

## **GPS- Regulation 4147.1R**

### **Employee Safety- Staff member injury by a student**

This regulation provides the necessary steps for staff to follow if a student should injure them.

#### **Willful Aggression Towards a Staff Member**

If a student should hurt a staff member via understood physical conduct, the staff member should do the following:

1. The teacher should immediately call the office for assistance when the aggressive act transpires.
2. If other students are in the room, the teacher or responding staff should attempt to clear the room.
3. If the individual is utilizing physical violence, the staff members should shield themselves and attempt to vacate the space if they are in sight of another supervising adult.
4. The responding administrator and available expert staff (such as a counselor or BCBA) should take immediate steps to analyze the situation and take appropriate action, whether calming the student down or calling for security or the police.

#### **After the Physical Conduct Transpires**

1. If police have responded, if appropriate, a police report should be taken, which will involve the staff member's account of what happened.
2. Additionally, if there were other witnesses, they should document that information for the police and school district.
3. Administration should immediately check on the well-being of staff and offer the staff member who was hurt to fill out an accident or assault form, depending on the current situation.
4. In either incident, the principal should notify the superintendent and Chief of Human Resources that the harmful action occurred and provide the form as completed by the staff member.
5. If an assault form was filled out, the information should be forwarded to the Greenwich Police Department by either the Superintendent's Office or a member of Cabinet.
6. In addition, if it is likely that Worker's Compensation will be involved the Chief of HR should notify the Town of Greenwich as a courtesy that there could be a claim.
7. If the employee appears emotionally distressed, the staff member should be offered access to the Employee Assistance Program (EAP).
8. The school site administration and staff should convene a meeting as quickly as possible to investigate what happened, pull any available video, and determine any antecedents or triggers that may have caused the outburst.
9. If the aggression was from a student, the staff and administration should immediately notify the student's parents or guardian.
10. If the aggression was from a colleague or parent, Human Resources should be notified immediately.

11. A safety plan, modified schedule, additional staff, or other support should be evaluated to ensure the safety of all involved.

### **Physical Conduct Transpires and a Student has an IEP**

1. All of the steps above apply, and the PPT team, along with input from the Chief Officer of Special Education, should determine if the physical conduct was a manifestation of a child's disability.
2. In determining if the action was a manifestation of the child's disability, the team should utilize the following legal prong:

*It was a manifestation of the child's disability if the action was caused by or had a direct and substantial relationship to the child's disability or if the behavior was a direct result of the Local Education Agency's failure to implement the IEP, including any behavior plan.*

Framed as two questions:

- A. *Was the behavior caused by or has a direct and substantial relationship to the child's disability?*
- B. *Was the behavior directly resulting from the school's failure to implement the child's IEP?*

If the answer is yes to either of the above questions, the behavior is determined to be a manifestation of the child's disability.

3. If it is difficult to determine if the behavior is a manifestation, a manifestation determination meeting should be held.
4. The manifestation determination meeting must be held within 10 school days if a child with a disability:
  - Has been suspended for 10 days in a row
  - Has been suspended for more than 10 days in the same school year
  - The school district is considering expulsion
5. If it is determined that the action was not a manifestation of the student's disability, the Code of Conduct and disciplinary actions outlined in the student handbook should be applied as appropriate within the framework of special education law.