

Duluth Public Schools #709
Staff Debriefing Meeting Utilized with General Education Students

Student Name: _____ **DOB:** _____ **Building:** _____

Date of Debrief: _____ **Date of Incident:** _____

Student on an IEP: Yes _____ No _____ BIP in Place: Yes _____ No _____
Was IEP followed: Yes _____ No _____ Was BIP followed: Yes _____ No _____ *Appendix F*
If answered no, explain why:

Signatures of staff attending debrief (should include at least one person not involved in incident who has knowledge of behavior). Circle the Facilitator's signature:

Identify the antecedents, triggers and proactive interventions used prior to escalation. Briefly describe the impact of the less restrictive interventions. What behavior did the student exhibit to require a restrictive procedure? Was the intervention used to protect child/others from injury or to prevent serious property damage? Describe student and staff behavior during the intervention.

What actions helped/what did not help?

Describe the procedure used to return the child to his/her routine activity, education setting, intervention, and/or site determined by the team, BIP and/or administrator.

Was the hold an emergency? Yes _____ No _____
Was the hold least intrusive? Yes _____ No _____
Did the hold end when threat of harm ended? Yes _____ No _____
Is corrective action needed? Yes _____ No _____
Is the behavior likely to occur again? Yes _____ No _____

Follow-up action (to prevent need for future restrictive procedures):

Behavior history:
Other restrictive procedures used in the last 4 weeks? Yes _____ No _____
Restrictive procedures used twice in a month? Yes _____ No _____
Does the team see this as a pattern? Yes _____ No _____
Does the child's IEP team need to meet? Yes _____ No _____

Place a copy of these forms in Student's Due Process File in Section 3.
Send copies to: case manager Special Services Office building principal, other _____