

PROCEDURE FOR REPORTING INCIDENTS OF RESTRAINT/SECLUSION

- Step 1: Teacher reports the restraint/seclusion incident to the building administrator.
- Step 2: The staff member who initiated the restraint/seclusion calls parent(s) to inform them of the incident.
- At this time, the parent(s) is told that the restraint/seclusion incident form will be available within 24 hours for their review. Parent(s) may contact the building to review the incident form.
- Step 3: The staff member who initiated the restraint/seclusion completes the incident form.
- Step 4: The staff member who initiated the restraint/seclusion sends the original restraint incident form to the Director of Special Services.

PROCEDURE FOR REPORTING RESTRAINT/SECLUSION COMPLAINTS

- Step 1: The parent(s) completes the complaint form within 2 weeks of the incident and turns the form into the building principal.
- Step 2: An administrator will investigate the complaint.
- Step 3: An administrator will respond, in writing, to the parent(s) regarding his/her findings within 30 days.

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