

### **Notifications Following Use of Physical Restraint or Seclusion**

When physical restraint or seclusion has been used on a student, parents will be verbally or electronically notified of the incident by the end of the school day when the incident occurred.

Parents will be provided written documentation of the incident within 24 hours of the incident that provides:

1. A description of the physical restraint or seclusion, including the date and beginning and end times when physical restraint or seclusion was used, and the location where it occurred;
2. A description of the student's activity that prompted the use of physical restraint or seclusion;
3. The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;
4. The names of the district staff member(s) who administered the physical restraint or seclusion;
5. A description of the training status of the district staff member(s) who administered the physical restraint or seclusion;

Parents will be provided with timely notification of a debriefing meeting to be held by the district, and the parent's or guardian's right to attend the meeting.

If the district staff member(s) who administered the physical restraint or seclusion had not received training as provided by this policy, parents and the superintendent or designee will be provided written notification of the staff member's lack of training and the reason the physical restraint or seclusion was administered by a person without training.

If a student is involved in five incidents in a school year involving physical restraint or seclusion, a team consisting of district staff and a parent or guardian of the student must be formed for the purpose of reviewing and making any revisions to the student's behavior plan and ensuring the provision of any necessary behavioral supports.

If serious bodily injury or death of a student occurs in relation to the use of physical restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the Department of Human Services. If serious bodily injury or death of a district staff member occurs in relation to the use of physical restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent and, if applicable, to the union representative for the affected staff member. The district shall maintain a record of each incident in which injuries or death occurs in relation to the use of physical restraint or seclusion.

### **Debriefing Meeting**

A debriefing meeting related to the use of physical restraint or seclusion must be held within two school days of the incident and must include all district staff members who were involved in the incident and any other appropriate staff members. The debriefing team should include a district administrator. Written notes must be taken of the debriefing meeting, and a copy of the written notes must be provided to a parent or guardian of the student.

## **Annual Review and Report**

An annual review of the use of physical restraint and seclusion on students for the preceding year shall be completed. The results of the annual review shall be documented in a report, which shall include at a minimum:

1. The total number of incidents involving physical restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion.
7. The total number of students who were placed in physical restraint or seclusion more than 10 times in the course of a school year and an explanation of what steps have been taken by the district to decrease the use of physical restraint and seclusion for each student.
8. The number of incidents in which the district staff member(s) administering physical restraint or seclusion were not trained as provided by this policy;
9. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed, including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless demographic information would reveal personally identifiable information about an individual student.

The district's annual report shall be made available to the Board and to the public at the district's main office and on the district's website. The district shall notify parents and guardians of students annually once each school year about how to access the report.

---

### **Legal Reference(s):**

ORS 161.205  
ORS 339.250

OAR 581-021-0061  
OAR 581-021-0062

Reviewed: 11.26.12  
Approved: 11.26.12