



Restrictive Procedures Plan

In accordance with Minnesota Statute 125A.0942, Subd. 1, schools that intend to use restrictive procedures shall maintain and make publicly accessible a restrictive procedures plan for children. The plan specifically outlines restrictive procedures the school intends to use; how the school will implement a range of positive behavior strategies and provide links to mental health services; how the district will provide training on de-escalation techniques; how the school will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee quarterly; and a written description and documentation of the training staff have completed.

Restrictive procedures used in Intermediate School District 917

- Seclusion
Rooms intended for seclusion meet all the requirements in accordance with Minnesota Statute 125A.0942, Subd. 3. and are registered with the Commissioner of Education. As of September 1, 2024, seclusion is not permitted for use with students in grades three and below, per amendment to Statute 125A.0942.
- Physical holding
Physical holding procedures are used as the least intrusive procedure necessary to protect a child or other individual from physical injury. Staff are trained annually regarding requirements and appropriate implementation as part of an evidence-based certification program, PCM – Professional Crisis Management. This evidence-based certification program not only trains in appropriate implementation of holds but also techniques to be used in de-escalation.

How the school will implement a range of positive behavior strategies and provide links to mental health services:

- Positive Behavior Interventions and Supports will be implemented when appropriate by site.
- Board Certified Behavior Analysts and Registered Behavior Technicians will be assigned to sites district-wide to provide support to staff and students for the implementation of positive behavior strategies.
- School social workers, mental health professionals, and mental health practitioners will be assigned to sites district-wide to provide links to mental health services.
- Staff will coordinate with outside service providers to ensure links to mental health services.
- Some sites will participate in school-linked mental health services provided by a grant through the Department of Human Services.

How the school will monitor and review the use of restrictive procedures:

- A restrictive procedure may be used in an emergency when immediate intervention is needed to protect a child or other individual from physical injury; and less intrusive or

non-physical interventions would not be effective; if a positive behavior support plan has been developed for the student and the student has failed to respond to those reinforcement techniques.

- The staff that implements or oversees the restrictive procedure shall inform the administration of any use of a restrictive procedure as soon as possible and complete the *Incident Report Form* no later than the next working day. This will be submitted to a program administrator.
- The *Post Use Debriefing Form* will be completed by an administrator or designee within two working days of receipt of the *Incident Report Form* unless special circumstances warrant a different timeline as approved by an administrator supervising the program.
- Each site will maintain an ongoing record of all reported uses of restrictive procedures.
- Quarterly, each supervisor will convene an oversight committee which will consist of the assistant director/principal, dean, lead teacher, school social worker, school psychologist, and Board Certified Behavior Analyst. This oversight committee will review the use of restrictive procedures based on patterns or problems indicated by similarities in the time of day, day of the week, duration of the use of a procedure, the individuals involved, or other factors associated with the use of restrictive procedures; the number of times a restrictive procedure is used school wide and for individual children; the number of types of injuries, if any, resulting from the use of restrictive procedures; whether restrictive procedures are used in non-emergency situations; the need for additional staff training; and proposed actions to minimize the use of restrictive procedures.
- Quarterly reports from site oversight committees will be reviewed by the district oversight committee consisting of the executive director of student services and the administrator for each site implementing restrictive procedures. This committee will review aggregate data, monitor site procedures and provide district training if necessary.

Documentation and Notification

- Individual Education Plans
The team should include a plan for using restrictive procedures in the IEP (Individual Education Plan) and PBSP (Positive Behavior Support Plan) but may only use the procedures in situations that constitute an emergency. The IEP and PBSP must indicate how the parent wants to be notified when a restrictive procedure is used. The team is expected to complete the *Incident Report Form* and debrief after every restrictive procedure.
- Parental notification
 1. Parents should be notified the same day that a restrictive procedure is used. If this is not possible, there should be written or electronic notification within 2 days.
 2. An IEP meeting must be convened within ten calendar days when restrictive procedures are used on two separate school days within 30 calendar days or when a pattern emerges, and use of restrictive procedures in an emergency are not included in the IEP or PBSP or at the request of a parent or the district after restrictive procedures are used. The team should use the [Restrictive Procedures IEP Meeting Agenda](#) when conducting these meetings to ensure relevant topics are addressed. If the parent is unable to meet or cancels the meeting, the team is to convene and meet with parents at a separate time that is conducive to their schedule.
 3. Restrictive procedures must be reviewed at a child's annual individualized education program meeting when the child's individualized education plan provides for using restrictive procedures in an emergency. The team should review the Use of Restrictive Procedures Notice, the Health/Psychological Review for Restrictive

- Procedures, and any data related to the actual use of restrictive procedures with the student during the IEP time period.
4. An *Incident Report Form* must be completed every time a restrictive procedure is used and a copy (either paper or electronic) is provided to the student's guardian.

Training

The following employee job classifications are authorized to use restrictive procedures:

- Licensed special education teachers
- Licensed school social workers
- Licensed school psychologists
- Board certified behavior analysts
- Other licensed educational professionals
- Mental health professionals and practitioners
- Education Support Professionals
- Behavior Support Professionals

See training grid for detailed staff training information by program.

Appendix A	<u>Staff Debriefing Meeting - Physical Holding</u>
Appendix B	<u>Staff Debriefing Meeting - Seclusion</u>
Appendix C	<u>Staff Debriefing Meeting - Multiple Incidents</u>
Appendix D	<u>Training Grid</u>