KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Pupil Services
Clayton Holland, Director

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To: Building Administrators, Certified Special Education Staff, Classified Special Education Staff
From: Clayton Holland, Director of Pupil Services, KPBSD
Subject: Student Seclusion

Seclusion means the involuntary confinement of a student alone in a room or area in a manner that prevents the student from leaving. Seclusion does not include time-outs (calming rooms), a student's voluntary choice to enter a secluded environment, detention, or in-school suspension rooms that are utilized for instructional purposes and other environments where a student is not alone in the room or where the student is not prevented from leaving. "Time-outs" are behavior interventions to provide a student with an opportunity to regain self-control or engage in problem solving where the student is separated from other students for a limited period in a setting that is not locked and from which the student is not physically prevented from leaving. Time-out includes placing a student in an area of the classroom where the student observes classroom instruction but does not participate.

Seclusion of a student is prohibited unless the student's behavior poses an imminent danger of physical injury to the student or another person; less restrictive interventions would be ineffective to stop imminent danger to the student or another person; and a staff member continually monitors the student in face-to-face contact, or, if face-to-face contact is unsafe, by continuous direct visual contact with the student. Staff involved with the seclusion of a child must be trained in a crisis intervention and de-escalation techniques (Mandt) unless a trained person is not immediately available and the circumstances are rare and present an unavoidable and unforeseen emergency.

Seclusion should be employed only when less restrictive interventions have been determined to be ineffective or inappropriate for maintaining safety. Seclusion should be discontinued immediately when the student no longer poses an imminent danger of physical injury to the student or another person, or when a less restrictive intervention is effective to stop the danger of physical injury. Seclusion should never be used as a form of discipline, to force compliance, as a convenience for staff, or as a substitute for appropriate educational support.

While in a seclusion setting, a student must be continuously observed by an adult both visually and aurally for the entire period. Students must be provided necessities such as restroom breaks and food and water as needed. Any signs of medical distress should be immediately addressed. Seclusion must be sensitive to any particular vulnerabilities of the student and to the student's developmental level.

If a student is secluded, a written report of the incident must be provided to the school administrator and then forwarded to district office.