



Procedures Regarding
Safety Promotion:

Prevention
Crisis Intervention
Physical Restraint

INTENT

These procedures reflect the Providence School Department's policy prohibiting corporal punishment and forceful physical guidance, as defined below. These procedures promote the use of positive, preventative behavioral supports that significantly limit the need for physical intervention and restrict the use of physical force. They embody two important rules: 1. Only personnel who have completed the advanced training, defined here in, shall be permitted to administer physical restraint/crisis intervention with students; and 2. A person so permitted shall use only the amount of force necessary to protect the student or others from physical injury or harm and shall discontinue the physical restraint/crisis intervention as soon as possible.

The Providence School Department has established the procedures described in this document for the purposes of:

- (a) Promoting student safety and preventing student violence, self-injurious behavior and suicide, including de-escalation of potentially dangerous behavior that may occur with an individual student or among groups of students;
- (b) Establishing effective crisis intervention practices and, when necessary to ensure safety, appropriate physical intervention procedures;
- (c) Keeping all school members informed regarding these procedures as well as preventive interventions, de-escalation, types of restraints and related safety considerations, administering physical restraint in accordance with behavioral intervention plans and/or known medical or psychological limitations;
- (d) Identifying staff that is authorized to serve as a school-wide resource to assist other staff in proper administration of these practices, and provide these staff with advanced training beyond the basic information provided to all staff.
- (e) Reporting crisis intervention/physical restraint incidences to parents, the Providence School Department administration, and the Rhode Island Department of Education.

EMERGENCY SITUATIONS

The Providence School Department is committed to maintaining a safe school environment.

While the procedures contained herein direct the use of crisis intervention/physical restraint, they do not prohibit any Providence School Department teacher, employee or agent from using reasonable force to protect students, other persons or themselves from imminent, serious physical harm.

DEFINITIONS

As defined in the Rhode Island Department of Education, Physical Restraint Regulations, Section 3.0:

3.6 Corporal Punishment: The infliction of bodily pain as a penalty for disapproved behavior.

3.10 Forceful Physical Guidance: An inappropriate response to a child's perceived misbehavior that consists of an adult/supervisory person physically forcing a child to engage in the desired behavior or to comply with a directive.

3.20 Physical Restraint/Crisis Intervention

(a) **Manual Restraint:** The use of physical intervention intended to hold a person immobile or limit a person's movement by using body contact as the only source of physical restraint.

The Providence School Department does not support the use of forceful physical guidance under any circumstances. This includes pushing a student to sit down in a chair and using force to bring a student down the hall to the office. Positive strategies are encouraged to promote appropriate student behavior with de-escalation techniques used as needed to diffuse difficult situations.

Manual restraint is allowed, as per the regulations, when administered by appropriately trained individuals when there is a threat of imminent, serious, physical harm.

A. KEEPING ALL SCHOOL MEMBERS INFORMED

Annual Professional Development

Each school year, Providence School Department policies and procedures described in this document are reviewed and provided to all faculty, staff, and parents. Faculty and staff member will view a slide show during their orientation day. Publication and notification for parents and interested community members will be available through the district quarterly newsletter.

Others wishing to review a copy of this document can access it by contacting:

Office of Special Populations
Physical Restraint Coordinator
797 Westminster Street
Providence, RI 02903
456-9330

Within the first month of school, the faculty and staff training is conducted as outlined below. Faculty and staff who are employed after the school year begins are provided this training as part of their initial orientation. That training is scheduled through the Human Resources Office and is conducted quarterly.

<u>Schedule or Timelines</u>	<u>Training Component</u>	<u>Training Activities</u>
August	Policy review with principals at annual retreat or Nuts and Bolts meeting	Review of document and discussion
September	Slideshow Overview of policy	• Shown in all schools during teacher orientation day • All faculty and staff receive a copy of the policy
October, November	Principal Training in Non-Violent Crisis Intervention and Advanced Physical Restraint	CPI Training
September – June	Quarterly orientation for new faculty and staff members	Slideshow Overview of policy
September – June	Non-Violent Crisis Intervention and Advanced Physical Restraint	Interested school staff members (CPI Training/Advanced Physical Restraint)

	Training (Participants' names on file in the office of the physical restraint coordinator)	Training)
September- June	CPI refresher courses for previously trained staff members	CPI Training with staff holding certification cards

B. METHODS FOR PROMOTING SAFETY AND PREVENTING VIOLENCE

1. Social and Emotional Learning for All Students

Social and emotional learning and positive behavioral supports for students are addressed as appropriate as part of ongoing school improvement and professional development plans.

Each school addresses social and emotional learning for all students in the schools Providence One Plan. In addition, all schools are encouraged to utilize positive behavior supports within the school setting and to participate in positive schools programs.

2. Behavioral Intervention to Support Students Facing or Posing Behavioral Challenges

To support productive relationships and learning and to enhance connection to school for students who face or pose emotional or behavioral challenges, the following procedures are established in the Providence School Department:

Functional Behavioral Assessment: Completed by the Evaluation Teams as part of a Tier 2 or Tier 3 Intervention

Behavioral Intervention Strategies or Plans:

Counseling, Detention, Reward Systems, Focus Centers, Behavioral Contracts, Student Conferences, Parent Contact, Positive School Initiatives, Individual Behavior Plans, Positive Reinforcement

School-based team involvement:

Teacher Support Teams

504 Teams

Crisis Intervention Teams

3. Crisis Intervention: De-escalation Procedures

Despite the use of positive behavioral supports and interventions, there may be instances when the behavior of one or more students escalates beyond the student's immediate control, creating danger of violence or self-injury. Safety precautions considered, the first course of action should be the application of specific intervention strategies designed to diffuse the situation by addressing students' emotional needs and de-escalating the immediate behavior. The intent of de-escalation is to restore the student(s) capacity to control the immediate impulse/behavior and move toward safer or more constructive resolution of the immediate problem situation.

In the event of student behavior representing a crisis, de-escalation strategies, such as but not limited to the following, should be employed: speak softly and slowly, look the person in the eye, maintain relaxed body

language, repeat and clarify what is being said, respect personal space, use language (words and tones) that de-escalates conflict, be nonjudgmental, and give undivided attention.

At no time should the use of forceful physical guidance be used.

4. Crisis Intervention: Physical Restraint

Restraint Procedures

It is the policy of the Providence School Department that physical restraint/crisis intervention is used only in the following circumstances:

1. In circumstances where a behavioral intervention plan is already developed for the student, the plan has been fully implemented as specified and has not been effective in preventing imminent, serious, physical harm OR
2. Non-physical interventions were not or would not be effective in preventing imminent, serious, physical harm

The Providence School Department limits the use of such force to the amount and duration necessary and reasonable to protect a student or another person from imminent, serious physical harm.

In the event that physical restraint becomes necessary:

- 1) Every attempt should be made to alert additional school personnel for observation or assistance.
- 2) Only the safest physical restraint methods are to be used.
- 3) Every effort should be made to isolate the restraint situation, to avoid prolonging or escalating the situation.
- 4) If the duration of a physical restraint is prolonged, or student becomes deliberately and dangerously assaultive, the students' parent(s) or guardian(s) must be notified to remove him/her from school as soon as possible to avoid further danger. Any contact with police should follow the Providence School Department's Zero Tolerance Policy, Crisis Intervention, and Discipline Policy as stated in the Administrative Procedural Manual – Section 6: Student Services.
- 5) If the student exhibits suicidal or homicidal indicators, the school crisis team must be contacted for further intervention in accordance with district policy.
- 6) The student should be released slowly from the restraint, in stages, to ensure that she/he has regained self-control and no longer presents an apparent danger.
- 7) Any injury occurring during a restraint must be treated immediately by the appropriate medical personnel. Injuries will be recorded in the Crisis Intervention/Physical Restraint Report.
- 8) As soon as possible following the incident, but no later than the next school day, the staff member(s) who administered the restraint will document the incident on the Crisis Intervention/Physical Restraint Report and inform the building principal. A copy of the report should be kept at the school and a copy of the report is then forwarded to the Office of Special Population, attention physical restraint coordinator. See Appendix A.
- 9) Follow-up steps include parent notification, review of restraint with student, staff involved and the building principal, and consideration of further action, including preventive behavioral interventions.

Restraint Prohibitions

Physical restraint is prohibited in the following circumstances, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

- (a) As a means of punishment;
- (b) As an intervention which is designed to subject, used to subject, or likely to subject the student to verbal abuse, ridicule or humiliation, physical pain, or which can be expected to cause excessive emotional trauma;
- (c) As an intervention which denies adequate sleep, food, water, shelter, bedding or access to bathroom facilities;
- (d) As a restrictive intervention which employs a device or material or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment may be used by trained personnel as a limited emergency intervention when a documented part of a previously agreed upon written behavioral intervention plan;
- (e) As seclusion, unless under constant surveillance and observation when documented as part of a previously agreed upon written behavioral intervention plan;
- (f) As any intervention that precludes adequate supervision of the student;
- (g) As any intervention that deprives the student of one or more of his or her senses.

Restraint Safety Procedures

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002:

- (a) Restraint is administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint/crisis intervention, the student demonstrates significant physical distress, the student is released from the restraint immediately, and school staff is directed to take steps to seek medical assistance.
- (b) Program staff must review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.
- (c) Restraint is administered in such a way that the student is never at any time prevented from breathing or speaking. During the administration of a restraint, a staff member will continuously monitor the physical status of the student, including skin color and respiration. A restraint ceases immediately upon determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.
- (d) Following the release of a student from a restraint, the following follow-up procedures are implemented:

- 10) •Appropriate staff will review the incident with the student, as appropriate, to address the behavior that precipitated the restraint. A processing sheet is completed with the student and is filed with the Crisis Intervention/Physical Restraint Report. See Appendix F.
- The building principal or designee will review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed and consider whether any follow-up is appropriate for the student and for students who witnessed the incident.
 - The building principal or designee will review the incident with the student and consider whether any follow-up is appropriate for the student and for students who witness the incident.
 - School personnel will notify the parent of the incident leading to the restraint and the restraint and discuss whether the student requires a behavioral intervention plan as part of the his or her education program, or, if one already exists, whether that plan needs to be modified or adjusted.

C. ADVANCED TRAINING PROCEDURES: PHYSICAL RESTRAINT

Only trained personnel authorized by the Providence School Department may administer physical restraint/crisis intervention with students. Whenever possible, the administration of a physical restraint/crisis intervention shall be witnessed by at least one adult who does not participate in the restraint. This training requirement does not preclude any teacher, employee or agent of the Providence School Department from using reasonable force necessary to protect students, other persons, or themselves from imminent, serious physical harm.

A list of people who have received advanced training and are certified in the use of Non-Violence Crisis Intervention and Physical Restraint is on file in the Office of Special Populations with the physical restraint coordinator.

Advanced Training for Authorized Staff: Training Requirements

In addition to the basic training provided all staff regarding these procedures, the following advanced training is required for staff considered by the Providence Schools to be qualified to administer physical restraint/crisis intervention procedures with students:

1. Advanced training in Non-Violent Crisis Intervention
2. Once certified, annual refresher course in Non-Violent Crisis Intervention OR
3. CPI refresher video

For staff designated to serve as staff trainers or resource persons for colleagues and parents in the use of crisis intervention/physical restraint, the following program of advanced training, including annual review and skill enhancement experiences, is required:

- Authorized trainers must present 18 hours of training per year
- Every two years, trainers must complete an on-line exam
- Every four years, trainers must participate in re-newal classes through CPI

D. REPORTING INSTANCES OF THE USE OF PHYSICAL RESTRAINT/CRISIS INTERVENTION

As soon as possible, but not later than the next school day, the staff member who administers a physical restraint/crisis intervention submits a written report to the building principal using the Physical Restraint Report Form. (Appendix A)

The building principal forwards a copy of the report to the Office of Special Populations attention physical restraint coordinator. That person maintains an ongoing written record of all reported instances of physical restraint.

As soon as possible, but not later than two schools days, the student's parent(s) or guardian(s) are notified of the restraint incident. The building principal (or designee) will attempt to call the student's house to report the restraint incident to the parent. If contact is not made, written notification of the incident is mailed to the parent. (Appendix B) The parent may be invited in to discuss the incident. Records of parent notification are maintained in the building principal's files and a copy is forwarded to the Office of Special Populations to the physical restraint coordinator. An accurate log of all restraint incidents should be kept at each individual school and in the Restraint Coordinator's Office.

Each year the Providence School Department submits a report regarding all incidents of the use of physical restraint/crisis intervention to the Rhode Island Department of Education.

E. PROCEDURES FOR ADDRESSING PARENTAL CONCERNS

A complaint procedure has been designed by the Providence School Department in which resolution of a parental complaint regarding physical restraint will be handled by the building principal. Parents are encouraged to discuss any concerns with the principal via a conference (see Appendix C). The building principal will attempt to resolve the complaint. If the parents are not satisfied with the outcome of the conference, they will submit a complaint in writing to the coordinator of physical restraint in the Office of Special Populations. (see Appendix D). In the event that the complainant feels the decision of the coordinator is not satisfactory, he/she may file a formal complaint with the RI Department of Education. This complaint process need not be exhausted before filing with the RI Department of Education.