

New Hampshire Department of Education
Division of Education Analytics and Resources
Bureau of Educational Opportunities
Office of Nonpublic Schools
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Nonpublic School Restraint & Seclusion Data Collection
School Year 2023-2024

Introduction

The following instructions will help nonpublic schools complete the Nonpublic School Restraint & Seclusion Data Collection which is **due June 30** of this year. The collection will GO LIVE on June 1.

The submission of this form is mandatory for all approved nonpublic schools pursuant to Ed 402 RSA 194:31, RSA 189:28, and RSA 126-U. If you are having trouble accessing the collection online, completing any portion of the collection, or have any questions, please contact the Office of Nonpublic Schools *prior* to the June 30 deadline at NonpublicSchools@doe.nh.gov or (603) 491-8060.

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NONPUBLIC SCHOOL RESTRAINT AND SECLUSION DATA COLLECTION

General Instructions

The Nonpublic School Restraint and Seclusion Data Collection must be completed through the Education Statistics System (ESS) in myNHDOE by June 30. The submission of this form is mandatory for all approved nonpublic schools. If your school does not use restraint and seclusion, it still needs to complete the collection – enter a 0 in every cell and proceed to certify.

If you are a school that operates year-round, please record only the activity for the period of September 1 through June 30.

Definitions**Investigation**

Example include protocols set forth by the school, the Department of Education, the Department of Health and Human Services, the Attorney General, or any combination thereof, as outlined in RSA 126-U:7-10. Therefore, the term “investigation” may be the school’s internal policy and procedure that follows an occurrence of restraint/seclusion as outlined in RSA 126-U:7. An investigation is not inherently one that is conducted by an outside agency.

The number of active plus closed restraint investigations (questions 1.1.1 and 1.1.2) **must equal** the total number of restraint reports (question 1.1).

The number of active plus closed seclusion investigations (questions 1.4.1 and 1.4.2) **must equal** the total number of seclusion reports (question 1.4).

$$\text{No. of active investigations} + \text{No. of closed investigations} = \text{No. of total reports}$$

For more information, please refer to [RSA 126-U](#).

Restraint

Bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

Medication restraint

Occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical restraint

Occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

Physical restraint

Occurs when a manual method is used to restrict child’s freedom of movement or normal access to his or her body.

Restraint shall not include:

- (a) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- (b) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (c) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (d) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- (e) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

Seclusion

The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Serious injury

Any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

Worksheet for Nonpublic School Restraint & Seclusion Data Collection

Restraining Students 1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and are:

 1.1.1. Active/On-going investigations 1.1.2 Closed 1.1.3 Occurred at a location other than the school building and/or campus. 1.2 Number of restraints resulting in bodily injury of students this school year 1.3 Number of restraints resulting in "serious injury or death" of students as defined by RSA 126-U:1,VI**Seclusion of Students** 1.4 Number of seclusion reports generated this school year

Of the seclusion reports in the previous question, how many were investigated and are:

 1.4.1 Active/On-going investigations 1.4.2 Closed 1.4.3 Occurred at a location other than the school building and/or campus.

How to Enter the Data Online –Text Only

Introduction

- If you have a myNHDOE account, please proceed to Step 1.
- If you do not have a myNHDOE account, please follow the instructions under [How to Create a myNHDOE Account](#) located at the end of this guide.
- If you have a myNHDOE account, but do not see the Education Statistics System option upon signing in, please contact NonpublicSchools@doe.nh.gov or 603-491-8060.
- Be prepared to complete the collection in one sitting.
- If your school does not exercise restraint and seclusion, enter a 0 in every cell and proceed to certify.

Steps

1. Sign into your myNHDOE account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. Select Education Statistics System (ESS). If you do not see this, please contact our office.
3. Make sure the school year in the drop down menu says **2023-2024**.
4. Scroll down to find the **Nonpublic School Restraint and Seclusion**. Click the **Blue Arrow** to start.
5. Enter your contact information.
6. On the next page, click on **Start**.
7. Enter the data for your school. If there are cells that do not apply, enter 0's.
8. At the bottom of the screen, click on **Save**.
9. You should see the following at the bottom: **Saved Successfully**.
10. Scroll to the top and click on **Return to Form Home**.
11. Select **View Audit**.
12. Review your data and make sure it is correct.
13. Click on **Certify**, located at the bottom.
14. You should see the following at the bottom: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.
15. Scroll to the top and click on **Return to Form Home**.
16. At the top of the page, you should see **Yes** under Certified. **Print** this page.
17. You are done with the collection.

How to Enter the Data Online – Text & Graphics

1. Sign into your myNHDOE Account: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. If you are having issues getting into or creating a myNHDOE account, please contact NonpublicSchools@doe.nh.gov or 603-491-8060.

2. Under the System/Role Listing, select **Education Statistics System (ESS)**. If you do not see ESS at this system listing screen, please contact NonpublicSchools@doe.nh.gov or 603-491-8060.

3. Make sure the school year in the drop down menu says 2023-2024.

4. Scroll down towards the bottom of the page to find the collection. Then click the **BLUE ARROW**.

- 5. The next two screens will ask for your contact information if the collection has not yet been started by your school.

NHDOE Survey ->

1) Please select entities from **each** list below.

Select an SAU:
<ALL SAU's>

Select a District:
Select a District...


Select a School:
Select a School...

You are missing required data in your contact information. Please enter that data and proceed.

*First Name:

*Last Name:

- 6. The next screen shows the steps to complete the collection. Click on **Start**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	<input type="button" value="Instructions/FAQ"/>
2	This survey has 1 section(s).	<input type="button" value="Start"/> 
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	<input type="button" value="View Audit"/>
4	This survey should now be complete. Click 'New Form' to select another school to work on.	<input type="button" value="New Form"/>
5	Go back to Survey List	<input type="button" value="Survey Home"/>

- 7. Enter the data for your school and be prepared to do this is one sitting. **IMPORTANT:** You must enter a value in every cell, even if that value is 0. You will not be able to save your work until every field is populated. You have 30 minutes to complete this section. Take a screenshot of your data before moving onto the next step, as back up.


Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and:

1.1.1 are Active/On-going investigations

1.1.2 and Closed



- 8. Once you reach the bottom of the survey, click on **Save**. Remember, you will not be able to Save until every field is populated.

1.4.2 Closed

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

[Save](#)

- 9. If you were successful in saving your data, you will notice the words **Saved Successfully** in green lettering at the bottom of the next screen.

1.4.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Your data has been saved successfully.

[Save](#)

- 10. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

- 11. Select **View Audit**.

Steps required to complete the form		
1	Click " Instructions/FAQ " to get instructions on how to complete the form.	Instructions/FAQ
2	This survey has 1 section(s).	Start
3	Select an audit report to view. This will display a printer-friendly version of the completed form for your records.	View Audit

12. Review your data carefully to make sure it is accurate.

Restraining Students

1.1 Number of restraint reports generated this school year

Of the restraint reports in the previous question, how many were investigated and:

1.1.1 are Active/On-going investigations

1.1.2 and Closed

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

13. If the data is accurate, then click on **Certify**, located at the bottom left-hand corner of the screen.

1.1.2 Closed

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

[Certify](#)

14. Next, you should notice the following at the bottom of the screen: This form has already been certified by: **Your Name, Date, Time**. **Print** this page.

1.1.3 **NEW!** occurred at a location other than the school building and/or campus.

Please contact Greg Polish by e-mail, Gregory.Polish@doe.nh.gov , or phone, 603-271-5198 , with questions.

Form Certified successfully!

This form has already been certified by: **Shireen Meskoob 6/9/2020 3:57:45 PM**

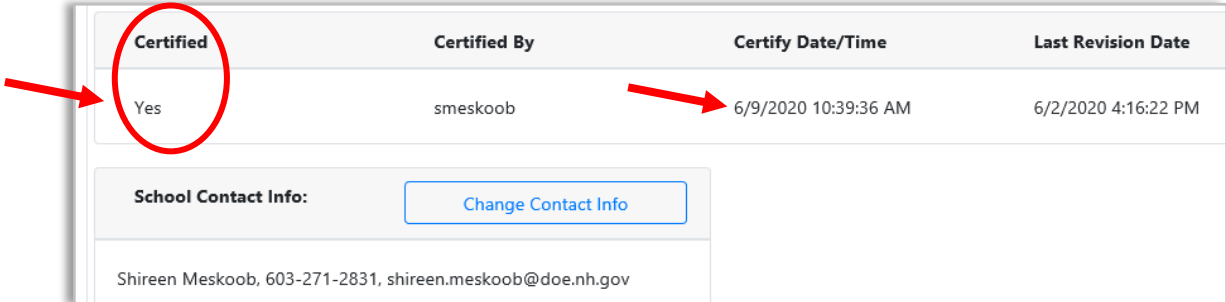
15. Scroll to the top of the page, and click on **Return To Form Home**, located in the top right hand corner.

[Return To Form Home](#)

Nonpublic Restraint and Seclusion Data Collection

SAU Number - 53, District Number - 9,
School: Pine Haven Boys Center
School Year: 2020

16. In the banner at the top of the page, you should see, **Yes** under **Certified** and the Certify Date, Time. **Print** this page.



Certified	Certified By	Certify Date/Time	Last Revision Date
Yes	smeskoob	6/9/2020 10:39:36 AM	6/2/2020 4:16:22 PM

School Contact Info: [Change Contact Info](#)

Shireen Meskoob, 603-271-2831, shireen.meskoob@doe.nh.gov

17. Congratulations! You are done with the Nonpublic School Restraint and Seclusion Data Collection.

HOW TO CREATE A myNHDOE ACCOUNT

1. Navigate to the following link: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. Click on **New user? Create an Account** on the right hand side of the screen.

2. Provide your information in each cell. Then click on Next at the bottom right corner.

- You will be prompted to create username and provide additional information. Then, click on Next.

NH DOE Home I4SEE Contacts Helpdesk Additional Resources

Create User Account Wizard

Step 3 of 4

You are completing the Create User Name Wizard.

Please enter and confirm the Username and Password, Town of Birth, Secret Question and Answer.

- A check will be performed to confirm the user name is unique. Enter your town of birth.
- The secret question will be used during password resets, user verification, etc.

Username

Your User Name must be between 6 and 20 characters long.

User Name:

Confirm User Name:

User Name Suggestion: smeskoob1

Password

- Once your account is setup you will need to contact NonpublicSchools@doe.nh.gov or 603-491-8060 to have the Education Statistics System (ESS) added to your account.
- After the ESS is added to your account, follow steps 1-17 to complete both data collections, each of which can be found in the [Table of Contents](#).

Contact Information

If you have a questions, please reach out to:

Timothy Carney
Administrator of Educational Pathways
NonpublicSchools@doe.nh.gov
603-491-8060