

Student Restraint Incident Report Form

Student: _____ School: _____

Date: _____ Time: _____

Location: _____

Staff directly involved in restraint (include names and titles; attach supplemental statements, if any):

Witnesses (include names and titles):

Description of events immediately before the behavior occurred:

Efforts/alternatives made prior to the use of restraint:

_____ Teaching interaction

_____ Offered self-control strategy

____ Verbal de-escalation

____ Other(s) (please describe): _____

Type of restraint used: _____

Time restraint began: _____

Time restraint ended: _____

Chronological description of incident (include behavior, statements made, actions taken):

Resolution:

____ Student calm/reintegrated into classroom/educational programming

____ Student calm/additional time provided for de-escalation outside of instructional setting

____ Additional support requested (medical/mental health/parent/police)

____ Other(s) (please describe): _____

Injuries or property loss/damage:

Persons notified of incident (include name, title, date and time notified):

Name and title of person writing report

Signature

Checklist	Date	Comments
If an injury to staff or student has occurred, submit student accident report and/or staff incident report.		
Building principal or designee verbally notify parent by end of the school day that the restraint was used.		
Conduct internal review of		

incident of restraint.		
Review documentation to ensure use of alternative strategies and recommend adjustments to procedures, if appropriate. If any restraint was used a written report of the incident was filled out no later than one school day after the incident.		
If restraint was between one and five minutes, written notice given to parents on the day of the restraint		
If restraint was five minutes or more or any seclusion, verbal or written notice given to parent on the day of restraint or seclusion, and written report emailed, mailed or faxed to parent within five calendar days of the use of restraint.		
If requested by parents or the school, convene a meeting (that may be an IEP, BIP or 504 meeting) to review the incident.		

One copy each to the Parent/Guardian, Principal, District Office and Student's confidential record.

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Lake County School District R-1, Leadville, Colorado