

## Board of Directors - Minutes of the Regular Meeting *Columbus Arts and Technology Academy*

Meeting Date: 3/17/2022

Meeting Location: Virtual Meeting

Meeting Type: Regular

Officers in Attendance: Damian Giammarco (Board President), Matthew Quillen (Board Secretary), Matthew Jacobs (Director), Nick Euton (Board Treasurer), Natasha Cornelius (Director) - Joined at 19:06  
Guests: Dr. Jill Blanchard (VP, Accel), Kevin Massa (Massa Financial Solutions – by Phone), Scott McClain (OCCS), Stephanie Teaford (Legal), Stacey Buttle (OCCS), Marcus Morris (Guest), Principal Antoinette Bates (Head of School)

### Call to Order

Damian G. calls the meeting of the Board to order @ 18:32 ET

### Meeting Agenda

- Approval of Board Meeting Agenda - upon review and duly seconded motion, the board approved the agenda.
- Approval of Previous Meeting Minutes - upon review and duly seconded motion, the board approved the agenda.
- Resolution & approval records also below

### General Board Business

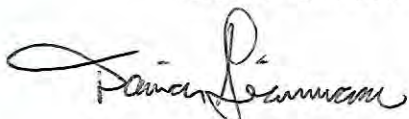
Public Comments – none

Policy Update

- **March legislative policy updates** (see voting record below for itemized list of policies included/impacted)
  - Call-out that some of the policy updates could potentially impact spending for food at staff meetings; suggested that we cover this with a standing resolution
- Policy 453 – Wellness Policy Triennial Review
  - Reviewed by the legal team already
  - No public commentary around the policy
  - Briefly discussed the review process prior to ratification and approval

Finance Committee - by Kevin Massa

- FTE 496 (down from February) vs. budget of 580
- Income statement reviewed in detail
  - Some savings due to vacancy of positions
  - Slight revenue boost from new state funding formula effective Jan 2022
  - Still below budget, but ahead of revenue target by 75k
- Debt repayment structure discussed; concerns with enrollment dropping from FY22 to FY23
  - Would like confidence from Accel before repayment commitments are made
  - Would like to buck our CSC by achieving the “cash on hand” threshold
    - Unnecessary interest expense that could go back into the budget
  - Masa Financial recommends debt repayment prioritize Tatonka rather than CSC in the interest of long-term savings on interest charges, and it represents our primary casual factor on cash flow issues

 Board President 4/21/22

March 16, 2022

Re: Winter 2022 Policy Update

Dear Board Members:

Enclosed are the policies and appendices that we have updated pursuant to changes in state education laws. Please consult the summaries of these changes that follow and the Table of Policy Changes attached to this letter, which identifies the policies requiring Board adoption. Please note that our office elected to provide a single, longer update to avoid confusion due to frequently changing meeting schedules.

**Public Participation at Meetings:** Recent court decisions have altered the manner in which a school can limit a member of the public's participation in an open meeting. We have updated the Public Participation at Meetings policy to account for these changes.

**Staff Reimbursement:** The Auditor of State has begun requesting that the parameters for when staff could be reimbursed for relocation expenses be outlined in a policy or procedure. Our office updated the Staff Reimbursement policy to address the Auditor's concerns and aid in the annual audit process.

**College Credit Plus:** Pursuant to the Budget Bill, student eligibility to participate in College Credit Plus coursework was changed to expand upon the definition of when a student is "remediation free." Additionally, prior to enrolling in any college course through College Credit Plus, the student and his or her parent must sign a permission slip acknowledging the potential for mature subject matter in the college course. Accordingly, our office updated the College Credit Plus-Advanced Standing Program policy, and a new corresponding permission slip is included as an appendix. **Please note that a copy of this required permission slip must be posted on the School's website.**

**Title IX Grievance Procedure:** The U.S. Department of Education's Title IX regulations provide the option for schools to pick which standard of proof it uses when evaluating a Title IX sexual harassment allegation—either a preponderance of the evidence, or clear and convincing evidence. 34 C.F.R. Part 106. We recommend that schools use the preponderance of the evidence standard (meaning the alleged facts are more likely than not to be true). Our office updated the Title IX Grievance Procedures to reflect this change to the standard of proof and to allow for greater flexibility as to the individuals appointed to investigate and review Title IX sexual harassment allegations, findings, and appeals. **Please note that the updated version of this policy must be posted to the School's website along with the name and contact information for the school's Title IX Coordinator and all Title IX training materials.** Our office also created a series of forms to assist in the investigation of these complaints.

**Student Assessments:** Changes from Senate Bill 82 allow the parent of students who enter 9th grade in the 2022-2023 school year to opt-out of the ACT/SAT requirement. Additionally, the Budget Bill altered the Kindergarten Readiness Assessment ("KRA") administration window. A school will now be required to administer the KRA between July 1 and the twentieth day of instruction of the school year. These changes were incorporated into the Student Assessment and Academic Prevention/Intervention Services policy.

**Please note that this policy is required to be reviewed on an annual basis; this revision will serve as that review.**

**Anti-Harassment, Intimidation, and Bullying:** This policy was updated to cross-reference Title IX when referring to sexual harassment.

**Anti-Hazing:** In response to recent high-profile hazing incidents, the General Assembly passed a law to strengthen existing hazing prohibitions. Under the new laws, any administrator, employee, faculty member, teacher, consultant, or volunteer of a school must immediately report the knowledge of hazing to a law enforcement agency in the county where the hazing victim resides or where the hazing occurred. Failure to comply with this requirement could result in criminal charges against the official, employee, or volunteer. Our office amended the existing Anti-Hazing Policy to account for these changes.

**Positive Behavior Interventions and Supports (“PBIS”):** The Ohio Department of Education (“ODE”) adopted revised PBIS regulations. Most significantly, the amended PBIS regulations: (1) provide for a parent complaint process through ODE instead of with the school; (2) require the school to complete a functional behavioral assessment and behavioral intervention plan after the third incident of seclusion or physical restraining in a school year for students with disabilities; and, (3) alter the training and professional development content areas and timelines. The PBIS policy was updated to reflect the amended regulations. **Please note that the school must give notice of this policy to parents annually and post this policy on its website.**

**Military Recruitment and Student Privacy:** Pursuant to a change in federal law, upon the request of a military recruiter or institution of higher education, a school is required to provide access to the names, addresses, school-assigned email address (if any), and telephone listings of its secondary school students, unless the parent opts-out of such disclosure in writing. We amended the existing Military Recruitment and Student Privacy policy to include these disclosure requirements.

**Salaries:** We revised our current Salaries policy indicate that payday dates may vary based on the terms of an employment contract. **Please note that this policy is only applicable to those schools that act as an employer (or in other words, if all the school staff is employed by the management company or an educational service center, this policy would not apply).**

**Non-Bachelors Substitute License:** For the 2021-2022 school year only, schools, including community schools, may employ individuals who do not hold a post-secondary degree as substitute teachers so long as all other applicable qualifications are satisfied and the individual holds a non-renewable temporary substitute teaching license. Our office prepared a Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only that should be adopted if the School intends to use teachers under these qualifications.

**OTES 2.0:** The Ohio Teacher Evaluation System (“OTES 2.0”) was recently changed to allow high performing teachers to be evaluated less frequently. Our office prepared a revised version of the OTES policy to reflect these changes in the evaluation procedures. **Please note that only those schools that accepted Race to the Top funds must comply with OTES 2.0 and must adopt this revised policy.**

**Student Suicide:** Pursuant to the SAVES Act, beginning with the 2023-2024 school year health education courses shall include at least one hour or one standard class period per school year of evidence-based

instruction for students in grades 6-12 in suicide awareness and prevention; safety training and violence prevention; and social inclusion. Additionally, pursuant to recent decisions from the U.S. Department of Education, Office for Civil Rights, schools may no longer request psychological or medical clearance before a suicidal student returns to school. The Student Suicide policy was updated to incorporate these course requirements and to remove references to the approval of a psychologist or doctor in order to return to school.

**Emergency Management Plans:** Beginning with the 2022-2023 school year, all schools serving grades six through twelve must establish a Threat Assessment Team. Members of the Threat Assessment Team must complete an ODE approved threat assessment training program upon appointment to the team and every three years thereafter. Proof of training must be submitted with the School's emergency management plan, and emergency management plans must be updated to include the threat assessment plan and a protocol for the school's Threat Assessment Team. Going forward, emergency management plans will be submitted directly to the Ohio Department of Public Safety for review.

Additionally, **schools are now required to participate in either the SaferOH anonymous tip line operated by the Ohio Department of Public Safety, or contract with a 24/7 anonymous reporting program that is capable reporting threats to the school's threat assessment team and local law enforcement.** Annually, schools will also be required to submit a summary to the Ohio Department of Public Safety and ODE regarding the number of reports received, any disciplinary action taken or mental health referrals made in response to anonymous reports, and the race and gender of the disciplined students.

The School Emergency Management Plan policy was updated to reflect these changes.

**Proper Public Purpose:** Restrictions in existing law require that public monies are spent only for expenditures that constitute a proper public purpose. The Auditor of State has indicated in recent years that the guidelines for what constitutes a proper public purpose be outlined in a policy or procedure. Our office prepared a procedure to address the Auditor's concerns and aid in the annual audit process.

**Food Service:** In response to recent federal program audits, we incorporated additional language necessary for the engagement of a food service management company into the existing Food Service policy and corresponding Child Nutrition Programs Procurement appendix.

Similarly, the Federal Grants Procurement, Monitoring, and Administration policy, located at or around policy 148.8 in your policy notebook, as well as the Cost Principals and Financial Management for Use of Federal Funds policy, located at or around policy 148.10, have also been updated to reflect guidance from the Auditor of State.

**High School Graduation Requirements:** Pursuant to the Senate Bill 1, which took effect January 27, 2022, graduation requirements for students entering ninth grade in the 2022-2023 school year have changed to require that students complete at least ½ unit of credit in financial literacy. The graduation requirements in your policy notebook have been updated to reflect these new graduation requirements. Additionally, pursuant to R.C. 3313.6014 the school is obligated to notify parents of the curriculum requirements that must be completed in order to earn a high school diploma. Our office prepared a sample notice that can be used for this purpose.

**Diploma Seals:** A transferring student’s eligibility to earn a Community Service Seal, Fine and Performing Arts Seal, or Student Engagement Seal changed pursuant to the Budget Bill. Schools are now required to recognize a seal earned while enrolled at former school regardless of whether the current school has guidelines to award such a seal. Additionally, a school must give credit, to the extent feasible, to a transferring student for progress completed at a prior school towards earning these seals. We revised the existing guidelines for awarding the Community Service Seal, Fine and Performing Arts Seal, and Student Engagement Seal to reflect these changes.

**FERPA Notice of Rights:** Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), schools are required to give notice of rights to parents on an annual basis. Recent changes to FERPA guidance now permit parents to contest information contained in student educational records if the parent believes that the information is “in violation of the student’s privacy rights under FERPA.” Accordingly, the FERPA Notice of Rights has been updated to include this additional grounds for amendment of educational records.

**Immunizations:** The Ohio Department of Health released the 2021-2022 Immunization Requirements. Accordingly, the appendix Immunization Summary for School Attendance was updated to reflect the new guidance on immunizations. **Please note that this DOES NOT include COVID-19 vaccinations to the extent minors are eligible to obtain a vaccination.**

Please do not forget to update your table of contents with any new policies, changed titles, or new appendices. We have included our Table of Policy Changes specifying the policies requiring board approval. Any existing policies subject to these updates should be replaced with the new version upon board adoption. As always, we remain available for questions or assistance.

Very truly yours,

Adam Schira  
Stephanie L. Teaford  
Chelsea L. Canaday

**TABLE OF POLICY CHANGES**

<b>Approximate Policy/Appendix Number</b>	<b>Policy/Appendix Title</b>	<b>Relevant Statute/Rule (if applicable)</b>	<b>Board Vote Required?</b>
136	Public Participation at Meetings		Yes
148.7	Staff Reimbursement	Ohio Ethics Comm. Advisory Opinion No. 91-010; 2 C.F.R. 200.464	Yes
204.13	College Credit Plus – Advanced Standing Program	R.C. 3313.6013; R.C. Chapter 3365; O.A.C. 3333-1-65; O.A.C. 3301-44 et seq.	Yes
222.1	Title IX Grievance Procedure	34 C.F.R. Part 106	Yes
242	Student Assessment and Academic Prevention/Intervention Services	R.C. 3301.0710-.0711; R.C. 3301.0715; R.C. 3301.0729; R.C. 3313.608; R.C. 3313.6012; O.A.C. 3301-13 et seq. and O.A.C. 3301-35 et seq.	Yes
264.1	Anti-Harassment, Intimidation, and Bullying Policy	R.C. 3313.666; R.C. 3313.667; R.C. 3319.073	Yes
264.2	Anti-Hazing Policy	R.C. 2307.44; R.C. 2903.31; R.C. 2903.311; R.C. 3313.661	Yes
276	Positive Behavioral Interventions and Supports, Seclusion, and Restraint	O.A.C. 3301-35-15; R.C. 3319.46.	Yes
293	Military Recruitment and Student Privacy	20 U.S.C. 7908(a); 2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military Records SEC. 521	Yes
313	Salaries	Fair Labor Standards Act; R.C. 4113.15(A).	Yes
316.2	Non-Bachelor’s Substitute Teachers for 2021-2022 School Year Only	134 Ohio General Assembly, Senate Bill 1, Section 4; R.C. 3319.31; O.A.C. 3301-20-01	Yes
353.1	Performance Evaluation of Staff (“OTES 2.0”)	R.C. 3319.02; R.C. 3319.11; R.C. 3319.111; R.C. 3319.112; R.C. 3319.22; R.C. 3319.222; R.C. 3319.226; R.C. 3319.26; R.C. 3333.0411	Yes
424.1	Student Suicide	R.C. 3319.073; O.A.C. 3301-57-01	Yes
447	School Emergency Management Plan	R.C. 3737.73(D); R.C. 3314.03(A)(11)(d); R.C. 3313.669; R.C. 3313.6610; R.C. 5502.6262; R.C. 5502.263; O.A.C. 3301-5-01	Yes
App.148.1-A (NEW)	Proper Public Purpose	<i>State ex rel. McClure v. Hagerman</i> , 155 Ohio St. 320 (1951); Ohio Auditor of State Bulletin 2004-002; Ohio Auditor of State Bulletin 2003-005; 1982 Op. Atty. Gen. No. 82-006.	No
App.148.8-C	Child Nutrition Programs Procurement		No
App.222.1-A (NEW)	Form for Formal Complaint of Sexual Harassment		No
App.222.1-B (NEW)	Notice to Respondent of Formal Complaint of Sexual Harassment		No

Approximate Policy/Appendix Number	Policy/Appendix Title	Relevant Statute/Rule (if applicable)	Board Vote Required?
App.222.1-C (NEW)	Notice to Complainant of Formal Complaint of Sexual Harassment		No
App.222.1-D (NEW)	Notice Regarding Informal Resolution Process		No
App.222.1-E (NEW)	Notice of Evidence		No
App.222.1-F (NEW)	Notice of Investigative Report		No
App. 222.1-G (NEW)	Question and Answer Request		No
App. 222.1-H (NEW)	Notice of Determination of Responsibility		No
App. 222.1-I (NEW)	Notice of Appeal		No
App. 222.1-J (NEW)	Notice of Appeal Decision		No
App. 246-B (NEW)	Parental Notification of Ohio Core Curriculum Requirements	R.C. 3313.6014	No
App. 244-C	Community Service Seal		No
App. 244-D	Fine and Performing Arts Seal		No
App. 244-E	Student Engagement Seal		No
App. 246-A	What It Takes to Earn an Ohio High School Diploma		No
App. 294-A	Notice of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information		No
App. 404-A	Ohio Immunization Summary for School Attendance		No

This policy governs the use of positive behavioral methods and emergency safety interventions including seclusion and restraint. Any use of emergency safety interventions that does not meet the requirements set forth below is prohibited.

### **Definitions**

**Aversive behavioral interventions:** an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including interventions such as: application of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalants or tastes, or other sensory stimuli such as climate control, lighting, and sound.

**Behavior Intervention Plan:** a comprehensive plan for managing problem behavior by changing or removing contextual factors that trigger or maintain the behavior, by strengthening replacement skills, teaching new skills, and providing positive behavior intervention and supports and services to address the behavior.

**Chemical Restraint:** a drug or medication used to control a student's behavior or restrict freedom of movement that is not (A) prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under State law, for the standard treatment of a student's medical or psychiatric condition; and (B) administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under State law.

**De-escalation techniques:** are strategically employed verbal and non-verbal interventions used to reduce the intensity of threatening, violent, and disruptive behavior before a crisis occurs.

**Functional Behavior Assessment (FBA):** is a collaborative problem-solving process used to describe the function or purpose that is served by a student's behavior. Understanding the function that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

**Mechanical Restraint:** (A) any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose; and (B) does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: (1) restraints for medical immobilization; (2) adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or (3) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent:** (A) a biological or adoptive parent; (B) a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State); (C) an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; (D) a surrogate parent who has been appointed in accordance

with O.A.C. 3301-51-05(E); and (E) any person identified in a judicial decree or order as the parent of the child or the person with authority to make educational decisions on behalf of the child.

Physical Escort: the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical Restraint: the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. This does not include a physical escort, mechanical restraint, or chemical restraint, or brief, but necessary, physical contact for the following purposes: (A) to break up a fight; (B) to knock a weapon away from student's possession; (C) to calm or comfort; (D) to assist a student in completing a task if the student does not resist the contact; or (E) to prevent a threat to the immediate safety of the student or others.

Positive Behavior Interventions and Supports ("PBIS"): (A) a school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students, and (B) that encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminishes reoccurrences of challenging behaviors, and teaches appropriate behavior to students.

Positive Behavior Interventions and Supports Leadership Team: the team at the School that plans, coaches and monitors implementation on PBIS. The team may include the a School administrator, teacher representatives across grade levels, and staff able to provide behavioral expertise, and other representatives identified by the district or school such as bus drivers, food service staff, custodial staff, and paraprofessionals.

Prone Restraint: physical or mechanical restraint while the student is in a face down position.

Seclusion: involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student personnel: teachers, principals, counselors, social workers, school resource officers, teachers' aides, psychologists, bus driver, related service providers, nursing staff, or other School staff who interact directly with students.

Timeout: a behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

### **Creation of Positive Behavioral Intervention and Supports**

The School shall establish an evidence-based school wide system of positive behavioral interventions and supports that will apply in all settings to all students and staff. The system shall include family involvement. The School's PBIS framework includes all of the following:

- A. A decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students;
- B. Data-based decision making to select, monitor, and evaluate outcomes, practices, and systems;

- C. Evidence-based practices along a multi-tiered continuum of supports;
- D. Systems that enable accurate and sustainable implementation of practices; and
- E. Progress monitoring for fidelity and target outcomes.

The School's implementation of its PBIS framework includes:

- A. Explicit instruction of school-wide behavior expectations;
- B. A consistent systems of acknowledging and correcting behaviors;
- C. Teaching environments designed to eliminate behavior triggers; and
- D. Family and community involvement.

### **Prohibited Practices**

The following are **prohibited under all circumstances**, including emergency safety situations:

- A. Prone restraint;
- B. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that:
  - i. involves the use of pinning down a student by placing knees to the student's torso, head, or neck;
  - ii. uses pressure point, pain compliance, or joint manipulation techniques; or
  - iii. otherwise involves techniques that are used to unnecessarily cause pain.
- C. Corporal punishment;
- D. Child endangerment as defined in R.C. 2919.22;
- E. Deprivation of basic needs;
- F. Seclusion or restraint of preschool students (if any);
- G. Mechanical or chemical restraints;
- H. Aversive behavioral interventions;
- I. Seclusion of students in a locked room or area; or
- J. Any physical restraint that obstructs the student's airway or impacts the student's primary mode of communication.

Staff must:

- A. Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- B. Continually observe the student in restraint and/or seclusions for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal and on-verbal communication strategies and research based de-escalation techniques in an effort to help the student regain control;
- D. Remove the student from physical restraint and/or seclusion immediately when the immediate risk of physical harm to self or others has dissipated;
- E. Conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document staff observations of the students.

### **Restraint**

Restraint may be used only in a manner that is age and developmentally appropriate, when there is an immediate risk of physical harm to the student or to others and no other safe and effective

intervention is possible. Physical restraint must be performed by trained staff, except in the case of an unavoidable emergency situation.

Physical restraint may not be used for punishment, discipline, or as a substitute for other less restrictive means of assisting a student in regaining control, and should be used only as a last resort.

### **Seclusion**

Seclusion may be used as a last resort for the student to regain control; it is age and developmentally appropriate; there is an immediate risk of physical harm to the student or others; and there is no other safe and effective intervention available.

Seclusion shall not be: used for punishment or discipline; as a substitute for an education program; as a substitute for inadequate staffing, or for staff training in PBIS frameworks and crisis management; for the convenience of staff; as a means to coerce or retaliate; in a manner that endangers the student; or, as a substitute for other less restrictive means of assisting the student in regaining control reflective of the cognitive, social, and emotional levels of the student.

The room or area used for seclusion cannot be locked, and must allow for the student to exit the area should the staff become incapacitated or leave the area. The room or area must also provide for adequate space, lighting, ventilation, and the ability to observe the student. The student must be under constant supervision by staff trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance and who document their observations of the student.

### **Multiple Incidents and Functional Behavioral Assessment**

For students eligible for special education per the Individuals with Disabilities Education Act (“IDEA”) or who have a Section 504 Plan, the School shall convene the IEP team or Section 504 team within ten (10) school days after the third incident of seclusion or physical restraining in a school year. The IEP team or Section 504 team will consider the need to conduct a functional behavioral assessment (“FBA”). If necessary, this FBA should be followed by a behavioral intervention plan (“BIP”), or an amendment to an existing BIP, that incorporates appropriate positive behavioral interventions.

### **Training and Professional Development**

The School PBIS Leadership Team or other qualified training shall train all staff working with students at least every three (3) years on the requirements of this policy and shall keep written or electronic documentation of the type of training and the participants. Professional development will include:

- A. An overview of PBIS;
- B. The process for teaching behavioral expectations;
- C. Data collection;
- D. Implementation of PBIS with fidelity;
- E. Consistent systems of feedback to students for appropriate behavior and corrections; and
- F. Consistency in discipline and disciplinary referrals.

The School shall also ensure that an adequate number of personnel in each building are trained annually in crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, and that their training is kept current. The minimum training requirements include:

- A. Proactive measures to prevent the use of seclusion or restraint;
- B. Crisis management;
- C. Documentation and communication about the restraint or seclusion with appropriate parties;
- D. The safe use of restraint and seclusion;
- E. Instruction and accommodation for age and body size diversity;
- F. Directions for monitoring signs of distress during and following physical control; and
- G. Debriefing practices and procedures.

Training must include face-to-face training and allow for a simulated experience of administering and receiving physical restraint. The School shall maintain documentation that includes the following:

- A. The name and position of each person who completed training;
- B. The name, position, and credentials of each person who provided the training;
- C. When the training was completed; and
- D. What protocols, techniques, and materials were included in training.

Student personnel will be trained to perform the following functions:

- A. Identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and
- B. Use preventative assessments that include at least the following:
  - i. A review of existing data;
  - ii. Input from parents, family members, and students; and
  - iii. Examination of previous and existing behavior intervention plans.

The School shall ensure that there is a support plan in place for substitute teachers if the individual needs assistance with PBIS or crisis management and de-escalation.

### **Required Data and Reporting**

Staff must document each use of seclusion or restraint and report it to the building administration and the parent immediately. A written report of the incident must be created, given to the parent within twenty-four (24) hours of the incident, and placed in the student's file. This report is subject to the Family Educational Rights and Privacy Act.

The School shall report information concerning its use of seclusion and restraint annually to, and as requested by, the Ohio Department of Education.

The School shall give notice of this policy to parents annually, and shall post this policy on its website.

## **Monitoring and Complaint Procedures**

The School shall review this policy on an annual basis.

A Parent may submit written complaints regarding an incident of seclusion or restraint to the School, and the Principal or his/her designee will investigate every complaint and make a reasonable effort to have an in-person follow-up meeting with the parent within 30 days of the complaint's filing.

Parents may choose to file a complaint with the Ohio Department of Education, Office of Integrated Student Supports, in accordance with the complaint procedures established by the Department.

*O.A.C. 3301-35-15; R.C. 3319.46.*