

Home/Hospital Building Committee Plan

Family Learning Center - 30 Hart Street - 3rd Floor

1. Classroom Interruption Plan: N/A
2. Assault Plan: Report all assaults to the Program Administrator and/or their designee and to the RTA immediately. Fill out an Employee Assault and Workers' Compensation forms. Give the original to the Program Administrator, a copy to the Home/Hospital Chairperson, and retain a copy for yourself. The administrator must sign the injury form and ensure the report is immediately reported to the District's Workers' Compensation third-party administrator and the district's Risk Management (HCI). A teacher who has been assaulted should also notify the police and seek medical attention immediately by having someone take you to your doctor or hospital emergency room. Indicate to your doctor or hospital that this is a Workers Compensation case. Contact Crime Victims Assistance Committee at RTA Office: 546-2681
3. Safety Protocol for Meeting Students in the Building: Any student meeting in the building has to go through the metal detector. The teacher meets the student at the door to walk together to the classroom. At the end of the session, the teacher walks the student back to the door.
4. Emergency Substitute Plan: The Home/Hospital Assignment Coordinator will assign a substitute teacher, if available, when a H/H Teacher is absent for more than 3 days. The new teacher will speak with the teacher they will fill in for about the student and the work they have been covering.
5. Student Discipline Plan: The RTA H/H Teachers' Contract empowers the H/H Teacher to leave any instructional site that they judge unsafe. When necessary, exercise this right, and discuss the issue with the Program Administrator. A student whose implicit or explicit behavior places a H/H Teacher in fear for their safety and well-being may be dropped immediately. A student dropped for safety concerns will not be assigned to another teacher until the program administrator has addressed the situation and can ensure the teacher's safety. The Program Administrator may suspend a student from Home Instruction.
6. Monthly Building Committee Minutes: Posted on Home/Hospital Website [Program-Based Planning Team / PBPT Minutes](#) and in the Home/Hospital files at RTA

Signed: October 1, 2024