



Manchester Public Schools

45 North School Street
Manchester, Connecticut 06042

ADMINISTRATIVE OFFICES

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Assistant Superintendent
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Mrs. Shelly Matfess
Assistant Superintendent
for Pupil Personnel Services
860-647-3448

To the Parent/Guardian Of:

This letter is a follow up to the phone call that was made today informing you that today it became necessary for staff to implement the following behavioral intervention(s):

() ***Temporarily place your child in our Time Out Room to ensure his/her safety and the safety of others.***

() ***Use physical intervention to ensure the safety of your child and/or the safety of others.***

Enclosed you will find the specific details of this intervention.

The term “physical intervention” describes behavioral practices ranging from a simple escort from one area of the school to another, to a physical restraint.

Please know that our staff are trained and certified in safe intervention techniques. Certification is updated annually.

Please contact me if you have any questions or would like to discuss this further.

As always, we appreciate your support,

Sincerely,

, Principal

Cc: Shelly Matfess, Assistant Superintendent for Pupil Personnel Services