Section 1.280  Discipline

Section 24-24 of the School Code [105 ILCS 5/24-24] provides for teachers, other certificated educational employees and persons providing a related service for or with respect to a student as determined by the board of education to maintain discipline in the schools.

a) The board of education shall establish and maintain a parent-teacher advisory committee as provided in Section 10-20.14 of the School Code [105 ILCS 5/10-20.14].

b) The board of education shall establish a policy on the administration of discipline in accordance with the requirements of Section 24-24 of the School Code [105 ILCS 5/24-24] and disseminate that policy as provided in Section 10-20.14 of the School Code.

c) Any use of isolated time out or physical restraint permitted by a board's policy shall conform to the requirements of Section 1.285 of this Part. If isolated time out or physical restraint is to be permitted, the policy shall include:

1) the circumstances under which isolated time out or physical restraint will be applied;

2) a written procedure to be followed by staff in cases of isolated time out or physical restraint;

3) designation of a school official who will be informed of incidents and maintain the documentation required pursuant to Section 1.285 of this Part when isolated time out or physical restraint is used;

4) the process the district or other administrative entity will use to evaluate any incident that results in serious injury to a student, a staff member, or another individual;

5) a description of the alternative strategies that will be implemented when the time limits for isolated time out and physical restraint have been exceeded; and

6) a description of the district's or other administrative entity's annual review of the use of isolated time out or physical restraint, which shall include at least:

   A) the number of incidents involving the use of these interventions,
B) the location and duration of each incident,

C) identification of the staff members who were involved,

D) any injuries or property damage that occurred, and

E) the timeliness of parental notification and administrative review.

d) In addition to, or as part of, its policy on the maintenance of discipline, each board of education shall adopt policies and procedures regarding the use of behavioral interventions for students with disabilities who require such intervention. Each board's policies and procedures shall conform to the requirements of Section 14-8.05(c) of the School Code [105 ILCS 5/14-8.05(c)].

(Source: Amended at 25 Ill. Reg. _____, effective ____________)

Section 1.285 Requirements for the Use of Isolated Time Out and Physical Restraint

Isolated time out and physical restraint as defined in this Section shall be used only as means of maintaining discipline in schools and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in disciplining individual students, i.e., as a form of punishment.

a) "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. The use of isolated time out shall be subject to the following requirements.

1) Any enclosure used for isolated time out shall:

A) have a ceiling height of not less than eight feet and minimum floor dimensions of six feet by six feet;

B) be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls; and
C) be designed to permit continuous visual monitoring of and communication with the student.

2) If an enclosure used for isolated time out is fitted with a door, either a steel door or a wooden door of solid-core construction shall be used. Any door shall be at least three feet wide, with a minimum clear opening of 32 inches. If the door includes a viewing panel, the panel shall be unbreakable.

3) An adult who is responsible for supervising the student shall remain within two feet of the enclosure.

4) The adult responsible for supervising the student must be able to see the student at all times. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person.

   A) The door to such an enclosure shall not remain locked when unattended.

   B) Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

b) "Physical restraint" means holding a student or otherwise restricting his or her movements. "Physical restraint" includes the use of specific, planned techniques (e.g., the "basket hold" and "team control").

c) The requirements set forth in subsections (d) through (h) of this Section shall not apply to the actions described in this subsection (c) because, pursuant to Section 10-20.31 of the School Code (105 ILCS 5/10-20.31), "RESTRAINT" DOES NOT INCLUDE MOMENTARY PERIODS OF PHYSICAL RESTRICTION BY DIRECT PERSON-TO-PERSON CONTACT, WITHOUT THE AID OF MATERIAL OR MECHANICAL DEVICES, ACCOMPLISHED WITH LIMITED FORCE AND DESIGNED TO:

1) PREVENT A STUDENT FROM COMPLETING AN ACT THAT WOULD RESULT IN POTENTIAL PHYSICAL HARM TO HIMSELF, HERSELF, OR ANOTHER OR DAMAGE TO PROPERTY; OR

2) REMOVE A DISRUPTIVE STUDENT WHO IS UNWILLING TO LEAVE THE AREA VOLUNTARILY.

d) The use of physical restraint shall be subject to the following requirements.
1) Pursuant to Section 10-20.31 of the School Code, physical restraint may only be employed when:

A) THE STUDENT POSES A PHYSICAL RISK TO HIMSELF, HERSELF, OR OTHERS,

B) THERE IS NO MEDICAL CONTRAINDICATION TO ITS USE, AND

C) THE STAFF APPLYING THE RESTRAINT HAVE BEEN TRAINED IN ITS SAFE APPLICATION as specified in subsection (h)(2) of this Section.

2) Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

3) Mechanical restraint (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.

4) Medically prescribed restraint procedures employed for the treatment of a physical disorder or for the immobilization of a person in connection with a medical or surgical procedure shall not be used as means of physical restraint for purposes of maintaining discipline.

5) Any application of physical restraint shall take into consideration the safety and security of the student.

6) A student who is being physically restrained shall not be removed from the area where such restraint was initiated, except when necessary to protect the student or others or in an emergency such as fire or tornado.

7) If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising adult determines that such freedom appears likely to result in harm to the student or others.

e) Time Limits

1) A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting
the specific behavior for which isolated time out was imposed or any other behavior for which it would be an appropriate intervention.

2) A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing physical harm to him- or herself or others.

f) Documentation and Evaluation

1) A written record of each episode of isolated time out or physical restraint shall be maintained in the student's temporary record. The official designated pursuant to Section 1.280(c)(3) of this Part shall also maintain a copy of each such record. Each such record shall include:

   A) the student's name;

   B) the date of the incident;

   C) the beginning and ending times of the incident;

   D) a description of any relevant events leading up to the incident;

   E) a description of any interventions used prior to the implementation of isolated time out or physical restraint;

   F) a description of the incident and/or student behavior that resulted in isolated time out or physical restraint;

   G) a log of the student's behavior in isolated time out or during physical restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;

   H) a description of any injuries (whether to students, staff, or others) or property damage;

   I) a description of any planned approach to dealing with the student's behavior in the future;

   J) a list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out or physical restraint;
K) the date on which parental notification took place as required by subsection (g) of this Section.

2) The school official designated pursuant to Section 1.280(c)(3) of this Part shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

3) The record described in subsection (f)(1) of this Section shall be completed by the beginning of the school day following the episode of isolated time out or physical restraint.

4) The requirements of this subsection (f)(4) shall apply whenever an episode of isolated time out exceeds 30 minutes, an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred over a period totaling three hours.

A) A certified staff person knowledgeable about the use of isolated time out or trained in the use of physical restraint, as applicable, shall evaluate the situation.

B) The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication or nourishment, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

C) The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the official designated pursuant to Section 1.280(c)(3) of this Part.

5) Whenever a student has experienced three instances of isolated time out or physical restraint, the school personnel who initiated, monitored, and supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other, specified interventions. The plan shall be placed into the student's temporary student record. The review shall also consider the student's potential need for an alternative program or for special education.
g) Notification to Parents

1) A district whose policies on the maintenance of discipline include the use of isolated time out or physical restraint shall notify parents to this effect as part of the information distributed annually or upon enrollment pursuant to Sections 10-20.14 and 14-8.05(c) of the School Code [105 ILCS 5/10-20.14 and 14-8.05(c)].

2) A student’s parent(s) shall be notified in writing within 24 hours after any use of isolated time out or physical restraint. Such notification shall include the student’s name, the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

h) Requirements for Training

1) Isolated Time Out

Each district, cooperative, or joint agreement whose policy permits the use of isolated time out shall provide orientation to its staff members covering at least the written procedure established pursuant to Section 1.280(c)(2) of this Part.

2) Physical Restraint

A) Physical restraint as defined in this Section shall be applied only by individuals who have received systematic training that includes all the elements described in subsection (h)(2)(B) of this Section and who have received a certificate of completion or other written evidence of participation. An individual who applies physical restraint shall use only techniques in which he or she has received such training.

B) Training with respect to physical restraint may be provided either by the employer or by an external entity and shall include, but need not be limited to:

i) appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-
building, and the use of alternatives in restraint;

ii) a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

iii) the simulated experience of administering and receiving physical restraint and instruction regarding its effects on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;

iv) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

v) demonstration by participants of proficiency in administering physical restraint.

(Source: Added at 25 Ill. Reg. _____, effective ___________)