

Parent Notification of the Seclusion and Restraint
(Please notify parent with 24 hours)

Date: _____

Dear _____,

It is important that we notify you that _____ engaged in behavior that our staff felt constituted an immediate danger to himself/herself or others. Our staff deemed it necessary to use methods to restrain _____ in an effort to reduce the immediate danger. An incident report is attached to this document in an effort to provide you with more information. Our staff will be meeting to discuss the incident. Below is the date, time and location of a meeting that will be held to discuss the incident.

The meeting is scheduled:

_____ (Date)

_____ (Time)

_____ (Location)

Please contact us if you wish to attend or would like for us to reschedule at a more convenient time. Please contact us before the scheduled time listed above.

Sincerely,

_____ (Name)

_____ (Title)

_____ (Phone Number)

(page 1 of 3)

Please forward a copy of this document to the school safety coordinator and the special education coordinator.

Incident Report of Seclusion and Restraint

Student Name _____ Date of Incident _____

Ethnicity _____ Gender _____

Disability Status _____

Location of Incident _____ (campus)

Minutes spend in restraint/seclusion _____

Precipitating Behavior/ antecedent:

De-escalation efforts tried:

Description of restraint/time out used:

Observations of student's behavior and physical status during the restraint/time out:

Injuries to the student or staff documented by school nurse:

(page 2 of 3)

Please forward a copy of this document to the school safety coordinator and special education coordinator.

Staff participating in restraint/seclusion:

Name

Staff Signatures

Title

Please contact _____ at the following number _____

if you have any questions or concerns.

Sincerely,

_____ (Name)

_____ (Title)

(page 3 of 3)

Please forward a copy of this document to the school safety coordinator and the special education coordinator.

PHYSICAL RESTRAINT AND SECLUSION

POLICY PURPOSE

Physical restraint of a student may sometimes be necessary in order to protect the student or other individuals. The purpose of this policy is to ensure that physical restraint is administered appropriately.

Lauderdale County Schools places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and program staff, as well as facilitates the care, safety, and welfare of our students.

Definitions:

1. Physical restraint is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and /or redirection to a student in order to promote safety or to prevent self-injurious behavior, protecting another student; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.
2. Chemical restraint is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. Mechanical restraint is 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. The term does not include an adaptive or protective device recommended by a physical or therapist. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
4. Seclusion is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to him/her or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student requested break in a different location in the room or in a separate room.
5. Time-out is a behavioral intervention in which the student is temporarily removed for the learning activity. Seclusion is a procedure that isolates and confines a student in a separate area until he or she is no longer an immediate danger to him/her or others. Time-out is a behavioral intervention in which the student is temporarily removed from the learning activity. Time -out is not seclusion.

ALLOWANCES

1. Aversive is a form of behavior management to reduce inappropriate student conduct, with the intent to rapidly stop that particular instance of behavior and reduce the likelihood of future occurrences. An aversive is not punishment but is a therapeutic technique employed to enable students to benefit from their educational program.
2. The use of aversive is authorized in situations in which the student is engaging in unruly conduct, is posing an immediate danger to himself/herself or others, or when the student is not responsive to less intensive behavioral interventions, including but not limited to verbal instruction or directives or when the student does not appear to be responding to other de-escalation techniques.

PROHIBITIONS

1. The use of aversive should cease when the student is no longer an immediate danger to himself/herself or others or when the student comes into compliance with accepted behaviors.
2. The use of mechanical restraint is prohibited in the school system and its educational programs.
3. The use of seclusion is prohibited in the school system and its educational programs.

REQUIREMENTS

1. Each local school's principal or his/her designee and each educational program that utilizes physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible.
2. Each local school's principal or his/her designee and each educational program that utilizes physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
3. Each local school's principal or his/her designee and each educational program that utilizes physical restraint is responsible for generation and maintaining incident and debriefing reports of the use of restraint at the local school and for gathering/reporting data to the school system's Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's

coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following situation in which procedures are not being followed.

4. Each local school's principal or his/her designee and each educational program that utilizes physical restraint shall ensure that following an incident of restraint or seclusion of a student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of the debriefing session and afforded the opportunity to attend or the request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.
5. Each local school's principal or his/her designee and each educational program that utilizes physical restraint will provide written notification to a student's parent or legal guardian when physical restraint preferably not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal preferably not to exceed one school day from the removal.
7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To fulfill this requirement, the Code of Student Conduct will contain the following excerpt of the Physical Restraint and Seclusion Policy:

As a part of the policies and procedures of the Lauderdale County Schools, the use of physical restraint is prohibited in the system and its educational programs except in those situations in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the school system and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement, School Resource Officer and/or emergency medical personnel which could result in a removal of the student by such personnel.

CLARIFICATIONS

1. Nothing in this policy shall be construed to interfere with the school system's or school personnel's authority to utilize instructional, disciplinary or other classroom management techniques or approaches not specifically addressed in this Board of Education Policy Manual, to maintain a safe and orderly environment conducive to successful instruction and learning.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, 16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, 16-28-12.
3. Nothing in this policy shall be construed to prohibit the school system's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the school system's or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.
5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of educational or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights of the school system or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.