

## Seclusion - Reporting Checklist for 2013–14

### Definition:

“Seclusion,” when used with a student, means that **all** the following conditions are met:

- 1) The student is placed in an enclosed area by school personnel.
- 2) The student is purposefully isolated from adults and peers.
- 3) The student is prevented from leaving, or it is reasonably believed that the student will be prevented from leaving, the enclosed area.

### Restrictions on the use of seclusion:

According to the Kansas State Board of Education’s regulations on Emergency Safety Intervention (ESI), K.A.R. §§ 91-42-1 and 91-42-2:

- 1) Seclusion **may only** be used when a student presents an immediate danger to self or others.
- 2) Violent action that is destructive of property may necessitate the use of seclusion.
- 3) **All** instances of seclusion must be reported to KSDE.

Note: Seclusion is not a place, it is a process. Seclusion is identified by meeting the three criteria above. The criteria can be met **even if** the school does not have a “seclusion room.”

Non-examples of seclusion include: in-school suspensions; Saturday school; detentions; and timeouts (a behavioral intervention in which a student is temporarily removed from a learning activity without being confined).

### ***Please check all that apply for each incident of seclusion***

- ☐ **The student was placed in an enclosed area by school personnel.**
- ☐
- ☐ **The student was purposefully isolated from adults and peers.**
- ☐ **The student was prevented from leaving, or the student reasonably believed that the student would be prevented from leaving, the enclosed area.**

If **All** boxes are checked, the incident must be reported to KSDE.

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The following information is necessary in order to complete the quarterly seclusion report:

- Building and District Number
- Student ID #
- Length of time the student placed in seclusion (do not log time student spent in the seclusion room when others were present in the room with the student or when the child was provided egress such as a bathroom/lunch break or to seek assistance on homework, etc.)