

STAFF PERSONAL SECURITY AND SAFETY

Reporting Procedures

In addition to procedures otherwise required, the following procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee.

These same procedures will be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school District premises, on school vehicles or at school activities.

The teacher or employee will:

1. notify the building principal or designee as soon as possible
2. contact the local law enforcement agency and District Security to report the incident
3. follow up and file a written report with the principal, the superintendent's office and the Board of Education

The principal or designee will:

1. insure that the local law enforcement agency and District Security has been contacted
2. conduct an informal hearing and determine facts related to the matter
3. contact the student's parent/guardian to discuss the incident
4. if warranted, will suspend the student for a minimum of three days
5. if warranted, make a referral for further disciplinary action in accordance with established policies and procedures

A copy of this policy will be distributed to each student and posted in each school building.

Access to Discipline Information

Any teacher or counselor who has direct contact with a student will, upon request and subject to the fulfillment of required protocols, be provided access to the student's discipline information during regular school hours. Such teacher or counselor will be presumed to have a legitimate educational interest in the student's behavior. For purposes of this policy, legitimate educational interest in the behavior of the student is defined as a direct need to know a student's discipline information, not shared by the general teaching, counseling, District, or school staff, in order to address the education, safety, or welfare needs of the student, other students, personnel, or the District.

Other teachers, counselors and school officials will, upon request and subject to the fulfillment of required protocols, be provided access to a student's discipline information during regular school hours upon a showing of legitimate educational interest in the behavior of the student.

The school principal, or designee, is charged with the authority to determine whether a teacher or counselor has direct contact with a student, and whether a teacher, counselor or other school official has a legitimate educational interest in the behavior of a student, and to maintain a record of who had access to discipline information pursuant to this policy.

A student and her/his parent or guardian, or an eligible student may, upon request, review the school's record of teachers, counselors, and other school officials who have had access to that student's discipline information during the school year in which access to such records was granted. A student and her/his parent or guardian, or an eligible student may, upon request, receive a copy of the discipline information that was reviewed by a teacher, counselor, or other school official pursuant to this policy, and may challenge the accuracy of the discipline information.

Revised: June, 1988
Revised: November, 1993
Revised: December, 1994
Revised: September, 1996
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Revised: March 2003
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LEGAL REFS.: C.R.S 19-3-304 (3.5), (4)
C.R.S. 22-32-109 (II)
C.R.S. 22-32-109.1 (3)
C.R.S. 22-33-106 (1)(d)
C.R.S. 22-32-126
C.R.S. 22-32-109.1 (9)
20 U.S.C. §1232G (Family Educational Rights and Privacy Act of 1974)
34 C.F.R. 99.1, et seq. (Regulations)

CROSS REF.: JLCE, First Aid and Emergency Medical Care
KLG, Relations with Law Enforcement Authorities
GBGB, Staff Personal Security and Safety
EBCA, Disaster Plans
ECA/ECAB, Security/Access to Buildings
JIH, Student Interrogations, Searches, and Arrests
JIHB, Parking Lot Searches
ADD, Safe Schools
JICDE, Bullying Prevention and Education
JRA/JRC, Student Records/Release of Information
JK, Student Discipline
JKD/JKE, Suspension and Expulsion of Students

CONTRACT REFS.: CSEA Agreement, Article XIII, Student Discipline, Section C--Staff Personal Security and Safety