

## Mineral Point Unified School District

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

<b>Pupil's Name</b>		<b>Parent's Name</b>	
<b>Date Parents were notified of the incident:</b>	<b>Method (circle):</b> Phone call/message    Email Conference                    Other: _____	Parents need to be notified no later than one business day after the incident occurred	
<b>Time Parents were contacted:</b>	<b>Name of person who made contact:</b>	<b>Administrator contacted:</b>	
<b>Date written report will be available for parents:</b>		Must be available for review by the pupil's parents within 3 business days of the incident	
<b>Is other follow-up needed (circle)?</b> IEP Meeting    FBA    BIP    Review/Revise BIP    Team Debriefing    Parent/Guardian Conference    Other :			

Names and titles of the covered individuals present during the incident:	Title

Procedures used to attempt to de-escalate the student prior to seclusion/restraint:	
Description of the actions of the pupil	
1. Before the incident	
2. During the incident (minimum report every 5 minutes; use back of sheet if necessary)	
3. After the incident	

Was seclusion used?	Yes	No
Was restraint used?	Yes	No
List type of restraint(s):		
Was there any injury/damage?	Yes	No
If yes, describe and complete district accident report form:		