

Restraint/Seclusion Report Form

Written notification required per School Board policies #430 and #536.1

Any staff member who administers restraint or seclusion shall verbally inform the principal or designee of the restraint immediately following the incident. The principal or designee shall make reasonable efforts to verbally notify the student's parent or guardian by the time the student is returned to the parent or guardian or by the end of the business day, whichever comes earlier. The staff member must provide a written report to the principal or designee by the next school day. The principal or designee shall submit a written report to the Superintendent or designee within 5 business days after the use of restraint or seclusion.

Unless prohibited by court order, the Superintendent or designee shall, within 2 business days of receipt of the written report form, send the information contained in the report to the student's parents by first class mail or email. Such reports shall be retained by the Superintendent or designee for review by the State Board of Education and the Department of Health and Human Services.

Student Name: _____ Date: _____

Incident: Restraint Seclusion

Staff involved: _____

Location: _____ Time: _____

Duration: _____

Behavior leading to restraint or seclusion:

What interventions were attempted prior to the restraint or seclusion?

Student behavior during and after the intervention(s):

Description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the use:

Description of restraint or seclusion used, including any hold used and reason the hold was necessary:

Description of the actions of the staff member [s] involved before, during, and after the restraint or seclusion:

Student behavior before, during and after the restraint or seclusion:

Description of any injuries sustained by, and any medical care administered to the student, employees or others before, during, or after the use of restraint or seclusion:

Description of any property damage associated with the restraint or seclusion:

A description of actions taken to address the student's emotional needs during and after the incident:

Understanding of what motivated an escalation in the student's intensity and behavior [e.g. fear, frustration, manipulation, intimidation]:

A description of future actions to be taken to control the student's problem behaviors:

Person completing this report _____ Position _____

Principal verbally notified by _____ Date _____ Time _____

Parent verbally notified by _____ Date _____ Time _____

Written report submitted to _____ Date _____
Superintendent or designee by

Information contained in _____ Date _____
written report mailed or
emailed to parent/guardian
and any guardian ad litem by