



**CRETE-MONEE SCHOOL DISTRICT 201-U
PROCEDURES FOR PHYSICAL RESTRAINT AND
TIME OUT DOCUMENTATION AND NOTICE TO PARENTS
AND THE ILLINOIS STATE BOARD OF EDUCATION**

- I. Parent Notification that District Policy 7:190 allows for the use of Physical Restraint, Time out and Isolated Time out: Distribute notice of this policy to parents annually either in the Handbook or through the enrollment/registration process.
- II. Completion of ISBE Form 11-01 (8/23)
 - A. Administrator, Social Worker or Security Personnel involved in Physical Restraint or Time-Out will complete all relevant portions of the Form 11-01 when student has a physical restraint, time out or isolated time out incident.
 - B. Administration Reviewer must complete Physical Restraint and Time Out (PRTO) Review Form. **See attached Physical Restraint and Time-Out Review Form.**
 - C. ISBE Form 11-01 must be kept in the student's temporary record.
 - D. Administration Reviewer sends ISBE Form 11-01 to Janice Van Kuiken, Director of Special Education, the school official designated to maintain physical restraint, time out and isolated time out documentation so that it can be reviewed annually. (Send to Kim Mueller, Special Education Department administrative assistant)
- III. Required Notification to Parent
 - A. Administrator, Social Worker or Security Personnel involved in Physical Restraint or Time-Out should attempt to notify parent on the same day of the restraint, time out or isolated time out.
 - B. Within **one** business day after **any** physical restraint, time out or isolated time out, the principal or other designated administrator must notify the student's parent in writing a description of the event. **Provide the parent with the cover letter, the completed ISBE Form 11-01 and the ISBE Parent RTO Bill of Rights.**
 - C. Within **two** school days, the principal or other designated administrator must notify the parent of the right to schedule a meeting to discuss the RTO event (see description of meeting below).



- D. If the parent requests a meeting, it must be held within **two** school days **after** the parent requests the meeting, unless the parent requests an extension of time (also, the parent may request that the meeting be held by phone or by video conference rather than in person) (This is not an IEP meeting or 504 meeting and is for both general education and special education students).
- 1) Persons who must attend the meeting:
 - a) Student, if appropriate
 - b) Parent
 - c) At least one staff member involved in the incident
 - d) One appropriate staff member not involved in the incident (i.e., a social worker, psychologist, nurse or behavior specialist)
 - 2) The meeting must include an opportunity to discuss the following:
 - a) Events that occurred prior to the time out or restraint and actions taken by student and staff leading up to the time out or restraint
 - b) The time out, isolated time out or restraint
 - c) The events or actions taken after the time out or restraint, including whether the student returned to regular school activities, or if not, how the student spent the remainder of the school day
 - d) What school staff could have done differently to avoid the time out or restraint, if anything
 - e) Actions the school can take, if any, to support the student and to avoid future time out or restraint for the student
 - 3) Required documentation of the meeting:
 - a) Document a summary of the meeting
 - b) Document any conclusions or agreements reached during the meeting
 - c) Parent must be given a copy of the documentation of the meeting
 - d) This documentation becomes part of the student's record
- E. If the parent does not request a meeting within **ten** school days of being notified of the right to request the meeting OR if the parent fails to attend the scheduled meeting, this must be documented and included in the student's temporary school record.



IV. Required Notification to ISBE

No later than **two** school days after any incident of physical restraint, time out or isolated time out, Kim Mueller, Special Education Department administrative assistant, reports the incident in the ISBE SIS.

V. Required Notice to Official

- A. Administration Reviewer notifies Janice Van Kuiken, Director of Special Education, who is the designated school official, of any incident of restraint, time out or isolated time out **by no later than the end of the school day on which it occurred.** (Notify Kim Mueller, Special Education administrative assistant).
- B. Administration Reviewer provides Ms. Van Kuiken, the designated school official, a copy of the completed ISBE Form 11-01. (Send RTO form to Kim Mueller, Special Education administrative assistant).
- C. Ms. Van Kuiken, the designated school official shall maintain a file of ISBE Form 11-01 for the annual review.

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