

Physical Restraint, Time Out, Isolated Time Out Reduction Plan Template

RTO Reduction Goal: The plan's objective shall be a to reduce the use of physical restraint, time out, and isolated time out be at least one incident over a 12 month period.

Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
<p>Provide details of a plan to support a vision for cultural change that reinforces the following:</p> <p>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;</p>	<ol style="list-style-type: none"> 1. The district implements a tiered system of SEL supports. Currently in use: <ol style="list-style-type: none"> a. Conscious Discipline b. Behavior Matrix including instruction regarding expected behavior c. Student of the month/week- above and beyond cards, preferrals d. Various classroom positive behavior supports e. SEL intervention/support groups at tier 2 (zones of regulation) f. SEL learning center g. Individualized plans for students as needed h. Restorative discipline 	<p>Continue Implementation of the current system. Review data annually to determine if the school district continues to be on track with this intervention.</p>	<p>Ongoing</p>	<p>Administrative Team and school staff</p>
<p>B) Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out;</p>	<p>Continue to have new staff trained in conscious discipline, the use of the behavior matrix and positive strategies used</p>	<p>Continue to train new staff in Conscious Discipline, use of behavior matrix and building wide positive strategies, and de-escalation</p>	<p>Ongoing</p>	<p>Administrative Team, CPI Team</p>

	<p>building wide. Continue implementation of tiered supports for SEL and individualized plans as needed. Use Crisis Prevention Institute (CPI) training. Utilize CPI team to respond to situations where students are escalated.</p>	<p>techniques. Maintain CPI certified staff members</p>		
<p>C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and time out; and</p>	<p>CPI trained staff will utilize de-escalation strategies taught in CPI training. CPI team will meet as-needed throughout the school year to practice and/or review CPI strategies.</p>	<p>Call CPI team to de-escalate situations</p>	<p>Ongoing</p>	<p>Administrative Team, CPI Team</p>
<p>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.</p>	<p>Meet with all staff involved in any incidents within 1 school day to debrief and determine ways to prevent a similar incident from occurring in the future. What went well? What could we improve?</p>	<p>School administrator meets with all staff involved in the incident to debrief.</p>	<p>Ongoing</p>	<p>Administrative Team, CPI Team</p>

<p>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 consistent with federal and state laws and rules governing student confidentiality and privacy rights.</p>	<p>Provide information regarding trauma and sexual abuse to appropriate school personnel members per FERPA guidelines.</p>	<p>School administrator reviews student information and follows FERPA guidelines for sharing information with school personnel</p>	<p>Ongoing</p>	<p>Administrative Team</p>
<p>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.</p>	<p>Whenever a student experiences instances of RTO on 3 days within a 30-day period, an individual behavior plan is developed that provides for either continued use of these interventions or for the use of other, specified interventions.</p>	<p>Parent must be given 10- days' notice of date, time, and location of review meeting. Convene meeting with parents and all appropriate school personnel to develop a behavior plan for the student.</p>	<p>Ongoing</p>	<p>Administrative Team</p>
<p>G) Describe how the information will be made available to parents for review.</p>	<p>Procedures posted on District Website or student handbook</p>	<p>Board adopts procedures and they are posted on the district website</p>	<p>Ongoing</p>	<p>Administrative Team</p>
<p>H) Describe a modification process (as necessary) to satisfy aforementioned goals.</p>	<p>Review RTO plan and all instances of RTO annually. Yearly progress reports will be submitted to ISBE by July 1 each school year. The RTO plan will be modified if modifications are determined to</p>	<p>Hold an annual meeting with the RTO team to review the RTO plan. Submit yearly progress reports to ISBE by July 1 each year.</p>	<p>Ongoing</p>	<p>Administrative Team</p>

	be necessary by the RTO team.			
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