



Norrridge School District 80



Physical Restraint, Time Out, and Isolated Time Out (RTO) Reduction Plan

Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
<p><b>Provide details of a plan to support a vision for cultural change that reinforces the following:</b></p> <p><b>A) Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out, and isolated time out;</b></p>	<ul style="list-style-type: none"> <li>Norrridge SD 80 will utilize a Multi-Tiered System of Supports (MTSS) in order to consider social, emotional, and behavior needs within the student population.</li> <li>Support required to address the needs of students will focus on proactive and positive practice, including but not limited to Nonviolent Crisis Intervention, Restorative Practices, and Trauma Informed Practices.</li> </ul>	<ul style="list-style-type: none"> <li>Norrridge SD 80 will continue to ensure that staff maintain current Nonviolent Crisis Intervention certification.</li> <li>Norrridge SD 80 will provide professional development to staff that further instructs and encourages the use of positive behavior interventions.</li> <li>Committees will identify current Positive Behavioral Interventions and Support (PBIS) strategies being utilized across buildings to address social emotional learning.</li> </ul>	<ul style="list-style-type: none"> <li>Training will be completed by September, 2023.</li> <li>Coaching/ Professional Development will be completed by June, 2024.</li> <li>Committees will review data and procedures on a bimonthly basis, during Early Release Wednesdays, through May 2024.</li> <li>Administrative data review will occur monthly, throughout the school year, through June, 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Nonviolent Crisis Intervention Trainer</li> <li>Director of Special Education</li> <li>Building Principals</li> <li>PBIS Tier 1 and Tier 2/3 Committees</li> </ul>



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	<ul style="list-style-type: none"> <li>Norrridge SD 80 will continue to refine its Behavioral MTSS Process, including Tier 1 &amp; 2 PBIS implementation.</li> </ul>	<ul style="list-style-type: none"> <li>The committees will discern if there are any gaps in the PBIS/MTSS process and propose adjustments to the recommended and implemented strategies, as needed.</li> <li>Administration and Committees will review school-wide and district-wide behavior data regularly as part of data meetings.</li> </ul>		
<p><b>B) Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out;</b></p>	<ul style="list-style-type: none"> <li>All staff will be provided with Verbal De-escalation training to minimize the necessity to utilize RTO.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that an administrator will attend NCI Training in order to become a certified trainer.</li> <li>The district will provide Verbal Deescalation training in August for new and returning staff.</li> </ul>	<ul style="list-style-type: none"> <li>Training will be completed by September, 2023.</li> </ul>	<ul style="list-style-type: none"> <li>Nonviolent Crisis Intervention Trainer</li> <li>Director of Special Education</li> <li>Building Principals</li> </ul>



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<p><b>C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out; and</b></p>	<ul style="list-style-type: none"> <li>• Staff will be trained in the use of verbal de-escalation in order to minimize the need to use physical restraints, time out, and isolated time out.</li> <li>• Staff will be provided with behavioral modification techniques, including behavior extinction, reinforcement, planned ignoring, redirection, offering choices, visual support, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Norridge SD 80 staff will be trained on crisis intervention techniques at the beginning of the school year.</li> <li>• Follow up coaching and Professional Development sessions will be made available for staff throughout the school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Training will be completed by September, 2023.</li> <li>• Coaching/ Professional Development will be completed by June, 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• Nonviolent Crisis Intervention Trainer</li> <li>• Director of Special Education</li> <li>• Building Principals</li> </ul>
<p><b>D) Describe the entity’s plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.</b></p>	<ul style="list-style-type: none"> <li>• Following an RTO incident, the school will convene a debriefing meeting consisting of individuals who participated in the RTO, the building administrator, and a mental health professional to reflect on practices and develop a plan</li> </ul>	<ul style="list-style-type: none"> <li>• The district will utilize the procedure developed for the 2022-2023 school year to conduct debriefing meetings.</li> <li>• The procedure will be communicated to staff members.</li> </ul>	<ul style="list-style-type: none"> <li>• Debriefing meetings will be conducted after each incident of an RTO.</li> <li>• RTO Oversight Team meetings will be held one week following any situation involving RTO.</li> </ul>	<ul style="list-style-type: none"> <li>• Nonviolent Crisis Intervention Trainer</li> <li>• Director of Special Education</li> <li>• Building Principals</li> </ul>



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	<p>to minimize similar situations in the future.</p> <ul style="list-style-type: none"> <li>The RTO Oversight Team will meet following any instance of RTO to determine what additional supports the specific student needs.</li> </ul>	<ul style="list-style-type: none"> <li>The Director of Special Education will schedule a debriefing meeting following a situation involving RTO.</li> <li>The Director of Special Education will schedule an RTO Oversight Team meeting following a situation involving RTO.</li> <li>Each team will identify at least two possible solutions to support the student in question.</li> </ul>		
<p><b>E) Include action step(s) that describe procedures to ensure that appropriate school personnel are fully informed of the student’s history, including any history of physical or sexual abuse, and other relevant medical/mental health information. Such disclosures of student information must be</b></p>	<ul style="list-style-type: none"> <li>Prior to the beginning of the school year, student services personnel (including social workers and school psychologists) will meet with classroom teachers to review the needs of students assigned to each class.</li> </ul>	<ul style="list-style-type: none"> <li>Student Service personnel will review records for students assigned to their caseload.</li> <li>Student Services personnel will meet with the classroom teacher at the beginning of the year.</li> </ul>	<ul style="list-style-type: none"> <li>Record reviews will be completed prior to the school year, by August, 2023.</li> <li>Follow up meetings will be scheduled throughout the 2023-2024 school year, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Special Education</li> <li>Building Principals</li> </ul>



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<p><b>consistent with federal and state laws and rules governing student confidentiality and privacy rights.</b></p>	<ul style="list-style-type: none"><li>• During this meeting, any relevant information regarding a student's history of physical or sexual abuse, and other relevant medical/mental health information will be shared.</li><li>• Relevant information will be shared with related service providers and paraprofessionals that support individual student needs.</li><li>• Information will only be shared with individuals who have a legitimate educational interest, consistent with acts including the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, the Illinois</li></ul>	<ul style="list-style-type: none"><li>• Meetings may be scheduled with teachers throughout the year, as needed.</li><li>• Student Services personnel will meet with other related service providers and paraprofessionals who work with the student to share relevant information at the beginning of the year.</li><li>• Meetings may be scheduled with related service providers and paraprofessionals throughout the year, as needed.</li></ul>		
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	<p>School Student Records Act, Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act and their respective implementing regulations.</p>			
<p><b>F) Identify steps to develop individualized student plans as required by PA 102-0339. Plans should be separate and apart from a student IEP or 504 Plan.</b></p>	<ul style="list-style-type: none"> <li>• If a student engages in a behavior that endangers themselves or others, all other preventative measures have been exhausted, and the use of a time out, isolated time out, or restraint is used, a school-based team will convene to develop a plan that focuses on mitigating the student’s specific challenging behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• The administrative team will revise the procedure for developing individualized student plans that are separate and apart from Individualized Education Programs (IEPs).</li> <li>• This procedure will be disseminated to all staff, including special education and related services members.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures will be revised and communicated to relevant parties by August 2023.</li> <li>• Individualized Student Plans will be shared with staff following the redevelopment of this procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Special Education</li> <li>• Building Principals</li> </ul>



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<p><b>G) Describe how the information will be made available to parents for review.</b></p>	<ul style="list-style-type: none"> <li>This RTO Reduction Plan will be posted on the District’s website and available for parent review.</li> </ul>	<ul style="list-style-type: none"> <li>Submit this RTO Reduction Plan to ISBE by July 1st, 2023.</li> <li>Await approval of the RTO Reduction Plan from ISBE.</li> <li>Post the RTO Reduction Plan on the Norridge SD 80 Website.</li> </ul>	<ul style="list-style-type: none"> <li>Completed following ISBE approval.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Special Education</li> <li>Director of Technology</li> </ul>
<p><b>H) Describe a modification process (as necessary) to satisfy aforementioned goals.</b></p>	<ul style="list-style-type: none"> <li>All relevant data will be reviewed by the RTO Oversight Team, following any incident of RTO. This team will also review all data at the end of the school year. The plan will be modified accordingly based on the data collected.</li> </ul>	<ul style="list-style-type: none"> <li>The Oversight Team will convene at the following times:             <ul style="list-style-type: none"> <li>Within one week of an incidence of RTO.</li> <li>By the end of the school year.</li> </ul> </li> <li>The team will review any RTO events and all appropriate data.</li> <li>The team will propose modifications to this plan based on the circumstances of any events, as well as potential goal revisions per ISBE.</li> </ul>	<ul style="list-style-type: none"> <li>In the event of an RTO incident, the Oversight Team will meet within one week of the occurrence.</li> <li>The Oversight Team will do a comprehensive review of the RTO Reduction Plan by the end of the school year, June 2024.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Special Education</li> <li>Building Principals</li> <li>RTO Oversight Team</li> </ul>



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