



River Forest
Public Schools

**Physical Restraint, Time Out, and Isolated Time Out (RTO)
Reduction Plan**

*River Forest District 90
Lincoln Elementary School
Willard Elementary School
Roosevelt Middle School*

District 90 Physical Restraint, Time Out, and Isolated Time Out (RTO) Reduction Plan

I. Physical Restraint, Time Out, and Isolated Time Out (RTO) Oversight Team:

District 90 will establish and maintain an RTO oversight team to develop, implement and monitor district-specific plans that will lead to the reduction and eventually the elimination of the use of RTO in District 90 schools.

Members of the RTO Oversight Committee shall consist of at least one of each of the following: Social Worker, School Psychologist, Principal, Director of Student Services and Paraprofessional.

TimeLine: Established by 10/2022

Responsible party: Director of Student Services

II. RTO Reduction Goal:

Over a 12-month period, District 90 will see a 25% reduction in the use of physical restraint, timeout/ isolated timeout for students over 5+ instances in a 30-day period.

III. Proactive Nonrestrictive interventions

Staff in District 90 will be trained annually on proactive non-restrictive intervention techniques.

Examples of Proactive Nonrestrictive Interventions:

Annual training on verbal de-escalation, use of visual supports, assure student's essential needs are met, universal design for learning, modeling, choice, use of proximity to support behavior, school-wide discipline practices and procedures, skill-building, structured opportunities, conduct as communication, student interest inventory, etc..

Timeline: Ongoing through team and building meetings

Responsible Party: Building Principals, Student Service Team Members

IV. Reactive Nonrestrictive Interventions

Staff in District 90 will be trained annually on reactive non-restrictive intervention techniques.

Examples of Reactive Nonrestrictive Interventions:

Allowing students to escape from demand, behavior extinction, reinforcement, planned ignoring, redirection, offering choices, verbal feedback, visual support, etc.

Timeline: Ongoing through team and building meetings

Responsible Party: Building Principals, Student Services Team members

V. Debriefing Meetings

After the use of RTO, any team members involved in the restraint will meet to complete the ISBE RTO form and debrief the crisis using the following questions. Responses will be recorded and analyzed by the RTO oversight committee.

1. What factors may have contributed to this crisis?
2. What was done well?
3. What could have been done better?
4. What changes should be considered to help prevent future crisis events or improve future response?

Timeline: After each instance of RTO.

Responsible Party: All parties involved in the use of RTO. Additional potential members include Building Admin, Social Worker, School Psychologist.

VI. Plan to fully inform appropriate school personnel of student history:

The school student records of a child with disabilities shall be maintained confidentiality in accordance with the requirements of the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act and their respective implementing regulations.

The school principal, a person with like duties, or the principal's designee, shall take all action necessary to assure that each person collecting or using personally identifiable information receives training or instruction regarding the policies and procedures governing the confidentiality of personally identifiable information.

Information pertaining to any history of physical or sexual abuse and/or other relevant medical health information will be shared with an employee or official of the school, District 90 or ISBE with current demonstrable educational or administrative interest in the student in furtherance of such interest.

Timeline: Within the first month of each school year and at the end of year following class placement and articulation for the upcoming school year. As soon as possible after the disclosure of new information (e.g., new disclosure of abuse, neglect, etc.)

Responsible Parties: District 90 Mental Health Professionals and Building Administration

VII. Steps to Develop Individualized Student Plans that are separate and apart from student IEP or 504 plan.

If a student is found to have five-plus instances of restraint in a 30-day period. The student's school-based educational team shall meet to review the student's plan, the fidelity of the plan, and develop action steps to support the student. The team shall consist, at a minimum, school psychologist, social worker, student primary teacher, building administrator, and Director of Student Services. The team will determine what the next steps should be. Examples of action steps can include a team problem-solving meeting with parent/guardian, training on the student BIP, and an evaluation.

Timeline: After 5+ instances of restraint in a 30-day period.

Responsible Parties: Building Administrator will schedule with necessary team

members

VIII. Parent Review Process

Parents will be notified within one business day if Restraint/Time Out is used. Parents will be provided written notice within two days of the incident that they have the right to request a meeting. In the event that an Individualized Student Plan is needed, parents will be invited to participate in the planning process. Translators will be obtained, if needed, for parents to receive information in their native language.

Timeline: After each instance of RTO and after 5+ instances of RTO in a 30 day period

Responsible Parties: Building Administrator will schedule with necessary team members

IX. RTO Reduction Plan Modification Process

The RTO Reduction committee will meet annually in April to review the district's use of RTO and its plan to reduce and ultimately eliminate the use of RTO. This committee will make any necessary changes to this plan and submit it to ISBE. **Annually the RTO plan will be shared with the BOE and available to parents...**

Timeline: Annually, by May

Responsible Parties: RTO Reduction Committee