



BEHAVIOR INTERVENTION POLICY

RTO Policy & Procedures

Therapeutic Hold

HTD Day School adheres to applicable state laws and regulations, specifically Section 10-20.33 of the Illinois School Code (105 ILCS 5/2-3.130 and PA 102-0339) and 23 Illinois Administrative Code 1.285, pertaining to the use of isolated time-out, time-out, and physical restraint.

HTD Day School staff believe a student's development will progress if the child experiences a supportive, structured, consistent, and stimulating environment. When behavioral and emotional disabilities impede academic success, our staff uses a range of strategies to help students develop the educational, social, and emotional management skills needed to succeed in the school environment.

Throughout the school day, the staff utilizes a point sheet to acknowledge each student's positive, pro-social, and notable efforts. Staff are trained to use a progressive series of pre-teaching, verbal prompts, redirection, and breaks to provide students with opportunities to make more productive choices in times of stress. They also help students identify problems and areas of struggle and use the point sheet to explain how their behavior impedes their success in the classroom. They will determine the harmful effects the issue is causing, suggest alternative behaviors, and help the student practice them in a supportive environment.

At times, the student may persist with disruptive or inappropriate behaviors. When this occurs, the student will be asked to leave the activity but remain within the group's proximity.

Students may use Restorative Intervention and Support (RIS) if they require additional support. RIS may be student-initiated or teacher-initiated and can include taking a sensory break with fidgets and sensory tools, receiving counseling services from a therapist, or engaging in a preferred break activity (listening to music, drawing, talking with staff, exercising, etc.) to help a student calm and de-escalate. RIS may also serve as a space for students undergoing in-school suspension or other disciplinary measures; however, these students do not pose an imminent danger.



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Our Intervention Specialists are trained in crisis intervention, trauma-informed strategies, restorative practices, zones of regulation, sensory regulation techniques and tools, conflict resolution, and methods of managing a student's high level of emotional stress. The Intervention Specialists are skilled at teaching students to control their impulses better, meet their needs more effectively, and practice prosocial, appropriate ways to cope with and express their thoughts and feelings.

Suppose a student is acting in a manner that indicates an imminent danger to themselves or others. In that case, it may be appropriate for staff to implement a "therapeutic hold" on the student to prevent this outcome. The child's safety and dignity, as well as the safety of peers and staff, are of paramount importance in this process, and the process is kept as unobtrusive and brief as possible. HTD Day School follows Crisis Prevention Institute (CPI) guidelines regarding therapeutic holds and adheres to Section 1.285 of the IL. School Code. According to IL. Under School Code section 1.285, students are checked every 15 minutes for distress, and any hold over 30 minutes requires review and approval by the nurse or school administrator. After each incident of physical restraint or time-out, parents are informed of their IDEA rights to file a complaint with the State Superintendent and that the facility will assist them with this, if necessary. Upon admission, the Administration reviews all student medical records, IEP documentation, and psychologist reports to determine if there are no medical contraindications to its use. HTD Day School provides at least 8 hours annually of consistent staff training in crisis prevention and nonviolent physical intervention techniques, which is required of all staff members. A variety of therapeutic holds can be implemented for students in imminent danger of themselves or others, such as transport, child hold, team control, or a passive hold. Upon admission, the Administration reviews all student medical records, IEP documentation, and psychologist reports to determine if there are no medical contraindications to its use. HTD Day School provides consistent staff training in crisis prevention and nonviolent physical intervention techniques, which are required for all staff members. If a therapeutic hold is necessary to maintain the immediate care, welfare, safety, and security of students and staff, the following will occur:

1. The administration or its designee will be present during the intervention
2. The student's therapist will be notified
3. The student's therapist or designee will conduct a wellness check to determine whether any injuries exist
4. Parents will be notified on the same school day

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5. NCI paperwork will be completed, including:
 - a. Restorative Intervention Referral Form (precipitating classroom events, antecedents, interventions used)
 - b. School Incident Report (narrative by all staff involved in the hold, including therapist, nurse, and senior staff member evaluating the child during and immediately after the hold)
 - c. Completion of ISBE Restraint paperwork completed and sent to:
 - d. Parent and District within 24 hours
 - e. Entry into ISBE SIS within 48 hours
 - f. Written notice to parent/guardian, no later than two school days after the incident of RTO, of the right to request a meeting with school personnel; if requested, the meeting must take place within two school days after the request
 - g. Parents or guardians have a right to file a complaint with ISBE to investigate if the school misused RTO. You can only file a complaint within one year of the RTO incident.
 - i. There is no cost to file a complaint with ISBE
 - ii. To submit your complaint, you must complete the RTO complaint form and Consent to Release Student Information form <https://www.isbe.net/Documents/11-01B-Physical-Restraint-Time-Out-Complaint-Form.pdf> and email it to restrainttimeout@isbe.net
 - iii. You do not need an attorney to file a complaint. If you need help completing the forms, please get in touch with restrainttimeout@isbe.net.
 - iv. Parents or guardians can mail signed complaints to:
6. Post therapeutic hold, the student's team discusses current behavioral concerns and analyzes the effectiveness of the current Behavior Intervention Plan at the next Functional Behavioral Assessment or team meeting.
7. HTD Day School follows all procedures specified in the 23 Illinois Administrative Code, C.H.I.S., Subpart B, Section 1.285. At times, the nature of the threats to self or others may necessitate:
 - a. Contact an emergency assessment team, who will evaluate hospitalization or refer the student and parent to a local Emergency Room so the student can be evaluated for hospitalization.

- b. Contacting the local Police Department
- c. Contact the student's psychiatrist, outside therapist, probation officer, caseworker, etc., for additional support.
- d. An informal parent meeting and formal staffing may be required.
- e. Chronic threatening or aggressive behavior may also result in the team's careful assessment of whether the student continues to be appropriate for HTD Day School.

We do not endorse using time-out/padded rooms, mechanical restraint, or harsh/punitive interventions. HTD Day School does not engage in the therapeutic holding of a student as a consequence, for discipline, or for any other reason, except when there is a clear indication that a student is an imminent danger to themselves or others. Overall, we believe students can learn to act safely and appropriately with the positive guidance of nurturing adults who adhere to the school's precise rules, boundaries, and expectations.

Procedures

1. People involved must handle phone calls to parents/guardians on the day the incident occurred. The district rep was notified of the incident the same day.
2. Therapeutic Rapport and debriefing take place. During this time, the students and staff are checked out for injuries. Determine whether the student or staff member is injured. If they are injured, document the damage with HTD's official form. Administer first aid if requested or observed.
3. Administrator(s) will complete the **ISBE Physical Restraint, Therapeutic Hold Notes, and Employee Injury** (if needed) forms.
4. Enter **the Physical Restraint form** in ISBE's Student Information System (SIS) **within two business days.**
5. All parties involved must write statements about what happened after the incident. The statements must be submitted to the principal, who sends them to Dave Lee. Dave Lee combines all the individual statements to give to the principal. The principal will then fill out the formal ISBE paperwork. The HTD, restraint, and incident forms will also be submitted. Staff will complete the parent notice of physical restraint.

6. The following day, an all-staff debriefing will take place. The next day, we meet to discuss what could be done differently and outline the next steps. Complete the **Restraint Review Form**.
7. Complete and mail the **Parent Notice of Restraint** (form) **within one business day**.
8. All forms are available in the Copying Room.
9. The RTO Policy and procedures are reviewed monthly at a minimum.

RTO Policy & Procedures (Including ISBE Compliance Addendum)

Revised: December 15, 2025

Addendum A – ISBE-Compliant RTO Policy Enhancements

Includes:

- ISBE-required definitions (TO, ITO, Physical Restraint, etc.)
- Explicit prohibited practices (prone, mechanical, punishment, convenience)
- Supine restraint emergency conditions
- Time-out space and supervision rules
- Student dignity and access protections
- 3-Day-in-30 procedural requirements

I. Purpose & Philosophy

HTD Day School is committed to providing a **safe, trauma-informed, and therapeutic learning environment**. Isolated Time Out (ITO), Time Out (TO), and Physical Restraint (PR) are **interventions of last resort** and may be used **only** when a student's behavior presents an **imminent danger of serious physical harm** to the student or others, and **only after less restrictive interventions have been tried and proven ineffective**, in accordance with **23 IAC 1.285** and **105 ILCS 5/10-20.33**.

II. Required Definitions (ISBE-Mandated)



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- **Time Out (TO):**
Involuntary, monitored separation of a student from peers **with a trained adult in the room**, for de-escalation.
- **Isolated Time Out (ITO):**
Involuntary confinement of a student **alone** in a time-out space **without a supervising adult inside** is permitted **only** when staff are in imminent danger due to extreme aggression.
- **Physical Restraint (PR):**
A planned hold that restricts a student's movement, used **only** to prevent imminent serious physical harm.
- **Momentary Physical Restriction:**
Brief, limited contact to prevent immediate harm; **not** considered a restraint if movements are not restricted.
- **Prone Restraint:**
Face-down restraint — **PROHIBITED**.
- **Supine Restraint:**
Face-up restraint — **PROHIBITED EXCEPT** under strict emergency conditions outlined in Section VII.

III. Prohibited Uses (Explicit)

The following are **strictly prohibited**:

- Prone restraint
- Mechanical restraint
- Chemical restraint
- Restraint or time out used for:
 - discipline or punishment
 - staff convenience
 - retaliation

- verbal threats alone
 - profanity
 - property damage without imminent danger
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IV. Preconditions for Any RTO Use

All four criteria **must** be met:

1. Imminent danger of serious physical harm
 2. Less restrictive interventions were attempted and were ineffective
 3. No known medical or psychological contraindication
 4. Staff involved are currently trained under 23 IAC 1.285(h)
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V. Time Out & Isolated Time Out Procedures

A. Space Requirements

- Meets **Health/Life Safety Code**
- Same ceiling height as the surrounding room
- Door **never locked or blocked**
- Continuous **visual and auditory monitoring**
- Cameras **may not** replace direct supervision

B. Supervision

- **TO:** Trained adult remains **in the room**
- **ITO:** Trained adult remains **within 2 feet** and can see/hear student at all times

C. Duration & Reassessment

- Reassessed **every 15 minutes**
- Ends **immediately** once imminent danger ceases

VI. Physical Restraint Procedures

- Must not impair breathing, communication, or circulation
 - The least amount of force necessary
 - Reassessment **every 5 minutes**
 - One continuous incident = one report
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VII. Supine Restraint (Emergency Only)

Supine restraint may occur **only if ALL conditions are met:**

- Administrator authorization
 - No contraindications
 - Separate trained staff assigned to monitor distress
 - Ends immediately when danger ends
 - **Maximum 30 minutes**
 - Supine Restraint Review required if used twice in 30 school days
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VIII. Student Rights & Dignity

During any RTO:

- Access to water, restrooms, and medication
 - Clothing may not be removed unless required for safety
 - Communication accommodations honored
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IX. Documentation & Notification

- Parent notified on the **same day**

- Written notice within **two school days**
 - SIS entry within **48 hours**
 - District notified within **24 hours**
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X. Three-Day-in-30 Rule

If RTO occurs on **3 days within 30 school days**:

- Mandatory team meeting
 - Review of FBA/BIP/IEP/504
 - Parent participation and rights explained
 - Preventive plan revised
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Addendum B – Staff RTO Training Checklist

- **One-page, signable checklist**
- **Matches training expectations under 23 IAC 1.285(h)**
- **Ideal for onboarding, annual refreshers, and ISBE audits**

I. Training Requirements

All staff involved in RTO must complete **annual training** that includes:

- De-escalation & trauma-informed practices
- Simulated practice (giving & receiving)
- Identifying distress
- Documentation procedures
- Legal requirements

RTO Policy & Procedures



This document includes the original HTD RTO Policies and Procedures dated January 29, 2024, followed by the ISBE Compliance Addendum. Where conflicts exist, the Addendum governs.

Board Adoption & Review

This policy was formally adopted and reviewed by the HTD Day’s Board on December 15, 2025. All staff are required to adhere to this policy.