Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Incident\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Seclusion and Restraint ProceduresTasks To Complete on Day of Incident |
| * \_\_\_\_\_\_Report each use of Seclusion or Restraint immediately to building Administrator and student’s parent/guardian. Make sure to document parent/guardian contact date and time on Documentation Form.
* \_\_\_\_\_\_Staff complete Documentation Form
* \_\_\_\_\_\_Incident Report Attached to Documentation Form when applicable
* \_\_\_\_\_\_Provide copy of Documentation Form and Incident Report (when applicable) to parent/guardian within 1 school day or 7 calendar days, whichever is earlier. This is law.
* \_\_\_\_\_\_\_ Complete Debriefing session with the student and/or parent/guardian including strategies/interventions that were effective. Document summary on Debriefing Form.
* \_\_\_\_\_\_Complete Debriefing Form as a team (whoever was involved in the incident) by the end of the school day. The student’s teacher needs to bring the Debriefing Form to the building administrator for a signature, if the administrator does not participate in the debriefing session.
* \_\_\_\_\_During Debriefing Session review orange guidance document to make sure all procedures were followed and considered.
* \_\_\_\_\_During Debriefing Session use Meeting Guidance handout to stay focused and manage time.
* \_\_\_\_\_\_Make 2 copies of Documentation Form and Incident Report (when applicable). Provide one copy for Parent/Guardian and place one copy in Lime Green Envelope for Special Education Principal.
* \_\_\_\_\_\_Make one copy of Debriefing Form and place in Lime Green Envelope for Special Education Principal.
* \_\_\_\_\_\_ File original Documentation Form and Debriefing Form in Student main file in office at Maple Valley. If it is a SCC student put originals in Lime Green Envelope with copies.
* \_\_\_\_\_\_Email Special Education Principal notification to watch for Lime Green Envelope with all necessary documentation.
* \_\_\_\_\_\_Send Lime Green Envelope to Maple Valley Office attention Principal.
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