

EMPLOYEE SECURITY

A. Purpose and Scope

To provide procedures for school personnel in the event of threats of bodily harm.

B. General

An employee may use reasonable force when necessary to protect himself/herself from attack, 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.

C. Forms Used and Additional References

Suspension Notices
Crime Report form

D. Procedures

1. Employee Security

- a.. Employees shall promptly report any student attack, assault or threat against them to their principal or other immediate supervisor.
- b. Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency.
- c. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

EMPLOYEE SECURITY (continued)

2. Notice Regarding Student Crimes and Offenses

- a. The Superintendent or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years which could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. (Education Code 49079)

- b. When informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Superintendent or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Superintendent or designee shall consult with the principal of the school which the student attends in order to identify staff that should be so informed. (Welfare and Institutions Code 828.1)

Teachers shall receive the above information in confidence and disseminate it no further. (Education Code 49079, Welfare and Institutions Code 828.1)

- c. The principal or designee shall maintain the above information in a separate confidential file. Teachers are then notified that they may review the confidential information regarding those students who have committed crimes unrelated to school attendance.

EMPLOYEE SECURITY (continued)

- d. The principal or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches and counselors.
- e. The teacher shall 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, a teacher's failure to review the file may be construed as a waiver of the district's liability.

E. Reports Required

Suspension/Expulsion list
Police Crime Reports
District Crime Report to State Department

F. Record Retention

Student confidential file (site)
Cum file (expulsion, site and District Office)
Suspension Notices (site and District Office)

G. Responsible Administration Unit

Student Services and Human Resources
School Principals

H. Approved By

Associate Superintendent for Human Resources
Director of Student Services

Regulation Approved:
Joint Board: 4/22/97