

TO BE TRANSLATED INTO THE STUDENT'S HOME LANGUAGE

**WRITTEN REPORT TO PARENTS/GUARDIANS/CAREGIVERS
REGARDING PHYSICAL RESTRAINT**

*(VERBAL NOTIFICATION TO PARENTS/GUARDIANS/CAREGIVERS WITHIN 24 HOURS OF
RESTRAINT AND WRITTEN REPORT TO BE PROVIDED WITHIN 3 DAYS OF RESTRAINT)*

INSERT DATE

**INSERT NAME AND
ADDRESS OF PARENT/GUARDIAN/CAREGIVER
OF STUDENT**

Dear Parent/Guardian/Caregiver of _____:

This is to inform you that your child was restrained on _____
(Date)

by _____. The restraint was
(Name & Title of Staff Member(s) Who Administered Restraint)

observed by _____. The restraint, which
(Name & Title of Staff Member(s) Who Observed Restraint)

consisted of _____

(Describe administration of restraint including holds used and why holds necessary)
began at _____ and ended at _____. Your child's behavior and reactions
during the restraint were as follows: _____

_____ The restraint
ended in the following manner: _____

Following the restraint, _____ informed _____ that the restraint had
taken place.

Immediately preceding the use of the physical restraint the staff and students were engaged in the
following activity: _____

_____ The behavior
of your child that prompted the restraint was the following: _____

_____ The following
efforts were made to de-escalate the situation and the following alternatives were attempted prior to
initiating the physical restraint: _____

(Describe the alternatives to the restraint that were attempted, the outcome of those efforts and the justification for administering the restraint.)

_____ . The reason for initiating the physical restraint was _____

USE EITHER ALTERNATIVE PARAGRAPH A OR PARAGRAPH B DEPENDING UPON WHETHER AN INJURY OCCURRED DURING THE RESTRAINT.

ALTERNATIVE PARAGRAPH A: There was no injury to your child and/or to staff during the restraint.

ALTERNATIVE PARAGRAPH B: There was an injury to _____ during the restraint. As a result of this injury medical care was provided. A copy of the incident report with respect to this injury is enclosed with this letter.

If it is determined that the behavior which was the basis for this physical restraint is of a more serious nature as to warrant disciplinary action, you will be notified in writing of the date of the suspension hearing by a separate letter.

If you wish to meet with me to discuss the use of the restraint, this report, any disciplinary sanctions that may be imposed and/or any other related matter with respect to your child, please do not hesitate to contact me. You may also, if you wish to do so, provide me with any comments that you may have regarding the use of the restraint, this report, any disciplinary sanctions that may be imposed and/or any other related matter in writing. Additionally, a copy of the Cambridge Public Schools Physical Restraint Procedures and Guidelines are enclosed for your reference.

Sincerely,

Principal

Enclosure