

- Send copy of incident report home to parents
- Provide copies to:
 - 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. See specific legal state timelines below:

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.