

Personnel

Employee Security

Employees' Expectations

Employees shall not engage in or be subjected to verbal abuse, profanity, intimidation, pranks, harassment, verbal written or physical threats, or assaults in the workplace.

Examples of such behaviors include shaking fists, destroying property or throwing objects, vandalism, yelling/raising one's voice.

Employees may not carry, possess, bring or transport firearms, lethal weapons, or any dangerous weapons used to cause physical harm on any District property.

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student.

Causes/Warning Signs

There are a number of factors that have been shown to contribute to the risk of violence including:

- Matters/disputes related to money.
- Availability of valued items for theft.
- Working or having dealings with employees, parents, or students known or suspected to have a history of violence.
- Co-workers or non-employees with a history of assaults or who exhibit belligerent, intimidating, and/or threatening behavior to others.
- Staffing changes.
- Drugs and alcohol.
- Domestic and family problems.
- Availability of weapons or dangerous objects.
- Increased media exposure of violence.

Warning Signs – A precise method to predict when a person will become violent does not exist. However, one or more of these warning signs may be exhibited before a person may threaten the safety of others:

- Talks about past incidents of violence (real or imagined.)
- Appears to repeatedly criticize staff members, District policy, rules, regulations, and/or administrative decisions.

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- Frequently talks about and/or appears to be fascinated with weaponry and/or acts of violence.
- Displays irrational reactions to new policy, procedures, and/or supervisor.
- Indicates that their problems are always the fault of others or states that everyone is against them.
- Repeatedly violates District policies and rules.
- Becomes physically assertive (e.g., slams doors, drawers, pounds fists, throws objects, or is inappropriately verbally demonstrative with speech pattern and/or content.
- Seems to always find a way to avoid interacting with others.
- Appears to have an unreciprocated romantic obsession.
- Is unable to accept criticism – becomes hostile or angry when suggestions are introduced.
- Sabotages projects or equipment.
- Exhibits symptoms of serious depression.
- Presently exhibiting considerable stress in personal life.
- Is involved in substance abuse.
- Exhibits unusual or substantially changed behavior.

Conduct Involving Adults Not Employed in the Schools/School District

Parents, guardians, and/or other visitors to a school District facility are expected to maintain appropriate control of their behavior at all times.

Any person who is not a pupil of the public school, a parent or guardian of a pupil of the public school, or an officer or employee of the school District maintaining the public school, or who is not required by their employment to be in a public school building or on the grounds of the public school, and who has entered any public school building or the grounds of any public school, during normal school hours, and who is requested either by the Principal of the public school or by the designee of the Principal to leave a public school building or public school grounds, shall promptly depart therefrom.

Any person who fails to leave a public school building or public school grounds promptly upon request of the Principal of the public school or the designee of the Principal is guilty of a misdemeanor pursuant to section 626.8 of the Penal Code. Law enforcement may be contacted.

Procedures

In instances of threats to employees, nonemployees, or workplace security the following

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procedures shall apply:

- A. Employees shall promptly report to their supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds or on District facilities by any other individual.
- B. Any such reports of attack, assault, or threat by an employee, non-employee, and/or parent also shall be reported by the supervisor to the Superintendent, Assistant Superintendent, or designee.

The information reported shall include:

- The name of the employee who is threatened.
 - The work location.
 - The alleged perpetrator, if known.
 - What was said, or what happened, and what led up to the event.
 - Any witnesses.
 - The supervisor shall follow up with a written report through the line of organization to the Superintendent with copies to the Chief Human Resources and Operations Officer.
- C. The employee who is the victim of the threat or act shall be offered assistance of District counselors and/or psychologists in coping with the emotional and psychological experience of receiving any threat or act of violence.
 - D. When needed, critical incident debriefings shall be coordinated and conducted by the Office of the Superintendent.
 - E. Each site/department shall develop and maintain a plan to address emergencies/security matters in the absence of administration/department supervisor.

An employee may use reasonable and necessary force for their self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student.

Employees shall promptly report to the Principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the Principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency.

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In addition, employees shall promptly report to the Principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual including students.

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon District records maintained in the ordinary course of business or records received from a law enforcement agency.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in the student's suspension or expulsion, the Superintendent or designee shall inform all of the student's teacher(s) that the student was suspended or expelled from the former District and of the act that resulted in the suspension or expulsion.

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the District police or security department may provide written notification to the Superintendent.

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school Principal.

The Principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The Principal also may inform any teacher or

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administrator whom the principal thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability.

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff.

When a student is removed from school as a result of an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the District. If the student is returned to a different District, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new District of attendance.

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed.

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the Principal or designee shall send the staff member a written notification that one of their students has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the Principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the District has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes District compliance with the requirement to provide notice to the teacher.

Accommodation for Victims of Domestic Violence, Sexual Assault, or Stalking

When requested by an employee who is a victim of domestic violence, sexual assault, or stalking, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures including:

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1. Transfer, reassignment, or modified schedule
2. A changed work telephone or workstation
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the District. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee.

Upon request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, or stalking. Such certification may include:

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a licensed medical professional or health care provider, domestic violence or sexual assault counselor, victim advocate or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Another form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Any verbal or written statement, police or court record, or other documentation identifying an employee as a victim shall be confidential and shall not be disclosed by the District except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure.

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Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, or stalking or ongoing circumstances related to crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs new accommodation or no longer needs an accommodation.

The District shall not retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted.

Use of Pepper Spray

Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. Should the Superintendent or designee determine that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.

Legal References: Education Code, Sections 44014, 44807, 48201, 49001, 49079, 48201
Welfare and Institutions Code, Sections 827, 828.1
Labor Code, Sections 230, 203.1
Penal Code, Section 22810

Rules Approved: 05/03/2005

Rules Revised: 09/21/2015; 01/13/2023