

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 1025
ALL STAFF**

PROHIBITION OF WORKPLACE VIOLENCE

The Carson City School District Board of Trustees has declared that a learning and working environment in which all individuals treat each other with respect and dignity, which is free from workplace violence, sexual or domestic violence is vital to the success of the District's mission. Workplace violence erodes the trust and confidence that are essential to an individual's well-being.

The purpose of this regulation is to set forth the expectations of Administrators and Supervisors, and actions to be taken toward preventing, deterring, and responding appropriately to acts of violence.

Prohibited Conduct

1. The District will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the District or which occur on property owned or controlled by the District or during the course of conducting District business. Examples of workplace violence include, but are not limited to, the following:
 - a. All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the District, regardless of the relationship between the District and the parties involved in the incident.
 - b. All threats of any type or acts of violence occurring off the District's premises involving someone who is acting in the capacity of a representative of the District.
 - c. All threats of any type or acts of violence occurring off the District's premises involving an employee of the District, if the threats or acts affect the legitimate interests of the District.
 - d. Any acts or threats which may lead to a criminal conviction of an employee or agent of the District or an individual performing services for the District on a contract or temporary basis which adversely affect the legitimate interests and goals of the District.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
 - a. Hitting, shoving, or otherwise assaulting an individual;
 - b. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;
 - c. The intentional or malicious destruction or threat of destruction of District property, or property of another employee;
 - d. Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of communication;

REGULATION No. 1025 CONTINUED

- e. Harassing surveillance or stalking;
- f. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on District business;
- g. Displaying overt signs of extreme stress, resentment, hostility, or anger;
- h. Making intimidating, abusive, or threatening remarks;
- i. Displaying irrational or inappropriate behavior.

Reporting

The District desires to detect and deter actual, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any co-worker, supervisor, manager, elected official, visitor, volunteer, or another individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their supervisor immediately. Every other person on District property is encouraged to report incidents of threats or acts of violence of which s/he is aware.

Reports of violence or threatening behavior should be made to the Human Resources Department, an employee's immediate supervisor or manager, or any other supervisory or management employee. The District is committed to ensuring that employees reporting actual or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this regulation alters any other reporting obligation established in the District's policies or in state, federal, or other applicable law.

Violations

1. Violations of this regulation by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The District may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about co-workers or others.
2. Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this regulation. In addition, actions necessary for bona fide self-defense or protection of employees of the District or of District property shall not be considered to violate this regulation.

Temporary Restraining Orders

1. The District may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360 when it has reason to believe that:
 - a. A person knowingly threatens to cause or commits an act that causes:
 - 1) Bodily injury to him/herself or to another person;
 - 2) Damage to the property of another person; or
 - 3) Substantial harm to the physical or mental health or safety of a person; and

REGULATION No. 1025 CONTINUED

- b. The threat is made, or an act committed against the District, any employee of the District while performing employment duties, or against a person present at the District's workplace; and
 - c. The threat would cause a reasonable person to fear that the threat will be carried out, or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.
2. Such order of protection against harassment in the workplace may:
- a. Enjoin the alleged harasser from contacting the District, an employee of the District while performing his/her duties, and any person while the person is present at the District's workplace;
 - b. Order the alleged harasser to stay away from the workplace; and
 - c. Order such other relief as the court deems necessary to protect the District, the workplace of the District, District employees while performing their employment duties, and any other persons who are present at the workplace.

References: NRS 33.200 – NRS 33.360

Adopted: January 8, 2019