

EMPLOYEE REPORT OF ASSAULT

**** TYPE OR PRINT LEGIBLY ****

Teacher () Administrator () Paraprofessional () Civil Service ()

TO: _____
Principal's Name School

DEFINITION: For school purposes, a willful or intentional assault is defined as the striking of another person with the intent to cause physical injury to that person. A reckless assault occurs when a student inadvertently strikes, pushes, or makes contact with another person without regard for that person's safety.

Any claim for injury or disability leave benefits as a result of an alleged assault is subject to verification by a City School District physician.

WORKERS' COMPENSATION REPORTS SHOULD BE COMPLETED FOR ALL WORK RELATED INJURIES. A FULLY COMPLETED COPY MUST BE ATTACHED TO THIS REPORT.

INCIDENT: _____ at _____ with _____
Date Time Student's Name

ATTACH A DETAILED REPORT OF THE ASSAULT

WITNESSES: Present at the time of the assault (include staff and students) were:

FROM: _____
Employee's Name Typed or Printed Date

Employee's Signature
Union Representative _____

TO: Superintendent of Schools
Below are my comments and action taken:

Check if applicable and attach a Short-Term Suspension Referral []
copy of suspension notice: Long-Term Suspension Referral []

Principal's Signature Date

A COPY OF THIS REPORT MUST BE FORWARDED TO THE OFFICE OF COUNSEL.

ASSAULTS ON STAFF REPORTING REQUIREMENTS/CHECKLIST

All assaults on staff members should be reported to the Superintendent of Schools. A report should also be made of disciplinary action taken against the student.

Assaults on staff, either willful or reckless causing physical injury, **require** the following checklist items to be completed:*

- _____ Long-Term Suspension Referral completed by the principal, or in his/her absence, designated principal

- _____ Police called

- _____ Forms to be completed by employee
 - _____ Employee Report of Assault
 - _____ Worker Compensation Form

- _____ Forms to be completed by principal
 - _____ Employee Report of Assault (Principal Section Only)
 - _____ Suspension Forms

- _____ Additional information needed for Long-Term Suspension/Referral for Further Disciplinary Action
 - _____ Copy of student's last report card
 - _____ Completed Current Instructional Data Form
 - _____ Attendance to date

- _____ Copies of completed forms to be faxed to Supervisor
 - _____ Employee Report of Assault
 - _____ Incident Report Form
 - _____ Suspension Letter

RTA/RCSD Contract states, in part

- b. Teachers shall be required to report in writing, all cases of assault and/or battery suffered by them in connection with their employment, to their principal or immediate supervisor, and the Association Building Representative. This report will be forwarded immediately to the Superintendent who in turn shall report the information to the Board.
- c. The Superintendent, his/her representative or Office of Counsel, shall inform the teacher, immediately upon receipt of the report of assault and/or battery, of his/her rights under the law and shall provide such information in a written document.

* *Reckless assault with no injury **should be** a Short-Term Suspension.*

REPORT OF ASSAULTS ON STAFF

Attached is a form entitled, "Employee Report of Assault." This form is to be used for all written reports of intentional assaults on any staff member. Each report should be typed (or printed legibly), and signed by the employee. The report must also include the signature and a comment from the principal.

Note: Workers' Compensation reports should be completed for all work related injuries.