

## Intentional Physical Contact Form

*per School Board policies #430 & #536.1*

If a school employee has intentional physical contact with a student which is in response to a student's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the student's parent/guardian or guardian ad litem. Such notification shall be no later than the time of the student's return to the parent/guardian or guardian ad litem on that same day, or the end of the business day, whichever is earlier.

Notification shall be made in a manner to give the parent/guardian or guardian ad litem actual notice of the incident at the earliest practicable time.

**Within 5 business days** of the incident of intentional physical contact with a student which is in response to a student's aggression, misconduct, or disruptive behavior, the school shall prepare a written description of the incident. This description of the incident includes:

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Staff involved: \_\_\_\_\_

Description of actions of the student before, during, and after the incident:

Description of actions of the school employee(s) involved before, during, and after the incident:

Description of any injuries sustained by, and any medical care administered to, the student, employees, or others before, during or after the incident.

Person completing this report \_\_\_\_\_ Date \_\_\_\_\_

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Technical assistance to consider when filing an **Intentional Physical Contact Form**:

The notification and record-keeping duties do NOT apply in the following circumstances:

- When a student is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the student to walk to a safe location – unless the student is actively combative, assaultive, or self-injurious while being escorted, and the requirements do apply.
- When actions are taken such as separating students from each other, or inducing a student to stand, or otherwise physically preparing a student to be escorted.
- When the contact with the student is incidental or minor, such as for the purpose of gaining a misbehaving student’s attention – except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive student triggers the notification and record-keeping requirements.