

Mineral Point Unified School District

Notification & Reporting of Physical Restraint and/or Seclusion

Pupil's Name		
Date and Time of Incident	Duration of seclusion	Duration of Restraint
		<i>Guidance</i>
Debriefing meeting date		<i>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.</i>
Date parents were notified of the incident	Method (circle): Phone call/message Email Conference Other_____	<i>Parents need to be notified no later than one business day after the incident occurred</i>
Written report provided to parents	Method (circle): Email USPS Conference	<i>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</i>
Is other follow-up needed (circle)? IEP Meeting FBA BIP Review/Revise BIP Parent/Guardian Conference Other:		<i>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)</i>
Names and Titles of covered individuals present during the incident (including law enforcement officers)		
	Title	Date they received NVCI training
Were law enforcement officers present and involved in the use of seclusion or restraint? Yes No		
Was seclusion used? Yes No	<i>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.</i>	
Was restraint used? Yes No	<i>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.</i>	
List type of restraint	Child Control Team Control Low Medium High (may include all levels)	