

## **STAFF PERSONAL SECURITY AND SAFETY**

School staff members need to work in a safe and secure environment. The Board of Education supports actions that protect employees from personal attacks by students, fellow employees or other persons while minimizing disruption to the normal working and learning environment.

### **OFFENSES AGAINST SCHOOL EMPLOYEES BY STUDENTS**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards an employee.

These same procedures shall be followed if students damage the personal property of an employee while on school district premises.

1. The employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student up to three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or to the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

### **OFFENSES AGAINST SCHOOL EMPLOYEES BY NON-STUDENTS**

Instances of assault, disorderly conduct, harassment or alleged criminal offense by an employee or by any other person directed against an employee shall be reported to the principal or supervisor who in turn shall report the incident to the superintendent or designee for investigation and action in accordance with applicable procedures.

### **SUPPORTIVE ACTION FOLLOWING INCIDENTS**

1. The principal or supervisor shall inform other employees who are impacted or affected by the incident as necessary and report the incident and its status or resolution to the immediate supervisor.
2. The affected employee may be offered assistance, including but not limited to mandating medical, legal, physical or mental examination and temporary leave from his or her position.
3. The principal or supervisor shall monitor the progress of actions taken in accordance with this policy and recommend any further steps necessary to the superintendent.
4. The principal or supervisor shall plan with the affected employee and other impacted employees for his or her return to normal duties.

**COMMUNICATION OF DISCIPLINARY INFORMATION TO TEACHERS/  
COUNSELORS**

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Adopted prior to 1985

Revised November 18, 1987

Revised August 17, 1988

Revised January 19, 1991

Revised August 7, 1991

Revised August 20, 2008

Revised May 16, 2012

Legal Refs.: C.R.S. 22-32-109.1 (3) (policy regarding offenses against school employees required as part of safe schools plan)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-32-126 (5)(a) (communication of disciplinary information)

Cross Refs.: ECAC, Vandalism  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students

Contract Ref.: TEA Agreement - Appendix G, Staff Protection