

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

November 30, 2023

(X) Action Required  
Due date: December 31, 2023  
( ) Informational

## BULLETIN NO. 072-23 STUDENT ENGAGEMENT AND SUPPORT

**TO:** Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School Special Education Directors  
CEDARS Administrators

**FROM:** Chris Reykdal, Superintendent of Public Instruction

**RE:** Restraint and Isolation Data Gathering 2022–23

**CONTACT:** Anna Marie Dufault, Assistant Superintendent of Student Engagement and Support  
360-725-6175, [annamarie.dufault@k12.wa.us](mailto:annamarie.dufault@k12.wa.us)

## PURPOSE/BACKGROUND

The Office of Superintendent of Public Instruction (OSPI) is providing information relative to data reporting for restraint or isolation of students ([Substitute House Bill 1240 \(2015\)](#)).

[SHB 1240 \(2015\)](#) amended [RCW 28A.600.485](#) and expanded the prohibition of restraint and isolation to all students. It allows restraint or isolation of any student only when “reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm, as defined in [RCW 70.96B.010](#).” The provisions of the bill apply only to incidents of restraint or isolation which occur while a student is participating in school-sponsored instruction or activities. It should be noted that this is not limited to Special Ed data collection, and data reporting is required by both [RCW 28A.600.485](#) and [WAC 392-172A-02110](#).

RCW 28A.600.485 requires any school employee, resource officer, or school security officer who uses restraint or isolation on a student during school-sponsored instruction or activities to inform the building administrator or building administrator's designee as soon as possible, and within two business days submit a written report of the incident to the district office. The written report must include, at a minimum, the following information:

1. The date and time of the incident.
2. The name and job title of the individual who administered the restraint and/or isolation.
3. A description of the activity that led to the restraint and/or isolation.

4. The type of restraint and/or isolation used on the student, including the duration.
5. Whether the student or staff was physically injured during the restraint and/or isolation incident and any medical care provided.
6. Any recommendations for changing the nature or amount of resources available to the student and staff members in order to avoid similar incidents.

RCW 28A.600.485 further requires each school district to summarize the written reports of restraint and isolation of any student and submit the summaries to the OSPI annually, by January 1. For this collection, the district shall report the following data for each school:

1. Number of individual incidents of restraint and isolation.
2. Number of students involved in the incidents.
3. Number of injuries to students and staff.
4. Types of restraint or isolation used.

Beginning with the 2019–20 school year, the restraint and isolation application in EDS is closed and no longer used. All restraint and isolation data captured in a district student information system is submitted to OSPI in submissions to CEDARS Students Restrained or Isolated File (S).

## DEFINITIONS

**Restraint:** Physical intervention or force used to control a student, including the use of a restraint device to restrict a student's freedom of movement. It does not include appropriate use of a prescribed medical, orthopedic, or therapeutic device when used as intended, such as to achieve proper body position, balance, or alignment, or to permit a student to safely participate in activities.

**Isolation:** Restricting the student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.

**Restraint Device:** A device used to assist in controlling a student, including but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons. Restraint device does not mean a seat harness used to safely transport students. This section shall not be construed as encouraging the use of these devices.

**Injuries:** Injuries to students or staff that are reported as part of this collection should be injuries which resulted from the restraint or isolation itself. These numbers should not include other injuries which may have resulted from the incident that led to the restraint or isolation.

## REPORTING REQUIREMENT

RCW 28A.600.485 requires that all restraint and isolation data be submitted annually to OSPI. All 22–23 restraint and isolation incident data should be input into CEDARS File S through your

district's student information system. By January 1, 2024, each school district is required to submit CEDARS File S to OSPI.

If there were no incidents in any schools requiring the use of restraint or isolation of any student, this cannot be reported through CEDARS. Please report zero incidents of restraint and isolation to OSPI by January 1, 2024, [using our web form](#).

Within 90 days of receipt, OSPI is required to publish a summary report of the data on its website. Data will be made available on the [OSPI School Safety Center Restraint and Isolation Data Reporting page](#). The summary report shall include, for each **school**<sup>1</sup>:

1. The total number of incidents of restraint or isolation.
2. The unduplicated number of distinct students who were restrained or isolated.
3. The number of reported injuries to students and staff.
4. The types of restraint or isolation used.

## DATA VERIFICATION

School districts have until March 1, 2024, to verify their data in the ESD Tableau application after which, it will be published on the OSPI website. The Tableau application can be found under My Applications in the [EDS](#). To access and review Restraint and Isolation data in Tableau, you will need to have the "Tableau SecureDataPortal-StudentDetail Interactor" role assigned. District Data Security Managers will be able to assign the Tableau SecureDataPortal-StudentDetail Interactor role. District personnel must first contact their District Data Security Manager to be given access to the reporting system. If you do not have a username and password, your District Data Security Manager can establish an account for you. A list of Data Security Managers for each district is available at [Security Managers List](#).

Please update your contact information found under **Edit My Personal Information**. This will enable us to communicate with you more effectively as our distribution lists are generated through this feature.

---

<sup>1</sup> School is defined for the purpose of this reporting as any location where students attend school for all or part of their school day. This definition includes preschool/early childhood programs, secondary transition programs, non-public agencies (NPAs) or other entities with whom a district contracts with to provide students services, and any other programs operated by the school district.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Anna Marie Dufault, Assistant Superintendent, Student Engagement and Support, at 360-725-6175 or email [annamarie.dufault@k12.wa.us](mailto:annamarie.dufault@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Anna Marie Dufault  
Assistant Superintendent  
Student Engagement and Support

CR:ds

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*