

NON-VIOLENT PHYSICAL CRISIS INTERVENTION Administration Procedures/Crisis Team Procedures

The District Policy Statement

Purpose:

Each school in the Franklin Public Schools will maintain a Crisis Response Team that will respond to any out-of-control student crisis with an efficient and organized plan. The Crisis Response Team procedures follow all the regulations from the Department of Education (766 Regulations 603 CMR 46.00, Physical Restraint, April 2001). Training and methods of physical restraint used follow the *Crisis Prevention Institute (CPI)* program. All staff will be trained regarding this Policy and the Department of Education regulations governing physical restraint. Designated staff will receive additional training and will be designated to serve on the Crisis Response Team in each school.

Criteria for Initiation of Crisis Response Team

When non-violent crisis interventions are not effective and a student's behavior "poses a threat of imminent serious, physical harm to self or others", non-violent physical intervention procedures/ physical restraint may be used. The intervention uses *only* the force needed to protect all students and staff. Dangerous behaviors which require this procedure may include: hitting, punching, grabbing, biting, kicking or choking. Non-violent Physical Crisis Intervention/ Physical Restraint is not allowed as a **means of punishment, as a response to property destruction, disruption of school order, refusal to comply with a rule or staff directive or verbal threats that do not constitute an imminent threat of serious physical harm**. Chemical and/ or mechanical restraints are not permitted, unless authorized by the student's IEP/Section 504 Plan, which is accepted by parent or guardian. Seclusion/Isolation is prohibited unless it is an intervention documented in the IEP/Section 504 Plan with the consent of the parent/guardian.

Crisis Response Team Procedures

1. Teacher/designated student calls the office and notifies office staff of the emergency. Staff at all schools will respond to a common cue phrase established at the training sessions.
2. Office calls nurse and designated team members on duty and informs them of emergency location.
3. Nurse and team arrive at the location; remove the distressed student to the prearranged time-out location. The Nurse observes and documents.
4. The student is held in the time-out area if necessary, using only enough force "to protect." When the student is calm, the team will reorient the student and have

the nurse check him or her to establish documentation of no injury. Staff will return the student to the normal schedule if appropriate. (Each building may have different specific plans for procedures noted here.)

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5. The **building administrator** must notify the parents, Director PPS and the Superintendent of Schools immediately.
6. The team members involved must fill out one Crisis Response Team incident report for each restraint. This report must be signed by the team members involved, reviewed and signed by the Principal and must be mailed out **within three days** of the incident to the parents. In the event that the restraint lasted more than 20 minutes, or resulted in serious injury to student or staff member, the school will provide a copy of the written report to the Department of Education within five school days of the incident. A copy of the school's incident reports for the prior thirty days will also be sent. Copies of all incident reports will be sent to the Director PPS and to the Superintendent of Schools.
7. Incident reports are confidential records and will be maintained in the Pupil/Personnel Services Office and not in the temporary record maintained in each school.
8. Each instance of out-of-control behavior generating an incident report requires a review of the circumstances of the incident. Follow-up procedures will be chosen to prevent a repeated incident and are documented on the incident report form. Each team will review within the building and develop an appropriate intervention plan which may include evaluations, assessments, review of the IEP/504 Plan, independent evaluations etc.

Procedures in Maintaining the Crisis Response Team

1. All written procedures must be reviewed annually and must be provided to school staff and parents.
2. Methods to prevent violence, self-injurious and suicidal behaviors in Franklin include:
 - District-wide programs which teach conflict resolution such as the Open Circle Program
 - "Zero Tolerance" Policy
 - Advisor/Advisee Program
 - School Based Support Teams
 - Student Assistance Program
 - Peer Mediation
 - Extensive Counseling Services provided by School Psychologists, School Adjustment Counselors and Guidance Counselors including anger management groups, social skills groups, self-advocacy skills groups and individual counseling

- No Place for Hate Program-town-wide program
 - Gay/Straight Alliance
 - Best Buddies
3. Each building determines the Crisis Response Team members each September and provides them with sixteen hours of training by a CPI certified trainer. Training includes:
- De-escalation strategies, relationship building, alternatives to the use of non-violent physical interventions
 - Practice of simulated experiences and how to identify signs that may trigger an escalation of emotional responses
 - Demonstration of the team's ability to demonstrate restraint interventions for the instructor

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4. If a parent has a concern or complaint related to any physical restraint, he/she should be directed to communicate with the district's designated contact person (Superintendent of Schools/designee) who will investigate the complaint. The investigation will result in a determination of whether, in the particular circumstances, the district policy and procedures were followed. At the conclusion of the investigation, parents/guardians will be notified in writing of the investigator's conclusions. Parent/Guardian shall be protected by all due process rights as outlined in the district policy governing complaint investigations.
5. Each building must maintain a list of the current Crisis Response Team members who have received the sixteen-hour training required by Department of Education regulations, and the schedule of when Crisis Response Team members are to be called.
6. Each building must have the incident report forms available to team members, and the designated time-out areas should be agreed to and equipped with necessary materials, such as mats, tissues, medical supplies etc.

Early Childhood Addendum

Young children need to be taught prosocial behaviors. They do not automatically control their impulses, notice other's feelings or have the language to express their feelings or needs. Preschool and kindergarten personnel teach children to make caring connections through multi-sensory teaching. Good programming incorporates guiding children's auditory, visual and movement reception and expression. Guiding always involves positive, helpful touch and at times physical re-direction by personnel. This is part of teaching. Only on the rare occasions that staff must protect anyone from "imminent, serious, physical harm," early childhood personnel will use non-violent physical crisis intervention/restraint according to the new regulations 603 CMR 46.00. All restraint procedures set forth above must be followed if there is any injury from holding the child or if the required restraint lasted for longer than 5 minutes. Teachers who are not on the Crisis Response Team are assured that, under the Department of Education Regulations,

"the training requirements....shall not preclude a teacher or employee....from using reasonable force to protect students."

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