



## BOARD POLICY ON SAFE WORK ENVIRONMENT

The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the Academy's safety plan, the Superintendent or designee shall develop strategies for protecting all stakeholders, including employees, from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Principal or Dean immediately. The Principal or Dean shall notify the Superintendent immediately so that legal and security measures to protect the employee and others in the workplace is taken as appropriate.

In accordance with applicable law, the Superintendent or designee may pursue legal action on behalf of an employee against a scholar or his/her parent/guardian to recover damages to the employee or his/her property caused by the scholar's willful misconduct that occurred on Academy property, at an Academy activity, or in retaliation for lawful acts of the employee in the performance of his/her duties.

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and scholars.

Staff development may include, but are not limited to, training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by scholars who may pose a danger in the classroom. The Superintendent or designee may make available at appropriate locations, including, but not limited to, Academy offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

The Board requires employees to take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use

his/her own judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the Dean immediately
2. Immediately notify the Dean, who shall take appropriate action

When informing the Dean about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.