

Seclusion and Restraint

Policy: 6.17.2 Seclusion and Restraint

All schools and programs will follow Alabama Rule 290-3-1-.02(1)(f) with respect to the use of physical restraint and seclusion. The Superintendent or his/her designee will develop procedures that will specify the manner in which the schools and all personnel within ACS will execute the requirements of said rule.

General: Procedures and Guidelines for the use of physical restraint

Procedures: **Section I. Definition of physical restraint:** Direct physical contact from an adult that prevents or significantly restricts a student's movement. This does not include providing various de-escalation strategies or prompts designed to redirect, guide or otherwise prevent behavioral issues from rising to a level that will require more serious intervention. The provisions of this procedure apply to all students attending Auburn City Schools (ACS).

Section II. Training on the use of physical restraint: ACS shall provide annual training for employees who have interest in or whose job may create a need for certification in de-escalation procedures and physical restraint. Such training will be conducted by a certified trainer in a research-based methodology whose credentials are kept on file in the office of the Special Education Coordinator. Each individual who is trained in restraint procedures will be given a certificate as evidence of completion of the course requirements and a roster of those employees who are certified will be kept in the Special Education Coordinators office. This roster will be provided to the Alabama State Department of Education annually and will be shared with interested stakeholders upon receipt of a written request.

Section III. Parental Notification: After any incident which requires the use of physical restraint, parental notification must occur in accordance with state regulations and in no case shall such notification occur more than one school day from the date of the incident. All notifications of the use of physical restraint must be provided by the principal or his/her designee and shall be completed by using the "Parental Notification of Physical Restraint" form adopted by the district. Signed acknowledgement of the receipt of such notice will be retained by the school and if such acknowledgement is not provided within 3 days of the notice being sent, direct contact with the parent should be made in order to confirm their awareness of the incident. Such contact should be documented on the school's copy of the notification form.

Section IV. Documentation: After any incident in which physical restraint is used, the principal or assistant principal will hold a debriefing session with the staff members who administered, supervised and/or witnessed the use of restraint. Documentation of the debriefing session, including an overview of the incident and an assessment of the impact of the restraint, will be written on the "Documentation of Physical Restraint" form, which will be maintained in the school office for annual reporting purposes.

Section V. Periodic Review: The Superintendent or his/her designee shall conduct a semi-annual review of all instances in which physical restraint was used in each school. At the end of each semester, each principal shall submit the "Report of Physical Restraint Use" to the Superintendent or his/her designee. This form will include a listing of each

incident where the use of physical restraint was used and brief descriptions of the circumstances and result surrounding the incident.

Section VI. Annual Reporting: At the end of each school year, the Superintendent or his/her designee, shall present to the Auburn City Board of Education a report showing the number of occurrences of physical restraint during the previous school term. Such report shall be broken down by school with a brief listing of the circumstances and result surrounding the incident. This report shall also be submitted to the Alabama Department of Education in accordance with the requirements of Rule 290-3-1-.02(1)(f).

Section VII. Prohibited Actions: In accordance with Rule 290-3-1-.02(1)(f) of the Alabama Administrative Code (AAC), ACS will prohibit the use of certain means of seclusion and restraint as deemed inappropriate and/or unreasonable for a student. These prohibited actions include:

- a. The use of chemical restraint, which is defined as any medication that is used to control violent physical behavior or restrict the student's freedom of movement and that is not a prescribed treatment for the student's medical or psychiatric condition.
- b. The use of mechanical restraint, which is defined as the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. This does not include the use of an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist and in accordance with the above referenced rule.
- c. Any method of restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs.
- d. The use of seclusion, which is defined as a procedure that isolate and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion does not include situations in which a staff member trained in de-escalation techniques or restraint is physically present in the same unlocked room as the student.

Section VIII. Time-out: The use of time-out is allowable under these rules and is defined as a behavioral intervention in which the student is temporarily removed from the learning activity. In order for timeout to be used in accordance with this policy and the rules of the AAC, the following conditions must be met:

- a. The time-out location must be a non-locking setting that is appropriately ventilated and heated/cooled.
- b. The duration of the time-out is reasonable in relation to the age of the child and purpose of the time-out; each instance of time-out should not exceed 45 minutes.
- c. The student is reasonably monitored by an attending adult who is in reasonable physical proximity to the student.
- d. The time-out space is free of objects that unreasonably expose the student or others to harm.