

Student Discipline Documents ARs should be aware of:

1. Master Agreement – Article XIII. Pages 63-66.
  - a. Processes defined sections E. and F. [Note: E.1. gives weight to the Management Directive MD-A2 Staff Safety Protocol]
  - b. Return to classroom for “level II” referrals requires that students “will be returned to the classroom only after consultation with teacher making the referral or providing an explanation to such teacher of the disciplinary action taken”
  - c. Right to know prior student behavior and plans are found in subsection G.
2. Management Directive MD-A2 Staff Safety Protocol (copy provided)
  - a. While there is discretion given to building principals in the administration of discipline, this was issued to create clear and rational expectations for all staff.
  - b. Identifies actions and responsible persons in the event of a threatening behavior or physical assault.
3. Policies
  - a. [JIC](#) – Student conduct, discipline and attendance. Offers objectives like “sound educational practice”, “learning atmosphere which is safe, conducive to learning and free from unnecessary disruption”
  - b. [JCDA](#) – Student code of conduct lists behaviors and expectations including respect and prohibits “open persistent defiance of authority” and “behavior that is detrimental to the welfare or safety of other pupils or of school personnel.
  - c. [JK](#) – establishes that effective student discipline is a “prerequisite for sound educational practices and student achievement”
  - d. [JKBA](#) – authorization to remove students, short and long term, as well as steps for continuing behavior. Also states a condition for teachers to include, “any formal removal by a teacher as a serious disciplinary measure that it expects will not be used as a substitute for effective classroom management practices.” and requires the teacher to “use best professional judgment ... and ... should have attempted to address the disruptive behavior ... in good faith ... prior to formally removing a student from class.”
  - e. [JKBA-R](#) (regulation) – sets processes and defines terms.
  - f. [JKD-JKE-2](#) – Students with Disabilities
  - g. [JK-R](#) – Discipline Regulations that define minor from “material and substantial” infractions. A “material and substantial” discipline infraction is one “that creates a substantial disruption to the school day and/or threatens the welfare and/or safety of other pupils or school personnel. [They] are presumed to be initiated, willful, and overt on the part of the student...[and are] grounds for suspension by the principal.”

DRAFT Initial Email for student and staff safety

To: [Insert Principal Name]

Re: [Student Initials] violent behavior

***BODY OF EMAIL***

[Insert Principal Name]

Today I had an incident with [INSERT STUDENT INITIALS] where I was physically/verbally assaulted. Beyond the impact to the learning environment for this child and the rest of the class, this behavior makes me concerned for my personal safety as well as for those around me.

1. Before [INSERT STUDENT INITIALS] returns to my class, what interventions are you employing and have been employed in the past to address unacceptable behavior?
2. Before [INSERT STUDENT INITIALS] returns to my classroom, how are we going to alter the approach with this child so that he/she can be more successful?
3. In the event that these interventions and strategies do not work, what options are available to the child beyond my classroom?
4. [FOR HABITUAL PROBLEMS] Are there any programs beyond our school to address this type of behavior and if so, how do we access these programs?

I look forward to a prompt reply.

Sincerely,

# COLORADO SPRINGS SCHOOL DISTRICT 11



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**Date:** January 29, 2018

**Subject:** Staff Safety Protocol (Student Discipline)

**Management Directive #:** MD-A2 Staff Safety Protocol (Student Discipline)

**Purpose:**

To provide direction to all Colorado Springs School District 11 (the District) staff regarding staff safety protocol related to threats and acts of physical violence.

The District strives to provide a safe learning and working environment for all staff. Protocols provide consistency in our professional communication and in daily practice. Consistency helps us to establish and maintain norms and expectations, enhancing how we work together. The following staff safety protocol is applicable to all staff in District 11.

The protocol contains actionable steps for staff and administrators when personally confronted with one or more of the following incident types:

- Student threats
- Physical violence by students
- Staff to staff threats
- Threats from parents/guardians

**Directive:**

District schools and departments will annually provide and review the attached staff safety protocol. Copies of the protocol are available at all schools and online through the Student Discipline Services Team Site.

Signed: Nicholas M. Gledich  
Dr. Nicholas M. Gledich, Superintendent

Date: 1-29-18



# Colorado Springs School District 11

## Subject: Staff Safety Protocol

| Threat /Event  | From    | Action  | Person Responsible |
|--|---------|---|--------------------|
| General Verbal Threat<br><br><i>Threat lacks specific: names, details, plan, means</i>                       | Student | <ul style="list-style-type: none"> <li>• Student referred to administration via direct report/Q referral</li> </ul>   | Teacher/Staff      |
|  |         | <ul style="list-style-type: none"> <li>• Informal investigation</li> <li>• Incident documented in Q</li> <li>• Discipline student according to policy JK/JK-R</li> <li>• Threat Assessment</li> <li>• Communicate action, next steps</li> </ul>   | Administration     |
| Direct Verbal Threat<br><br><i>Threat contains one or more of the following: names, details, plan, means</i> | Student | <ul style="list-style-type: none"> <li>• Initiate student removal from class per building protocol</li> <li>• Student referred to administration via direct report/Q referral</li> </ul>  | Teacher/Staff      |
|  |         | <ul style="list-style-type: none"> <li>• Informal investigation</li> <li>• Incident/Referral documented in Q</li> <li>• Threat Assessment</li> <li>• Discipline student according to policy JK/JK-R</li> <li>• Contact civil authorities (if student is age 10 or older)</li> <li>• Classroom removal/suspension</li> <li>• Referral to Student Discipline Services</li> <li>• Employee Wellness Check/Employee Assistance Program (EAP)</li> <li>• Communicate action, next steps</li> </ul> | Administration     |
| Physical Act<br><br><i>A willful, physical act against another</i>   | Student | <ul style="list-style-type: none"> <li>• Safety First</li> <li>• Initiate student removal from class per building protocol</li> <li>• Student referred to administration via direct report/Q referral</li> </ul>  | Teacher/Staff      |
|  |         | <ul style="list-style-type: none"> <li>• Informal investigation</li> <li>• Incident/Referral documented in Q</li> <li>• Threat Assessment/Incident Report</li> <li>• Contact civil authorities (if student is age 10 or older)</li> <li>• Suspension according to policy JK/JK-R</li> <li>• Referral to Student Discipline Services</li> <li>• Employee Wellness Check/Employee Assistance Program (EAP)</li> <li>• Communicate action, next steps</li> </ul>                                 | Administration     |

| Threat/Event | From    | Action  | Person Responsible |
|--------------|---------|---|--------------------|
| Threat       | Staff   | <ul style="list-style-type: none"> <li>• Incident reported to administration</li> </ul>   | Teacher/Staff      |
|              |         | <ul style="list-style-type: none"> <li>• Provide safe/secure environment</li> <li>• Contact Human Resources</li> <li>• Employee Wellness Check/Employee Assistance Program (EAP)</li> <li>• Communicate action, next steps</li> </ul>   | Administration     |
| Threat       | Parent  | <ul style="list-style-type: none"> <li>• Incident reported to administration</li> </ul>   | Teacher/Staff      |
|              |         | <ul style="list-style-type: none"> <li>• Provide safe/secure environment</li> <li>• Crisis Plan/Contact District Security Department</li> <li>• File "No Trespass"</li> <li>• Contact civil authorities</li> <li>• Employee Wellness Check/Employee Assistance Program (EAP)</li> <li>• Communicate action, next steps</li> </ul> | Administration     |
| Feel Unsafe  | Various | <ul style="list-style-type: none"> <li>• Report concern to administration</li> </ul>  | Teacher/Staff      |
|              |         | <ul style="list-style-type: none"> <li>• Provide safe/secure environment</li> <li>• Employee Wellness Check/Employee Assistance Program (EAP)</li> <li>• Communicate action, next steps</li> </ul>  | Administration     |