



## **Emergency Safety Intervention (ESI) Parent Information**

If an emergency safety intervention was used with a student, we invite and strongly encourage parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions. A parent can request and schedule this meeting by going to the back page for the person to contact who will work to schedule this meeting with the required participants. This meeting will be scheduled no later than 10-school days from when the parent makes the request unless the parent cannot meet within that time frame.

USD 499 Galena  
<http://www.usd499.org/>

Toby VanCleave,  
Superintendent 620-783-  
4499

[tvanceave@galena499.org](mailto:tvanceave@galena499.org)

Date

Dear parent or guardian of

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 is the use of seclusion or physical restraint. Details of the incident regarding your child are included in the form attached to this letter.

If this is the first time an emergency safety intervention has been used on your child this school year, also attached are printed copies of the standards for when emergency safety intervention may be used, a flyer on your rights under emergency safety intervention 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. If this is a subsequent incident this school year, then the information is not attached, and you are encouraged to access the information at the website link for local emergency safety intervention resources below.

Please use the form on the following page to provide feedback or comments to the school regarding the incident. You may submit the form to me at anytime by delivering it to the school or emailing it to me. We invite and strongly encourage you to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions. Please use my email or phone number listed below to schedule an emergency safety intervention meeting.

Local ESI Resources: [\[Insert link here to local website for emergency safety intervention information\]](#)

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

Sincerely,

---

(Signature)

(Printed Name)

(Phone Number)

(Email Address)



## **Contact Information**

### **Local**

USD 499 Galena  
<http://www.usd499.org/>

Toby VanCleave,  
Superintendent  
620-783-4499  
[tvanceleave@galena499.org](mailto:tvanceleave@galena499.org)

*[Insert link here to local website for emergency safety intervention information]*

### **State**

#### **General Emergency Safety Intervention Information:**

<http://ksdetasn.org/tasn/emergency-safety-interventions-esi-resources>

#### **Emergency Safety Intervention Questions:**

Laura Jurgensen or Julie Ehler  
Kansas State Department of Education  
[ljurgensen@ksde.org](mailto:ljurgensen@ksde.org) or [jehler@ksde.org](mailto:jehler@ksde.org)  
785-296-5522 or 785-296-1944

#### **Parent Training and Information Center:**

Families Together  
<http://famiestogetherinc.org/>  
888-815-6364

#### **Protection and Advocacy System:**

Disability Rights Center of Kansas  
<http://www.drckansas.org/>  
877-776-1541 or 785-273-9661