

## Cohasset Public Schools Student Staff Incident Procedure

Proceed through flowchart until determination is reached

Is there an incident involving a **Staff Member and Student** that may result in disciplinary action within school, police involvement or a filing 51A with DCF?

NO →

**Principal** decides course of action and informs Superintendent

YES  
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**Principal or designee** (CMHS/Asst. Principal, DHS/SAC, JOS/SAC) will notify **Superintendent, Assistant Superintendent** and **Director of Student Services** about incident.

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**Superintendent** will make the determination if Staff Member is immediately put on Administrative Leave. **Superintendent** will contact **police** if incident constitutes immediate law enforcement involvement. DCF maybe contacted immediately by **Principal or Designee**.

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If **NO** law enforcement are involved. proceed.

If **Law Enforcement** are involved.

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**STOP**, await next steps from **Police and Superintendent**.

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The **Principal** in collaboration with **Director of Student Services** and/or **Assistant Superintendent** will conduct an on-site investigation of the incident to determine appropriate course of action. This may include, but is not limited to, interviews with parties immediately involved as well as witnesses. **Principal** may file a 51a immediately with DCF. (See above)  
**Staff member** will be informed that he/she have the right to Association Representation, Legal Counsel or another individual during the interview process.  
**Principal** will compile a detailed report and forward to the **Superintendent** and **Director of Student Services**.

**Superintendent** will determine and initiate if one or more the following actions are appropriate after reviewing the information from the investigation.

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**Superintendent** in conjunction with the **Principal** will determine if disciplinary action is appropriate

**Superintendent** may contact **Police** and **Police** will determine if incident warrants investigation.

**Superintendent** may direct **Principal** to file 51A with DCF

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**Superintendent** makes determination about putting Staff Member on leave. **School Resource Officer** informed about incident.

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**Superintendent** meets with Staff Member and informs **School Committee**.

All **Documentation** is maintained in the **Superintendent's Office**