



Employee Handbook - Violence in the School/Workplace Environment

Presidio Hill School prohibits workplace violence. Examples of workplace violence, which are prohibited, include but are not limited to, the following:

- All threats or acts of violence occurring on School premises, regardless of the relationship between the School and the parties involved in the incident;
- All threats or acts of violence occurring off School premises involving someone who is acting in the capacity of a representative of the School;
- All threats or acts of violence occurring off School premises involving an employee if the threats or acts affect the legitimate interests of the School.

Specific examples of conduct, which may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual;
- Threatening an individual or his/her family, friends, associates or property with harm;
- The intentional destruction or threat of destruction of School's property;
- Harassing or threatening phone calls;
- Harassing surveillance or stalking;
- The suggestion or intimation that violence is appropriate;
- Unauthorized possession or inappropriate use of firearms or weapons.

Presidio Hill School's prohibition against threats and acts of violence applies to all persons involved in the School's operation, including but not limited to personnel, contract, temporary workers, students, parents, and anyone else on the School's property. Violations of this policy by any individual on the School's property, by any individual acting as a representative of the School while on School's property, or by any individual acting off of the School's property when his/her actions affect the School's business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate. No provision of this policy shall alter the atwill nature of the employment relationship.

Violence in schools and work environments has become an increasingly troublesome concern throughout the country. It is extremely important that all students and employees cooperate with the School in order to minimize this potential threat to our community.

Employees should immediately report to a teacher, an administrator or the Head of School any concerns or information an employee might have regarding the threat of violence, or behavior, which could lead to violence, within our community. This includes potential or actual threats by anyone, including fellow students or employees, former students or employees, their relatives or friends. Weapons of any kind, including toy and imitation weapons, are absolutely prohibited on campus or at School events. The possession of a weapon, including a toy or imitation weapon, by anyone at School or at a School event should be reported to the Head of School or an administrator immediately. Likewise,



discussion of any plan or intent to bring a weapon on campus or to a School event should be reported to the Head of School immediately. If a student, a student's parent, or employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, it should immediately be reported to the School and, where appropriate, to the police. The School will endeavor to maintain the privacy of any confidential information shared with the School. The School will not tolerate retaliation against an employee who made a good faith report of any incidents of weapons, violence, or threats of violence under this policy. Nothing in this policy alters any other reporting obligation established in the School's policies or in state, federal, or other applicable laws.

Also, employees should be aware of any unknown persons loitering at the School for no apparent reason (including in parking areas, walkways, entrances/exits, and service areas). Employees should report any suspicious persons or activities to an administrator or to the Head of School without delay.

If there is an immediate threat to the health and/or safety of you or any other individual on campus call 911 immediately.