Definitions:

- **Restraint**: Physical intervention or force used to control a student, including the use of a restraint device. It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.

- **Restraint device**: A device used to assist in controlling a student, including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers or batons. Restraint device does not mean a seat harness used to safely transport students, or other safety devices, including safety belts for wheelchairs, changing tables, booster seats, and other ambulatory or therapeutic devices when used for their intended safety purposes. This definition is consistent with RCW 28A.600.485 (1)(c), and is not intended to endorse or encourage the use of such devices or techniques with district students.

- **Isolation**: Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student’s voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.

- **Imminent**: The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.

- **Likelihood of serious harm**: (1) a substantial risk that physical harm will be inflicted by a student:
  - upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself; or
  - upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm; or
  - upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or
  (2) the student has threatened the physical safety of another and has a history of one or more violent acts.

- **School resource officer**: A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.

- **School security officer**: A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.

- **De-escalation**: The use of positive interventions and other district-approved strategies to defuse a student who has lost self-control, is non-compliant or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive or otherwise impedes the learning of a student or others.

Use of restraint or isolation:

- Restraint or isolation may be used when reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm.

- Restraint devices may be used as needed to obtain possession of a known or reasonably-suspected weapon or other dangerous object on a person or within the control of a person.

- Consistent with the provisions found in chapter 392-172A WAC, nothing in this procedure precludes the use of restraint or isolation as part of emergency response protocols in an Individualized Education Program (IEP), provided that the student requires more specific advanced educational planning and the parent/guardian agrees to the use of these techniques in writing.

- Restraint or isolation will not be used as a form of discipline or punishment.
Restraint or isolation will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules or a staff directive; or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation and positive interventions fail or are inappropriate.

Restraint or isolation should not be used as an intervention if the school employee, school resource officer or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of such techniques.

Degree of force:
- Restraint or isolation must be discontinued as soon as the likelihood of serious harm has dissipated.
- Restraint or isolation must be administered in such a way so as to prevent or minimize physical harm to the student. If, at any time during the use of restraint or isolation, the student demonstrates significant physical distress, the technique must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

Monitoring:
An adult must continually monitor any student when restraint or isolation is used. The monitoring must be conducted by direct observation of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

Post-incident notification and review with parent/guardian:
Within twenty-four (24) hours following the use of restraint or isolation with a student, the principal or designee must make a reasonable effort to verbally inform the student’s parent or guardian of the incident. The principal or designee must also send written notification as soon as practical, but postmarked no later than five (5) business days after restraint or isolation has been used with a student. If the school or district customarily provides the parent or guardian with school-related information in a language other than English, the written report must be provided to the parent or guardian in that language.

The principal or designee will review the incident with the student and the parent or guardian (though not necessarily at the same time) to address the behavior that precipitated the use of the technique and the appropriateness of the response. The principal or designee will review the incident with the staff person(s) who administered the restraint, isolation, or other forms of reasonable physical force to discuss whether proper procedures were followed and what staff training or support is needed to help the student avoid similar incidents.

IEPs and 504 plans will include the above procedures for notification of parents/guardians regarding the use of isolation and restraint with a student.

Incident report
Any school employee, school resource officer or school security officer who uses restraint or isolation with a student during school-sponsored instruction or activities will inform the principal or a designee as soon as possible and within two (2) business days submit a written report of the incident to the district office. The written report will contain, at a minimum:
- The date and time of the incident;
- The name and job title of the staff member who administered the restraint or isolation;
- A description of the activity that led to the restraint or isolation;
- The type of restraint or isolation used, and the duration;
- Whether the student or staff was physically injured during the restraint or isolation incident;
- Any medical care provided to the student or staff; and
Any recommendations for changing the nature or amount of resources available to the student and staff members in order to avoid similar incidents.

**Resolution of concerns about the use of force incident**
A student or his/her parent or guardian who has concerns regarding a specific incident involving restraint, isolation, or other forms of reasonable physical force may seek to resolve the concern by using the district’s complaint process which is set forth in Policy 4312, Patron/Parent Grievances.

**Providing parents/guardians with Use of Restraint or Isolation policy**
The district will make available to all parents/guardians of students the district’s policy on Restraint and Isolation. If the student has an IEP or 504 plan, the District will provide the parents/guardians a copy of the policy when the IEP or 504 plan is created.

**Staff training**
Training opportunities will include instruction in positive management of student behavior and appropriate use of isolation and restraint. Annually, all staff will be provided with the district established policy and procedure regarding the use of isolation and restraint.

Staff who may reasonably be expected to use isolation or restraint will be trained in the use of physical force intervention.

Only staff trained and authorized to use restraint devices will use these devices with students. Trained personnel will include those staff members who are most likely to be called upon to use restraint devices to prevent or address disruptive or dangerous student behavior.

**Submission of incident reports to the Office of Superintendent of Public Instruction**
Beginning January 1, 2016, and annually by January 1 thereafter, the district will summarize the written incident reports described above and submit those summaries to OSPI. The summaries will include:

- the number of individual incidents of restraint and isolation;
- the number of students involved in the incidents;
- the number of injuries to students and staff; and
- the types of restraint or isolation used.

Implemented: March 15, 2016