

**Recommended Action: Approve and Add NEW form to address ESI**

This form will document that parents have had access to the ESI policy each year per the annual provision of policies requirement in the regulations.

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)  
the need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_.

(name of student)

***K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.***

Type of Emergency Safety Intervention Used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_  
Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes) Location: \_\_\_\_\_  
Name of Staff Member: \_\_\_\_\_ Witnesses: \_\_\_\_\_

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report) (Date)  
\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of staff member)

\*Original provided to Building Principal  
\*Copy provided to (Parents/Guardians, Administrative Office)

## ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at **[insert website address]** and in our **[insert whichever one of the following is applicable: our school safety plan, our school code of conduct, or the student handbook]**. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

- I have been informed of the district’s policy, and I do not want a copy of the policy.
- I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

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DATE

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PARENT SIGNATURE