Date:

Dear parent or guardian of ,

Re: Third incident of ESI

We are writing to inform you that an emergency safety intervention has been used with your child due to behavior that presented a reasonable and immediate danger of physical harm to your child or others. An emergency safety intervention (ESI) is the use of seclusion or physical restraint. Details of the incident regarding your child are included below.

After the first ESI incident, you were provided with printed copies of the standards for when ESI may be used, a flyer on your rights under ESI law, information on your right to file a complaint with the local board of education through the local dispute resolution process, information on your right to request administrative review from the Kansas State Board of Education, and information to assist you in navigating these processes. Please look over that information or access the documents from the local ESI website listed below. Once you have had time to review the information, please call us with any remaining questions. This is the third incident of ESI with your child this school year. Therefore, we must hold a meeting to determine how best to support your child moving forward. Possible dates and times are listed below. We will call you very soon to set up the date and time for this meeting and will work with you to find an agreeable meeting date and time, if the dates and times listed below will not work. Your child is invited to attend this meeting.

Local ESI Resources: [www.caney.com](http://www.neodesha.k12.ks.us) FOR PARENTS> EMERGENCY SAFETY INTERVENTIONS (ESI)

State ESI Resources: [www.ksdetasn.org](http://www.ksdetasn.org)

Emergency Safety Interventions Standards: <https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/259442/0A-Standards_for_the_use_of_ESI_07_23_15_-_External_Version.pdf>

A Family Guide to the Use of Emergency Safety Interventions: <https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/259443/0B-ESI_from_Families_Together.pdf>

Suggested Dates for Third ESI Incident Meeting:

Date: Time:

Date: Time:

Date: Time:

Sincerely,

(administrator signature)

(administrator name)

(administrator phone number)

Date of Incident: Time of incident:

Duration of incident:

Type of ESI Used (circle): Seclusion Physical Restraint

School Personnel Who Participated in or Supervised the Incident:

Description of incident: