

PURPOSE: Any school employee, resource officer, or school security officer who uses any chemical spray, mechanical restraint, or physical force on a student during school-sponsored instruction or activities must inform the building administrator or building administrator's designee as soon as possible, and within 2 business days submit a written report of the incident to the district office. The principal or principal's designee must make a reasonable effort to verbally inform the student's parent or guardian within 24 hours of the incident, and must send written notification as soon as practical but postmarked no later than 5 business days after the restraint or isolation occurred. **WAC 392-172A**

Notification of Use of Isolation or Restraint

Student's name: _____ Student's grade: _____ Birth date: _____ Date: _____

Date of incident: _____ Time of incident: _____ Setting / Location of incident: _____

Staff member: _____ Job title: _____ Certification: _____

Staff member: _____ Job title: _____ Certification: _____

Person preparing report: _____ 504 Student? Yes No Student has IEP? Yes No

All people involved: _____

Principal informed: Yes No Date / Time: _____ **Parent informed:** Yes No Date / Time: _____

Principals Initials: _____

Describe the activity that led to the use of isolation or restraint:

- Denied access to desired item or activity
- Escape undesirable activity
- Transition
- Maladaptive means to get negative attention
- Communicative frustration
- Ending a desired activity

Describe the type of restraint or isolation used, including duration:

Describe any physical injuries to either staff or student, and what medical care, if any, was provided.

If injured, did you receive further care from a medical professional? Yes No

Other information (*additional staff members involved, etc.*):

Recommendations for avoiding future such incidents:

Signature

Date