



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Staff Safety and Security
Policy Number:	GBGB - NSCA
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Category:	Human Resources
Author:	Executive Director
Approval:	NSCA Board of Directors

## Staff Safety and Security

New Summit Charter Academy (NSCA) administration is committed to providing a learning and working environment free from any form of violence and abuse including but not limited to actions, words, or insults toward our staff. The following procedures may be initiated to protect District staff in alleged instances of:

- assault,
- disorderly conduct,
- discrimination,
- 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, a parent, or a community member towards any staff member. The procedures are applicable on NSCA premises and at all NSCA events on or off NSCA 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 Executive Director, Principal, or designee and the Principal conduct an investigation.

If the alleged perpetrator is a student, the Principal, supervisor, or Executive Director 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 Executive Director's office and the site supervisor of the alleged perpetrator.

If the allegation involves a parent or community member, the Executive Director or designee may report the incident to the NSCA 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 Executive Director or designee to violate this policy may be instructed to leave the property of the school NSCA and/or may be denied access to NSCA'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

**Revision History**

Date	Revision Details	Revised By
09/15/2018	Creation	Board, Executive Director
05/07/2025	Revised	Compliance Office, HR, Board