

Conduct of Employees Directed Toward Students:

Regardless of employee/~~service provider~~ training status, no District personnel shall use any form of aversive technique against any school student.

If a situation occurs where a properly trained District employee/~~service provider~~ must use acts of restraint or seclusion against a school student, the following shall occur:

1. The employee/~~service provider~~ shall immediately report to their building principal, in writing, the following information by completing Form 502.20F:
 - a. The date the event occurred
 - b. The circumstances leading to the event
 - c. The student involved
 - d. Other witnesses or participants to the event
2. The building principal shall notify the Superintendent's Office of the event, providing the Superintendent's Office with a copy of the Form 502.20F report of events and recording the information in the District's student information system.
3. The building principal shall ascertain if any of the school's video equipment captured the event on a recording.
 - a. If such event was captured on recording, the principal shall take all best efforts to maintain a copy of the recording and provide such to the Superintendent's Office for the Superintendent's official records of the event.
4. The Superintendent or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical or physical condition(s).
5. The building principal, acting as the Superintendent's or designee of the Superintendent, shall notify the parent or legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone or some other means. ~~and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.~~
6. The building principal, acting as the Superintendent's designee, Superintendent or designee of the Superintendent shall provide the parent/legal guardian of the student with written notice, via mail or email -of the event of restraint or seclusion of their student.
- ~~6.7.~~ The Superintendent's Office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to state and federal regulations.