Swan River Montessori Charter School

Restrictive Procedures Plan

In accordance with Minnesota Statute 1125A.0942, Subd. 1, every school district is required to develop and make public a plan that discloses its use of restrictive procedures. This plan outlines the restrictive procedures the school may use; how Swan River Montessori Charter School will monitor and review the use of restrictive procedures—including post-use debriefings and convening an oversight committee; and a written description and documentation of the staff training requirements.

Swan River Montessori Charter School uses restrictive procedures only in emergency situations. An "emergency" refers to a situation in which immediate intervention is necessary to protect a child or other individuals from physical injury.

Restrictive Procedures Used at Swan River Montessori Charter School

Physical Holding

Physical holding refers to a physical intervention used to hold a child immobile or limit movement when body contact is the only form of restraint, and immobilization is required to effectively gain control of a child to prevent physical injury to the child or others. Physical procedures are used only as the least intrusive method needed to maintain safety during an emergency situation. Staff members receive annual training in evidence-based certification programs.*

Positive Behavior Strategies & Mental Health Support

Swan River Montessori Charter School implements a school-wide focus on positive behavioral interventions and restorative practices. All staff have access to a local mental health resource guide to support any student or family in need of services.

Any staff member who may use restrictive procedures receives annual training aligned with Minnesota state requirements in the following areas:

- Positive behavioral interventions

- Communicative intent of behaviors

- Relationship building

- Alternatives to restrictive procedures, including identifying environmental factors that may escalate behavior

- De-escalation techniques

- Standards for using restrictive procedures only in an emergency

- Obtaining emergency medical assistance

- Physiological and psychological impacts of physical holding

- Monitoring and responding to physical signs of distress during physical holding

- Recognizing symptoms of and preventing positional asphyxia

- District policies and procedures for reporting and documenting restrictive procedures

- School-wide programs related to positive behavior strategies

Monitoring and Reviewing the Use of Restrictive Procedures

Restrictive procedures may be used only in an emergency when immediate intervention is required to protect a child or others from physical injury, when less intrusive or non-physical interventions would be ineffective, and when a Behavior Intervention Plan (BIP) has been implemented but the student does not respond to reinforcement or de-escalation strategies.

Staff who implement or oversee a restrictive procedure must notify the special education administration as soon as possible and complete the Restrictive Procedure Form no later than the next working day.

The school's special education administration will maintain ongoing documentation of all reported uses of restrictive procedures. Quarterly, an oversight committee—consisting of the Director of Special Services, Special Services Coordinator, building administrators, and a school psychologist—will review aggregate data, monitor the use of procedures, and recommend additional training as needed.

Personnel Authorized to Use Restrictive Procedures

The following Swan River Montessori Charter School staff are authorized and trained to use restrictive procedures:

- Special education teachers (including speech-language pathologists with training)

- School social workers

- Building administrators

- Special education administrators

- Para-educator staff

- Teachers

Individual Education Plans (IEPs)

An IEP team may include restrictive procedures in a student's IEP, but these procedures may only be used during emergency situations. The IEP and/or Behavior Intervention Plan must clearly state how the parent wishes to be notified when a restrictive procedure is used.

After every use of a restrictive procedure, the team is expected to debrief and complete the Restrictive Procedures Form.

Notification and Documentation Requirements

- Parents should be notified on the same day that a restrictive procedure is used.

- If same-day notification is not possible, written or electronic notification must occur within two days.

- If a restrictive procedure is used on a student twice within 30 days, or if a pattern emerges and restrictive procedures are not included in the IEP/BIP, the school must hold an IEP team meeting within 10 calendar days to review the Functional Behavior Assessment (FBA) data and consider revising the behavioral supports.

A Restrictive Procedures Reporting Form must be completed each time a restrictive procedure is implemented.

SRMCS Restrictive Procedure Reporting Form

Student Name: _____   Date: _____

Definition of Emergency:

SRMCS uses restrictive procedures only in emergency situations "Emergency" means a situation where immediate intervention is needed to protect the child or other individuals from physical injury

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Describe emergency situation:

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Intervention was used to protect child or other individuals from physical injury:

- ☐ Yes
- ☐ No

Positive and least restrictive interventions tried before use of restrictive procedure

- ☐ Redirection, Correction, Verbal or Non-Verbal Feedback
- ☐ Brief supervised removal - (another location for purposes of engaging in activities or discussion related to behavior, thoughts or feelings.)
- ☐ Safe place to relax/regroup (voluntary)
- ☐ Describe why a less restrictive measure failed or was determined by staff to be inappropriate or impractical:

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Restrictive procedure used in the emergency

Physical Holding

- ☐ Yes
- ☐ No

Write a brief record of the child's behavioral and physical status:

Parent/Guardian Notification

Parent/Guardian was notified on: _____

Parent/Guardian notified by: _____ Phone _____ Email _____ Other

Person completing form: _____ Date: _____