



Muncie Community Schools Plan for the Use of Seclusion and Restraint

It is the policy of Muncie Community Schools (MCS) to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with board policy and local guidelines, employ reasonable restraint techniques with students. Muncie Community Schools does not employ the use of seclusion rooms or secluding a student in any room without supervision and where they are not allowed to leave.

The Superintendent or designee shall provide a copy of this plan and its guidelines to school personnel and parents/guardians at the beginning of each school year via the school website. All staff will have a copy emailed to them and a copy can be given to a parent upon request. A committee appointed by the superintendent has developed the guidelines for this plan. The plan is reviewed at least on an annual basis.

MCS supports the following principles related to the use of physical restraint procedures in school settings:

- Behavioral interventions for children and youth must promote the right of all children and youth to be treated with dignity and respect.
- Behavioral interventions should emphasize prevention and positive behavioral supports. Appropriate student behavior shall be promoted and taught.

Guidelines for the Use of Restraint in the School Setting

- MCS's plan applies to all learners regardless of the presence of an identified disability.
- The school will use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of physical restraint.

- MCS does not engage in the use of chemical restraint (medication) that is not ordered by a licensed physician or health care professional to address a diagnosed medical condition.
- Mechanical restraint is strictly prohibited and cannot be used as a punishment or to force compliance.
 - The term does not include the use of a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes as provided under Indiana Code 575 IAC 1 (Commission on Seclusion and Restraint in Schools).
 - If a device is medically prescribed or recommended by an Occupational Therapist, Physical Therapist, or School Nurse then that device should not be considered a mechanical restraint for the purposes of this plan.
- MCS has a team of 4-10 persons trained in the use of Nonviolent Crisis Intervention through Crisis Prevention Institute in each building.
 - At least four members must be certified staff.
 - On-going refresher training is provided on an annual basis by corporation trainers.
 - Corporation trainers are responsible to make sure teams are up to date on training via CPI guidelines in coordination with the administrative team.
 - Only current CPI approved holds and protocols are to be used.
 - Employees who are not CPI trained should never engage in the use of restraint with students except in the rare and clearly unavoidable circumstance where fully trained staff are unavailable. Untrained staff should always request assistance from trained staff as soon as possible.
- If a physical restraint is used:
 - It is used as a last resort safety procedure, employed only after another, less restrictive procedure has been implemented without success; and
 - In a situation in which there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.
 - Restraint procedures are emergency, not treatment, procedures.
- Each incident of restraint needs a minimum of two (2) team members present (one implementing the hold and one witness to continuously visually monitor the use of restraint). The entire team does not have to be present at each incident unless warranted by the designated lead team member (usually first on the scene).
- A restraint should only be used for a short amount of time (CPI recommends check in at least every few minutes) or until imminent risk of injury has passed.

- Individualized emergency or safety plans are created for children or youth whose behavior could reasonably be predicted to pose a danger. If an emergency or safety plan is deemed necessary for a child or youth with a disability, that document should be created by the Individual Education Plan (IEP) team, added to the behavior plan, and shall be added to the child's or youth's IEP.
- If restraint is being used repeatedly, then the positive behavior support plan/behavior plan/intervention for that student should be reviewed by school staff and parents in a case conference. A functional behavior assessment may need to be done at the team's discretion and with parent permission.
- Comprehensive debriefings (with the team and with the student) occur after each use of restraint within 24 hours and reports of the incident are created including parental notification. A building level administrator will be present at every debriefing.
- Parents must receive verbal notification within 24 hours (preferably by the end of the school day in which the incident occurred) and the written notification within 10 calendar days. This is ultimately the responsibility of the building administrator to ensure notification.
- Directly after the restraint, an appropriate staff member, not involved in the incident, shall examine the student to ascertain if any injury has been sustained during the restraint (i.e school nurse or other staff member determined by the building level administrator).
- Formal documentation of the use of restraint in MCS should be completed during the debriefing session after each incident of restraint (form provided digitally to each principal). The purpose of this form is for state reporting purposes only and does not replace the responsibility of an administrator or staff member from entering the incident into the student information system.

Restraint should **NOT** be employed when:

- A student is only displaying verbal aggression, though the team may be called to deescalate the situation.
- A student is destroying property, unless the property damage creates an imminent threat or risk of injury.
- A known medical or physical condition of a student would make restraint dangerous. Do not use restraint if this is the case.
- You are attempting to punish a student or force compliance.
- A staff member is also emotionally escalated and dysregulated. Only those who are fully trained and calm should ever perform restraint.

Definitions:

A **physical restraint** means physical contact between a school employee and a student:

- (1) In which the student unwillingly participates; and
- (2) That involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

A physical restraint does not include:

- (1) Briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation;
- (2) Physical escort; or
- (3) Physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student one area to another.

The term does not include the use of a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes as provided under Indiana Code 575 IAC 1 (Commission on Seclusion and Restraint in Schools).

A **mechanical restraint** means the use of:

- (1) A mechanical device;
- (2) A material; or
- (3) Equipment;

Attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body.

The term does not include:

- (1) A mechanical device;
- (2) A material; or
- (3) Equipment;

That is used as authorized by a licensed physician or other qualified health care professional.

The term does not include the use of a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes as provided under Indiana Code 575 IAC 1 (Commission on Seclusion and Restraint in Schools).

A **chemical restraint** means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not standard treatment or dosage, or both, for the student's medical or psychiatric condition.

Seclusion means the confinement of a student alone in a room or area from which the student is physically prevented from leaving. The term does not include a supervised time-out or a scheduled break, as described in the student's IEP, 504, or other behavior plan and during which an adult is continuously present in the room with the student.

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

Imminent Risk of Injury is when an injury is likely to happen right away, within a matter of minutes. It does not occur when a student is being loud or threatening others without the ability to carry out that threat and not harming themselves or others. It is continuous aggression, self-harm, or high magnitude disruption.

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