

Lincoln-Woodstock Cooperative School District
Restraint and Seclusion JKAA Record Keeping Requirements

_____ Verbal Notice to the student's parent or guardian and guardian ad litem prior to the student returning to the parent or at the end of a business day, whichever is earlier.

_____ Verbal Notice to Superintendent

_____ Written Notification to the Principal by the school employee who used seclusion or restraint within five (5) business days after the use of restraint or seclusion and completion of Form JKAAR-1.

_____ Written Notification to the Parent / Guardian: Unless prohibited by court order, the Principal shall within two (2) business days of receipt of written notification above, send or transmit by first class mail or electronic transmission to the child's parent guardian and guardian ad litem, the information contained in form JKAA R-1 and parental letter.

_____ Written Notice to Superintendent.

EXEMPTIONS to the Notice Requirements:

1. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
2. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
3. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
4. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
5. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the

actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of a child.

Lincoln Woodstock Cooperative School District
Written Notification of Seclusion or Restraint

Student Name:

Date:

Time:

Grade / Class:

Duration of Incident: Seclusion / Restraint: Start Time: _____ End Time: _____

Location of Incident: _____

Name / Position of Employee Completing This Notification: _____

Date and Time the school notified parent / guardian and guardian ad litem:

Date: _____

Time: _____

1. Description of Actions of the child before, during, and after the occurrence.

a. Before:

b. During:

c. After:

2. A description of any other relevant events preceding the use of seclusion or restraint, including the justification or initiating the use of restraint.

3. The names and roles of the persons involved in the occurrence.

a.

b.

c.

d.

4. A description of the actions of the school employees involved before, during, and after the occurrence.

a. Before:

b. During:

c. After:

5. A description of any intervention used prior to the use of the seclusion or restraint.

6. A description of the seclusion or restraint used, including any holds used and the reason the hold was necessary. (CPI terminology)

7. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of seclusion or restraint.

8. A description of any property damage associated with the occurrence.

9. A description of actions taken to address the emotional needs of the child during and following the incident.

10. A description of future actions to be taken to control the child's problem behaviors.

(If this is the first incident for a child with a disability on an IEP or 504 Plan, the school shall call a meeting to review the IEP or 504 plan and make adjustments as are indicated to eliminate or reduce future use of restraint or seclusion)

Requirements Pertaining to Children with Disabilities

* When a restraint or seclusion is used for the first time on a student identified under the Individuals with Disabilities Education Act (IDEA) or Section 504, the school must review the IEP or Section 504 Plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

* Parents of a student with an IEP or Section 504 disability may request such a review at any time following an instance of restraint or seclusion and such request shall be granted if there have been multiple instances of restraint or seclusion since the last review.

Signature of Staff Completing Notification: _____

Position of Staff Completing Notification: _____

Date: _____

Anticipated Date of Final Report: _____

(The Principal or Designee within two (2) business days of receipt of written notification, send or transmit by first class or electronic transmission to the child's parent or guardian and/or guardian ad litem, the information contained in this notification RSA 126 U:7)

Cc Summary to:

Principal, Superintendent, Special Education Coordinator, Parent/Guardian and Guardian ad Litem, File

In accordance with RSA 126-U:10, for cases involving serious injury or death to a child subject to restraint in a school, copies to:

☐ Commissioner of the Department of Education

☐ State Attorney General

☐ Disabilities Rights Center

Adopted: February 3, 2015