

## (Cover Letter: Written Summary of Restraint Use)

Date (insert)

Dear (insert name)

Your child was involved in an emergency situation on (date) that resulted in the use of physical restraint. Attached is a summary of the incident and a written description of the physical restraint used, including the behaviors your child exhibited before physical restraint was used. During the time of restraint, your child was observed by staff trained in the use of physical interventions for any signs of physical distress. The use of restraint ended as soon as the emergency situation no longer existed. This information is provided for your review and to seek your input into this situation.

The attached information will be filed in your child's special education eligibility folder so that the Admission, Review and Dismissal (ARD) Committee may use this information in considering the need for changes in your child's Individualized Education Program (IEP) and/or Behavior Intervention Plan (BIP). Please call (insert name and phone number) if you would like to schedule an ARD Committee meeting to review your child's IEP or BIP.

Commissioner's Rule for Special Education, Section 89.1053. *Procedures for the Use of Restraint and Time-Out*, states that restraint of a student with a disability may be used only in a clearly defined emergency situation. Schools must inform parents when it becomes necessary to use restraint in an effort to protect the student, other students or prevent serious property damage.

Please contact (insert name and phone number) if you would like to schedule a conference to discuss the behaviors leading up to the use of physical restraint. If you have other questions, please contact me at (insert phone number).

Sincerely,

Campus Administrator

cc: Special Education Eligibility Folder

Enclosure