



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Staff Protection
Policy Number:	GBGB-TCA
Original Date:	3/19/1992
Last Reviewed:	3/26/2014
Category:	Personnel
Author/Cabinet Approval:	Director of Human Resources

## INTRODUCTION

The Classical Academy (TCA) administration is committed to providing a safe working environment for all staff. We do not tolerate any form of violence or abuse including but not limited to actions, words or insults towards our staff. The following procedures may be initiated to protect TCA staff in alleged instances of:

- assault,
- disorderly conduct,
- harassment or intimidation,
- knowingly making a false allegation of child abuse,
- knowingly making a false allegation of an alleged offense,
- any alleged offense under the "Colorado Criminal Code,"
- the use of profane language,
- the use of threatening language, or
- verbal or written insults,

by a student, another staff member, parent or a community member towards any staff member. The procedures are applicable on TCA premises and at all TCA events on or off TCA property and in electronic, oral or written communication.

A staff member who believes he/she has been a victim of any of the above may immediately contact his/her supervisor to report the incident. When notified of an alleged incident, the supervisor shall immediately communicate with the President or designee and the supervisor or designee shall conduct an investigation.

If the alleged perpetrator is a student; the principal, supervisor or President shall initiate disciplinary action as appropriate.

If the staff member believes the supervisor is the source of the alleged behavior, the staff member may report instead to the Director of Human Resources.

If the alleged perpetrator is a staff member, he/she may be subject to discipline including a written reprimand, suspension, dismissal, filing of criminal charges or other appropriate consequences, after receipt of the complaint, investigation, and adequate proof of the charges.

If the allegation involves a student or employee at a different location, the employee may file a written complaint with his/her site administrator with a copy to the President's office and the site supervisor of the alleged perpetrator.

If the allegation involves a parent or community member, the President or designee may report the incident to the TCA attorney or the appropriate local law enforcement agency or officer who will determine the appropriateness of filing criminal charges. Any parent or community member considered by the President or designee to be in violation of this policy may be instructed to leave the property of the school TCA and/or may be denied access to TCA's electronic communication systems.

This policy shall be included within the conduct and discipline code distributed to each student.

**Legal Refs:**

C.R.S. § 22-32-109(1)(w) and (x)  
C.R.S. § 22-32-126(5)(a)

**Cross Refs:**

JKD/JKE - Student Suspension/Expulsion/Denial of Admission  
EL 2.0 Global Executive Constraint  
EL 2.3 Treatment of Staff  
EL 2.7 Employment, Compensation and Benefits

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
3/26/2014	Reformatted policy into new template. Completed annual review.	Director of Human Resources