

Manual Physical Restraint and Seclusion

District policy, implementing 1003.573 FS, provides direction for the authorized training, reporting and monitoring of manual physical restraint within the Wakulla County Public School District. Wakulla County School Board employees do not use any mechanical restraint devices or seclusion.

Manual physical restraint must only be used as a last resort, i.e., in emergency situations where aggressive and/or self-injurious behaviors present an immediate, significant, and imminent threat to the physical safety of the student and/or others. Manual physical restraint is never to be used as a punishment or as an instructional tool and is to be used only for the period of time needed to contain the behavior of concern and eliminate the immediate threat of harm to the student and/or others.

Mechanical restraint is the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel or utilized by a student that have been prescribed by appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- adaptive devices or mechanical supports used to achieve proper body position, balance or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- vehicle safety restraint when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization;
- orthopedically prescribed devices that permit a student to participate in activities without risk of harm;

Use of the above devices for purposes not prescribed is considered a mechanical restraint and require the same reporting methods and timelines required for incidents of manual physical restraint. The use of mechanical restraints is prohibited within the Wakulla County Public School System.

Seclusion is the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. The room must be lit and meet the State Fire Marshal Code. Wakulla County School Board Employees do not implement seclusion. This type of incident must be reported to the parent and DOE using the same reporting methods and timelines required with manual physical restraint.

Seclusion does not include timeout, which is a behavior management technique that is part of an approved program, involving the monitored separation of the student in another part of the room or in a separate non-locked setting in full view of staff and is implemented for the purpose of calming.

Wakulla County School District Guidelines for Manual Physical Restraint

1. What is manual physical restraint?
 - Manual physical restraint is a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs or head freely.
 - It is to be used by a trained teacher or staff member
 - It does not include and does not allow for the use of mechanical restraint devices such as straps, belts or tie downs.
 - It also does not include a physical escort which means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.
 - It also does not include physical contact for the purposes of instruction, such as hand over hand positioning, guided practice or the guiding of students to insure safety.
2. What are the circumstances when manual physical restraint might be used with students?
 - Manual physical restraint is not an instructional tool for the development of pro-social behaviors in the classroom or school. Rather it is a method to prevent students from harming themselves or others it should only be used as a last resort in emergency situations when an immediate, significant and imminent threat to the physical safety of the student and/others exists.
 - Manual physical restraint should only be used for the period of time needed to contain the behavior of concern and eliminate the immediate threat of harm to self and/or others. Classroom settings should clearly demonstrate the use of positive strategies designed to increase and maintain appropriate behaviors

while reducing inappropriate behaviors. Any restraint lasting more than 20 minutes must immediately be reported to the principal or his/her designee.

- Manual physical restraint procedures **might** be used to intervene with students in the following situations:
 - ✓ Aggression: Demonstration of behaviors that pose a clear threat to physical safety of others, e.g., repeated hitting, kicking, head butting or use of any body part, weapon or object that shows intent to injure others.
 - ✓ Self injury: Demonstration of behaviors that pose a clear threat to the physical safety of the student, e.g., repeated head banging, face slapping, eye poking or self biting.

3. Who should implement manual physical restraint procedures?

- Only school personnel who have mastered and are credentialed in district approved training in the appropriate application of specific techniques and procedures associated with the use of this level of instruction.
- In an emergency situation where 911 would be called due to the student possessing a weapon or inability of school staff to safely restrain a student due to the severity of the incident, a School Resource Officer who has received training and is credentialed in law enforcement approved techniques for student restraint can be utilized.

4. Manual Physical Restraint Training

- The Wakulla County School District has selected TEACH (Techniques for Effective Adolescent & Child Handling) provided through Professional Education Services, Inc., as the approved training for manual physical restraint. Training is provided by certified TEACH trainers, credentialed through PES, Inc.
- The goal of the TEACH program is to provide a safe, restraint free environment that educates both student and staff in alternative measures to address aggressive behavior.
- TEACH Training provides instruction in the following components: understanding student behavior and interaction; communication (verbal and nonverbal); assessing agitation; physical intervention procedures (blocks, releases and restraint/control).
- Only school staff trained and credentialed in TEACH will provide manual physical restraint.
- The initial training for TEACH is eight hours. Recertification must be conducted annually and is four hours.

- A list of TEACH certified participants is maintained in the office of the district Director of ESE/Student Services. It is updated after each training and copies provided to each school level administrator. The list contains initial certification dates, as well as recertification dates.
 - The district Director of ESE/Student Services schedules TEACH training annually for new employees as well as recertification training. Additional trainings are scheduled during the year as needed.
5. Monitoring of Manual Physical Restraint
- During each episode of physical restraint, a trained staff member must observe the restraint and record information on the ***Restraint Data Record***.
 - The ***Restraint Data Record*** must be completed and filed in the student's classroom folder.
 - School Resource Officers will not routinely be involved in a restraint. If school staff initiates a restraint that is then taken over by a school resource officer, the restraint by school staff is documented up until the point that a school resource officer takes over. At that point, school restraint reporting requirements cease.
 - Any restraint lasting more than 20 minutes must immediately be reported to the principal or his/her designee.
 - The lead teacher/administrator in the restraint completes the ***Incident Report*** and submits a copy for review by the designated school level administrator.
 - After reviewing the ***Incident Report***, the school level administrator notifies the district ESE director and a discussion (including other involved personnel) of antecedent behavior(s) occurs as well as the need for additional supports/services (new FBA; revision of BIP) in an effort to reduce the number of restraints.
 - The district Director of ESE monitors incident reports monthly to insure that procedure is followed.
6. Reporting
- ***Parental Notification of Manual Physical Restraint and Parent Acknowledgement of Manual Physical Restraint***. Parent(s)/guardian(s) must be informed of each episode of restraint before the end of the school day in which it occurs. They must be informed in writing and attempts must also be made and documented to contact the parent(s) by telephone, e-mail or both. Wakulla County uses the ***Parent Notification of Manual Physical Restraint*** to inform parents on the day of the restraint. The ***Parent Notification of Manual Physical Restraint*** is sent home with the student on the day that the restraint takes place, and a copy is filed in the student's navy blue restraint incident folder. The ***Parent Acknowledgement of Manual Physical Restraint*** (second

page of **Parental Notification of Manual Physical Restraint**) is also sent home with the **Parent Notification of Manual Physical Restraint** and a self addressed, stamped envelope is enclosed for the parent to return it to school. The lead teacher/administrator in the restraint is responsible for the initial parent notification by phone or email; completing and sending the written **Parent Notification of Manual Physical Restraint**; putting forth good effort to procure acknowledgement of notification and documenting these contacts.

This reporting is required for all students with disabilities. (Students with 504 Plans or Individual Education Plans) If the **Parent Acknowledgement of Manual Physical Restraint** is not returned within five school days, the parent will be contacted by phone and/or e-mail to request it be sent back. If it is not returned within ten school days, the parent will again be contacted by phone or email. These contacts are documented by the lead teacher or administrator in the restraint on the **Restraint Record of Contact** form.

- **Restraint Incident Report** and **Written Acknowledgement of Receipt of Incident Report**. Within 24 hours of each episode of manual physical restraint, the teacher or administrator implementing the restraint will complete the online **Florida Department of Education Restraint Incident Report** and submit to the principal for review. After review, by the principal or designee the report will be submitted to the Florida Department of Education and the district Director of ESE/Student Services notified. Parents MUST RECEIVE a copy of the incident report within three days after the restraint, and the school must keep a copy of the incident report in the student's navy blue restraint incident folder. The parent's copy of the incident report will be mailed with a self addressed, stamped envelope for returning the **Acknowledgment of Receipt of Incident Report** to the school. When the acknowledgement is received, it is also filed in the navy blue restraint incident folder. This reporting is required for all students with disabilities. If the **Acknowledgement of Receipt of Incident Report** is not returned within five school days, the parent will be contacted by telephone and/or e-mail to request its return. If it is not returned within ten school days, the parent will again be contacted by telephone and/or email. These contacts are documented on the **Restraint Record of Contact** form.
- For each episode of restraint, notification must be submitted to the person at each school center responsible for discipline data entry into the FOCUS Data Entry System. The data must be entered on the DB screen under Discipline Action. The code is R for physical restraint. This data element is required for ALL students who are restrained.

7. Filing

- A copy of the ***Parent Notification of Manual Physical Restraint*** and ***Florida Department of Education Restraint Incident Report*** will be filed in a navy blue restraint incident folder by individual student. This navy folder will be housed with the classroom records until the end of the school year, at which time it will become a part of the student's ESE Folder as a part of his/her student record.
- It is the responsibility of the teacher or administrator who performs the restraint to insure that forms are filed and to make a reasonable effort to procure the signed ***Parent Acknowledgement of Manual Physical Restraint*** (The second page of the ***Parent Notification of Restraint***) and ***Acknowledgement of Receipt of Incident Report*** (the second page of the incident report) from the parent/guardian. Return of these forms is assisted by sending a self addressed, stamped envelope with each form and following up with a phone call or email requesting their return within five school days of the date they are sent, and again after ten school days if they have still not been returned. These contact attempts are recorded on the Restraint Record of Contact form.
- The ***Restraint Record of Contact*** form should be filed in the navy blue student folder and contains dates of parent contacts regarding the ***Parent Acknowledgement of Manual Physical Restraint*** and ***Acknowledgement of Receipt of Incident Report***.
- The ***Restraint Data Record*** should also be filed in the navy blue student folder for each episode of restraint.

8. Maintenance of Records

- ***Restraint Data Record; Parent Notification of Manual Physical Restraint; Parent Acknowledgment of Manual Physical Restraint; Department of Education Restraint Incident Report; Restraint Record of Contact*** and ***Acknowledgement of Receipt of Incident Report*** will be filed in navy blue student restraint incident folders for each incident of restraint.
- At the end of the school year, the navy blue restraint incident folders will be filed with the official school copy of the ESE student records.
- It is the responsibility of the lead teacher/administrator performing the restraint to insure that the files are maintained accurately and appropriately. This includes reasonable effort to procure the ***Parent Acknowledgement of Manual Physical Restraint*** as well as ***Acknowledgement of Receipt of Incident Report*** by calling and/or emailing the parent if they have not been returned. This occurs at

five school days after the documents have been sent home, and again at ten school days if needed.