

Physical Restraint, Time Out, and Isolated Time Out Progress Report and Reduction Plan Template for Special Education Cooperatives and Non-Public Special Education Facilities

This template can assist in guiding the development of the RTO Reduction Plan and Progress Report. An entity may choose to utilize another template/format. The Reduction Plan and Progress Report shall be submitted to rtoreductionplan@isbe.net by October 15, 2024.

Progress Report:

Please review and report your entity's physical restraint, time out, and isolated time out (RTO) data related to school year 2023-2024. This is your baseline data.

After reviewing your school's baseline data, did your RTO reduction oversight team make any decisions on the goals you selected?

Are there any areas of focus that you will be addressing that are not included in the goals?

Reduction Plan Template

List the names and titles of members of your RTO oversight team. Teachers, paraprofessionals, school service personnel, and administrators must be included.

List dates of oversight team meetings:

Goal Development: The plan’s objective shall be centered around at least three reduction goals. The two required goals for every entity are:

Goal
1

Reduce the number of RTO incidents by 10%.

Goal
2

Reduce the number of students experiencing RTO by 10%.

The plan shall include at least one goal selected by the entity from the list of optional goals based upon its data. **You must select at least one of the following goals:**

- Reduce the number of K-2 students experiencing RTO by 25% of students.
- Reduce the number of students of color experiencing RTO by 25%.
- Reduce the number of students experiencing five-plus instances of RTO in a 30-day period by 25%.
- Reduce the number of male students experiencing RTO by 25%.
- Reduce the number of incidents of RTO for students with autism by 25%.
- Reduce the number of students with an emotional disability experiencing RTO by 25%.
- Reduce the number of students with Individualized Education Programs (IEPs) experiencing RTO by 25%.

Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
<p>Provide details of a plan to support a vision for cultural change that reinforces the following:</p> <p>A) Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out, and isolated time out.</p>				
<p>B) Identify effective ways/ best practices to deescalate situations to avoid physical restraint, time out, and isolated time out.</p>				
<p>C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out.</p>				
<p>D) Describe the entity's plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.</p>				

Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
E) Include action step(s) that describe procedures to ensure that appropriate school personnel are fully informed of the student's history, including any history of physical or sexual abuse, and other relevant medical/ mental health information. Such disclosures of student information must be consistent with federal and state laws and rules governing student confidentiality and privacy rights.				
F) Identify steps to develop individualized student plans as required by PA 102-0339 . Plans should be separate and apart from a student IEP or 504 Plan.				
G) Describe how the information will be made available to parents for review.				
H) Describe a modification process (as necessary) to satisfy aforementioned goals.				