



# ANDERSON PREPARATORY ACADEMY

101 West 29<sup>th</sup> Street  
Anderson, IN. 46016

765.649.8472  
[www.goapa.org](http://www.goapa.org)

## Seclusion and Restraint Plan

### 1.) USE OF RESTRAINT

- a. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- b. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success
- c. Restraint shall only be employed by staff members who have received crisis intervention training by the school in use of restraint procedures with the following exceptions:
  - i. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
  - ii. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- d. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
- e. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- f. Mechanical or chemical restraints are NOT AUTHORIZED in school.
- g. Prone or Supine forms of restraint are NOT AUTHORIZED and shall be avoided.
- h. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- i. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

### 2.) WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- a. Restraint shall not be used unless there is imminent risk of injury to someone by the student
- b. A verbal threat or verbally aggressive behavior does not itself indicate a imminent risk of injury, and shall not result in restraint.
- c. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- d. When known medical or physical condition or the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.
- e. Restraint shall never be used as a punishment, or to force compliance with staff commands.

### 3.) USE OF SECLUSION

- a. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- b. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- c. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.



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- d. Seclusion shall only be employed by staff members who have received specific Anderson Preparatory Academy approved crisis intervention training in the use of seclusion procedures.
- e. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- f. Time out procedures that do not constitute seclusion ARE PERMITTED in school.
- g. All seclusion environments shall be inspected and shall:
  - i. Be of reasonable size to accommodate the student and at least one adult.
  - ii. Be of reasonable size to permit student to lie or sit down.
  - iii. Have adequate ventilation including heat and air conditioning as appropriate.
  - iv. Have adequate lighting.
  - v. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
  - vi. Permit direct continuous visual and auditory monitoring of the student.
  - vii. Permit automatic release of any locking device if fire or other emergency in the school exists.
  - viii. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm).
  - ix. Shall meet current fire and safety codes.

#### **4.) WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED**

- a. When the substantial imminent risk of injury no longer exists.
- b. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
- c. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student.
  - i. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
  - ii. Students shall be provided water on request.
- d. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

#### **5.) TIME-OUT**

- a. Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

#### **6.) INFORMING PARENTS AND GUARDIANS GENERALLY**

All student handbooks shall include a statement similar to this:

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on student and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and



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will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## 7.) TRAINING

- a. Anderson Preparatory Academy will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained certified staff when behavioral crises occur.
- b. This training will be recurrent and will be provided to new staff
- c. Anderson Preparatory Academy will determine a specific curriculum and method of providing training related to seclusion and restraint.
- d. A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.
- e. Recurrent training will be provided on a regular basis at least annually.

## 8.) REPORTING, DOCUMENTATION AND DEBRIEFING REQUIREMENTS

- a. Immediately after the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.
- b. The building administrator or designee will verbally notify the parent/guardians as soon as possible (no later than the end of the school day in which the seclusion or restraint occurs).
  - i. The principal or designee will update the parent/guardian on the student's current physical and emotional state and
  - ii. Will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.
- c. Incident report
  - i. Staff involved in the use of seclusion or restraint will contribute in an "Incident Report" as soon as practical after the use of seclusion or restraint.
  - ii. The building administrator or designee will send a copy of the written report to the parent or guardian documenting the use of seclusion or restraint, and will place a copy of the report in the student's confidential file.
  - iii. A copy of the incident report shall also be sent to a designated Anderson Preparatory Academy administrator.
- d. A minimum of the following will be included in the incident report created after each instance of restraint or the use of seclusion:
  - i. The student's name
  - ii. The racial/ethnic status of the student
  - iii. The date and time of the incident
  - iv. The duration of any seclusion or restraint; or the beginning and ending times of the restraint and/or seclusion
  - v. A description of any relevant events leading up to the incident
  - vi. A description of any interventions used prior to the implementation of seclusion or restraint
  - vii. A description of the incident and/or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint



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- viii. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff
- ix. A description of an injuries (to students staff, or others) or property damage
- x. A description of the planned approach to dealing with student's behavior in the future
- xi. A list of the school personnel who participated in the implementation, monitoring and supervision of seclusion or restraint and whether they had training related to seclusion or restraint
- xii. The date and time on which the parent or guardian was notified
- xiii. If the student has a disability (IDEA or Section 504), the type of disability
- e. Further, it is expected that each staff member involved in an incident will engage in a de-briefing or processing session in order to determine what could have been done to prevent the future need for use of seclusion or restraint for this student specifically and for other students in similar situations.
  - i. Components to be included in this session are outlined in the Staff Processing of Seclusion or restraint form.
  - ii. The supervisor will provide support to the staff member and determine when the staff member shall return to his or her duties.
  - iii. The student, with assistance from staff, will process the event at the earliest appropriate time.
  - iv. The staff member's supervisor or designee shall complete and file the form.

### 9.) **ANNUAL REVIEW, PLANNING PROCESS AND OVERSIGHT**

- a. An Anderson Preparatory Academy administrator (or designee) will be designated as the coordinator of data, planning and oversight or the se of seclusion or restraint procedures in Anderson Preparatory Academy.
- b. Anderson Preparatory Academy shall establish a Committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The committee shall review the following components related to the use of restraint:
  - i. Incident reports
  - ii. Procedures used during restraint, including the proper administration of specific Anderson Preparatory Academy approved restraint techniques
  - iii. Preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need for future restraint.
  - iv. Documentation and follow up of procedural adjustments made to eliminate the need for future restraint.
  - v. Injuries incurred during a restraint.
  - vi. Notification procedures
  - vii. Staff training needs
  - viii. Specific patterns related to staff or student incidents.
  - ix. Environmental considerations, including physical space, student seating arrangements, and noise levels.
- c. Upon review of the data, the committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.



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- d. The committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Anderson Preparatory Academy training curriculum.