

N Midwestern Intermediate Unit IV

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TO: All Special Education Staff
FROM: Melissa Wyllie, Director of Special Education
RE: ADR (Administrative Discipline Referral Form) Clarification for Reporting Misconduct/Discipline of Students
DATE: August 13, 2018

Please accept the following memo as a clarification for reporting misconduct/discipline of students.

ADR Form

Please complete the attached ADR form for all misconduct/disciplinary infractions listed on the form by completing the following steps. The ADR form is available on the MIU IV website and can be filled out and saved to be emailed.

- ✓ Complete the ADR form and email to your supervisor within the close of the work day.
- ✓ Keep a copy in student's file
- ✓ Supervisor signs off and sends to Dianne Sederland.
- ✓ Dianne Sederland will forward the Safety Care Reporting form to the district for them to upload into the RISC system.

If Safety Care techniques were used, please follow the following steps:

- ✓ Notify supervisor immediately.
- ✓ Call parent to notify on the same day
- ✓ Complete the Safety Care Reporting Form (One form per incident)
- ✓ Complete and send Safety Care Notification Letter and parent signature page home to the parents on same day
- ✓ Keep a copy for student's file.
- ✓ The signed Safety Care Notification Letter must also be sent to Dianne Sederland no later than **72 hours** after the incident. If the Safety Care Notification Letter is not returned within **72 hours**, all documentation attempts will need to be sent to Dianne Sederland.
- ✓ A monthly team meeting is held to review a plan of action for the student with IU Consultant.
- ✓ When an IEP meeting is held, notes are documented as to what was discussed at the meeting and kept in student file.

If injury to student or staff occurs:

1. **The teacher must call the supervisor within 24 hours regarding the injury as a result of a restraint to either a student(s) and/or staff person.**
 2. **The supervisor is to report the injury and date of occurrence to Keith Focht at kfocht@pa.gov with a carbon copy to Amy Deluca amdeluca@pa.gov, PDE, Department of Special Education, and Melissa Wyllie melissa.wyllie@miu4.org, within two school days.**
- ✓ **If your supervisor cannot be reached, please call Melissa Wyllie at the IU office at ext. 1206 or Crystal McFeely at ext. 1207.**
 - ✓ Any restrained and/or injured student must be seen by the nurse immediately following the restraint. The Student Accident Form completed within 24 hours of the incident.
 - ✓ If staff is injured during the restraint, the staff person should complete a Worker's Compensation form within 24 hours of incident and send to supervisor.

If you have questions or if you need further information, please contact your program supervisor.