

<b>Administrative Directive Title:</b> <b>Procedures for the Safe Relocation of Students</b>	<b>AD Number:</b> <b>6.4081.1</b>	<b>Adopted:</b> May 2023 <b>Former Descriptor:</b> STU36
<b>Policy References:</b> <a href="#">Board Policy 6.4081</a> - Safe Relocation of Students	<b>Revised:</b> 11/2024	

1 This procedure outlines the requirements for the safe relocation of students whose behavior presents an  
 2 imminent risk of harm to themselves or others in accordance with T.C.A. 49-6-2802. The goal is to  
 3 protect all students and staff while adhering to legal and safety standards. **Relocation, restraint, or**  
 4 **isolation of students receiving special education services shall be in compliance with the student’s**  
 5 **IEP and the Special education Behavioral Supports Act and Tennessee Department of Education**  
 6 **rules and regulations.**

7 T.C.A. 49-6-2802 allows employees who are directly responsible for a student’s education or who  
 8 otherwise interact with students within the scope of their assigned duties to physically relocate the  
 9 student to another location when the student’s behavior poses an immediate threat to the student’s safety  
 10 or the safety of others.

11 Staff must assess the situation to determine whether the student’s behavior can be managed within the  
 12 classroom through de-escalation techniques, verbal intervention, or other behavioral strategies. If a  
 13 student continues to escalate and presents an imminent risk of harm, staff may use reasonable force to  
 14 physically relocate or intervene in a conflict if the student is unwilling to cooperate. The physical  
 15 relocation should only last as long as necessary to de-escalate the behavior and/or ensure the safety of  
 16 the student and others.

17 Parents or guardians must be notified, either verbally or in writing, of the relocation on the same day it  
 18 occurs. The notification must include the reason for the relocation and steps taken to ensure the student’s  
 19 safety.

20 The incident must be documented using the district’s Safe Relocation Incident Report form. The report  
 21 will include:

- 22 • Date, time, and location of the incident
- 23 • Description of the student’s behavior and the steps taken prior to relocation
- 24 • Duration of the relocation and interventions used to calm the student
- 25 • Names of staff involved in the relocation
- 26 • Actions taken after the incident

27 This report must be submitted to the principal and retained in the student’s behavioral records.

28 Safe relocation procedures will not be used as a form of discipline.

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Location of Incident:** \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**1. Description of Behavior.** Please describe the behavior that led to the relocation (check all that apply and provide details):

- Physical aggression toward others (e.g., hitting, kicking, shoving)
- Threats of harm to self or others
- Destruction of property
- Verbal aggression (e.g., shouting, threats)
- Continuous refusal to comply with directives that posed a risk to safety
- Other (please specify): \_\_\_\_\_

**Details of the behavior:**

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**2. Interventions Attempted Before Relocation.** Please indicate the de-escalation strategies or interventions attempted before the decision to relocate the student (check all that apply):

- Verbal redirection or warning
- Student conference or private conversation
- Change of seating or environment
- Offering a break or quiet time
- Use of de-escalation techniques
- Contacted behavior support or administrator
- Other (please specify): \_\_\_\_\_

**3. Relocation Details**

**Who initiated the relocation?:** \_\_\_\_\_

**Who assisted in the relocation (if applicable)?:** \_\_\_\_\_

**Reason for relocation:**

- Imminent risk of harm to self
- Imminent risk of harm to others
- Destruction of property
- Other (please specify): \_\_\_\_\_

**Method of relocation** (check all that apply):

- Verbal guidance (student complied)  Physical escort (student resisted)
- Use of physical hold or intervention (if applicable, specify method): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Location to which the student was relocated:**

- Counselor's office
- School administrator's office
- Designated calming area
- Other (please specify): \_\_\_\_\_

**Duration of relocation:** \_\_\_\_\_

**4. Parent/Guardian Notification**

**Was the parent/guardian notified?**  Yes  No **Date and time of notification:** \_\_\_\_\_

Method of notification:  Phone call  Email  In-person meeting  Written notice

Name of person who notified parent/guardian: \_\_\_\_\_

**5. Follow-Up Actions**

Please indicate any follow-up actions recommended or implemented:

- Student conference to review behavior
- Parent/guardian meeting scheduled
- Referral for behavioral intervention plan (BIP)
- Referral for counseling services
- Additional disciplinary action (e.g., suspension)
- Student returned to class
- Behavior monitoring in place
- Other (please specify): \_\_\_\_\_

**Follow-up details:**

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**Staff and Administrator Signatures**

**Teacher/Staff Involved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Comments or Notes**

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