponding dates; email communications or notes summarizing topics covered in and dates of parent conferences; copies of referrals to counselors, student support teams, or building administrators; copies of teacher implemented behavior plans.
- 4.4 Instructional Days: Days the teacher actually spends in the classroom teaching students. Does not include weekend days.

5.0 PROCEDURE:

- 5.1 Pursuant to the Teacher's Discipline Act, a teacher has the authority to request a change of placement for a student in the event of repeated incidents of disruptive behavior that have not been otherwise resolved through standard processes in the Student Code of Conduct.
- 5.2 Teachers may file this request if they are able to provide documentation for the following items below:
 - 5.2.1 Actions have been taken to address the student's disruptive behavior in a teacher's own classroom through providing corrections, including those required under the student's IEP/PBP, Section 504 plan, or FBA.



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- 5.2.2 Consequences have been provided for the student's disruptive behavior in accordance with the CMCSS Code of Conduct, to include either consequences implemented by teacher that do not require building administrator support and written referrals to building administrator.
- 5.2.3 A parent conference has taken place. Building administrators will expect at least a phone call with a parent to have taken place, or multiple emails documenting that attempts at a phone call have taken place. In-person conferences are also encouraged.
- 5.2.4 A referral for school counseling or the school Support Team has been made.
- 5.2.5 A plan to improve the student's behavior has been developed and implemented, in conference with the student.
- 5.3 The requesting teacher will access [INS-F158](#) – Request for Student Placement Change and complete that form, submitting it to their building administrator. Principals shall respond to a teacher's request within 10 instructional days.
- 5.4 Upon submission of the request, the building administrator must give written or oral notice to student and/or parent of teacher's request and conference with the student to hear the student's account of events that have taken place.
- 5.5 After consulting with the student, the request will be reviewed by building administrator.
- 5.6 The building administrator may either accept or deny the teacher's request, and will provide reasoning behind his/her decision to the teacher making the request using form [INS-F158](#).
- 5.7 If building administrator's decision is to accept teacher's request, the action taken must comply with and be consistent with CMCSS Student Code of Conduct, IDEA, Section 504 and applicable federal and state civil rights laws. Options include, but are not limited to:
 - 5.7.1 Assigning the student to another appropriate classroom for a specified period of time, or for the remainder of the student's assignment to the class from which the student was removed under subsection (a);
 - 5.7.2 Assigning the student to in-school suspension for a specified period of time;
 - 5.7.3 Remanding the student to an alternative school or to an alternative education program for a specified period of time;
 - 5.7.4 Suspending the student



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- 5.7.5 Requiring the parents or guardians of a student who is removed from a teacher's classroom and assigned to another appropriate classroom under subdivision (c)(1) to participate in conferences before the student is permitted to return to the classroom from which the student was removed, or;
- 5.7.6 Denying the request and offering appropriate support for the teacher to address the student's behavior.
- 5.8 If building administrator's decision is to deny the request, the teacher will be provided with instructions to appeal the building administrator's decision on form [INS-F158](#).
- 5.9 Appeal Process:
 - 5.9.1 If the teacher is not in agreement with the building administrator's denial of the request, the teacher has the ability to appeal that decision to their respective Level Director (Elementary, Middle, or High), acting as a designee for the Director of Schools. Requests for appeal must be submitted to the appropriate Level Director within 5 instructional days.
 - 5.9.2 To complete the appeal process, the teacher will submit form [INS-F159](#) – Denial of Request for Student Placement Change Appeal, along with the originally-submitted request to the respective Level Director for consideration. The teacher will provide a reason for the appeal on [INS-F159](#), stating why he/she disagrees with the denial of the building administrator and feels the matter warrants further consideration.
 - 5.9.3 Respective Level Directors will make the final determination. Upon making the final determination, Level Directors will ensure that the full request file – [INS-F158](#) with the building administrator's determination, and [INS-F159](#) with the Level Director's determination – are sent back to the school for storage. Level Directors may either scan a copy and send the files electronically, or send them through the courier. Level Directors will also maintain an electronic copy on secured drive for purposes of required State reporting.
- 5.10 By May 31 of each year, Principals are required to report the number of requests they have received during the school year, as well as the results of each request. These requests should be reported to the Chief of Staff, who will provide those records to the Director of Schools for a report to the Board in July of each year.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 [INS-F158](#) – Request for Change of Student Placement
- 6.2 [INS-F159](#) – Appeal of Determination of Request for Student Placement Change

7.0 RECORD RETENTION TABLE:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
INS-F158 – Request for Change of Student Placement	School-level, hard copy or secured drive. Secured drive with Level Directors, where applicable	File at school level, by school year. Retain for 2 years	Shred	Locked cabinet only accessible by school administrators, or secured drive only accessible to school administrators
INS-F159 – Denial of Request for Student Placement Change Appeal	School-level, hard copy or secured drive. Secured drive with Level Directors.	File at school level, by school year. Retain for 2 years.	Shred	Locked cabinet only accessible by school administrators, or secured drive only accessible to school administrators. Secured drive only accessible to Level Directors.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/16/21		Initial Release
10/5/22	A	Added 5.10 to provide more information about the reporting process for principals at the end of the year.

***** End of Procedure *****