

Policy 4373: Expected Behavior in Safe and Supportive Schools Documentation & Parent Notification of Use of Restraint

Student: _____ School: _____ Grade: _____

Parent(s): _____

Address: _____ Phone: _____

Dear _____:

The purpose of this correspondence is to inform you that your child was physically restrained at school. West Virginia Board of Education Policy 4373: *Expected Behavior in Safe and Supportive Schools* requires same day notification of the parent/guardian upon the use of restraint. The information below is intended to inform you of the personnel involved, date/time/location of the restraint, and actions involved.

Staff Member Administering Restraint: _____

Date of Restraint: _____ Beginning & Ending Time of Restraint: _____ to _____

Location of Restraint: _____

Date/Time Principal Notified: _____

Date Written Notification Mailed to Parent: _____

Person Completing Form/Position: _____

<u>DESCRIPTION</u>
Antecedents:
Triggers:
Problem Behaviors:
Rationale for Application of Restraint:

Principal's/Designee's Signature: _____ Date: _____

Staff Member's Signature: _____ Date: _____

FAX to (304) 574-4109