

Portland Public Schools

Information Sheet for School Staff about Seclusion

Did you know that there are special rules about use of seclusion with students?

What is “seclusion”? Seclusion is defined as “the involuntary confinement of a student alone in a room from which the student is prevented from leaving”. Seclusion does not include time out. (“Time out” means “removing a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.”) A room used for seclusion must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures or electrical outlets.

Examples of Seclusion	Non-examples of Seclusion
Student is alone and prevented from leaving a classroom after a “room clear” with the teacher/staff person on the outside of the room. (This is NOT a recommended practice as the room may contain objects that could be unsafe for the student.)	The room is cleared of all other students and a teacher or staff person remains in the room with the student to assist with behavior management.
	Student uses a quiet space, either by teacher direction or student initiation.

When is seclusion permitted? Seclusion may only be used on a student if the student’s behavior “imposes a reasonable threat of imminent, serious bodily injury to the student or others. Seclusion:

- may not be used for discipline, punishment or convenience of school personnel.
- may only be used if less restrictive interventions would not be effective in preventing imminent serious bodily injury.
- may only continue for as long as the behavior poses a reasonable threat of imminent serious bodily injury.
- may only be implemented by district personnel who have current NCI training, except in an emergency. (Register for NCI training on Learning Campus under Special Education.)

What is required after a seclusion?

- A staff person who observed or implemented the seclusion must complete an online report of the incident.
- Parents/guardians must be given verbal or electronic notice by the end of the school day, and a copy of the written report within 24 hours, along with notice of a debriefing meeting that parents may attend.
- A debriefing meeting must be held within 2 school days, and parents must be given a copy of the summary on the incident report form.

- The student's behavior support plan must be reviewed after five incidents of physical restraint/seclusion in a school year.

Are seclusion rooms permitted in PPS? No. A seclusion room is a room that is designated to be used for the sole purpose of seclusion and must meet standards set by the Oregon Department of Education. There are currently no seclusion rooms in use in Portland Public Schools. No PPS school, program or staff is authorized to create or use a seclusion room. (Sensory rooms, quiet rooms, and other therapeutic spaces are permitted, but must be used with care.)

May a classroom or other room *not* designated for the sole purpose of seclusion be used for seclusion? Yes, but there are significant safety considerations in using a classroom or other room for seclusion – windows, sharp objects, furniture, books, electrical cords, and other items in the room may be a hazard for the student who is already acting in an unsafe manner. In most cases, an adult would stay in the room with the student to try to keep the student safe; if an adult is in the room with the student, then the action would not be considered a seclusion.

Does in-school suspension count as seclusion? No. "In-school suspension rooms should be supervised by staff and more than one student is usually assigned to the in-school suspension room during a given time period. While a student assigned to in-school suspension should remain there as directed, the student should not be physically prevented from leaving the in-school suspension room unless the use of physical restraint or seclusion is necessary because the 'student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or others.'" (ODE Manual)

For More Information:

[PPS Physical Restraint and Seclusion AD](#)

[PPS Restraint & Seclusion Procedures](#)

[PPS Restraint & Seclusion Incident Report Form](#)

[PPS Administrative Approval Form](#) (if more than 30 minutes)

[PPS Student Services web page for Seclusion/Restraint](#)

[ODE Technical Assistance Manual for Seclusion/Restraint](#)

PPS Information Sheet on Use of Restraint