

## **1. Policy Statement**

Pacific Grove Unified School District (PGUSD) provides a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. The District strictly enforces a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any 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, each employee is required to 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 Pacific Grove Unified School District Human Resources Department located at 435 Hillcrest Ave Pacific Grove, CA 93950.

Such reports will be kept confidential to the extent possible, recognizing the need to investigate. Any form of 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:

- 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 PGUSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence
- Strategies for conflict resolution and de-escalation
- Detailed review of PGUSD's policies for reporting and managing incidents
- Comprehensive emergency response protocols
- Keenan and Associates employee training courses

Training will be conducted upon employment and annually thereafter, with additional sessions as needed to address emerging issues.

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

It is the express directive of Pacific Grove Unified School District to encourage victims of workplace violence to promptly report such claims. Timely reporting of complaints better facilitates the investigation and resolution of said complaints.

If any District employee feels that they have been subject to workplace violence, they should make a written complaint to their immediate supervisor/Principal, or directly to Pacific Grove Unified School District Human Resources Department located at 435 Hillcrest Ave Pacific Grove, CA 93950.

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

Please use this URL for any desired report:

<https://www.p3campus.com/tipform.aspx?id=3340>

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
- 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**

PGUSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs
- Exchange of relevant safety and security information
- Access to support and recovery resources for staff and students

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

All records of training, 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.

Pacific Grove Unified School District  
Workplace Violence Prevention Plan

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

## Workplace Violence Prevention Risk Assessment Template

**Introduction:** This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Pacific Grove Unified School District (PGUSD).

### Section 1: Data Collection

#### **1.1 Incident Review:**

- Summary of reported incidents of violence or threatening behavior in the past year.
- Analysis of trends or patterns (e.g., time, location, type of incident).

#### **1.2 Input from School Community:**

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence.
- Meetings with school safety committees or teams to discuss observations and suggestions.

#### **1.3 Physical Security Assessment:**

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras).
- Review of current security measures (e.g., access control systems, emergency communication tools).

#### **1.4 Review of External Factors:**

- Consideration of community safety trends or events that may impact school safety.
- Coordination with local law enforcement for insights on local threats or patterns of violence.

## **Section 2: Risk Analysis**

### **2.1 Identification of Risks:**

- Listing of identified potential risks based on data collected, categorized by likelihood and severity.

### **2.2 Vulnerability Assessment:**

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks.
- Identification of areas lacking sufficient protective measures.

## **Section 3: Action Plan**

### **3.1 Prioritization of Risks:**

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence.

### **3.2 Development of Mitigation Strategies:**

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students).

### **3.3 Implementation Timeline:**

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones.

## **Section 4: Monitoring and Review**

### **4.1 Monitoring Procedures:**

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies.

### **4.2 Annual Review:**

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions.