

**Administrative Procedure – Threats or Targeted School Violence Against Staff**

Threats and acts of targeted school violence against school staff harm the school environment and may diminish staff’s ability to work. Staff should report any expressed threats or acts of targeted school violence to themselves or other staff to their Building Administration as soon as possible. The Building Administration will then triage the threat in accordance with Administrative Procedure 4.190-AP2, *School Threat Assessment Teams*.

The following steps will be taken when a staff member has been the target of a threat or school violence.

<b>Actor</b>	<b>Action</b>
Staff Member	<p>Report threats or acts of targeted school violence to the Building Administration.</p> <p>Request any accommodations desired to Building Administration.</p> <p>Cooperate with Building Administration to complete Exhibit 4.170-AP1, E1, <i>Incident Report Form</i>, if there has been an injury.</p>
Building Administration	<p>Check in with the staff member immediately and schedule a follow-up conversation again in a few days.</p> <p>Complete Exhibit 4.170-AP1, E1, <i>Incident Report Form</i>, if the staff member is injured. Complete a work comp claim if the staff member received medical treatment for the injury.</p> <p>Provide the staff member with a copy of Administrative Procedure 4.190-AP2, <i>School Threat Assessment Teams</i>, and Exhibit 4.190-AP2, E4, <i>Responding to Types of Threats</i>.</p> <p>Explain the process for assessing and classifying threats, responding to and managing threats, and reporting threats to outside agencies. Discuss with the staff member the roles of the school threat assessment team, the building administration, and the District administration including making referrals, creating safety plans, and issuing disciplinary consequences when there is a school nexus.</p> <p>Provide the staff member with Exhibit 4.190-AP3, E1, <i>Resources for Staff Who Are Victims of Threats or Targeted School Violence</i>.</p> <p>Receive any accommodation requests from staff member and communicate them to Human Resources.</p> <p>Ask the staff member about the desire for a restorative conversation with the Individual of Concern or other individuals and determine who is willing to attend.</p>
Human Resources	<p>Check in with the staff member 1-2 weeks after the incident.</p> <p>Review any accommodation requests by staff member and determine whether they should be granted.</p>