

Students

Use of Isolated Time Out or Physical Restraint

I. **General Policy Statement**

Regarding the use of isolated time out and/or physical restraint, the Board intends to comply with the provisions of federal law, the *School Code* of Illinois (105 ILCS 5/24-24 and 105 ILCS 5/14-8.05), and related applicable regulations, including 23 Ill. Admin. Code §1.280 *et seq.* This policy shall be implemented according to the accompanying administrative procedures.

Any reference to “parent” in this policy shall be deemed also to refer to “guardian”, as appropriate.

II. **Circumstances under which isolated time out or physical restraint will be applied**

Isolated time out and physical restraint, as defined in the procedures promulgated under this policy, will be applied at the discretion of staff and under the following circumstances:

- A. Isolated time out may be used when a student demonstrates an inability or refusal to meet expectations for learning or behavior that disrupts the educational setting.
- B. Physical restraint may be used when a student poses a physical risk to himself, herself, or others in the school building, on school grounds, during any school activity or outing, or on a school bus. Examples of situations when physical restraint may be used include when a student engages in or behaves in a way which could lead to self-injury, appears to be emotionally or physically out of control and at risk of harm, or engages in physically or verbally aggressive behavior which threatens the student’s safety or that of others.

The term “physical restraint” does not include techniques to physically manage or control a student which are momentary and designed to 1) prevent a student from completing an act that could result in physical harm to the student or another person; 2) prevent a student from completing an act that could result in damage to property; or 3) remove a disruptive student who is unwilling to leave an area voluntarily. The staff has discretion to determine whether such physical management of a student is necessary in a particular situation.

III. Procedures to be followed by staff

A. Isolated Time Out Procedures

Staff will carry out the following procedures when a student receives an isolated time out:

1. A staff member will escort the student to the time-out area, staying in close proximity to the student at all times.
2. A student will not be kept in isolated time out for more than 30 minutes after he or 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.
3. The staff member who is responsible for supervising the student will remain within two feet of the enclosure and must be able to see the student at all times.
4. A staff member will document the isolated time out using appropriate forms.

B. Physical Restraint

Physical restraint will be performed using only specific, planned techniques to hold or otherwise restrict a student in his or her movements. In performing physical restraint techniques, staff will strive to use the minimum amount of force needed to control the student and ensure the safety of the student and others. After an incident of physical restraint, the student will receive an isolated time out in accord with the procedures set out in Section III (A), above.

IV. School official to be informed of incidents and to maintain documentation

The program supervisor or his/her designee will be informed of all incidents of isolated time out and physical restraint, and will maintain any documentation required under the implementing procedures of this policy.

V. Process to evaluate incidents that result in injury

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

VI. Evaluation to Consider Alternative Strategies

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. 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.
- B. The certified staff person, with input from staff involved in the particular episode(s), shall consider the use of alternative strategies to be implemented with the student.
- C. 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.

VII. Annual review

At least once a year, the District will review the use of isolated time out and physical restraint. This annual review will include consideration of the number of isolated time out and physical restraint incidents; the location and duration of each incident; the staff members who were involved; occurrence of injuries or property damage; and the timeliness of parental notification and administrative review, if review was requested.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7,
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,
and 5/31-3.
23 Ill.Admin.Code §§1.210 and 1.280.
105 ILCS 5/24-24 and 105 ILCS 5/14-8.05), and related applicable
regulations, including 23 Ill. Admin. Code §1.280 *et seq.*

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews),

7:160 (Student Appearance), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 8:30 (Visitors to and Conduct on School Property)

Policy Reviewed October 2007

Policy Revised November 2007