

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom left shows a classroom with blue walls, several desks and chairs, and colorful balloons. A large white diagonal shape cuts across the top right of the image, containing the main title text.

# Reviewing District Policies and Procedures on Physical Restraint and Seclusion

Module 2

Office of Special Education and Early Learning (OSEEL)



Kentucky Department of  
**EDUCATION**

# Reviewing District Policies and Procedures

[704 Kentucky Administrative Regulation \(KAR\) 7:160, Section 2](#)



# District Physical Restraint and Seclusion (PR&S) Policy

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District policies and procedures must:

Ensure staff awareness and parent access to policies;

Prioritize safety of students, personnel and visitors;

Ensure staff are trained per regulation;

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[\[704 KAR 7:160, Section 2 \(1\) \(a-c\)\]](#)

# District PR&S Policy

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District policies and procedures must:

Notify parents after each incident;

Document event in student information system;

Provide process for parent/youth debriefing request; and

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[\[704 KAR 7:160, Section 2 \(1\) \(d\)\]](#);

# Documenting a PR&S in Infinite Campus

- [Behavior Administration – Section A](#)
- [Resolution Detail – Section D](#)
- [Response Detail – Section E](#)



Behavior Data Standards  
Overview: Sections A-G  
[Webinar Series](#)

# District PR&S Policy

Districts must notify KDE and law enforcement, within twenty-four (24) hours, in the event of:

- Death;
- substantial risk of death;
- extreme physical pain;
- protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member or organ; or
- Impairment of mental faculty resulting from the use of physical restraint or seclusion.

[\[704 KAR 7:160, Section 2 \(1\) \(e\)\]](#)

# District PR&S Policy

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District policies and procedures must:

Provide a process for parents to submit complaints;

Investigate, document findings, and take corrective action (if applicable); and

Regularly review restraint/seclusion data and update policies.

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[[704 KAR 7:160, Section 2 \(1\) \(f-g\)](#)]

# Review and Revise District PR&S Policies and Procedures



[\[704 KAR 7:160, Section 2 \(2\)\]](#)

# Regulatory Timeline Requirements

[704 KAR 7:160, Section 2 and 5](#)

# Important Timeline Requirements

1

## Notify Principal

- Principal must be notified before end of day on which the incident occurred.

2

## Notify Parent

- Parents must be notified within 24 hours of PR&S incident.

3

## Complete Record

- Record of PR or seclusion must be completed by end of the next school day following incident.

4

## Notify KDE and law enforcement

- KDE and law enforcement must be notified within 24 hours in event of severe injury [Data Standard-Behavior].

5

## Schedule Debriefing

- If requested, schedule no later than 5 days from request.

# Safe Schools Reporting Timeline

[Reporting Timeline, Section G of Behavior Data Standard](#)



# Pause and Consider

Does your district have a procedure for reviewing physical restraint and seclusion policies and procedures annually?

Do all staff know where to find the policy and procedures to review?

Are there any unique physical restraint and seclusion requirements or procedures in your district?





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**E D U C A T I O N**

# Resources and Support

[KDE Physical Restraint and Seclusion Webpage](#)



# Safe Schools Data Collection and Reporting Resources

- [Behavior Administration – Section A](#)
- [Incident Detail – Section B](#)
- [Event/Participant Detail – Section C](#)
- [Resolution Detail – Section D](#)
- [Response Detail – Section E](#)
- [Event Type Definitions – Section F](#)
- [Reporting Timeline – Section G](#)



Behavior Data Standards  
Overview: Sections A-G  
[Webinar Series](#)

# Additional Resources

- [KDE Physical Restraint and Seclusion Webpage](#)
- [United States Department of Education \*Restraint and Seclusion Resource Document\*](#)
- [KDE Positive Behavioral Interventions and Supports \(PBIS\)](#)
- [\*Data Standard Behavior \(Safe Schools\) Data Entry\*](#)
- [704 KAR 7:160. \*Use of physical restraint and seclusion in public schools\*](#)

# Questions



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