

**Zachary Community Schools**  
**Seclusion/Restraint Procedures**

Under Louisiana Revised Statutes 17:416.21  
(Act 328 of 2011) & Louisiana Bulletin 1706, Revised 2012

This document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint in the Zachary Community School Board, following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE).

These procedures specifically address the statutory requirements of La.R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the ZCSB and its personnel in addressing the educational needs of students with exceptionalities.

For the purposes of this document, Zachary Community School Board may encompass policies adopted by the ZCSB; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La.R.S. 17:416.21 (Act 328 of 2011) and applicable sections of Louisiana Bulletin 1706.

**SUPERINTENDENT'S DIRECTIVES  
PURSUANT TO SCHOOL BOARD POLICY**

The Zachary Community School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

Reporting requirements

**NOTIFICATION REQUIREMENTS FOR SCHOOL OFFICIALS AND PARENTS/LEGAL GUARDIANS**

This "mandatory notification" will be via district prepared forms.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing within twenty-four hours of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident in accordance with the policies adopted by the school's governing authority. Such report shall be submitted to the school principal or designee not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

If a student is involved in five incidents in a single school year involving the use of physical restraint or seclusion, the student's Individualized Education Plan (IEP) team shall review and revise the student's behavior intervention plan to include any appropriate and necessary behavior supports.

The documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

## **EXPLANATION OF METHODS OF PHYSICAL RESTRAINT**

The Nonviolent Crisis Intervention program is design for the Care, Welfare, Safety, and Security for all individuals affected by crisis– staff and student. The training program focuses on assisting staff in providing a safe environment with the goal of preventing the need for restrictive behavior management.

Crisis Prevention provides a detailed model of procedures for staff to utilize prior to an incident that requires the use of restraint or seclusion. The Nonviolent Crisis Intervention program addresses the key components necessary to properly review the events that occurred before, during, and after the incident. The Nonviolent Crisis Intervention focuses on verbal de-escalation strategies that are intended to defuse a situation from escalating to the point where restrictive behavior management interventions are required.

The Nonviolent Crisis Intervention training program teaches participants that physical restraints should only be used when an individual is a treat to self or others. Nonviolent Crisis Intervention participants are taught by Certified Instructors to safely and effectively administer physical restraint as a form of restrictive behavior management intervention only when other, less restrictive forms of behavior management have been exhausted and when an individual is a danger to self or others.

## **TRAINING REQUIREMENTS RELATIVE TO THE USE OF RESTRAINT**

Training will be provided to school personnel or other individuals deemed necessary to address the use of seclusion and restraint techniques with students with disabilities.

Zachary Community School District uses the Crisis Prevention Institute Program (CPI) which is a Non-Violent Crisis Intervention (NVCi). We also incorporate positive behavior support methods, de-escalation techniques and referral to mental health services intervention when needed.

Training will consist of a four (4) day instructor certification for those individuals who have been chosen to be trainers. There will be a two (2) day comprehensive workshop for those individuals who will be trained in "CPI", "NVCi".

This staff will participate in continuous education training using CPI program at least annually.

Documentation of the certification and annual training will be maintained by Director of Student Support Services.

- Dissemination of guidelines and procedures to all school employees
- Guidelines and procedures will be provided to all school employees in the employee handbook.
- Dissemination of guidelines and procedures to every parent of a child with an exceptionality
- Guidelines and procedures will be provided to parents via the Zachary Community School District Student Rights and Responsibilities Handbook as well as on-line web postings.
- Notification to the Louisiana Department of Education Principals will ensure maintenance of the •
- Zachary Community School System incident report. This report will be submitted to the Director of Student Support Services yearly. The Director of Student Support Services will ensure the dissemination of this yearly report to the State Department of Education.