

SECTION: PROPERTY

TITLE: BODILY HARM/THREATS

ADOPTED:

REVISED:

CALIFORNIA AREA SCHOOL DISTRICT

	701. BODILY HARM/THREATS
1. Purpose	The Board recognizes the right of all employees to work in an environment free from threat of bodily harm from the public.
2. Responsibility	The Superintendent is directed to develop a procedure to protect the employees of the district from such threats.
3. Delegation of Responsibility	<p>Whenever a teacher, employee, a confidential secretary, or an administrator is threatened with bodily harm by anyone not a teacher, confidential secretary, administrator, employee or student of the school, the appropriate administrator is to do the following:</p> <ol style="list-style-type: none">1. Telephone the Superintendent and report the threat.2. Send written documentation of the threat and all happenings thereafter to the Superintendent.3. If the threat is immediate and the person making this threat cannot be persuaded to leave the building, then the principal or his/her secretary is to call the police and have the person removed. <p>Upon receipt of the documentation, the Superintendent shall immediately send a letter to the person making the threat. In the letter s/he will apprise the person making the threat of the following:</p> <ol style="list-style-type: none">1. That they are to have no further contact with the person whom they have threatened while the employee is on school property.2. That they are not permitted on the school's property at any time unless they report to the Superintendent.

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| | <ol style="list-style-type: none">3. That if they do not follow the procedure described above, criminal charges, including, but not limited to, charges for defiant trespass will be filed.4. The Superintendent shall report any incident involving threats of bodily harm to the teachers, administrators, confidential secretaries, or employees and the action the Superintendent took in regard thereto. The Board shall then act to approve, disapprove, or modify the action taken by the Superintendent. |
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