

Incident Log

<i>Provide a log of student behavior during restraint or seclusion.</i>		
Time	Student behavior	Adult response
Time	Student behavior	Adult response
Time	Student behavior	Adult response
Time	Student behavior	Adult response
Time	Student behavior	Adult response
<i>Describe student behavior that demonstrated student's ability to return to the educational environment (recovery).</i>		
<i>Describe any injuries or physical damage that occurred during the incident.</i>		
<i>Other comments.</i>		

Parent/Guardian Notification

This report and notification shall be provided to the parent/guardian as soon as possible and prior to the debriefing meeting referenced below.

Was the parent/guardian notified *immediately* following the incident, or at the latest, within 24 hours?

- Yes
 No

Date of notification	Time of notification	How much time had passed following the incident?
Person providing notification	Method of contact	Summary of notification

If No, Explain:

Debrief Meeting

When an incident of restraint or seclusion occurs, a debriefing session shall be convened within two (2) school days to review the incident's details and consider steps to prevent reoccurrence.

Date of meeting	Names and roles of attendees
Time of meeting	
<p>Incident report reviewed during this meeting:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restraint or seclusion implemented according to state and district guidelines:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, explain.</i></p> <p>Attendees in agreement with the report:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If No, explain.</i></p>	
<p>Summarize the discussion, including planned steps to prevent the reoccurrence of restraint or seclusion and review of positive behavior supports, functional behavior assessment, behavior intervention plan, and/or crisis plan. Describe the follow-up that will occur to review or modify support to avoid future use of restraint or seclusion.</p>	