

**EMPLOYEE/AUTHORIZED VOLUNTEER PROTECTION**

- 1.0 The District recognizes the need to protect employees and other persons performing authorized services on behalf of the District from psychological and physical abuse which may occur on school or District property or while performing assigned duties for the District. Prohibited conduct shall include assault; disorderly conduct; harassment; theft or damage to personal property; accusations of child abuse which the accuser knows are false; sexual harassment; sexual misconduct; or other violations of the Colorado Revised statutes (C.R.S.).
- 2.0 When a District employee or other person performing authorized/voluntary services on behalf of the District alleges that they have become a victim of harassment, sexual harassment or sexual misconduct, they should follow the process described in the appropriate District policies. When a District employee or other person alleges theft or damage to personal property, they should contact Risk Management and make a report using their process. When a District employee or other person alleges injury by a student, they should contact Human Resources and make a report using their process. For remaining offenses described in Section 1.0, the aggrieved individual shall file a written complaint with the building principal or the employee's supervisor within five (5) working days of the alleged offense.
- 3.0 The building principal/supervisor or designee shall conduct the necessary inquiry and respond promptly as appropriate for the issue, which should be within 10 school days, absent extenuating circumstances. Complainants may present information and documents relating to their complaint to the building principal/department administrator or designee for consideration.
- 4.0 If a complaint cannot be satisfactorily resolved at the school/department level then the Complainant may submit the complaint and response to the appropriate next level District administrator to determine whether or not the response was appropriate and aligned with District policy. The response should be within 20 school days of receipt, absent extenuating circumstances, including but not limited to the need to conduct an investigation.

LEGAL REFERENCES:

C.R.S. 22-32-109.1(3) (Board of Education - Specific powers and duties – Safe Schools)

CROSS REFERENCES:

Policy: 5000

Policy 8400

Policy 8410

Policy: 8800