

Parent Notification Letter – Emergency Safety Intervention

Date _____

Dear Parent or Guardian of _____,

We are writing to inform you that an emergency safety intervention has been used with your child due to behavior that presented a reasonable and immediate danger of physical harm to your child or others. An emergency safety intervention is the use of seclusion or physical restraint. Details of the incident regarding your child are included in the form attached to this letter.

If this is the first time an emergency safety intervention has been used on your child this school year, also attached are printed copies of the standards for when emergency safety intervention may be used, a flyer on your rights under emergency safety intervention law, information on your right to file a complaint with the local board of education through the local dispute resolution process, information on your right to request administrative review from the Kansas State Board of Education, and information to assist you in navigating these processes. If this is a subsequent incident this school year, then the information is not attached, and you are encouraged to access the information at the website link for local emergency safety intervention resources below.

Please use the form on the following page to provide feedback or comments to the school regarding the incident. You may submit the form to me at any time by delivering it to the school or emailing it to me. We invite and strongly encourage you to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions. Please use my email or phone number listed below to schedule an emergency safety intervention meeting.

Date of ESI:

Description of events leading up to the use of the Emergency Safety Intervention:

Positive Behavior Supports utilized:

Description of the student behaviors that necessitated the Emergency Safety Intervention:

Description of the steps taken to transition the student back into the educational setting:

The student has (check all that apply): IEP 504 Behavior Intervention Plan

Emergency Safety Interventions related to the incident described:

	Time ESI Started	Total Minutes	Type of ESI	Staff Involved
1.			<input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion	
2.			<input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion	
3.			<input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion	
4.			<input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion	
5.			<input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion	

Sincerely,

(administrator signature)

(administrator name)

(administrator phone number)

(administrator email address)

Please provide us with feedback or comments regarding the incident. You may attach additional pages if needed:



Local Emergency Safety Intervention Resources:

<https://www.smsd.org/families/emergency-safety-intervention-esi>

State Emergency Safety Intervention Resources: www.ksdetasn.org