Policy Series 500 - Students
Student Conduct

Policy 502.14-E3
Debriefing Meeting Document

[The following individuals must attend the debriefing meeting: employees who administered physical restraint or seclusion; an administrator or employee not involved in the occurrence; the administrator or employee who approved continuation of the physical restraint or seclusion; other relevant personnel designated by the school; if indicated by student's behavior in occurrence, an expert in behavioral/mental health or other discipline. The following individuals must be invited to attend the debriefing meeting: the parent/guardian of the student and the student with parent/guardian's consent.]

Student Name: _____ **Building:** _____

Date of Original Occurrence: _____

Date of Debriefing Meeting: _____ **Time of Meeting:** _____

Location of Debriefing Meeting: _____

Names, titles of employees, and/or relation to student of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):

_____

_____

_____

Documentation reviewed during the meeting (must include at least the occurrence report and BIP, IHP, IEP, and/or safety plan if applicable):

_____

_____

Identification of patterns or behavior and proportionate response, if any, in the student and employees involved:

_____

_____

_____

_____

_____

Possible alternative responses, if any, to the incident/less restrictive means, if any:

_____

_____

_____

_____

_____

Additional resources, if any, that could facilitate alternative responses in the future:

_____

_____

_____

Plans for additional follow up actions, if any:

_____

_____

_____

_____

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's parent/guardian <u>within three (3) school days of the debriefing meeting</u>.

_____

Name and Title of Employee Completing Form **Date**

Date Delivered to Parent/Guardian _____

Method of Transmittal _____

Adopted: 2/21
Reviewed: 10/23
Revised: 10/26
Related Policy: 502.14; 502.14-R; 502.14-E1-E2
IASB Reference: 503.06-E(3)