

**Duluth Public Schools #709
Building Oversight Committee Members
(2011-12 School Year)**

The Building Oversight Committee will meet three times a year: organizational meeting at the start of the school year, review of use of restrictive procedures at the end of the first semester, and review of use of restrictive procedures at the end of the second semester. The Building Oversight Committee will summarize data reviewed at each meeting (Appendix E).

The Building Oversight Committee will complete the Annual Summary of Use of Restrictive Procedures form (Appendix F) based on data provided in the Critical Incident Data Sheet for Restrictive Procedures (Appendix C) and the Staff Debriefing Meeting (Appendix D) forms.

The Building Oversight Committee may be called together at other times to address the inappropriate use of physical holding and to determine and recommend training needs.

(Insert Building Name) Organizational Meeting

Date:

Oversight Committee Members:

(Insert Building Name) Semester 1

Date:

Members:

Summary:

(Insert Building Name) Semester 2

Date:

Members:

Summary: