

DEFINITIONS

- *Verbal Assault:* Communicating threats, abusive language, profanity, or harassing phone calls.
- *Physical Assault:* Includes both striking another person (battery) and an attempt to strike another person (attempted battery).
- *Disorderly Conduct:* Causing a public disturbance by making or using any utterance, gesture, display, or abusive language that is intended to and is likely to provoke violent retaliation and thereby cause a breach of peace.
- *Communicating Threats:* Threatening to physically injure a person or the property of another. The threat may be communicated orally, in writing, or by any other means.
- *Harassing Phone Calls:* Using profane, indecent or threatening language to any person over the telephone; annoying or harassing by repeated telephoning or making false statements over the telephone.

STEPS IN PROCESSING AN ASSAULT INCIDENT

1. The employee shall report the assault as soon as possible to the immediate supervisor/designee. The supervisor/designee will make written notes of the incident and investigate the allegation(s).
2. The supervisor/designee shall report the incident to the Superintendent/designee.
3. If a physical assault has occurred, the employee shall be transported to the emergency room by the supervisor/designee. The supervisor/designee shall request that a law enforcement officer be present at the hospital to collect evidence.
4. The supervisor/designee shall assist in seeing that the assault is reported to and/or filed with the appropriate law enforcement agency. Any physical evidence shall be turned over to the investigating officer. If an employee chooses not to pursue criminal action, the supervisor/designee shall have the employee read and sign form GBEAA-E.
5. The supervisor/designee shall obtain a copy of the officer's report for the file.
6. Charges that may be filed could include any or all of the following:
 - Simple assault
 - Assault inflicting serious injury
 - Communicating threats

- Trespassing
- Disorderly conduct
- Assault with a deadly weapon
- Harassing phone calls

7. The supervisor/designee shall accompany the employee to the local enforcement agency, the Board attorney, the magistrate, and/or court.
8. The assault of a school bus driver by a parent/guardian may result in the removal of the child/children [from the bus](#) for a minimum of one-hundred eighty (180) school days. Once reinstated to the bus, the student will be on a thirty (30) day probationary period. Any offenses during that period of time may result in expulsion from the bus.
9. An assault by a student shall result in a minimum ten (10) day suspension from school ([see Policy JGD, "Short-Term Suspension"](#)). The assault of a school bus driver by a student shall result in a minimum one-hundred eighty (180) day suspension from the bus and a minimum ten (10) day suspension from school. If the principal believes that a longer suspension is warranted, Policy JGDA, R (Student (Long-Term Suspension, [365-Day Suspension, and Expulsion](#)")) shall be followed. [If a teacher is assaulted or injured by a student and as a result the student is long-term suspended, expelled or assigned to alternative education, the student shall not be returned to that teacher's classroom unless the teacher consents.](#)

Cross References:

[Policy IGAJ, "Driver's Education and License Eligibility"](#)

[Policy JGD, "Short-Term Suspension"](#)

[Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion"](#)

[Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety"](#)

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