

## Physical Restraint, Time Out, Isolated Time Out Reduction Plan Template

This template is an example to assist in guiding the development of the district RTO Reduction Plan. An entity may choose to utilize another template/format. The plan shall be submitted to [rtoreductionplan@isbe.net](mailto:rtoreductionplan@isbe.net) by July 1, 2022.

RTO Reduction Goal: The plan's objective shall be a <b>25 percent reduction</b> in the use of physical restraint, time out, and isolated time out over a 12-month period for students experiencing five-plus instances in a 30-day period.				
Required Components	Action Item	Steps to Complete Action Item	Timeline	Responsible Party
<p><b>Provide details of a plan to support a vision for cultural change that reinforces the following:</b></p> <p><b>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;</b></p>				
<p><b>B) Identify effective ways/best practices to de-escalate situations to avoid physical restraint, time out, and isolated time out;</b></p>				
<p><b>C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and time out; and</b></p>				
<p><b>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.</b></p>				

<p><b>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.</b></p>				
<p><b>F) Identify steps to develop individualized student plans as required by <a href="#">PA 102-0339</a>. Plans should be separate and apart from a student IEP or 504 Plan.</b></p>				
<p><b>G) Describe how the information will be made available to parents for review.</b></p>				
<p><b>H) Describe a modification process (as necessary) to satisfy aforementioned goals.</b></p>				