

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several desks and chairs arranged in the room.

# Physical Restraint and Seclusion: Documentation and Notification Requirements

Module 5

Office of Special Education and Early Learning (OSEEL)

# Physical Restraint and Seclusion (PR&S) Documentation Requirements



[704 Kentucky Administrative Regulation \(KAR\) 7:160, Section 5](#)

# Documentation Requirements

- All physical restraints and seclusions must be documented by a written record of each use of physical restraint or seclusion and be maintained in the student's education record; and
- Each written record must be informed by an interview with the student.

[\[704 KAR 7:160, Section 5 \(1\)\]](#)



# Written Record Requirements

Student  
information

Incident  
description

Date and  
Timing

Events  
leading up to  
incident

Behavior  
during the  
incident

Prior  
interventions  
used

# Written Record Requirements

Injuries

Danger  
assessment

Parent  
notification

Effectiveness

Response to  
behavior

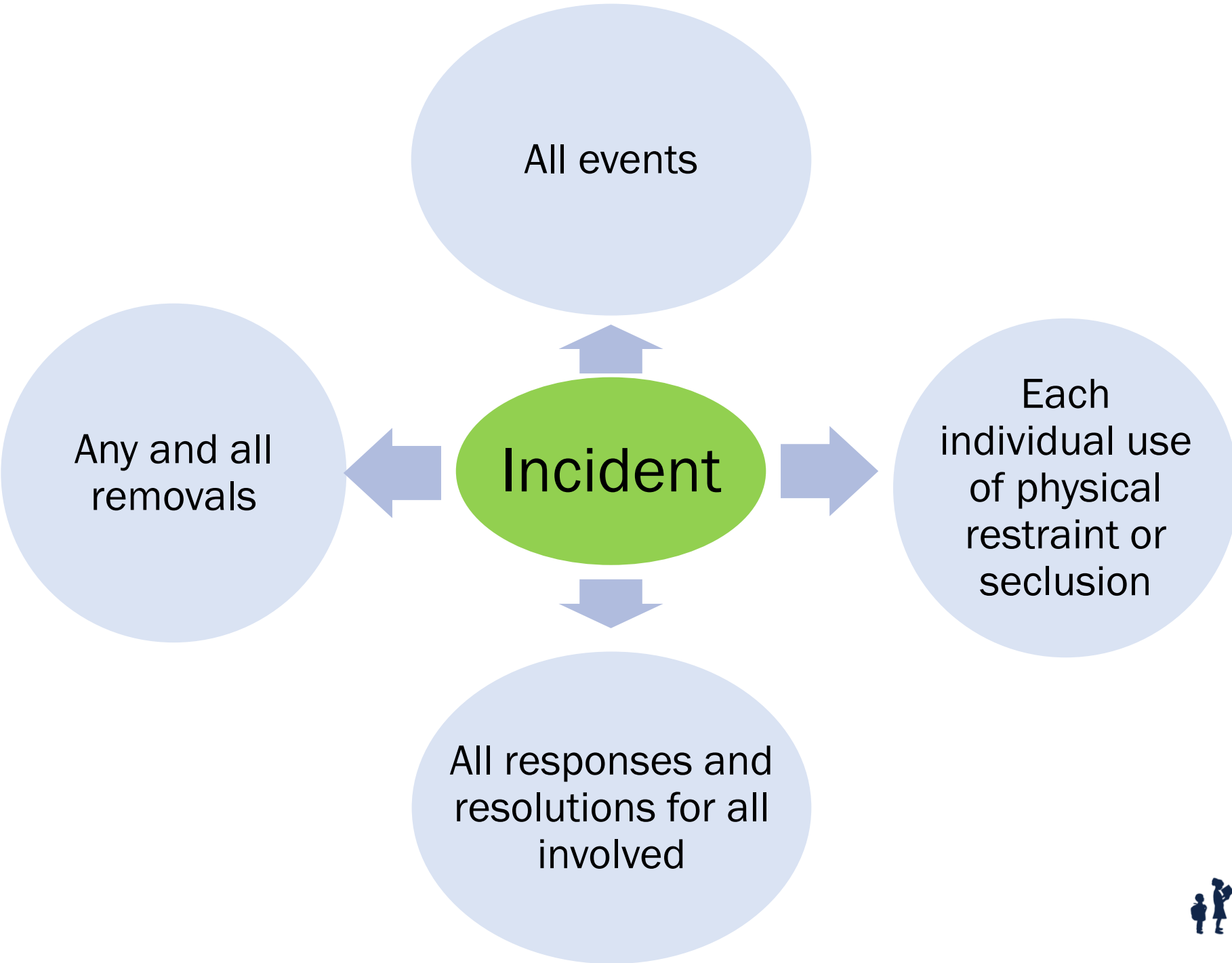
Future  
interventions

# Safe Schools Data Collection and Reporting Resources

- [Behavior Administration – Section A](#)
- [Incident Detail – Section B](#)
- [Event/Participant Detail – Section C](#)
- [Resolution Detail – Section D](#)
- [Response Detail – Section E](#)
- [Event Type Definitions – Section F](#)
- [Reporting Timeline – Section G](#)



Behavior Data Standards  
Overview: Sections A-G  
[Webinar Series](#)



**Multiple  
Details of  
Incident  
Documented  
Appropriately**

# Data Entry Example



[Behavior Data Entry Example](#)



# Written Record Requirements

“For any student not identified as eligible for services under either Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA) documentation of a referral under either law or documentation of the basis for declining to refer the student.”  
[\[704 KAR 7:160, Section 5 \(1\) \(o\)\]](#)

# Pause and Consider

Do you know how and where to document these requirements?

What training does your district provide to ensure appropriate documentation?

What steps does the district require for requesting a referral or declining a need for a referral?



# PR&S Notification Requirements

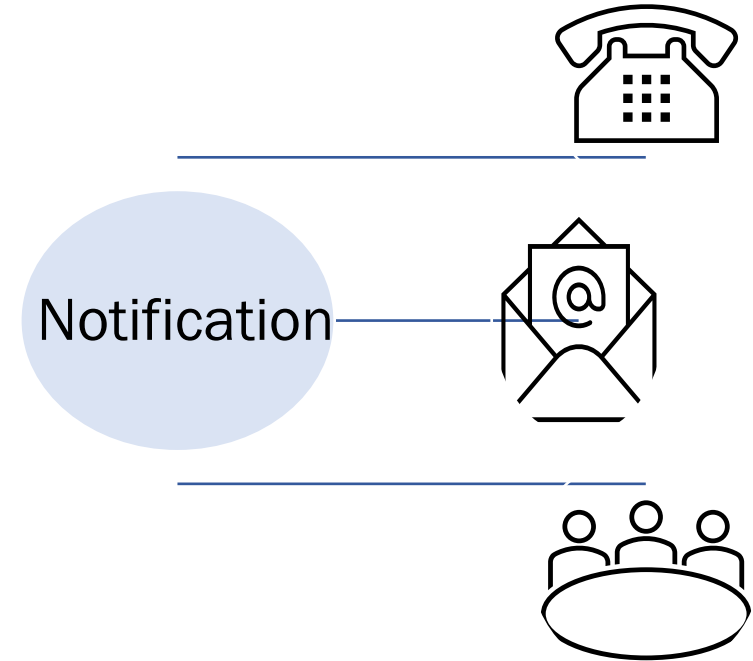
[704 KAR 7:160, Section 5](#)

# Notification Requirements

- **Parent must be:**

- Notified of the physical restraint and seclusion verbally or through electronic communication;
- Notified as soon as possible, within 24 hours of the incident;
- Notified by written communication via mail, if the parent cannot be reached within 24 hours,

[[704 KAR 7:160, Section 5 \(2\)](#)]



# Notification Requirements

- **Principal Notification:** The principal must be notified of the physical restraint or seclusion as soon as possible, but no later than the end of the school day when the incident occurred.
- **Record Completion:** The documentation record must be completed by the end of the next school day following the use of physical restraint or seclusion.

[[704 KAR 7:160, Section 5 \(3-4\)](#)]

# Important Timeline Requirements

1

## Notify Principal

- Principal must be notified before end of day on which the incident occurred.

2

## Notify Parent

- Parents must be notified within 24 hours of PR&S incident.

3

## Complete Record

- Record of PR or seclusion must be completed by end of the next school day following incident.

4

## Notify KDE and law enforcement

- KDE and law enforcement must be notified within 24 hours in event of severe injury [Data Standard-Behavior].

5

## Schedule Debriefing

- If requested, schedule no later than 5 days from request.

# Safe Schools Reporting Timeline

[Reporting Timeline, Section G of Behavior Data Standard](#)



# Pause and Consider

Is the contact information for all students up to date and readily available?



Do all staff know how and what to communicate to the principal?



What steps does the district have in place to ensure documentation was completed by the end of the next school day?





Kentucky Department of  
**E D U C A T I O N**

# Resources and Support

[KDE Physical Restraint and Seclusion Webpage](#)



# Safe Schools Data Collection and Reporting Resources

- [Behavior Administration – Section A](#)
- [Incident Detail – Section B](#)
- [Event/Participant Detail – Section C](#)
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Behavior Data Standards  
Overview: Sections A-G  
[Webinar Series](#)

# Resources

- [KDE Physical Restraint and Seclusion Webpage](#)
- [United States Department of Education \*Restraint and Seclusion Resource Document\*](#)
- [KDE Positive Behavioral Interventions and Supports \(PBIS\)](#)
- [\*Data Standard Behavior \(Safe Schools\) Data Entry\*](#)
- [Safe Schools Data Collection and Reporting](#)
- [704 KAR 7:160. \*Use of physical restraint and seclusion in public schools\*](#)

# Questions



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