

INSTRUCTION

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

With regard to the use of isolated time out and physical restraint, the School District complies with the requirements of the Illinois *School Code* and the applicable implementing regulations.

Isolated time out and physical restraint (as defined in the applicable regulations) will be used only as a means of maintaining discipline (that is, in order to maintain a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint will be used as a form of punishment.

For purposes of this policy, "restraint" does not include momentary periods of physical restriction by direct person-to-person contact (without the aid of material or mechanical devices) that are accomplished with limited force and that are designed to: (i) prevent a student from completing an act that would result in potential physical harm (to the student or another person) or damage to property; or (ii) remove a disruptive student who is unwilling to voluntarily leave the area. In addition, nothing in this policy prohibits the restriction of students' movement when that restriction is for a purpose other than the maintenance of an orderly environment (for example, the appropriate use of safety belts in vehicles).

Physical restraint may be used when: (i) the student poses a physical risk to himself/herself or others, (ii) there is no medical contraindication to its use, and (iii) the staff applying the restraint have been trained in its safe application. The student will be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing physical harm to himself/herself or others.

The use of isolated time out is subject to the following requirements.

- Any enclosure used for isolated time out must comply with the structural requirements of the applicable regulations.
- An adult who is responsible for supervising the student shall remain within two feet of the enclosure.
- The adult responsible for supervising the student must be able to see the student at all times.
- A student will not be kept in isolated time out for more than 30 minutes after he or she ceases the specific behavior for which isolated time out was imposed (or any other behavior for which isolated time out would be an appropriate intervention).

The program supervisor or his/her designee will be informed of each incident of isolated time out or physical restraint as soon as possible, but no later than the end of the school day on which the incident occurred. When isolated time out or physical restraint is used, a written record of the use will be maintained in the student's temporary record. In addition, the program supervisor or his/her designee will maintain a copy of each such record.

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The record of the use of isolated time out or physical restraint will include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of isolated time out or physical restraint;
- A description of the incident and/or student behavior that resulted in isolated time out or physical restraint;
- A log of the student's behavior in isolated time out or during physical restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out or physical restraint;
- The date on which notice of the intervention was provided to the student's parents/guardians.

The record will be completed by the beginning of the school day following the episode of isolated time out or physical restraint.

Within 24 hours after any use of isolated time out or physical restraint, the School District will send written notice of the incident to the student's parent/guardian (unless the parent/guardian has provided a written waiver of this notice requirement). The notice will include the student's name, the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

When a student has experienced three instances of isolated time out or physical restraint, the school personnel who initiated, monitored, and supervised the incidents shall initiate a review of the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student. The plan will provide either for continued use of these interventions or for the use of other, specified interventions. The plan will be placed in the student's temporary student record. The review also will consider the student's potential need for an alternative program or for special education. The School District will invite the student's parents/guardians to participate in this review, and will provide ten days' written notice of its date, time, and location. The notice will inform the parents/guardians that the student's potential need for special education or an alternative program will be considered and that the results of the review will be entered into the temporary student record.

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Whenever an isolated time out episode exceeds 30 minutes, a physical restraint episode exceeds 15 minutes, or repeated episodes of isolated time outs or physical restraints of a student have occurred during a three-hour period:

- A certified staff person knowledgeable about the use of isolated time out or trained in the use of physical restraint, as applicable, will evaluate the situation and the appropriateness of continuing to use the procedure, giving consideration to the student's potential need for medication, food, or use of a restroom.
- The certified staff person, with input from staff involved in the particular episode(s), will consider the use of alternative strategies to be implemented with the student.
- The alternative strategies to be used at the discretion of the staff may include, but are not limited to, allowing the student to confer with a staff member; allowing the student to walk in a safe area, accompanied by a staff member; providing the student with redirection to an alternative activity; referring for assessment by a mental health crisis team; police assistance; and/or transporting the student by ambulance to a medical care facility.

Any incident that results in a serious injury will be evaluated at the next scheduled team meeting, at which time the team will review the incident, the nature of the injury, the circumstances leading up to the incident, and whether any factors could have lessened or avoided the injury.

The District will conduct an annual review of the use of isolated time out and physical restraint. The review will include consideration of the number of incidents involving the use of isolated time out or physical restraint, the location and duration of each incident, the staff members who were involved, any injuries or property damage that occurred, and the timeliness of parental notification and administrative review.

The School District will notify parents/guardians of this policy.

LEGAL REF.: Illinois *School Code* Sections 2-3.130 and 10-20.33 (105 ILCS 5/2-3.130 and 105 ILCS 5/10-20.33); Illinois Administrative Code, Title 23, Sections 1.280 and 1.285 (23 Ill.Admin. Code §1.280 and §1.285).

Adopted: April 12, 2012