

Violence in the Workplace

Applicability

This policy applies to all LSS employees. SSP Central Office staff will follow this policy and any procedures established by LSDVI. Other SSP employees will follow DOE policy and any policies or procedures established by the facility to which they are assigned. SSP employees must report violence, or threats of violence, even threats that come from outside the facility, to the Regional Coordinator, in addition to any facility reporting requirements.

Policy

It shall be the policy of SSD to maintain a violence-free workplace. Acts and threats of violence are prohibited. As a school district, we are responsible for the safety of the students entrusted to our care, in addition to our employees and visitors.

Individual Responsibilities

In the interest of protecting not only our employees, but also the students entrusted to our care, and visitors, everyone has a responsibility to:

- Refrain from violence, and threats of violence
- Report violence, or threats of violence, as soon as possible, to the supervisor, the Safety/Security Director, the School or Division Director, or to Human Resources
- Report threats of violence that may come from outside of the school campus to the Security/Safety Director
 - For example, if an employee has a restraining order against someone, or is threatened by someone, even if that person is not a usual school employee or visitor, the employee must report the potential threat, and identifying information about the individual, to Human Resources and/or the Safety/Security Director. If reported to Human Resources, Human Resources will report it to the Safety/Security Director.
 - The purpose of reporting this information is to protect our students, employees, and visitors, and this information will be shared only with people who need to know it for safety purposes.
 - Anyone sharing this information unnecessarily will be subject to disciplinary or other corrective action.

Facility Responsibilities

LSDVI and LSEC will establish site-specific procedures to address actual and potential incidents of violence in the workplace.