

West Branch Local Schools

INCIDENT REPORT - for Incidents of Seclusion & Restraint

Complete this report to document major behavior incidents including: **Emergency Removal** from school; Use of **Physical restraint**; Involvement of administrator to assist with student who is a **threat to self or others**; Removal to **Time Out**; Involvement of **local police**; other major incidents which require documentation.

Student: _____ Date: _____

Teacher: _____ Administrator Reported to: _____

Is Student **General Ed** or **Special Ed**? (Circle) **Seclusion** or **Restraint**? (circle)
 Injury to Student? **Yes No** (Circle) Injury to Staff? **Yes No** (circle)

Seclusion: Start Time _____ End Time _____ Total Minutes _____
 Restraint: Start Time _____ End Time _____ Total Minutes _____
 Duration of Full Incident: _____

Did this incident result in **Suspension, Expulsion**, or was there **no further action**? (circle one)
 Incident led to the creation of an **FBA** or **PB Support Plan**? **Yes No** (If yes, circle one)
 Reviewed current FBA? **Yes No** Reviewed current PB Support Plan? **Yes No**

Staff Witnessing Incident	Location During Incident	Activity @ Time of Incident	Date/Time

Describe student behavior prior to incident and alleged rule violation:

Description of Incident: (attach addendum and witness statement if needed)

Describe Efforts to De-escalate Student /Alternatives to S&R Attempted:

Circle any of the following interventions that were used:

Verbal Intervention Behavior Plan Time Out Contact another staff or parent

Description of Intervention:

Other action: (describe and explain, if needed)

Who was notified of the incident? _____

Signature of person completing report: _____ Date _____

Signature of Building Administrator: _____ Date _____

Copies Sent Within 24 Hours to: (to be completed by building secretary)

Parent/Guardian: Sent by _____ Date _____

District Representative: Sent by _____ Date _____ (Note: Send to Special Services)

Building Administrator: Sent by _____ Date _____ (Note: File in student's perm file)