

Law enforcement personnel, acting on behalf of the school, and while engaged in preserving the peace and enforcing local, state, and federal laws are exempt from this policy. The law enforcement officer's departmental policies and procedures will govern all 'police actions'.

USE OF RESTRAINT

- A. Every effort shall be made to avoid the need for the use of restraint for any student.
- B. Physical restraint shall not be used except in a crisis situation and only when:
 - 1. the student's behavior poses imminent risk of injury to self or others; and,
 - 2. other less restrictive interventions are ineffective.
- C. A student should not be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures, except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- D. Physical restraint of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated.
- E. While transporting a student in a moving vehicle, a bus harness or other safety equipment may be required and is permissible for safety purposes. Mechanical or chemical restraints are otherwise not authorized.
- F. The use of any drug, medication, or other chemical to control behavior or restrict freedom of movement (except as authorized by a physician or other qualified health care professional) is prohibited.
- G. A School employee may never give a student any drug or medication that is not a standard treatment or dosage, or both, for the student's medical or psychiatric condition unless otherwise prescribed by a physician.

At ACE Prep, a restraint is defined as a physical hold that is designed to completely immobilize a student against their will. Holding a student's hand or arm, blocking a student from entering a space, physically redirecting a student, or blocking a student's travel are not examples of restraints.

USE OF SECLUSION

- A. Seclusion shall not be used except as a last resort and only when:
 - 1. the student's behavior poses imminent risk of injury to self or others; and
 - 2. other less restrictive interventions are ineffective.Then, in all cases, staff are to immediately notify the Head of School of the events leading to the need to place the student in seclusion.
- B. A student shall not be secluded, as a matter of practice, by a school employee who has not received authorization from the Head of School, and in consultation with mental health, counseling or social work staff. And then, a written seclusion plan should be developed specifically for that student to address the unique circumstances necessitating routine seclusion.
- C. Every instance in which seclusion is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- D. All seclusion environments shall:
 - 1. Be of reasonable size to accommodate the student and at least one adult; and
 - 2. Be of reasonable size to permit students to lie or sit down
 - 3. Have adequate ventilation including heat and air conditioning as appropriate.

Seclusion is defined, at ACE Prep, as a space designed to intentionally detain a student. This is likely against the student's will. Seclusion is not a time-out space, hallway, classroom or other space normally designed to accommodate students in normal schooling situations.

INCIDENT DOCUMENTATION AND REPORTING

- A. Every instance in which seclusion or restraint is used on a student shall be documented in order to memorialize the events that led up to the use of either seclusion or restraint.
- B. Documentation must include the following:
 - 1. The student's name;
 - 2. The date and time of the incident;
 - 3. The duration of any seclusion or restraint, or the beginning and ending times of the restraint or seclusion, or both;
 - 4. A description of any relevant events leading up to the incident;
 - 5. A description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;
 - 6. A description of relevant interventions used immediately prior to the implementation of seclusion or restraint; and
 - 7. A description of any injuries to students, staff, or others or property damage.

If applicable, a statement that intervention used was consistent with the student's most current behavioral intervention plan or IEP will be included.

- C. The Head of the student's school, or designee, shall attempt to report every instance in which seclusion or restraint is used on a student to the student's parent or guardian in a timely manner.

TRAINING

ACE Prep Academy will provide all school employees with training on this policy, the use of approved restraints and seclusion procedures. Training will focus on effective and appropriate techniques, procedures and programs that will minimize or eliminate the use of restraints or seclusions.