

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