

Wheatland School District

Workplace Violence Prevention Plan

Revised: 7/7/2026 Board Approved: 8/20/2026

1. Policy Statement

Wheatland School District (WSD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence, in accordance with California Labor Code §§6401.7 and 6401.9 (the Workplace Violence Prevention Plan law, SB 553), Education Code §32282, and other applicable California law, and our unwavering commitment to the safety and well-being of our community.

This Plan is maintained as the District's written Workplace Violence Prevention Plan (WVPP) required under Labor Code §6401.9 and is incorporated as a stand-alone section of the District's Injury and Illness Prevention Program (IIPP) and in the Comprehensive School Safety Plan (CSSP). It is coordinated with, and does not replace, each school site's Comprehensive School Safety Plan required under Education Code §§32280–32289.

Persons Responsible for Implementation: Angela Gouker, Superintendent, is the person responsible for implementing and maintaining this Plan, including coordinating the workplace violence hazard assessment, employee training, recordkeeping and the Violent Incident Log, and the periodic review described in Section 9.

2. Employee Involvement

WSD will obtain the active involvement of employees and their authorized employee representatives in developing and implementing this Plan, including through participation in:

- Identifying, evaluating, and correcting workplace violence hazards;
- Designing and implementing employee training; and
- Reporting and investigating workplace violence incidents.

3. Workplace Violence Hazard Identification, Evaluation, and Correction

An annual workplace violence hazard assessment will be conducted to identify potential risks and vulnerabilities (see Appendix A). This assessment will take into account:

- Analysis of incidents occurring within the last year, including review of the Violent Incident Log described in Section 6
- Consultations with staff, law enforcement, and security experts
- Examination of school facilities and existing security measures
- Consideration of external factors, including community safety trends
- Procedures and methods the District will use to identify and evaluate workplace violence hazards, including scheduled periodic inspections to identify unsafe conditions and work practices, and that take into account specific tasks, equipment, and workstations associated with a higher risk of violence

- Inspections will be conducted when this Plan is first established, after each workplace violence incident, and whenever the District is made aware of a new or previously unrecognized workplace violence hazard. The District will also identify hazards through employee reports and concerns.
- Methods the District will use to correct identified workplace violence hazards in a timely manner

4. Training and Education

Mandatory training will be provided to all WSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence
- Strategies for conflict resolution and de-escalation
- Detailed review of WSD's policies for reporting and managing incidents
- Comprehensive emergency response protocols, tailored to each school's layout and resources
- The definitions and requirements of Labor Code §6401.9
- This Plan, how to obtain a copy of this Plan at no cost, and how employees can participate in the development and implementation of this Plan.
- How employees can report workplace violence incidents or concerns to the District or law enforcement without fear of reprisal
- Workplace violence hazards specific to employees' job duties, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm
- The purpose of the Violent Incident Log (Section 6) and how employees may obtain copies of records required under Labor Code §6401.9
- An opportunity for interactive questions and answers with a person knowledgeable about the District's Plan

Employee training courses include the following:

- Threat Assessment Module 1: Identifying Students Who May Pose a Threat
- Threat Assessment Module 2: Threat Assessment and Management

Training will be conducted upon hire and annually thereafter, as well as whenever a new or previously unrecognized workplace violence hazard is identified and whenever changes are made to this Plan, with additional sessions as needed to address emerging issues.

Training will be presented in a format and language understandable to employees and will allow for interactive questions and answers, consistent with Labor Code §6401.9(e)(2).

5. Reporting Procedures

WSD establishes a confidential, accessible reporting system for violence or threats, featuring:

- Diverse reporting channels, including an online portal located on the District website at wheatlandsd.com called [Anonymous Reporting](#), and direct contact with trusted staff members
- [Anonymous Reporting](#) — English / Spanish
- Assurance against retaliation for individuals reporting concerns
- Immediate and appropriate follow-up actions on all reports received

- Effective procedures for the District to accept and respond to reports of workplace violence, and a clear statement prohibiting retaliation against an employee who makes such a report, consistent with Labor Code §6401.9(c)(2)(D)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with this Plan, consistent with Labor Code §6401.9(c)(2)(E)
- Procedures for post-incident response and investigation, consistent with Labor Code §6401.9(c)(2)(K), including timely investigation of all reports

6. Violent Incident Log

Consistent with Labor Code §6401.9(d), WSD will record information in a Violent Incident Log for every workplace violence incident. Information will be based on reports from employees who experienced the incident, witness statements, and investigation findings. Personal identifying information of any individual involved will be omitted from the log.

For each incident, the log will record, at a minimum:

- Date, time, and detailed location of the incident
- Classification of the workplace violence type (Type 1–Type 4, as defined by Labor Code §6401.9(a))
- A detailed description of the incident, including the violence type (physical attack, threat, weapon involvement, or sexual assault), and a classification of who committed the violence
- Consequences of the incident, including whether law enforcement was contacted, whether the incident resulted in injuries, lost time, or medical treatment, and actions taken to protect employees from a continuing threat
- Information about the person completing the log entry, including job title and date completed

The Violent Incident Log will be reviewed as part of the periodic review of this Plan described in Section 9, and records will be made available to employees and their representatives upon request, without cost, within 15 calendar days, as required by Labor Code §6401.9(f).

7. Response Plan

Upon the report of an incident, WSD will:

- Activate immediate measures to secure the safety of all individuals involved
- Provide necessary medical and psychological support to affected persons
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved
- Evaluate, when applicable, whether a temporary restraining order or order after hearing under Code of Civil Procedure §527.8 should be sought on behalf of an affected employee, consistent with Code of Civil Procedure §527.8 as amended by SB 553 (effective January 1, 2025)
- Record the incident, response, and outcomes in the Violent Incident Log described in Section 6
- Respond to actual or potential workplace violence emergencies using the alerting, evacuation/shelter, and request-for-help procedures in the District's Comprehensive School Safety Plan and Standard Response Protocol — including ParentSquare and

Catapult EMS alerts and 911/law-enforcement contact — consistent with Labor Code §6401.9(c)(2)(G)

8. Communication with Employees Regarding Workplace Violence Matters

Consistent with Labor Code §6401.9(c)(2)(F), WSD will maintain procedures to communicate with employees regarding workplace violence matters, including:

- How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement, and how reports can be made anonymously
- How employees can communicate with each other about workplace violence threats or hazards
- How the District will inform employees of the results of investigations, as appropriate

9. Review and Improvement

The Workplace Violence Prevention Plan will be reviewed (A) annually, (B) when a deficiency in the Plan is observed or becomes apparent, and (C) after a workplace violence incident, with adjustments made based on feedback from the school community, insights gained from incident reviews and the Violent Incident Log, and changes in legal or policy requirements.

10. Collaboration with Law Enforcement and Community Resources

WSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs
- Exchange of relevant safety and security information
- Access to support and recovery resources for staff and students
- Coordination procedures required where WSD facilities are multiemployer worksites (e.g., shared use with contractors or other agencies), consistent with Labor Code §6401.9(c)(2)(C), to ensure training, incident reporting, and investigation obligations are met across all employers at the site

11. Documentation and Record-Keeping

All records of training, incident reports, investigations, the Violent Incident Log, hazard identification and correction records, and response actions will be maintained in accordance with Labor Code §6401.9(f), with personal identifying information redacted from the Violent Incident Log, to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

Records of workplace violence hazard identification, evaluation, and correction, the Violent Incident Log, and records of workplace violence incident investigations will each be retained for at least five years, and training records will be retained for at least one year. Records of workplace violence hazard identification, evaluation, and correction, and the Violent Incident Log, will be made available to employees, their representatives, and Cal/OSHA upon request, without cost, within 15 calendar days, as required by Labor Code §6401.9(f).

Compliance and Legal Considerations

This plan has been developed to align with the requirements of California Labor Code §§6401.7 and 6401.9 (SB 553), Code of Civil Procedure §527.8, and Education Code §§32280–32289 and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. WSD commits to upholding the highest standards of safety and respect within our community.

Appendix A — Workplace Violence Prevention Risk Assessment Template

Introduction: This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Wheatland School District (WSD). The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

Section 1: Data Collection

1.1 Incident Review:

- Summary of reported incidents of violence or threatening behavior in the past year
- Analysis of trends or patterns (e.g., time, location, type of incident)
- Cross-reference with entries in the Violent Incident Log required under Labor Code §6401.9(d)

1.2 Input from School Community:

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence
- Meetings with school safety committees or teams to discuss observations and suggestions
- Documented participation of employees and authorized employee representatives, consistent with Labor Code §6401.9(c)(2)(B)

1.3 Physical Security Assessment:

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras)
- Review of current security measures (e.g., access control systems, emergency communication tools)

1.4 Review of External Factors:

- Consideration of community safety trends or events that may impact school safety
- Coordination with local law enforcement for insights on local threats or patterns of violence

Section 2: Risk Analysis

2.1 Identification of Risks:

- Listing of identified potential risks based on data collected, categorized by likelihood and severity

2.2 Vulnerability Assessment:

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks
- Identification of areas lacking sufficient protective measures

Section 3: Action Plan

3.1 Prioritization of Risks:

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence

3.2 Development of Mitigation Strategies:

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students)

3.3 Implementation Timeline:

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones

Section 4: Monitoring and Review

4.1 Monitoring Procedures:

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies

4.2 Annual Review:

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions, consistent with the periodic review triggers described in Section 9 of this Plan
- Incorporation of the Violent Incident Log (Section 6) into the periodic review, as required by Labor Code §6401.9(d)(1)(B)