

# SECLUSION-AND-RESTRAINT-POLICY

## V. B. Glencoe Charter School

### 2025 - 2026

Seclusion/Restraint Procedures for Students with Exceptionalities as Required Under Louisiana Revised Statutes 17:416.21 (Act 328 of 2011 and Act 522 of 2016) & Louisiana Bulletin 1706, Regulations for the Implementation of the Exceptional Children's Act.

This document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint at V.B. Glencoe Charter School 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 Act 522 of 2016) and revised Louisiana Bulletin 1706, Regulations for the Implementation of the Exceptional Children's Act

regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. May it be known that this procedural/guidance document may be updated according to any changes implemented in Acts 328 and 522 and Bulletin 1508 and in no way constitutes the totality of interventions and strategies that may be used by V.B. Glencoe Charter School and its personnel in addressing the educational needs of students with exceptionalities. If you have any questions, please call Loren Decuir, Director, or email at [ldecur@vbglencoecharter.org](mailto:ldecur@vbglencoecharter.org).

#### Definitions

**Imminent risk of harm** shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

**Seclusion** shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

**Seclusion room** means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

**Mechanical restraint** means the application of any device or object used to limit a person's movement. Mechanical restraint does not include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

**Physical restraint** means bodily force used to limit a person's movement. Physical restraint does not include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

**Positive behavior interventions and support** means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

**School employee** means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

## **SECLUSION AND RESTRAINT**

The V.B. Glencoe Charter School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the school also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The V.B. Glencoe Charter School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The V.B. Glencoe Charter School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The V.B. Glencoe Charter School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's Individualized Education Program (IEP) or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability.

## **Documentation and Notification**

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 (24) 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.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such a report shall be submitted to the school Director no 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.

This policy and the guidelines and procedures regarding seclusion and restraint maintained by the Director shall be provided to all school employees and every parent of a student with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported by the School Board to the Louisiana Department of Education (LDE).

## **Guidelines and Procedures**

The V.B. Glencoe Charter School Board shall require the Director and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees (defined under La. R. S. 17:416.21 as teachers, paraprofessionals, administrators, support staff, and related services providers) and every parent of a student with an exceptionality (students with disabilities identified under Bulletin 1508/1706), and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

## **SECLUSION**

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, "which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming". The term does not include in-school suspension or student requested breaks.

Seclusion is permitted only:

- For behaviors that involve an imminent risk of harm.
- As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
- As long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed. 8 Seclusion is prohibited:

For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Such behaviors SHALL be responded to with less stringent and less restrictive techniques).

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

## **SECLUSION ROOM**

A seclusion room is permitted only under the following conditions:

- As a LAST resort if and when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm.
- By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.

- If one student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
- The room is free of any object that poses a danger to the student placed in the room.
- The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion Room is prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

## **MECHANICAL RESTRAINT**

No student shall be subjected to any form of mechanical restraint by school employees.

## **PHYSICAL RESTRAINT**

Physical restraint is permitted only under the following conditions:

- If the student's behavior presents a threat of imminent risk of harm to self or others.
- As a last resort to protect the safety of self and others.
- To the degree necessary to stop dangerous behavior.
- In a manner that causes NO PHYSICAL INJURY to the student.
- Results in the least possible discomfort to the student.
- Does not interfere in any way with a student's breathing or ability to communicate with others.
- Does not involve the use of any form of mechanical restraint.
- The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
- Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

Physical restraint is prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

## **MONITORING & DOCUMENTATION**

Seclusion and Restraint require monitoring, documentation, and analysis of data collected:

- Continuous monitoring.

- Documentation every 15 minutes (with adjustments made accordingly).
- Students are released/removed as soon as the reasons for the action have subsided.
- Parents or guardians are notified as soon as possible.
  - The school shall document all efforts, including conversations, phone calls, electronic communications, and home visits, to notify the parent of a student who has been placed in seclusion or physically restrained.
  - Parents or guardians notified in writing within 24 hours of EACH incident of seclusion/restraint.
  - Reason for seclusion / restraint
  - Description of procedures used
  - Length of time of seclusion/restraint
  - Names and titles of school employees involved.
- The school director notified any time a student is placed in seclusion/restraint.
- School employees who used seclusion/restraint shall complete the Seclusion/Restraint Incident Reporting Form for each incident of restraint and seclusion.
- School employees shall submit the Seclusion/Restraint Incident Reporting Form to the School Director no later than the school day immediately following the day of the seclusion / restraint.
- School employees shall submit a copy of the Seclusion/Restraint Incident Reporting Form to student's parent or guardian.
- When a student is involved in 5 incidents of restraint / seclusion in a single school year\*, convene the IEP Team to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.
- Review data/documentation at least once every 3 weeks for students secluded and restrained and whose challenging behavior continues or escalates.
- Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion. (e.g., 2 restraints + 3 seclusions = 5 incidents).

## **SECLUSION AND RESTRAINT PROCEDURES**

### **I. Dissemination of Policy, Procedures, and LDE Guidance:**

The School Director shall make available to school personnel and the parents/guardians/students of majority age, copies of La R.S. 17:416.21 (Louisiana Act 328 of 2011), LDE Guidance (if approved by BESE by such date), and local policies and procedures regarding the use of reasonable restraint and seclusion of students with exceptionalities in the educational environment. Such restraint and seclusion notification shall also be referenced and/or included in the annual notice of student rights and responsibilities provided to the parents/guardians/students of majority age.

### **II. Use of Restraint and/or Seclusion by School Personnel TIME OUT:**

School personnel may separate a student from other students for a limited duration as a behavior management technique, as long as the student is monitored at all times and is not substantially isolated from instructional activities.