

**Conduct of Employees Directed Toward Students:**

The use of any form of restraint or seclusion as defined in this policy toward or directed at any student, by appropriately trained District personnel towards or directed at any student of any form of restraint or seclusion as defined in this policy, is prohibited. The only exceptions would be except in circumstances where in which a student's conduct creates a reasonable belief in the perspective of a District employee/service provider, that the conduct of the student has placed the student, the employee/service provider or any other individual in imminent danger of serious bodily harm where proportional restraint or seclusion of a student is necessary, when a student's conduct creates a reasonable belief in the perspective of a District employee/service provider, that the conduct of the student has placed the student, the employee/service provider or any other individual in imminent danger of serious bodily harm.

The employee or any employee who is a witness to this event shall immediately seek out the assistance of the school's administration and if such administrator is not available a certificated or classified employee with special training in seclusion and restraint, if available. Upon the arrival of such individual, the administrator or if no administrator is available, the most senior trained individual on seclusion or restraint shall take control over the situation.

Seclusion and/or restraint of a student shall immediately be terminated when it is decided that

- the student is no longer an immediate danger to him/herself or to any other third person(s), and/or
- if it is determined that the student is exhibiting extreme distress (severe escalation of behavior or physical concerns), and/or
- at such time that appropriate administrative personnel have taken possession of the child, and/or
- upon such time that the parent/legal guardian of the child has retaken possession of the child.

Regardless of employee training status, no District personnel shall use any form of aversive technique (see definition in this policy) against any school student.

If a situation occurs where a properly trained District employee must use acts of restraint or seclusion against a school student, the following shall occur:

1. The employee shall immediately report to their building principal, in writing, the following information:
  - a. The date the event occurred
  - b. The circumstances leading to the event
  - c. The student involved
  - d. Other witnesses or participants to the event
2. The building principal shall notify the Superintendent's Office of the event, providing the Superintendent's Office with a copy of the report of events.

Formatted: Font color: Black

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

3. ~~The building principal shall ascertain if any of the school's video equipment captured the event on a recording.
  - a. ~~If such event was captured on recording, the principal shall take all best efforts to maintain a copy of the recording and provide such to the Superintendent's Office for the Superintendent's official records of the event.~~~~
4. ~~The Superintendent or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical or physical condition(s).~~
5. ~~The Superintendent or designee of the Superintendent shall notify the parent or legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.~~
6. ~~The Superintendent or designee of the Superintendent shall provide the parent/legal guardian of the student with written notice of the event of restraint or seclusion of their student. The Superintendent's Office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to state and federal regulations.~~

#### Training of School Personnel:

As part of the training and preparation of each certificated administrator, certificated teacher and in-building classified employees that work deal with students with special needs and behaviors of the District, the following trainings shall occur:

1. ~~Training to personnel as to~~Identification of ~~proper~~ situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and/or restraint, safe physical escort, de-escalation of student crisis situations and positive behavioral intervention techniques and supports.
2. ~~Training of personnel in e~~Crisis/conflict management and emergency situations which may occur in the school setting, including examples and demonstrations of proper activities, and techniques, and trainers observing employee use of proper activities and techniques in the training setting.
3. Techniques ~~to utilize~~ to limit the possibility of injury to the student, the employee and any other third party in the area.
4. Information as to the school's student seclusion areas in each respective school building to which the employee is assigned.
5. Training in CPR and basic first aid.
6. Provision of the employee with a copy of this policy.

It is a goal that all new employees that work deal with students with special needs and behaviors are trained in the area of student restraint and seclusion during their first week of employment. However, this may not be able to occur due to realities of the operation of a school district. If an employee has not yet undergone training and a situation necessitating student restraint or

seclusion occurs, and another properly trained employee of the District is present at the event, the properly trained employee shall take the lead in addressing the student crisis.

**Designated Locations:**

Each school building for which students are present must have a building designated location for student seclusion. It is the responsibility of the building’s principal, or designee of the principal, to assure that the building’s designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy.

Appropriate supervision shall include ~~at least one~~ adult in the seclusion location which has continuous visual observation of the secluded student.

**Definitions:**

For the purposes of this policy, the following definitions shall apply:

*Restraint* – the immobilization or reduction of a student’s freedom of movement for the purpose of preventing harm to ~~self~~students or others through: chemical, manual method, physical or mechanical device, material or equipment. Restraint is not to be used as a form of punishment and is not to be confused with corporal punishment. According to Policy # 626.10 Corporal punishment shall not be used as a form of punishment of any student in the District. Corporal punishment shall be defined as the use of physical contact inflicted by a school employee upon the body of a student for purposes of punishment.

*Seclusion* – involuntary confinement in a room or other space during which a student is prevented from leaving or reasonably believing that ~~the~~he/she can leave or be prevented from leaving through: manually, mechanically or electronically locked doors that when closed cannot be opened from the inside; blocking or other physical interference by staff; or coercive measures, such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of keeping the student from leaving the area of seclusion.

*Aversive Technique* – physical, emotional or mental distress as a method of redirecting or controlling behavior. Again, District personnel shall not use any form of aversive technique against any school student.

**Annual Review:**

On an annual basis, the Superintendent or designee shall review this policy and make a determination as to whether or not any modifications or amendments to this policy are necessary and/or should be proposed to the District’s Board.

In conducting this annual review, such individual shall also review the reports of all events of seclusion and/or restraint that occurred with the District's students in the past school year. This review will include an analysis as to whether or not the District's personnel are following the terms of this policy, whether additional training activities are necessary, or if there is any weakness in the implementation of this policy that can be strengthened.



**LEGAL REFERENCE:**

**ADOPTED: September 19, 2011**

**AMENDED/REVISED:**