

Adoption Date:



## **San Diego Cooperative Charter School Workplace Violence Prevention Plan**

1. San Diego Cooperative Charter School (SDCCS) provides a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. The SDCCS team strictly enforces a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during school-related activities. This plan outlines our proactive measures to prevent workplace violence in accordance with California state law and our unwavering commitment to the safety and well-being of our community.

### **2. Prohibited Conduct**

A threat or act of violence shall include, but not be limited to the following:

- Any statement (oral, written or posted electronically, e.g. via email), act or gesture intended to harass or intimidate another person (note- the district also maintains a strict prohibition on sexual harassment and harassment on the basis of a person's protected class status);
- any act or gesture likely to damage company property or the property of co-workers, staff, students, or visitors to school property; or,
- any statement (oral, written or posted electronically, e.g. via email), act or gesture likely to leave another person injured or fearing injury.

All employees are responsible for helping to maintain a violence-free workplace. To that end, employees must always govern themselves accordingly and wherever school business is carried out.

In addition, any employee experiencing any act or threat of violence is asked to report such act or threat to his or her immediate supervisor or directly to the Human Resource Employee at 7260 Linda Vista Rd., San Diego, CA 92111.

Such reports will be kept confidential to the extent possible, recognizing the need to investigate. Any retaliation against an employee for making a good faith report under this policy is prohibited and will be treated as a separate violation.

Each report will be investigated, and appropriate action will be taken.

### **3. Risk Assessment– Appendix A (attached)**

An annual risk assessment will be conducted to identify potential risks and vulnerabilities related to workplace violence. This assessment may consider:

Adoption Date:

- Analysis of incidents occurring within the last year
- Consultations with staff, law enforcement, and security experts
- Examination of school facilities and existing security measures
- Consideration of external factors, including community safety trends

#### **4. Training and Education**

Training will be provided to all SDCCS employees, which will include:

- Identification of behavior that may indicate potential for workplace violence
- Strategies for conflict resolution and de-escalation
- Detailed review of SDCCS's policies for reporting and managing incidents
- Comprehensive emergency response protocols
- Employee training courses will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

#### **5. Reporting Procedures**

SDCCS expressly directs victims of workplace violence to report such claims promptly. Timely reporting of complaints better facilitates the investigation and resolution of said complaints. Suppose any school employee feels that they have been subject to workplace violence.

In that case, they should make a written complaint to their immediate supervisor, Principal, Executive Director or directly to SDCCS Human Resources Department located at 7260 Linda Vista Rd, San Diego, CA 92111.

In 2024-25 SDCCS established an anonymous, accessible reporting system through the Sandy Hook Promise Anonymous Reporting Tool.

Information required for a complaint to be filed is as follows:

1. Name of the complainant,
2. Date of the complaint,
3. Date(s) of the alleged incident,
4. Name(s) of the accused,
5. Location where such incident occurred,
6. Names of any witness(es) to the incident, and
7. Detailed statement of the circumstances constituting the alleged workplace violence

6. Response Plan Upon the report of an incident, the District will:

- Activate immediate measures to secure the safety of all individuals involved
- Provide the necessary support to affected persons

Adoption Date:

- 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.

7. Review and Improvement The Workplace Violence Prevention Plan will be reviewed annually, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in statutory or board policy requirements.

8. Collaboration with Law Enforcement and Community Resources SDCCS will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities through:

- Shared training programs and collaboration on Annual SDCCS Safety Plan
- Exchange of relevant safety and security information
- Access to support and recovery resources for staff and students

## **9. Documentation and Record-Keeping**

All training records, incident reports, investigations, and response actions will be maintained confidentially to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

### 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. SDCCS commits to upholding the highest standards of safety and respect within our educational community.