

**POLICY—420.6—PERSONAL SECURITY AND SAFETY**

<i>DISTRICT CODE:</i> 420.6	<i>ADOPTED:</i> 8.18.2018 (NEG)
<i>RESCINDS:</i> 420.6	<i>ADOPTED:</i> 5.10.2016

**BOARD POLICY**

1. The Board of Education is committed to the protection of employees and a safe work environment. The Board recognizes the need for a policy governing the protection of employees and a reporting procedure to address incidents of verbal or physical conduct that may be harmful or abusive to employees in the workplace.
2. The Board of Education authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board.

<i>ADMIN REG:</i> 420.6-1	<i>APPROVED:</i> 8.18.18
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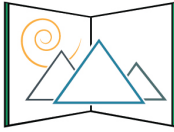
**ADMINISTRATIVE REGULATION—420.6-1:**

**For purposes of this policy, the following definitions apply:**

1. “Assault”: means a person engages in an act with unlawful force (not self-defense) that causes bodily injury to another.
2. “Abuse” means:
  - 2.1. attempting, verbally or physically, to cause harm;
  - 2.2. intentionally or knowingly causing harm, or placing another in fear of imminent harm;
  - 2.3. causing physical injury by intentional acts or omissions; or
  - 2.4. unreasonable or inappropriate use of physical restraint.
3. “Abusive Conduct”:
  - 3.1. means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.
  - 3.2. A single act does not constitute abusive conduct.

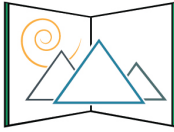
<i>ADMIN REG:</i> 420.6-2	<i>APPROVED:</i> 8.18.18
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**ADMINISTRATIVE REGULATION—420.6-2: (Procedures for Assault, Abuse, and Abusive Conduct Reporting)**



**Procedures for reporting assault/abuse/abusive conduct incidents (grievance process).**

1. Employees will take appropriate precautionary measures to avoid assault/abuse/abusive conduct incidents in the workplace, including, but not limited to, communicating with their immediate supervisor or Human Resources regarding workplace concerns.
2. If a workplace assault/abuse/abusive conduct incident occurs, employees shall immediately notify their immediate supervisor.
3. The immediate supervisor will conduct an initial assessment of the incident, requesting assistance from his/her supervisor and Human Resources. Law enforcement shall also be contacted, if appropriate.
  - 3.1. In cases of workplace assault/abuse/abusive conduct or threatened assault/abuse/abusive conduct, an employee may be removed from the building until the immediate supervisor and Human Resources determines it is safe for the employee to return.
  - 3.2. Employees who are removed from a building for safety reasons shall be placed on paid leave with approval by the Human Resources Department.
  - 3.3. Paid leave approved by the Human Resources Department for safety reasons does not impact the individual's other leave benefits.
4. **Disposition of workplace assault/abuse/abusive conduct incidents**
  - 4.1. Victims of workplace physical abuse will undergo a physical examination by a qualified physician at District expense, even if injury is minimal.
  - 4.2. The District will make restitution to an employee for verifiable damage or loss of personal property, as the result of an assault, to the extent the District's liability insurance provides such coverage.
  - 4.3. Employees whose clothing, glasses, or other items worn upon the body are damaged or destroyed as the result of an assault shall be reimbursed for verifiable damages.
  - 4.4. Whenever an employee is absent from his/her assignment as a result of a workplace assault or for appearances before a judicial body of legal authority in connection with a workplace assault case, there shall be no loss of wages or reduction in accumulated leave.
5. **Any parent that engages in abusive conduct, is in violation of this policy and may be subject to the following:**
  - 5.1. the parent/guardian may be issued a trespass notice prohibiting them from coming onto school or District property;



- 5.2. the parent/guardian may be subject to communication protocols wherein parameters and restrictions are placed upon them in regards to communicating with school or District personnel;
- 5.3. the parent/guardian may be subject to other appropriate school or District imposed restrictions; and/or
- 5.4. the parent/guardian may be subject to appropriate legal action.

ADMIN REG:  
420.6-3

APPROVED:  
8.18.18

**ADMINISTRATIVE REGULATION—420.6-3: (Employee Protections)**

- 1. If criminal or civil proceedings are brought against an employee due to employment in the District, the District will follow statutory requirements and provide coverage in accordance with current agreements with Utah Risk Management.

**EXHIBITS**

None

**REFERENCES**

Utah Code 53G-9-601

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District’s currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.