

No. 5450  
SECTION: STUDENTS  
TITLE: DISCIPLINE/PUNISHMENT: ASSAULT  
ON AN EMPLOYEE

ADOPTED: 6/15/99  
READOPTED: 6/21/11;1/29/14;11/15/16;  
9/17/19  
REVISED: 2/1/00;6/18/07

## OXFORD AREA SCHOOL DISTRICT

- A. It is an extremely serious matter for a student to commit an assault upon an employee of the school district at any time. If an assault is directed toward an employee, the employee has the right to defend himself or herself and to refer the matter to the police.
- B. An alleged assault on an employee by a student shall be immediately reported to the principal. The principal shall promptly investigate the allegation and report the results of that investigation to the superintendent of schools.
- C. Should the results of the principal's investigation support the allegations, a recommendation for expulsion shall be made to the Board of School Directors in accordance with the student disciplinary code.

OXFORD AREA SCHOOL DISTRICT  
NO. 5450 DISCIPLINE/PUNISHMENT: ASSAULT ON AN EMPLOYEE

ADMINISTRATIVE PROCUDRES

DISCIPLINE/PUNISHMENT: ASSAULT ON AN EMPLOYEE

- A. All school personnel have a responsibility for guiding students. This is best done by the skillful use of persuasion and reason, not by physical coercion. Should a student attack an employee, only sufficient force to protect one's self may be used. This means stopping the action, not retaliating. Regardless of the situation, the employee is still an adult and the student is not.
- B. The assault need not be accomplished to be considered an assault; however, the action must be directed toward the employee, not be an incidental act. A verbal attack may, depending upon the circumstances, be considered an assault and to be dealt with in accordance with Administrative Procedure and Board policy.
- C. If an assault occurs employees shall proceed as follows:
  - 1. Protect himself or herself; mature responses reflect the training and adult judgment expected from an employee.
  - 2. Immediately notify the principal who will supervise the investigation, have witnesses complete reports, notify the student's parent or guardian, make a report to the superintendent of schools and contact local law enforcement authorities.
  - 3. Immediately complete "Report of an Assault on an Employee" (Appendix A).
- D. Principal is to complete "Administrator's Report of an Assault on an Employee" (Appendix B) and promptly file it with the superintendent of schools.
- E. In the interest of fairness to both the student and the employee, all investigations must be as prompt as possible and shall be a priority item for the principal.

OXFORD AREA SCHOOL DISTRICT  
Oxford, Pennsylvania 19363

REPORT OF AN ASSAULT ON AN EMPLOYEE  
(EMPLOYEE)

- I. Name of person completing this report:
- II. Time and date of incident:
- III. Location:
- IV. Persons involved: IV.A How involved:
  - A. Staff
  - B. Student
- V. Events leading to incident:
- VI. Administrator(s) to whom the incident was reported:
- VII. When was the administrator notified?  
Time: \_\_\_\_\_ Date: \_\_\_\_\_
- VIII. Were injuries sustained? If yes, list:
- IX. Time reported to principal:
- X. Comments:
- XI. Signature of person completing form:  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

OXFORD AREA SCHOOL DISTRICT  
Oxford, Pennsylvania 19363

REPORT OF AN ASSAULT ON AN EMPLOYEE  
(PRINCIPAL)

- I. Name:
- II. Time & date notified:  
Time & date of incident:
- III. Location:
- IV. Persons involved and nature of involvement:
  - A. Staff:
  - B. Student:
- V. Time and date parents notified:
- VI. Time and date Superintendent notified:
- VII. Subsequent administrative action taken:
- VIII. Administrator's report of incident:
- IX. Disposition of incident:
- X. Comments:
- XI. Recommendation:

Date \_\_\_\_\_ Signature \_\_\_\_\_