

PHYSICAL ASSAULT
OF SCHOOL
EMPLOYEES

In the event of physical assault on a District employee, the following procedures will apply:

1. Employees will report cases of assault to the principal immediately.
2. In the event of an employee injury by assault, the principal will see that medical attention is secured.
3. After a discussion with the employee, the principal will report the incident to the Superintendent. The Superintendent or designee will report the incident to appropriate law enforcement authorities and pursue prosecution in any way possible.
4. If necessary, the employee and principal will complete the appropriate assault leave and workers' compensation forms and submit them to the Superintendent's or designee's office. The principal will also cooperate with the police department and the district attorney's office.
5. The Superintendent or designee will secure a detailed report of the incident and provide whatever assistance is necessary to the employee. This statement will be made available to the employee and principal and may be used for third-party hearings, juvenile department review, court hearings, and the like.

THREATS TO SCHOOL
EMPLOYEES

In the event of a threat of bodily harm to an employee, the following procedures will apply:

1. Employees will report to the principal any threats of bodily harm.
2. After discussing the threat with the employee and ascertaining that, in the opinion of the employee, it is of sufficient gravity to cause fear of bodily injury, the principal will notify the Superintendent or designee.
3. The Superintendent or designee will notify appropriate law enforcement, provide counseling, outline District security measures available, and provide a detailed statement with copies to the principal and employee.
4. The Superintendent or designee will be available to assist the employee to implement the action deemed necessary for protection.