

# 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  <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  <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  <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