

**Operating Procedure No. 1030P
Foundations and General Commitments**

**WORKPLACE AND LEARNING ENVIRONMENT SAFETY AND
VIOLENCE PREVENTION**

Notification of Threats of Violence or Harm

PSESD employees and students who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, PSESD may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations, and the circumstances.

Relevant information about the threat that does not improperly identify a student will be provided to the subject of the threat, and the subject will be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject.

To promote the safety of all concerned, the supervisor will determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions cited above, supervisors will consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.

Reporting Threats of Violence or Harm to Others

All PSESD employees, students, volunteers, and interns are responsible for reporting to their department head, principal or designee, immediately or within 24 hours, of any threats which they have witnessed, received, or have been informed that another person has witnessed or received within the PSESD workplace, learning environment or property, or while engaged in PSESD work- or learning-related activities. All violent incidents including threats of violence reported to the department head, principal or designee shall be investigated by the human resources administrator or designee, whether or not a physical injury has occurred. Based on the significance and credibility of the threat, it will be reported to law enforcement.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person/s that were threatened or were the focus of the threatening behavior.

If the designated management representative is not available, staff should report the threat to their immediate supervisor or another member of the management team who will advise the human resources administrator.

There will be no discrimination against victims of workplace violence.

Threats to Students

Staff will involve PSESD multi-disciplinary professionals in evaluating the threat and the needs of the person making the threat. Consultation with or referrals to community-based professionals and services are encouraged where appropriate.

Under the Family Educational Rights and Privacy Act, PSESD may only release student records with parent or adult student permission or in a health or safety emergency. For that reason, PSESD will identify students who have made threats of violence or harm when notifying the subjects of the threats, under the following conditions:

- A. The parent or adult student has given permission to disclose the student's identity or other information to the subject of the student's threat;
- B. The identity of the student and the details of the threat are being disclosed to relevant PSESD staff who have been determined to have legitimate educational interest in the information;
- C. The identity of the student or the details of the threat are being released because the release of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, PSESD officials will use their best judgment, and may take into account the "totality of the circumstances" pertaining to the safety or health of a student or other individuals; or
- D. PSESD is responding to a court order or subpoena. The agency must make a reasonable effort to notify the parents of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action, unless the court order or subpoena expressly forbids such notification.

Protective Orders and Restraining Orders

Staff applying for or obtain a protective or restraining order must provide to the human resources administrator a copy of the temporary protective or restraining order which is granted. PSESD recognizes the sensitivity of the information and will respect the privacy of the reporting staff member, student, volunteer or intern.

Building Security & Emergency Planning Committee

The superintendent or designee shall establish a committee which will assess PSESD's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program for possible adjustments.