

To: Dr. Charles Johns

From: Dr. Jennifer Pearson

Re: District Physical Restraint, Time Out, Isolated Time Out Reduction (RTO) Plan

Date: May 23, 2022

### **Recommendation**

This is an informational item only. No action is required.

### **Background**

In accordance with the requirements set forth in 105 ILCS 5/2-3.130 and Public Act 102-0339, the district created an oversight team that consists of, but is not limited to, teachers, paraprofessionals, school service personnel, and administrators to develop district-specific plans that include procedures to reduce and eventually eliminate the use of physical restraint, time out, and isolated time out (RTO). The plans must include specific actions set forth in legislation and shall align with the reduction goal set forth by the Illinois State Board of Education (ISBE):

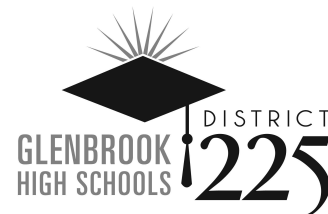
*The plan's objective shall be a 25 percent reduction in the use of physical restraint/time out/isolated time out over a 12-month period for students experiencing five-plus instances in a 30-day period.*

Per ISBE, the school district's plan is intended to encompass students that the district is the service provider. The district plan does not include students placed in cooperative programs, in nonpublic educational programs, or residential facilities.

A plan is required unless a school district can show that it has not used physical restraint, time out, or isolated time out within the last three years, **and** the district has adopted a policy prohibiting these interventions and can demonstrate enforcement of that policy.

*Our district had zero instances of physical restraint, time out, or isolated time out over a 12-month period for students experiencing five-plus instances in a 30-day period.*

While we will be reviewing our policy and practices, the current policy does not have language prohibiting the use of RTO, thus we are required to develop an action plan. Attached is a copy of the District 225 RTO reduction plan. This plan has been shared with ISBE and deemed to meet the requirements of the law. The plan needs to be formally submitted to ISBE following review by our Board of Education, and no later than June 30, 2022.



## **Physical Restraint, Time Out, Isolated Time Out Reduction Plan**

### **Oversight Team Members**

Ron Bean	Dean of Students (GBS)
Ryan Bretag	Director of Instructional Innovation (GBA)
Dan Carpenter	Teacher (Transition)
Renee Cheung	School Service Personnel (GBA)
Mary Choldin	Teacher (GBS)
Lara Cummings	Assistant Principal for Student Services (GBS)
Silas Dick	School Service Personnel (GBOC/Transition)
Bill Eike	Dean of Students (GBN)
Eric Etherton	Assistant Principal for Student Services (GBN)
Paul Han	Paraprofessional/Security Assistant (GBS)
Carla Nicholson	Paraprofessional/Security Assistant (GBN)
Jennifer Pearson	Director of Special Education (GBA)
Joel Reyes	Safety & Security Manager (GBA)

### **RTO Reduction Goal:**

The plan's objective shall be to maintain 0% percent in the use of physical restraint, time out, and isolated timeouts over a 12-month period for students experiencing five-plus instances in a 30-day period.

### **Action Plan Sections**

Section A: [Positive Behavioral Intervention Adoption](#)

Section B: [De-escalation Practices](#)

Section C: [Crisis Intervention Techniques](#)

Section D: [Debrief Meetings](#)

Section E: [Information Sharing](#)

Section F: [PA 102-0339 Student Plans](#)

Section G: [Parent Awareness](#)

Section H: [Modifications](#)

### **Progress Monitoring**

While the action plan is a multi-year plan, progress on steps towards completing the action items will be reported on yearly.

## **Section 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.**

### *Action Item*

Expand systemic adoption of positive behavioral interventions strategies and trauma-informed practices

### *Steps to Complete Action Items*

1. Review current professional development and training offerings to understand what is working and what could be improved
2. Assess gaps in stakeholder training offerings
3. Develop alignment with other initiatives surrounding student well-being, culture and climate, and current training
4. Build a comprehensive training plan that has district-wide themes, building-specific practices, and role-centric needs.

### *Timeline*

To be completed by the end of the 2023-2024 academic year with implementation beginning no later than the fall of 2024

### *Responsible Party*

The oversight committee will be the primary team reviewing current practices and assessing gaps. This will then be shared with other committees to create alignment with current initiatives on student well-being and culture/climate.

## **Section B**

### **Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out.**

#### *Action Item*

Audit the full scope of current practices and trainings utilized throughout District 225 to ensure alignment

#### *Steps to Complete Action Items*

1. Audit current materials and training that support or counter the RTO goal.
2. Modify materials and pieces of training that are counter to the goal and reinforce in a comprehensive training plan those that are supportive.
3. Advance an online training module to support new hires and current employees with awareness, confidence, language and definitions, and district standards in the area of de-escalation

#### *Timeline*

To be completed during the fall and winter of 2023.

#### *Responsible Party*

The deans and security teams will be the primary driver. Their work will be shared with the oversight committee to be embedded in the work of developing a systemic adoption of positive behavioral intervention strategies and trauma-informed practices.

## **Section C**

**Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and time out.**

### *Action Item*

Operationalize District 225's current practice that utilizes crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out. These interventions focus on de-escalating by 1) identifying the crisis 2) managing the setting 3) providing space and 4) leveraging emergency resources and supports.

### *Steps to Complete Action Items*

1. Reinforce that current practices support our beliefs and values
2. Ensure that the practices are memorialized in training materials and employee documents.
3. Create language, roles, and tasks that best operationalize these practices for employees.

### *Timeline*

To be completed during the summer and fall of 2023.

### *Responsible Party*

The deans and security teams will be the primary driver. The oversight committee will review final work to ensure district-wide continuity.

## **Section 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.**

### *Action Item*

District 225 will continue to implement debrief meetings led by building leadership following a crisis. Additionally, District 225 will implement an After-Action Review committee to review potential adjustments to practices, policies, procedures, and professional development.

### *Steps to Complete Action Items*

1. Propose the advantages of an After Action Review team to district leadership.
2. Establish the operational responsibilities of this team and the members to serve on it.
3. Select a model for use to debrief a crisis by the After Action Review team.
4. Provide the After Action Review team with professional development on the selected model

### *Timeline*

To be completed during the fall of 2023

### *Responsible Party*

The oversight committee will serve as the After Action Review team

## **Section 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.**

### *Action Item*

Establish information sharing and compliance protocols that best support awareness while maintaining privacy and confidentiality

### *Steps to Complete Action Items*

1. Review current practices of information sharing to understand gaps and needs.
2. Align data sharing with roles and responsibilities rather than people
3. Create information sharing and compliance protocols including hierarchy, requests flows, and dissemination practices
4. Develop parental agreements on the sharing of information as indicated by this action plan

### *Timeline*

To be completed by the summer of 2024

### *Responsible Party*

Deans, Educational Services, Students Services, and Technology Services will work in concert.

## **Section 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.**

### *Action Item*

District 225 data shows no plan is needed; however, we plan to develop a template for use should a student emerge with said needs

### *Steps to Complete Action Items*

1. Review area school districts templates for effective practices and structures
2. Create a template to be used if needed

### *Timeline*

To be completed by the summer of 2024

### *Responsible Party*

Special Education Administrators



## **Section G**

**Describe how the information will be made available to parents for review.**

### *Action Item*

Proactively communicate District 225 information regarding RTO and this action plan

### *Steps to Complete Action Items*

1. Share to the Board of Education via an informational item
2. Publish information pertaining our RTO action plan to the district website under Educational Services and Special Education
3. Utilize ISBE's language and document template for guardian follow-up should the use of physical restraint, time out, or isolated time out be used.

### *Timeline*

To be completed by the summer of 2024

### *Responsible Party*

Oversight committee

## **Section H**

**Describe a modification process (as necessary) to satisfy the aforementioned goals.**

During this three year period, the Oversight Committee will focus on the following overarching goals for each year:

Year 1: Analyze and Plan

Year 2: Implementation and Professional Development

Year 3: Evaluate and Refine

During this time period, we will continue to monitor our data and address any immediate needs in the areas of awareness, practices, protocols, and training. These adjustments will be shared in our annual update to this action plan.