
I. PURPOSE

Athlos Academy of Jefferson Parish has adopted the following policy to outline the procedures/guidelines for the use, reporting, and oversight of seclusion and restraint of students with exceptionalities by its employees.

II. DEFINITIONS

- A. **Emergency:** A sudden, generally unexpected set of circumstances that require immediate action.
- B. **Imminent Risk of Harm:** An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” if it is likely to occur within a matter of moments.
- C. **Mechanical Restraint:** The use of any device or object used to limit a student with an exceptionality’s freedom of movement. This term does not include devices implemented by trained school personnel or utilized by a student with an exceptionality that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed.
- D. **Non-Violent Crisis Intervention (NCI):** The research-based program adopted by Athlos Academy of Jefferson Parish for use by school employees in implementing the use of seclusion and restraint.
- E. **Physical Restraint:** Using bodily force to limit the movement of a student with an exceptionality’s torso, arms, legs, or head. Physical restraint does NOT include:
 - 1. Consensual, solicited, or unintentional contact.
 - 2. Momentary blocking of a student with an exceptionality’s action if it is likely to result in harm to the student with an exceptionality or any other person.
 - 3. Holding of a student with an exceptionality, by one school employee, for the purpose of calming or comforting the student with an exceptionality.
 - 4. Minimal contact for the purpose of safely escorting a student with an exceptionality from one location to another.

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5. Minimal physical contact for the purpose of assisting a student with an exceptionality in completing a particular task or response.
- F. Seclusion: The involuntary isolation and confinement of a student with an exceptionality until he or she is no longer an imminent danger to themselves or others.
 - G. Seclusion Room: A room or other confined area used on an individual basis, in which a student with an exceptionality is removed from the regular classroom setting for a limited time to allow the student with an exceptionality the opportunity to regain control in a private setting and from which the student with an exceptionality the opportunity to regain control in a private setting and from which the student with an exceptionality is involuntarily prevented from leaving.
 - H. Time Out: A behavior reduction procedure that involves the absence of positive reinforcement for a limited period of time.

III. POLICY

- A. Notification requirements for school officials and parents/guardians:
 1. The parent or legal guardian of a student with an exceptionality who has been placed in seclusion or physically restrained shall be notified by school staff as soon as possible.
 - a. The school leader or designee shall make a reasonable effort to contact the parent/guardian at the telephone number(s) listed on the student's emergency contact card before the end of the day on which the incident occurs.
 - b. In addition to a phone call, parents/guardians must be notified in writing by the school leader or designee within twenty-four (24) hours if physical restraint or seclusion is used on their child.
 - c. The notice to parents/guardians shall include the reason for seclusion or physical restraint, the procedures used, the length of time of the seclusion or restraint and the names and titles of the school employees involved. If the parent has a concern or complaint, they will follow the standard school complaint procedure.
- B. Seclusion and Restraint (SAR) Team

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1. Each school must have a seclusion and restraint team (SAR Team) consisting of four (4) to six (6) staff members, based on school enrollment, to be selected by the School Leader.
 - a) The SAR Team must include at least one school administrator.
 - b) The School Resource Officer shall not be a part of the SAR Team.
- C. Training requirements relative to the use of restraint:
1. Members of the SAR Team shall be required to undergo training in crisis intervention based on the guidelines of this policy. Other staff members may be required to undergo this training on an as needed basis.
 2. The training program implemented by Athlos Academy of Jefferson Parish is the Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI). Training shall include, but not limited to the following:
 - a) Preventive techniques
 - b) Physical restraints
 - c) Written exam, which must be completed with 80% accuracy
 3. Staff members certified to use restraints/holding skills must re-certify every four years and complete a refresher course every two years.
 4. Documentation of certified personnel will be maintained by the School Leader.
- D. Methods of Physical Restraint
1. Restraint methods shall be in accordance with training in Non-violent Crisis Intervention (NCI) and the use of Non-violent Physical Crisis Intervention (NPCI) methods. Key elements of NPCI include:
 - a) The intent is to calm the child with exceptionalities
 - b) Restraint does not occur on the floor, thus reducing risks of restraint-related positional asphyxia and other injuries.
 - c) Team interventions are used when necessary.

- d) NPCI is used only as a last resort when a student with an exceptionality presents an imminent risk of harm to self or others.
 - e) NPCI is used to provide care, welfare, safety, and security. It shall never be used to punish.
- E. Notification to the Louisiana Department of Education (LDOE)
- 1. The School Leader or designee shall be responsible for maintaining documentation of all instances of seclusion and restraint and for informing the LDOE according to LDOE requirements.
 - 2. A copy of the Athlos Academy of Jefferson Parish guidelines and procedures on seclusion and restraint shall be provided to the LDOE.
- F. The guidelines related to seclusion and restraint shall be posted on the school website.