



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

SE 17A: Hilltown Cooperative Charter Public School Restraint Prevention and Behavior Support Policy and Procedures

I. Purpose and Scope Hilltown Cooperative Charter Public School (Hilltown) is committed to maintaining a safe, respectful, and supportive environment for all students. In accordance with 603 CMR 46.00, physical restraint is to be used only as an emergency procedure of last resort to prevent imminent, serious, physical harm, after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

II. Prohibited Practices Hilltown strictly prohibits:

- Mechanical restraint
- Medication restraint
- Prone restraint (except as outlined in Section IV)
- Seclusion (involuntary confinement preventing a student from leaving)
- Physical restraint inconsistent with 603 CMR 46.00
- Restraint used as discipline, punishment, or standard response

III. Prevention Methods Hilltown employs the following strategies to prevent situations requiring restraint:

- Positive behavior interventions
- De-escalation techniques and verbal redirection
- Individual crisis planning and behavior intervention plans
- Staff training in trauma-sensitive practices and relationship building

IV. Permitted Use of Physical Restraint Physical restraint may only be used:

- When a student's behavior poses an imminent risk of serious physical harm to self or others.
- When less intrusive interventions have failed or are deemed inappropriate.
- For the minimum duration necessary.

V. Alternatives to Restraint Prior to using physical restraint, staff will attempt:

- Verbal calming strategies
- Redirection to preferred activities
- Time-out (student observed at all times)
- Physical prompts to guide movement without force



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VI. Staff Training Requirements

- All staff receive annual training on restraint prevention and behavior support within the first month of the school year (or within one month of hire).
- Training includes:
 - Prevention strategies and alternatives to restraint
 - Emergency situations requiring restraint
 - Reporting and follow-up procedures
 - Selected staff receive 16+ hours of in-depth training on administration of safe physical restraint and annual refreshers.

VII. Reporting and Notification

- Staff must verbally inform the Director of Teaching and Learning immediately and submit a written report by the next school working day.
- The Director of Teaching and Learning (or designee) must:
 - Make reasonable efforts to verbally inform parents within 24 hours.
 - Send written notification to parents within three school working days (via email or mail).
- Written reports must include: Name of the student; Names and job titles of staff who administered the restraint and any observers; Date of the restraint; Time restraint began and ended; Name of the Director of Teaching and Learning or designee informed; Description of the activity leading to the restraint; Behavior that prompted the restraint; Efforts made to prevent escalation; Alternatives attempted prior to restraint; Justification for initiating physical restraint; Description of the restraint administration; including holds used; Student behavior and reactions during restraint; How the restraint ended; Documentation of injuries to student or staff, if any; Information regarding further action taken by the school; Opportunities provided for parents and student to comment on the restraint

VIII. Review and Data Monitoring

- DESE reporting: All restraint incidents and injuries are reported to DESE annually; injury-related restraints reported within three working days.
- Periodic review: The Director of Teaching and Learning reviews restraint data to identify students restrained multiple times following any restraint report and convenes a team if necessary.
- Annual review: The Director of Teaching and Learning conducts school-wide analysis of restraint patterns and identifies needed policy or training adjustments.



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IX. Complaint Procedure Hilltown has procedures for receiving and investigating complaints related to restraint practices. Complaints can be submitted in writing to the Head of School, who will promptly investigate and respond.

X. Time-Out Procedures

- Time-out is a behavioral support strategy used to help students calm.
- Students must be observed at all times.
- If time-out exceeds 30 minutes, Director of Teaching and Learning approval is required.

XI. Policy Review and Distribution

- This policy is reviewed annually.
- It is distributed to all staff and made available to parents.