



Seclusion and Restraint

Guidelines and Procedures

SECLUSION AND RESTRAINT
GUIDELINES & PROCEDURES

UNDER

LOUISIANA REVISED STATUTES 17:416.21 AND
LOUISIANA BULLETIN 1706, REVISED 2016

INTRODUCTION

This document provides procedures/guidance for the use, reporting, documentation, and oversight of seclusion and restraint in the Jackson Parish School System in accordance with regulations and guidance by the Board of Elementary and Secondary Education, Louisiana Department of Education (LDE).

These procedures specifically address the statutory requirements of La. Rev. Stat. 17:416.21 (Louisiana Act 328 of 2011) and Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work-in-progress and in no way constitutes the totality of interventions and strategies used by the Jackson Parish School System and its personnel in addressing the educational needs of students.

For the purposes of this document, Jackson Parish School System may encompass policies adopted by Jackson Parish School System; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La. Rev. Stat. 17:416.21 and Louisiana Bulletin 1706, as revised.

Additionally, Jackson Parish School System has adopted a proactive approach and will apply Seclusion/Restraint policies and procedures to all students, not only children with exceptionalities. It is the policy of the Jackson Parish School Board that Seclusion and Restraint policies and procedures be implemented specifically as described.

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SUPERINTENDENT'S DIRECTIVES

PURSUANT TO SCHOOL BOARD POLICY

The Jackson Parish School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

A. Notification requirements for school officials and parents/legal guardians:

Parents must be notified within 24 hours if physical restraint/holding skills or seclusion is used on their child. Date, time, method and person contacting the parent must also be documented. Copies of documentation should be signed by the person completing form and school administrator. Copies of documentation must be sent within 24 hours of action to the Parent, School Superintendent, Director of Special Education (if student has an exceptionality), and Principal.

B. Training requirements relative to the use of restraint:

All school administrators and behavior facilitators are required to be trained in the district approved safety training program. Guidance counselors, teachers, related service providers, nurses, paraprofessionals, school bus drivers, bus attendants, cafeteria workers, custodians, other school system personnel will be trained on an as-needed basis.

The training program implemented by the Jackson Parish School System is the Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI).

Training will include:

1. Preventive Techniques
 - a. Understanding of Crisis Development Model
 - b. Non-verbal and Para-verbal communication
 - c. Understanding of defensive behavior
 - d. Precipitating factors
 - e. Physical Intervention – Disengagement Skills

2. Physical Restraints
 - a. Knowledge of restraints/holding skills and the risk of improper restraint
 - b. Execution of approved restraints/holding skills by participants with 100% accuracy
3. Re-establishing communication with student to reenter the classroom
4. Written exam which must be completed with 80% accuracy

Staff members certified to use restraints/holding skills must re-certify annually. Documentation of certified personnel will be maintained by the crisis interventionists.

C. Explanation of methods of district approved physical restraint/holding skills:

1. Children's Control Position which allows a staff member to maintain a balanced stance while managing the child.
2. Team Control Position is more than two staff members used to manage individuals who have become dangerous to themselves or others.
3. Holding/seated position and Holding/standing position is more than two staff members providing physical intervention necessary to support/limit/restrict a person's range of movement as determined by a behavioral risk assessment.

D. Dissemination of Guidelines:

1. Policy and Procedures for restraint and seclusion are posted on the Jackson Parish District Web Site.
2. Superintendent, Assistant Superintendents, Administrative Directors, and all school administrators are provided a hard copy of the Seclusion and Restraint Guidelines and Procedures manual which includes the guidelines and procedures for seclusion and restraint. Hard copies of the Jackson Parish School System Seclusion and Restraint Guidelines and Procedures will be provided to parents and school employees upon request.
3. Dissemination To Parents – Parents will have access to Seclusion and Restraint Guidelines and Procedures from the Jackson Parish School System website. Parents without Internet access or who would like a paper copy may request a copy from the Jackson Parish Student Service Center.

E. Notification to the Louisiana Department of Education:

A copy of Guidelines and Procedures will be e-mailed to the Louisiana Director of Federal Programs by the Jackson Parish School Systems' Director of Special Education.

Maintaining documentation of all instances of seclusion and physical restraint/holding shall be the responsibility of the Director of Special Education. The Director of Special Education or his/her designee shall be responsible for informing the LDE of all instances per LDE requirements.

SECLUSION GUIDELINES

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, "which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming." The term does not include in-school suspension or student requested breaks.

Seclusion is permitted only under the following conditions:

1. As a LAST resort if and when less restrictive measures such a positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm.
2. By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room/area.
3. If one student is placed in a seclusion room/area at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room/area.
4. The room is free of any object that poses a danger to the student placed in the room/area.
5. The room has an observation window and is of a size appropriate for a student's size, behavior, and chronological and developmental age.
6. The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion is prohibited:

1. For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Staff shall respond to such behaviors with less stringent and less restrictive techniques).
2. As a form of discipline or punishment.
3. As a threat to control, bully, or obtain behavioral compliance.
4. For the convenience of school personnel when unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

PHYSICAL RESTRAINT/HOLDING GUIDELINES

Physical restraint/holding is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. In a manner that causes NO PHYSICAL INJURY to the student.
4. Results in the least possible discomfort to the student.
5. Does not interfere in any way with a student's breathing or ability to communicate with others.
6. Does not involve the use of any form of mechanical restraint.
7. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
8. Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.
9. When school administration and Non-Violent Crisis Intervention (NCI) Team determine that physical restraint/hold is not effective, the student's parents will be notified. School administration will determine the appropriate action (e.g., contact Sheriff's Department, Emergency Medical Services).

Physical restraint/hold is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

MONITORING & DOCUMENTATION

Seclusion and physical restraint/holding require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring.
2. A student who has been placed in seclusion or has been physically restrained shall be monitored continuously and such monitoring shall be documented at least every 15 minutes and adjustments made accordingly.
3. Student is released/removed as soon as the reasons for the action have subsided.
4. Parent/guardian, Director of Special Education (if student with an exceptionality) and Principal notified in writing (Restraint/Holding/Seclusion Report Forms in Appendix) within 24 hours of EACH incident of seclusion/restraint/holding.
 - a. Reason for seclusion/restraint/holding;
 - b. Description of procedures used;
 - c. Length of time of seclusion/restraint/holding;
 - d. Names and titles of school employees involved.
5. Person/employee who used seclusion/restraint shall provide documentation of incidents of seclusion and/or restraint and/or holding shall be reviewed at least once every three (3) weeks for students whose challenging behavior continues or escalates.
6. When a student is involved in 5 incidents in a single school year*, convene the IEP Team to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.

*Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion AND holding. (e.g., 2 restraints + 3 seclusions = 5 incidents).

Seclusion data must be analyzed at least annually. These procedures should be reviewed and revised as necessary during the interim period to ensure appropriateness and effectiveness.

It is recommended that data will be used to track the number of incidents of seclusion by student, staff, and type of incidents; and other factors, such as precipitating events and other observable factors.

6. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care providers in a written statement provided to the principal of the school in which the student is enrolled); or
7. After the substantial risk of injury no longer exists.

II. Monitoring of Seclusion

A student placed in seclusion must be monitored/supervised at all times by an adult. Monitoring requires close, visual proximity to the student and release as soon as the behaviors cease that led to the seclusion. The space where the student is secluded must have adequate lighting, ventilation, heating, and cooling; and be free of objects or items that may unreasonably expose the student to danger.

Seclusion used for reasons other than imminent risk of harm and contrary to the procedures listed above shall be considered unreasonable and strictly prohibited. Seclusion SHALL NOT be used as a disciplinary consequence for minor infractions or to otherwise isolate the student from needed educational instruction.

DISSEMINATION OF POLICY, PROCEDURES, AND GUIDANCE

By the last working day of August of every school year, each school Principal shall inform school personnel and the parents/guardians/students of majority age, how to access copies of La. Rev. Stat. 17:416.21, guidance, and local policies and procedures regarding the appropriate use of physical restraint/holding and seclusion of students with exceptionalities. Regulations, guidance, policies, and procedures are published on the website of the Jackson Parish School Board.

DEFINITIONS

Crisis Prevention Institute (CPI) - The institute whose purpose is to formally validate the global standard of providing high-quality, meaningful training in the safe management of disruptive and assaultive behavior and to formally recognize professionals and other stakeholders committed to that standard.

Imminent Risk of Harm - An immediate and impending threat of a person causing substantial physical injury to self or others.

Mechanical Restraint - The application of any device or object used to limit a person's movement. The term does NOT include the following:

- A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed healthcare provider.
- Any device used by a duly licensed law enforcement officer in the execution of his official duties.

Physical Restraint - bodily force used to limit a person's movement. The term does NOT include the following:

- a. Consensual, solicited or unintentional contact
- b. Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his/her body is not restricted
- c. Minimal physical contact for the purpose of safely escorting a student from one area to another
- d. Minimal physical contact for the purpose of assisting the student in completing a task or response

Positive Behavior Interventions and Support - a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate.

Seclusion Room - a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

School Employee - a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

Written Guidelines and Procedures - the written guidelines and procedures adopted by a school's governing authority regarding appropriate responses to student behavior that may require immediate intervention.

PHYSICAL RESTRAINT/HOLD REPORT FORM
JACKSON PARISH SCHOOL SYSTEM

Student Name: _____ Date of Report: _____

School: _____ Grade: _____ Exceptionality: _____

Date of Restraint/Hold: _____ Time of Restraint/Hold: _____

Start Time: _____ End Time: _____

Teacher/Staff Initiating Restraint/Hold: _____

Procedure used during the physical restraint/hold was: _____

Injuries: Yes No Details: _____

Describe Behavior of Student and Environmental Situation Precipitating Restraint/Hold:
Attach a detailed description of behavior(s), triggers, employee response(s) and sequence of events to this form.

Location: _____ Students/Staff Present: _____

Class/Specific Activity at Time of Physical Restraint/Hold or Preceding Physical Restraint/Hold: _____

Other Possible Triggers: _____

Was Parent Notified? Yes No Time & Date of Notification: _____

Method of Notification: _____ Person Contacting Parent: _____

Has student been restrained/held and/or secluded 5 or more times this year?

Yes No

If Yes, it is MANDATORY that the IEP Team be reconvened promptly to review and revise, if necessary, the BIP and/or appropriate behavioral supports.

Other Comments or Observations: _____

**Person Initiating
Restraint/Hold**

Signature

**School
Administrator**

Signature

This form must be completed within 24 hours. Copies must be sent to Parent and Principal within that time period. Please fax a copy to Bonnie Buckelew 318-259-3993.

Rev Date: 08/03/16

SECTION REPORT FORM JACKSON PARISH SCHOOL SYSTEM

Student Name: _____ Date of Report: _____

School: _____ Grade: _____ Exceptionality: _____

Date of Seclusion: _____ Time of Seclusion: _____

Teacher/Staff Initiating Seclusion: _____

Person(s) Supervising Student During Seclusion: _____

Describe Behavior Warranting Seclusion: _____

Class/Specific Activity at Time of Incident/Preceding Seclusion: _____

Possible Triggers: _____

It is MANDATORY that student be monitored constantly.

| | | | | | |
|---|----------|---|-----------------------|---|---------------------|
| 1 | Agitated | 4 | Hostile | 7 | Self Abusive |
| 2 | Calm | 5 | Physically Aggressive | 8 | Verbally Aggressive |
| 3 | Crying | 6 | Quiet | 9 | Other: |

Document Behavior every 5 min using codes above. Start time: _____ End Time: _____

5 min 10 min 15 min 20 min 25 min 30 min 35 min 40 min 45 min 50 min 55 min 60 min

Attach a copy of behavior documentation to this form. Add a detailed description of behaviors, triggers, employee response(s) and sequence of events to this form.

Was Parent notified? Yes No. Date & Time of Notification: _____

Method of Notification: _____ Person Contacting Parent: _____

Has student been restrained/secluded 5 or more times this year? Yes No

If Yes, it is MANDATORY that the IEP Team be reconvened promptly to review and revise, if necessary, the BIP and/or appropriate behavioral supports.

Other Comments or Observations: _____

Person Initiating Seclusion _____ Signature _____
 School Administrator _____ Signature _____

*This form must be completed within 24 hours. Copies must be sent to Parent and Principal within that time period.
 Please fax a copy to Bonnie Bucklew 318-259-3993.*