

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: OPERATIONS

TITLE: SENSITIVE ISSUES

ADOPTED: November 18, 2004

REVISED: October 19, 2006

820. SENSITIVE ISSUES	
1. Purpose	The Joint Operating Committee recognizes the need to set specific guidelines for a sensitive issue, which may infringe on physical or mental welfare of students or staff.
2. Definition	A sensitive issue is defined as an action by an individual or a group of individuals, which for any reason, may result in physical or mental anguish to an individual or group of individuals, or which may result in property damage caused by this action. Sensitive issues may include, but are not limited to terroristic threats of any nature, physical or mental abuse, student exposure to inappropriate materials, and any action punishable by law in a criminal or civil manner.
3. Delegation of Responsibility	<p>Upon notification of a sensitive issue, any staff member, administrative, professional or support, shall follow the action plan below to properly insure the welfare of the students or staff:</p> <p>Step 1: Staff member(s) shall immediately notify the building principal.</p> <p>Step 2: The building principal shall immediately meet with involved parties to gather information and resolve the situation, if possible.</p> <p>The Administrative Director shall be informed of the details of the incident by the building principal and shall be responsible to determine whether any of the following responses are appropriate:</p> <ol style="list-style-type: none"> 1. Return to classes or duties. 2. Report to in-school suspension. 3. Out-of-school suspension and return to the building with their parent/guardian. 4. Be held for authorities and legal action.

4. Guidelines	<p>5. Other appropriate procedures.</p> <p>Step 3: The building principal and concerned parties which have been notified of this incident will have a conference during the morning of the following school day, to discuss the next course(s) of action in regard to this incident. The following items may be discussed:</p> <ol style="list-style-type: none">1. In-school behavioral counseling.2. Psychological evaluation.3. In-school counseling of the affected individual(s).4. Increased school security requirements.5. Notification of parents/guardians of all involved. <p>If any of the actions noted above are determined to be required, they will be instituted within forty-eight (48) hours of the initial notification of the incident. Seventy-two (72) hours if the notification occurs on a Friday.</p> <p>Step 4: A detailed incident report will be completed. This report is to be completed by the building principal, with copies submitted to the Administrative Director.</p> <p><u>Enforcement</u></p> <p>All staff members shall be expected to comply with the requirements of this policy. Failure to do so shall result in progressive discipline measures.</p>
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