

GUIDELINES FOR REPORTING USE OF PHYSICAL FORCE BY SCHOOL PERSONNEL

- 1). After each incident involving the use of physical force by school personnel, a written description of the circumstances and the action taken shall be furnished to the immediate supervisor of the staff member involved. This written report must be submitted within one working day of the incident.
- 2). The report shall be forwarded to the office of the District Administrator within five working days.
- 3). The District Administrator or his/her designee may review the incident with the building administrator, employee(s) in question, student and parent(s)/guardians(s).
- 4). A determination may be made as to whether the use of physical force was appropriate in the specific incident in question.
- 5). Disciplinary action will be taken as deemed appropriate if it is determined that the use of physical force was inappropriate.

Ref: Policy #6012

Adopted: December 15, 1999

