

HEA-HSD ASSAULT RESPONSE PROTOCOL

Upon receiving a report that a staff member has been assaulted by a student, a school administrator will take the following actions:

Ensure safety for all (staff and students) and arrange for treatment of any injuries.

Determine level of risk and who to contact, e.g. school/district security, law enforcement, other building staff, parents/guardians.

Assess which additional steps are warranted (see below), and complete necessary documentation of the assault in a timely fashion, including, but not limited to, an incident report and SIS entry.

Response and Support to Staff Member (as needed and/or requested)

1. Assist staff member in gaining medical attention; offer EAP services.

2. Unless declined by the employee, release an HEA rep to assess and support staff member's emotional well-being (or call HEA president if release is not possible).

3. Inform employee of right to contact law enforcement, if not already involved.

4. Contact administrator's supervisor and report incident.

5. Assist employee with contacting Human Resources to complete any necessary paperwork (e.g. L&I, Title IX), arrange for any necessary leave; and determine need for accommodations upon return.

6. Initiate investigation of incident, including taking statements from staff member and any witnesses. (See item E across.)

7. Follow CBA language regarding student's return to the classroom. (See item F across.)

8. Keep staff member informed of actions taken to address student's behavior. Debrief with staff member as necessary/requested.

Response and Support to Student

A. Provide direct supervision of student until parents/guardians or law enforcement assume control.

B. Assess level of risk of student in school and potential need for emergency discipline measures. (See CBA Section 3.4.M.)

C. Determine whether the student has an IEP, and if so, contact school psychologist and case manager; determine whether the student has a 504 plan, and if so, contact school counselor. Follow any additional procedures necessary.

D. Contact parent/guardian of student.

E. Initiate investigation of incident and follow District discipline procedures, including any additional procedures necessary for students with an IEP or 504 plan.

F. Before student is readmitted to class, follow all steps of the relevant sections of the HEA/HSD CBA, including, but not limited to:

- Sections 3.4.E, F, and G -- page 10
- Section 3.4.G -- page 11
- Sections 14.14.B, C, and D. -- page 84

G. Ensure staff implements safety/behavior plan as written; check-in on success of the plan on timeline defined in plan; review and revise plan as necessary to ensure success, adding additional support/interventions as needed to ensure success. Debrief with staff, parents/guardians as necessary/requested.