

Taos Municipal Schools Policies & Procedures for Crisis Response Verbal and Physical Interventions

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1. Mission Statement

The purpose of this policy is to ensure that every student participating in the Taos Municipal School system (not including private or Charter Schools) is free from the unreasonable use of physical containment. Physical containment shall be used only in emergency situations after other less intrusive interventions have failed or been deemed inappropriate. School personnel shall use physical containment with two goals in mind:

- a) To administer a physical containment only when needed to protect a student or member of school community from imminent and serious physical harm or to prevent severe property destruction; and
- b) To prevent or minimize any harm to the student as a result of the use of physical containment.

2. Definitions

For the purpose of this policy, the following terms shall be defined below:

- a) **Nonviolent Crisis Intervention:** A safe, nonharmful behavioral management system designed to aid staff

members in maintaining the best possible care, welfare, safety and security for agitated individuals.

1) Rational Detachment: The ability for school staff to stay in control of their own behavior and not take acting out behaviors personally.

2) Supportive Staff Attitude: An empathetic, nonjudgmental approach attempting to alleviate an individual's anxiety.

3) CPI Supportive Stance: Suggested body position for a staff member to maintain when intervening with a potentially out-of-control or acting out individual. The CPI Supportive Stance is maintained by keeping a distance of one leg length from the person and by remaining at an angle.

4) Verbal Intervention: The use of verbal interventions to deescalate an agitated individual which might include empathetic language and/or limit-setting as appropriate to the situation. When possible, this intervention is preferable to the use of physical crisis interventions.

5) Time-Out: A behavior management technique that allows an individual the opportunity to regain self-control; separated from others for a period of time with staff supervision and support. Timeout is viewed as a continuum that allows a student a range of choices

— calm down, comply, regain control, rejoin planned activity.

b) Nonviolent Physical Crisis Intervention: Used only as a last resort when a person is a danger to self or others. This involves the use of safe, nonharmful control and physical containment positions to safely control an individual until he/she can regain control of his/her behavior.

c) Emergency Situation: A situation in which a student's behavior poses a threat of imminent, serious physical harm to the student or others and/or serious property destruction.

d) Physical Containment: The use of physical intervention to limit a student's freedom of movement in order to

establish safety (non-physical/verbal interventions are always preferred interventions). Duration of physical containment should be no more than ten minutes as increased duration escalates risk of injury to both student and staff.

e) **Physical Escort:** Holding a student with minimal use of force for the purpose of directing or relocating the student.

The following interventions are **NEVER** to be used due to potential risks for student:

1) **Challenge Position/Attitude:** A body position where a staff member is face-to-face, toe-to-toe, and eye-to-eye in relation to another individual. This position is often perceived as a challenge and tends to escalate a crisis development situation.

2) **Mechanical Restraint:** The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body.

A protective or stabilizing device ordered by a physician or specified in the IEP shall not be considered a mechanical restraint.

3) **Seclusion Restraint:** Physically confining a student alone in a room or limited space without access to school staff. *The use of "time-out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."*

4) **Chemical Restraint:** The administration of medication for the purpose of containment.

5) **Floor Restraint:** The act of holding a student on the floor or the ground for any extended period of time.

3. Proper Administration of Physical Containment/Safety Requirements:

The use of physical containment may be employed in the following circumstances when:

Non-physical interventions would not be effective; and

The student's behavior poses a threat of imminent, serious, physical harm to self and or others.

Limitations on use of containment.

Physical containment at Taos Municipal Schools shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Prohibitions.

- 1) Physical containment is prohibited as a means of punishment or as a response to disruption of school order, a student's refusal to comply with school rules or staff directives or verbal threats that do not constitute a threat of imminent, serious, physical harm.

Safety requirements.

Additional requirements for the use of physical restraint:

- 1) No physical containment shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of physical containment, a staff member shall continually monitor the physical status of the student, including skin hue and respiration. A physical containment shall be released immediately upon a determination by the staff member administering the physical containment that the student is no longer at risk of causing imminent physical harm to him/herself or others.
- 2) Physical containment shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical containment, the student demonstrates significant physical distress, the student shall be released from the physical

containment immediately, and school staff shall take steps to seek medical assistance.

- 3) When possible, staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical containment on a student.

4. Procedures and Training:

The Taos Municipal Schools will adopt and implement the training guidelines for the **Crisis Prevention Institute (CPI)** for the purpose of managing crises in a nonviolent fashion.

- **One-Day Seminar:** An introduction to crisis prevention that emphasizes early intervention and nonphysical methods for preventing or managing disruptive behaviors. CPI personal safety techniques are included. (Chapters I-VII and X, CPI Participant Workbook)
- **Two-Day Workshop:** Expands on the one-day seminar to introduce the study and practice of crisis prevention methods including physical containment positions, transport techniques and team strategies. (Chapters I-X, CPI Participant Workbook)
- **Four-Day Instructor Certification Program:** An intensive four-day program that includes a train-the-trainer component, in order to certify participants to provide nonviolent crisis intervention training within their base of employment.
- **Refresher Courses:** At a minimum, it is required that all participants undergo formal refresher courses once per year. Refresher courses are a minimum of three hours in length.
- **Instructor Recertification Requirements:** Certified Instructors must provide 18 hours of training to maintain their certification each year. In addition, they must take a written exam once every two years. This examination may be taken on-line at the IANCI website. Once every four years, certified instructors are required to attend and complete a three-day qualifying Instructor Excellence Renewal Course.

The training timeline for the Taos Municipal Schools will be as follows:

2006-2007:

In the 2006/07 school year a district CPI team was established consisting of five CPI Associate Level Trainers, one of whom received his original certification in 1993. This team participated in the Four-Day Instructor Certification Program.

Two One-Day Seminars were held; a total of 24 TMS staff members, including representatives from each school site, successfully completed the training.

2007-2008:

By the end of the 2007/2008 school year, the CPI physical containment report will be used at all school sites.

By the end of the 2007/2008 school year, CPI Crisis Intervention Teams consisting of three or more personnel who have completed the Two-Day Workshop will be established at all school sites. (This does not include Charter or private Schools).

CPI teams will be used when possible to address emergency situations, debrief staff and students following critical incidents and to continue training additional staff on an ongoing basis to achieve full participation in the use of CPI methodology.

CPI training would follow the guidelines of the Crisis Prevention Institute which states that Staff must be trained annually either through refresher programs or full course participation as per CPI recommendations.

During the 2007/2008 school year, presentations will be given at each school site to staff outlining high risk physical intervention that might cause physical harm or injury.

The CPI Instructional Team will provide refresher courses as needed for all staff that previously received training within the last

year. In addition, practice sessions will be offered to all trained staff.

2008-2009:

By the end of the 2008/2009 school year, CPI Intervention Teams who have completed the Two-Day Workshop will be expanded to between four to ten members at each school site dependent on staff/student ratio. These team members will be fully trained in both the verbal and physical containment interventions.

The CPI Instructional Team will provide refresher courses as needed for all staff that previously received training within the last year. In addition, practice sessions will be offered to all trained staff.

2009-2010:

By the end of the 2009/2010 school year, CPI teams will be expanded to take into account the physical plant of each school. This should be determined by each school's size and physical layout. The location of CPI trained staff will be decided by the team at each school. The purpose of the expansion and strategically placed location of the teams would be to facilitate timely and efficient response to crisis situations. For schools with large student populations, CPI teams will be expanded to include up to twenty school personnel who have completed the Two Day Workshop.

The CPI Instructional Team will provide refresher courses as needed for all staff that previously received training within the last year. In addition, practice sessions will be offered to all trained staff.

2010-2011:

This school year will be the culmination of a 5 year plan to more fully integrate the CPI philosophy and methodology in the Taos Municipal Schools.

The 5 year plan will consist of the following points:

- A district-wide crisis response system linking administration, crisis response teams and law enforcement;
- CPI trained crisis response teams that are adequate to meet the needs of each school site;
- District endorsed annual CPI trainings and refresher courses;
- A development of an annual budget to provide financial support for on-going instructor training, and training materials as per Board approval;
- The CPI Instructional Team will provide refresher courses as needed for all staff that previously received training within the last year. In addition, practice sessions will be offered to all trained staff.

Ten-Year Plan 2006-2016:

- 95% of all TMS personnel shall be trained in CPI methodology given in the Two Day Workshop including physical containment procedures.
- As funding becomes available the CPI instructional team may determine if additional instructors are needed. Other criteria for increasing CPI instructors would include, an increase in student population, an increase in violent incidents or the inability of current CPI instructor(s) to fulfill his/her training responsibilities. It is to be noted that each CPI instructor is responsible for completing 18 hours of staff training on CPI methodology each year.
- CPI training would be made available to other staff including bus drivers, office personnel, custodial, lunchroom and administrative staff.
- A full-time CPI consultant will be hired to manage and monitor district-wide training and recertification. The duties of this staff member would include training all new staff, tracking recertification needs of

current CPI trained staff, training staff on debriefing after a crisis event and assisting teaching staff with classroom management techniques related to CPI methods.

- The TMS will establish and implement a district-wide crisis notification and response system to address large scale crisis situations.

Recommendations:

It is strongly suggested that the CPI crisis intervention policy be linked with each individual school sites' emergency notification system. It is recommended that the emergency notification system be standardized to be consistent throughout the district.

4. Requirements for Reporting:

Staff is required to report any incident in which physical containment occurs. A written incident report (see attached Form A) must be submitted to school principal, school nurse (if injury occurred during containment) and on-site CPI instructor. School principal or designee is responsible for informing the student's parent/guardian of the use of physical containment. This written report must be submitted the day that the incident occurs. A good faith effort to notify the parent/guardian must be made on the same day of occurrence.

5. Special Circumstances:

- a) A student's Individual Education Plan and/or Behavioral Management Plan may specifically address whether or not the use of physical containment is allowable. This would take precedence over general policies and procedures outlined for crisis response under CPI guidelines.
- b) The Taos Municipal Schools may seek a parent/guardian's consent to waive the reporting requirement for physical containment administered to an individual student. This waiver must be included in the student's permanent file and/or Individualized Education

Plan. The waiver only applies if the physical containment does not result in injury to the student or staff member. A parent may withdraw consent to such waiver at anytime without penalty.

c) The Taos Municipal Schools reserves the right to contact law enforcement, CYFD, TCCS, Inc. or other community agencies if deemed appropriate in order to address a crisis situation in a timely and safe manner. The Taos Municipal Schools also reserves the right not to utilize CPI methodology and to defer to law enforcement if the situation is too dangerous to manage with the use of Nonviolent Physical Crisis Intervention techniques.

d) If staff is restricted by physical injury and/or is unable to perform duties as specified by CPI regulations. These personnel will be identified by the administration of each school site and will be excused from physical containment responsibilities. In a crisis situation, non-CPI certified staff would be required to contact CPI-certified staff to assist in proper management of the situation.

Please refer to the CPI training manual or website at www.crisisprevention.com for additional information.

TAOS MUNICIPAL SCHOOLS
Care, Welfare, Safety and Security
CPI PHYSICAL CONTAINMENT REPORT

Student Name: _____

Reporting Staff: _____

Date/Time of Incident: _____

1. Did student's behavior present a danger to self or others?
 Yes No Appeared Imminent

2. Describe student's behavior: _____

3. Were verbal or other non-physical interventions attempted? Yes No

4. What interventions were used? _____

5. How did student respond to intervention? _____

6. Was a physical containment intervention used? Yes No

7. Which physical containment technique was used? Team Control
 Transport Position Interim Control Position Child Control Position
 Unable to use CPI techniques. Explain. _____

8. Number and Names of staff involved: _____

9. Any injuries? Student Staff No injuries
Describe injury _____

10. If yes, nurse notified? Yes No Date and Time: _____
If no, please explain: _____

11. Was parent/guardian contacted? Yes No
If "no", please
explain. _____
Date and Time of contact or attempted contact: _____

12. Report given to principal/designee: Yes No Date and Time: _____

13. Report given to CPI designee: Yes No Date and Time: _____

14. Other agencies notified? Yes No Date and Time: _____
Name of Agency: _____

Taos Municipal Schools Formal Bullying Report Form

Student Name(s)/(alleged target) _____

Student Name(s)/(alleged aggressor) _____

Date & Time of Incident:

1. Did behavior meet criteria for: Bullying Harassment Racial Harassment
 Sexual Harassment Hazing/Gang Initiation Homophobic Harassment
 Other _____

2. Was behavior: Verbal Physical Both
Please describe behavior _____

3. Any injuries: Student Staff No Injury
If yes, please describe injury: _____

4. If yes, was nurse contacted: Yes No Date & Time: _____
If no, please explain: _____

5. Who witnessed behavior: Student Staff Both
Names of witnesses if appropriate: _____

6. Formal complaint given to Principal/Designee: Yes No Date & Time: _____

7. Were parent(s)/guardian(s) of both target and aggressor contacted:
 Yes No Date & Time: _____
If not, please explain: _____

8. Was law enforcement or other agency notified: Yes No Date & Time: _____
If yes, name of agency: _____

9. Additional information: _____

Name of Person(s) Making Report: _____

Date & Time Report Completed: _____