



**Policy Title: Notice of Debriefing Meeting Regarding Use of Physical Restraint and/or Seclusion of Students Code 502.14-E2**

---

**Notice of Debriefing Meeting Regarding the Use of Physical Restraint and/or Seclusion of Students**

Date: \_\_\_\_\_

Dear [Names of Parents/Guardians],

Recently your student, [Add student’s full legal name here], was involved in an occurrence at school that required their physical restraint and/or seclusion as defined by *281 Iowa Administrative Code, Chapter 103*; which is included with this letter. A report related to the occurrence is also included with this letter.

I am inviting you to attend a debriefing meeting to engage with us on topics related to this occurrence. With your assistance, we want to foster the continued health, safety, and educational growth of your student. The law requires debriefing meetings be held for such occurrences under the following circumstances:

- a. Following the first instance of seclusion or physical restraint during a school year;
- b. When any personal injury (including physical, mental, and/or psychological) occurs as part of the use of seclusion or physical restraint;
- c. When a reasonable educator would determine a debriefing session is necessary;
- d. When suggested by a student’s IEP team;
- e. When agreed to by the parents/guardians and school officials; and
- f. After seven instances of seclusion or physical restraint of the student.

This letter is intended to inform you that a debriefing meeting, due to reason \_\_\_\_\_ listed above, will be held on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location & Address: \_\_\_\_\_

The following employees will be in attendance at the meeting (include name and title):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you need to reschedule this meeting, please contact me as soon as possible via email or phone and at least one school day prior to the original date and time listed above.

Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing, if you wish. If you plan to bring a representative, please let me know at least one school day prior to the meeting so that we have an opportunity to make the necessary arrangements to accommodate their attendance.

We look forward to working with you.

---

Administrator's Name and Title	Date
--------------------------------	------

---

Administrator's Email	Phone
-----------------------	-------

Enclosures:

- Report related to student occurrence
- Copy of *281 Iowa Administrative Code, Chapter 103*

*Disclaimer: This letter and the included items must be mailed via postage, prepaid, first class mail to the parent/guardian within three school days of the original occurrence unless it is agreed upon to have it transmitted electronically via email/fax or picked up in person.*