

General Policies and Procedures



Policy Topic -	Use of Isolated Time-Outs and Physical Restraint
Policy Number -	
Applicable -	All Employees
Effective -	Immediately Upon Approval
Date -	January 24, 2012

The Irvington Community School, Inc. Board of Directors (BOD) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The BOD recognizes that there are times when it becomes necessary for employees to use reasonable physical restraint and/or isolated time-out to protect a student from causing harm to him/herself or to others.

The use of objects or devices to address a student's behavioral outburst is strictly prohibited.

Isolated time-out and physical restraint shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time-out or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an individualized education program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

The Board authorizes the following procedures regarding the use of isolated time-out and physical restraint as part of the corporation's comprehensive discipline rules:

- Definition of Isolated Time-Out: Involuntarily placing a student in a room or area in which the student is physically prevented from leaving.
- Any area used for isolated time-out shall:
 - Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
 - Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
 - Allow for continuous visual monitoring of and communication with the student;
 - Have an entrance and exit that is unlocked and unblocked and permits easy exit in case of emergency evacuation; and
 - Comply with all applicable health and safety requirements.
- An adult must supervise the student while in the isolated time-out area and must be able to see the student at all times.

- A student shall not be in isolated time-out for more than 30 minutes after he/she ceases presenting the specific behavior for which isolated time-out was imposed or any other behavior for which it would be an appropriate intervention. If a student is placed in isolated time-out pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will be utilized.
- Definition of Physical Restraint: Immobilizing or reducing the ability of a student to freely move his or her arms, legs, body, or head. This does not include the use of objects or devices to address a student's behavioral outbursts.
- Physical restraint may be utilized if a student becomes physically aggressive and the restraint is necessary to prevent injury to others. Additionally, a student may be physically restrained to remove the student from a potentially dangerous situation. If a student is placed in a physical restraint pursuant to a BIP or IEP, the BIP or IEP will be followed. All school employees that work directly with physically aggressive students and building level administrators must be appropriately trained in the use of physical restraints before physically restraining a student.
- Isolated time-out and physical restraint shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time-out or physical restraint may also be a component of a BIP or an IEP. ***Isolated time-out or physical restraint shall not be used as a form of punishment at any time in Irvington Community Schools.***
- Staff will only implement the use of isolated time-out or physical restraint as described in the procedures contained within this document.
- All incidences of isolated time-out and physical restraint will be reported to the building administrator or his/her designee. Additionally, if a student is placed in isolation time-out or a physical restraint, the parent will be notified by the student's teacher or the building administrator within 24 hours. If the student has an IEP that includes a behavior intervention plan, the parent will be notified based on the procedures outlined in the student's IEP.
- Alternate strategies and interventions will be utilized when determined as appropriate by school staff.
- When a student has experienced three instances of isolated time-out or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedures used generally and for that specific student. If the student has an IEP, the student's teacher-of-record shall determine whether a case conference should be convened to reexamine the effectiveness of the student's IEP. If the student does not have an IEP, the review shall consider the student's potential need for an alternative program or for a referral for special education

- The utilization of isolated time-out and physical restraint with a student with a disability may be precluded by or subject to additional parameters pursuant to the student's individualized education program (IEP).
- Other than in the case of an extreme emergency, restraint of students will only be utilized by staff trained in the safe application of the given restraint. Training with respect to physical restraint should include but need not be limited to the following:
 - Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
 - A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
 - The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
 - Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy and procedure should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as permitted by law. Should a student's behavior escalate to a level that law enforcement may be called to intervene, their response and action does not fall under this policy and procedure.