

# Mineral Point Unified School District

## Notification & Reporting of Physical Restraint and/or Seclusion

<b>Pupil's Name</b>		
Date and Time of Incident	Duration of seclusion	Duration of Restraint
		Guidance
Debriefing meeting date		Must be held within 2 business days after the incident by principal or designee. Must include all participants involved during incident, including law enforcement officers.
Date parents were notified of the incident	Method (circle): Phone call/message    Email Conference              Other_____	Parents need to be notified no later than one business day after the incident occurred
Written report provided to parents	Method (circle): Email              USPS Conference	Must provide a copy of the report to pupil's parents within 3 business day of the incident through first class mail, electronic transmission, or hand delivery
Is other follow-up needed (circle)? IEP Meeting    FBA    BIP    Review/Revise BIP    Parent/Guardian Conference    Other:		IEP teams must meet after the second time seclusion or restraint is used within the same school year, but no later than 10 school days after the incident (must include FBA)

Names and Titles of covered individuals present during the incident (including law enforcement officers)	Title	Date they received NVCI training

Was seclusion used?    Yes    No	Seclusion refers to the involuntary confinement of a student apart from other students in a separate room or area. The student is physically prevented from leaving the area. Locks are not allowed on rooms or areas being used for seclusion. Time outs are not considered seclusion. When a student spends time in an area designed to meet the student's sensory needs, it is not considered seclusion unless the student is physically prevented from leaving.
Was restraint used?    Yes    No	Physical restraint refers to a restriction that prevents or reduces the ability of a student to move freely. It does not include physical escort, a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.
List type of restraint	Child Control    Team Control    Low    Medium    High (may include all levels)

Procedures used to attempt to de-escalate the student prior to seclusion/restraint:	
Description of the actions of the pupil	
Before the incident	
During the incident	
After the incident	