

## PHYSICAL RELOCATION OF STUDENTS

### I. PURPOSE

To establish guidelines for the physical relocation of students by authorized employees.

### II. SCOPE

This policy applies to Shelby County Schools students and Shelby County Schools employees directly responsible for student education and who otherwise interact with students in the course of their professional duties (e.g., teachers, administrators, cafeteria workers, school security officers, and school resource officers). It shall be in effect on all school property, school buses (see policy 6050 Student Conduct on School Buses), and at official school functions taking place away from school property, such as sporting events and field trips.

### III. DEFINITIONS

Emergency Situation – When a student’s behavior poses a threat to the physical safety of the student or others nearby.

Reasonable Force – The minimum physical force required, lasting for the shortest time practicable, to correct or restrain a student and reduce the risk of bodily harm to the student or another person.

### IV. POLICY STATEMENT

Employees who are directly responsible for a student’s education or who otherwise interact with students in the course of their assigned duties may relocate a student from the student’s present location to another location in emergency situations. Such employees may also intervene in a physical altercation between two (2) or more students, or between a student and a District employee. Reasonable force may be used

to physically relocate or intervene in such conflicts if a student is unwilling to cooperate.

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 local law enforcement or school resource officers can relocate the student, or take the student into custody until a parent or guardian can retrieve the student.

In the event that a physical relocation occurs, the employee shall file a brief report with the school principal describing the incident. The report shall be filed the day of incident, or as immediately as practicable if extenuating circumstances exist. In any event, the principal shall comply with policy 6053 (Isolation and Restraint of Students Receiving IDEA Special Education). The school principal shall notify the student's parent/guardian orally or in writing of the incident on the day it occurs.

If the student's behavior constitutes a violation of the Board's Zero Tolerance policy, the report shall become part of the student's permanent record and the student shall be subject to the appropriate disciplinary action. Otherwise, the report shall be kept in the student's discipline record and not become a part of his/her permanent record. The principal/principal's designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.

## **V. RESPONSIBILITY**

- A. School employees are responsible for exercising good judgment and restraint with respect to physically relocating students and for abiding by these procedures.
- B. The Principal shall be responsible for ensuring that relevant employees are trained in this policy; for fully supporting the authority of relevant employees under this policy; for disseminating this policy and related procedures to students, faculty, staff, and parents/guardians of students; and for implementing this policy.
- C. The department responsible for student discipline is responsible for developing and implementing training for relevant staff and for providing appropriate processes and procedures to safely physically relocate students pursuant to this policy.
- D. The Superintendent is responsible for ensuring that this policy is followed.

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Legal References:

1. TCA 49-6-4008
2. TCA 39-11-603; 609-10; 612-614; 621-622

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Cross References:

1. 6050 Student Conduct on School Buses
2. 6053 Isolation and Restraint of Students Receiving IDEA Special Education