

Training/Certification

Special Education teachers, Special Education teacher assistants, and other staff as determined by the Supervisor of Special Services shall be required to maintain current certification in Crisis Management. This training is considered a condition of employment.

All newly employed staff as designated by the Supervisor of Special Services will be trained in Crisis Management following the Gloucester County Special Services' Crisis Management Manual. The training will be provided by the Gloucester County Special Services staff, who are designated as instructors. All instructors have been trained in the Crisis Management Program developed at the American Institute—The Training School at Vineland. These trainers receive an additional five days of instruction in which crisis recognition and prevention techniques are highlighted and verbal techniques are strongly emphasized. In addition, instructors are skilled in documentation and follow-up.

The training will be offered at a minimum of two times per year. Employees must pass both the written test and the practical skills demonstration portions of the program in order to achieve certification.

In order to maintain certification, all identified employees must attend an annual Crisis Refresher Course. Recertification training will take place during scheduled working hours whenever possible.

If employees have physical limitations that prevent them from successfully performing the Crisis Management Techniques, provisions will be made to take the limitations into account. Regardless of physical limitations, all identified employees will have to successfully complete the written portion of the course.

All physical limitations must be documented and verified by a physician's statement. Regardless of physical limitations, all identified employees will attend the Crisis Management training and annual Refresher Course since useful information about verbal techniques for calming a student are presented in these classes.

Implementation of Crisis Management Techniques

Identified district staff, having direct daily contact with Special Education students in specific programs, are required to maintain up-to-date certification in Crisis Management Techniques. The Crisis Management Training Program clearly defines the circumstances that must exist prior to implementing Crisis Management Techniques.

The goal of the Crisis Program is to teach staff how to appropriately intervene where students exhibit inappropriate behaviors or when students are in a dangerous behavioral crisis, and to return the student to their normal routine. There may be occasions, however, when the situation reaches a crisis level and the use of physical restraints may be needed. Only those staff who have attended the entire Crisis Management Training and have maintained current certification in Crisis Management are to implement a restraint. Other staff may assist by taking direction from the trained staff. The only physical restraints to be utilized are those taught in the Crisis Management Program.

If staff are to consider using physical restraints, one (or more) of the following conditions MUST exist:

- A. A student is placing himself/herself in clear physical danger.
- B. A student is placing others (students or staff) in clear physical danger.
- C. A student engages in property destruction that may lead to physical harm to himself/herself or others.

All behavior incidents that result in a physical restraint must be documented on a Behavior Incident Report Form and the restraint section must be accurately and completely filled out. For all incidents resulting in a physical restraint, the student must be examined by a nurse and the results of the examination documented. All incident reports will be maintained on file in the Special Services Office.

Adopted: