

Seclusion and Restraint Implementation Guide

District Process and Procedures

The school board adopted policy consistent with the statute prior to the start of the 2017-18 school year. The district schedules analysis of Seclusion and Restraint data annually for purpose of continuous improvement. District implements Positive Behavior Intervention System (PBIS) to reduce occurrence of challenging behaviors and increase meaningful instruction time for all pupils, per State Board of Education Policy, September, 2006.

Awareness Training

All school personnel who have regular contact with pupils have completed the Awareness training prior to the start of 2017-18 school year.

- MDE-approved online training such as that developed by SET SEG in collaboration with Thrun Law Firm or the district's attorney

District developed plan to ensure each employee hired throughout the school year obtains the awareness training through

- MDE-approved online training such as that developed by SET SEG in collaboration with Thrun Law Firm or the district's attorney
- New employee training prior to new employees starting work in subsequent years

Comprehensive Training for Key Identified Personnel A school district, ISD, or PSA shall identify sufficient key personnel to ensure that trained personnel are generally available for an "Emergency Situation."

Personnel participate in both Emergency Seclusion and Emergency Restraint on-line training and ISD-supported Crisis Prevention Institute (CPI) Training to meet requirements outlined in Comprehensive Training for Key Identified Personnel

Personnel participate in either ISD-provided training or Red Cross or other sanctioned training with documentation maintained by the LEA for Cardiopulmonary Resuscitation (CPR) and district maintains documentation

Personnel participate in employing district-provided training for first aid and district maintains documentation

Substitute Training

District ensures that substitute teachers are informed of and understand the procedures regarding the use of emergency seclusion and emergency physical restraint by

- Reviewing the contractor-provided training to ensure that online training has been approved by MDE and supplementing with district-specific procedures
- Providing and documenting the training within the district

Building Process and Procedures (At-A-Glance Resource)

Principal identifies Building Team who are Key Identified Personnel (3-5 staff members)

Principal and other Key Identified Personnel outline procedures to respond to an "Emergency Situation"

- Process for staff to call Key Identified Personnel when there is an "Emergency situation"
- Process for recording and documentation- Meet MDE Reporting Requirements
 - Use of emergency seclusion or emergency restraint Documentation form (MDE or locally created)
 - Debrief (MDE Form)
 - Report and parent communication (Local decision)
- System to monitor and analyze data for "student patterns of behavior"
 - Location of where data is housed is defined
 - Schedule of analysis is identified
- Process for developing Emergency Intervention Plan (EIP) if a pattern of behavior "poses a substantial risk of creating an emergency situation" (North Ed EIP Document)