Office of Special Education Brunswick School Department

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Restraint and Seclusion Reporting Overview

Guidance Document

If Restraint/Seclusion was utilized, <u>case manager alerts parents of the use of restraint/seclusion the same day</u> per Maine State Regulations.

If three incidents occur, the case manager needs to contact the IEP coordinator to set up an IEP meeting to review incidents, revise the current behavior plan, or (if deemed appropriate by the BCBA and IEP team) request a Functional Behavior Assessment (FBA).

Teams do not need to hold more than one meeting within any 30-school-day period (regardless of number of restraints and/or seclusions).

Completed report form is sent to the BCBA for approval

- BCBA will be ensuring all aspects of the form are complete
- Ask for any additional information or clarification
- Document the number of incidences for each student

BCBA then sends completed incident report form to the Special Education Office for disbursement

Special Education Office will:

- Send copy of incident report home to parents
- Provide copies to:
 - o Building Principal/Assistant Principal
 - Special Education Director
- Place copy in student file

Important Considerations

• Chapter 33 Reports need to be completed as close as possible to the time of the incident. <u>See specific legal state timelines below:</u>

Time Limits	 Must end as soon as imminent danger ends If it lasts more than 10 minutes, an administrator must determine whether continuing is warranted Must continue to evaluate its need at each 10 minute interval
Number of Staff Needed	 At least 2 staff (unless for safety reasons you cannot wait for 2) At least 1 staff for seclusion
Reporting	End of day- Notify parents of restraint/seclusion Within 2 days- School staff fill out an incident report Within 2 days- Hold "debriefing" meeting with staff and student (separate meetings) Within 7 calendar days- Provide parents with written incident report
Team Meeting	 After the first 3 incidents, the school must hold a team meeting (within 10 school days) You do not need to have a meeting after every 3 incident reports

- All reports of restraint and seclusion are reported to the state annually.
- If a behavior was significant such that it warranted completing a non-incident form, it is necessary to document and engage in some type of follow up to work towards reducing the likelihood that a similar event will occur in the future. Appropriate follow up includes, but is not limited to:
 - o Staff debrief about incident
 - o Review behavior plan
 - o Review crisis plan
 - o Determine rules around sports participation
 - o Contact admin
 - o Etc.