

**PELHAM SCHOOL DISTRICT PROCEDURE
JKAA-R2 – INTENTIONAL PHYSICAL CONTACT FORM**

Intentional Physical Contact is defined as contact by a school employee with a child, in response to a child’s aggression, misconduct, or disruptive behavior, and includes, but is not limited to blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child.

Intentional physical contact does not include:

- a) Escorting a child from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location, unless the child is actively combative, assaultive, or self-injurious while being escorted;
- b) Actions such as separating children from each other, inducing a child to stand, or otherwise physically preparing a child to be escorted;
- c) Incidental or minor contact, such as for the purpose of gaining a misbehaving child’s attention.

A. Identifying Information:

1. Name of School _____
Name of Student _____
Age: _____ Grade level: _____ Gender: M / F
Date of this report: _____ Time of incident: _____
Location of incident: _____

2. Name and Title of Persons Involved in the Intentional Physical Contact:

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

3. Name and position of the employee completing the notification:

(Name) (Position)

Name of training provider/vendor/instructor: _____

4. Other Observers (if any):

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

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5. Administrator who was verbally informed following the intentional physical contact:

Name: _____ Title: _____
 Reported by: _____ Title: _____
 Date and Time Notified: _____

6. Parent who was informed of this physical contact:

Name: _____
 Telephone: (____) _____
 Called by: _____
 Title: _____
 Date and Time Called: _____

B. Specific Event Information:

1. Description of the actions of the child before, during, and after the occurrence:

2. Description of the actions of the facility or school employees involved before, during and after the occurrence:

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

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4. Parent/Guardian Notification:

Parent/Guardian verbally informed of physical contact as documented on page 2 of this report.

This written report of physical contact was sent to parent/guardian on _____ (date) at the following address: _____

Parent/Guardian was offered the opportunity to discuss the contact with the teacher/administrator. Results of discussion (*attach separate page if necessary*):

This report was filed with the following school district official:

_____ On _____
Name

_____ On _____
Signature of person preparing report

cc: Building Principal _____
(Date Received by Building Principal)

Superintendent of Schools _____
(Date Received by Superintendent)

District Policy History:

Adopted: February 11, 2005

Revised: August 4, 2022