

Administrative Directive Title: Classroom Removal at Teacher Request	AD Number: 6.313.1	Adopted: October 2022 Former Descriptor: STU48
Policy References: Board Policy 6.313 - Code of Behavior and Discipline	Revised: 11/24	

1 **Requests for Classroom Removal**

2 A teacher may submit a written request to the principal or designee, to remove a student who repeatedly
 3 or substantially interferes with the teacher's ability to communicate effectively with the class or with the
 4 ability of the student's classmates to learn, if the student's behavior is in violation of the Murfreesboro
 5 City Schools Code of Conduct. The written request must include documentation that the teacher has
 6 previously:

- 7 1. Taken action to address the student's disruptive behavior;
- 8 2. Provided consequences for the student's disruptive behavior;
- 9 3. Conducted an oral conference either by a documented telephone conversation or an in-person
 10 discussion with the student's parent or guardian regarding the student's disruptive behavior;
- 11 4. Provided an opportunity for school counseling or other support services deemed appropriate to
 12 address the student's disruptive behavior;
- 13 5. Developed and implemented a plan to improve the student's behavior in a conference with the
 14 student; and
- 15 6. Issued a disciplinary referral to the school principal or designee under TCA 49-6-3703 to address
 16 the student's disruptive behavior.

17 The principal or designee must give the student oral or written notice of the grounds for the teacher's
 18 request to remove the student from the teacher's classroom and, if the student denies engaging in the
 19 conduct, then the principal or designee must explain what caused the teacher to submit a request to the
 20 principal or designee to remove the student from the teacher's classroom and give the student an
 21 opportunity to explain the situation. If the student's account is deemed to be valid, albeit different from
 22 the teacher's account, and changes the principal's/designee's perspective of the incident, then the
 23 principal or designee must render a decision regarding the student's placement.

24 **Response to Requests**

25 In response to the request, the principal or designee must take action consistent with the Murfreesboro
 26 Schools Code of Conduct, which may include, but is not limited to, the following:

- 27 1. Assigning the student to another appropriate classroom for a specified period of time, or for the
 28 remainder of the student's assignment to the class from which the student was removed;

- 29 2. Assigning the student to in-school suspension for a specified period of time, in compliance with
30 § 49-6-3401;
- 31 3. Suspending the student pursuant to § 49-6-3401;
- 32 4. Requiring the parents or guardians of a student who is removed from a teacher's classroom and
33 assigned to another appropriate classroom to participate in conferences before the student is
34 permitted to return to the classroom from which the student was removed; or
- 35 5. Denying the teacher's request to remove a student from the teacher's classroom and offering
36 appropriate supports for the teacher to address the student's disruptive behavior.

37 Any action taken in response to a teacher's request to remove a student from the teacher's classroom must
38 comply with all applicable policies of the local board of education or the public charter school governing
39 body, as applicable, the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.), Section
40 504 of the Rehabilitation Act (29 U.S.C. § 794), the constitutions of the United States and Tennessee,
41 and all applicable federal and State civil rights laws.

42 The school principal shall render a written decision within two (2) school days of receipt of the “Request
43 for Classroom Removal Form”.

44 **Appeal Process for Requesting Teacher**

45 If a teacher's request to remove a student from the teacher's classroom is denied, the teacher may file an
46 appeal with the Director of Schools or designee to review the teacher's request to remove the student.
47 The appeal must be made in writing within five (5) school days of the denial issued by the principal or
48 designee. The Director or designee will review the teacher's request, including any supporting
49 documentation, and issue a written determination regarding the teacher's request.

50 A teacher shall not be terminated, demoted, harassed, or otherwise retaliated against for filing a request
51 for a student to be removed from the teacher's classroom, or for appealing a decision to deny the teacher's
52 request to remove a student.



Teacher Request for Classroom Removal

A teacher may submit a written request to their school principal, to remove a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the class or with the ability of the student's classmates to learn. In order to submit a request for review, please complete this form and provide to your school administrator. Once received, the principal must give the student an opportunity to explain the situation and will then render a decision within two school days.

Teacher's Name: _____ School: _____

Student's Name: _____ Age: _____ Grade: _____ IEP or 504 plan? Yes No

1. Description of Disruptive Behavior. Please describe the student's behavior(s). (Check all that apply.)

- Physical aggression (e.g., hitting, kicking, shoving)
- Verbal threats or abuse (e.g., threats of harm, abusive language)
- Destruction of property
- Continuous disruption of classroom activities
- Defiance or refusal to comply with directions
- Other (please specify): _____

Details of the behavior:

2. Previous Interventions. Please indicate the strategies/interventions attempted. (Check all that apply.)

- Verbal warning
- Student conference
- Behavior redirection
- Change of seating
- Restorative conversation
- Parent/guardian conference-- If indicated, date of contact with parent: _____
- Referral to counselor or support staff
- Referral to school administrator
- Other (please specify): _____

Outcome of interventions:

Details of plan developed and implemented by teacher to improve the student's behavior:

4. Impact on Classroom Learning Environment Please describe how the student's behavior impacted the learning environment and why removal is being requested:

Please include any other documentation that is relevant to this request.

Teacher's Signature: _____ **Date:** _____

Administrator's Review/Signature: _____ **Date:** _____



Administrator Response to Teacher Request for Classroom Removal

Teacher's Name: _____ School: _____

Student's Name: _____ Grade: _____ Date Request Received: _____

Does the student have an IEP or 504 plan? Yes No

Has the student been referred for S-team process? Yes No

Please indicate the action that you are taking in response to the teacher's request for classroom removal (check all that apply):

- Assigning the student to another appropriate classroom for a specified period of time;
- Assigning the student to another appropriate classroom for the remainder of the school year;
- Assigning the student to in-school suspension for a specified period of time, in compliance with the Murfreesboro City Schools Code of Conduct;
- Suspending the student pursuant to the Murfreesboro City Schools Code of Conduct;
- Requiring the parents or guardians of a student to participate in conferences before the student is permitted to return to the classroom from which the student was removed; or
- Denying the teacher's request to remove a student from the teacher's classroom and offering appropriate supports for the teacher to address the student's disruptive behavior.

If denying the request, please provide basis for the denial:

Please provide details of supports to be offered to the teacher to address the student's disruptive behavior:

If a teacher's request to remove a student from the teacher's classroom is denied, the teacher may appeal the decision to the Director of Schools within five (5) school days of the denial using the district-provided appeal form.

Administrator's Signature: _____ Date: _____



Teacher Request for Classroom Removal *Appeal Form*

If a teacher's request to remove a student from the teacher's classroom is denied, the teacher may file an appeal with the Director of Schools or designee to review the teacher's request to remove the student.

The appeal must be made in writing within five (5) school days of the denial issued by the principal or designee. The Director or designee will review the teacher's request, including any supporting documentation, and issue a written determination regarding the teacher's request.

Please complete the form below and e-mail the completed form and any relevant documentation to the Director of Schools.

Teacher's Name: _____ School: _____

Student's Name: _____ Grade: _____ IEP or 504 plan? Yes No

Date of initial request for classroom removal: _____ Date Denial Received: _____

Please explain why the school administration's denial was erroneous:

I understand that my appeal will be reviewed based on the documentation I submit. I understand that lack of support may lead to the denial of my appeal. I certify that all statements, documents, and information in this appeal are true and accurate.

Teacher's Signature: _____ Date: _____



Teacher Request for Classroom Removal *Appeal Response*

If a teacher's request to remove a student from the teacher's classroom is denied, the teacher may file an appeal with the Director of Schools or designee to review the teacher's request to remove the student. The appeal must be made in writing within five (5) school days of the denial issued by the principal or designee. The Director or designee will review the teacher's request, including any supporting documentation, and issue a written determination regarding the teacher's request.

A teacher shall not be terminated, demoted, harassed, or otherwise retaliated against for filing a request for a student to be removed from the teacher's classroom, or for appealing a decision to deny the teacher's request to remove a student.

Teacher's Name: _____ School: _____

Student's Name: _____ Grade: _____ IEP or 504 plan? Yes No

Date appeal form received: _____

Please indicate the decision you are making in response to the teacher's appeal:

Upholding denial

Overturning denial and making following recommendations to the school administration:

Other comments:

Reviewer Signature: _____ Date: _____