

Policy Connection

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Editor

Policy Connection is a free quarterly publication provided by the KSBA Policy Service that is sent to all board members, superintendents, and others who request to receive it.

PHYSICAL RESTRAINT AND SECLUSION CHECKLIST

With the beginning of the 2013-2014 school year, districts will need to make sure plans are in place to implement 704 KAR 7:160, the new regulation governing use of physical restraint and seclusion with students. Key areas include:

- Training of all school personnel in keeping with the regulation, including the actual regulation and the board's new policy and procedure to promote employee understanding of the regulatory definition of physical restraint and seclusion and how such measures are to be used.

- Training of core team members and written notification to all school personnel listing those employees who have received core team training.

- Informing parents how to access the new policy and procedure and the avenue for filing a complaint.

Other key provisions include clarifying the process and designating a lead implementer for the following requirements:

- Documenting each use of physical restraint and seclusion.

- Summoning core team member(s) as soon as possible when a non-core team staff member uses physical restraint to prevent injury in an emergency.

- Reporting within 24 hours to local police and the Kentucky Department of Education of certain serious bodily injuries resulting from use of physical restraint and seclusion.

- Notifying parents within 24 hours of use of physical restraint and seclusion, offering the parent or emancipated student the option of a debriefing session to take place no later than five (5) school days following receipt of the request, unless otherwise agreed on by both the requesting individual and the district.

- Clarifying how debriefing sessions are to be conducted when requested by the parent/emancipated student.

- Designating who will oversee the district's response to parent complaints about use of physical restraint and seclusion.

- Entering required information concerning each use of physical restraint and seclusion into the student information system.

Due to interest in the restraint and seclusion training material presented at a training on July 15, KSBA is offering the training Power Point to districts for training purposes. The annual licensing fee for the 2013-14 school year is \$200 per CD. An order form can be found on the KSBA website for the purchase of this Power Point:

<http://www.ksba.org/Content.aspx?id=52752>

Otherwise, contact Shannon Robinson at shannon.robinson@ksba.org or Jolene Shearer at jolene.shearer@ksba.org to place your order; please specify if you will need the materials by a certain date.

— *Policy Reference 09.2212*

2013 UPDATE

Congratulations to Cloverport Independent Board of Education for being the first to return its 2013 policy and procedure update! As of the date of this publication, 66 boards also have returned their update checklists.

Boards are reminded that KRS 160.340 (4) states, "It is intended that these policies shall cover matters within the authority and discretion of the district board of education and not matters otherwise required by law or regulation. Such policies . . . shall be kept up to date by filing annual amendments thereto each August 15 . . ."

— *Policy Reference 01.5*

WELCOME TO OUR LATEST SUBSCRIBERS!

- *Online Manual Service* - Clinton County Board of Education

- *Employee Handbook Service* - Burgin Independent Board of Education and Scott County Board of Education

- *Substitute Teacher Handbook Service* - Eminence Independent Board of Education

- *eMeeting Service* - Caldwell County Primary School, Holiday School (Christian County), Dawson Springs Board of Education and Ludlow Independent Board of Education

NOTICE OF NONDISCRIMINATION

As part of the 2013 update, most boards approved adding the following statement to policy 01.1/ Legal Status of the Board:

"As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs



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Durward Narramore, Jenkins Independent, President • Allen Kennedy, Hancock County, President elect • David Baird, Interim Executive Director

and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.”

To effectively implement the second paragraph of this addition, districts will need to determine what steps to take, which may include (but are not limited to): posting information notices; publishing the required information in local newspapers, alumni newspapers or magazines, or publications provided by a school or its students; or by distributing written

communications to students and employees. This year, the KSBA Policy Service assisted in this task by recommending addition of the notification information to handbooks for employees, substitute teachers and coaches.

— Policy Reference 01.1

YOUR ONLINE CONNECTION

If you currently receive a paper edition of this newsletter, but would prefer to get it via email ONLY, please send your request to Katrina Kinman (katrina.kinman@ksba.org), along with your school district and position (employee, board member, etc.). We appreciate your helping KSBA save printing and mailing costs.

NEW HANDBOOK FEATURE

Those districts that choose to have KSBA print their employee handbooks will notice a new feature at no additional cost – a perforated Acknowledgement Form (typically the last page) that will make it easier for employees to remove that page from the handbook to sign and submit.

If your district is considering printing copies of your handbook(s) for the upcoming school year, please keep KSBA in mind; our Print Shop does a great job. Here is our fee schedule:

FORMAT	UNIT PRICE
Loose copy	\$3
Dual-stapled copy <i>(includes perforated Acknowledgement Form)</i>	\$3.50
Heat-bound copy/card stock front and back <i>(includes perforated Acknowledgement Form)</i>	\$4
Hole-punched copy in 1-inch binder with colored insert cover	\$5

Please contact your district’s policy consultant for additional information.



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