SD308 PHYSICAL RESTRAINT AND TIME OUT PROCESS

A Time Out or Physical Restraint Occurs
Staff completes Physical Restraint & Time Out Google Form

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Two Google Documents Auto Created and emailed
1) Behavior Log
2) ISBE Form & Parent Letter

Building Nurse

Staff Member
(who filled out form)

→ Make a reasonable attempt to notify the student's parent/guardian on the **same day**

Receives **BOTH** emails Clean up some language where needed (i.e. narrative instead of list)

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Share (EDIT rights) **BOTH** documents with Primary and Secondary Building Point People

Only Receive ISBE Form Email.
Locate Question 8
Provide description of injuries (if applicable)

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Building Admin
Receive 2 Google Docs (EDIT Access)
Confirm w/ Nurse
Review components for Completeness

Print and Send Copy of Form and Parent/Guardian Letter home within **ONE Business Day**

Complete Data Entry into **TYLER within 48 Hours**