



**Restraint Time Out Reduction (RTO) Plan
Required by ISBE to be submitted by July 1, 2023**

RTO Reduction Goal: Since last year, there was no physical restraint/time out/isolated time out, the plan's objective shall be to reflect quarterly on the data and set the goal of a 25 percent reduction in the use of physical restraint/time out/isolated time out for the next quarter and to continue to reflect and reduce on the data quarterly over a 12-month period for individual students experiencing five-plus instances in a 30-day period.

- New Berlin has had a total of 0 physical restraint/time out/isolated time out involving three different students.
- The RTO plan team members are as follows: Brian Bandy (General Education Teacher), Joe Viola (Director of Student Services), Kimberly Hepperly (General Education Teacher), Erin Luttrell (Special Education Teacher), Nic Morrison (Paraprofessional), Brandi Maxedon (Elementary Principal), Shelley Haas (Elementary Assistant Principal), Brandon Radford (JH Principal), Hattie Llewellyn (HS Principal), and Jill Larson (Superintendent).
- The district will continue to monitor physical restraint/time out/isolated time out quarterly in their building leadership team meeting when visiting School Improvement Plans.

Details of a plan to support a vision for cultural change

A) Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out, and isolated time out;

Action Item: New Berlin CUSD #16 District staff will utilize positive interventions and supports rather than physical restraining, time out, and isolated time out.

Steps to complete action Item: Continued use of / initial implementation:

- PBIS/Out of Blue Awards - "Salty Dough"
- Student of the Month
- Use of district social groups
- Six Pillars of Character Education
- MTSS - Problem Solving Team
- Check In Check Out
- Zones of Regulation
- Class Dojo
- Quarterly Celebrations
- Anti-Bullying Programs
- Lunch with the Principal
- SEL Curriculum
- Additional Strategies
 - Well established, structure, routines and procedures
 - High expectations and consistent response to student behavior
 - Collaborative learning
 - Morning meetings with classroom
 - Morning rituals
 - Identification of student potential triggers

Timeline: Start of FY24 school year

Responsible Party: Building Administrators and staff

B) Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out;

Action Item: New Berlin CUSD #16 District staff will utilize de-escalation techniques to avoid physical restraint, timeout, and isolated time out.

Steps to complete action Item: Training and implementation of:

- Nonviolent Crisis Intervention (CPI) will occur in the district in the month of August before the school year starts
 - Staff engages student with empathetic non judgemental approach
 - Staff will provide clear direction or instruction using structured choices and limits in a calm voice
- Annual Trauma Informed Care
 - Realize, Recognize, Respond, Resist Retraumatization (4Rs)
- Restorative Practices
- Behavior Management Practices
- Additional Strategies
 - Assess the student's basic needs
 - Identify triggers
 - Know when to switch out staff when they are emotionally charged
 - Offer safe place
 - Offer calming items and noise reduction
 - Model / Implement breathing techniques

Timeline: Start of FY24 school year

Responsible Party: Building Administrators and staff

C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out; and

Action Item: New Berlin CUSD #16 District staff will utilize crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out.

Steps to complete action Item:

- Nonviolent Crisis Intervention (CPI)
 - Staff engages student with empathetic non judgemental approach
 - Staff will provide clear direction or instruction using structured choices and limits in a calm voice
 - Use strategies to maximize safety and minimize harm for all
- Additional Strategies
 - Assess the student's basic needs
 - Identify triggers
 - Know when to switch out staff when they are emotionally charged
 - Offer or direct to go to safe place
 - Offer calming items and noise reduction
 - Model / Implement breathing techniques
 - Physically block student from exiting the classroom
 - Remove other students from the classroom to maintain safety
- Utilize the BCBA to observe student and offer recommendations

Timeline: Start of FY24 school year

Responsible Party: Building Administration and staff

D) Describe the entity's plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.

Action Item: New Berlin CUSD #16 District staff will utilize debriefing meetings to review what occurred and revise staff response to prevent crisis or improve de-escalation techniques.

Steps to complete action Item:

- Ensure that emotional and physical control is regained by student and staff
- Orient the team to the basic facts of the incident; review behavior documentation and implement the recommendations of the BCBA
- Look for patterns in student behavior and staff responses to said behavior
- Investigate alternatives to the behavior and strengthen staff responses
- Negotiate future approaches and expectations to student behavior
- Implement changes that improve future occurrences of behavior
- Give back responsibility to student while supplying support and encouragement
- Give support and encouragement to staff

Timeline: Start of FY24 school year

Responsible Party: Building Administration and staff

E) Include action step(s) that describe procedures to ensure that appropriate school personnel are fully informed of the student's history, including any history of physical or sexual abuse, and other relevant medical mental health information. Such disclosures of student information must be consistent with federal and state laws and rules governing student confidentiality and privacy rights.

Action Item: New Berlin CUSD #16 District staff will ensure that appropriate school personnel will be fully informed of relevant student information while maintaining student confidentiality.

Steps to complete action Item:

- Staff specific access to district student information system
- Problem Solving team will keep the appropriate staff informed
- Case Review Team will keep the appropriate staff informed
- Nurse will provide relevant student health information
- Special Education Case Managers will provide relevant IEP information
- Social Worker and/or School Psychologist will provide relevant social emotional information
- Building Administration will provide relevant 504 information
- General Education teachers will identify/ refer concerns with At Risk students

Timeline: Start of FY24 school year

Responsible Party: Building Administration and staff

F) Identify steps to develop individualized student plans as required by [PA 102-0339](#). Plans should be separate and apart from a student IEP or 504 Plan.

Action Item: New Berlin CUSD #16 District staff will develop individualized student plans to address needs of At Risk students.

Steps to complete action Item:

- Student and/or staff complete universal screeners
- Identify students of concern and collect additional data
- Define / Analyze the problem based on data review
- Identify triggers or antecedents
- Brainstorm solutions with the team
- Implement the plan with fidelity
- Evaluate progress with data

Timeline: Start of FY24 school year

Responsible Party: Building Administration and staff

G) Describe how the information will be made available to parents for review.

Action Item: New Berlin CUSD #16 District will inform parents of the RTO reduction plan

Steps to complete action Item:

- District website
- Online registration

Timeline: Start of FY24 school year

Responsible Party: School Superintendent

H) Describe a modification process (as necessary) to satisfy aforementioned goals.

Action Item: New Berlin CUSD #16 District will design a process to review and/or modify aforementioned goals.

Steps to complete action Item:

- District RTO Oversight Team will review plan annually to assess whether changes are warranted for submission to ISBE
- The District RTO Oversight team will review updated disaggregated district-level RTO data to determine if the reduction goal was met
- In addition to board of education approval, the district may consider revisions to any of the following:
 - School Improvement Plan
 - District Strategic Plan
 - RTO Reduction Plan
 - Professional Development Plan
 - MTSS Plan

Timeline: End of school year

Responsible Party: District RTO Oversight Team