

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

This template is an example to assist in guiding the development of the district RTO Reduction Plan. An entity may choose to utilize another template/format. The plan shall be submitted to [rtoreductionplan@isbe.net](mailto:rtoreductionplan@isbe.net) by July 1, 2022.

RTO Reduction Goal: The plan's objective shall be a <b>25 percent reduction</b> in the use of physical restraint, time out, and isolated time out over a 12-month period for students experiencing five-plus instances in a 30-day period.				
Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
<p><b>Provide details of a plan to support a vision for cultural change that reinforces the following:</b></p> <p><b>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;</b></p>	<p>In addition to the district's current efforts which have resulted in very few incidents of RTO, the following will be added:</p> <ol style="list-style-type: none"> <li>1. The district CPI trainers will be trained in the trauma-informed module of CPI so that it can be added to district training.</li> <li>2. Study the implementation of an advisory period to focus on SEL for all students in the district.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete trauma informed modules.</li> <li>2. District admin. will study the impact of advisory on the master schedule, review various curriculum, and make recommendation to the Board of Education for implementation in 2023-24 SY.</li> </ol>	<ol style="list-style-type: none"> <li>1. September 2022</li> <li>2. 2022-2023 SY</li> </ol>	<ol style="list-style-type: none"> <li>1. CPI trainers</li> <li>2. District administration</li> </ol>
<p><b>B) Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out;</b></p>	<ol style="list-style-type: none"> <li>1. CPI training for staff</li> <li>2. Youth mental health first aid training for staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase number of CPI trainers and offer staff training three times per year.</li> <li>2. Send staff to training through the Regional Office of Education.</li> </ol>	<ol style="list-style-type: none"> <li>1. Summer and then once each semester</li> <li>2. Summer 2023</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Supt. and district trainers</li> <li>2. Assistant Supt.</li> </ol>
<p><b>C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and time out; and</b></p>	<p>Ensure that all students are aware of safe spaces and safe people within the school for self-regulation and emotional support.</p>	<p>Safe spaces/safe people have previously been identified, so the next step is to ensure that all students are aware of safe spaces and safe people within the school for self-regulation and emotional support.</p>	<p>1st month of school</p>	<p>Building administration, case managers, social workers/counselors, nurses</p>
<p><b>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.</b></p>	<p>Make the RTO debriefing meeting a requirement after incidents of RTO.</p>	<ol style="list-style-type: none"> <li>1. Develop an RTO reporting checklist.</li> <li>2. Develop RTO debriefing meeting form and include on checklist.</li> <li>3. Train staff to include debriefing meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1 -2 Summer 2022</li> <li>3. Beginning with August staff training</li> </ol>	<ol style="list-style-type: none"> <li>1-2 Assistant Superintendent</li> <li>3. District trainers</li> </ol>

<p><b>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.</b></p>	<p>IEP case managers, social workers/counselors, or nurse will provide summary to necessary staff.</p>	<p>IEP case managers, social workers/counselors and nurses will review their caseloads and develop an appropriate summary of the student's profile to share with staff who need to know; this will include appropriate accommodations for the student.</p>	<p>1st month of school and then as new students enroll</p>	<p>case managers, social workers/counselors, nurses</p>
<p><b>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.</b></p>	<p>Develop individualized student plans as required by PA 102-0339.</p>	<p>1. Determine the format to be used for individualized student plans. 2. Begin implementation.</p>	<p>1. August/September 2022 2. As needed</p>	<p>1. RTO team 2. IEP case managers/STAR team leaders</p>
<p><b>G) Describe how the information will be made available to parents for review.</b></p>	<p>Share RTO plan with parents.</p>	<p>1. Include RTO plan as part of July 18, 2022 Board of Education meeting and review progress and data each June thereafter. 2. Include RTO plan on district website</p>	<p>Summer 2022</p>	<p>1. Assistant Superintendent 2. Assistant Superintendent/webmaster</p>
<p><b>H) Describe a modification process (as necessary) to satisfy aforementioned goals.</b></p>	<p>The RTO reduction team will meet biannually.</p>	<p>1. Review district RTO data 2. Review progress on action items in RTO plan. 3. Determine if modifications are needed.</p>	<p>Once each semester beginning in 2022-2023 SY</p>	<p>RTO team</p>