

Seclusion or Restraint of Students

Administrative Procedures

Procedures for Physical Restraint for

Implementation of Board Policy JGF (2) and State Board Rule 160-5-1-.35

In order to protect the safety of students and staff, Douglas County School System, in accordance with the Georgia State Board of Education has adopted Rule 160-5-1-.35: SECLUSION AND RESTRAINT FOR ALL STUDENTS, which prohibits the use of seclusion and limits the use of restraint to those situations in which students are a danger to themselves or others. The following procedures will be implemented to ensure compliance with the policy:

DEFINITION: Physical Restraint means direct physical contact from an adult that prevents or significantly restricts a student's movement. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Training

1. The Superintendent or designee will annually or more often, if needed, provide training about (1) the district's policy and procedures concerning the use of physical restraint, (2) a full continuum of positive behavioral intervention strategies, (3) prevention and de-escalation techniques, (4) appropriate restraint techniques, and (5) restraint documentation. *Board policy JGF(2) and related procedures will be reviewed with all administrators at the beginning of each school year at the annual discipline meeting.*
2. The Superintendent or designee(s) will identify for training individuals working in schools/programs in which staff historically has been called upon to physically restrain students, or others as deemed appropriate based on their employment positions.
3. The District will create and maintain records of training through written or electronic documentation, which will include a list of the participants for each training session. Such records will be made available to the State Department of Education or other individuals upon request. *An updated list of personnel trained in de-escalation and restraint techniques will be maintained by the Behavioral Services Supervisor.*
4. The school principal will review Board policy JGF(2) and related procedures at the beginning of each school year and will provide periodic review of the use of restraint, to include the documentation process.

Use of Physical Restraint

1. When a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques, teachers and administrators are authorized to use physical restraint in accordance with training techniques.
2. The use of physical restraint should not be used if the student cannot be safely restrained due to the student's or staff member's size or for any other reason; if restraint is intended for discipline or punishment, as a means to obtain compliance, or as a replacement for less restrictive alternatives; or, if the use of physical restraint is contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.
3. If an incident arises that warrants physical restraint, a trained staff member should be notified as soon as reasonably possible. If possible, a trained individual will conduct the restraint and a trained individual will observe and monitor the restraint.
4. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to exhibit signs of severe distress or injury.
5. If a staff member who has not received training in physical restraint has to physically restrain a student in an emergency situation to prevent injury to a student or others when a trained individual is not available, he or she should ask others, if present, to request assistance immediately.

Documentation

1. Any restraint of a student must be documented on Douglas County Schools' Restraint Incident Report form.
2. Physical restraint should be monitored by at least one other employee whenever possible.
3. All employees who witness or monitor the restraint should sign the report.
4. Incident or other summary reports will be created and maintained in accordance with any requirements of the State Department of Education and existing record retention schedules.
5. School/program administrators and other staff, as appropriate, will review completed incident reports on a monthly basis to assess the effectiveness of the use of physical restraint techniques in meeting the needs of students.

Parental Notification

1. The District will provide information to students' parent(s) or guardian(s) about the District's policies governing the use of physical restraint and that physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directions or other less intensive de-escalation techniques.
2. Parents or guardians will be notified in writing each time their student is restrained (*see page 12*). Such notice will be provided within a reasonable time not to exceed one (1) school day from EACH INCIDENT of restraint.
3. A copy of the physical restraint incident form should also be provided to the parents within 5 school calendar days of the incident.

In determining when and how to implement these procedures, educators will have to exercise their professional judgment and discretion. Therefore, these procedures are not to be construed as imposing ministerial duties on individual employees. Further, they are not intended to interfere with the duties of law enforcement or emergency medical personnel.

Douglas County Schools

Board Policy JGF (2)

Seclusion or Restraint of Students

The Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning “seclusion” and “restraint”, as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

1. Staff and faculty training on the use of physical restraint;
2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
3. Procedures for observing and monitoring the use of physical restraint;
4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in item 4.

Code: JGF(2)

160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS.

(1) DEFINITIONS

(a) **Chemical restraint** - any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition. Use of chemical restraint is prohibited in Georgia public schools and educational programs.

(b) **Mechanical restraint** - 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 physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of Mechanical restraint is prohibited in Georgia public schools and educational programs.

(c) **Physical restraint** - direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

(d) **Prone restraint** - a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position. Use of prone restraint is prohibited in Georgia public schools and educational programs.

(e) **Seclusion** - a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The 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 may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. 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 in paragraph (1)(g) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. **Use of seclusion is prohibited in Georgia public schools and educational programs.**

(g) **Time-out** – a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

(2) REQUIREMENTS

(a) The use of seclusion is prohibited in Georgia public schools and educational programs.

(b) The use of prone restraint is prohibited in Georgia public schools and educational programs.

(c) The use of mechanical restraint is prohibited in Georgia public schools and

educational programs.

(d) The use of chemical restraint is prohibited in Georgia public schools and educational programs.

(e) The use of physical restraint is prohibited in Georgia public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

1. Notwithstanding the foregoing, physical restraint is prohibited in Georgia public schools and educational programs:

(f) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

(g) Schools and programs that use physical restraint in accordance with paragraph (2)(e) of this rule must develop and implement written policies to govern the use of physical restraint. Parents must be provided information regarding the school or program's policies governing the use of physical restraint. The written policies must include the following provisions:

1. Staff and faculty training on the use of physical restraint and the school or programs policy and procedures,
2. Written parental notification when physical restraint is used to restrain their student within a reasonable time not to exceed one school day from the use of restraint,
3. Procedures for observing and monitoring the use of physical restraint.
4. The use of physical restraint to be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.
5. Procedures for the periodic review of the use of restraint and the documentation described in paragraph (2)(g)(4).

(h) Schools and programs that use physical restraints in accordance with paragraph (2)(e) of this rule, must ensure that staff and faculty are trained in the use of physical restraint. This training shall be provided as a part of a program which addresses a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques. Schools and programs must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Georgia Department of Education or any member of the public upon request.

(i) Nothing in this rule shall be construed to interfere with a school system, school or program, or school or program employee's authority to utilize time-out as defined in paragraph (1)(g) of this rule or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule.

(j) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking appropriate action to diffuse a student fight or altercation.

(k) Nothing in this rule shall be construed to eliminate or restrict the ability of an employee of a school system, school or program to use his or her discretion in the use

of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this rule shall be construed to impose ministerial duties on individual employees of a school system, school or program when acting to protect students or others from imminent harm or bodily injury.

IMPORTANT REMINDERS: RESTRAINT CANNOT BE USED:

- When the student is responsive to less intensive interventions and de-escalation techniques such as verbal commands and directives
- As a form of discipline or punishment, as a means to obtain compliance, or as a replacement for less restrictive alternatives
- When students cannot be safely restrained due to the size of the student or staff or for any other reason
- When the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records

Procedures for Use and Documentation of
Physical Restraint

Douglas County Board of Education (Board Policy JGF(2)) requires that all schools and programs within the district comply with State Board of Education (SBOE) Rule 160-5-1-.35, Seclusion and Restraint for All Students. All staff **MUST** be familiar with policy guidelines.

If a Physical Restraint occurs, complete the following checklist.

Student Name _____ Date of restraint _____

Teacher Executing the Restraint _____

_____ Ensure that **verbal contact** has been made with the parent or guardian within 24 hours of the restraint incident. (i.e., leave a phone message, speak directly to parent). If the phone number is inoperable or if a voice mail box is full, document the attempt to make contact.

_____ Ensure that **written notification** is sent home to the parent or guardian within 24 hours of the incident

_____ Ensure that the appropriate personnel complete the required **physical restraint incident report** form following each restraint incident.

_____ Ensure that the principal or designee has conducted a debriefing with appropriate personnel and completed appropriate **debriefing form**.

_____ Ensure that a **copy of the physical restraint incident report** form is forwarded to the parent or guardian within 5 school calendar days of the incident.

_____ Ensure that copies of the **physical restraint incident report** and **debriefing notes** have been forwarded to the Supervisor of Behavioral Services and to the Director of Student Support and Safety Management.

_____ Ensure that copies of the **physical restraint incident report** and **debriefing notes** are stored in a file to be maintained by the principal.

_____ Ensure that each **physical restraint incident** is recorded on the monthly restraint log to be submitted to the Supervisor of Behavioral Services and to the Director of Student Support and Safety Management.