

WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Tahoe Truckee Unified School District	David Manahan Director/Principal	dmanahan@truckeecharterschool.org 5305823701

Section 1: Policy Statement (Effective Date of Program)

SELS is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce our 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.

Section II: Responsibility

The Workplace Violence Prevention Program Administrator is David Manahan who has the authority and responsibility for implementing the provisions of this program for SELS. All staff are responsible for implementing and maintaining the WVPP in their work areas. In addition, a WVPP Group will be established to assess the vulnerability to workplace violence at our establishment and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence. They will also annually audit our overall Workplace Violence Prevention Program.

The Workplace Violence Prevention Plan Committee:

Name:	David Manahan	Title:	Director/Principal	Phone:	5305823701
Name:	Kirsten Pekarek	Title:	Asst Principal of Student Services	Phone:	
Name:	Melanie Cooke	Title:	Asst Principal of Curriculum & Instruction	Phone:	
Name:	Diane Welch	Title:	Classroom Teacher	Phone:	
Name:	Lorenzo Worster	Title:	Classroom Teacher	Phone:	

Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

All staff are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. They will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace. Admin will:

- Inform staff about our Workplace Violence Prevention Program.

- Evaluate the performance of all employees in complying with our SELS workplace security measures.
- Recognize staff who perform work practices that promote security in the workplace.
- Provide training and/or counseling to staff who need to improve work practices designed to ensure workplace security.
- Discipline staff for failure to comply with workplace security practices.
- Follow established workplace security directives, policies and procedures.

Admin will maintain an open, two-way communications system on all workplace safety, health, and security issues. SELS has a communication system designed to encourage a continuous flow of safety, health, and security information between Admin and other staff without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation
- Periodic review of our Workplace Violence Prevention Program with all staff.
- Training programs designed to address specific aspects of workplace security unique to our campus.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform Admin about workplace security hazards or threats of violence.
- Procedures for protecting staff who report threats from retaliation by the person making the threats.

Section IV: Coordination with Other Employers

SELS will collaborate closely with TTUSD, 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.

Safety procedures will be aligned with TTUSD, particularly shared campus security and safety.

Section V: Compliance

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

Section VI: Communication, Reporting Workplace Violence, and Response to Investigation

Upon the report of an incident, SELS will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological 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.

Section VII: Workplace Violence Response Procedures

Our procedures for investigating incidents of workplace violence, threats, and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.

SELS has established a confidential, accessible reporting system for violence or threats to any member of the MVPP team.

- Assurance against retaliation for individuals reporting concerns.
- Immediate and appropriate follow-up actions on all reports received.

Section VIII: Identify, Evaluate, and Correct Workplace Violence

The Workplace Violence Prevention Group will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Section IX: Post Workplace Violence Response and Investigation

After any response and investigation, Admin will review all relevant information, reinspect any involved area, and reevaluate all procedures related to the incident. Ongoing periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Each type of workplace violence will be inspected.

Section X: Periodic Review and Revision of Workplace Violence Prevention Plan

The Workplace Violence Prevention Plan will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, insights gained from incident reviews, and changes in legal or policy requirements.

Section XI: Training

Mandatory training will be provided to all SELS employees, which will include:

- Identification of behavior that may indicate potential for workplace violence.
- Strategies for conflict resolution and de-escalation.
- Detailed review of SELS policies for reporting and managing incidents.
- Comprehensive emergency response protocols tailored to each school's layout and resources.

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

Section XII: Recordkeeping

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.