

Physical Restraint Policy

Codman Academy Charter Public School, in accordance with 603 CMR 46.00, has determined that school staff will adhere to the following guidelines:

- a) Selected staff will receive annual orientation training within the first month of each school year with respect to the School's restraint policy. New employees hired after the School year begins will be trained within a month of their employment. The School will identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals will receive in-depth training with respect to restraint and implementation of regulations.
- b) The following staff will be trained to administer physical restraint:
 - a. Teachers & Administrators
 - c. Support Services Staff
 - d. Dean of Culture
- c) A physical restraint will be administered only when needed to protect a student and/or member of the School community from imminent, serious physical harm and when non-physical interventions would be ineffective. The use of physical restraint is to prevent or minimize any harm to the student and/or other individual.
- d) Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Seclusion is prohibited.
- e) All incidents of physical restraint must be reported to the Head of School and Principal immediately following the incident.
- f) The Principal or designee shall verbally report any physical restraint incident to the student's parents as soon as possible following the incident. In addition, the Principal or his/her designee shall report incidents (described in item (e) – (g)) by written report postmarked no later than 3 school working days of the incident in the language that is used for other reports to that student's parents.
- g) The staff member shall inform the administration of the physical restraint as soon as possible, and by written report no later than the next school day. The Principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which upon request shall be made available to the Department of Education.
- h) Any physical restraint incident that lasts longer than 20 minutes and/or that results in personal injury to the student and/or staff must be reported to the Department of Elementary

and Secondary Education within three (3) days of the incident. A copy of the School's record of physical restraint covering the 30-day period prior to the incident must be included.

i) Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriated for students who witnessed the incident.

j) The School will inform parents about the Schools' restraint policy in the Student Family Handbook, which is updated annually and distributed to parents at the beginning of each school year.

k) Please see the presentation attached for more detailed information.

l) Please review [Appendix](#) for a copy of the regulations that led to the development of the Physical Restraint Policy.