Student Restraint Incident Report Form

Student:_____ School/Program:_____
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 other BOCES administrator 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 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, verbal notice given to parent on the day of restraint, and written report e-mailed, mailed or faxed to parent within 5 calendar days of the use of restraint.		
If requested by parents or BOCES staff, convene a meeting (that may be an IEP, BIP or 504 meeting) to review the incident.		

Copies: parent, student's confidential file [required]

Issue date: October 18, 2023