

NORTH KINGSTOWN SCHOOL COMMITTEE
NORTH KINGSTOWN, RI

**PROCEDURES REGARDING PREVENTION AND BEHAVIORAL
INTERVENTION/PHYSICAL RESTRAINT**

PURPOSE:

The following Regulations are set forth in keeping with School Committee Policy JICD – Student Conduct, Behavior and Discipline. The procedures are set forth ensure that every student participating in North Kingstown schools is free from unreasonable and unnecessary physical restraint and that such an intervention is used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate. These procedures reflect a policy prohibiting corporal punishment. They are established to promote the use of positive, preventive behavioral supports that significantly limit the need for physical intervention, restrict the use of physical force, and ensure that physical restraint is administered in the least intrusive manner possible. These procedures delineate appropriate practice in those instances where physical restraint is absolutely necessary to protect a student or students, staff and/or other school members from imminent, serious physical harm.

OBJECTIVES:

It is expected that the procedures described herein will serve to fulfill the following specific objectives:

- (a) Promoting student safety and preventing student violence, self-injurious behavior and suicide, including de-escalation of potentially dangerous behavior that may occur with an individual student or among groups of students.
- (b) Establishing effective behavioral intervention practices and, when necessary, to ensure safety appropriate physical intervention procedures.
- (c) Keeping all school members informed regarding these procedures as well as preventive interventions, de-escalation, types of restraints and related safety considerations, administering physical restraint in accordance with behavioral intervention plans and/or known medical or psychological limitations.
- (d) Identifying staff who are authorized to serve as a school-wide resource to assist other staff in proper administration of these practices, and provide these staff with advanced training beyond the basic information provided to all staff.
- (e) Reporting behavioral intervention/physical restraint incidences to parents, the North Kingstown School Department administration, and the Rhode Island Department of Education.

REGULATION EXCEPTION/EMERGENCY SITUATION:

The North Kingstown School Department is committed to maintaining a safe school environment. While the procedures contained in this Regulation direct, and generally prohibit the use of behavioral intervention/physical restraint, they do not restrict a North Kingstown School Department teacher, employee or agent from using reasonable force to protect students, other persons or themselves from imminent, serious physical harm.

REGULATION STIPULATIONS:

A. Keeping All School Members Informed

Annual Professional Development

Each school year, North Kingstown School Department policies and procedures described in this document are to be reviewed and a copy provided to all members of the school staff and enrolled student parents.

Others wishing to review a copy of this document can access it by contacting the building principal, the Pupil Personnel Services office, The North Kingstown School Department website (www.nksd.net), the Teacher's handbook, Newsletters, and/or the Special Education manual.

Staff who are employed after the school year begins are to be provided a copy of the regulations and procedures as part of their initial orientation. Any needed follow-up will be provided by Pupil Personnel Services.

<u>Schedule or Timelines</u>	<u>Training Component</u>	<u>Training Activities Timelines</u>
Every September	District Procedures	Procedures will be reviewed with building personnel at every initial staff meeting
Every September	Positive Behavioral Supports for All Students	These activities will be more clearly defined once the needs of the staff have been determined - stay tuned for details.
Every September	Behavioral Interventions for Challenging Behavior, including Functional Behavioral Assessment De-escalation during crises Types of Physical Restraint and Related Safety Considerations Administering Physical Restraint in Accordance with Individual Student Behavioral Intervention Plans and with Known Medical or Psychological Limitations	

B. Methods for Promoting Safety and Preventing Violence

1. Social and Emotional Learning for All Students

Social and emotional learning and positive behavioral supports for students are addressed as appropriate as part of ongoing school improvement and professional development plans. Each school creates community in their buildings. Community is marked by shared safety, belonging, respect, caring, responsibility, productivity, and commitment among a group of people

At all grade levels within the North Kingstown School Department, adults and students routinely develop and use the skills of *Awareness of self and others, Communication, Cooperation, Helping, Affirmation/celebration, and Problem-solving.*

The North Kingstown School Department recommends and supports the following practices and routines of the school day to build and sustain community and social emotional learning

- * District-wide development and promotion of consistent policies regarding discipline.
- * Analysis of SALT data to make decisions about climate as part of school improvement planning.
- * Inclusion of school climate/behavioral support strategies, tactics or action plans in district or school improvement plan.
- * District-wide procedures for routinely implementing functional behavioral assessments and for building behavior support plans into IEP's for students with disabilities experiencing behavioral difficulties.
- * Outside/partner agency agreements for staff consultation or student intervention related to social, emotional and behavioral needs.
- * Informing students about non-negotiable rules based on policy and law.
- * Teaching social and emotional learning skills and habits.
- * Providing consistent adult modeling of respectful behavior.
- * Creating and sustaining peer helping structures (peer tutoring, mentoring, mediation)

2. Behavioral Intervention to Support Students Facing or Posing Behavioral Challenges

To support productive relationships and learning and to enhance connection to school for students who face or pose emotional or behavioral challenges, the following procedures are established in the North Kingstown School Department.

- * The school psychologist will coordinate the completion of the Functional Behavioral Assessment and will assist in the development of individualized Behavioral Intervention Plans.
- * The Teacher Support Teams and Section 504 teams in each school will meet to develop appropriate supports for students facing behavioral challenges. Assistance from the Student Resource Officers in the middle schools and high school and Consultant from The Groden Center are also available to these teams,

3. Behavioral Intervention: De-escalation Procedures

Despite the use of positive behavioral supports and interventions, there may be instances when the behavior of one or more students escalates beyond the student's immediate control, creating danger of violence or self-injury. Safety precautions considered, the first course of action should be the application of specific intervention strategies designed to diffuse the situation by addressing students' emotional needs and de-escalating the immediate behavior. The intent of de-escalation is to restore the student(s) capacity to control the immediate impulse/behavior and move toward safer or more constructive resolution of the immediate problem situation.

In the event of student behavior representing a crisis, the following de-escalation strategies should be employed:

- * Taking time to evaluate behavior (verbal or physical) and respond appropriately to the situation.
- * Review of expectations
- * Removal of student from situation, while keeping all students safe.
- * Redirection
- * Staff work as part of team, being honest and committed.

4. Behavioral Intervention: Physical Restraint

RESTRAINT PROCEDURES:

It is the policy of the North Kingstown School Department that physical restraint/behavioral intervention is used only in the following circumstances:

- √ Non-physical interventions were not or would not be effective- and
- √ The student's behavior poses a threat of imminent, serious physical harm to self and/or others- and, where applicable,
- √ In circumstances where a behavioral intervention plan is already developed for the student, the plan has been fully implemented as specified.

The North Kingstown School Department limits the use of such force to the amount and duration necessary and reasonable to protect a student or another member of the school community from assault or imminent, serious physical harm.

In the event that physical restraint becomes necessary:

- 1) Every attempt should be made to alert additional school personnel for observation or assistance.
- 2) Only the safest physical restraint methods are to be used.
- 3) Every effort should be made to isolate the restraint situation, to avoid prolonging or escalating the situation.

- 4) If the duration of a physical restraint is prolonged, or student becomes deliberately and dangerously assaultive, the students' parent(s) or guardian(s) must be notified to remove him/her from school as soon as possible to avoid further danger. Any contact with police should follow the Memorandum of Understanding between the North Kingstown Police Department and the North Kingstown School Department.
- 5) If the student exhibits suicidal or homicidal indicators, the school based crisis team must be contacted for further intervention in accordance with district policy.
- 6) The student should be released slowly from the restraint, in stages, to ensure that she/he has regained self-control and no longer presents an apparent danger.
- 7) Any injury occurring during a restraint must be treated immediately by the appropriate medical personnel. The School Nurse will be notified as well as the North Kingstown Police Department. Injuries will be recorded in the Physical Restraint Report.
- 8) As soon as possible following the incident, but no later than the next school day, the staff member(s) who administered the restraint will document the incident in a Physical Restraint Report and inform the building principal. The report is forwarded to the principal's office.
- 9) Follow-up steps include parent notification, review of restraint with student, staff involved and the building principal, and consideration of further action, including preventive behavioral interventions,

RESTRAINT PROHIBITIONS:

Physical restraint is prohibited in the following circumstances, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

- 1) As a means of punishment;
- 2) As in any intervention which is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule or humiliation, physical pain, or which can be expected to cause excessive emotional trauma;
- 3) As in any intervention which denies adequate sleep, food, water, shelter, bedding or access to bathroom facilities,
- 4) As in a restrictive intervention which employs a device or material or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment. **Exception** - that prone containment may be used by trained personnel as a limited emergency intervention when a documented part of a previously agreed upon written behavioral intervention plan so provides;

- 5) As in seclusion, unless under constant surveillance and observation when documented as part of a previously agreed upon written behavioral intervention plan;
- 6) As in any intervention that precludes adequate supervision of the student.
- 7) As in any intervention which deprives the student of one or more of his or her senses.

RESTRAINT SAFETY PROCEDURES:

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

- 1) Restraint is administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint/crisis intervention, the student demonstrates significant physical distress, the student is released from the restraint immediately, and school staff are directed to take steps to seek medical assistance.
- 2) Program staff must review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.
- 3) Restraint is administered in such a way that the student is never at any time prevented from breathing or speaking. During the administration of a restraint, a staff member will continuously monitor the physical status of the student, including skin color and respiration. A restraint ceases immediately upon determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.
- 4) Following the release of a student from a restraint, the following follow-up procedures are to be implemented:
 - A member of the school based crisis team will review the incident with the student, as appropriate, to address the behavior that precipitated the restraint-
 - The building principal or designee will review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed and consider whether any follow-up is appropriate for the student and for students who witnessed the incident.
 - The building principal or designee will review the incident with the student and consider whether any follow-up is appropriate for the student and for students who witness the incident.
 - Appropriate School personnel will meet with the building principal or his/her designee to determine whether the student requires a behavioral intervention plan as part of the his or her continuing education program. Or, if one already exists, whether that plan needs to be modified or adjusted. A referral for special education services should also be considered at this time.

C. Authorized Staff

Only trained personnel authorized by the North Kingstown School Department may administer physical restraint/behavioral intervention with students. Whenever possible, the administration of a physical restraint/behavioral intervention shall be witnessed by at least one adult who does not participate in the restraint. This training requirement does not preclude any teacher, employee or agent of the North Kingstown School Department from using reasonable force necessary to protect students, other persons, or themselves from imminent, serious physical harm.

There shall be posted, and remain posted, on every school faculty room bulletin board, and updated on a regular basis, the names of all staff members within the building who have received advanced training in the use of behavioral intervention/physical restraint and who are authorized to either administer restraint or to also serve as a school wide resource to assist staff in ensuring proper administration of crisis interventions and physical restraint.

Advanced Training for Authorized Staff. Training Requirements

In addition to the basic training provided all staff regarding these procedures, the following 10 hour advanced training is required for staff considered by the North Kingstown School Department to be qualified to administer physical restraint/crisis intervention procedures with students:

The Nonviolent Crisis Intervention Training Program, Units I - VIII, conducted by a Certified CPI Trainer. This program is a safe, nonharmful behavior management system designed to help staff provide for the best possible care, welfare, safety and security of disruptive, assaultive and out of control students even during their most violent moments.

For staff designated to serve as staff trainers or resource persons for colleagues and parents in the use of crisis intervention/physical restraint, participation in Units I - X of The Nonviolent Crisis Intervention program conducted by a Certified CPI Trainer(ors). Additionally, the Student Resource Officers located in the middle schools and high school have participated in Shareit, a training that provides specialized verbal and practical instruction and applied human kinesiology and authentic non-violent response and intervention techniques.

D. Reporting Instances of the Use of Physical Restraint/Behavioral Intervention

Any staff member who administers a physical restraint/behavior intervention must submit a written report to the building principal as soon as possible, but not later than the next school day, using the reporting format in Appendix A. Staff members who witnessed an incident involving a physical restraint/behavioral intervention may be asked to fill out a narrative also located in Appendix A.

The building Principal shall maintain an ongoing written record of all reported instances of physical restraint.

The building principal will notify the student's parent(s) or guardian(s) of the physical restraint/behavioral intervention incident on the day of the occurrence. Upon receipt of the written report, the building principal will review it with the parent(s) or guardian(s) via a telephone conference or personal conference and confirm the procedures followed.

A written notice confirming the conference will be sent to the parent(s) or guardian(s) using the form letter in Appendix B. Records of parent notification are maintained in the office at each school.

Each year the North Kingstown School Department submits a report regarding all incidents of the use of physical restraint/behavior intervention to the Rhode Island Department of Education.

E. Procedures for Investigating Complaints

The submitting, receiving, investigating, and resolving of complaints regarding restraint practices shall be processed through the North Kingstown School Committee Policy BH – School Committee Communication – chain of Command, as adopted by the School Committee on September 25, 2002.

F. Regulation maintenance

This regulation shall be reviewed and appropriately revised/updated to comply with State Regulation, related School Committee Policy and to assure the fulfillment of its mission prior to the first day of classes each year. Appropriate and/or necessary adjustments should be considered where necessary during the course of each school year.

Approved: 6-12-2012

Amended: 4-29-2014

North Kingstown School Department

PHYSICAL RESTRAINT/BEHAVIOR INTERVENTION NOTICE

Date

Dear Parent(s)/Guardian(s):

I am writing as a follow up to our _____ telephone conference/ _____ Personal conference today regarding your child/ward _____.

If you disagree with actions taken by school staff, you may file a complaint through the North Kingstown Schools Parent Complaint Management System. I am enclosing a copy for your reference.

Sincerely,

Building Principal



NORTH KINGSTOWN SCHOOL DEPARTMENT
Pupil Personnel Services
 100 Fairway Drive
 North Kingstown, RI 02852-6202
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 Fax: 268-6455 TDD: 268-6457

**Challenging
 Student
 Excellence**

Physical Restraint May Only Be Used in Accordance with Rhode Island State Law

Student: _____ Date of Incident: _____
 Date of Report: _____

Person Completing Report: _____
 (Name/Title/Position)

Person Implementing Restraint Procedures: _____
 (Name/Title/Position)

Observers: _____

Antecedent Events – What happened before:

- | | |
|---|---|
| <input type="checkbox"/> Loud/Disruptive Environment | <input type="checkbox"/> Could not get desired item |
| <input type="checkbox"/> Demand (asked to do something) | <input type="checkbox"/> Appeared to be in pain |
| <input type="checkbox"/> Interruption of ongoing behavior | <input type="checkbox"/> Transition of activities |
| <input type="checkbox"/> Disapproval expressed | <input type="checkbox"/> Provoked |
| <input type="checkbox"/> "Out of the blue" | <input type="checkbox"/> Other: _____ |

What behavior prompted the use of restraint:

- | | |
|--|--|
| <input type="checkbox"/> Physical Aggression | <input type="checkbox"/> Self Injurious Behavior |
| <input type="checkbox"/> Other: _____ | |

What restraint was used:

- | | |
|--|--|
| <input type="checkbox"/> Two person control position | <input type="checkbox"/> Children's control position |
| <input type="checkbox"/> Two person escort | <input type="checkbox"/> Other: _____ |

Duration of restraint: (start & end times):

Start: _____ AM/PM End: _____ AM/PM Total Minutes: _____
 Start: _____ AM/PM End: _____ AM/PM Total Minutes: _____
 Start: _____ AM/PM End: _____ AM/PM Total Minutes: _____

What was the reason for restraint:

- | | |
|--|--|
| <input type="checkbox"/> Substantial risk of serious physical assault | <input type="checkbox"/> Occurrence of serious physical assault |
| <input type="checkbox"/> Substantial risk of self destructive behavior | <input type="checkbox"/> Occurrence of serious self destructive Behavior |
| | <input type="checkbox"/> Other: _____ |

Comments: _____

What de-escalation efforts and/or alternatives were attempted:

- | | |
|---|---|
| <input type="checkbox"/> Supportive, empathetic listening | <input type="checkbox"/> Choices given |
| <input type="checkbox"/> Non-judgmental Directives | <input type="checkbox"/> Reasonable, simple, & clear expectations given |
| <input type="checkbox"/> Exploration of alternatives | <input type="checkbox"/> Given space |
| <input type="checkbox"/> Sensory Diet employed | <input type="checkbox"/> Other: _____ |

Comments: _____



NORTH KINGSTOWN SCHOOL DEPARTMENT
Pupil Personnel Services
 100 Fairway Drive
 North Kingstown, RI 02852-6202
 (401) 268-6450 www.nksd.net
 Fax: 268-6455 TDD: 268-6457

**Challenging
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Post-intervention techniques used:

- Time w/ school social worker/psychologist
- Ignored, returned to work
- Reflecting
- COPING- CPI Procedure

Describe the response of the student after the restraint:

- Sad, crying, sullen
- Happy
- Other: _____
- Angry and frustrated
- No notable affect

Was the Crisis Intervention Team (CIT) activated: Yes No

Were other students and/or teaching staff removed from the room? Yes No

Was the room secured to ensure safety for all? Yes No

Did injury occur in the process of restraint? Yes No

If yes: Student and/or staff injured: _____

Medical care provided (include care provided, to whom, by whom): _____

Did the nurse do a visual check of the student to see if the student had any injuries that may have resulted from the incident? Yes No

The parent or guardian of the student referenced in this report have been informed about this restraint incident and have reviewed this report. Yes No

Administrator informed following the restraint: _____
 (Name/Title/Position)

Further actions(s) that the school has taken or will take: _____

Send copy of completed report to:

- Superintendent
- Special Education Director
- Parent
- Building Principal