

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.4081

Safe Relocation of Students

August 24, 2022

A student should only be physically relocated to another area if **they pose a threat to themselves or others**. A teacher's decision to physically remove a student to an alternate location should be the last step in a multi-step process. The following seven steps should be followed prior to relocating a student unless the decision to relocate a student requires immediate action for student and staff safety.

- **Step One** – Attempt to redirect the student by communicating expectations and providing oral requests.
- **Step Two** – Ask or direct the students to join you in the hallway.
- **Step Three** – If the student remains uncooperative contact building administration for assistance.
- **Step Four** – Move the other students in the room to another location to isolate the disruptive student as appropriate.
- **Step Five** – Contact the SRO or local law enforcement if the student's actions justify involving an SRO or local law enforcement.
- **Step Six** – Physical force should only be used to prevent harm to the disruptive student, other students or staff.
- **Step Seven** – If the physical removal of a disruptive student can't be avoided the level of force used should be implemented at the lowest level possible.

These procedures shall be used consistent with policies regarding student discipline and comply with all state and federal laws regarding the placement of students.