

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**447.1 - Rule**

**PROCEDURES FOR REPORTING USE OF PHYSICAL FORCE**

1. After each incident involving the use of physical force by school personnel against any student, a written report shall be submitted to the building principal. Preferably the report will be submitted the same day of the incident; however, the report must be submitted within one work day of the incident. Such a report shall detail the circumstances of the incident, date, time, place, actions taken, justification for using physical force and names of persons involved including witnesses.
2. The report shall be forwarded to the District Administrator within five (5) work days.
3. The District Administrator or designee may review the incident with the building principal, the school personnel who used physical force, other involved school personnel, the student and parents/guardians.
4. A determination may be made whether the use of physical force was appropriate based on the specific circumstances of the incident.
5. If it is determined the use of physical force was not appropriate, disciplinary action shall be taken in accordance with Board policy and employee handbooks.
6. Each school shall maintain on file a record of each incident that involved the use of physical force.

Approved:            October 17, 1994  
Revised (WASB):    December 17, 2012