**STAFF PERSONAL SECURITY AND SAFETY**

Through its overall safety program and policies, the district seeks to provide the safest possible working environment for all employees. Should an employee be subject to assault, harassment, damage to personal property, or any other harm or threat of harm on school premises or in the scope of his/her employment, the incident should be addressed as follows:

- **The teacher or employee should immediately notify his/her principal or supervisor, who will report the incident to the superintendent.**

- **If necessary, the superintendent or his/her designee will report the incident to the designated local law enforcement agency or officer for further investigation and/or filing of criminal charges as appropriate.**

- **As soon as practicable following the incident, the teacher or employee will file a written complaint with the building principal or supervisor.**

- **The principal or supervisor, after receipt of both the complaint and adequate proof of the charges, will discipline any staff or student offender as appropriate pursuant to personnel policies or the Student Code of Conduct.**

- **The superintendent will monitor the progress of actions taken in accordance with this policy and recommend any further steps necessary.**

Adopted

Legal References:

A. S.C. Code, 1976, as amended:
   1. Section 16-1-60 - Violent crimes defined.
   2. Section 16-3-1040 - Unlawful to threaten to harm teachers or principals.
   3. Section 16-11-510 and 520 - Malicious injury to property.
   4. Section 59-24-60 - Duty of school officials to contact law enforcement when criminal conduct occurs.