



## LOUISIANA SPECIAL EDUCATION CENTER

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# Seclusion & Restraint Guidelines & Procedures

Under  
Louisiana Revised Statutes 17:416.21

## INTRODUCTION

This document provides procedures/guidance for the use, reporting, documenting, and oversight of seclusion and restraint in the Louisiana Special Education Center (LSEC) in accordance with state statute and regulations and guidance by the Board of Elementary and Secondary Education (BESE).

These procedures specifically address the statutory requirements of La. Rev. Stat. 17:416.21 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies used by LSEC and its personnel in addressing the educational needs of students.

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## LSEC DIRECTOR'S DIRECTIVES

LSEC has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees. The policies and procedures shall be executed for all students to prevent injury and death. Therefore, it is critical that the policies and procedures be implemented specifically as described.

**IMPORTANT** – Seclusion and restraint procedures are ONLY to be used for behaviors that involve an imminent risk of harm to self or others, and only as a last resort to protect the safety of self or others.

### **A. Notification requirements for school officials and parents/legal guardians:**

The school employee who has placed a student in seclusion or physically restrained a student shall submit documentation to the LSEC Director, Principal, School Psychologist, and Dorm Director as soon as possible, ideally within an hour after the incident occurs. The School Principal or designee must (a) notify the parent or legal guardian or student's Interdisciplinary Team as soon as possible when a student has been placed in seclusion or physically restrained and (b) notify the parent or legal guardian in writing, within 24 hours, of each incident of seclusion or physical restraint. If the LSEC Director is not available, the Principal or School Psychologist will act in their place.

- In situations where the behavior persists for longer than 60 minutes, the student's parent(s) will be notified at that time.

### **B. Training requirements relative to the use of restraint:**

The School Principal and or School Psychologist is responsible for ensuring all staff are trained on use of preventive techniques and at least 3 people at each school and dorm program are trained on use of physical restraint procedures. One of the team members trained on the use of physical restraint must be a school administrator. Guidance counselors, teachers, related service providers, nurses, paraprofessionals, school bus drivers, bus attendants, cafeteria workers, custodians, and other school system personnel will be trained on an as-needed basis.

### **C. Dissemination of Guidelines:**

1. Employees: Policy and procedures for seclusion and restraint are posted on the LSEC district website with access by all school employees. Hardcopies will be provided to all staff with additional copies available upon request.
2. Parents: Parents will have access to Seclusion and Restraint Guidelines and Procedures from the LSEC website under the "Parents" tab. Hardcopies of the LSEC Seclusion and Restraint Guidelines and Procedures will be provided to disseminate to parents with additional copies available upon request.

**D. Notification to the Louisiana Department of Education:**

A copy of the LSEC Seclusion and Restraint policy will be provided to the Louisiana Department of Education (LDE). Maintaining documentation and notifying the LDE of all instances of seclusion and physical restraint shall be the responsibility of the School Principals. The School Principal or his/her designee shall be responsible for monitoring the notification to the LDE of all instances per LDE requirements.

## RESTRICTIONS ON SECLUSION/ RESTRAINT

Seclusion and Restraint are prohibited:

1. For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Staff shall respond to such behaviors with less stringent and less restrictive techniques).
2. As a form of discipline or punishment.
3. As a threat to control, bully, or obtain behavioral compliance.
4. For the convenience of school personnel.
5. When unreasonable, unsafe, or unwarranted.
6. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).
7. No student shall be subjected to any form of mechanical restraint by school employees. For purpose of this LSEC policy a mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed.

## SECLUSION GUIDELINES AND PROCEDURES

**IMPORTANT** – Seclusion shall be used **ONLY**:

- a. for behaviors that involve an imminent risk of harm.
- b. as a last resort when de-escalation attempts have failed and the student continues to pose imminent threat to self or others.

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, in-school suspension, or student requested breaks.

**Seclusion is permitted only under the following conditions:**

1. Used as a LAST resort only when less restrictive measures such a positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm.
2. Conducted by a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room. Physical prompts are permissible for the purpose of safely guiding the student from one area to another, but care should be taken to limit the use of physical contact with the student and to avoid the unnecessary use of physical contact. When physical contact is necessary to limit the risk of harm to the student or others, the student should be escorted to the seclusion area by executing the approved Handle With Care escort method.
3. Only one student may be placed in a seclusion room at any time. The school employee supervising the student is able to see and hear the student the entire time the student is place in the seclusion room and follows the monitoring and documentation requirements outlined in this manual. It is acceptable to have cameras set up in the seclusion room for monitoring purposes with the contingency that the student is continuously monitored and the person monitoring is in close proximity to the seclusion room. Monitoring requires close, visual proximity to the student and release as soon as the behaviors cease that led to the seclusion.
4. The room is free of any object that poses a danger to the student placed in the room.
5. The room has an observation window and is of a size appropriate for a student's size, behavior, and chronological and developmental age. An observation window is still required when cameras are used to monitor the student.
6. The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.
7. If the behavior persists for longer than 60 minutes, the student's parent(s) and or Interdisciplinary Team will be notified at that time. School administration will determine the appropriate action (e.g., contact Law Enforcement, call 911). Follow all monitoring and documentation requirements.

# PHYSICAL RESTRAINT GUIDELINES AND PROCEDURES

## A. Guidelines

Physical restraint is permitted ONLY under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. To the degree to stop dangerous behavior.
4. In a manner that causes NO PHYSICAL INJURY to the student.
5. Results in the least possible discomfort to the student.
6. Does not interfere in any way with a student's breathing or ability to communicate with others.
7. Does not involve the use of any form of mechanical restraint.
8. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
9. Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.
10. When school administration and the student's Interdisciplinary Team determine that physical restraint is not effective, the student's parents/guardian will be notified. School administration will determine the appropriate action (e.g., contact Law Enforcement, call 911).

## B. Procedures

LSEC implements the Handle with Care Program by staff trained in the program.

Training will include:

1. Preventive Techniques.
  - a. Understanding Crisis Intervention Procedures and How to de-escalate a problem situation.
  - b. Non-verbal and Verbal Invention Techniques
  - c. Understanding of defensive behavior
  - d. Precipitating factors
  - e. Physical Intervention – Disengagement Skills
2. Physical Restraints.
  - a. Knowledge of restraints skills and the risk of improper restraint
  - b. Execution of approved restraints skills by participants with 100% accuracy

3. Re-establishing communication with student to re-enter the classroom.
4. Staff members certified to use restraints techniques must re-certify annually.

Documentation of certified personnel will be maintained by LSEC psychology department.

**C. Methods of approved physical restraint techniques:**

1. The Primary Restraint Technique (PRT):
  - a. Solo (and two or more) person takedown
  - b. PRT Tripod Modification: is a weight bearing bridge
  - c. Modified PRT for very small children
2. Team Control Position: two or more staff members used to manage students who have become dangerous to themselves or others.
2. Holding/seated position and Holding/standing position: two or more staff members providing physical intervention necessary to support/limit/restrict a student's range of movement.

## MONITORING & DOCUMENTATION

Seclusion and physical restraint require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring of the student during seclusion or restraint.
2. Documentation every ten (10) minutes (with adjustments made accordingly).
3. Student is released/removed as soon as the reasons for the action have subsided.
4. If the behavior persists for longer than 60 minutes, the student's parent(s) and or Interdisciplinary Team will be notified at that time. School administration will determine the appropriate action (e.g., contact Law Enforcement, call 911).
5. School Employee who used seclusion/restraint shall complete Seclusion/Restraint Report Form (Appendix) for each incident of seclusion/restraint. This form must be submitted to the School Principal on the same day the incident occurred.
6. School Principal calls the parent/guardian as soon as possible to notify them of the incident. If the School Principal is not available, the School Psychologist or Superintendent will notify parent/guardian and or ID Team.
7. Parent/guardian, Principal, and, when a residential student is involved, the Dorm Director notified in writing (Seclusion/Restraint Report Forms in Appendix) within 24 hours of EACH incident of seclusion/restraint.
  - a. Reason for seclusion/restraint;
  - b. Description of procedures used;
  - c. Length of time of seclusion/restraint;



- d. Names and titles of school employees involved.
8. School Principals maintain documentation and notify the Louisiana Department of Education (LDE) of all instances of seclusion and physical restraint.
9. If a student is involved in five incidents in a single school year involving the use of seclusion or physical restraint, the student's Individualized Education Plan team, which include the School Psychologist shall review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.
  - Five (5) incidents in a school year includes the cumulative number of incidents of seclusion AND restraint (e.g., 3 seclusions + 2 restraints = 5 incidents).
10. After the fifth incident, if the student's challenging behavior continues or escalates requiring repeated use of seclusion or physical restraint techniques, the Principal or his/her designee shall review the student's plans at least once every three weeks.
11. School Principal, School Psychologist and LSEC Director analyze seclusion and restraint data at least annually. Data will be used to track the number of incidents of seclusion by student, staff, and type of incidents; and other factors, such as precipitating events and other observable factors.
12. These procedures should be reviewed and revised as necessary to ensure appropriateness and effectiveness.

## DEFINITIONS

Handle With Care – is a behavior management system dedicated to the reduction of violence through: Tension reduction; preventive actions that result in a decrease in the need for the use of physical restraint; the use of skillful and appropriate intervention which minimize injury to children and staff; and the creation of a universal perception of physical and psychological safety in the milieu.

Imminent Risk of Harm – An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” if it is likely to occur within a matter of moments.

Mechanical Restraint – The application of any device or object used to limit a person's movement. The term does NOT include the following:

- A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed healthcare provider.
- Any device used by a duly licensed law enforcement officer in the execution of his official duties.

Interdisciplinary Team (ID Team) – each student has an ID Team which consists of

key staff members who provide services to the student. ID Team members may consist of the Teacher, Social Worker, School Psychologist, and Nurse. Additional team members may be added depending on the needs and requirements of the student.

Physical Restraint – Bodily force used to limit a person’s movement. The term does NOT include the following:

- Consensual, solicited, or unintentional contact.
- Momentary blocking of a student’s action if the student’s action is likely to result in harm to the student or any other person.
- Holding of a student by a school employee, for the purpose of calming or comforting the student – provided the student’s freedom of movement or normal access to his/her body is not restricted.
- Minimal physical contact for the purpose of safely escorting a student from one area to another. (E.g., transport position).
- Minimal physical contact for the purpose of assisting the student in completing a task or response.

Seclusion – A procedure that includes the involuntary isolation and confinement of a student alone in a separate room or area until he/she is no longer an immediate danger to self or others.

Seclusion Room – A room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

School Employee – A teacher, paraprofessional, administrator, support staff member, or a provider of related services.

# SECLUSION OR PHYSICAL RESTRAINT REPORT FORM

LOUISIANA SPECIAL EDUCATION CENTER

Student Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Exceptionality: \_\_\_\_\_ Action Taken: Seclusion  Restraint

Date of action: \_\_\_\_\_ Start time of action: \_\_\_\_\_ End time of action: \_\_\_\_\_

Teacher/Staff initiating action: \_\_\_\_\_

Procedure used during the action was: \_\_\_\_\_

Injuries:  Yes  No Details: \_\_\_\_\_

Person(s) Supervising Student during Action: \_\_\_\_\_

Describe Behavior Warranting Action: \_\_\_\_\_

Class/Specific Activity at Time of Incident/Preceding Action: \_\_\_\_\_

Possible Triggers: \_\_\_\_\_

It is MANDATORY that student be monitored constantly.

1	Agitated	4	Hostile	7	Self-Abusive
2	Calm	5	Physically Aggressive	8	Verbally Aggressive
3	Crying	6	Quiet	9	Other:

10 m	20 m	30 m	40 m	50 m	60 m	70 m
Initial:	Initial:	Initial:	Initial:	Initial:	Initial:	Initial:

Date & Time of Parent Notification (document all attempts): \_\_\_\_\_

Method of Notification: \_\_\_\_\_ Person Contacting Parent: \_\_\_\_\_

How many times has student been secluded/restrained this year? \_\_\_\_\_

If 5 times, it is MANDATORY that the IEP Team be reconvened promptly to review and revise, if necessary, the BIP and/or appropriate behavioral supports.

Other Comments or Observations: \_\_\_\_\_

Person Initiating Action: \_\_\_\_\_ School Administrator: \_\_\_\_\_

Signature

Signature

**School Principal or Designee must send this form within 24 hours to the parent/guardian. Copies must also be sent to Principal, LSEC Director, and Dorm Director, when applicable, within the 24 hour time period.**