

SUBJECT: THREATS AND CRIMES – PS, SS, RE
NUMBER: 5165
EFFECTIVE DATE: 8/30/2016

I. POLICY

As Jesus promoted the dignity of each person and responded to their needs to be healed, forgiven and shown mercy, we, too as educators need to teach by our witness to bring God's love to each student. Therefore, it is the policy of the Diocese of Green Bay to prohibit all crimes or threats to harm self or another by use of weapon or threat of death or harm by dangerous weapon or instrument. A threat can be by words or actions, verbal or written, or through any electronic mode or communication.

II. PURPOSE

As Jesus challenged those he met to speak the truth gently, so we have the responsibility to challenge others to use their talents for the good of all. Therefore, it is the purpose of this policy to ensure a safe environment for all students and employees.

III. RESPONSIBILITY

As Jesus called us to be educators, we are to be true disciples of Him to be witnesses to his love to others. Therefore, it is the responsibility of the school administrator/religious education director to ensure that all school/religious education personnel and volunteers immediately report to the principal, school administrator or religious education director any incident of possession, use, or threatened use of a weapon or dangerous instrument or any conduct that involves serious physical injury by a student upon another person or self.

IV. PROCEDURE

- A. If danger is imminent, call 911
- B. Gather information from as many sources as possible. Talk to individuals involved separately. Keep detailed documentation on all contacts (dates, times, etc.) and actions. Record on Incident Form.
- C. Notify the Pastor/Pastoral Leader, principal/parish religious education administrator.
- D. Send copy of Incident Report to Diocesan Superintendent of Catholic Schools/Director of Religious Education.
- E. Meet separately with parents of student(s) who made the threat and parents of student(s) who received the threat. Determine the legitimacy of the threat considering the age and ability of the student(s). Suspend student(s) who threatened harm until the investigation is completed. If parents do not know the name of the student(s) who made the threat, that name remains confidential and cannot be shared by the school or religious education/youth ministry program.

OVER

- F. Contact civil authorities/school liaison officer. Ask for a copy of the police report for your records.
- G. Develop a safety plan of action on behavior/expectations based on the Christian virtues for student(s) suspended to continue enrollment in the school/religious education program. Plan includes age-appropriate, specific behaviors and expectations of the student for success at school/religious education program.
 - 1. If there is a concern that the student may harm self and/or others, a request for a written assessment by a licensed professional counselor (school personnel or outside clinician) on the risk for safety to self and/or others is made before the student is allowed to return to the school/religious education program.
 - 2. List concrete consequences in plan for student if the plan is not followed.
 - 3. Conduct a meeting with parent(s) and student to go over the plan of action before the student is allowed back to school/religious education program. Student, parent(s), and school administrator/religious education director sign the safety plan of action as agreement to follow it.
- H. On-going periodic follow-ups with student and parent(s) continue throughout the remainder of the school year.
- I. Keep Incident Report in a separate discipline file and not in student file.
- J. If parents choose to withdraw their student from the school/religious education program, have parent(s) sign a Withdrawal Form.