



Administrative Guidelines

Department: Special Services (DSS)

Policy: JGF

Topic: Use of Seclusion and Restraint

Revised: January 2019

PROCEDURE

Employee Protocol

- Physical restraint should be monitored by at least one other employee whenever possible.
- Use of physical restraint shall immediately terminate if the student exhibits signs of severe distress or injury or as soon as the student no longer poses an immediate danger to himself/herself or others.
- Any restraint of a student should be documented on Marietta City Schools' Restraint Incident Report.
- All employees who witness or monitor the incident should sign the report.

Principal (or designee) Protocol

- When possible, administration should make reasonable attempts to notify the parents or guardians immediately of the need to restrain their child.
- A copy of the incident report shall be made available to the parents as soon as possible, but not to exceed one school day.
- A copy of the incident report should be scanned and emailed within one school day to the Department of Special Services and Educational Support.
- Incident reports should be reviewed weekly and made available to the GaDOE upon request.
- A monthly summary log should be signed and submitted on the first of every month to the department of special services and assessment.

Department of Special Services Protocol

- Incident reports should be reviewed weekly and made available to the GaDOE upon request.
- Summary logs should be reviewed monthly.
- Procedures shall be reviewed annually and changes implemented as deemed necessary.
- School principals or central office supervisors should direct any questions regarding these procedures to the Assistant Superintendent of Special Services and Educational Support.