

Florida Department of Education
Bureau of Exceptional Education and Student Services

Compliance Self-Assessment

Restraint and Seclusion

This protocol addresses the required school-based standards for restraint and seclusion. When conducting this self-assessment, the reviewer **must** have access to a student's incident report for restraint or seclusion, any signed acknowledgement of the parent's or guardian's receipt of the same-day written notification and written incident report, and documentation of the following:

- The provision of same-day written notification of the incident of restraint or seclusion, including the type of restraint used and any injuries occurring during or resulting from the restraint or seclusion, before the end of the school day on which the restraint or seclusion occurred
- Reasonable efforts to contact the parent or guardian via telephone or email on the day of the incident
- Attempts to obtain signed acknowledgement of the same-day written notification if the parent or guardian failed to respond
- The provision of the written incident report to the parent or guardian by mail within three school days of the incident of restraint or seclusion
- Attempts to obtain signed acknowledgement of the incident report if the parent or guardian failed to respond

Information from each of these will be used to determine the extent to which specific standards are met. For each standard, refer to the guidance provided in this document when determining if it is met. Some standards include multiple components.

Mark **"yes"** if **all** components are met.

Mark **"no"** if one or more components are **not** met.

RS-1. The parent or guardian was provided with same-day notification in writing of any incident of restraint or seclusion before the end of the school day on which the restraint or seclusion occurred. The notification included the type of restraint used and any injuries occurring during or resulting from the restraint or seclusion.

(Section 1003.573(1)(c), F.S.)

A school must provide a **same-day notification** in writing to the parent or guardian of a student each time manual physical restraint or seclusion is used. Review the documentation to verify that the written same-day notification was provided to the parent or guardian before the end of the school day on which the restraint or seclusion occurred.

Review the **same-day notification** of the incident of restraint or seclusion to determine if it includes the following details:

- a. The type of restraint used
- b. Any injuries that occurred during or resulted from the restraint or seclusion

Mark **“yes”** if both of the following are true:

- If the same-day written notification was provided to the parent or guardian before the end of the school day on which the restraint or seclusion occurred
- The written notification includes **both (a) and (b)** above.

Mark **“no”** if one or more of the following is true:

- If the same-day written notification **was not** provided to the parent or guardian before the end of the school day on which the restraint or seclusion occurred
- The written notification **does not include both** (a) or (b) above.

RS-2. Reasonable efforts were made to contact the parent or guardian via telephone or email on the day of the incident of restraint or seclusion.
(Section 1003.573(1)(c), F.S.)

Review the student’s **restraint and seclusion folder or the school’s data log** related to restraint and seclusion.

Mark **“yes”** if there is documentation indicating reasonable efforts to contact the parent or guardian via telephone or email **on the same day** of the incident.

Mark **“no”** if there is **no** documentation indicating reasonable efforts to contact the parent or guardian via telephone or email **on the same day** of the incident.

RS-3. The school has the documentation of the parent’s or guardian’s signed acknowledgement of the same-day written notification or a minimum of two attempts to obtain signed acknowledgement when the parent or guardian failed to respond to the initial same-day written notification.
(Section 1003.573(1)(c), F.S.)

When the parent or guardian failed to respond to the **initial same-day written notification**, the school made **at least two attempts after the initial attempt** to obtain written acknowledgement.

Mark **“yes”** if either of the following is true:

- The school has a copy of the signed acknowledgement of the **same-day written notification**
- If the school has documentation of at least two attempts **after the initial attempt** to receive the signed acknowledgement.

Mark **“no”** if either of the following is true:

- The school doesn’t have a copy of the signed acknowledgement of the **same-day written notification**
- Documentation of at least two attempts **after the initial attempt** to receive the signed acknowledgement.

RS-4. The parent or guardian was provided with a completed written incident report by mail within three school days of any incident of restraint or seclusion.
(Section 1003.573(1)(d), F.S.)

Review the student's **restraint and seclusion folder or the school's data log** related to restraint and seclusion.

Mark "**yes**" if the documentation indicates that the **written incident report** was mailed to the parent **within three school days** of the incident.

Mark "**no**" if the documentation indicates that the **written incident report was not** mailed **within three school days** of the incident.

RS-5. The school has documentation of the parent's or guardian's signed acknowledgement of receipt of the written incident report or a minimum of two attempts to obtain signed acknowledgement when the parent or guardian failed to respond to the written incident report.
(Section 1003.573(1)(d), F.S.)

When the parent or guardian failed to respond to the written incident report, the school made **at least two attempts after the initial attempt** to obtain signed acknowledgement.

Mark "**yes**" if either of the following is true:

- If the school has a copy of the signed acknowledgement of the **written incident report**
- If the school has documentation of at least two attempts **after the initial attempt** to receive the signed acknowledgement.

Mark "**no**" if either of the following is true:

- If the school doesn't have a copy of the signed acknowledgement of the **written incident report**
- Documentation of at least two attempts **after the initial attempt** to receive the signed acknowledgement.