

## USE OF TIMEOUT AND PHYSICAL RESTRAINT

### Timeout

Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of de-escalating, regaining control, and preparing the student to meet expectations to return to their educational program.

- Timeout rooms are:
  - Unlocked
  - Continuously monitored
  - Large enough for the student to move about comfortably
  - Free of objects/fixtures that could be potentially dangerous
  - Adequate temperature, lighting, and ventilation
  - Meet all safety and fire codes
- "Timeout" must be used in conjunction with a behavior intervention plan (BIP) except for situations that create an immediate concern for the physical safety of a student or others. Staff shall return the student to their educational program as soon as the student has safely de-escalated, regained control and is prepared to meet expectations.
- Timeouts are **NOT**:
  - A student-initiated or student-requested break to utilize coping skills, sensory input, or self-regulation strategies.
  - The use of a room or space containing coping tools or activities to assist a student to calm and self-regulate.
  - A teacher removal, in-school suspension, or any other appropriate disciplinary action

### Physical Restraint

In accordance with state and federal regulations and BOE Policy 7350, physical restraint may only be used on students:

- If there is imminent danger of serious physical harm to self or others.
- By staff trained in the physical component of Therapeutic Crisis Intervention for Schools (TCIS).
- When alternative procedures and methods which do not involve physical force are not successful.

Physical restraint may **not** be used:

- As a planned intervention on a student's individualized Education Program (IEP) or Behavior Intervention Plan (BIP).
- In response to the destruction of property unless the property damage would result in imminent harm to the student or others.
- To retain or remove a student whose behavior is interfering with the orderly function of the school or because they refuse to comply with requests.

Schools must:

- Provide same day notification to parents/ guardians following the use of physical restraint or timeout. The parent/guardian must be offered an opportunity to meet regarding the incident.
- Maintain documentation of each incident involving the use of physical restraint or timeout.
- Provide a parent a copy of the documentation of physical restraint or timeout within 3 school days (Physical Intervention and Timeout Documentation form).
- Have school administrators or designees debrief after each incident in which physical restraint or timeout is used.
- Provide all staff annual training on the school's policies and procedures related to physical restraint and timeout.
- Provide annual evidence-based training to any staff member who may be called upon to implement physical restraint.

Note: Physical restraint does not include a brief physical contact and/or redirection to promote student safety.

## **Therapeutic Crisis Intervention for Schools**

TCIS is a crisis prevention and intervention program created by Cornell University designed to teach staff to help children learn constructive ways to handle crisis. The goals of TCIS are to Support and Teach. Many West Irondequoit staff are trained in the three-day theoretical portion of TCIS, which focuses on prevention and de-escalation of crisis. Any staff who may be called upon for physical restraint engage in five days of TCIS training, which includes both the theoretical portion and training on safe and effective physical intervention procedures. All staff trained in TCIS are provided yearly refreshers.

## **Guidelines for Implementation of Physical Restraint**

- Physical restraint should only be employed after other less intrusive approaches (such as behavior management techniques or verbal intervention) have been attempted unsuccessfully, or where there is no time to try such alternatives. There must be imminent danger of serious physical harm to self or others.
- Physical restraint must only be employed for the minimum time necessary. They must cease when the student is judged to be safe and no longer at risk of self-injury or harming others. They may not persist for longer than 20 minutes, regardless of whether the student has calmed.
- When implementing an approved TCIS physical restraint, all staff members involved shall have successfully completed training and annual refresher training.
- Where possible, staff members must consult with peers and supervisors prior to initiating any physical restraint. Two or more staff members should be involved in any physical restraint to help ensure safety.
- The building administrator or designee will contact the parent/guardian prior to the student going home to ensure the parent/guardian is aware of the incident and the process that was implemented to keep the child or others safe. The parent/guardian will be offered the opportunity to meet to discuss the incident.
- Following any incident of physical intervention, the staff and administration must debrief the incident and the following forms need to be completed:
  - Physical Intervention and Timeout Documentation Form
  - Health Appraisal Following Physical Intervention Form
- Principal, team members, student services administrators and TCI trainer will be notified via email that a physical intervention had occurred for the child. The Physical Intervention and Timeout Documentation form must be returned to Student Services within 2 school days. Student Services will then provide this paperwork to parents to meet the 3-school day requirement.
- The forms are filed in the student's permanent file and a copy sent to the Student Services.

## **Complaint Procedure**

In compliance with Commissioner's Regulations, the following procedures for the investigation of complaints about the use of physical force by District personnel will be followed:

1. District personnel receiving any such complaint will immediately file a written report with the school principal and Superintendent, stating the nature of the complaint.
2. The complainant will be afforded an opportunity to have a conference with the Superintendent and the parties involved in the incident.
3. The Superintendent will take such further steps as may be necessary to investigate the complaint.
4. The Deputy Superintendent on behalf of the Superintendent, will file with the State Education Department the substance of each complaint, results of the investigation and any action taken by the District as required by Commissioner's Regulations.

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