



Jefferson County Public Schools Restraint Documentation Protocol

1. **Notify the school administrator** of the restraint and any injuries to the student or staff immediately.
2. **Notify parent/guardian** of the restraint verbally or through electronic communication, if available to the parent, as soon as possible within 24 hours of the incident.
3. Staff members that were involved in the restraint must **complete the [restraint and seclusion incident form](#)** as soon as possible - no later than the end of the following day.
4. Give a copy of the restraint and seclusion incident form to the school administrator and assist with **entry of details in Infinite Campus**.
5. Complete and send the [Notice to Parent](#) form home via US mail within 24 hours following the restraint.
6. Conduct a debrief session using the [Staff and/or Individual Debrief](#) Form as soon as practicable but no later than 5 school days following the restraint.
7. **Send a copy of the Staff and/or Individual Debrief Form** to jcps.scm-debrief@jefferson.kyschools.us no later than 10 school days following the restraint.
8. Place a copy of the debrief form in the student's **VISI/cumulative folder**.
9. Keep all documentation in **hard copy on file at the school** in YTD Restraint and Seclusion filing.

Electronic copies of all required documentation can be found on the JCPS Website by searching Safe Crisis Management from the home page or by clicking [this link](#). Here you will find editable versions of each document listed as well as additional resources pertaining to Restraint and Seclusion.