

**APPENDIX K**  
**SECLUSION AND RESTRAINT OF CHILDREN WITH DISABILITIES**

1. **Prohibited Actions**  
School personnel are not allowed to use mechanical restraint or manual physical restraint that restricts a student's breathing. School personnel are not allowed to close, lock or physically block a student in a room that is unlit and does not meet the requirements for seclusion time-out rooms provided in State Fire Marshal rule 69A-58.0084, F.A.C. Teachers will refrain from all prohibited actions contained in State Board Rules and Florida Administrative Code.
2. **Documentation and Incident Reporting**  
Documentation of incidents in which manual physical restraint or seclusion is used with a student with a disability must occur and a timely report made to the parent or guardian.
3. **Teacher Responsibility**  
Classroom teachers are responsible for providing incident information to the designee responsible for reporting whenever the use of seclusion and restraint occurs that must be documented and reported under Florida Statute. There shall be no additional paperwork requirements associated with such reports other than those already required for incident reporting without the presentation of such procedures to the Paperwork Reduction Committee.
4. **District Responsibility**  
The District is responsible to inform teachers of students with disabilities of:
  - a. The requirements to law regarding the seclusion and restraint of student with disabilities.
  - b. The prohibited methods of restraining or secluding a student with disabilities.
  - c. The types of restraint and seclusion that may be appropriate to use.
  - d. The requirements for documentation that must be included in an incident report involving restraint or seclusion of a student with a disability.
  - e. The District procedures for parent notification, incident reporting, data collection and monitoring of the use of restraint or seclusion of students with a disability.
5. Except for engaging in prohibited actions, teachers shall not be held responsible for violations of the laws and regulations pertaining to the seclusion and restraint of students with disabilities until the District has formulated appropriate policies and provided necessary information to teachers regarding those policies and regulations. Teachers shall receive the appropriate training prior to being designated as special resources (Professional Crisis Management Team) for the physical restraint of students.