

UNION TOWNSHIP SCHOOL CORPORATION

SECLUSION AND RESTRAINT PLAN

A copy of this plan shall be available to students and their families. At a minimum, this plan shall be copied and available on the school corporation website at: <http://www.union.k12.in.us>.

I. USE OF RESTRAINT

- A. Every effort shall be made to avoid the need for the use of restraint of a student.
- B. Physical restraint shall not be used except when used as a last resort and only when:
 - 1. The student's behavior poses imminent risk to injury to self or others; and,
 - 2. Other less restrictive interventions are ineffective.
- C. A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Physical restraint of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- E. While transporting a student on a moving vehicle, a bus harness or other safety equipment may be required and is permissible for safety purposes. The need and use of any bus harness or safety equipment used to restrain a student during transportation must be documented. Mechanical or chemical restraints are otherwise not authorized.
- F. The use of any drug, medication, or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health care professional) is prohibited.
- G. A school employee may never give a student any drug or medication that is not a standard treatment or dosage, or both, for a student's medical or psychiatric condition unless otherwise prescribed by a physician.
- H. Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- I. Immediately after the imminent risk of injury to self or others has dissipated, the students should no longer be physically restrained and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the restraint of the student.

II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- A. Physical restraint shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- C. Unless a student's destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for restraint of a student.
- D. When known medical or physical condition of the student make restraint dangerous for that, physical restraint shall not be used.
- E. Restraint shall never be used as a punishment, or to force compliance with staff commands.
- F. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.

III. USE OF SECLUSION

- A. Every effort shall be made to avoid the need for the use of seclusion of a student.
- B. Seclusion shall not be used except when used as a last resort and only when:
 - 1. the student's behavior poses imminent risk of injury to self or others; and,
 - 2. other less restrictive interventions are ineffective.
- C. A student shall never be secluded by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Seclusion of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- E. Every instance in which seclusion is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- F. Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be secluded and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the physical restraint of the student.
- G. Time out does not constitute seclusion.
- H. All seclusion environments shall be inspected and shall:
 - 1. Be of reasonable size to accommodate the student and at least one adult;
 - 2. Be of reasonable size to permit students to lie or sit down;
 - 3. Have adequate ventilation including heat and air condition as appropriate;
 - 4. Have adequate lighting;
 - 5. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
 - 6. Permit direct continuous visual and auditory monitoring of the student;
 - 7. Permit automatic release of any locking device if fire or other emergency in the school exists;

8. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm); and,
9. Shall meet current fire and safety codes.

IV. WHEN SECLUSION PROCEDURES SHALL NOT BE USED

- A. Seclusion shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in seclusion of a student.
- C. Unless a student's destruction or damage to property creates an imminent risk of injury to the student or others, the destruction or damage of property does not itself indicate an imminent risk of injury and shall not be the justification for seclusion of a student.
- D. When known medical or physical condition of the student would make seclusion dangerous for that student, the student may not be secluded.
- E. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
- F. Seclusion shall never be used unless a school employee can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.

V. TIME-OUT

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

VI. DEBRIEFING

- A. As soon as practical and after every instance in which seclusion or restraint is used on a student, the school administrator or designee shall do the following:
 1. Meet with at least one school employee who participated in the implementation, monitoring, and supervision of the seclusion or restraint to discuss whether proper seclusion or restraint procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion;
 2. Direct a staff person, who was not part of the seclusion or restraint of the student, to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion; and,
 3. Provide a copy of an incident report to the parent(s) or guardian(s) and offer the opportunity to request a meeting regarding the incident of restraint or seclusion
- B. When applicable, the procedures described in 511 IAC 7-44-5 should be followed.

VII. INCIDENT DOCUMENTATION AND REPORTING

- A. Every instance in which seclusion or restraint is used on a student shall be documented in order to memorialize the events that led up the use of either seclusion or restraint.
- B. Documentation must be made on the form prescribed by the school and shall include the following:
 - 1. the student's name;
 - 2. the date and time of the incident;
 - 3. the duration of any seclusion or restraint or the beginning and ending times of the restraint or seclusion, or both;
 - 4. a description of any relevant events leading up to the incident;
 - 5. a description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;
 - 6. A description of relevant interventions used immediately prior to the implementation of seclusion or restraint;
 - 7. A summary of the student's behavior during seclusion or restraint, including a description of the restraint technique or techniques used and any other interaction between the student and staff;
 - 8. A description of any injuries to students, staff, or others or property damage;
 - 9. A list of school employees who participated in the implementation, monitoring and supervision of the seclusion or restraint; and,
 - 10. if applicable, a statement that intervention used was consistent with the student's most current behavioral intervention plan or IEP.
- C. The building administrator or designee shall attempt to verbally report every instance in which seclusion or restraint is used on a student to the student's parent or guardian no later than the end of the school day or as soon as practical.
- D. The building administrator or designee shall also send written notification, as soon as practical, to the student's parent or guardian after every instance in which seclusion or restraint is used on a student.

VIII. TRAINING

- A. The Union Township School Corporation will provide all school employees with training on:
 - 1. Appropriate use of effective alternatives to physical seclusion and restraint;
 - 2. Conflict de-escalation procedures;
 - 3. Positive supports and behavioral intervention techniques;
 - 4. The dangers of seclusion and restraint;
 - 5. Procedures for contacting fully trained and certified staff when behavioral crises occur;
 - 6. The safe use of seclusion or restraint;
 - 7. Steps to avoid the use of seclusion or restraint; and,
 - 8. Debriefing practices and procedures.
- B. This training will be recurrent and will be provided to new school employees.
- C. A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint techniques, including the safe use of seclusion or restraint procedures may provide training to other school employees under this plan.

- D. Recurrent training will be provided to school employees on a regular basis at least biennially.

IX. ANNUAL REVIEW, PLANNING PROCESS AND OVERSIGHT

- A. The Assistant Superintendent will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Union Township School Corporation.
- B. The School Safety Committee will conduct an annual review of all individual and program-wide data associated with this policy. The committee shall review the following components related to the use of restraint:
 - 1. Incident reports;
 - 2. Procedures used during restraint, including the proper administration of specific Union Township School Corporation approved restraint techniques;
 - 3. Preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
 - 4. Documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint;
 - 5. Injuries incurred during a restraint;
 - 6. Notification procedures;
 - 7. Staff training needs;
 - 8. Specific patterns related to staff or student incidents;
 - 9. Environmental considerations, including physical space, students seating, arrangements, and noise levels.
- C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.
- D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Union Township School Corporation training curriculum.