

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  Teacher Discipline Act	<b>Descriptor No:</b>  STU 48	<b>Effective Date:</b>  10/22
<b>Reviewed/Revised:</b>		

**1 Student Relocation**

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3 Employees may temporarily relocate a student from the student's location to another location to protect  
4 the safety of that student and/or other students. If a student is unwilling to cooperate, the employee may  
5 use reasonable physical force to relocate the student or intervene in a physical conflict. Reasonable  
6 physical force shall only be used if non-physical interventions have been ineffective, and the student's  
7 behavior poses threat of imminent, serious harm to self and/or others and when the student's behavior is  
8 more dangerous than the danger of using reasonable physical force. If an employee is unable to resolve  
9 the matter with the use of reasonable or justifiable force as required, the student shall be allowed to  
10 remain in place until such a time as local law enforcement officers can be summoned to relocate the  
11 student or take the student into custody until such a time as a parent or guardian can retrieve the student.

12  
13 After any physical relocation, the employee shall immediately file a brief report of the incident with the  
14 building principal using Teacher Request for Student Removal Form (Attached). If the student's behavior  
15 constitutes a violation of the Board's zero-tolerance policy, then the report shall be placed in the student's  
16 permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a  
17 part of that student's permanent record. The principal or the principal/designee shall notify the teacher  
18 involved of the actions taken to address the behavior of the relocated student.

19  
20 Relocation, restraint, or isolation of students receiving special education services may only be done in  
21 accordance with the student's IEP, Board Policy 6.501, the Special education Behavioral Supports Act,  
22 and the Tennessee Department of Education rules and regulations.

**23 Student Removal**

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26 A. Teachers may submit a written request to the principal/designee to remove a student who repeatedly  
27 or substantially, in violation of Board or school policy, interferes with the teacher's ability to  
28 communicate effectively with the class or with the ability of the student's classmates to learn.

29  
30 The written request must be made using Teacher Request for Student Removal Form (Attached), and  
31 include sufficient documentation that the teacher has previously:

- 32  
33 1. Taken action to address the student's disruptive behavior;  
34 2. Provided consequences for the student's disruptive behavior;  
35 3. Conducted a conference either by a documented telephone conversation or an in-person  
36 discussion with the student's parent/guardian regarding the student's disruptive behavior;  
37 4. Provided an opportunity for school counseling or other support services deemed appropriate  
38 to address the student's disruptive behavior;  
39 5. Developed and implemented a plan to improve the student's behavior in a conference with  
40 the student; **and**  
41 6. Issued a disciplinary referral to address the student's disruptive behavior.  
42

- 43 B. The principal/designee must give the student oral or written notice of the grounds for the teacher's  
44 request to remove the student from the teacher's classroom, and if the student denies engaging in the  
45 conduct, then the principal/designee must explain what caused the teacher to submit the request and  
46 give the student an opportunity to explain the situation.  
47
- 48 C. The principal/designee shall render a decision within two (2) working days. In rendering the decision,  
49 the principal/designee shall respect the professional judgment of the teacher, consider the student's  
50 account, if valid, and shall take action consistent with the student discipline policy and code of  
51 conduct, which may include:  
52
- 53 1. Assigning the student to another appropriate classroom for a specified period of time, or for the  
54 remainder of the student's assignment to the class from which the student was removed under  
55 subsection (a);  
56
  - 57 2. Assigning the student to in-school suspension for a specified period of time, in compliance  
58 with § 49-6-3401;  
59
  - 60 3. Suspending the student;  
61
  - 62 4. Requiring the parents or guardians of a student who is removed from a teacher's classroom and  
63 assigned to another appropriate classroom under subdivision (c)(1) to participate in  
64 conferences before the student is permitted to return to the classroom from which the student  
65 was removed; or  
66
  - 67 5. Denying the teacher's request to remove a student from the teacher's classroom and offering  
68 appropriate supports for the teacher to address the student's disruptive behavior.  
69
- 70 D. If a teacher's request to remove a student from the teacher's classroom is denied, the teacher may  
71 appeal the decision to the director of schools/designee within five (5) working days of the denial using  
72 the attached Teacher Request for Student Removal Appeal Form (Attached). The director shall render  
73 a decision either upholding or reversing the denial within five (5) working days.  
74
- 75 E. A teacher shall not be terminated, demoted, harassed, or otherwise retaliated against for filing a request  
76 for a student to be removed from the teacher's classroom, or for appealing a decision to deny the  
77 teacher's request.  
78
- 79 F. If a teacher abuses or overuses the student removal process provided in this section, then the principal  
80 or the principal's designee must address the abuse or overuse with the teacher and may require the  
81 teacher to complete additional professional development to improve the teacher's classroom  
82 management skills.
- 83 1. Abuse and overuse shall include, but not be limited to, submitting requests before performing  
84 prerequisite steps, submitting inaccurate reports, submitting a request without implementing  
85 plan, requests based on issues with parent(s), and submitting reports for behavior that is not in  
86 violation of any school policy or code of conduct.  
87
- 88 G. Any action taken in response to a teacher's request to remove a student from the teacher's classroom  
89 must comply with all Board policies as applicable, the Individuals with Disabilities Education Act (20  
90 U.S.C. § 1400 et seq.), Section 504 of the Rehabilitation Act (29 U.S.C. § 794), the constitutions of the  
91 United States and Tennessee, and all applicable federal and state civil rights laws.

## Teacher Request for Student Removal

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_

Date Request Received by Principal \_\_\_\_\_

Student Behaviors (Use back if more space is needed)

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1) Action(s) taken by teacher to address student's behavior (Use back if more space is needed)

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2) Consequences provided by teacher for student's behavior (Use back if more space is needed)

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3) Date(s) of parent conferences and outcomes (list attendees) (Use back if more space is needed)

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4) Counseling/other support service opportunities provided for student (Use back if more space is needed)

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5) Details of plan developed and implemented by teacher to improve the student's behavior (Use back if more space is needed)

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6) Date disciplinary referral (ODR) was submitted to administration (attach copy) \_\_\_\_\_

**Documentation of the parent conference is required.** Any further documentation you feel is helpful may also be attached.

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

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**Principal Decision**

Date student given notice of the grounds for the teacher's request \_\_\_\_\_

**Student's Account** \_\_\_\_\_

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( ) Assigned to another appropriate classroom for (dates of assignment) \_\_\_\_\_

( ) Assigned to in-school suspension – Dates \_\_\_\_\_

( ) Assigned out-of-school suspension – Dates \_\_\_\_\_

( ) Parents/guardians required to participate in conferences before student is returned to class

– Dates \_\_\_\_\_

( ) Request is denied and appropriate supports (listed below) are offered to address the student's behavior

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\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

## Teacher Request for Student Removal Appeal Form

School \_\_\_\_\_

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Date Denial Received \_\_\_\_\_

Explain why the principal's denial was erroneous (Use back if more space is needed)

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**Teacher Request For Student Removal Form and any included documentation must be included with this form. Email completed appeal form and documentation to: @cityschools.net**

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 Signature

\_\_\_\_\_  
Date

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### Director's Decision

Date Appeal Form Received \_\_\_\_\_

( ) Uphold Denial

( ) Reverse Denial

Comments:

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