

**TRI-COUNTY EDUCATION CO-OP
120 S. SWENSON
STAMFORD, TEXAS 79553
325-773-3637
FAX #325-773-3915**

DOCUMENTATION & NOTIFICATION OF RESTRAINT

Student Name: _____	School District: _____
Staff Member administering restraint: _____	Campus: _____
_____	Location of Restraint / Room #, etc.: _____
Date of Restraint: _____	_____
Time of Restraint: _____ to _____	_____
Name of Person completing report: _____	

In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the following documentation requirements:

1. On the day restraint is utilized, the campus administrator or designee must be notified verbally or in writing regarding the use of restraint.

Notified Verbally _____
Name _____ Date _____ Time _____

Notified in Writing _____
Name _____ Date _____ Time _____

2. On the day restraint is utilized, a good faith attempt must be made to verbally inform the parent. Describe these efforts – Include who made the effort, how many times, phone numbers used, if any, address visited, if any. Give a complete description.

Parent was notified verbally –
Date _____ Time _____
Name of parent notified _____
Address: _____

Phone #: _____
Person who notified parent _____

3. Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent within one school day of the use of restraint.

- Parent was notified in writing - Date _____ Time _____
 - delivered in person _____
Date _____
 - mailed _____
Date _____

4. Written documentation regarding the use of restraint must be placed in the student's special education eligibility folder in a timely manner so the information is available to the ARD committee when it considers the impact of the student's behavior on the student's learning and/or the creation or revision of a behavioral intervention plan (BIP).

- Written documentation of the event was:
 - mailed to Tri-County to be placed in student's eligibility folder on _____ .
 - given to Tri-County to be placed in student's eligibility folder on _____ .
 - written documentation was received by the following Tri-County Personnel:

Name

Written notification to:

- 1) Parent(s)
 - 2) administrator, and
 - 3) student's eligibility folder
- must consist of the following questions:

Nature of the restraint: _____

Description of the activity in which the student was engaged immediately preceding the use of restraint: _____

Behavior that prompted the restraint: _____

Efforts made to de-escalate the situation and alternatives to restraint that were explained: _____

