



August 20, 2020

Dear Lexington-Richland Five Staff Members:

Enclosed you will find a packet of approved procedures regarding use of time out and restraint. While restraint and time out are at times necessary to protect the safety of our students and staff, please know that these methods should only be used with proper training, as described in these district procedures and should be used only when a student poses a threat to himself or others. These procedures are in place for all students in both regular and special education programming. Note there are minimal changes, e.g. in the section Staff Training on page 5 and Use only by Trained Staff on page 8.

Should you have any questions or concerns about any specific aspects of the procedures, please contact Dr. Michael Harris, Chief Planning and Administrative Officer at (803) 476-8000 or Dr. Angie Slatton, Director of Special Services at (803) 476-8222.

Sincerely yours,

A handwritten signature in blue ink that reads 'Christina S. Melton'.

Christina S. Melton, Ed.D.  
Superintendent