

WORKPLACE VIOLENCE PREVENTION PLAN FOR SUMMERVILLE UNION HIGH SCHOOL DISTRICT

Section I: Policy Statement (Effective Date of Program: July 1, 2024)

Summerville Union High School District (“District”) is dedicated to the safety and health of all employees, students, parents and visitors. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All staff are responsible for complying with our WVPP Program. District encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, correcting workplace violence hazards, designing and implementing training, and in reporting and investigating workplace violence incidents. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. District will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP Plan is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at District. A written copy will also be posted at the District Office, each school site, and any other site where District staff are located.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

Section II: Responsibility

The Superintendent and designee(s) are responsible for implementing the WVPP.

SUHSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities through:

- Shared training programs.
- Exchange of relevant safety and security information.
- access to support and recovery resources for staff and students

Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

District shall seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents. Their involvement includes:

1. Development and implementation of plan,
2. Identifying, evaluating, and correcting workplace violence hazards,
3. Designing and implementing training, and
4. Reporting and investigating workplace violence incidents.

The District set a meeting prior to the development and implementation of the WVPP to obtain involvement from any interested staff and authorized employee representatives.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Section IV: Coordination with Other Employers

District may engage outside employers to conduct work and/or services at District sites. Other employers are required to have their own WVPP, as required by law. The District will work with any employer who the District engages for services to ensure there is not contradiction in roles and responsibility of employees.

Section V: Communication, Reporting Workplace Violence, and Response to Investigation

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Any employee needing to report a workplace violence incident may access the form of violent accident log through the staff forms on the Summerville Union High School website. Any employee may also report through the StopIt anonymous reporting software.

Any report of workplace violence will be investigated by the District and/or appropriate law enforcement agency. The District will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

Section VI: Response Plan

Upon the report of an incident, SUHSD will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological support to affected persons.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions.
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved

Section VII: Identify, Evaluate, and Correct Workplace Violence

Workplace Violence Defined **Definitions**

Act of Violence – An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.

Threat – A threat is a statement (verbal, written, or physical) which is intended to intimidate by expressing the intent to either harass, hurt, take the life of another person, or damage/destroy property. This includes threats made in jest but which others could perceive as serious.

Harassment – The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism or name calling.

Intimidate – To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.

Stalking – Stalking occurs when any person willfully, maliciously, and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety of his/her immediate family.

Workplace violence refers to any “act of violence or threat of violence that occurs in a place of employment.” It includes, regardless of whether an employee sustains an injury, the threat or use of physical force against an employee that results in or is likely to result

in injury, trauma, or stress, as well as incidents involving a threat or use of a firearm or other dangerous weapon.

A "threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavior or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

There are four common types of workplace violence:

- Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the school site, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
- Type 2 Violence: Workplace violence directed at employees by community members, parents, students, or visitors
- Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager
- Type 4 Violence: Workplace violence committed in the workplace by a person who do not work there, but has or is known to have had a personal relationship with an employee

Workplace violence does not include lawful acts of self-defense or defense of others.

Whenever a workplace violence condition is observed, discovered, or reported, the District will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

Section VIII: Post Workplace Violence Response and Investigation

To report an incident, employees can:

- Report all threats or acts of workplace violence to your supervisor or the Superintendent. If that's not possible, report incidents to the district office.
- Call the Tuolumne County Sheriff's Office at 209-533-5815 if you need to report an incident that does not require immediate attention but is a serious threat.
- Call 911 if there is a conflict or emergency situation or if someone has been seriously injured.

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to the Superintendent and the Executive Assistant who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed

investigation and corrective measures taken, if any.

Section IX: Periodic Review and Revision of Workplace Violence Prevention Plan

The WVPP will be reviewed for possible revision at least annually. The WVPP will also be reviewed for possible revision when any deficiency is observed or becomes apparent and after each incident. Employees and their authorized representatives are encouraged to have active involvement in the review process.

Section X: Training and Education

The Safety Coordinator and Executive Assistant, people knowledgeable about the plan, will ensure that employees receive training to familiarize them with the workplace prevention plan, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question and answer session with an individual who is knowledgeable about the District's plan.

Mandatory training will be provided to all SUHSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of SUHSD's policies for reporting and managing incidents.
- Comprehensive emergency response protocols, tailored to each school's layout and resources.

Section XI: Reporting Procedures

SUSHD establishes a confidential, accessible reporting system for violence or threats, featuring:

- Diverse reporting channels, including an online portal, and direct contact with trusted staff members.
- Assurance against retaliation for individuals reporting concerns. Immediate and appropriate follow-up actions on all reports received.

Section XII: Recordkeeping

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

Section XIII: Compliance and Legal Considerations

This plan has been developed to align with the requirements of California state law and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. SUHSD commits to upholding the highest standards of safety and respect within our community.

The District requires safe work behavior from all employees. Noncompliance is not permitted and may result in discipline, up to and including termination.

Related Summerville Union High School District Policies

- Violence Prevention
 - BP 3515/AR 3515 – Campus Security
 - BP 3515.2/AR 3515.2 – Disruptions
 - BP 3515.7 – Firearms on School Grounds
- Injury & Illness Prevention Program
 - BP 4157/AR 4157 Employee Safety
- Reporting Policy
 - BP 1312.1/AR 1312.1 – Complaints Concerning District Employees
 - BP 1312.3/AR 1312.3 – Uniform Complaint Procedures
 - AR 4119.12/4219.12/4319.12 – Title IX Sexual Harassment Complaint Procedures
 - Stopitsolutions.com/stopitapp
- Harassment Prevention Policy
 - BP 4119.11/4219.11/4319.11/AR4119.11/4219.11/4319.11 – Sexual Harassment

Workplace Violence Prevention Plan

Acknowledgement of Receipt and Review

I, _____, acknowledge that I received and read Summerville Union High School District's Workplace Violence Prevention Plan, and understand that it is my responsibility to comply with its terms, as well as any future updates or revisions to the Plan. If I have any questions about this Plan, I will contact the Superintendent or Executive Assistant.

Signature

Printed Name/Title

Date