**STAFF PERSONAL SECURITY AND SAFETY**

[SCHOOL] is dedicated to providing a safe environment for both students and staff. To that end, the following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school premises.

1. The teacher or employee shall file a written complaint with the Head of School and Governing Board.
2. The Head of School (or designee as established by school policy), after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures. The suspension shall be in accordance with the procedures established by school policy. The Head of School (or designee) shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
3. The Head of School shall report the incident to the school attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

**Communication of Disciplinary Information**

The Head of School (or designee) shall communicate discipline information when appropriate. 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 [DATE]

Revised [DATE]

LEGAL REFERENCES:

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)